

CHARTER TOWNSHIP OF  
YPSILANTI BOARD OF TRUSTEES

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**KAREN LOVEJOY ROE**

*Treasurer*

**LARRY J. DOE**

*Trustees*

**STAN ELDRIDGE**

**HEATHER JARRELL ROE**

**MONICA ROSS WILLIAMS**

**JIMMIE WILSON, JR.**

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**September 15, 2020**

**Work Session – 5:00pm**

**Regular Meeting – 7:00 p.m.**

**Ypsilanti Township Civic Center**

**7200 S. Huron River Drive**

**Ypsilanti, MI 48197**

# **DEPARTMENTAL REPORTS**

# CHARTER TOWNSHIP OF YPSILANTI FIRE DEPARTMENT

222 South Ford Boulevard, Ypsilanti, MI 48198

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## MONTHLY REPORT FOR AUGUST 2020

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	18 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 449 requests for assistance. Of those requests, 174 were medical emergency service calls, with the remaining 275 incidents classified as non-medical and/or fire related.

Department activities for the month of August 2020:

- 1) The Public Education Department participated in the following events:
  - a) Smoke Alarms: 148 Oregon (2)
  - b) Hosted Primary Elections
  
- 2) Fire fighters received training in the following areas:
  - a) Washtenaw County Tech Rescue Team
  - b) Washtenaw County HazMat Team
  - c) Swift Water Rescue

The Fire Marshal had these activities / events for the month of August 2020:

- 1) Plan Reviews: 7
- 2) Building Inspections: 4
- 3) Fire Investigations: 8
- 4) Completed Covid 19 screenings for staff
- 5) Water Flow tests: 2
- 6) Junk Yard Inspections: 3

The Fire Chief attended these meetings / events for the month of August 2020:

- 1) Phone meeting with State of Michigan regarding NEMSIS reports
- 2) Hosted Primary Elections
- 3) WAMAA zoom meeting
- 4) Health & Human Services zoom meeting – Covid 19
- 5) 2 Complaint Investigations with HVA
- 6) Interviews for Building Operations Supervisor
- 7) Meeting with Shamrock Flooring – HQ & Station 3 kitchens
- 8) Completed Covid 19 PPE Grant
- 9) Assisted in 3 Fire Investigations: Fairway Trails, Hull, Twin Towers
- 10) Repairs to Emergency Siren #7 – Huron Street south of I-94
- 11) Revised Covid 19 Screening form for firefighting staff
- 12) Cleared trash / debris off from Russell Street (north side of Station 1)
- 13) Assisted Clerks Office with election preparations
- 14) Sanitizing of polling stations throughout Primary Election
- 15) Purchased new cabinets for HQ & Station 3 kitchens
- 16) Assisted with Covid 19 staff screenings

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 **\$450,200.00**. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 08/04/2020	2960 Int'l Drive	\$ 0.00 (fire / other)
2) 08/04/2020	210 S Hewitt #103	\$ 320,000.00 (building)
3) 08/06/2020	932 Davis	\$ 0.00 (outside rubbish)
4) 08/08/2020	5998 Rawsonville	\$ 0.00 (outside rubbish)
5) 08/09/2020	204 E Ainsworth	\$ 0.00 (Mutual Aid – City of Ypsilanti)
6) 08/11/2020	1966 Mary Catherine	\$ 0.00 (cooking)
7) 08/11/2020	1140 Hull	\$ 90,000.00 (building)
8) 08/12/2020	108 Washtenaw #7	\$ 0.00 (Mutual Aid – City of Ypsilanti)
9) 08/13/2020	878 Ecorse	\$ 0.00 (trash)
10)08/14/2020	425 Elder #5	\$ 0.00 (fire / oven)
11)08/15/2020	568 Glenwood	\$ 20,000.00 (building)
12)08/15/2020	2357 Harding	\$ 0.00 (cooking)
13)08/20/2020	WB Michigan Ave	\$ 5,200.00 (vehicle)
14)08/22/2020	9635 Bemis	\$ 0.00 (outside rubbish)
15)08/24/2020	1821 E Michigan	\$ 0.00 (outside rubbish)
16)08/24/2020	780 Dorset	\$ 0.00 (cooking)
17)08/25/2020	1347 Concord Drive	\$ 15,000.00 (building)
18)08/29/2020	5040 Bosuns Way	\$ 0.00 (fire / other structure)
19)08/31/2020	397 Elder	\$ 0.00 (outside rubbish)

Respectfully submitted,

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

Attachment: Image Trend Incident Type Report (Summary): 08/01/2020 – 08/31/2020

**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
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
100 - Fire, other	2	0.45%				
111 - Building fire	5	1.11%	345000.00	100000.00	445000.00	98.84%
112 - Fires in structure other than in a building	1	0.22%	0.00	0.00	0.00	0.00%
113 - Cooking fire, confined to container	4	0.89%	0.00	0.00	0.00	0.00%
118 - Trash or rubbish fire, contained	1	0.22%	0.00	0.00	0.00	0.00%
131 - Passenger vehicle fire	1	0.22%	5000.00	200.00	5200.00	1.16%
150 - Outside rubbish fire, other	4	0.89%	0.00	0.00	0.00	0.00%
151 - Outside rubbish, trash or waste fire	1	0.22%	0.00	0.00	0.00	0.00%
<b>Total: 19</b>		<b>Total: 4.23%</b>	<b>Total: 350000.00</b>	<b>Total: 100200.00</b>	<b>Total: 450200.00</b>	<b>Total: 100.00%</b>
<b>Incident Type Category (FD1.21): 2 - Overpressure Rupture, Explosion, Overheat (No Fire)</b>						
251 - Excessive heat, scorch burns with no ignition	1	0.22%				
<b>Total: 1</b>		<b>Total: 0.22%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
300 - Rescue, EMS incident, other	43	9.58%				
311 - Medical assist, assist EMS crew	35	7.80%				
320 - Emergency medical service, other	33	7.35%				
321 - EMS call, excluding vehicle accident with injury	32	7.13%				
322 - Motor vehicle accident with injuries	13	2.90%				
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0.67%				
324 - Motor vehicle accident with no injuries.	15	3.34%				
<b>Total: 174</b>		<b>Total: 38.75%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>						
411 - Gasoline or other flammable liquid spill	2	0.45%				
412 - Gas leak (natural gas or LPG)	2	0.45%				
424 - Carbon monoxide incident	5	1.11%				
440 - Electrical wiring/equipment problem, other	6	1.34%				
444 - Power line down	3	0.67%				
445 - Arcing, shorted electrical equipment	7	1.56%				
461 - Building or structure weakened or collapsed	1	0.22%				
463 - Vehicle accident, general cleanup	1	0.22%				
<b>Total: 27</b>		<b>Total: 6.01%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 5 - Service Call</b>						
500 - Service call, other	1	0.22%				
510 - Person in distress, other	2	0.45%				
511 - Lock-out	1	0.22%				
531 - Smoke or odor removal	3	0.67%				
550 - Public service assistance, other	1	0.22%				
551 - Assist police or other governmental agency	1	0.22%				
552 - Police matter	1	0.22%				
553 - Public service	2	0.45%				
554 - Assist invalid	2	0.45%				
561 - Unauthorized burning	6	1.34%				
571 - Cover assignment, standby, moveup	1	0.22%				

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
<b>Total: 21</b>		<b>Total: 4.68%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>						
600 - Good intent call, other	5	1.11%				
611 - Dispatched and cancelled en route	173	38.53%				
622 - No incident found on arrival at dispatch address	1	0.22%				
651 - Smoke scare, odor of smoke	2	0.45%				
<b>Total: 181</b>		<b>Total: 40.31%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>						
700 - False alarm or false call, other	7	1.56%				
715 - Local alarm system, malicious false alarm	2	0.45%				
733 - Smoke detector activation due to malfunction	2	0.45%				
735 - Alarm system sounded due to malfunction	1	0.22%				
736 - CO detector activation due to malfunction	4	0.89%				
743 - Smoke detector activation, no fire - unintentional	3	0.67%				
745 - Alarm system activation, no fire - unintentional	3	0.67%				
746 - Carbon monoxide detector activation, no CO	4	0.89%				
<b>Total: 26</b>		<b>Total: 5.79%</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00</b>	<b>Total: 0.00%</b>
<b>Total: 449</b>		<b>Total: 100.00%</b>	<b>Total: 350000.00</b>	<b>Total: 100200.00</b>	<b>Total: 450200.00</b>	<b>Total: 100.00%</b>

*Supervisor*  
**BRENDA L. STUMBO**  
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**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](http://www.ytown.org)

**Date:** September 4, 2020  
**To:** Clerk's Office  
**CC:** Brenda Stumbo, Supervisor  
**From:** Michael Saranen, Operation Manager  
  
**Subject:** Department Report (activities in August 2020)

## Activities:

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### Ford Lake Dam

#### General Operation Summary:

The Hydro Station continues to operate safely and continues to get routine safety inspections and preventive maintenance. Covid-19 has not impacted operations. Operators had X after hour call-ins for the month.

Average precipitation for the month of August is around 3.7", this year it was about 4.5".

Production for the month above average.

#### Regulatory:

##### **For 2020-**

- update DSSMP
- DSSMR, **Filed Complete**
- Owners Dam Safety Program Review – **Complete**
- EAP Reprint
- EAP annual update and test-
- EAP Training- TBD
- Part 12 Inspection- **Started**
- WQ Report – **Equipment deployed & collecting data**
- Nuisance Plant Plan Report – **Draft Report – Out for Comment**
- Wildlife Plan Report –
- Historical Activity Report –
- Gate Certification –
- Security Review – **Started**
- FERC Security Inspection- **Postponed (COVID)**
- FERC Annual Dam Safety Inspection – **Postponed (COVID)**
- Annual DEQ Lake Operation Monitoring Report- **Complete**
- 5 year shoreline survey and report- **Draft Report – Out for Comment**
- 5 year Owners Dam Safety Program Audit- **Started**



## Projects:

**Transformer Maintenance-** Replace the low voltage insulators and clean the oil. Scheduled for March. This is now complete, the bushing hotspot has been corrected. Oil analysis will continue on a regular schedule. No changes.

**PLC Replacement-** Replaced the 1980's obsolete PLC controller. The new PLC is able to be expanded and has modern security features. This project was approved in April, installation is complete and working satisfactory. Additional programming is being proposed to automate the Hydro Generators.

**Sluice Gate Repairs-** Inspections found deteriorated electrical and hydraulic components. Electrical Repairs are complete. Gate control panel is on order.

## Operation Summary

2020	August	YTD	5 Year Ave.
Precipitation total (inches) <sup>1</sup>	4.5	32.13	40.0 <sup>2</sup>
Days Online	30.0	179.5	356.3
Generation MWH (estimated)	385.673	8,352.589	10,096.6
Generation MWH <b>lost</b> (estimated)*	.109	555.146	549.400

### After Hour Call In

Water levels	42	38
Mechanical/Electrical	3	3
Other	2	2
Totals	47	43

Recent History	2015	2016	2017	2018	2019
Precipitation total (inches) <sup>2</sup>	34.9	36.5	40.8	42.2	45.4
Days Online	345	359.5	362.0	364.2	350.6
Generation MWH (estimated)	7,723.0	8,803.4	10,744.9	10,635.0	12,576.7
Generation MWH <b>lost</b> (estimated)*	419.1	229.8	269.6	552.9	1,005.8

### After Hour Call In

Water levels	32	31	26	30	69
Mechanical/Electrical	1	4	5	3	4
Other	1	2	3	0	2
Totals	34	37	34	33	75

<sup>1</sup>Preliminary totals from NOAA for Detroit

<sup>2</sup>Total from NOAA at U of M Ann Arbor

\*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 1<sup>st</sup> and will end on September 30<sup>th</sup>; 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 <b>2020</b>	Current Year Days Spilled	Current Year Lost KWh*	Current Year Lost \$*	Prior Yr. Lost \$*
January	28.8	0	0	0
February	13.3	0	0	0
March	24.6	0	0	0
April	13.9	0	0	0
May	16.7	0	0	0
June	10.0	56,448	2502	823
July	11.2	50,000	3000	9,653
August	.7	0	0	0
September				0
October				0
November				0
December				0
Totals	108.0	106,448	\$ 2,502	\$ 10,476

\*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.

Operators cleared debris from the intake and discharge pipe.



# 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.

**THIS MEETING WILL BE CONDUCTED ELECTRONICALLY. PLEASE USE THE INSTRUCTIONS BELOW OR VISIT YTOWN.ORG**

## **WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, SEPTEMBER 15, 2020**

***5:00pm***

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

1. BUDGET REVIEW – GENERAL FUND.....SUPERVISOR STUMBO
2. ETHICS AND CONFLICT OF INTEREST POLICY.....TRUSTEE ROSS WILLIAMS
3. AGENDA REVIEW .....SUPERVISOR STUMBO
4. OTHER DISCUSSION ..... BOARD MEMBERS

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
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*Charter Township of Ypsilanti*

Clerk's Office

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

**Charter Township of Ypsilanti  
Public Meeting Notice  
Board of Trustees Work Session and Regular Meeting  
September 15, 2020 5:00pm and 7:00pm**

**PLEASE TAKE NOTICE** that the Charter Township of Ypsilanti Board of Trustees will hold a Work Session and Regular Meeting scheduled for **September 15, 2020 at 5:00pm (Work Session) and 7:00pm (Regular Meeting)**. This meeting will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Order 2020-129.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Clerk's Office at 734-484-4700, at least two business days prior to the meeting.

**Meeting Information:**

Hi there,

You are invited to a Zoom webinar.

When: Sep 15, 2020 05:00 PM Eastern Time (US and Canada)

Topic: Township Board of Trustees Work Session/Regular Meeting September 15, 2020

Please click the link below to join the webinar:

<https://ytown.zoom.us/j/98801279883>

Or iPhone one-tap :

US: +13017158592,,98801279883# or +13126266799,,98801279883#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 988 0127 9883

International numbers available: <https://ytown.zoom.us/j/98801279883>

## **Zoom Instructions for Participants**

### **To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided above.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.

### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

### **To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

## Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

If you have any further questions or concerns, please call 734-484-4700 or email Clerk Karen Lovejoy Roe at [klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org) or Deputy Clerk Lisa Stanfield at [lstanfield@ytown.org](mailto:lstanfield@ytown.org).

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Charter Township of Ypsilanti  
SUPERVISOR'S OFFICE  
7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 481.0617  
Fax: (734) 484.0002  
[www.ytown.org](http://www.ytown.org)

TO: Board Members  
Lisa Stanfield, Deputy Clerk

FROM: Brenda L. Stumbo, Supervisor

DATE: September 8, 2020

RE: Request to place General Fund Draft Budget discussion on September 15, 2020 Work Session agenda at 5:00 p.m.

Please see attached a copy of the General Fund Draft Budget.

An electronic copy was sent to your e-mail, and a hard copy placed in your mailbox on Monday, August 31, 2020. A copy was also placed on the website under the **Supervisor's** tab.

The Work Session panel will include: Javonna Neel, Karen Lovejoy Roe, Larry Doe, Linda Gosselin, Karen Wallin, Mike Radzik, Michael Hoffmeister, Travis McDugald and Jason Iacoangeli.

If you have any questions, please let me know.

dg

Attachment

cc: Javonna Neel, Accounting Director

## Fund 101 - General Fund

### Revenues

<b>Line Item</b>	<b>Explanation</b>
101-000-000-403-000 – Current Property Taxes	The Accounting Director estimates budget revenues from taxes that are collected, based on taxable values and projected adjustments from Board of Review, Michigan Tax Tribunal and other state approved assessment reductions like Industrial Facilities exemptions and Renaissance Zones. For the 2021 draft budget, a 2.4% increase of the 2020 actual, is budgeted.
101-000-000-403-001 – ESA Reimbursement Operating	Revenue from the reimbursement for ESA (Essential Services Assessment) for personal property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. The reimbursement is calculated by the State of Michigan and is received in February. The amount budgeted is expected to be the same as 2020.
101-000-000-405-000 – In Lieu of Taxes	Payment In Lieu Of Taxes (PILOT) is an agreement with Clark East Towers. Based on revenues to date and on the recommendation of our Accounting Director. There is no change from 2020 budget.



<b>Line Item</b>	<b>Explanation</b>
101-000-000-405-100 – In Lieu of Taxes-ACM	Payment in Lieu of Taxes (PILOT) is an agreement with ACM based on capital investments. The PILOT is estimated to be \$250,000 in 2021.
101-000-000-407-001 – Property Taxes/Administration Fees	This represents the 1% administrative fee charged on property tax bills. This fee is not charged on special assessments and per state law the revenue cannot exceed the expenditures for the collection of taxes (which is cost of Treasurer’s Office) and determining taxable value and Tax Tribunal cases (which is the Assessing Office). We do not exceed expenditures. Budgeted amount for 2021 is \$750,000.
101-000-000-407-007 – Street Lights	Special assessment dollars are collected to pay back the Township for installation and operations of street lights petitioned by the owners of property in a specific district. Dollars are collected with winter tax bills, this is why there is currently \$0 activity. Recommend \$35,000 for 2021.
101-000-000-417-000 – Delinquent Pers. Property Taxes	Delinquent personal property revenue collected by the Treasurer. Recommend decrease from last year to \$500 due to the unknown economic situation.
101-000-000-445-000 – Penalties and Interest	Reflects penalties and interest collected from delinquent real or personal property taxes. Estimated decrease to \$25,000 in 2021.
101-000-000-451-452 – Permits Salvage Yard	Statutory annual license renewal fees for junk yards. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-000-000-451-453 – Permits Trailer Fee	Statutory annual fees for mobile home lots. Manufactured home park owners are taxed \$3.00 per home, \$.50 of that amount comes to the Township. No change for 2021.
101-000-000-451-454 – Permits Peddler Fee	Charge for Peddler Permits to allow vendors to sell door-to-door in the Township. Based on the year to date amount, increased to \$1,000 for 2021.
101-000-000-451-455 – Permits Bin Collection	Charges for collection bins that are located in business districts in the Township. No change for 2021.
101-000-000-476-483 – Dog License	Charges for dog licenses. No change for 2021.
101-000-000-574-000 – State Revenue Sharing	Annual Constitutional and Statutory State Revenues are estimated to be decreased to \$4,500,000 due to the COVID-19 Pandemic.
101-000-000-607-001 – Chg for Services-Site Plan Review	Fees charged for site plan reviews No change for 2021.
101-000-000-607-003 – Chg for Services-Prop Change App	Fees charged for property split applications. No change for 2021.
101-000-000-607-004 – Chg for Services-Fax,Copy & Othe	Fees charged for copies. No change for 2021.
101-000-000-607-006 – Zoning Fees – Charge for Services	Fees charged for Zoning Board of Appeals. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-000-000-607-012 – Chg for Services-Address Assign	Fees charged for assigning an address to a vacant parcel that is not in a subdivision. This is done through the Assessing Office and Fire Department. For 1-2 lots, the fee is \$50. For 3 or more lots, the fee is \$25 per lot. No change for 2021.
101-000-000-615-000 – Charge for Services-NSF Fees	Fees charged for checks that are returned for non-sufficient funds. No change for 2021.
101-000-000-626-633 – Passport Services	Fees charged for passport processing. No change for 2021.
101-000-000-626-637 – Administration Fees/Fire Dept.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director.
101-000-000-626-638 – Administration Fees/Environ. Svcs.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director.
101-000-000-626-639 – Administration Fees/Law Enforc.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director. This now includes, housing and building inspections.
101-000-000-626-640 – Administration Fees/Golf Course	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director.
101-000-000-626-641 – Administration Fees/Compost	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
101-000-000-626-642 – Administration Fees/Bldg. Dept.	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director.
101-000-000-626-643 – Administration Fees/Recreation	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director.
101-000-000-626-644 – Administration Fees/14B Court	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director.
101-000-000-626-645 – Administration Fees/Housing & Business Inspection	Calculations for Administration Fees are based on floor space, staffing levels, number of computers, etc. Amount calculated by the Accounting Director. This line item combined with Law Enforcement in 2020.
101-000-000-641-003 – Ford Lake Hydro Station	Contract obligation for DTE to purchase electricity generated from the Hydro Station, expires in 2029. These dollars will not be transferred to the Hydro Fund for future capital improvements and licensing for 2021, due to State Shared Revenue reduced.
101-000-000-655-000 – Chrg-Nonrecording Prop Transfer	Charges for transferring property. No change for 2021.
101-000-000-655-100 – Settlements & Judgments	Funds received through a legal settlement. Since this is difficult to predict, nothing is budgeted for 2021.
101-000-000-664-001 – Interest Earned	Interest earned on funds deposited at various banks. Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
101-000-000-664-003 – Net Interest Earned-Cur Tax Coll	Interest earned on current tax collection funds held. Figures provided by the Accounting Director.
101-000-000-667-000 – Site Lease Revenues	Previously used for lease revenues for cell towers. Since we no longer have any, reduced to \$0.
101-000-000-667-001 – Rent Income	Lease agreement with YCUA to rent building located at 2870 E. Clark Road. This is a fixed number.
101-000-000-671-100 – Prosperity Grant - ACI	One time grant for 2020. Nothing budgeted for 2021.
101-000-000-674-000 – Reimbursement-Postage	Postage reimbursement from individuals getting passports and from employees doing personal mailings. Based on YTD revenues, decreased amount to \$1,000 for 2021.
101-000-000-675-002 – Contribute-Streetlights & Camera	Charges for developers who pay for streetlight and camera installation. This line item remains at zero. If development requests occur, then a budget amendment will be done.
101-000-000-675-050 – Contribution – Bees	Contributions made to our honeybee initiative. Based on YTD revenues, recommend increasing to \$1,000.00 for 2021.
101-000-000-681-000 – Revenue – Radon Test Kit	Revenues received from the sale of radon test kits.
101-000-000-686-000 – Reimburs Election-County/State	Reimbursements for elections from county and state elections. Per the recommendations of the Clerk’s Office, nothing budgeted due to no scheduled elections for 2021.
101-000-000-688-100 – Reimbursement-Habitat for Humanity	Reimbursement from Habitat for Humanity for properties the Township purchases under the Right of First Refusal.

<b>Line Item</b>	<b>Explanation</b>
101-000-000-694-004 – Insurance Reimbursements	Reflects reimbursement received from MML after their annual audit on worker’s compensation and liability insurance. The insurance pool sometimes does so well that we receive funds back. Since this is difficult to project, nothing is budgeted for 2021. We keep this line item in case funds are received.
101-000-000-694-010 – Misc Rev-Right of Way-Metro	Annual maintenance fees from the State of Michigan Department of Energy, Labor & Economic Growth Authority for the Metropolitan Extension Telecommunication Right-Of-Way Oversight (METRO) Act. This is for refunds for ROW maintenance and is based on use and disposition of funds received under PA 48 of 2002. Figures provided by our Accounting Director.
101-000-000-694-100 – Franchise Fees	Franchise fees from Comcast and AT&T. It is recommended by our Accounting Director that it be reduced to \$693,550, a 3% decrease due to less Comcast usage.
101-000-000-694-200 – Revenue-Vending Commissions	Revenues from vending machines at Civic Center.
101-000-000-697-100 – Trans In: For LEC Building	Reimbursement from Fund 266 – Law Enforcement for improvements done to the LEC Building at 1501 S. Huron Street. The total amount was \$909,324. Figures provided by Accounting Director. At the end of 2020, the balance due to the General Fund will be \$313,729.28.
101-000-000-697-236 – Trans In: 14B District Court	Funds received from Fund 236 – 14B District Court. At this time, nothing is budgeted for 2021.

8/8/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 000.000							
101-000.000-403.000	CURRENT PROPERTY TAXES	1,203,602	1,279,252	1,330,409	1,330,409	1,379,048	1,412,452
101-000.000-403.001	ESA REIMBURSEMENT OP	1,623	5,753			4,576	4,576
101-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	1,326	(869)				
101-000.000-405.000	IN LIEU OF TAXES	10,557	11,305	11,000	11,000	11,249	11,000
101-000.000-405.100	IN LIEU OF TAX - ACM	173,131	223,798	230,000	230,000	230,858	250,000
101-000.000-407.001	PROPERTY TAXES/ADMINST. FEES	628,893	690,576	700,000	700,000	764,117	750,000
101-000.000-407.007	STREET LIGHTS	35,732	35,123	48,000	48,000		35,000
101-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	3,050	82	1,000	1,000		500
101-000.000-445.000	PENALTIES AND INTEREST	30,438	29,678	28,000	28,000	18,792	25,000
101-000.000-451.452	PERMITS SALVAGE YRD	1,025	1,325	1,250	1,250		1,250
101-000.000-451.453	PERMITS TRAILER FEE	5,909	6,511	5,000	5,000	2,306	5,000
101-000.000-451.454	PERMITS PEDDLER FEE	1,150	900	500	500	2,000	1,000
101-000.000-451.455	PERMITS BIN COLLECTION FEE	615	650	500	500	720	500
101-000.000-476.483	DOG LICENSES	9,028	8,038	7,000	7,000	2,704	7,000
101-000.000-522.000	FEDERAL GRANTS - CDBG		20,402		138,446		
101-000.000-529.000	FEDERAL GRANTS - OTHER		154,280				
101-000.000-540.400	COUNTY GRANT - SPECIAL PROJECT		14,254				
101-000.000-574.000	STATE REVENUE SHARING	5,004,151	5,196,506	5,212,815	5,212,815	2,494,869	4,500,000
101-000.000-607.001	SITE PLAN - CHG FOR SERVICES	20,055	17,476	15,000	15,000	8,900	15,000
101-000.000-607.003	PROPERTY CHANGE APP - CHG FOR SERVICES	1,350	775	1,000	1,000	800	1,000
101-000.000-607.004	FAX, COPY & OTHER - CHG FOR SERVICES	104	117	50	50	48	50
101-000.000-607.006	ZONING FEES - CHG FOR SERVICES	2,450	5,900	2,000	2,000	2,350	2,000
101-000.000-607.008	DEVELOPMENT AGREE ATTORNEY - S/C		1,600				
101-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	1,395		50	50	30	50
101-000.000-607.100	CANDIDATE ELECTION FILING FEE					2,000	
101-000.000-615.000	CHARGE FOR SERVICES-NSF FEES	690	540	300	300	240	300
101-000.000-626.633	PASSPORT SERVICES	18,594	21,844	13,000	13,000	1,967	13,000
101-000.000-626.637	ADMINISTRATION FEES/FIRE DEPT	69,951	74,295	74,416	74,416	43,399	82,125
101-000.000-626.638	ADMINISTRATION FEES/ENVIR SVC	22,836	21,659	21,476	21,476	12,543	22,405
101-000.000-626.639	ADMINISTRATION FEES/LAW ENFOR	27,878	37,711	39,788	39,788	33,561	62,805
101-000.000-626.640	ADMINISTRATION FEES/GOLF COUR	17,758	18,220	18,243	18,243	10,640	19,981
101-000.000-626.641	ADMINISTRATIVE FEES/COMPOST	6,548	9,251	11,876	11,876	6,709	12,937
101-000.000-626.642	ADMINISTRATION FEES/BLDG DEPT	28,030	33,431	32,992	32,992	19,282	34,630
101-000.000-626.643	ADMINISTRATION FEES/RECREATIO	19,083	19,585	19,604	19,604	11,434	21,488
101-000.000-626.644	ADMINISTRATION FEES/14B COURT	36,310	37,317	37,315	37,315	21,767	41,084
101-000.000-626.645	ADMINISTRATION FEES/HOUSING INSPECT	19,201	18,225	18,011	18,011		
101-000.000-641.003	FORD LAKE HYDRO STATION	156,899	80,339	81,000	81,000	81,675	81,000

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
101-000.000-642.645	TOWNSHIP & PRECINTS MAPS ETC.	47	31			20	
101-000.000-655.000	CHRG--NONRECORDING PROP XFER	5,380	12,205	2,000	2,000	1,000	2,000
101-000.000-655.100	SETTLEMENTS & JUDGMENTS	14,004	24,158			16,840	
101-000.000-664.001	INTEREST EARNED	77,227	118,176	50,000	50,000	18,683	6,000
101-000.000-664.003	NET INTEREST EARN-CUR TAX COL	36,405	118,993	40,000	40,000	52,407	10,000
101-000.000-667.000	SITE LEASE REVENUES	204,850					
101-000.000-667.001	RENT INCOME	220,000	220,067	220,000	220,000	128,333	220,000
101-000.000-671.100	PROSPERITY GRANT - ACI				31,690	9,088	
101-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	(498)					
101-000.000-674.000	REIMBURSEMENTS - POSTAGE	1,674	2,272	1,500	1,500	132	1,000
101-000.000-674.001	EMPLOYEE REIMB-PHONES	1					
101-000.000-675.000	CONTRIBUTIONS & DONATIONS	125					
101-000.000-675.002	CONTRIBUTE - STREETLIGHTS & CAMERAS	10,088	46,309		107,497	126,076	
101-000.000-675.050	CONTRIBUTION-BEES	5,500	1,000	500	500	3,000	1,000
101-000.000-675.100	REBATES & ENERGY SAVINGS CREDIT	4,885				420	
101-000.000-681.000	REVENUE - RADON TEST KIT	1,015	230	500	500	250	500
101-000.000-686.000	REIMBURS ELECTION-CNTY/TWP/CT		37,259	45,000	45,000		
101-000.000-688.100	REIMBURSEMENT - HABITAT HUMANITY	67,447	24,974				
101-000.000-694.001	OTHER INCOME-MISCELLANEOUS	4,137	11,588			3,961	
101-000.000-694.002	REIMBURSEMENTS		206				
101-000.000-694.004	INSURANCE REIMBURSEMENTS	10,913	34,841			7,418	
101-000.000-694.010	MISC REV-RIGHTOFWAY- METRO	19,015	18,461	18,000	18,000	20,662	20,000
101-000.000-694.100	FRANCHISE FEES	731,923	711,093	715,000	715,000	344,457	693,550
101-000.000-694.200	REVENUE-VENDING COMMISSIONS	190	81	250	250		250
101-000.000-697.100	TRANS IN: FOR LEC BLDG	50,000	181,865	181,865	181,865	106,088	181,865
101-000.000-697.206	TRANSFER IN: FOR FIRE TRUCK REIMBURSE					483,074	
101-000.000-697.236	TRANSFER IN: 14B DISTRICT COURT	150,000					
101-000.000-697.301	TRANSFER IN: GEN OBLIG DEBT	5,208					
101-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			50,650	712,826		370,368
NET OF REVENUES/APPROPRIATIONS - 000.000 -		9,178,898	9,639,658	9,286,860	10,226,669	6,490,493	8,919,666



## **101 – Township Board**

### **Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-101-000-703-000 – Salaries-Elected Officials	Salaries of Township Trustees. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-101-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-101-000-719-000 – Health Insurance	This line item has been reduced to zero. There was only one Trustee that was grandfathered in who will no longer be a trustee.
101-101-000-719-003 – Employee Paid Health Contra	Amount employees pay toward their health care coverage. There was only one Trustee that was grandfathered in who will no longer be a trustee.
101-101-000-719-015 – Dental Benefits	This line item has been reduced to zero. There was only one Trustee that was grandfathered in who will no longer be a trustee.
101-101-000-719-016 – Vision Benefits	This line item has been reduced to zero. There was only one Trustee that was grandfathered in who will no longer be a trustee.

<b>Line Item</b>	<b>Explanation</b>
101-101-000-719-020 – 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. There was only one Trustee that was grandfathered in who will no longer be a trustee.
101-101-000-719-021 – Admin Fee-Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits. There was only one Trustee that was grandfathered in who will no longer be a trustee.
101-101-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee. No increase is budgeted at this time. Figures provided by Human Resources. There was only one Trustee that was grandfathered in who will no longer be a trustee.
101-101-000-727-000 – Office Supplies	Office supplies for Budget Books
101-101-000-801-000 – Professional Services	Cost for our lobbyist at GCSI (\$37,362), for Stauder Barch (\$1,100), for any repairs needed to the board room audio visual equipment (approximately \$3,000) and for the annual contract with Munetrix for Citizens Dashboard transparency (\$5,000).
101-101-000-958-000 – Membership & Dues	Membership dues for Chamber of Commerce, SEMCOG, Huron River Watershed Council, MTA, WATS and Arts Alliance. Increase budgeted to also include \$5,000 for the WRRMA (Washtenaw Regional Resource Management Authority).

8/7/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 101.000 - TOWNSHIP BOARD							
101-101.000-703.000	SALARIES - ELECTED OFFICIALS	60,000	60,000	61,500	61,500	38,438	61,500
101-101.000-715.000	F.I.C.A./MEDICARE	4,470	4,498	4,705	4,705	2,883	4,705
101-101.000-719.000	HEALTH INSURANCE	16,343	20,004	20,604	20,604	13,779	
101-101.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,375)	(1,400)	(1,200)	(1,200)		
101-101.000-719.015	DENTAL BENEFITS	741	741	816	816	417	
101-101.000-719.016	VISION BENEFITS	180	197	207	207	115	
101-101.000-719.020	HEALTH CARE DEDUCTION	3,054	1,949	5,915	5,915	1,448	
101-101.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	83	80	90	90	46	
101-101.000-720.000	LIFE INSURANCE	208	227	227	227	151	
101-101.000-727.000	OFFICE SUPPLIES	218	188	300	300	225	300
101-101.000-801.000	PROFESSIONAL SERVICES	36,326	42,277	46,462	46,462	30,903	46,462
101-101.000-958.000	MEMBERSHIP AND DUES	20,904	16,754	29,500	29,500	21,180	29,500
NET OF REVENUES/APPROPRIATIONS - 101.000 - TOWNSHIP BOARD		(141,152)	(145,515)	(169,126)	(169,126)	(109,585)	(142,467)

## 137 – Due Process

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-137-000-801-007 – Attorney Fees Criminal	Legislation passed in 2013 requires the state to provide funding to pay for the increases in the cost for delivery of indigent defense services. This amount reflects the Township's matching local share of a grant managed by the Washtenaw County Public Defender for providing legal services.
101-137-000-801-014 – Legal Services Prosecution	Due to Public Defender's Office being located in the 14B Court, we need to budget additional funds for trials. Recommend decrease in budget for 2021.
101-137-000-801-020 – Legal Services-Domestic Violence	Washtenaw County Indigent Defense Program. Recommend decrease in budget for 2021.

08/08/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 137.000 - COURT DUE PROCESS							
101-137.000-801.007	ATTORNEY FEES CRIMINAL			38,890	38,890		37,755
101-137.000-801.014	LEGAL SERVICES PROSECUTION	184,578	189,984	218,500	218,500	105,122	200,000
101-137.000-801.020	LEGAL SERVICES - DOMESTIC VIO	161,298	165,007	189,750	189,750	103,155	180,000
NET OF REVENUES/APPROPRIATIONS - 137.000 - COURT DUE PROCESS		(345,876)	(354,991)	(447,140)	(447,140)	(208,277)	(417,755)

## 101-171 Supervisor

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-171-000-703-000 – Salaries-Elected Officials	Salary of the Supervisor, set by resolution of the Township Board. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-171-000-705-000 – Salary-Supervision	Salary of the Deputy Supervisor. No increase is budgeted for 2021 since revenues are uncertain at this time
101-171-000-706-000 – Salary-Permanent Wages	Salary of full-time AFSCME Floater II/Clerk III who also does purchasing for all departments. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. A decrease is shown due to a new employee in the department filling a vacancy.
101-171-000-708-009 – Auto Allowance	Auto allowance for the Supervisor.
101-171-000-708-010 – Health Insurance Buyout	Used for health insurance buyout for employees who receive health insurance through another source.
101-171-000-709-000 – Regular Overtime	Overtime costs for Floater II/Clerk III position.
101-171-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
101-171-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. A greater increase is shown due to a retirement within the department. We are budgeting for family health coverage for the new employee. If needed, changes will be made. We will receive our actual renewal rates in September and will make adjustments at that time.
101-171-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. There was an error in the 2020 budget for this line item. Figures provided by Human Resources.
101-171-000-719-003 – Employee Paid Health Contra	Amount employees pay toward their health care coverage.
101-171-000-719-015 – Dental Benefits	Decrease in rates for 2020. Two year reduction guaranteed until 12/31/21. An increase is shown due to a retirement within the department. Due to a retirement within the department we are budgeting family dental coverage but will make changes if needed.
101-171-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time. Due to a retirement within the department we are budgeting family vision coverage but will make changes if needed.

<b>Line Item</b>	<b>Explanation</b>
101-171-000-719-020 – 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. Increase is shown due to all employees in the department receiving coverage.
101-171-000-719-021 – Admin Fee-Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits. Due to a retirement within the department budgeting for all employees to receive healthcare.
101-171-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-171-000-727-000 – Office Supplies	Supplies for Supervisors Office. No increase for 2021.
101-171-000-860-000 – Travel	Mileage expenses for Deputy Supervisor to travel to and from meetings.
101-171-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-171-000-876-100 – 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. Due to a retirement within the department we are increasing to reflect new employee.
101-171-000-956-000 - Miscellaneous	Miscellaneous expenses in the department.

8/6/2020



08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 171.000 - TOWNSHIP SUPERVISOR							
101-171.000-703.000	SALARIES - ELECTED OFFICIALS	81,782	84,236	86,342	86,342	53,963	86,342
101-171.000-705.000	SALARY - SUPERVISION	53,034	61,064	62,488	62,488	39,410	62,488
101-171.000-706.000	SALARY - PERMANENT WAGES	48,907	47,346	51,616	51,616	29,966	47,237
101-171.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,636	726				
101-171.000-708.009	AUTO ALLOWANCE	3,000	6,000	6,000	6,000	4,000	6,000
101-171.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	6,000	3,000	3,000
101-171.000-709.000	REG OVERTIME	48	12	100	100		100
101-171.000-715.000	F.I.C.A./MEDICARE	14,490	15,118	16,023	16,023	9,674	15,695
101-171.000-719.000	HEALTH INSURANCE	23,153	28,339	17,171	14,171	5,741	40,649
101-171.000-719.001	SICK AND ACCIDENT	742	382	1,146	1,146	509	764
101-171.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(2,600)	(2,050)	(1,200)	(1,200)		(4,800)
101-171.000-719.015	DENTAL BENEFITS	1,957	1,957	1,633	1,633	626	2,922
101-171.000-719.016	VISION BENEFITS	449	492	413	413	344	792
101-171.000-719.020	HEALTH CARE DEDUCTION	7,583	5,350	5,950	5,950	2,669	8,890
101-171.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	166	161	180	180	83	156
101-171.000-720.000	LIFE INSURANCE	625	680	680	680	454	680
101-171.000-727.000	OFFICE SUPPLIES	516	692	600	600	450	600
101-171.000-860.000	TRAVEL	30	97	200	200		200
101-171.000-876.000	RETIREMENT/MERS	33,167	44,057	46,500	46,500	21,612	26,060
101-171.000-876.100	RETIREMENT HEALTH CARE SAVINGS					819	2,600
101-171.000-956.000	MISCELLANEOUS		20	100	100		100
NET OF REVENUES/APPROPRIATIONS - 171.000 - TOWNSHIP SUPERVISOR		(271,685)	(297,679)	(298,942)	(298,942)	(173,320)	(300,475)

## NARRATIVE

### 101-201 - Accounting

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-201-000-705-000 – Salary-Supervision	Salary of the Accounting Director. Increase budget requested due to Accounting Director assuming additional grant administration responsibility.
101-201-000-706-000 – Salary-Permanent Wages	Cost of two (2) full-time AFSCME employees in the Accounting Department. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Slight increase for employee reaching 25 years of service, and employee longevity increase.
101-201-000-709-000 – Regular Overtime	Overtime costs in the department.
101-201-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-201-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
101-201-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
101-201-000-719-003 – Employee Paid Health Contra	Amount employees pay toward their health care coverage.
101-201-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 2021.
101-201-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
101-201-000-719-020 – 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.
101-201-000-719-021 – Admin Fees/Health Deductible	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.
101-201-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-201-000-727-000 – Office Supplies	Used to replenish office supplies, purchase checks, W-2 and 1099 forms. No change from prior year.
101-201-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-201-000-958-000 – Membership & Dues	Membership dues to Government Finance Officers Association- National \$350 and State \$125. An additional \$25 is budgeted to cover any increase.

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 201.000 - ACCOUNTING							
101-201.000-705.000	SALARY - SUPERVISION	73,980	78,328	80,313	80,313	50,953	83,313
101-201.000-706.000	SALARY - PERMANENT WAGES	100,002	103,258	105,960	105,960	67,519	106,829
101-201.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,473	4,187		2,303	767	
101-201.000-709.000	REG OVERTIME	147	94	300	300	10	300
101-201.000-715.000	F.I.C.A./MEDICARE	13,446	13,595	14,273	14,449	8,709	14,569
101-201.000-719.000	HEALTH INSURANCE	57,202	70,015	72,116	72,116	48,227	85,363
101-201.000-719.001	SICK AND ACCIDENT	1,336	1,146	1,146	1,146	764	1,146
101-201.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,553)	(5,400)	(4,800)	(4,800)	(638)	(4,800)
101-201.000-719.015	DENTAL BENEFITS	2,918	2,918	3,747	3,747	1,641	2,808
101-201.000-719.016	VISION BENEFITS	718	787	826	826	459	905
101-201.000-719.020	HEALTH CARE DEDUCTION	14,418	3,024	17,745	17,745	6,943	17,745
101-201.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	250	241	270	270	137	234
101-201.000-720.000	LIFE INSURANCE	625	680	680	680	454	680
101-201.000-727.000	OFFICE SUPPLIES	1,349	1,876	1,900	1,900	1,097	1,900
101-201.000-876.000	RETIREMENT/MERS	33,147	44,980	46,500	46,500	31,000	64,125
101-201.000-958.000	MEMBERSHIP AND DUES	5,320	425	500	500		500
NET OF REVENUES/APPROPRIATIONS - 201.000 - ACCOUNTING		(305,778)	(320,154)	(341,476)	(343,955)	(218,042)	(375,617)

## 101-202 – Independent Auditing

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-202-000-802-000 – Independent Auditing	Cost of auditing services with Post, Smythe, Lutz & Ziel. Per their contract, the cost for 2021 will be \$33,500.
101-202-000-803-000 – Independent Auditing Other	Used for additional analysis. No change for 2021.

8/7/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 202.000 - INDEPENDENT AUDITING							
101-202.000-802.000	INDEPENDENT AUDITING	29,800	30,300	32,500	32,500		33,500
101-202.000-803.000	INDEPENDENT AUDITING OTHER	1,898		2,000	2,000		2,000
NET OF REVENUES/APPROPRIATIONS - 202.000 - INDEPENDENT AUDITING		(31,698)	(30,300)	(34,500)	(34,500)		(35,500)

## **NARRATIVE**

### **101-209 - Assessing**

#### **Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-209-000-705-000 – Salary-Supervision	Salaries of our part-time Level IV Assessor MMAO (Michigan Master Assessing Officer) and our Level III Deputy Assessor MAAO (Michigan Advanced Assessing Officer). No increase is budgeted for 2021 since revenues are uncertain at this time.
101-209-000-706-000 – Salary-Permanent Wages	Salaries of two Level III AFSCME MAAOs (Michigan Advanced Assessing Officer) and one MCAT (Michigan Certified Assessing Technician). No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Increase is due to step increase for new employee.
101-209-000-708-010 – Health Insurance Buyout	Used for health insurance buyout for employees who receive health insurance through another source.
101-209-000-709-000 – Regular Overtime	This line item is used for March Board of Review meetings after hours.
101-209-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
101-209-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
101-209-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-209-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
101-209-000-719-015 – Dental Benefits	Decrease in rates for 2020. Two year reduction guaranteed until 12/31/2021. Slight increase due to employee change from two person to family coverage.
101-209-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
101-209-000-719-020 – 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.
101-209-000-719-021 – Admin Fee-Health Deductible	Cost of manage card used to pay the health care deductibles, administered by Clarity Benefits. Amount provided by Accounting Department.



<b>Line Item</b>	<b>Explanation</b>
101-209-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-209-000-727-000 – Office Supplies	Used for personal and real property assessment items and general office supplies. It is recommended to remain at \$3,500 for 2021.
101-209-000-730-000 - Postage	Used for mailing of real and personal assessment notices, as well as general mailing. It is recommended to remain at \$8,000 for 2021.
101-209-000-811-001 – Tax Appeals	Used to retain professional appraisals for full and small claims Tribunal Appeals, as well as legal expenses. No change for 2021.
101-209-000-867-000 – Gas & Oil	Lease and maintenance on township vehicles assigned to our department.
101-209-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-209-000-876-100 – 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.
101-209-000-931-031 – Motorpool-Miscellaneous Repair	Used to pay for miscellaneous repairs on township vehicles used in our department. Figures provided by the Accounting Department.

101-209-000-943-000 – Motorpool Lease/Maintenance	Lease and maintenance on township vehicles used in our department. Figures provided by the Accounting Director.
101-209-000-958-000 – Membership & Dues	MAA memberships, annual certification and WAA membership. Recommended to remain at \$1,500 for 2021.

8/7/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 209.000 - ASSESSING DEPARTMENT							
101-209.000-705.000	SALARY - SUPERVISION	42,000	117,077	121,677	121,677	88,156	121,677
101-209.000-706.000	SALARY - PERMANENT WAGES	200,250	151,304	160,264	160,264	102,025	162,427
101-209.000-707.000	SALARY - TEMPORARY/SEASONAL	5,282					
101-209.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,101	3,987				
101-209.000-708.010	HEALTH INS BUYOUT	4,394	5,077	6,000	6,000	3,000	6,000
101-209.000-709.000	REG OVERTIME	692	157	500	500	18	500
101-209.000-715.000	F.I.C.A./MEDICARE	18,631	20,578	22,066	22,066	14,443	22,231
101-209.000-719.000	HEALTH INSURANCE	40,858	50,011	51,511	51,511	34,448	60,973
101-209.000-719.001	SICK AND ACCIDENT	1,556	1,400	1,528	1,528	1,018	1,527
101-209.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,150)	(4,050)	(3,600)	(3,600)		(3,600)
101-209.000-719.015	DENTAL BENEFITS	3,561	4,152	4,155	4,155	2,248	4,204
101-209.000-719.016	VISION BENEFITS	758	934	930	930	516	1,131
101-209.000-719.020	HEALTH CARE DEDUCTION	8,836	11,124	11,830	11,830	7,831	11,830
101-209.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	254	229	180	180	126	216
101-209.000-720.000	LIFE INSURANCE	717	832	907	907	605	907
101-209.000-723.000	DEFERRED COMPENSATION EMPLOYER	71					
101-209.000-727.000	OFFICE SUPPLIES	3,966	2,840	3,500	3,500	1,803	3,500
101-209.000-730.000	POSTAGE	6,925	6,922	8,000	8,000	7,086	8,000
101-209.000-811.001	TAX APPEALS			3,000	3,000		3,000
101-209.000-867.000	GAS & OIL	195	207	720	720	35	720
101-209.000-876.000	RETIREMENT/MERS	35,092	35,031	36,350	36,350	24,057	47,242
101-209.000-876.100	RETIREMENT HEALTH CARE SAVINGS	942	2,500	2,600	2,600	1,686	2,600
101-209.000-931.000	REPAIRS AND MAINTENANCE						2,500
101-209.000-939.031	MOTORPOOL-MISC REPAIR			2,500	2,500		2,500
101-209.000-943.000	MOTORPOOL LEASE/MAINTENANCE	4,000	1,281	1,281	1,281	747	2,228
101-209.000-958.000	MEMBERSHIP AND DUES	1,137	1,022	1,500	1,500		1,500
NET OF REVENUES/APPROPRIATIONS - 209.000 - ASSESSING DEPARTMEN		(378,068)	(412,615)	(437,399)	(437,399)	(289,848)	(463,813)

## 101-210 – Legal Services

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-210-000-801-002 – Legal Services	This line item includes all legal services (with the exception of Domestic Violence, Prosecution and Nuisance Abatement cases), including providing legal opinions, preparing and reviewing documents, reviewing contracts, advising the Township on legal matters upon verbal and written request, attending internal/external meetings, Work Sessions, Board Meetings, Planning Commission, ZBA, Nuisance Abatement, development and police services meetings and conferences as requested, investigation, preparation, office time, court time, post-hearing services, etc. for all circuit court actions, representation of the Township in the appeal of any matter, including appeals from district court, circuit court, to or from the Court of Appeals and in the Supreme Court of the State of Michigan; appearances before administrative tribunals or courts other than the 14-B District Court, as well as labor consultant services. Based on the expenditures to date, it is recommended that it be decreased to \$250,000 for 2021.

8/7/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 210.000 - LEGAL SERVICES							
101-210.000-801.002	LEGAL SERVICES	287,007	293,997	265,000	265,000	203,731	250,000
NET OF REVENUES/APPROPRIATIONS - 210.000 - LEGAL SERVICES		(287,007)	(293,997)	(265,000)	(265,000)	(203,731)	(250,000)

## **NARRATIVE**

### **101-215 - Clerk**

<b>Line Item</b>	<b>Explanation</b>
101-215-000-703-000 – Salaries-Elected Officials	Salary of the Clerk, set by resolution of the Township Board. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-215-000-704-000 – Appointed Officials	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.
101-215-000-705-000 – Salary-Supervision	Salaries of the Deputy Clerk and Deputy Director of Election. No increase is budgeted for 2021 since revenues are uncertain at this time.
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. Slight Increase shown due to error in 2020 budget.
101-215-000-707-000 – Salary-Temporary/Seasonal	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.
101-215-000-708-010 – Health Insurance Buyout	Used for health insurance buyout for employees who receive health insurance through another source.
101-215-000-709-000 –Overtime	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.

<b>Line Item</b>	<b>Explanation</b>
101-215-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-215-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
101-215-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. 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	Decrease in rates for 2020. Two year reduction guaranteed until 12/31/2021.
101-215-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
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.
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.

<b>Line Item</b>	<b>Explanation</b>
101-215-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted 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, and also includes Ordinance, Resolution and Minute Books.
101-215-000-740-010 – Office Supplies-Elections	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.
101-215-000-760-001 – PPE & First Aid Supplies	Covers all PPE, first aid supplies, and other supplies required by OSHA.
101-215-000-801-000 – Professional Services	Expenses for document conversion and \$1,000 for shredding costs for all departments.
101-215-000-801-200 – Prof Svcs-Programming Ballots	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.



<b>Line Item</b>	<b>Explanation</b>
101-215-000-860-000 – Travel	Expenses for mileage reimbursement for travel to post office, and travel to various conferences, classes and meetings.
101-215-000-860-010 – Travel-Elections	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.
101-215-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
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.
101-215-000-933-001 – Maintenance Contract	Maintenance fees for election equipment in the amount of \$75,456 will be due July 2021 for years 6-10 which will be 2021-2025 of the maintenance agreement. This was Board approved 06-20-2017. Years 1-5 of the contract were covered by a grant.
101-215-000-941-000 – Equipment Rental/Leasing	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.
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.

08/10/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 215.000 - TOWNSHIP CLERK							
101-215.000-703.000	SALARIES - ELECTED OFFICIALS	81,782	84,236	86,342	86,342	53,963	86,342
101-215.000-704.000	APPOINTED OFFICIALS	96,675	23,881	120,000	120,000	68,890	
101-215.000-705.000	SALARY - SUPERVISION	59,201	117,200	119,100	119,100	73,460	119,100
101-215.000-706.000	SALARY - PERMANENT WAGES	132,411	84,990	98,754	98,754	63,826	99,341
101-215.000-707.000	SALARY - TEMPORARY/SEASONAL		13,555		16,000	16,049	
101-215.000-708.004	SALARIES PAY OUT-PTO&SICKTIME		1,759		3,155	3,154	
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	19,301	6,131	27,000	27,000	25,035	
101-215.000-709.004	OVERTIME-SCHOOL ELCTIONS	29					
101-215.000-715.000	F.I.C.A./MEDICARE	22,484	23,402	25,566	25,807	17,654	23,545
101-215.000-719.000	HEALTH INSURANCE	73,545	90,019	92,720	92,720	62,007	109,752
101-215.000-719.001	SICK AND ACCIDENT	1,472	1,527	1,528	1,528	1,018	1,527
101-215.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(5,975)	(6,825)	(6,000)	(6,000)		(6,000)
101-215.000-719.015	DENTAL BENEFITS	5,480	5,480	6,028	6,028	3,082	5,273
101-215.000-719.016	VISION BENEFITS	1,168	1,279	1,343	1,343	746	1,471
101-215.000-719.020	HEALTH CARE DEDUCTION	14,459	26,269	23,660	23,660	17,073	23,660
101-215.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	252	321	360	360	182	312
101-215.000-720.000	LIFE INSURANCE	1,041	1,134	1,134	1,134	756	1,134
101-215.000-723.000	DEFERRED COMPENSATION EMPLOYE	1			208	99	23,545
101-215.000-727.000	OFFICE SUPPLIES	3,628	2,434	4,000	4,000	3,209	4,000
101-215.000-740.001	Ordinance & Zoning Code Books	7,551	3,879	9,000	6,355	950	9,000
101-215.000-740.010	OFFICE SUPPLIES - ELECTIONS	18,901	6,630	30,000	30,000	11,672	
101-215.000-760.001	PPE & FIRST AID ELECTION SUP						500
101-215.000-801.000	PROFESSIONAL SERVICES	8,488	655	3,400	3,400	3,268	3,400
101-215.000-801.200	PROFNSL SRV-PROGRAMMING BALLO	3,520		12,400	12,400		
101-215.000-860.000	TRAVEL	1,337	1,036	1,100	1,100	573	1,100
101-215.000-860.010	TRAVEL - ELECTIONS	339	89	900	900		
101-215.000-876.000	RETIREMENT/MERS	48,217	62,959	64,412	64,412	44,473	69,829
101-215.000-876.100	RETIREMENT HEALTH CARE SAVINGS	511	1,333	1,300	1,300	1,009	1,300
101-215.000-933.001	MAINTENANCE CONTRACTS						75,456
101-215.000-941.000	EQUIPMENT RENTAL/LEASING	3,300	1,100	3,300	5,945	3,729	
101-215.000-956.000	MISCELLANEOUS	225		500	500		500
101-215.000-958.000	MEMBERSHIP AND DUES		150	150	150		150
NET OF REVENUES/APPROPRIATIONS - 215.000 - TOWNSHIP CLERK		(602,343)	(557,623)	(730,997)	(750,601)	(477,377)	(657,237)

## NARRATIVE

### 101-227 – Human Resources

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-227-000-705-000 – Salary-Supervision	Salary of the HR Manager. No increase is budgeted for 2021 since revenues are uncertain at this time. HR Manager salary was moved from permanent wages to this line item for 2021.
101-227-000-706-000 – Salary-Permanent Wages	Salary of the Quality Assurance Specialist. This budget previously included a new Human Resource Generalist position for 2021. We are suspending this position at this time.
101-227-000-706-015 – Safety Coordinator	Operations Manager who works with HR coordinating Township Safety Program. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-227-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-227-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
101-227-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-227-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
101-227-000-719-015 – Dental Benefits	Decrease in rates for 2020. Two year deduction guaranteed until 2021.
101-227-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
101-227-000-719-020 – 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.
101-227-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
101-227-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
101-227-000-727-000 – Office Supplies	Recommended that this line item remain at \$500.00 for 2021.
101-227-000-740-000 – Operating Supplies	It is recommended that this line item be reduced to \$2,500 for Township apparel for employees. Guidelines to be established on types of shirts (color and style) that can be purchased from vendor.
101-227-000-760-000 – PPE & First Aid Supplies	It is recommended that this line item be budgeted at \$10,000 for 2021. This would cover all PPE, first aid supplies and other supplies required by OSHA. Expenses will be allocated out to departments as needed.
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	Recommended that this line item remain at \$400.00 for 2021 to maintain membership to SHRM (Society of Human Resource Management) and other HR organizations that provide updates and relative information for HR professionals.

<b>Line Item</b>	<b>Explanation</b>
101-227-000-960-000 – Education & Training	Recommend that this line item be budgeted at \$27,000. We have on-going needs for Education and Training throughout the entire employees base including: Classes for required certifications, attendance to annual professional conferences for management employees (MERS, MRPA, MFGOA, MiGMIS, MAP), and training specific to individual employees job duties.
101-227-000-960-100 – Safety Training	This line item is being established to cover safety related training. This training would include OSHA and MI-OSHA related classes and certification and all other safety related training. No change for 2021.

8/10/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 227.000 - HUMAN RESOURCES							
101-227.000-705.000	SALARY - SUPERVISION						70,000
101-227.000-706.000	SALARY - PERMANENT WAGES	111,273	114,547	171,014	171,014	79,882	56,814
101-227.000-706.015	SAFETY COORDINATOR		7,624	28,024	28,024	17,869	28,024
101-227.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	2,499	2,161		3,029	3,029	
101-227.000-708.010	HEALTH INS BUYOUT	2,005					
101-227.000-715.000	F.I.C.A./MEDICARE	8,655	9,180	15,226	15,458	7,491	11,845
101-227.000-719.000	HEALTH INSURANCE	27,239	50,011	87,569	87,569	34,448	73,168
101-227.000-719.001	SICK AND ACCIDENT	957	764	1,298	1,298	509	916
101-227.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,875)	(4,050)	(6,120)	(6,120)		(4,320)
101-227.000-719.015	DENTAL BENEFITS	2,665	2,665	4,983	4,983	1,499	3,077
101-227.000-719.016	VISION BENEFITS	539	590	1,053	1,053	413	814
101-227.000-719.020	HEALTH CARE DEDUCTION	8,836	10,267	20,111	20,111	8,004	14,196
101-227.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	117	161	306	306	91	187
101-227.000-720.000	LIFE INSURANCE	416	454	771	771	302	544
101-227.000-727.000	OFFICE SUPPLIES	476	464	500	500		500
101-227.000-740.000	OPERATING SUPPLIES		804	5,000	5,000		2,500
101-227.000-760.000	PPE & FIRST AID SUPPLIES			2,500	6,500	4,277	10,000
101-227.000-876.000	RETIREMENT/MERS	13,765	19,268	26,912	26,912	16,397	32,351
101-227.000-876.100	RETIREMENT HEALTH CARE SAVINGS	675	1,275	2,600	2,600	647	1,300
101-227.000-958.000	MEMBERSHIP AND DUES	209	209	400	400	219	400
101-227.000-960.000	EDUCATION AND TRAINING	17,160	39,234	40,000	36,000	18,062	27,000
101-227.000-960.100	SAFETY TRAINING			10,500	10,500	4,075	10,500
NET OF REVENUES/APPROPRIATIONS - 227.000 - HUMAN RESOURCES		(195,611)	(255,628)	(412,647)	(415,908)	(197,214)	(339,816)

**101-247 – Board of Review**

**Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-247-000-704-000 – Appointed Officials	This line item reflects the per diem amount paid to three (3) Board of Review members.
101-247-000-715-000 – FICA/Medicare	Amount provided by the Accounting Director.
101-247-000-723-000 – Deferred Compensation Employer	Amount provided by the Accounting Director.

8/7/2020



08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 247.000 - BOARD OF REVIEW							
101-247.000-704.000	APPOINTED OFFICIALS	1,620	1,530	3,000	3,000	1,680	3,000
101-247.000-715.000	F.I.C.A./MEDICARE	24	22	44	44	24	44
101-247.000-723.000	DEFERRED COMPENSATION EMPLOYE	21	20	39	39	22	39
NET OF REVENUES/APPROPRIATIONS - 247.000 - BOARD OF REVIEW		(1,665)	(1,572)	(3,083)	(3,083)	(1,726)	(3,083)

## NARRATIVE

### 101-253 - Treasurer

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-253-000-703-000 – Salaries-Elected Officials (Treasurer)	Salary of the Treasurer, set by resolution of the Township Board. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-253-000-705-000 – Salary-Supervision (Deputy Treasurer, appointed by Treasurer)	Salary of the Deputy Treasurer. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-253-000-706-000 – Salary-Permanent Wages	Wages of two AFSCME Floater II/Clerk III positions. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Since a new person was hired to fill a vacancy in the department, at a lower starting rate, a decrease is budgeted for 2021.
101-253-000-709-000 – Regular Overtime	Overtime during tax time and for annual dog clinic.
101-253-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-253-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
101-253-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-253-000-719-003 – Employee Paid Health Contra	Amount employees pay toward their health care coverage.
101-253-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 2021. Family coverage budgeted for new employees, will make changes if needed.
101-253-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
101-253-000-719-020 – 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.
101-253-000-719-021 – Admin Fee-Health Deductible	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.

<b>Line Item</b>	<b>Explanation</b>
101-253-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources
101-253-000-727-000 – Office Supplies	Necessary supplies including window envelopes for mailing past due notices and A/P checks. No change for 2021.
101-253-000-753-000 – Dog Licenses	Purchasing of dog tags for licensing. We are anticipating the same amount for licenses as in 2020.
101-253-000-830-000 – Tax Preparation	Printing of tax bills for summer and winter. We recommend the same amount for 2021.
101-253-000-860-000 – Travel	Mileage reimbursement for Treasurer and Deputy Treasurer for travel to meetings, bank, post office, County Treasurer's Office and court cases. We recommend the same amount for 2021.
101-253-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-253-000-876-100 – 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.

<b>Line Item</b>	<b>Explanation</b>
101-253-000-931-000 – Repairs & Maintenance	Maintenance contracts and repairs for check signer and money counter. We did not opt for the contract on the money counter originally, but due to necessary repairs it required we did enroll in the contract to save money. We recommend the same amount for 2021.
101-253-000-956-000 - Miscellaneous	Unforeseen expenses not covered in any of the above, such as court fees/parking for small claims. Recommend the same amount for 2021.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 253.000 - TREASURER							
101-253.000-703.000	SALARIES - ELECTED OFFICIALS	81,782	84,236	86,342	86,342	53,963	86,342
101-253.000-705.000	SALARY - SUPERVISION	57,826	60,523	62,488	62,488	39,644	62,488
101-253.000-706.000	SALARY - PERMANENT WAGES	97,011	92,499	98,027	98,027	54,707	96,554
101-253.000-707.000	SALARY - TEMPORARY/SEASONAL		3,871			4,984	
101-253.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	4,707	3,517		3,606	3,605	
101-253.000-708.010	HEALTH INS BUYOUT	3,000					
101-253.000-709.000	REG OVERTIME	1,018	1,137	1,800	1,800	421	1,800
101-253.000-715.000	F.I.C.A./MEDICARE	18,440	18,189	19,022	19,298	11,488	19,069
101-253.000-719.000	HEALTH INSURANCE	50,732	86,019	97,871	97,871	62,007	115,849
101-253.000-719.001	SICK AND ACCIDENT	1,245	1,146	1,146	1,146	764	1,146
101-253.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,175)	(6,575)	(6,600)	(6,600)		(6,600)
101-253.000-719.015	DENTAL BENEFITS	3,589	3,659	5,212	5,212	2,058	4,560
101-253.000-719.016	VISION BENEFITS	877	984	1,136	1,136	574	1,244
101-253.000-719.020	HEALTH CARE DEDUCTION	12,295	11,894	23,660	23,660	7,043	23,660
101-253.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	248	321	360	360	176	360
101-253.000-720.000	LIFE INSURANCE	712	810	907	907	540	907
101-253.000-723.000	DEFERRED COMPENSATION EMPLOYE		52			65	
101-253.000-727.000	OFFICE SUPPLIES	1,291	725	1,300	1,300	473	1,300
101-253.000-753.000	DOG LICENSES	518		1,050	1,050		1,050
101-253.000-830.000	TAX PREPARATION	1,305	3,226	3,500	3,500		3,500
101-253.000-860.000	TRAVEL	397	241	500	500	32	500
101-253.000-876.000	RETIREMENT/MERS	35,372	46,992	49,005	49,005	31,606	29,273
101-253.000-876.100	RETIREMENT HEALTH CARE SAVINGS	475	1,275	1,300	1,300	700	3,900
101-253.000-931.000	REPAIRS AND MAINTENANCE		560	500	500		500
101-253.000-956.000	MISCELLANEOUS		10	100	100		100
NET OF REVENUES/APPROPRIATIONS - 253.000 - TREASURER		(368,665)	(415,311)	(448,626)	(452,508)	(274,850)	(447,502)

## NARRATIVE

### 101-265 – Building Operations

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-265-000-705-000 – Salary-Supervision	Salary for the Building Operations Director, a Teamster Position. No increase is budgeted for 2021 since revenues are uncertain at this time
101-265-000-706-000 – Salary-Permanent Wages	Cost of two full-time maintenance tech staff, two full-time custodians (one at Civic Center and one at Recreation), 50% of one full-time custodian (shared with 14-B Court) and three part-time custodians, all AFSCME positions. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Increase due to employee six month and one year step Increase.
101-265-000-707-775 – Salary-Temporary Ford Lake Park	Wages for seasonal employees to paint park shelters and gate houses, etc. Maintenance projects are done in September/October of each year.
101-265-000-708-010 – Health Insurance Buyout	Health insurance buyout for employees who receive health insurance through another source.

<b>Line Item</b>	<b>Explanation</b>
101-265-000-709-000 – Regular Overtime	Overtime for emergencies and projects that have to be done during non-work hours. Decreased amount to \$5000 for 2021.
101-265-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-265-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time. A smaller increase is budgeted due to an employee changing from family to two person coverage.
101-265-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each non-fire department employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-265-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage. Employee changed from family coverage to two person coverage, resulting in a decrease.
101-265-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Employee changed from family coverage to two person coverage, resulting in a decrease.



<b>Line Item</b>	<b>Explanation</b>
101-265-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time. Even though the increase is budgeted, a decrease is shown due to employee changing from family coverage to two person coverage.
101-265-000-719-020 – Health Care Deduction	Cost to fund the Clarity Benefits card associated with health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended.
101-265-000-719-021 – Admin Fee-Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.
101-265-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each non-fire department employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-265-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
101-265-000-727-000 – Office Supplies	Requesting a \$100 increase for supplies in 2021.
101-265-000-740-000 – Operating Supplies	Used for tools and equipment for Building Maintenance employees. No change for 2021.
101-265-000-741-000 – Boot Reimb & Uniform Purchase	Cost for uniform rental and laundering, as well as service for mats & towels and a contractual boot reimbursement..

<b>Line Item</b>	<b>Explanation</b>
101-265-000-757-775 – Operating Supplies – FLP	Used for tools and equipment within Ford Lake Park System. No change for 2021.
101-265-000-760-000 – PPE & First Aid Supplies	Covers all PPE, first aid supplies, and other supplies required by OSHA.
101-265-000-776-001 – Maint Supplies-Civic Center	Supplies for Civic Center (vacuum bags, floor finish, etc.). Decreased amount to \$8,000 for 2021. (\$2,500 combine from 101-265-000-776-775).
101-265-000-776-002 – Maint Supplies-Graffiti Control	Cost of cleaners and paints used to remove graffiti. No change for 2021, although there has been no expense for 2020, there is usually contracted graffiti removal on soundwalls.
101-265-000-776-775 – Maintenance Supplies – FLP	Request to combine this line item with 101-265-000-776-001 Maintenance Supplies Civic Center in 2021.
101-265-000-777-000 – Bldg Oper Equipment Tools	Cost of tools, lift gates, electrical and regulatory poster. High speed buffer replacement needed for custodial; leave at \$5,000 for 2021.
101-265-000-818-001 – Contractual Services-Civic Center	Used for alarm systems, elevator inspections, fire extinguishers, boiler inspections, building services, window washers, etc. Fire extinguishers increased. Guardian Alarm increased devices, more repairs to air handlers & boilers; although at this time 2020 activity is low. No change from 2020 original budget of \$50,000.

<b>Line Item</b>	<b>Explanation</b>
101-265-000-818-775 – Maint-Contr Svcs-Ford Lake Park	Used to contract for work in Ford Lake Park System (alarm system, etc). Based on the expenditures to date, recommend keeping at \$500.
101-265-000-867-000 – Gas & Oil	Cost of fuel and oil for vehicles, WEX & Fuelcloud systems. No change for 2021.
101-265-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-265-000-876-100 – 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.
101-265-000-920-001 – Utilities-Civic Center	Cost of utilities in the Civic Center. Decreased amount to \$70,000 for 2021.
101-265-000-931-001 – Repairs-Civic Center	Used for batteries, door repairs, closers, etc. in Civic Center. Based on amount expended to date, recommend that \$3,000 be budgeted in 2021.
101-265-000-931-020 – Non-Reoccurring R&M-Civic Ctr	Used for large unexpected item replacements, such as electric ceiling sensors. Based on expenditures to date, recommended to remain at \$8,000.
101-265-000-931-775 – Repairs-Ford Lake Parks	Cost of paint and maintenance staff repairs in the Ford Lake Park System. No change for 2021.
101-265-000-938-000 – Equipment Contractual Equipment	Annual inspections on equipment: equipment rental. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-265-000-939-031 – Motorpool-Miscellaneous Repair	New line item for 2020, covers cost of vehicle repairs. Figures provided by the Accounting Director.
101-265-000-943-000 – Motorpool Lease/Maintenance	Combined cot of monthly vehicle lease/maintenance. Figures provided by the Accounting Director.
101-265-000-956-000 – Miscellaneous	Used for drug screenings, driving test, etc. No change for 2021.
101-265-000-977-000 – Equipment	Decreased amount to zero. If equipment is needed, purchases will go to the Board for approval.

08/11/2020

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 265.000 - RESIDENT SVCS: BLDG OPERATIONS							
101-265.000-705.000	SALARY - SUPERVISION		53,623	60,705	60,705	33,377	60,705
101-265.000-706.000	SALARY - PERMANENT WAGES	242,983	263,278	262,044	262,044	175,848	270,769
101-265.000-707.775	SALARY - TEMP. FORD LAKE PARK			5,000	5,000		5,000
101-265.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,280	184				
101-265.000-708.008	RETIREE TIME PAYOUTS		7,627				
101-265.000-708.010	HEALTH INS BUYOUT	3,000	8,246	9,000	9,000	4,500	6,000
101-265.000-709.000	REG OVERTIME	1,739	8,189	10,000	10,000	3,154	5,000
101-265.000-715.000	F.I.C.A./MEDICARE	18,680	25,943	24,937	24,937	16,294	26,272
101-265.000-719.000	HEALTH INSURANCE	36,091	34,271	55,804	55,804	25,664	66,055
101-265.000-719.001	SICK AND ACCIDENT	1,167	1,336	2,100	2,100	1,241	2,100
101-265.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,088)	(5,125)	(3,900)	(3,900)		(5,500)
101-265.000-719.015	DENTAL BENEFITS	2,410	3,292	5,582	5,582	1,449	4,170
101-265.000-719.016	VISION BENEFITS	584	590	1,291	1,291	447	1,188
101-265.000-719.020	HEALTH CARE DEDUCTION	11,713	4,404	13,318	13,318	1,684	19,233
101-265.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	208	181	225	225	85	273
101-265.000-720.000	LIFE INSURANCE	729	964	1,247	1,247	737	1,247
101-265.000-723.000	DEFERRED COMPENSATION EMPLOYE	13		65	65		65
101-265.000-727.000	OFFICE SUPPLIES	296	333	300	300	30	400
101-265.000-740.000	OPERATING SUPPLIES	864	1,121	2,000	2,000	274	2,000
101-265.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	7,595	10,958	12,000	12,000	5,370	12,000
101-265.000-757.775	OPERATING SUPP: FORD LAKE PAR	222		800	800		800
101-265.000-760.000	PPE & FIRST AID SUPPLIES						1,500
101-265.000-776.001	MAINT SUPPLIES - CIVIC CENTER	5,855	7,424	8,000	8,000	6,591	8,000
101-265.000-776.002	MAINT SUPPLIES - GRAFFITI CON	702	1,330	1,500	1,500		1,500
101-265.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	2,955	2,434	2,500	2,500	647	2,500
101-265.000-777.000	BLDG OPER EQUIP TOOLS	2,080	23,065	5,000	5,000	1,151	5,000
101-265.000-818.001	CONTRACTUAL SERVICES CIVIC CT	52,560	61,102	50,000	50,000	24,184	50,000
101-265.000-818.775	MAINT-CONTR SVCS - FORD LK PR			500	500		500
101-265.000-867.000	GAS & OIL	3,110	2,396	3,500	3,500	1,078	3,500
101-265.000-876.000	RETIREMENT/MERS	22,924	22,411	20,304	20,304	14,323	15,720
101-265.000-876.100	RETIREMENT HEALTH CARE SAVINGS	858	6,077	6,500	6,500	4,038	6,500

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
101-265.000-920.001	UTILITIES - CIVIC CENTER	69,139	64,301	80,000	80,000	40,345	70,000
101-265.000-931.001	REPAIRS CIVIC CENTER	1,058	2,711	2,500	2,500	1,707	3,000
101-265.000-931.020	NON REOCCURRING R & M - CIVIC	26,423	7,465	8,000	8,000	1,273	8,000
101-265.000-931.775	REPAIRS - FORD LAKE PARKS	3,450	1,554	2,000	2,000	202	2,000
101-265.000-938.000	EQUIPMENT CONTRACTUAL EQUIP	493	167	1,000	1,000	259	1,000
101-265.000-939.031	MOTORPOOL-MISC REPAIR			2,500	2,500	440	2,500
101-265.000-943.000	MOTORPOOL LEASE/MAINTENANCE	7,000	7,201	7,201	7,201	4,201	7,857
101-265.000-956.000	MISCELLANEOUS	118		500	500		500
101-265.000-977.000	EQUIPMENT	9,194		10,000	10,000	10,000	
NET OF REVENUES/APPROPRIATIONS - 265.000 - RESIDENT SVCS: BLDG O		(533,405)	(629,053)	(674,023)	(674,023)	(380,593)	(667,354)

## NARRATIVE

### 101-266 - Computer Support Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-266-000-706-000 – Salary-Permanent Wages	Salaries of IS Manager, Assistant IS Manager and Web Content & Design Manager. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-266-000-708-004 – Salaries Pay Out – PTO&Sick Time	Cost of PTO payout for employees that have over 360 hours accumulated. Amounts are paid at 75%.
101-266-000-708-010 – Health Insurance Buyout	Used for health insurance buyout for employees who receive health insurance through another source.
101-266-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-266-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
101-266-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
101-266-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
101-266-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021.
101-266-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
101-266-000-719-020 – 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.
101-266-000-719-021 – Admin Fee-Health Deductible	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.
101-266-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-266-000-727-000 – Office Supplies	No change from 2021.
101-266-000-801-000 – Professional Services	<ul style="list-style-type: none"> <li>• Website Full Redesign, re-budget from 2020</li> <li>• Cyber Security Managed Detection and Response</li> </ul> Will be brought back to the board for consideration in 2022.



<b>Line Item</b>	<b>Explanation</b>
101-266-000-857-100 – Communications-Internet Access	Internet access connection and cloud based services  Internet Access Costs <ul style="list-style-type: none"> <li>• Comcast ENS</li> <li>• Cloud Server Hosting</li> <li>• Cloud Storage Services</li> <li>• Cloud Systems Management Solutions</li> <li>• Cloud based agenda management</li> <li>• Time and Attendance Software</li> </ul>
101-266-000-867-000 – Gas & Oil	Fuel costs for IT Department, no change for 2021.
101-266-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-266-000-876-100 – 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.
101-266-000-933-000 – Equipment Maintenance	Unexpected repair of hardware equipment. No change.
101-266-000-933-001 – Maintenance Contracts	Hardware service and support maintenance agreements Request increase for 2021 based on YTD expenses Recommend 4.6% increase for 2021 <ul style="list-style-type: none"> <li>• Battery Backup Systems</li> <li>• Network Firewalls</li> </ul>

<b>Line Item</b>	<b>Explanation</b>
101-266-000-934-000 – Software Support & Maint	Software support and annual maintenance agreements Recommend 3.0% increase for 2021 This includes all technical support, patches, updates and upgrades for various software applications <ul style="list-style-type: none"> <li>• Apex Sketch Software</li> <li>• Barracuda</li> <li>• BS&amp;A Software</li> <li>• Email System</li> <li>• ESRI GIS</li> <li>• Microsoft Windows and Office</li> <li>• Network Management Tools</li> <li>• Civic Rec</li> <li>• Server Backup Software</li> <li>• System Malware Protections</li> <li>• VMWare</li> <li>• HVAC Systems</li> </ul>
101-266-000-939-011 – Motorpool Miscellaneous Repair	Covers cost of vehicle repairs. figures provided by the Accounting Director.
101-266-000-941-000 – Equipment Rental/Leasing	Decreases to \$0 No equipment is leased. Time and Attendance was moved to the Cloud and charged to the correct account.
101-266-000-943-000 – Motorpool Lease/Maintenance	Computer Support vehicle, figures provided by the Accounting Director.
101-266-000-971-008 – Capital Outlay/Prop. Improvement	Network infrastructure, as needed network data runs, Miss Dig. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-266-000-977-000 - Equipment	New hardware purchases Recommend 14.9% decrease for 2021 <ul style="list-style-type: none"> <li>• Annual Workstation Replacements/Upgrades</li> <li>• Climate Controlled Server Cabinet (rebudgeted)</li> <li>• Network Core Switches Upgrades (rebudgeted)</li> <li>• Core Firewall Replacements</li> <li>• Unanticipated hardware purchases (New Hires, Additional Monitors, etc.)</li> </ul>
101-266-000-977-001 – Computer Software	New software purchases Recommend 28.4% decrease for 2021 <ul style="list-style-type: none"> <li>• Net Switch Management/Monitoring Software</li> <li>• Active Directory Management Software</li> <li>• SQL Server Upgrade</li> <li>• Log Retention Software</li> <li>• SAML Authentication Server</li> </ul>

8/11/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 266.000 - COMPUTER SUPPORT							
101-266.000-706.000	SALARY - PERMANENT WAGES	152,357	171,042	175,531	175,531	111,362	175,531
101-266.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	6,336	4,893	4,500	4,500		4,500
101-266.000-708.010	HEALTH INS BUYOUT	3,000	3,000			1,500	3,000
101-266.000-709.000	REG OVERTIME	88	170			165	1,000
101-266.000-715.000	F.I.C.A./MEDICARE	11,976	13,429	13,658	13,658	8,471	13,734
101-266.000-719.000	HEALTH INSURANCE	29,276	45,010	46,360	46,360	31,003	54,876
101-266.000-719.001	SICK AND ACCIDENT	1,057	1,146	1,146	1,146	764	1,146
101-266.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,046)	(3,375)	(3,000)	(3,000)		(3,000)
101-266.000-719.015	DENTAL BENEFITS	2,271	2,445	3,097	3,097	1,583	2,709
101-266.000-719.016	VISION BENEFITS	494	590	723	723	402	792
101-266.000-719.020	HEALTH CARE DEDUCTION	2,644	4,667	11,830	11,830	1,622	11,830
101-266.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	156	161	270	270	91	156
101-266.000-720.000	LIFE INSURANCE	482	680	680	680	454	680
101-266.000-727.000	OFFICE SUPPLIES	725	913	1,000	1,000	365	1,000
101-266.000-801.000	PROFESSIONAL SERVICES			60,000	60,000		
101-266.000-857.100	COMMUNICATIONS-INTERNET ACCES	32,922	85,848	104,660	104,660	47,674	108,360
101-266.000-867.000	GAS & OIL	254	252	1,500	1,500	61	1,500
101-266.000-876.000	RETIREMENT/MERS	15,431	19,944	20,725	20,725	13,654	25,699
101-266.000-876.100	RETIREMENT HEALTH CARE SAVINGS	566	1,271	1,300	1,300	842	1,300
101-266.000-933.000	EQUIPMENT MAINTENANCE	4,922	3,691	5,000	5,000	4,284	5,000
101-266.000-933.001	MAINTENANCE CONTRACTS	3,366	4,738	6,530	6,530	3,217	6,830
101-266.000-934.000	SOFTWARE SUPPORT & MAINT	82,808	85,255	106,079	120,455	79,478	124,105
101-266.000-939.031	MOTORPOOL-MISC REPAIR			2,500	2,500		2,500
101-266.000-941.000	EQUIPMENT RENTAL/LEASING	8,818	7,854	9,000	9,000	1,992	
101-266.000-943.000	MOTORPOOL LEASE/MAINTENANCE	2,200	5,925	5,925	5,925	3,456	5,925
101-266.000-971.008	CAPT'L OUTLAY -IMPROVEMENT	11,077	7,347	15,000	15,000	9,157	15,000
101-266.000-977.000	EQUIPMENT	89,396	143,958	111,000	111,000	24,064	94,500
101-266.000-977.001	COMPUTER SOFTWARE	18,619	59,995	83,100	83,100	13,305	59,500
NET OF REVENUES/APPROPRIATIONS - 266.000 - COMPUTER SUPPORT		(478,195)	(670,849)	(788,114)	(802,490)	(358,966)	(718,173)

## 101-267 General Services

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-267-000-727-000 – Office Supplies	General office supplies used by all departments, except 14-B Court, Golf Course, Recreation and the Fire Department. Items purchased include paper, card stock, batteries, etc. Based on YTD expenses, recommended reducing to \$8,000 for 2021.
101-267-000-727-200 – Office Meeting/Welcome Supplies	Used to purchase coffee, filters, cups, creamer, sugar and water at Civic Center. Coffee and water are offered to residents and people attending meetings in the building. Revenues from the vending machines (101-000-000-694-200) are used for this line item. No change for 2021.
101-267-000-727-300 – COVID-19 Equipment	Estimated equipment purchases related to COVID-19 Pandemic. Other supplies have been budgeted in the Human Resources line item.
101-267-000-730-000 - Postage	Postage costs. Based on expenses to date, recommended decreasing to \$65,000 for 2021.
101-267-000-850-000 - Telephone	Cost for all desk and cell phones in the Township. Increased due to the COVID-19 purchase of additional phones, supplies and (20) additional phone lines.
101-267-000-900-000 - Publishing	Publishing various notices in newspaper. Printing of Neighborhood Watch notices was previously budgeted here but that cost has been moved to the Law Enforcement budget 266-301-000-900-000. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-267-000-933-000 – Equipment Maintenance	Maintenance on all equipment except copiers and computers. No change for 2021.
101-267-000-941-000 – Equipment Rental/Leasing	Equipment rental of copiers and postage machine, as well as supplies. No change for 2021.
101-267-000-956-000 - Miscellaneous	Cost to replenish First Aid boxes. Based on YTD expenditures, recommend decreasing to \$1,300 in 2021.
101-267-000-958-000- Membership & Dues	Cost of Amazon and Sam’s Club Memberships. Slight increase due to adding Sam’s Club to this line item.

08/06/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 267.000 - GENERAL SERVICES							
101-267.000-727.000	OFFICE SUPPLIES	6,299	6,174	8,500	8,001	2,847	8,000
101-267.000-727.200	OFFICE MEETING/WELC SUPPLIES	620	418	700	700	165	700
101-267.000-727.300	COVID-19 SUPPLIES & EQUIP				60,000	50,612	5,000
101-267.000-730.000	POSTAGE	57,267	50,761	90,000	90,000	41,407	65,000
101-267.000-850.000	TELEPHONE	39,131	44,267	44,000	44,000	28,469	49,000
101-267.000-900.000	PUBLISHING	17,338	22,262	20,000	20,000	8,236	20,000
101-267.000-933.000	EQUIPMENT MAINTENANCE	1,213	893	1,200	1,200	1,009	1,200
101-267.000-941.000	EQUIPMENT RENTAL/LEASING	13,763	15,481	15,000	15,000	7,696	15,000
101-267.000-956.000	MISCELLANEOUS	1,593	953	1,000	1,000	971	1,300
101-267.000-958.000	MEMBERSHIP AND DUES		499		499	499	700
101-267.000-977.000	EQUIPMENT	40,134	12,740				
NET OF REVENUES/APPROPRIATIONS - 267.000 - GENERAL SERVICES		(177,358)	(154,448)	(180,400)	(240,400)	(141,911)	(165,900)

## NARRATIVE

### 101-371 - Planning

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-371-000-705-000 – Salary-Supervision	This line includes the salary of the Planning Director and OCS Executive Coordinator positions. A decrease is shown due to wage adjustments. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-371-000-706-000 – Salary – Permanent Wages	Cost for 75% of the Planning & Development Coordinator position. 25% is budgeted in the Building Department to offset zoning review of building permits and other support provided. No increase is budgeted for 2021 since revenues are uncertain at this time.
101-371-000-707-000 – Temporary Wages/Seasonal	Due to State Shared Revenue, this has been removed from the budget.
101-371-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-371-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.



<b>Line Item</b>	<b>Explanation</b>
101-371-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-371-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage. A slight increase is budgeted for a new employee in the department who receives the coverage.
101-371-000-719-015 – Dental Benefits	Decrease in rates for 2020. Two year reduction guaranteed until 12/31/2021. A decrease is also shown for 2021 due to a new employee in the department who receives single coverage instead of the 2 person coverage the previous employee received.
101-371-000-719-016 – Vision Benefits	We are estimating a 15% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time. Even though the increase is budgeted, the amount shown is less than 15% due to a new employee in the department who receives single coverage instead of the 2 person coverage the previous employee received.
101-371-000-719-020 – 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. An increase is budgeted due to a new employee in the department who receives health care coverage.

<b>Line Item</b>	<b>Explanation</b>
101-371-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. An increase is budgeted due to a new employee in the department who receives health care coverage.
101-371-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-371-000-723-000 – Deferred Compensation Employee	Figures provided by the Accounting Director.
101-371-000-727-000 – Office Supplies	Office supplies for Planning Department staff. Recommend decreasing to \$500 for 2021.
101-371-000-755-000 – Subscriptions & Publications	Subscriptions to professional organizations and publications. No change.
101-371-000-801-003 – Township Projects-Planner	\$15,000 recommended for this line item. This is the residual amount of the contract with Carlisle Wortman to complete the Zoning Ordinance.
101-371-000-801-006 – Professional Planning Contract	Cost of professional consulting services for planning and zoning issues.
101-371-000-817-000 – Township Projects Engineer	Cost of professional consulting services for engineering and community development issues; administration of the Township Engineering Standards and Design Specifications. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-371-000-860-000 – Travel	Reimbursement for business use of personal vehicles by Planning Department staff. The Planning Department uses a Township vehicle so we are recommending that this line be reduced to \$0.
101-371-000-867-000 – Gas & Oil	Fuel & oil charges for Planning Department vehicle. This is a new line item for the department in 2021.
101-371-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-371-000-876-100 – 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.
101-371-000-939-031 – Motorpool-Miscellaneous Repair	Covers miscellaneous vehicle repair. Figures provided by the Accounting Director.
101-371-000-943-000 – Motorpool	Cost of motorpool lease for department. Figures provided by the Accounting Director.
101-371-000-956-000 – Miscellaneous	Cost of unexpected expenses. No change for 2021.
101-371-000-958-000 – Membership & Dues	Dues for staff membership in professional organizations such as the American Planning Association, Michigan Association of Planners, and the American Institute of Certified Planners. No change for 2021.

8/8/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 371.000 - COMMUNITY DEVELOPMENT							
101-371.000-705.000	SALARY - SUPERVISION	74,448	61,452	108,402	108,402	54,381	98,311
101-371.000-706.000	SALARY - PERMANENT WAGES			53,011	53,011	33,637	53,012
101-371.000-707.000	SALARY - TEMPORARY/SEASONAL	6,411	6,158	7,000	7,000		
101-371.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	531	1,062				
101-371.000-708.010	HEALTH INS BUYOUT	375	375	375	375		
101-371.000-709.000	REG OVERTIME		102				
101-371.000-715.000	F.I.C.A./MEDICARE	5,793	4,824	12,912	12,912	6,595	12,112
101-371.000-719.000	HEALTH INSURANCE	6,375	6,251	32,195	32,195	14,425	39,379
101-371.000-719.001	SICK AND ACCIDENT	551	334	716	716	402	716
101-371.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(300)	(506)	(2,250)	(2,250)		(2,325)
101-371.000-719.015	DENTAL BENEFITS	433	371	1,874	1,874	505	1,595
101-371.000-719.016	VISION BENEFITS	112	121	413	413	138	438
101-371.000-719.020	HEALTH CARE DEDUCTION	3,201	345	8,146	8,146	239	8,518
101-371.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	81	60	158	158	72	146
101-371.000-720.000	LIFE INSURANCE	218	198	425	425	205	425
101-371.000-723.000	DEFERRED COMPENSATION EMPLOYE	83	81	91	91		91
101-371.000-727.000	OFFICE SUPPLIES	361	111	750	750	466	500
101-371.000-755.000	SUBSCRIPTIONS & PUBLICATIONS	185	185	200	200		200
101-371.000-801.003	TOWNSHIP PROJECTS-PLANNER	63,214	76,122	30,000	30,000	14,759	15,000
101-371.000-801.006	PROFESSIONAL PLANNING CONTRACT	19,094	43,421	12,000	12,000	11,760	8,000
101-371.000-817.000	TOWNSHIP PROJECTS ENGINEER	14,567	14,983	15,000	15,000	8,823	15,000
101-371.000-860.000	TRAVEL	443	459	500	500		
101-371.000-867.000	GAS & OIL	54	12				1,500
101-371.000-876.000	RETIREMENT/MERS	4,727	4,664	9,149	9,149	5,622	8,234
101-371.000-876.100	RETIREMENT HEALTH CARE SAVINGS	875	988	2,275	2,275	1,397	2,275
101-371.000-939.031	MOTORPOOL-MISC REPAIR						2,500
101-371.000-943.000	MOTORPOOL LEASE/MAINTENANCE						4,889
101-371.000-956.000	MISCELLANEOUS	329	80	250	250	225	250
101-371.000-958.000	MEMBERSHIP AND DUES	95	25	1,200	1,200	873	1,200
NET OF REVENUES/APPROPRIATIONS - 371.000 - COMMUNITY DEVELOPN		(202,256)	(222,278)	(294,792)	(294,792)	(154,524)	(271,966)

## **NARRATIVE**

### **101-400 – Planning Commission**

#### **Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-400-000-704-000 – Appointed Officials	Expenses to compensate seven (7) appointed members of the Planning Commission to attend 15 of 24 scheduled bimonthly meetings.
101-400-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-400-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
101-400-000-958-000 – Membership & Dues	Dues for membership in professional organizations such as American Planning Association (APA) and Michigan Association of Planning (MAP). It is recommended that \$425 be budgeted for 2021.

8/7/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 400.000 - PLANNING COMMISSION							
101-400.000-704.000	APPOINTED OFFICIALS	3,833	3,812	9,450	9,425	3,258	7,875
101-400.000-715.000	F.I.C.A./MEDICARE	56	56	137	137	48	137
101-400.000-723.000	DEFERRED COMPENSATION EMPLOYE	50	49	123	123	42	123
101-400.000-958.000	MEMBERSHIP AND DUES	400	400	400	425	425	425
NET OF REVENUES/APPROPRIATIONS - 400.000 - PLANNING COMMISSION		(4,339)	(4,317)	(10,110)	(10,110)	(3,773)	(8,560)

## **NARRATIVE**

### **101-410 – Zoning Board of Appeals**

#### **Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-410-000-704-000 – Appointed Officials	Expenses to compensate five (5) appointed members of the Zoning Board of Appeals to attend 8 of the 12 scheduled monthly meetings.
101-410-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-410-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
101-410-000-958-000 – Membership & Dues	Dues for membership in professional organizations such as American Planning Association (APA) and Michigan Association of Planning (MAP). No change for 2021.

8/7/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 410.000 - ZONING BOARD OF APPEALS							
101-410.000-704.000	APPOINTED OFFICIALS	1,100	1,400	4,500	4,500	875	3,000
101-410.000-715.000	F.I.C.A./MEDICARE	35	33	65	65	25	65
101-410.000-723.000	DEFERRED COMPENSATION EMPLOYE	10	16	59	59	9	59
101-410.000-958.000	MEMBERSHIP AND DUES	250	250	250	250	250	250
NET OF REVENUES/APPROPRIATIONS - 410.000 - ZONING BOARD OF APPEALS		(1,395)	(1,699)	(4,874)	(4,874)	(1,159)	(3,374)



## 101-446 Highways and Streets

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-446-000-818-008 –Highways & Streets-Lift Stations	Cost for YCUA to maintain and repair Township owned lift stations (Tuttle Hill, Hydro Dam, Ford Lake Park and Ford Blvd.). This includes pumping out water, especially during a power outage and maintaining operation. No change for 2021.
101-446-000-818-009 – Highways & Streets-Drain Costs	Per the estimated lost amount received from the Drain Commission, \$327,764 is budgeted for 2021.
101-446-000-818-022 – Highways & Streets-Road Construction	Used for road projects and traffic calming devices. Decreased amount to \$50,000 for 2021 budget.

8/6/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 446.000 - HIGHWAYS AND STREETS							
101-446.000-818.008	HIGHWAYS & STREETS LIFT STATI	5,807	18,197	19,000	13,220	3,252	19,000
101-446.000-818.009	HIGHWAYS & STREETS DRAIN COST	216,922	172,112	224,994	224,994	189,321	326,764
101-446.000-818.022	HIGHWAY & ST-ROAD CONSTRUCTIO	542,814	456,829	100,000	184,965	3,800	50,000
NET OF REVENUES/APPROPRIATIONS - 446.000 - HIGHWAYS AND STREET:		(765,543)	(647,138)	(343,994)	(423,179)	(196,373)	(395,764)

## 101-728 – Economic Development

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-728-000-705-000 – Salary-Supervision	Salary of Economic Development Director position, currently vacant. We are looking for a higher level of experience and recommend that the salary be increased to \$80,000.
101-728-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-728-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
101-728-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-728-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
101-728-000-719-015 – Dental Benefits	Decrease in rates for 2020. Two year reduction guaranteed until 12/31/2021.
101-728-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
101-728-000-719-020 – Health Care Deduction	Cost 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.
101-728-000-719-021 – Admin Fee – Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.
101-728-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-728-000-876-000 – Retirement/MERS	Figures provided by the Accounting Department.
101-728-000-876-100 – 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.

8/7/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 728.000 - ECONOMIC DEVELOPMENT							
101-728.000-705.000	SALARY - SUPERVISION	29,808	36,962	80,000	75,000		
101-728.000-715.000	F.I.C.A./MEDICARE	2,251	2,777	6,120	6,120		6,120
101-728.000-719.000	HEALTH INSURANCE		4,882	25,756	25,756		
101-728.000-719.001	SICK AND ACCIDENT		95	382	382		
101-728.000-719.003	EMPLOYEE PAID HEALTH CONTRA		(375)	(1,800)	(1,800)		
101-728.000-719.015	DENTAL BENEFITS		155	1,466	1,466		
101-728.000-719.016	VISION BENEFITS	16	41	310	310		
101-728.000-719.020	HEALTH CARE DEDUCTION			5,915	5,915		
101-728.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE		27	90	90		
101-728.000-720.000	LIFE INSURANCE		57	227	227		
101-728.000-801.000	PROFESSIONAL SERVICES		6,500		5,000		
101-728.000-876.000	RETIREMENT/MERS	1,461	1,984	4,128	4,128		3,416
101-728.000-876.100	RETIREMENT HEALTH CARE SAVINGS	525	625	1,300	1,300		
101-728.000-956.000	MISCELLANEOUS		286	500	500		
NET OF REVENUES/APPROPRIATIONS - 728.000 - ECONOMIC DEVELOPME		(34,061)	(54,016)	(124,394)	(124,394)		(9,536)

## NARRATIVE

### 101-774 – Parks & Grounds

#### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-774-000-705-000 – Salary-Supervision	Wages for Park Superintendent.
101-774-000-706-000 – Permanent Wages	Salaries for two (2) Crew Leaders, one (1) Laborer and 50% of Mechanic/Equipment Operator, all AFSCME positions. Increase shown due to longevity increase and error in 2020 budget.
101-774-000-707-000 – Salary-Temporary/Seasonal	Wages of seasonal employees.
101-774-000-707-775 – Salary-Temporary/Ford Lake Park	Wages of seasonal employees working within Ford Lake Park system. Decreased the amount to \$80,000 for 2021.
101-774-000-707-776 – Salary Temp FLP Gate Staff	Wages of park gate staff.
101-774-000-708-004 – Salaries Pay Out-PTO & Sick Time	Used for payout of PTO time for employees that have over 360 hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.
101-774-000-708-010 – Health Insurance Buyout	Cost of health insurance buyout for employees who receive health insurance through another source. This line is decreased to \$0 since all employees within the department receive healthcare coverage.

<b>Line Item</b>	<b>Explanation</b>
101-774-000-709-000 – Regular Overtime	Overtime costs, (plowing snow, mowing, etc.). Decreased amount to \$10,000 for 2021 budget.
101-774-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-774-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
101-774-000-719-001 – Sick & Accident	Our new rates for disability insurance are \$381.96/year for each employee. Figures provided by Human Resources.
101-774-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
101-774-000-719-015 – Dental Benefits	There will be no increase in dental rates for 2021. Two year reduction guaranteed until 12/31/2021.
101-774-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
101-774-000-719-020 – Health Care Deduction	Cost to fund 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.
101-774-000-719-021 – Admin Fee-Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.

<b>Line Item</b>	<b>Explanation</b>
101-774-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
101-774-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
101-774-000-724-001 – Unemployment Expense	TBD per accounting/HR
101-774-000-727-000 – Office Supplies	Office Supplies for Parks & Grounds Department. No change for 2021.
101-774-000-741-000 – Boot Reimbursement & Uniforms Purchase	Cost of uniform purchase and cleaning as well as boot allowance for employees within the department. No change for 2021.
101-774-000-741-775 – Boot Reimbursement & Uniforms Purchase-FLP	Cost of uniform purchase and cleaning as well as boot allowance for employees within the department. No change for 2021.
101-774-000-757-000 – Operating Supplies	Used to purchase supplies for parks & grounds operations including safety supplies, trash bags, cans, etc. No change for 2021.
101-774-000-757-775 – Operating Supplies-Ford Lake Park	Used to purchase supplies for the Ford Lake Parks including safety supplies, trash bags, cans, etc. No change for 2021.
101-774-000-776-000 – Maintenance Supplies	Use to purchase maintenance supplies including signs, repair parts, rock salt, field paint, mower parts, etc. Decreased amount to \$25,000 for 2021.



<b>Line Item</b>	<b>Explanation</b>
101-774-000-776-010 – Civic Center Landscaping	Used to plan flowers outside of the Civic Center including flower pots, mulch, bushes, etc. No change for 2021.
101-774-000-776-775 – Maint Supplies-Ford Lake Park	Used to purchase maintenance supplies including signs, repair parts, rock salt, field paint, mower parts, etc. related to Ford Lake Parks. On change for 2021.
101-774-000-783-004 – Tree Maintenance	Used for existing tree maintenance and for any tree removal. No change for 2021.
101-774-000-818-011 – Maintenance Contractual Service	Used for field fertilization, tree removal and other contractual services in the parks. No change in 2021.
101-774-000-818-775 – Maint-Contr Svcs-Ford Lake Park	Used for field fertilization, tree removal, YCUA usage and other contractual services at the Ford Lake Parks. No change in 2021.
101-774-000-867-000 – Gas & Oil	WEX, Fuelcloud, cost of fuel for work done in the parks. Decreased amount to \$20,000 for 2021.
101-774-000-867-775 – Gas & Oil-Ford Lake Park	WEX, Fuelcloud, cost of fuel for work done in the Ford Lake Parks. Decreased amount to \$7,000 for 2021.
101-774-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
101-774-000-876-100 – 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.
101-774-000-920-000 – Utilities-Parks	Cost of utilities in the parks. No changes for 2021.

Line Item	Explanation
101-774-000-920-775 – Utilities-Ford Lake Parks	Cost of utilities in Ford Lake Park system. Utilities for Ford Lake Park were moved from Fund 226 in 2020. No changes in 2021.
101-774-000-939-000 – Auto Maintenance	This line is no longer used.
101-774-000-939-010 – Small Equipment & Parts	Cost to purchase small equipment and parts for mowers, weed whips, etc. No change in 2021.
101-774-000-939-011 – Parks Equipment Labor	Cost of labor to repair tractors for field maintenance. NO changes for 2021.
101-774-000-939-030 – Labor/Fluid Chrgs-Motorpool	Cost of antifreeze and other fuel charges from Motorpool. Figures provided by the Accounting Director.
101-774-000-939-030 – Labor/Fluid Chrgs-Motorpool	Cost of antifreeze and other fuel charges from Motorpool. Figures provided by the Accounting Director.
101-774-000-939-031 – Motorpool/Miscellaneous Repair	Covers miscellaneous vehicle repair. Figures provided by the Accounting Director.
101-774-000-941-000 – Equipment Rental/Leasing	Cost to rent specialized equipment. This includes portable restroom rentals for the parks. No changes in 2021.
101-774-000-942-775 – Vehicle Charge-Ford Lake Park	Figures provided by the Accounting Director. Dump truck rental from the Compost. No longer needed.
101-774-000-943-000 – Motorpool Lease/Maintenance	Cost of motorpool leases for all non-FLP vehicles. Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
101-774-000-943-775 – Motorpool Lease/Maintenance-FLP	Cost of motorpool leases for Ford Lake Park system. Figures provided by the Accounting Director.
101-774-000-956-000 – Miscellaneous	Cost of miscellaneous expenses including drug screening, driving records, etc. No changes for 2021.
101-774-000-958-000 – Membership & Dues	Cost of pesticide licenses, mParks, NRPA, etc. No changes for 2021.
101-774-000-977-000 – Equipment	<p>Recommendation to purchase:  Ride on Sprayer: \$15,000  Kubota/Polaris/John Deere Utility Cart: \$23,000  Tow Behind Blower: \$9,000  Chipper or Ventrac Mower (shared with Hydro): \$28,000  Does not include any trade-in value at this time.</p> <p>Decreased amount to \$0 for 2021 budget.  If equipment purchases are needed, will bring to board for approval</p>

8/11/2020

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 774.000 - RESIDENT SVCS: PARKS & GROUNDS							
101-774.000-705.000	SALARY - SUPERVISION		10,290				
101-774.000-706.000	SALARY - PERMANENT WAGES	122,282	119,697	129,957	129,957	95,470	130,707
101-774.000-707.000	SALARY - TEMPORARY/SEASONAL	103,098	82,974	90,000	68,873	25,667	90,000
101-774.000-707.775	SALARY - TEMP. FORD LAKE PARK	104,715	81,148	90,000	68,873	25,666	80,000
101-774.000-707.776	SALARY TEMP FLP GATE STAFF	16,565	14,360	20,000	20,000	9,630	20,000
101-774.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,164	4,153	4,000	4,000		4,000
101-774.000-708.010	HEALTH INS BUYOUT	4,500	2,560	3,000	3,000		
101-774.000-709.000	REG OVERTIME	5,555	11,867	15,000	15,000	5,522	10,000
101-774.000-715.000	F.I.C.A./MEDICARE	15,171	12,642	17,622	17,622	8,312	17,560
101-774.000-719.000	HEALTH INSURANCE	30,644	35,008	87,569	87,569	24,114	103,655
101-774.000-719.001	SICK AND ACCIDENT	1,376	1,050	1,336	1,336	318	1,336
101-774.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(2,363)	(2,738)	(6,000)	(6,000)		(6,000)
101-774.000-719.015	DENTAL BENEFITS	3,702	3,221	4,805	4,805	736	4,203
101-774.000-719.016	VISION BENEFITS	763	738	1,033	1,033	230	1,131
101-774.000-719.020	HEALTH CARE DEDUCTION	3,273	6,657	20,633	20,633	6,388	20,633
101-774.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	125	120	315	315	81	315
101-774.000-720.000	LIFE INSURANCE	625	624	794	794	189	794
101-774.000-723.000	DEFERRED COMPENSATION EMPLOYE	2,926	2,432	2,340	2,340	793	2,470
101-774.000-724.001	UNEMPLOYMENT EXPENSE	1,086	2,172	5,000	5,000	8,355	5,000
101-774.000-727.000	OFFICE SUPPLIES	236	285	250	250		250
101-774.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	1,945	2,572	6,500	6,500	1,752	6,500
101-774.000-741.775	BOOT REIMB & UNIFORMS PURCHASE - FLP	550	747	800	800	794	800
101-774.000-757.000	OPERATING SUPPLIES	1,388	1,928	2,000	2,000	1,729	2,000
101-774.000-757.775	OPERATING SUPP: FORD LAKE PAR	857	731	2,000	2,000	1,220	2,000
101-774.000-760.000	PPE & FIRST AID SUPPLIES						1,500
101-774.000-776.000	MAINTENANCE SUPPLIES	19,835	22,977	30,000	30,000	7,110	25,000
101-774.000-776.010	CIVIC CENTER LANDSCAPING	908	227	3,000	3,000	175	3,000
101-774.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	6,030	5,889	7,500	7,500	952	7,500
101-774.000-783.004	TREE MAINTENANCE		1,050	1,500	1,500		1,500
101-774.000-818.011	MAINTENANCE CONTRACTUAL SRVC	16,251	15,257	20,000	25,000	15,025	20,000
101-774.000-818.775	MAINT-CONTR SVCS - FORD LK PR	5,060	3,785	7,500	7,500	1,885	7,500
101-774.000-867.000	GAS & OIL	24,919	17,189	25,000	20,000	5,559	20,000
101-774.000-867.775	GAS & OIL - FORD LAKE PARK	9,894	6,798	12,000	12,000	2,214	7,000
101-774.000-876.000	RETIREMENT/MERS	24,723	18,797	21,836	21,836	13,821	26,692
101-774.000-876.100	RETIREMENT HEALTH CARE SAVINGS	1,038	1,794	3,250	3,250	1,650	3,250
101-774.000-920.000	UTILITIES - PARKS	13,577	4,570	14,000	14,000	3,833	14,000
101-774.000-920.775	UTILITIES - FORD LAKE PARKS	12,176	10,005	18,500	18,500	5,871	18,500

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
101-774.000-939.000	AUTO MAINTENANCE	2,830					
101-774.000-939.010	SMALL EQUIPMENT & PARTS	14,910	13,004	12,000	12,000	2,730	12,000
101-774.000-939.011	Parks Equipment Labor	594	828	1,000	1,000		1,000
101-774.000-939.030	LABOR/FLUID CHRGS - MOTORPOOL	1,200	1,200	1,200	1,200		1,200
101-774.000-939.031	MOTORPOOL-MISC REPAIR	6,206	873	5,000	5,000	2,224	5,000
101-774.000-941.000	EQUIPMENT RENTAL/LEASING	405	102	4,300	4,300	483	4,300
101-774.000-942.775	VEHICLE CHARGE - FLP	2,800	2,800	2,800	2,800		
101-774.000-943.000	MOTORPOOL LEASE/MAINTENANCE	30,500	41,407	30,268	30,268	18,584	26,331
101-774.000-943.775	MOTORPOOL LEASE MAINT-FORD L	30,500	41,407	30,268	30,268	18,584	26,331
101-774.000-956.000	MISCELLANEOUS	270	304	600	600	113	600
101-774.000-958.000	MEMBERSHIP AND DUES			300	300	250	250
101-774.000-977.000	EQUIPMENT	7,390	120,374	15,000	66,054	23,800	
NET OF REVENUES/APPROPRIATIONS - 774.000 - RESIDENT SVCS: PARKS &		(654,199)	(725,875)	(765,776)	(774,576)	(341,829)	(729,808)

## 101-780 – Stormwater Management

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-780-000-801-000 – Professional Services	Annual dues with Huron River Watershed Council for stormwater management services. In addition, it also covers the permit fee to the State of Michigan and fees charged by OHM for water permit assistance. No change for 2021 budget.

8/7/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 780.000 - RSD-STORMWATER MGMT DEPT							
101-780.000-801.000	PROFESSIONAL SERVICES	10,041	17,024	28,000	28,000	1,263	28,000
NET OF REVENUES/APPROPRIATIONS - 780.000 - RSD-STORMWATER MGI		(10,041)	(17,024)	(28,000)	(28,000)	(1,263)	(28,000)

## 101-851 - Fringes

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
101-851-000-719-005 – Hospital Physicals	Cost for physicals for seasonal employees. The Safety Coordinator and Human Resources have also recommended that we offer Hepatitis B vaccines to employees who are at high risk. No change for 2021.
101-851-000-724-000 – Employee Assistance Program	Cost of participation in Employee Assistance Program (EAP). It is an employee benefit program that helps employees assist with personal and/or work-related problems that may impact job performance, health, mental and emotional well-being. No change for 2021.
101-851-000-803-100 – Contract Services-Flex Spending	Used for fees associated with flex spending accounts that are paid to Choice Strategies. Recommended by the Accounting Director to decrease to \$100 for 2021.

8/7/2020



08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 851.000 - FRINGES AND INSURANCE							
101-851.000-719.005	HOSPITAL PHYSICALS	1,985	2,430	5,050	5,050	1,440	5,050
101-851.000-724.000	EMPLOYEE ASSISTANCE PROGRAM	3,714	3,994	4,900	4,900	2,186	4,900
101-851.000-803.100	CONTRACT SRVS-FLEX SPENDING		11	250	250		100
NET OF REVENUES/APPROPRIATIONS - 851.000 - FRINGES AND INSURANC		(5,699)	(6,435)	(10,200)	(10,200)	(3,626)	(10,050)

## **101-950 – Community Stabilization**

### **Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-950-000-749-000 – American Center Innovation	This was for Greater Ann Arbor Prosperity Initiative Grant for 2020, and will not continue over into 2021.
101-950-000-801-023 – Public Nuisance – Legal Services	Legal services for abate public nuisances and neighborhood stabilization. Decreased amount to \$550,000 for 2021.
101-950-000-801-024 – Land Use Issues	Legal expenses for land use issues, including ordinance review and any zoning challenges. No change for 2021.
101-950-000-880-001 – Right Of Way Maintenance	Cost of contracting to pick up trash along roadways, clean streets, as well as cost of bags, trash pickers, etc. No change for 2021.
101-950-000-880-002 – Mowing Properties	Used for mowing of properties we receive from County through tax foreclosure, for other Township owned properties and highways. Decreased amount to \$55,000 for 2021.
101-950-000-880-050 – Community Organization	Cost to partner with Habitat for Humanity to help enrich and organize neighborhoods. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-950-000-969-010 – Community Investment/ Ecorse Rd. & Michigan Ave.	Possible use of public art in the corridor, wayfinding and community. Investment for businesses by partnering with SPARK to provide dollars/loans to Ecorse Road & Michigan Avenue for business improvements, such as facades, parking lot improvements and energy efficiencies. Recommend that \$45,000 be budgeted for 2021.
101-950-000-969-011 – Community Stabilization Land Bank	<p>Used to purchase certain tax foreclosed or tax reverted properties for the Township. We also purchases tax foreclosed properties for Habitat for Humanity under the First Right of Refusal in order to focus on neighborhood stabilization through homeownership.</p> <p>This line includes expenditures for demolitions, asbestos inspections, shut offs, winterizations and other related expenses. Habitat will reimburse the Township for any properties purchased for them through the First Right of Refusal – see line item 101-000-000-688-100. Decreased amount to \$25,000 for 2021.</p>

8/6/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 950.000 - COMMUNITY STABILIZATION							
101-950.000-749.000	AMERICAN CENTER INNOVATION -ACI				36,690	24,088	
101-950.000-801.023	PUBLIC NUISANCE - LEGAL SVCS	644,796	698,899	600,000	600,000	389,332	550,000
101-950.000-801.024	LAND USE ISSUES	238,204	255,434	200,000	200,000	153,915	200,000
101-950.000-801.400	PROF SERV - SPECIAL LAND PROJECT		14,254				
101-950.000-880.001	RIGHT OF WAY MAINT	13,290		35,000	35,000	10,775	35,000
101-950.000-880.002	MOWING PROPERTIES	57,365	75,794	60,000	60,000	44,411	55,000
101-950.000-880.050	COMMUNITY ORGANIZATION	50,000	50,000	60,000	60,000	60,000	60,000
101-950.000-969.010	COMMUNITY INVESTMENT	80,000	4,000	50,000	45,000		45,000
101-950.000-969.011	COMMUNITY STABILIZATION - LAND BANK	93,613	25,247	50,000	50,000		25,000
101-950.000-969.013	LIBERTY SQUARE - GRANT PROJECT	986					
NET OF REVENUES/APPROPRIATIONS - 950.000 - COMMUNITY STABILIZA		(1,178,254)	(1,123,628)	(1,055,000)	(1,086,690)	(682,521)	(970,000)

## **101-956 – Other Functions**

### **Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-956-000-719-010 – Health Care Tax	The health care taxes are now included in the monthly premiums and are allocated to the proper departments. This line is used for the annual reporting fee for the Healthcare Excise Tax.
101-956-000-724-001 – Unemployment Expense	Used for non-seasonal employees.
101-956-000-801-000 – Professional Services	Used for various professional services the Township may need, i.e. HR services, architects, economic development, Reimagine Washtenaw, small engineering projects, etc. Decreased amount to \$40,000 for 2021.
101-956-000-808-000 – Beekeeping/Service & Supplies	Cost of service and supplies for YTown’s honeybee initiative. Donations are received to cover these costs and can be seen in 101-000-000-675-050.
101-956-000-844-000 – Meals on Wheels	Contribution to Meals on Wheels. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-956-000-944-002 – Aerotropolis	In June 2017, the Township Board voted to withdraw from the Aerotropolis. Therefore, this line item remains at \$0.
101-956-000-876-002 – Other Retirement Costs	Life insurance coverage of retirees. It is not reimbursed from the OPEB retirement fund and is an expense to the Township.
101-956-000-876-003 – OPEB Funding-Retiree Health	Liability for the Township’s Other Post Employment Benefits (OPEB) obligation for all departments except 14B Court, Fire, Environmental Services, Building, Recreation and Law Enforcement. Figures provided by the Accounting Director. The amount is determined by an actuarial.
101-956-000-882-004 – City of Ypsilanti/Rutherford Pool	Continue with donation for 2021.
101-956-000-884-000 – Wash Dev Council-AA SPARK	\$15,000 is budgeted in 2021 for this line item (\$10,000 to A2 Spark and \$5,000 for SPARK East).
101-956-000-913-000 – Insurance & Bonds Fleet	Cost of liability insurance. Figures provided by the Accounting Director.
101-956-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
101-956-000-925-000 – Cameras Non Tax Assessment	Maintenance costs of cameras the Township pays for (main server, 2 cameras at Harris Park and 1 at Redwood overpass). No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
101-956-000-926-000 – Street Lighting Non-Assessible	Cost to maintain street lights in areas where they are not part of a special assessment district. It is recommended by our Accounting Director that it be reduced to \$100,000 for 2021.
101-956-000-926-050 – Street Light-Construction-Non Assessible	Recommended by our Accounting Director that this line item be budgeted at \$0.
101-956-000-926-100 – Right of Way Tree Trim-Removal	Cost to trim/remove trees. No change for 2021.
101-956-000-956-000 - Miscellaneous	No change from 2020 original budget.
101-956-000-956-006 – Miscellaneous Tax Refunds	Used to try to reach MTT settlements, the full settlement amounts are reserved in Fund Balance. No change for 2021.
101-956-000-956-020 – Property Taxes on Twp Property	When a property goes to the County Treasurer and is placed in the auction for back taxes, the Township has to pay the current year taxes if the property is not sold. Additionally, they must pay any special assessments for drains, street lights and cameras on these properties. No change is expected for 2021.
101-956-000-956-022 – Settlement &/or Claim Deductibles	Used for any insurance claims filed against the Township and represented by the Michigan Municipal Liability legal staff. Decreased amount to \$5,000 for 2021.
101-956-000-957-000 – Bank Charges	Figures provided by the Accounting Director.
101-956-000-969-007 – Contribution Water Hardship	Cost to fund our Water Subsidy Program. Decreased amount to \$10,000 for 2021.

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 956.000 - OTHER FUNCTIONS							
101-956.000-719.010	HEALTH CARE TAX	978	391	600	950	848	650
101-956.000-724.001	UNEMPLOYMENT EXPENSE	(724)				5,001	
101-956.000-801.000	PROFESSIONAL SERVICES	73,084	53,427	55,000	54,650	16,409	40,000
101-956.000-808.000	BEEKEEPING - SERVICE & SUPPLIES		4,997	4,000	4,000	853	4,000
101-956.000-844.000	MEALS ON WHEELS	10,000	10,000	10,000	10,000		10,000
101-956.000-876.002	OTHER RETIREMENT COSTS	1,320	1,566	2,000	2,000	1,272	2,000
101-956.000-876.003	OPEB FUNDING- RETIREE HEALTH	417,383	439,988	428,436	428,436	428,436	336,286
101-956.000-882.004	Cty of Ypsi-Rutherford Pool		5,000	5,000	5,000		5,000
101-956.000-884.000	WASH DEV COUNCIL-AA SPARK	15,000	15,000	15,000	15,000		15,000
101-956.000-913.000	INSURANCE & BONDS FLEET	108,469	107,986	113,365	113,365	68,702	125,375
101-956.000-917.000	WORKERS COMPENSATION INSURANC	16,261	16,083	17,002	17,002	9,053	19,831
101-956.000-925.000	CAMERAS NON TAX ASSESSMENT	13,871	14,700	15,500	15,500	7,178	15,500
101-956.000-926.000	STREET LIGHTING NON ASSESSABL	30,706	33,583	125,000	124,458	122,308	100,000
101-956.000-926.050	STREET LIGHT -CONSTRUCTION NON-A	384,484	37,061	95,818	205,815	205,814	
101-956.000-926.100	RIGHT OF WAY TREE TRIM - REMOVAL	3,250	7,225	10,000	10,000		10,000
101-956.000-956.000	MISCELLANEOUS	21	63	500	500		500
101-956.000-956.006	MISCELLANEOUS TAX REFUNDS	825	1,054	3,000	3,000	20	3,000
101-956.000-956.020	PROPERTY TAXES ON TWP PROPERT	3,568	7,209	10,000	10,000		10,000
101-956.000-956.022	SETTLEMENTS &/or CLAIM DEDUCTIBLES		5,000	10,000	10,000		5,000
101-956.000-957.000	BANK CHARGES	8,476	8,912	12,000	12,000	6,975	12,000
101-956.000-969.007	CONTRIBUTION WATER HARDSHIP	8,600	7,980	12,000	12,000	3,200	10,000
NET OF REVENUES/APPROPRIATIONS - 956.000 - OTHER FUNCTIONS		(1,095,572)	(777,225)	(944,221)	(1,053,676)	(876,069)	(724,142)



**101-970 – Capital Outlay**

**Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-970-000-975-106 – Civic Center Improvements	This line item is budgeted at \$0 for 2021
101-970-000-975-135 – Capital Outlay – Furniture & Fixtures	This line item is budgeted at \$0 for 2021

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 970.000 - CAPITAL OUTLAY							
101-970.000-971.008	CAPTL OUTLAY -IMPROVEMENT	22,955					
101-970.000-971.100	CAPITAL OUTLAY - TYLER DAM PROJECT	28,688	(21,877)				
101-970.000-972.000	CAPO NEIGHBORHOOD CAMERA SYSTEM	19,130	19,632				
101-970.000-974.100	BUS SHELTER -CAPITAL OUTLAY	235	30,185		207,077	7,730	
101-970.000-975.106	CIVIC CENTER - IMPROVEMENTS			30,000	30,000		
101-970.000-975.135	CAP OUTLAY - FURNITURE & FIXTURES	40,010	38,462	30,000	30,000	233	
101-970.000-975.141	CIVIC CENTER - ROOF		240,087				
101-970.000-975.206	CAPITAL OUTLAY - FIRE TRUCK		483,074				
101-970.000-976.008	CAPITAL OUTLAY - COMMUNITY CT	115,542					
NET OF REVENUES/APPROPRIATIONS - 970.000 - CAPITAL OUTLAY		(226,560)	(789,563)	(60,000)	(267,077)	(7,963)	

## **101-999 – Other Financing Uses**

### **Expenditures**

<b>Line Item</b>	<b>Explanation</b>
101-999-000-968-252 – Transfer to Hydro Station	These funds will be transferred back to Hydro Station that are received from DTE for future capital and FERC relicensing if State Shared Revenue increases for 2021.
101-999-000-969-212 – Transfer to BSR II-Fund 212	Transfer of funds to BSR II – Fund 212 to pay half of the \$6 million cost of the Township’s road bond. This will be paid off in 2022.
101-999-000-968-398 – General Obligation 2013 Bond	This line reflects the transfer amount needed from the General Fund for payment deficiencies to the General Obligation Bond Debt Fund 398.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 999.000 - OTHER FINANCING USES							
101-999.000-968.252	TRANSFER TO HYDRO STATION		79,000	81,000	81,000	81,000	
101-999.000-969.212	TRANSFER TO BSR II Fund 212	433,000	327,000	321,000	321,000	321,000	315,000
101-999.000-969.236	TRANSFER TO COURT 236				400,000	300,000	396,756
101-999.000-969.397	TRANSFER OUT: TO DEBT FUND B	705,422					
101-999.000-969.398	TRANSFER TO: 398 DEBT 06 BONDS						39,391
NET OF REVENUES/APPROPRIATIONS - 999.000 - OTHER FINANCING USES		(1,138,422)	(406,000)	(402,000)	(802,000)	(702,000)	(751,147)
ESTIMATED REVENUES - FUND 101							
		9,178,898	9,639,658	9,286,860	10,226,669	6,490,493	8,919,666
APPROPRIATIONS - FUND 101							
		9,486,927	9,339,632	9,274,834	10,214,643	6,006,540	8,887,039
NET OF REVENUES/APPROPRIATIONS - FUND 101		(308,029)	300,026	12,026	12,026	483,953	32,627

## Fund 206 – Fire Department

### 2021 Revenues

<b>Line Item</b>	<b>Explanation</b>
206-000-000-402-005 – Current Taxes Fire Retirement, Pension & OPEB	Reflects revenues from taxes that are collected for the fire pension. This revenue estimate is based on taxable values and projected adjustments from the Board of Review, Michigan Tax Tribunal and other state approved assessment reductions like Industrial Facilities exemptions and Renaissance Zones.
206-000-000-402-006 – ESA Reimbursements Pension	Figures provided by the Accounting Director.
206-000-000-403-000 – Current Property Taxes	Reflects revenues from taxes that are collected for the Fire Department. This revenue estimate is based on taxable values and projected adjustments from the Board of Review, Michigan Tax Tribunal and other state approved assessment reductions like Industrial Facilities exemptions and Renaissance Zones.
206-000-000-403-001- ESA Reimbursement OP	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
206-000-000-403-010 – Current Capital Improvement Taxes	Reflects revenues from taxes that are collected for the Fire Department. This revenue estimate is based on taxable values and projected adjustments from the Board of Review, Michigan Tax Tribunal and other state approved assessment reductions like Industrial Facilities exemptions and Renaissance Zones. \$694,614 is budgeted 2021.
206-000-000-403-020 – ESA Reimbursement Cap	ESA reimbursement to Capital Improvement. \$2,000 is budgeted for FY-2021. Figures provided by the Accounting Director.
206-000-000-405-000 – In Lieu of Taxes	Revenues from PILOT for Clark East Towers. \$6,000 is budgeted FY-2021.
206-000-000-417-000 – Delinquent Personal Property Tax	Revenue from delinquent personal property taxes. Nothing budgeted for FY-2021.
206-000-000-476-491 – Fire Protection Permit	Fees charged for non-business licenses for fire suppression fire alarm systems inspections. No change for 2021.
206-000-000-607-011 – Fire Plan Review – Chg for Service	Fees charged for fire plan reviews. No change for 2021.
206-000-000-607-012 – Address Assign – Chg for Service	Fees charged for an address assignment for business or residence. Increase to \$500 for 2021.
206-000-000-607-270 – Liquor Inspect – Chg for Service	Fees charged for business liquor license inspections. No change for 2021.
206-000-000-664-001 – Interest Earned	Interest earned on accounts. Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
206-000-000-694-004 – Other Interest Miscellaneous	Miscellaneous income (ACM Fire Truck Lease, etc.) Nothing budgeted for FY-2021.
206-000-000-699-000 – Appropriated Prior Year Balance	Amount needed from Fund Balance to fund capital outlays and debt service. Projection for FY-2021 is \$0.

## 2020 Expenditures

<b>Line Item</b>	<b>Explanation</b>
206-206-000-705-000 – Salary-Supervision	Salary of the Fire Chief. Increase of 2.5% for 2021.
206-206-000-705-002 – Salaries-Officers	Salaries of Fire Marshal, 3 Captains & 3 Lieutenants. Decrease shown due to a retirement within the department.
206-206-000-706-000 – Salary-Permanent Wages	Salaries of 19 career firefighters. Increase of 2.5% for 2021.
206-206-000-706-011 – Permanent Wages-Fire Clerical	Salary of AFSCME clerical staff. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Increase shown in salary due to error in 2020 budget.
206-206-000-708-004 – Salaries Pay Out-PTO & Sick Time	Cost for payouts of PTO or sick time to firefighters. Request amount of \$57,026.
206-206-000-708-005 – Salaries Pay Out - Retirees	Payouts to employees who are eligible for the Deferred Retirement Option Plan (DROP). Employees hired before 1/1/2014 may elect to freeze their retirement benefit in the traditional defined benefit plan and enter into the DROP upon attainment of regular service retirement eligibility of twenty-five (25) years of credited service. Request amount of \$5,000.
206-206-000-708-007 – Fire Comp Time Payout	Cost of banked comp time to firefighters. Request amount of \$116,328.



<b>Line Item</b>	<b>Explanation</b>
206-206-000-708-008 – Retiree Time Payouts	Cost of payout of retiree or long term leave to firefighters. Request amount of \$9,174.
206-206-000-708-010 – Health Insurance Buyout	Used for health insurance buyout for employees who receive health insurance through another source.
206-206-000-708-200 – Fire Fighter Clothing Allowance	Annual clothing allowance for employees per union agreement. Figures provided by Human Resources.
206-206-000-708-206 – Fire Fighter Food Allowance	Annual cost of employee meals per union agreement. Figures provided by Human Resources. Slight decrease for 2021.
206-206-000-709-000 – Regular Overtime	Regular overtime costs for firefighters per CBA. Figures provided by Human Resources.
206-206-000-709-001 – Holiday Overtime	Holiday overtime costs for employees per CBA.
206-206-000-709-002 – Salary-Contractual Overtime	Contractual (FLSA) overtime to employees. Figures provided by Human Resources.
206-206-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
206-206-000-717-000 – Salaries-Holiday Pay	Annual cost of holiday pay for employees. Figures provided by Human Resources.
206-206-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
206-206-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each non-fire department employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
206-206-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
206-206-000-719-005 – Hospital Physicals	Annual cost for employee respiratory testing and physicals. No change for 2021.
206-206-000-719-010 – Health Care Tax	The health care tax is calculated by BCBS and is for the Affordable Care Act for Federal and State taxes and fees (Federal insurance premium tax, Comparative Effectiveness Fee, Reinsurance Fee, Marketplace Fee, Risk Adjustment Fee, Michigan Claims Tax, State Insurance Premium Tax). These taxes are now included in the monthly premiums and are allocated to the proper departments.
206-206-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021. Decrease shown due to coverage change.
206-206-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
206-206-000-719-020 – 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. Increase shown due to coverage change.
206-206-000-719-021 – Admin Fee-Health Deductible	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.
206-206-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each non-fire department employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources. Increase due to retiree coverage being shown.
206-206-000-727-000 – Office Supplies	Cost of office supplies for the Department. No change for 2021.
206-206-000-727-300 – COVID 19 Supplies & Equipment	Cost of supplies, equipment and logistics to support safety measures for staff. No change from 2020 amended budget.
206-206-000-730-000 - Postage	Cost of postage for the department. No change for 2021.
206-206-000-741-000 – Uniforms-Laundry & Cleaning	Cost for cleaning of employee uniforms, bedding, sheets and towels. No change for 2021.
206-206-000-741-001 – Uniforms-New and Badges	Annual cost for purchasing dress uniforms, hats, badges, and accessories for employees. New uniform purchases in 2020 caused decrease for 2021.

<b>Line Item</b>	<b>Explanation</b>
206-206-000-741-100 – Fire Protective Gear	Cost for purchasing firefighting protective equipment and gear. Grant award in 2020 led to decrease. Request amount of \$10,000.
206-206-000-741-200 – Fire/Rescue Gen Op Equipment	Cost for capital improvements made for confined space, water rescue, and wildland firefighting equipment. Recommend purchase roll off pump skid. Request amount of \$10,000.
206-206-000-742-000 – Fire Prevention Materials	Cost of fire prevention & demonstration materials. No change in 2021.
206-206-000-757-000 – Operating Supplies	Cost of Department supplies. No change in 2021.
206-206-000-757-004 – Medical Supplies	Cost of EMS supplies. Recommend no change due to COVID 19.
206-206-000-757-005 – Fire Investigation	Cost of fire investigative materials, equipment and tools. Decrease budgeted for 2021.
206-206-000-757-006 – Operating Supplies/Tools	Cost of supplies and batteries for firefighting equipment and tools. No change for 2021.
206-206-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
206-206-000-801-000 – Professional Services	Cost of legal, professional and administrative services provided to the Department. Recommend decrease due to union agreement negotiated in 2020. Request amount of \$15,000.

<b>Line Item</b>	<b>Explanation</b>
206-206-000-857-000 - Communications	Cost of maintenance and service of all Department radios. No change for 2021.
206-206-000-857-001 – Communications-Dispatch	Cost of dispatching services with Emergent Health (HVA). An increase of 4% projected in July 2021 for half of 2022. Request amount of \$83,600.
206-206-000-863-001 – Auto & Truck Main Station #1	Cost of maintenance and repair of vehicles at Station #1/Ford Blvd. Recommend increase based on 5yr line history. Request amount of \$60,000.
206-206-000-863-003 – Auto & Truck Main Station #3	Cost of maintenance and repair of vehicles at Station #3/Hewitt Rd. Recommend slight increase based on 5yr line history.
206-206-000-863-004 – Auto & Truck Main Station #4	Cost of maintenance and repairs of vehicles at Station #4/Textile Rd. Recommend slight decrease based on 5yr line history. 2020 amended budget request of \$31,000.
206-206-000-867-000 – Gas & Oil	Cost of gas and oil for department vehicles. Recommend slight decrease based on 5yr line history. Request amount of \$30,000.
206-206-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
206-206-000-876-100 – Retiree 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.
206-206-000-900-000 - Publishing	Cost of print and electronic publications for posting. No change in 2021.

<b>Line Item</b>	<b>Explanation</b>
206-206-000-913-000 – Insurance & Bonds Fleet	Figures provided by the Accounting Director.
206-206-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
206-206-000-920-004 – Utilities Heat	Heating cost for department facilities. Recommend no change for 2021.
206-206-000-920-005 – Utilities Light	Electricity cost for department facilities. Recommend a decrease based on 5yr line history. Request amount of \$22,000.
206-206-000-920-006 – Utilities Telephone	Cost of telephone/internet services to department. Based on 5yr line history, recommend increase to \$20,000.
206-206-000-920-007 – Utilities Water and Sewer	Cost of water/sewer service to department. Based on 5yr line history, recommend decrease to \$4,000.
206-206-000-931-005 – Bldg Maintenance Station #1	Cost of building/maintenance repairs at Station #1. Based on 5yr line history, recommend decrease to \$9,000.
206-206-000-931-007 – Bldg Maintenance Station #3	Cost of building/maintenance repairs at Station #3. Based on 5yr line history, recommend decrease to \$4,000.
206-206-000-931-008 – Bldg Maintenance Station #4	Cost of building/maintenance repairs at Station #4. Based on 5yr line history, recommend decrease to \$4,000.
206-206-000-933-000 – Equipment Maintenance	Annual maintenance & testing costs for SCBA, JAWS, Fire Extinguishers. No change in 2021.

<b>Line Item</b>	<b>Explanation</b>
206-206-000-933-001 – Maintenance Contracts	Maintenance contract costs for copiers, sirens, generators, etc. No change for 2021.
206-206-000-943-000 – Motor Pool Lease/Maintenance	Debt payment to General Fund for fire engine purchase in 2015 for 10 years.
206-206-000-944-000 – Fire Hydrant Charge	Cost of YCUA charges for hydrant maintenance. (\$1 x 2700 hydrants). No change for 2021.
206-206-000-956-000 - Miscellaneous	Reserve for miscellaneous department expenses. No change for 2021.
206-206-000-956-010 Tax Refund Expense	Michigan Tax Tribunal expenses. No change for 2021.
206-206-000-958-000 Membership and Dues	Trade association membership fees and dues. (IAFC, IAAI, NFPA, MFIS, etc.). Bsed on 5yr line history, recommend increasing to \$5,000.
206-206-000-960-000 Education and Training	Annual cost of education and training for department staff. No change for 2021.

## Civil Service Commission

Line Item	Explanation
206-220-000-704-000 – Appointed Officials	Salaries of Civil Service Commission appointed officials.
206-220-000-706-000 – Salary-Permanent Wages	Salary of secretary to the Commission.
206-220-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
206-220-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
206-220-000-801-000 – Professional Services	Professional (testing/legal) services.
206-220-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
206-220-000-900-000 - Publishing	Publishing costs for 2021.



## Pension & Insurance

<b>Line Item</b>	<b>Explanation</b>
206-852-000-876-003 – OPEB Funding – Retiree Health	Cost of retiree health care – OPEB funding. Figures provided by the Accounting Director.
206-852-000-876-004 – Retirement-Fire Department	Cost for Township’s portion of the Fire/Act 345 retirement. Figures provided by the Accounting Director.

## 2020 Capital Outlay

Line Item	Explanation
206-970-000-971-008 – Capital Outlay/Improvement	Cost to replace concrete at Hewitt #3, asphalt at Textile #4 parking lots, and repair lot drainage tile at #4. Fire HQ updates to bathrooms and replace sump pumps. Recommend \$325,000 be budgeted in 2021.
206-970-000-976-005 – Capital Outlay-Fire Stations	Cost of replacing roof, upgrading or replacing exterior light fixtures and lighted sign, and carpet at Station #4. Recommend \$55,000 be budgeted in 2021.
206-970-000-979-000 – Capital Outlay – Fire Apparatus	Cost to purchase new SUV to replace 2003 unit to update fleet. Added cost for lights, siren, radio and FD graphics. Recommend \$53,000 be budgeted in 2021.
206-970-000-979-001- Protective Equipment	Cost of improvements to firefighting protective equipment. Line item moved to 206-206-000-741-100 in 2020
206-970-000-979-002 – General Fire/Rescue Equipment	Cost of improvements made for confined space and other specialized rescue equipment. Line item moved to 206-206-000-741-200 in 2020.
206-970-000-980-001 – Computer/Comm/Furnishing	Cost of purchasing a drone unit for FD use, replacing all FD desktop units, replace FD tablets, replace kitchen table and chairs sets at Stations. Recommend \$67,000 be budgeted in 2021.

8/12/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 206 - FIRE FUND							
Dept 000.000							
206-000.000-402.005	CURRENT TAXES FIRE PENSION	1,418,644	1,722,956	1,791,856	1,791,856	1,820,176	1,872,010
206-000.000-402.006	ESA REIMBURSEMENT PEN	3,355	6,054			8,823	6,000
206-000.000-403.000	CURRENT PROPERTY TAXES	3,664,577	3,894,965	4,050,723	4,050,723	4,198,964	4,301,822
206-000.000-403.001	ESA REIMBURSEMENT OP	4,402	15,605			13,934	10,000
206-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	3,423	(2,176)				
206-000.000-403.005	CUR PROP TAX ADJ - FIRE PENS	1,542	(1,132)				
206-000.000-403.010	CURRENT CAPITAL IMPROV TAXES		627,936	653,053	653,053	676,965	694,614
206-000.000-403.011	CUR PROP TAX ADJ - CAPITAL		(809)				
206-000.000-403.020	ESA REIMBURSE CAPITAL IMPROV					2,250	2,000
206-000.000-405.000	IN LIEU OF TAXES	6,202	6,100	6,000	6,000	6,120	6,000
206-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	7,223	2,653				
206-000.000-417.005	DELQUENT PERS PROP-FIRE PENSI	2,838	1,167				
206-000.000-417.006	DELQUENT PPT-FIRE CAPITAL		428				
206-000.000-476.491	FIRE PROTECT PERMT	450	550	750	750		750
206-000.000-607.011	FIRE PLAN REVIEW - CHG FOR SERVICES	2,585	1,395	1,000	1,000	675	1,000
206-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	2,015		200	200	45	500
206-000.000-607.270	LIQUOR INSPECT - CHG FOR SERVICES	1,050		1,000	1,000		1,000
206-000.000-664.001	INTEREST EARNED	24,376	42,290	15,000	15,000	1,241	2,000
206-000.000-694.001	OTHER INCOME-MISCELLANEOUS	126	1,880	2,000	2,000	2,020	
206-000.000-694.004	INSURANCE REIMBURSEMENTS	27,704	8,726			2,418	
206-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				30,000		
NET OF REVENUES/APPROPRIATIONS - 000.000 -		5,170,512	6,328,588	6,521,582	6,551,582	6,733,631	6,897,696

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 206.000 - FIRE							
206-206.000-705.000	SALARY - SUPERVISION	84,179	86,655	88,851	88,851	56,370	88,851
206-206.000-705.002	SALARIES OFFICERS	505,571	505,054	537,349	537,349	340,488	476,019
206-206.000-706.000	SALARY - PERMANENT WAGES	1,015,601	1,088,808	1,155,503	1,155,503	716,138	1,199,752
206-206.000-706.011	PERMANENT WAGES- FIRE CLERICA	49,356	50,902	51,144	51,144	33,252	52,416
206-206.000-706.100	NEGOTIATED CONTRACT ADJUSTMENT	2,917	15,306				
206-206.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	42,820	48,766	48,280	48,280	41,279	57,026
206-206.000-708.005	SALARIES PAY OUT OF RETIREES	22,819	8,071	5,000	5,000	12,548	5,000
206-206.000-708.007	FIRE COMP TIME PAYOUT	33,092	21,730	88,877	88,877	20,317	116,328
206-206.000-708.008	RETIREE TIME PAYOUTS	67,814	24,159	9,174	9,174	15,562	9,174
206-206.000-708.010	HEALTH INS BUYOUT	7,500	9,000	9,000	9,000	4,500	9,000
206-206.000-708.200	FIRE FIGHTER CLOTHING ALLOWAN	5,249	5,508	13,200	13,200	208	12,700
206-206.000-708.206	FIRE FIGHTER FOOD ALLOWANCE	26,371	27,101	26,000	26,000	540	24,700
206-206.000-709.000	REG OVERTIME	98,149	75,381	92,250	92,250	60,341	92,250
206-206.000-709.001	HOLIDAY OVERTIME	35,904	37,746	21,500	21,500	27,356	21,500
206-206.000-709.002	SALARY - CONTRACTUAL OVERTIME	120,937	126,714	134,948	134,948	85,045	132,996
206-206.000-715.000	F.I.C.A./MEDICARE	158,172	161,140	187,713	187,713	106,571	190,896
206-206.000-717.000	SALARIES HOLIDAY PAY	70,733	72,067	83,807	83,807	49,961	81,335
206-206.000-719.000	HEALTH INSURANCE	364,634	456,641	497,942	497,942	327,291	565,019
206-206.000-719.001	SICK AND ACCIDENT	459	382	382	382	255	382
206-206.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(45,463)	(38,274)	(33,600)	(33,600)		(32,400)
206-206.000-719.005	HOSPITAL PHYSICALS	12,315	13,926	15,000	15,000		15,000
206-206.000-719.010	HEALTH CARE TAX	346		1,000	1,000	108	500
206-206.000-719.015	DENTAL BENEFITS	25,202	26,106	30,794	30,794	14,987	25,757
206-206.000-719.016	VISION BENEFITS	5,299	5,886	6,508	6,508	3,525	6,901
206-206.000-719.020	HEALTH CARE DEDUCTION	69,163	84,667	127,295	127,295	43,594	121,380
206-206.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	2,220	2,094	2,250	2,250	1,183	2,160
206-206.000-720.000	LIFE INSURANCE	12,418	13,275	10,653	10,653	8,787	14,477
206-206.000-727.000	OFFICE SUPPLIES	1,954	1,766	2,000	2,000	1,148	2,000
206-206.000-727.300	COVID-19 SUPPLIES & EQUIP				30,000	11,039	60,000
206-206.000-730.000	POSTAGE	712	236	500	500	107	500
206-206.000-741.000	UNIFORMS - LAUNDRY & CLEANING	14,029	14,638	15,000	15,000	8,785	15,000
206-206.000-741.001	UNIFORMS-NEW AND BADGES	4,972	4,675	20,000	20,000	634	10,500
206-206.000-741.100	FIRE PROTECTIVE GEAR		19,074	20,000	14,600	9,486	10,000
206-206.000-741.200	FIRE/RESCUE GEN OP EQUIP		2,916	10,000	10,000	4,635	10,000
206-206.000-742.000	FIRE PREVENTION MATERIALS	2,552	3,332	3,500	3,500	1,749	3,500
206-206.000-757.000	OPERATING SUPPLIES	14,553	14,195	14,000	14,000	11,369	14,000
206-206.000-757.004	MEDICAL SUPPLIES	9,631	10,660	10,000	10,000	7,583	10,000
206-206.000-757.005	FIRE INVESTIGATION	634	667	6,500	11,900	11,092	2,000

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018	2019	2020	2020	2020	2021
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 08/31/20	REQUESTED BUDGET
206-206.000-757.006	OPERATING SUPPLIES/TOOLS	177	274	500	500	259	500
206-206.000-800.001	ADMINISTRATION FEES	69,951	74,295	74,416	74,416	43,399	82,125
206-206.000-801.000	PROFESSIONAL SERVICES	9,637	31,917	40,000	6,000		15,000
206-206.000-857.000	COMMUNICATIONS	3,015	6,176	8,000	8,000	325	8,000
206-206.000-857.001	COMMUNICATIONS - DISPATCH	76,611	77,368	81,600	81,600	45,131	83,600
206-206.000-863.001	AUTO & TRUCK MAIN STATION #1	37,118	91,441	30,000	65,500	62,986	60,000
206-206.000-863.003	AUTO & TRUCK MAIN STATION #3	13,286	20,788	20,000	20,500	16,909	22,000
206-206.000-863.004	AUTO & TRUCK MAIN STATION #4	18,556	24,322	20,000	32,000	28,338	22,000
206-206.000-867.000	GAS & OIL	36,315	29,784	33,165	28,165	11,446	30,000
206-206.000-876.000	RETIREMENT/MERS	10,980	14,921	15,500	15,500	10,078	15,500
206-206.000-876.100	RETIREMENT HEALTH CARE SAVINGS	12,625	25,750	46,800	46,800	17,000	46,800
206-206.000-900.000	PUBLISHING		96	1,000	1,000		1,000
206-206.000-913.000	INSURANCE & BONDS FLEET	35,377	35,190	56,942	56,942	22,388	40,854
206-206.000-917.000	WORKERS COMPENSATION INSURANC	75,003	73,448	78,082	78,082	40,510	80,943
206-206.000-920.004	UTILITIES HEAT	9,710	11,243	15,000	15,000	5,081	15,000
206-206.000-920.005	UTILITIES LIGHT	21,249	21,179	24,000	24,000	12,800	22,000
206-206.000-920.006	UTILITIES TELEPHONE	18,077	19,339	17,000	17,000	12,572	20,000
206-206.000-920.007	UTILITIES WATER AND SEWER	4,218	3,850	5,000	5,000	3,201	4,000
206-206.000-931.005	BLDG MAINTENANCE STATION #1	10,018	8,718	10,000	10,000	5,279	9,000
206-206.000-931.007	BLDG MAINTENANCE STATION #3	3,263	6,450	5,000	5,000	2,146	4,000
206-206.000-931.008	BLDG MAINTENANCE STATION #4	4,521	7,820	5,000	5,000	4,918	4,000
206-206.000-933.000	EQUIPMENT MAINTENANCE	3,569	1,105	3,000	3,000	1,564	3,000
206-206.000-933.001	MAINTENANCE CONTRACTS	5,107	18,904	10,000	10,000	8,834	10,000
206-206.000-943.000	MOTORPOOL LEASE/MAINTENANCE	59,534	59,522	59,522	59,522	34,721	59,522
206-206.000-944.000	FIRE HYDRANT CHARGE			2,700	2,700		2,700
206-206.000-956.000	MISCELLANEOUS	500	209	500	500		500
206-206.000-956.010	TAX REFUND EXPENSE			500	500		500
206-206.000-958.000	MEMBERSHIP AND DUES	3,012	3,229	4,500	4,500	2,385	5,000
206-206.000-960.000	EDUCATION AND TRAINING	10,883	16,209	15,000	6,000	1,385	15,000
NET OF REVENUES/APPROPRIATIONS - 206.000 - FIRE		(3,395,126)	(3,684,517)	(3,995,047)	(4,025,047)	(2,431,488)	(4,109,163)

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 220.000 - CIVIL SERVICE COMMISSION							
206-220.000-704.000	APPOINTED OFFICIALS	275	495	5,000	5,000	345	2,500
206-220.000-706.000	SALARY - PERMANENT WAGES	135	225	400	400		400
206-220.000-715.000	F.I.C.A./MEDICARE	14	27	150	150	17	150
206-220.000-723.000	DEFERRED COMPENSATION EMPLOYE	4	6	75	75	2	50
206-220.000-801.000	PROFESSIONAL SERVICES	2,460	8,210	10,000	10,000		10,000
206-220.000-876.000	RETIREMENT/MERS	25	65	40	40	12	100
206-220.000-900.000	PUBLISHING	1,699		1,500	1,500		1,500
NET OF REVENUES/APPROPRIATIONS - 220.000 - CIVIL SERVICE COMMISS		(4,612)	(9,028)	(17,165)	(17,165)	(376)	(14,700)
Dept 852.000 - PENSION & INSURANCE							
206-852.000-876.003	OPEB FUNDING- RETIREE HEALTH	625,958	767,327	753,617	753,617	753,617	700,000
206-852.000-876.004	RETIREMENT-FIRE DEPT	786,578	998,711	1,067,076	1,067,076	1,067,076	1,172,010
NET OF REVENUES/APPROPRIATIONS - 852.000 - PENSION & INSURANCE		(1,412,536)	(1,766,038)	(1,820,693)	(1,820,693)	(1,820,693)	(1,872,010)
Dept 970.000 - CAPITAL OUTLAY							
206-970.000-971.008	CAPTL OUTLAY -IMPROVEMENT	39,927		100,000	100,000	19,773	325,000
206-970.000-976.005	CAPITAL OUTLAY FIRE STATION	392,977	12,662				55,000
206-970.000-979.000	CAPITAL OUTLAY FIRE APPARATUS	41,754	523,700	483,074	483,074	488,104	53,000
206-970.000-979.001	PROTECTIVE EQUIPMENT	6,224					
206-970.000-979.002	GENERAL FIRE/RESCUE EQUIP	4,572					
206-970.000-979.005	CAP OUTLAY-FIRE EQUIP-FED GRAN	1,143					
206-970.000-980.001	COMPUTER/COMM/FURNISHING	34,907	7,000	20,000	20,000	10,193	67,000
NET OF REVENUES/APPROPRIATIONS - 970.000 - CAPITAL OUTLAY		(521,504)	(543,362)	(603,074)	(603,074)	(518,070)	(500,000)
ESTIMATED REVENUES - FUND 206		5,170,512	6,328,588	6,521,582	6,551,582	6,733,631	6,897,696
APPROPRIATIONS - FUND 206		5,333,778	6,002,945	6,435,979	6,465,979	4,770,627	6,495,873
NET OF REVENUES/APPROPRIATIONS - FUND 206		(163,266)	325,643	85,603	85,603	1,963,004	401,823

**NARRATIVE**

**Fund 208 - Parks**

**Revenues**

<b>Line Item</b>	<b>Explanation</b>
208-000-000-651-000 – Charge Services-Handball Court	Funds generated by the rental of the racquetball/wallyball courts located at the Community Center. Based on the revenues to date, recommend decreasing to \$6,000 for 2020. Since people are not playing handball as much, it is my suggestion that this become a department in the General Fund beginning in 2022.
208-000-000-664-001 – Interest Earned	Interest earned on funds deposited in the bank.
208-000-000-699-000 – Appropriated Prior Year Balance	Amount needed from Fund Balance.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
208-208-000-703-000 – Salaries-Elected Officials	Per diem compensation for the nine elected Park Commissioners.
208-208-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
208-208-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
208-208-000-958-000 – Membership and Dues	This line item covers the annual membership with the Michigan Parks & Recreation Association.

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 208 - PARKS FUND							
Dept 000.000							
208-000.000-651.000	CHARGE-SERVICES HANDBALL COUR	5,696	6,106	6,000	6,000	2,271	6,000
208-000.000-664.001	INTEREST EARNED	477	574	300	300	91	300
208-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			2,522	2,522		2,522
NET OF REVENUES/APPROPRIATIONS - 000.000 -		6,173	6,680	8,822	8,822	2,362	8,822
Dept 208.000 - PARKS							
208-208.000-703.000	SALARIES - ELECTED OFFICIALS	4,000	3,500	8,100	8,100	3,000	8,100
208-208.000-715.000	F.I.C.A./MEDICARE	58	51	117	117	44	117
208-208.000-723.000	DEFERRED COMPENSATION EMPLOYE	52	46	105	105	39	105
208-208.000-958.000	MEMBERSHIP AND DUES	500	500	500	500	500	500
NET OF REVENUES/APPROPRIATIONS - 208.000 - PARKS		(4,610)	(4,097)	(8,822)	(8,822)	(3,583)	(8,822)
ESTIMATED REVENUES - FUND 208		6,173	6,680	8,822	8,822	2,362	8,822
APPROPRIATIONS - FUND 208		4,610	4,097	8,822	8,822	3,583	8,822
NET OF REVENUES/APPROPRIATIONS - FUND 208		1,563	2,583			(1,221)	

## **Fund 212 – BSR II**

### **Revenues**

<b>Line Item</b>	<b>Explanation</b>
212-000-000-403-000 – Current Property Taxes	Reflects revenues from taxes that are collected, this revenue estimate is based on taxable values and projected adjustments from Board of Review, Michigan Tax Tribunal and other state approved assessment reductions like Industrial Facilities exemptions and Renaissance Zones.
212-000-000-476-489 – Bicycle Paths Fee	When building permits are issued, a fee is charged for bicycle paths, based on the property frontage. This line item reflects estimated revenues received for these fees.
212-000-000-664-001 – Interest Earned	Interest earned on accounts. Nothing budgeted for 2021.
212-000-000-697-000 – Transfer In: General Fund	Transfer from the General Fund to cover a portion of the Township's road bond. It will be paid off in 2022.
212-212-000-699-000 – Appropriated Prior Year Balance	Prior years' millage revenue transferred from Fund Balance to meet current year operating expenses. Nothing budgeted for 2020.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
212-212-000-757-775 – Operating Supplies: Ford Lk Park	Cost of supplies needed to operate parks (printing of daily & seasonal permits, shirts and ranger uniforms, office supplies, etc.). \$2,300 recommended for 2021.
212-212-000-801-000 – Professional Services	No change for 2021.
212-212-000-801-300 – Professional Svcs-Skate Park	We do not expect any professional services in 2021.
212-212-000-818-006 – Highways & Streets Maintenance & Sidewalks	Dust control, street sweeping, limestone lift on Township roads and sidewalk replacement. No change for 2021.
212-212-000-931-004 – Repairs & Maintenance-Parks	Repairs and maintenance in non-Ford Lake parks. No change from the 2020 original budget.
212-212-000-931-775 – Repairs – Ford Lake Parks	Repairs and maintenance in Ford Lake parks. No change from the 2020 original budget.
212-212-000-968-230 – Transfer To: Recreation Fund	Transfer made to Fund 230 - Recreation for operational expenses. Based on their proposed budget, \$499,342 has been budgeted for 2021.
212-212-000-969-584 – Contribution to Golf Course	Transfer made to Fund 584 – Golf Course for operational expenses. Based on their proposed budget, \$184,325 has been budgeted for 2021.

<b>Line Item</b>	<b>Explanation</b>
212-970-000-975-795 – Park Improvements	Nothing is budgeted at this time. Any improvements will be brought back to the Township Board for approval.
212-991-000-991-001 – Debt Service-Highways & Streets	Principal payment for road bonds. This was a \$6,000,000 bond at 1.75% and will be paid off in 2022.
212-991-000-991-002 – Debt Svc Interest-Highways&Streets	Debt service interest on road bond.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 212 - BIKE, SIDEWALK, REC, ROADS, GF							
Dept 000.000							
212-000.000-403.000	CURRENT PROPERTY TAXES	1,179,793	1,253,948	1,304,092	1,304,092	1,351,766	1,384,583
212-000.000-403.001	ESA REIMBURSEMENT OP	1,581	5,606			4,485	
212-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	1,212	(853)				
212-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	4,271	(1,202)				
212-000.000-476.489	BICYCLE PATHS FEE	14,489	15,672	10,000	10,000	6,757	10,000
212-000.000-531.000	COMMUNITY DEV BLOCK GRANT CDB		4,500		1,500		
212-000.000-540.000	COUNTY GRANT		19,544				
212-000.000-540.100	COUNTY GRANT - PARK		14,885				
212-000.000-540.200	COUNTY GRANT - CONNECTING		311,598		252,032		
212-000.000-540.250	CNTY GRANT - CONNECT HURON #1			210,000	210,000		
212-000.000-575.000	WCCVB - CTAP WAYFINDING GRANT	10,000					
212-000.000-581.500	CONTRIBUTIONS - LOCAL SCHOOL		40,000				
212-000.000-664.001	INTEREST EARNED	9,692	13,661	6,000	6,000	1,299	
212-000.000-697.000	TRANSFER IN: GENERAL FUND	433,000	327,000	321,000	321,000	321,000	315,000
212-000.000-697.707	TRANSFER IN: BONDS & ESCROW	50,000					
212-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			26,521	240,097		
NET OF REVENUES/APPROPRIATIONS - 000.000 -		1,704,038	2,004,359	1,877,613	2,344,721	1,685,307	1,709,583

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 212.000 - BIKE,SIDEWALK,ROAD,REC & GF							
212-212.000-757.775	OPERATING SUPP: FORD LAKE PAR			2,500	2,500	998	2,300
212-212.000-801.000	PROFESSIONAL SERVICES	21,936	31,405	20,000	20,000	8,860	20,000
212-212.000-801.300	PROF SERV - SKATE PARK		34,125				
212-212.000-818.006	HIGHWAYS & STREETS & SIDEWALKS	43,786	55,562	50,000	50,000	18,968	50,000
212-212.000-931.004	REPAIRS & MAINTENANCE - PARKS	24,659	11,333	20,000	20,000	3,390	20,000
212-212.000-931.775	REPAIRS - FORD LAKE PARKS	11,048	17,583	20,000	17,825		20,000
212-212.000-968.230	TRANSFER TO: RECREATION FUND	470,000	475,000	468,519	468,519	250,000	505,497
212-212.000-969.584	CONTRIBUTION TO GOLF COURSE	190,000	125,000	232,094	232,094	150,000	195,808
212-212.000-977.000	EQUIPMENT		9,838				
NET OF REVENUES/APPROPRIATIONS - 212.000 - BIKE,SIDEWALK,ROAD,RI		(761,429)	(759,846)	(813,113)	(810,938)	(432,216)	(813,605)
Dept 970.000 - CAPITAL OUTLAY							
212-970.000-975.170	WCCVB - CTAP WAYFINDING GRANT	12,000					
212-970.000-975.795	PARK IMPROVEMENTS	319,884	68,975	90,000	248,034	30,600	
212-970.000-976.008	CAPITAL OUTLAY - COMMUNITY CT		25,370		7,000	6,050	
212-970.000-977.000	EQUIPMENT	81,609	32,153				
212-970.000-997.007	CAPITAL OUTLAY - PATHWAY	29,458	367,046		271,749	29,353	
212-970.000-997.250	CAPITAL - PATHWAY HURON #1			310,000	342,500	29,534	
212-970.000-997.300	CAPITAL - PATHWAY HURON #2			10,000	10,000		
NET OF REVENUES/APPROPRIATIONS - 970.000 - CAPITAL OUTLAY		(442,951)	(493,544)	(410,000)	(879,283)	(95,537)	
Dept 991.000 - DEBT SERVICES							
212-991.000-991.001	DEBT SERVICE HIGHWAYS & STREE	600,000	600,000	600,000	600,000	600,000	600,000
212-991.000-991.002	DEBT SRVC INTEREST-HGHWYS/STS	66,250	54,250	54,500	54,500	42,250	30,000
NET OF REVENUES/APPROPRIATIONS - 991.000 - DEBT SERVICES		(666,250)	(654,250)	(654,500)	(654,500)	(642,250)	(630,000)
ESTIMATED REVENUES - FUND 212		1,704,038	2,004,359	1,877,613	2,344,721	1,685,307	1,709,583
APPROPRIATIONS - FUND 212		1,870,630	1,907,640	1,877,613	2,344,721	1,170,003	1,443,605
NET OF REVENUES/APPROPRIATIONS - FUND 212		(166,592)	96,719			515,304	265,978

## NARRATIVE

### Fund 226 – Environmental Services

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
226-000-000-403-000 – Current Property Taxes	Reflects revenues from taxes that are collected, this revenue estimate is based on taxable values and projected adjustments from Board of Review, Michigan Tax Tribunal and other state approved assessment reductions like Industrial Facilities exemptions and Renaissance Zones.
226-000-000-403-001 – ESA (Essential Services Assessment) Reimbursement Operating	Revenue from the reimbursement for ESA (Essential Services Assessment) for personal property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. The reimbursement is calculated by the State of Michigan and is received in February.
226-000-000-642-000 – Sale of Recycle Bins	Revenue from sale of recycle bins. This line may go away depending on the new solid waste and recycling contract. No changes for 2021 currently.
226-000-000-642-001 – Sale of Trash Pickup Stickers	Revenue from sale of trash stickers. This line currently going away due to the summer 2020 solid waste bidding process.
226-000-000-664-001 – Interest Earned	Interest earned on bank accounts. Figures provided by the Accounting Director.
226-000-000-699-000 – Appropriated Prior Year Balance	Amount needed from Fund Balance for operating expenses in 2021.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
226-226-000-705-000 – Salary-Supervision	Salary for the Residential Services Director. No increase is budgeted for 2021 since revenues are uncertain at this time.
226-226-000-706-000 – Salary-Permanent Wages	Salaries for 75% of two (2) Floater II/Clerk III positions, and 50% of a Mechanic, all AFSCME positions. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Decrease is due to a vacant equipment operator position we are not filling.
226-226-000-707-000 – Salary-Temporary/Seasonal	Eliminated services for 2021. After bidding out for recycling and trash, the revenues and expenditures will not cover cost of chipping services.
226-226-000-708-010 – Health Insurance Buyout	Health insurance buyout for employees who receive health insurance through another source.
226-226-000-709-000 – Regular Overtime	Overtime expenses for the department. Based on expenditures to date, no change for 2021.
226-226-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
226-226-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time. Decrease due to an employee who moved to another department.
226-226-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each non-fire department employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.



<b>Line Item</b>	<b>Explanation</b>
226-226-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
226-226-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021. Decrease due to an employee who moved to another department.
226-226-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time. Decrease due to an employee who moved to another department.
226-226-000-719-020 – Health Care Deduction	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. Decrease due to an employee who moved to another department.
226-226-000-719-021 – Admin Fee – Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits. Decrease due to an employee who moved to another department.
226-226-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each non-fire department employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
226-226-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
226-226-000-724-001 – Unemployment Expense	Cost of unemployment. No changes recommended for 2021.
226-226-000-726-000 – Recycle Bins – New Homeowner	Cost to purchase new recycle bins for new homeowners. This line item may go away depending on the new solid waste and recycling contract. No changes for 2021 at this time.

<b>Line Item</b>	<b>Explanation</b>
226-226-000-726-001 – Stickers for Trash Pick Up	Cost to purchase trash stickers. This line item has been decreased to \$0 due to Waste Management contract the township is no longer selling stickers.
226-226-000-727-000 – Office Supplies	Expenses related to office supplies. No change for 2021.
226-226-000-730-000 - Postage	Used for a portion of the cost of the annual mailing of the helpful handbook. Increase is due to seasonal community newsletter for 2021.
226-226-000-741-000 – Boot Reimb & Uniforms Purchase	Expenses related to boot reimbursement and uniform purchases. No changes for 2021.
226-226-000-757-000 – Operating Supplies	Cost to purchase safety equipment used for chipping. No changes for 2021.
226-226-000-760-000 – PPE & First Aid Supplies	Covers all PPE, first aid supplies, and other supplies required by OSHA.
226-226-000-776-000 – Maintenance Supplies	Cost of maintenance supplies. No changes for 2021.
226-226-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
226-226-000-804-000 – Contractual/Rolloff Disposal	Cost of trash dumpsters throughout the Township per the new solid waste contract. Slight increase for 2021.
226-226-000-804-001 – Contractual/Rubbish Pick Up	Covers the per unit fee, \$8.00, paid to Waste Management for curbside pickup. This rate is per the new contract bid in the summer of 2020. 4% increase 2022-2025.
226-226-000-804-003 – Contractual/Yard Waste Pick Up	Covers the per unit fee, \$2.20, paid to Waste Management for curbside pickup. This rate is per the new contract bid in the summer of 2020. 4% increase 2022-2025.

<b>Line Item</b>	<b>Explanation</b>
226-226-000-804-004 – Twp Disposal Fee	Dumping fees for the Compost Site for the amount that would be charged for anyone dumping yard waste. This represents the dumping of residents via Waste Management.
226-226-000-804-006 – Recycling Disposal	Cost of dumping recyclables from the Compost Site to Great Lakes. No change for 2021.
226-226-000-804-007 – Recycling Pick Up Curbside	Covers the per resident fee, \$2.65 paid to Waste Management for recycling pickup. This rate is per the new contract bid in the summer of 2020. 4% increase 2022-2025.
226-226-000-804-008 – Curbside Recycling Disposal	Per ton fee paid for recycling collected at residential homes by Waste Management. Dependent on the market for recyclables and contamination rates. Increase per the new contract bid in summer of 2020.
226-226-000-818-017 – Tire Shredding/Contract Services	Fees paid to scrap tires that are dumped in the Township. No changes for 2021.
226-226-000-867-000 – Gas & Oil	WEX/FUEL CLOUD usage for the fuel used by Chipper Trucks. No changes in 2021. Decrease amount due to non-usage of chipper trucks and services.
226-226-000-867-200 – Gas & Oil - YCUA	Cost of fuel used from YCUA facility. No changes for 2021.
226-226-000-867-300 – Fuel Surcharge-Curbside	Contractual charge from Waste Management for fuel costs. Decrease for 2021 based on current expenditures.
226-226-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
226-226-000-876-003 – OPEB Funding-Retiree Health	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
226-226-000-876-100 – 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. Decrease due to employee who moved to another department.
226-226-000-900-000 - Publishing	Final year of contract with Allegra for Helpful Handbook. Accounts for any price increases and hope to provide quarterly magazine.
226-226-000-913-000 – Insurance & Bonds Fleet	Figures provided by the Accounting Director.
226-226-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
226-226-000-920-005 – Utilities-Light	Removed in 2020.
226-226-000-920-009 – Utilities Maintenance Heating	Removed in 2020.
226-226-000-933-000 – Equipment Maintenance	Cost to repair chippers. No changes for 2021.
226-226-000-939-000 – Auto Maintenance	Cost of annual inspections and fees for trucks and chipping vehicles. No changes for 2021.
226-226-000-939-031 – Motorpool-Miscellaneous Repair	Motorpool charges for the department. Figures provided by the Accounting Director.
226-226-000-943-000 – Motorpool Lease/Maintenance	Motorpool charges for the department. Figures provided by the Accounting Director.
226-226-000-956-000 - Miscellaneous	Random drug screenings, medical cards, CDL licenses and other small items. No changes for 2021.
226-226-000-960-000 – Education and Training	Education for residents on recycling, chipping or other programs. No changes for 2021.

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 226 - ENVIRONMENTAL SERVICES FUND							
Dept 000.000							
226-000.000-403.000	CURRENT PROPERTY TAXES	2,526,460	2,685,337	2,792,722	2,792,722	2,894,944	2,966,361
226-000.000-403.001	ESA REIMBURSEMENT OP	2,641	9,363			9,608	
226-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	2,866	(1,825)				
226-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	5,226	1,310				
226-000.000-642.000	SALE OF RECYCLING BINS	1,955	1,485	2,500	2,500	600	2,500
226-000.000-642.001	SALE OF TRASH PICKUP STICKERS	7,604	9,389	7,000	7,000	6,822	
226-000.000-642.002	SALE OF WHITE GOOD STICKERS		351				
226-000.000-664.001	INTEREST EARNED	19,656	23,053	15,000	15,000	2,490	2,000
226-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	650					
226-000.000-694.001	OTHER INCOME-MISCELLANEOUS	8,000	9,500			9,500	
226-000.000-694.004	INSURANCE REIMBURSEMENTS	686	1,042			448	
226-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			133,299	439,249		248,558
NET OF REVENUES/APPROPRIATIONS - 000.000 -		2,575,744	2,739,005	2,950,521	3,256,471	2,924,412	3,219,419

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 226.000 - ENVIRONMENTAL							
226-226.000-705.000	SALARY - SUPERVISION	43,549	20,673	87,075	87,075	54,672	87,075
226-226.000-706.000	SALARY - PERMANENT WAGES	112,659	135,418	149,197	149,197	78,338	100,360
226-226.000-707.000	SALARY - TEMPORARY/SEASONAL	39,289	23,355	35,000	35,000	7,965	
226-226.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,298					
226-226.000-708.010	HEALTH INS BUYOUT	3,750	2,250	2,250	2,250	1,125	2,250
226-226.000-709.000	REG OVERTIME	3,464	961	2,000	2,000	736	2,000
226-226.000-715.000	F.I.C.A./MEDICARE	12,028	12,208	18,907	18,907	10,091	15,171
226-226.000-719.000	HEALTH INSURANCE	25,536	33,480	68,252	68,252	45,644	50,303
226-226.000-719.001	SICK AND ACCIDENT	1,376	1,241	1,201	1,201	1,018	1,105
226-226.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,819)	(2,381)	(4,650)	(4,650)		(2,850)
226-226.000-719.015	DENTAL BENEFITS	2,293	2,369	4,053	4,053	2,592	2,442
226-226.000-719.016	VISION BENEFITS	561	775	955	955	617	707
226-226.000-719.020	HEALTH CARE DEDUCTION	2,899	3,234	16,809	16,809	1,769	11,034
226-226.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	137	168	293	293	141	176
226-226.000-720.000	LIFE INSURANCE	627	737	907	907	605	680
226-226.000-723.000	DEFERRED COMPENSATION EMPLOYE	513	304	520	520	104	455
226-226.000-724.001	UNEMPLOYMENT EXPENSE			2,000	2,000		2,000
226-226.000-726.000	RECYCLE BINS NEW HOMEOWNERS		523	1,500	1,500	608	1,500
226-226.000-726.001	STICKERS FOR TRASH PICK-UP	6,784	5,981	6,000	6,000	4,500	
226-226.000-727.000	OFFICE SUPPLIES	1,316	788	1,000	1,000	14	1,000
226-226.000-730.000	POSTAGE	7,334	5,469	9,000	9,000	4,463	12,000
226-226.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	225	880	1,000	1,000	219	1,000
226-226.000-757.000	OPERATING SUPPLIES	978	700	1,300	1,300	151	1,300
226-226.000-760.000	PPE & FIRST AID SUPPLIES						250
226-226.000-776.000	MAINTENANCE SUPPLIES		139	500	500		500
226-226.000-800.001	ADMINISTRATION FEES	22,836	21,659	21,659	21,659	12,543	22,405
226-226.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	17,338	17,940	16,706	16,706	9,689	17,541
226-226.000-804.001	CONTRACTUAL/RUBBISH PICKUP	1,266,578	1,275,813	1,275,750	1,455,750	775,695	1,465,647
226-226.000-804.003	CONTRACTUAL/YARDWASTE PICKUP	366,814	376,966	384,750	398,700	220,298	403,053
226-226.000-804.004	TWP DISPOSAL FEE	159,644	197,239	165,000	165,000	107,293	169,950
226-226.000-804.006	RECYCLING DISPOSAL	11,113	9,395	12,000	12,000	5,541	12,000
226-226.000-804.007	RECYCLING PICK-UP CURBSIDE	334,332	369,742	374,625	416,680	218,695	486,656
226-226.000-804.008	CURBSIDE RECYCLING DISPOSAL	146,107	168,286	140,000	177,000	49,683	206,040
226-226.000-818.000	CONTRACTUAL SERVICES				32,945	32,910	
226-226.000-818.017	SHREDDING - TIRES & PAPER	1,440	1,377	1,500	1,500		1,500
226-226.000-867.000	GAS & OIL	3,080	786	4,000	4,000	912	2,000
226-226.000-867.200	GAS & OIL - YCUA	5,577	7,161	5,500	5,500	378	5,500
226-226.000-867.300	FUEL SURCHARGE-CURBSIDE	26,349	17,177	25,000	25,000	(1,160)	20,000

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
226-226.000-876.000	RETIREMENT/MERS	30,363	17,254	21,809	21,809	13,559	22,366
226-226.000-876.003	OPEB FUNDING- RETIREE HEALTH	15,820	20,647	19,762	19,762	19,762	19,091
226-226.000-876.100	RETIREMENT HEALTH CARE SAVINGS	729	1,938	4,225	4,225	1,700	2,925
226-226.000-900.000	PUBLISHING	4,897	22,374	22,575	22,575	22,500	25,000
226-226.000-913.000	INSURANCE & BONDS FLEET	6,551	6,517	6,841	6,841	4,147	7,565
226-226.000-917.000	WORKERS COMPENSATION INSURANC	5,793	5,457	6,004	6,004	2,937	6,397
226-226.000-920.005	UTILITIES LIGHT	1,205	731				
226-226.000-920.009	UTILITIES MAINTENANCE HEATING	634	1,335				
226-226.000-933.000	EQUIPMENT MAINTENANCE	2,839	3,874	6,000	6,000	60	6,000
226-226.000-939.000	AUTO MAINTENANCE	653	6,492	7,000	7,000	745	7,000
226-226.000-939.031	MOTORPOOL-MISC REPAIR			2,500	2,500		2,500
226-226.000-943.000	MOTORPOOL LEASE/MAINTENANCE	5,536	10,284	11,746	11,746	6,378	7,325
226-226.000-956.000	MISCELLANEOUS	347	174	500	500	488	500
226-226.000-960.000	EDUCATION AND TRAINING		741	10,000	10,000	1,625	10,000
226-226.000-971.001	CAPITAL OUTLAY - OTHER		57,323				
226-226.000-977.000	EQUIPMENT		4,274				
NET OF REVENUES/APPROPRIATIONS - 226.000 - ENVIRONMENTAL		(2,701,372)	(2,872,228)	(2,950,521)	(3,256,471)	(1,721,750)	(3,219,419)
ESTIMATED REVENUES - FUND 226		2,575,744	2,739,005	2,950,521	3,256,471	2,924,412	3,219,419
APPROPRIATIONS - FUND 226		2,701,372	2,872,228	2,950,521	3,256,471	1,721,750	3,219,419
NET OF REVENUES/APPROPRIATIONS - FUND 226		(125,628)	(133,223)			1,202,662	

**NARRATIVE**

**Fund 230 – Recreation 2020**

**Revenues**

<b>Line Item</b>	<b>Explanation</b>
230-000-000-529-000 – Federal Grants-Other	Revenues received for Senior Nutrition Grant Program. This is a Federal Program through the County. On average we serve 500 meals monthly.
230-000-000-630-000 – Recreation/Adult Sports	Revenues generated from adult sports programs (racquetball, softball, soccer, tennis). No change in the budget for 2021.
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). Slight decrease in the amount of \$1,880 for 2021.
230-000-000-632-000 – Recreation/Dance	Revenues generated from youth & adult dance and fitness classes (Yoga, Zumba, Mr. Smooth Ballroom). Slight decrease for 2021.
230-000-000-635-000 – Recreation/Senior Citizen Dues	Revenues generated from annual “50 & Beyond” member dues (individual & family memberships offered). This projection is slightly lower than 2020, due to COVID-19. Some members have said they will not return until a vaccine for the virus is developed.



<b>Line Item</b>	<b>Explanation</b>
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, Trunk or Treat, etc.) No change for 2021.
230-000-000-637-000 – Recreation/Sr. Citizen Activity Fees	Revenues generated from “50 & Beyond” programs, travel, and special events (Daddy Daughter, Christmas Lunch etc). No change for 2021.
230-000-000-638-000 - Miscellaneous	Non-program revenues such as donations. Revenue for this line item will be lower than past years, due to the creation of a new line item (Food & Beverage) for concessions sales. This line item used to include commission from vending sales.
230-000-000-639-000 – Building/Field Rental	Revenues generated from room & gym rentals, as well as from outdoor field & court rental and WCC room usage. No change for 2021.
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. Decrease budgeted for 2021 due to Covid-19. Revenues are uncertain at this time.
230-000-000-641-002 – Ford Lake Shelter Rent	Revenues generated from park shelter rentals. No change for 2021.
230-000-000-650-005 – Sale of Food and Beverage	Sale of snacks and beverages. Recommend \$2,500 be budgeted for 2021.
230-000-000-664-001 – Interest Earned	Interest earned from the Recreation Fund.

<b>Line Item</b>	<b>Explanation</b>
230-000-000-675-006 – Senior Grant Private Grantor	Created for a one-time grant received for the 50 & Beyond Program. It has not been determined that we will receive this again in 2021.
230-000-000-675-008 – Contributions – Art in the Park & Rosie the Riviter	This line item was created for future donations to our collaborative community art projects. We did not use this line item in 2020.
230-000-000-694-004 – Misc. Revenue-Insurance Reimb	Used for insurance claims paid to fix and repair. Usually a budget amendment is requested for this revenue and the corresponding expenditure at the time of reimbursement.
230-000-000-697-212 – Transfer In: BSRII Fund	Funds from this fund are transferred into the Recreation Fund budget to support the expenditure side of the budget. This year, we are requesting \$501,145.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
230-751-000-705-000 – Salary-Supervision	Salary of Recreation Services Manager. No increase is budgeted for 2021 since revenues are uncertain at this time.
230-751-000-706-000 – Salary-Permanent Wages	Salaries of Senior Citizen Coordinator, Recreation Supervisor, Floater II/Clerk III and three Building Attendant positions. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Increase due to changes in job classifications and step increases.
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. Slight decrease for 2021.
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 \$13 per hour. No change for 2021.
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 also includes instructor pay for Yoga and Zumba. No change for 2021.
230-751-000-707-775 – Salary-Temporary Ford Lake Park	Includes Park Rangers & Park Attendants. Usually 14 to 17 employees ranging \$10 to \$14 per hour. Requesting an increase in this line item for 2021, in anticipation of an increase in minimum wage. Increasing wage from \$9.50 to \$10 and from \$13 to \$14 as highest wage.

<b>Line Item</b>	<b>Explanation</b>
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. No change for 2021.
230-751-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
230-751-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
230-751-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. 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	There will be no increase in dental rates in 2021. Two year deduction guaranteed until 2021. A substantial decrease is shown due to employees within the department moving to different coverage options.
230-751-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time. . A decrease is shown due to employees within the department moving to different coverage options.

<b>Line Item</b>	<b>Explanation</b>
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. An increase is shown due to an additional employee in the department receiving health care coverage.
230-751-000-719-021 – Admin Fees – Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.
230-751-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted 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, copy paper, notepads, mailing labels, etc. No change for 2021.
230-751-000-730-000 - Postage	This line item covers recreation department mailings.
230-751-000-740-000 – Operating Supplies	Cost of supplies and equipment needed to operate programs and services we offer.
230-751-000-740-100 – Rec Youth Sports Program Supplies	Supplies needed to operate our Youth Sports (including renting gym space). Also covers instructor pay for contractual classes (e.g. Karate, Tennis) Recreation. Slight decrease.
230-751-000-740-150 – Rec Adult Sports Supplies	Supplies needed to operate Adult Sports. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
230-751-000-740-200 – Rec Dance Programs	Supplies needed to operate Dance program (dance costumes, etc.). Also pays contractual Mr. Smooth Ballroom Dance and Yoga Instructor(s). No change for 2021.
230-751-000-740-400 – Rec Enrichment Programs	Supplies needed to operate Enrichment Programs (special events, classes etc.). Also covers instructor pay for contractual classes (e.g. Jump-a-Rama, Art classes). Slight decrease for 2021.
230-751-000-740-500 – Rec Senior Programs	Supplies needed to operate Senior Programs. Caterer for Christmas Luncheon comes from this line item. Slight decrease for 2021.
230-751-000-740-600 – Arts and Crafts Park Program	Cost of supplies for annual Rosie the Riveter Craft Show (DJ and other supplies). No change for 2021.
230-751-000-757-008 – Cost of Food and Beverage	Sale of snacks and beverage that replaced the vending machines. Recommend \$2,000 be budgeted for 2021.
230-751-000-757-775 – Operating Supplies – FLP	Supplies needed to operate parks (printing of daily & seasonal permits, shirts and ranger uniforms, office supplies, etc). Funds moved to 212 BSR II.
230-751-000-760-000 – PPE & First Aid Supplies	Covers all PPE, first aid supplies, and other supplies required by OSHA.
230-751-000-776-003 – Maint. Supplies-Community Ctr.	Cost of custodial supplies for Community Center. No change for 2021.
230-751-000-800-001 – Administration Fees	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
230-751-000-818-000 – Contractual Services	Cost of sports officials who are not on our payroll, includes referees, umpires and art instruction (moved art instructor from payroll hours to contractual pay). No change for 2021.
230-751-000-818-002 – Contractual Services-Comm Ctr.	Costs for maintenance of the Community Center. No change for 2021.
230-751-000-850-000 - Telephone	Telephone usage at the Community Center. Slight decrease for 2021.
230-751-000-867-000 – Gas & Oil	Fueling for township bus, two ranger trucks, township van and Recreation Dept. vehicle. No change for 2021.
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.
230-751-000-880-000 – Community Promotion	Covers promotion through Constant Contact which is a web based newsletter program. Mailing of brochure advertising programs. We are planning to create a brochure that includes Recreation, Residential Services and Golf. Recommend increase to \$5,000 for 2021.
230-751-000-890-000 – Senior Nutrition Program	Senior Nutrition Program, reimbursed by a grant. No change for 2021.
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.

<b>Line Item</b>	<b>Explanation</b>
230-751-000-920-003 – Utilities-Community Center	Covers utilities at Community Center. No change for 2021.
230-751-000-931-003 – Repairs-Community Center	Cost of maintenance supplies & repairs at Community Center, including fixtures. No change for 2021.
230-751-000-931-021 – Non Recurring R&M-Comm Ctr.	Covers unexpected “one time” repairs throughout the year at the Community Center. No change for 2021.
230-751-000-933-001 – Maintenance Contracts	Maintenance agreement for copier through Ricoh. No change for 2021.
230-751-000-939-031 – Motorpool/Misc. Repair	Covers cost of vehicle repairs. Figures provided by Accounting Director.
230-751-000-943-000 – Motorpool Lease/Maintenance	Lease and maintenance cost of recreation department vehicle 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. The cost is built into our program fees. No change for 2021.
230-751-000-958-000 – Membership & Dues	Membership dues paid for staff, Park Commissioners and the department for the Michigan Recreation & Park Association. Slight increase for 2021.

8/12/2020



08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
<b>Fund 230 - RECREATION FUND</b>							
<b>Dept 000.000</b>							
230-000.000-529.000	FEDERAL GRANTS - OTHER	16,000	16,000	16,000	16,000		16,000
230-000.000-540.000	COUNTY GRANT	4,319			3,000		
230-000.000-630.000	RECREATION/ADULT SPORTS	15,995	16,710	16,000	16,000	2,575	16,000
230-000.000-631.000	RECREATION/YOUTH SPORTS	67,955	58,125	69,880	69,880	13,375	68,000
230-000.000-632.000	RECREATION/DANCE	49,492	48,212	50,000	50,000	10,460	48,500
230-000.000-634.000	RECREATION/DAY CAMP					139	
230-000.000-635.000	RECREATION/SENIOR CITIZEN DUE	11,496	11,503	11,500	11,500	3,962	11,000
230-000.000-636.000	RECREATION/OTHER ACTIVITIES	34,175	26,539	33,000	33,000	11,877	33,000
230-000.000-637.000	RECREATION/SR. CITZ. ACT. FEE	18,188	18,694	12,000	12,000	3,266	12,000
230-000.000-638.000	MISCELLANEOUS	893	1,365	700	700	156	200
230-000.000-639.000	BUILDING / FIELD RENTAL	39,770	57,699	40,000	40,000	20,351	35,000
230-000.000-641.001	FORD LAKE GATE FEES	44,605	47,088	50,000	50,000		50,000
230-000.000-641.002	FORD LAKE SHELTER RENT	6,534	6,108	7,000	7,000	2,052	7,000
230-000.000-650.005	SALES FOOD & BEVERAGE		249			876	2,500
230-000.000-664.001	INTEREST EARNED	989	1,908	600	600	247	
230-000.000-675.006	SENIOR GRANT- PRIVATE GRANTOR	24,820					
230-000.000-675.008	CONTRIBUTIONS - ROSIE & ART IN THE PARK		2,650				2,700
230-000.000-675.400	DONATIONS - SENIOR LUNCH		1,375			1,502	1,500
230-000.000-694.004	INSURANCE REIMBURSEMENTS	745	1,690			486	
230-000.000-697.212	TRANSFER IN: FROM BSRII FUND	470,000	475,000	468,519	468,519	250,000	505,497
NET OF REVENUES/APPROPRIATIONS - 000.000 -		805,976	790,915	775,199	778,199	321,324	808,897

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 751.000 - RESIDENT SVCS: RECREATION							
230-751.000-705.000	SALARY - SUPERVISION	63,832	65,556	67,217	67,217	42,645	67,217
230-751.000-706.000	SALARY - PERMANENT WAGES	179,507	168,323	193,088	193,088	106,686	195,855
230-751.000-707.000	SALARY - TEMPORARY/SEASONAL	4,140	7,023	7,000	7,000	3,276	6,000
230-751.000-707.100	SALARY - TEMP PROGRAM STAFF	19,906	15,954	15,000	15,000	7,569	15,000
230-751.000-707.200	SALARY - TEMP DANCE STAFF	13,091	12,410	13,000	13,000	3,974	13,000
230-751.000-707.775	SALARY - TEMP. FORD LAKE PARK	39,527	41,479	48,000	48,000		50,000
230-751.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	7,705	13,338				
230-751.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000		
230-751.000-709.000	REG OVERTIME	936	1,622	250	250	69	250
230-751.000-715.000	F.I.C.A./MEDICARE	19,527	19,718	20,162	20,162	11,461	20,144
230-751.000-719.000	HEALTH INSURANCE	77,631	84,116	66,964	66,964	62,925	89,427
230-751.000-719.001	SICK AND ACCIDENT	2,294	1,877	1,527	1,527	955	1,527
230-751.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,887)	(4,725)	(4,200)	(4,200)		(4,800)
230-751.000-719.015	DENTAL BENEFITS	5,583	5,361	4,562	4,562	2,808	2,597
230-751.000-719.016	VISION BENEFITS	1,257	1,254	1,033	1,033	582	905
230-751.000-719.020	HEALTH CARE DEDUCTION	11,342	8,847	17,745	17,745	5,830	20,720
230-751.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	331	362	270	270	158	312
230-751.000-720.000	LIFE INSURANCE	1,041	1,115	907	907	567	907
230-751.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,094	1,111	832	832	238	832
230-751.000-727.000	OFFICE SUPPLIES	1,290	1,216	1,300	1,300	649	1,300
230-751.000-730.000	POSTAGE	388	3,140	4,000	4,000	268	4,000
230-751.000-740.000	OPERATING SUPPLIES	496	681	700	640	309	700
230-751.000-740.100	REC YOUTH SPORTS PROG	16,075	16,149	19,000	17,500	4,971	17,000
230-751.000-740.150	REC ADULT SPORTS PROG	998	659	1,000	2,500	1,397	1,000
230-751.000-740.200	REC DANCE PROGRAMS	14,828	17,480	12,000	12,000	4,644	12,000
230-751.000-740.400	REC ENRICHMENT PROGRAMS	28,890	25,738	26,000	29,000	6,821	25,500
230-751.000-740.500	REC SENIOR PROGRAMS	1,712	2,037	2,450	2,450	(171)	2,250
230-751.000-740.600	ARTS & CRAFT PARK PROGRAM	820	1,242	1,800	1,800		1,800
230-751.000-757.008	COST OF SALES FOOD & BEV					1,054	2,000
230-751.000-757.775	OPERATING SUPP: FORD LAKE PAR	2,483	2,296				
230-751.000-760.000	PPE & FIRST AID SUPPLIES						500
230-751.000-776.003	MAINT SUPPLIES - COMMUNITY CT	6,292	5,281	4,700	4,700	2,199	4,700
230-751.000-800.001	ADMINISTRATION FEES	19,083	19,585	19,604	19,604	11,434	21,488
230-751.000-818.000	CONTRACTUAL SERVICES	9,409	10,311	12,000	12,000	935	12,000
230-751.000-818.002	CONTRACTUAL SERVICES COMM CEN	24,846	18,738	16,500	16,500	8,586	16,500
230-751.000-850.000	TELEPHONE	1,054	1,094	2,000	2,000	677	1,900
230-751.000-867.000	GAS & OIL	3,282	2,742	3,000	3,000	64	3,000

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018	2019	2020	2020	2020	2021
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 08/31/20	REQUESTED BUDGET
230-751.000-876.000	RETIREMENT/MERS	27,610	30,423	24,238	24,238	15,817	28,669
230-751.000-876.003	OPEB FUNDING- RETIREE HEALTH	39,894	29,928	28,555	28,555	28,555	15,322
230-751.000-876.100	RETIREMENT HEALTH CARE SAVINGS	1,140	2,679	3,900	3,900	2,435	3,900
230-751.000-880.000	COMMUNITY PROMOTION	546	546	6,000	6,000	725	15,000
230-751.000-890.000	SENIOR NUTRITION PROGRAM	8,770	8,110	16,000	16,000	3,488	16,000
230-751.000-913.000	INSURANCE & BONDS FLEET	7,114	7,075	7,428	7,428	4,506	8,214
230-751.000-917.000	WORKERS COMPENSATION INSURANC	8,401	8,124	8,746	8,746	4,401	8,476
230-751.000-920.003	UTILITIES - COMMUNITY CENTER	57,858	56,666	58,000	58,000	31,537	58,000
230-751.000-931.003	REPAIRS COMMUNITY CENTER	1,550	2,070	1,700	1,700	1,043	1,700
230-751.000-931.021	NON RECURRING R & M-COMM CTR	3,120	4,626	4,500	4,500	1,974	4,500
230-751.000-933.001	MAINTENANCE CONTRACTS	7,378	7,925	5,000	5,000	811	5,000
230-751.000-939.031	MOTORPOOL-MISC REPAIR	10,368	5,784	2,500	2,500		5,000
230-751.000-941.000	EQUIPMENT RENTAL/LEASING	3,250	4,170				
230-751.000-943.000	MOTORPOOL LEASE/MAINTENANCE	16,700	20,921	20,921	20,921	12,204	26,185
230-751.000-956.136	MISC-CASH OVER/SHORT					(30)	
230-751.000-957.000	BANK CHARGES	4,358	4,235	5,000	5,000	1,695	5,000
230-751.000-958.000	MEMBERSHIP AND DUES	235	255	300	360	355	400
230-751.000-967.100	COUNTY COMMUNITIES GRANT	4,140					
230-751.000-974.022	SENIOR REC CENTER - EQUIPMENT	24,776					
NET OF REVENUES/APPROPRIATIONS - 751.000 - RESIDENT SVCS: RECREA		(806,011)	(769,667)	(775,199)	(778,199)	(403,096)	(808,897)
ESTIMATED REVENUES - FUND 230		805,976	790,915	775,199	778,199	321,324	808,897
APPROPRIATIONS - FUND 230		806,011	769,667	775,199	778,199	403,096	808,897
NET OF REVENUES/APPROPRIATIONS - FUND 230		(35)	21,248			(81,772)	

## NARRATIVE

### Fund 236 – 14B District Court

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
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, 2020. 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. This line item may be used for health care benefits in 2021.

<b>Line Item</b>	<b>Explanation</b>
236-000-000-601-137 – 14B State of MI Juror Comp Reimbursement	<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 anticipates that while production from law enforcement may continue to decrease.</p> <p>As of October 17 of this year the statutory provision allowing the collection of costs will "sunset". See MCL 769.1k(b)(iii) At this time it is unknown what the legislature will enact in the place of this provision. The current budget does not take this into account as it is unknown what will replace this statute. Once this is known, the budget can be adjusted accordingly.</p>

<b>Line Item</b>	<b>Explanation</b>
236-000-000-602-544 – 14B State of MI Caseflow Assistance	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 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 2021.
236-000-000-603-136 – 14B Civil Fees	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.

<b>Line Item</b>	<b>Explanation</b>
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. The number of cases and tickets filed has decreased, therefore this line item is has been decreased.
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.
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.
236-000-000-664-001 – Interest Earned	Interest earned on accounts. Figures provided by Accounting Director.
236-000-000-699-000 – Appropriated Prior Year Balance	This line item reflects the amount needed from Fund Balance for operations.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
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	No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Decrease shown due to three anticipated retirements in 2021.
236-136-000-706-001 – Salary-Bailiff	No increase is budgeted for 2021 since revenues are uncertain at this time. Based on current experiences, the Bailiff position will be used less, therefore a decrease is shown for 2021.
236-136-000-706-002 – Magistrate/Court Administrator	No increase is budgeted for 2021 since revenues are uncertain at this time.
236-136-000-707-000 – Salary-Temporary/Seasonal	Recommend \$2500 for any temporary help that may be needed. Due to reduction in revenues, it is recommended that this line item be reduced to \$0.
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.



<b>Line Item</b>	<b>Explanation</b>
236-136-000-709-000 – Regular Overtime	Overtime costs for the courts. Due to a reduction in revenues, this line item has been reduced to \$0.
236-136-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
236-136-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time. Increase shown due to retirements within the department.
236-136-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
236-136-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
236-136-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021. Decrease is due to several employees within the department changing from family coverage to two person or single coverage.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
236-136-000-719-020 – 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. Decrease is due to several employees within the department changing from family coverage to two person or single coverage.
236-136-000-719-021 – Admin Fees – Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.
236-136-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
236-136-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
236-136-000-727-000 – Office Supplies	No change for 2021.
236-136-000-730-000 - Postage	No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-739-000 – Library Subscription	No change for 2021.
236-136-000-740-000 – Operating Supplies	No change for 2021.
236-136-000-760-000 – PPE & First Aid Supplies	Covers all PPE, first aid supplies and other supplies required by OSHA.
236-136-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
236-136-000-801-009 – 14B Other Contractual Service	This line item includes payments for the Labor Law Attorney, if needed. In addition, this line item is for payment to the Dispute Resolution Center (DRC). The DRC mediates all of the 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 the DRC \$7500 annually.
236-136-000-801-010 – Contractual/Visiting Judge	This line item includes the 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.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-801-012 – Contractual/Interpreter Fees	This line item includes the cost of a language or deaf interpreter for defendants in a criminal or civil case. This is a statutory obligation of the Court. There has been an increase in the number of cases requiring translation services. In addition the cost of these services has increased due to new training and certification requirements.
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, 2020. 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.
236-136-000-812-000 – 14B Jury Fees	This line item represents the 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. Beginning April 1, 2018 juror costs are increasing. As a result of Act No. 51 of Public Acts of 2017 juror fees are increasing as follows: Mileage: From .10 cents to .20 cents per mile ½ day: From \$12.50 to \$15.00 1 <sup>st</sup> Day: From \$25.00 to \$30.00This line item covers the first day and mileage. The number of jurors called to court has decreased, so the amount needed for payment has decreased.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-812-002 – 14B Enhanced Jury Fees	<p>This line item represents the payment for Jury duty for the second (or subsequent) half, or full, day of service. Beginning April 1, 2018 juror costs are increasing.</p> <p>As a result of Act No. 51 of Public Acts of 2017 juror fees are increasing as follows: Mileage: From .10 cents to .20 cents per mile</p> <p>Subsequent ½ day: From \$20.00 to \$22.50</p> <p>Subsequent full Day: From \$40.00 to \$45.00</p> <p>There is no need for a change to this line item.</p>
236-136-000-812-003 – 14B Juror Expenses	<p>This line item represents the cost of water, coffee, and snacks offered the Jury panel during jury selection day. This line item may also be used to supply lunch for the jury, if the lunch break occurs during actual deliberations. Based on prior years and expenditures to date, recommend increasing to \$500.00.</p>

<b>Line Item</b>	<b>Explanation</b>
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>

<b>Line Item</b>	<b>Explanation</b>
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 <sup>th</sup> 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	This line item is based upon estimates provided by Township IT
236-136-000-860-000 - Travel	This line item is used to pay mileage to employees for travel directed by the Court.
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.

<b>Line Item</b>	<b>Explanation</b>
236-136-000-900-000 - Publishing	This line item covers the costs of file folders for criminal and civil cases.
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	This line item is for utilities for the Court. This is of course weather dependent. At this time no change is requested.
236-136-000-931-000 – Repairs and Maintenance	This line item includes all repair and maintenance expenses for the entire Courthouse. Slight increase for 2021.
236-136-000-933-001 – Maintenance Contracts	Cost of W.J. O’Neil maintenance contract. No change for 2021.
236-137-000-956-000 – Miscellaneous	No change for 2021.
236-136-000-957-000 – Bank Charges	This line item reflects the cost of banking fees, most notably for charge card expenses.
236-136-000-958-000 – Membership and Dues	This line item reflects the expense for the 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
236-136-000-960-000 – Education and Training	This line item includes the cost of attendance (and related expenses) for continuing training for professional staff.
236-136-000-977-000 - Equipment	This line item includes the cost of the purchase of new equipment. Upgrade computers on a 5 year cycle.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 236 - 14B DISTRICT COURT							
Dept 000.000							
236-000.000-569.019	STATE GRANT REVENUE	95,962	108,079	146,000	146,000	45,886	146,000
236-000.000-601.136	14B STATE SHARED REVENUE	57,155	45,724	45,724	45,724	22,862	45,724
236-000.000-601.137	14B ST OF MI JUROR COMP REIMB	2,937	3,233	2,500	2,500	2,775	2,500
236-000.000-602.136	14B COURT COSTS	555,459	494,657	529,000	529,000	224,822	423,200
236-000.000-602.544	14B-ST OF MI CASEFLOW ASSISTA	16,875	12,655	32,000	32,000	12,010	25,000
236-000.000-603.136	14B CIVIL FEES	219,041	231,400	161,000	161,000	61,621	128,800
236-000.000-604.000	14B PROBATION FEES	108,639	92,675	106,000	106,000	50,457	84,800
236-000.000-605.001	14B ORDINANCE FINES AND COSTS	568,356	469,499	625,000	225,000	164,186	500,000
236-000.000-605.003	14B BOND FORFEITURES	28,965	23,156	18,500	18,500	5,600	15,000
236-000.000-605.005	14B MISCELLANEOUS INCOME		599			22	
236-000.000-655.100	SETTLEMENTS & JUDGMENTS	7,302	163				
236-000.000-664.001	INTEREST EARNED	6,163	4,089	3,000	3,000	260	200
236-000.000-694.004	INSURANCE REIMBURSEMENTS	921	1,315			601	
236-000.000-697.000	TRANSFER IN: GENERAL FUND				400,000	300,000	396,756
236-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			107,594	112,697		
NET OF REVENUES/APPROPRIATIONS - 000.000 -		1,667,775	1,487,244	1,776,318	1,781,421	891,102	1,767,980

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 136.000 - COURT							
236-136.000-703.001	SALARY - JUDGE	45,724	45,724	45,724	45,724	29,896	45,724
236-136.000-706.000	SALARY - PERMANENT WAGES	488,351	485,066	556,612	556,612	351,479	529,917
236-136.000-706.001	SALARY - BAILIFF	42,045	47,523	43,897	43,897	15,535	30,000
236-136.000-706.002	SALARY - MAGISTRATE/COURT ADMIN	78,261	80,560	82,604	82,604	52,406	82,604
236-136.000-707.000	SALARY - TEMPORARY/SEASONAL	4,673	19,859			1,046	
236-136.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,830	2,085		4,740	3,202	
236-136.000-708.008	RETIREE TIME PAYOUTS		17,929				
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	2,273	2,536	3,000	3,000	1,908	
236-136.000-715.000	F.I.C.A./MEDICARE	43,225	45,317	54,105	54,468	30,761	51,020
236-136.000-719.000	HEALTH INSURANCE	184,543	217,091	280,736	280,736	164,984	305,374
236-136.000-719.001	SICK AND ACCIDENT	5,276	3,978	4,773	4,773	3,023	4,391
236-136.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(18,000)	(16,838)	(18,900)	(18,900)		(17,650)
236-136.000-719.015	DENTAL BENEFITS	11,991	11,589	16,250	16,250	7,111	12,624
236-136.000-719.016	VISION BENEFITS	2,560	2,672	3,563	3,563	1,775	3,592
236-136.000-719.020	HEALTH CARE DEDUCTION	40,303	35,353	69,493	69,493	25,450	68,075
236-136.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	956	843	945	945	599	1,014
236-136.000-720.000	LIFE INSURANCE	2,603	2,589	3,062	3,062	1,916	3,005
236-136.000-723.000	DEFERRED COMPENSATION EMPLOYE	613	835	675	675	215	494
236-136.000-724.001	UNEMPLOYMENT EXPENSE		831			10	
236-136.000-727.000	OFFICE SUPPLIES	9,620	10,716	10,500	10,500	4,790	10,500
236-136.000-730.000	POSTAGE	8,299	9,255	8,000	8,000	5,816	8,000
236-136.000-739.000	LIBRARY SUBSCRIPTION	4,854	5,515	5,000	5,000	82	5,000
236-136.000-740.000	OPERATING SUPPLIES	6,688	6,811	6,000	6,000	2,841	6,000
236-136.000-760.000	PPE & FIRST AID SUPPLIES						500
236-136.000-800.001	ADMINSTRATION FEES	36,310	37,317	37,315	37,315	21,767	41,084
236-136.000-801.007	ATTORNEY FEES CRIMINAL	40,140	45,603				
236-136.000-801.009	14B OTHER CONTRACTUAL SERVICE	7,525	7,500	10,000	10,000		10,000
236-136.000-801.010	CONTRACTUAL/VISITING JUDGE	435		1,000	1,000		1,000
236-136.000-801.012	CONTRACTUAL/INTERPRETER FEES	10,578	9,198	6,500	6,500	4,314	6,500
236-136.000-802.100	COURT INNOVATION GRANT	95,962	132,032	146,000	146,000	47,502	146,000
236-136.000-811.000	14B TRANSCRIPTS	228					
236-136.000-812.000	14B JURY FEES	2,738	3,315	2,500	2,500	900	3,000
236-136.000-812.002	14B ENHANCED JURY FEES	1,733	2,318	1,000	1,000	630	1,500
236-136.000-812.003	14B JUROR EXPENSES	617	828	300	300	222	500
236-136.000-819.006	COMPUTER PROGRAMS/LIEN	21,063	15,242	24,960	24,960	7,079	24,960
236-136.000-819.010	COMPUTER NETWORK SUPPORT	26,928	40,713	40,713	40,713		40,713
236-136.000-850.000	TELEPHONE	2,141	2,152	2,500	2,500	1,351	2,500

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018	2019	2020	2020	2020	2021
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 08/31/20	REQUESTED BUDGET
236-136.000-860.000	TRAVEL	2,414	1,726	2,000	2,000	196	2,000
236-136.000-876.000	RETIREMENT/MERS	117,705	156,715	153,735	153,735	102,044	164,050
236-136.000-876.003	OPEB FUNDING- RETIREE HEALTH	77,338	95,589	92,391	92,391	92,391	85,388
236-136.000-876.100	RETIREMENT HEALTH CARE SAVINGS		950	3,900	3,900	2,550	7,800
236-136.000-900.000	PUBLISHING	2,516	2,952	3,000	3,000		3,000
236-136.000-914.000	INSURANCE & BONDS FIRE & LIAB	8,797	8,750	9,186	9,186	5,569	10,160
236-136.000-917.000	WORKERS COMPENSATION INSURANC	6,577	6,054	6,679	6,679	3,185	6,041
236-136.000-920.014	UTILITIES - COURT	15,691	18,082	17,600	17,600	10,153	17,600
236-136.000-931.000	REPAIRS AND MAINTENANCE	32,080	12,307	10,000	10,000	8,958	15,000
236-136.000-933.001	MAINTENANCE CONTRACTS	4,692	4,692	6,500	6,500	2,912	6,500
236-136.000-956.000	MISCELLANEOUS	617		500	500		500
236-136.000-957.000	BANK CHARGES	9,203	8,425	8,500	8,500	3,705	8,500
236-136.000-958.000	MEMBERSHIP AND DUES	1,610	1,785	2,000	2,000	800	2,000
236-136.000-960.000	EDUCATION AND TRAINING	1,342	475	2,000	2,000	1,287	2,000
236-136.000-969.101	TRANSFER TO GENERAL FUND	150,000					
236-136.000-974.025	CAPITAL OUTLAY/SECURITY	4,574					
236-136.000-977.000	EQUIPMENT	480	3,759	6,500	6,500	2,873	6,500
NET OF REVENUES/APPROPRIATIONS - 136.000 - COURT		(1,655,722)	(1,659,318)	(1,776,318)	(1,781,421)	(1,026,733)	(1,767,980)
ESTIMATED REVENUES - FUND 236		1,667,775	1,487,244	1,776,318	1,781,421	891,102	1,767,980
APPROPRIATIONS - FUND 236		1,655,722	1,659,318	1,776,318	1,781,421	1,026,733	1,767,980
NET OF REVENUES/APPROPRIATIONS - FUND 236		12,053	(172,074)			(135,631)	

## NARRATIVE

### Fund 249 - Building Revenues

<b>Line Item</b>	<b>Explanation</b>
249-000-000-476-477 – Licensed Contractor Registration	Fee revenue generated from new registrations of licensed contractors doing business with the Building Department. No change.
249-000-000-476-479 – Building Permit	Fee revenue from building permits for new construction, renovation or demolition of existing structures that requires plan review and/or inspection by a state registered building inspector or plan reviewer. 14% reduction projected based on anticipated construction activity and potential COVID-19 industry interruptions.
249-000-000-476-480 – Electrical Permit	Fee revenue from electrical permits for installation of new electrical circuits and equipment that requires plan review and/or inspection by a state registered electrical inspector or plan reviewer. No changes projected based on current and anticipated activity.
249-000-000-476-481 – Mechanical Permit	Fee revenue from mechanical permits for installation of heating and cooling systems, refrigeration equipment, fire suppression and alarm systems, and other mechanical equipment that requires plan review and/or inspection by a state registered mechanical inspector or plan reviewer. 9% decrease projected based on current and anticipated activity.

<b>Line Item</b>	<b>Explanation</b>
249-000-000-476-482 – Plumbing Permit	Fee revenue from plumbing permits for installation of new water/sewer lines and other equipment that requires plan review and/or inspection by a state registered plumbing inspector or plan reviewer. 33% reduction projected based on current and anticipated activity.
249-000-000-476-484 – Misc/Reinspect	Fee revenue for unplanned re-inspections done by state registered inspectors that are necessary for final approval of permitted work after the first inspection failed. Revenue is unpredictable because it is based on contractor performance. 50% reduction is projected based on current and anticipated construction activity.
249-000-000-476-486 – Sign Permits	Fee revenue from sign permits that require building plan review and inspection when installed. 43% decrease is projected based on current activity.
249-000-000-607-010 – Enviro/Plot Plan-Charge for Services	Fee revenue for soil erosion and sedimentation control (SESC) permits that require inspection by a trained and certified inspector on a monthly basis and after significant rain events. Trained personnel also respond to resident complaints about flooding and storm water control issues. 73% decrease projected based on current and anticipated construction activity.
249-000-000-607-270 – Charge for Serv-Liquor Inspection	Fee revenue for building code inspections conducted for annual liquor license renewal for on-premise liquor establishments. No change.
249-000-000-664-001 – Interest Earned	Interest earned on the funds deposited at various banks. Figures provided by the Accounting Director.
249-000-000-699-000 – Appropriated Prior Year Balance	Revenue from prior years used for current year operating expenses. Not required if revenue projections are correct.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
249-249-000-705-000 – Salary-Supervision	Salary for the Chief Building Official to administer and interpret state building codes, manage Building Department operations, and coordinate building plan review and inspection services. This line item also includes 25% of the OCS Executive Coordinator position. No increase is budgeted for 2021 since revenues are uncertain at this time.
249-249-000-706-000 – Salary-Permanent Wages	Wages for one and a half (1.5) hourly Floater II/Clerk III positions and 25% of the Planning & Development Coordinator position. This account is increased due to the addition of one-half clerical position budgeted in this fund. Wages are determined by the AFSCME and Teamster labor contracts.
249-249-000-706-004 – Building Inspection	Hourly wages for one (1) state registered building inspector who performs inspections and plan reviews for building permits. The inspector is also certified to perform SESC inspections as required by the job description. Wages are determined by the AFSCME labor contract.
249-249-000-706-005 – Electrical Inspection	Hourly wages for one (1) state registered electrical inspector who performs inspections and plan reviews for electrical permits. Wages are determined by the AFSCME labor contract. The current electrical inspector receives a wage premium acting also as a building inspector under dual state credentials, and is certified to perform SESC inspections as required by the building inspector job description. Wages are determined by the AFSCME labor contract.

<b>Line Item</b>	<b>Explanation</b>
249-249-000-706-006 – Plumbing Inspection	100% decrease is budgeted in this line item account due to the plumbing inspector position having been vacated in 2020 and held vacant in 2021. The position was vacated because fee revenue is insufficient to support a full time position; plumbing inspection services are provided by contract inspectors on a per-inspection fee basis in alignment with permit fees.
249-249-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
249-249-000-709-000 – Regular Overtime	Overtime wages for inspectors and clerks as necessary for emergencies, special customer requests, and special projects. The budget is doubled to accommodate planned projects.
249-249-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
249-249-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
249-249-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
249-249-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
249-249-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021.
249-249-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
249-249-000-719-020 – 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.
249-249-000-719-021 – Admin Fees-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
249-249-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
249-249-000-727-000 – Office Supplies	Expenses for office supplies such as inspection forms, placards, pens, etc. No funding adjustment.
249-249-000-730-000 – Postage	Postage expenses for Building Dept operations. Expenses and budgeted 233% higher to be used for proactive permit expiration letters sent to customers who fail to call for inspections, and other proactive customer correspondences designed to improve efficiency.



<b>Line Item</b>	<b>Explanation</b>
249-249-000-740-001 – Ordinance & Zoning Code Books	Expenses to purchase copyrighted State of Michigan code publications required for state registered plan reviewers and inspectors for all trades. State codes are updated periodically. Expenses increased 40% due to new code versions scheduled to be adopted by the state.
249-249-000-741-001 – Uniforms-New and Badges	Expenses for new and replacement uniform clothing apparel and other related items for Building Dept.field staff. No change.
249-249-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
249-249.000-801.000 – Professional Services	Services for special projects rendered under professional contract. Funding eliminated due to no projects planned.
249-249-000-818-000 – Contractual Services	Expenses for private contractor services performed by state registered inspectors and plan reviewers on an as-needed basis for mechanical and plumbing services. Also used to cover scheduled and unscheduled leave for department employees. Expense increased 100% due to plumbing services now performed by private contractors in addition to mechanical services; and increased reliance on engineering consultants for high level construction reviews and site inspections on an as-needed basis.
249-249-000-867-000 – Gas & Oil	Fuel and oil expenses for vehicles assigned to building department staff. Expenses decreased 17% due to the vacated plumbing inspector position.
249-249-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
249-249-000-876-003 – OPEB Funding-Retiree Health	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
249-249-000-876-100 – Retirement Health Care Savings	This line item reflects the 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.
249-249-000-913-000 – Insurance & Bonds	Figures provided by the Accounting Director.
249-249-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
249-249.000-939.031 – Motorpool-Misc Repair	Funding for unscheduled major repairs to vehicles assigned to the Building Dept. Figures provided by the Accounting Director.
249-249-000-943-000 – Motorpool Lease/Maintenance	Lease payments to the Township motor pool for vehicles assigned to the building department; direct payment for minor scheduled repairs of same vehicles. Figures provided by the Accounting Director.
249-249-000-958-000 – Membership & Dues	Mandatory memberships and dues to professional organizations for continuing education credits required to maintain state certification for inspection staff. No change.
249-249-000-977-000 - Equipment	Expenses to purchase new equipment and to replace old equipment no longer serviceable. Equipment includes computers, printers and inspection tools used in the field. No change.

8/12/2020

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 249 - BUILDING DEPARTMENT							
Dept 000.000							
249-000.000-476.477	LICENSED CONTRACTOR REGISTRATION	4,795	3,020	3,000	3,000	4,567	3,000
249-000.000-476.478	REFRIGERATION PERMIT	45					
249-000.000-476.479	BUILDING PERMIT	609,100	541,633	580,000	580,000	296,557	500,000
249-000.000-476.480	ELECTRICAL PERMIT	51,582	83,370	75,000	75,000	55,305	75,000
249-000.000-476.481	MECHANICAL PERMIT	149,756	176,611	121,000	121,000	70,559	110,000
249-000.000-476.482	PLUMBING PERMIT	65,265	93,005	75,000	75,000	46,818	50,000
249-000.000-476.484	MISC / REINSPECT	36,443	5,960	10,000	10,000	80	5,000
249-000.000-476.486	SIGN PERMITS	1,575	2,600	3,500	3,500	1,000	2,000
249-000.000-607.010	ENVIRO/PLOT PLAN - CHG FOR SERVICES	18,359	16,320	15,000	15,000	2,465	4,000
249-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	15					
249-000.000-607.270	LIQUOR INSPECT - CHG FOR SERVICES	750	700	1,000	1,000	450	1,000
249-000.000-664.001	INTEREST EARNED	19,819	25,971	18,000	18,000	4,734	10,000
249-000.000-694.001	OTHER INCOME-MISCELLANEOUS	595	590				
249-000.000-694.004	INSURANCE REIMBURSEMENTS	196	499			1,881	
249-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				3,855		
NET OF REVENUES/APPROPRIATIONS - 000.000 -		958,295	950,279	901,500	905,355	484,416	760,000

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 249.000 - BUILDING DEPARTMENT							
249-249.000-705.000	SALARY - SUPERVISION	68,228	110,696	101,264	101,264	64,845	100,660
249-249.000-706.000	SALARY - PERMANENT WAGES	44,290	45,722	64,553	64,553	40,160	88,526
249-249.000-706.004	BUILDING INSPECTION	80,521	60,029	61,828	61,828	39,454	62,192
249-249.000-706.005	ELECTRICAL INSPECTION	58,655	61,476	63,960	63,960	40,294	64,272
249-249.000-706.006	PLUMBING INSPECTION	55,414	55,734	59,696	59,696	37,910	
249-249.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,062	16,691				
249-249.000-708.010	HEALTH INS BUYOUT	3,750	3,750	3,750	3,750	1,500	
249-249.000-709.000	REG OVERTIME	414	306	1,000	1,000	1,300	
249-249.000-715.000	F.I.C.A./MEDICARE	23,789	26,643	27,238	27,238	16,856	24,224
249-249.000-719.000	HEALTH INSURANCE	66,603	80,434	82,847	82,847	56,840	115,849
249-249.000-719.001	SICK AND ACCIDENT	2,448	2,100	2,100	2,100	1,504	1,909
249-249.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(5,925)	(6,244)	(5,550)	(5,550)		(6,600)
249-249.000-719.015	DENTAL BENEFITS	4,859	4,797	5,277	5,277	2,646	4,455
249-249.000-719.016	VISION BENEFITS	1,061	1,127	1,214	1,214	646	1,244
249-249.000-719.020	HEALTH CARE DEDUCTION	10,973	13,083	21,464	21,464	8,417	22,208
249-249.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	376	341	383	383	205	429
249-249.000-720.000	LIFE INSURANCE	1,199	1,173	1,247	1,247	777	1,134
249-249.000-727.000	OFFICE SUPPLIES	1,581	1,934	2,500	2,500	1,264	
249-249.000-730.000	POSTAGE	1,173	723	3,000	3,000	414	
249-249.000-740.001	Ordinance & Zoning Code Books	3,852	2,231	5,000	5,000		
249-249.000-741.001	UNIFORMS-NEW AND BADGES	2,017	1,034	2,000	2,000	90	
249-249.000-760.000	PPE & FIRST AID SUPPLIES						350
249-249.000-800.001	ADMINISTRATION FEES	28,030	33,431	32,992	32,992	19,282	34,630
249-249.000-801.000	PROFESSIONAL SERVICES	107,410	2,979	150,000	150,000		
249-249.000-818.000	CONTRACTUAL SERVICES	91,805	94,209	80,000	80,000	39,946	
249-249.000-867.000	GAS & OIL	5,229	4,844	6,000	6,000	1,977	
249-249.000-876.000	RETIREMENT/MERS	36,036	43,706	34,216	34,216	29,651	56,815
249-249.000-876.003	OPEB FUNDING- RETIREE HEALTH	33,903	37,509	37,391	37,391	37,391	31,547
249-249.000-876.100	RETIREMENT HEALTH CARE SAVINGS	1,725	4,113	5,525	5,525	2,753	3,575
249-249.000-913.000	INSURANCE & BONDS FLEET	1,871	2,458	1,955	1,955	1,188	2,162
249-249.000-917.000	WORKERS COMPENSATION INSURANCE	4,490	4,091	4,703	4,703	2,116	4,910

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
249-249.000-939.031	MOTORPOOL-MISC REPAIR		598	5,000	5,000		
249-249.000-943.000	MOTORPOOL LEASE/MAINTENANCE	19,642	16,918	14,146	18,001	8,167	15,140
249-249.000-958.000	MEMBERSHIP AND DUES	2,905	1,855	3,000	3,000	135	
249-249.000-960.000	EDUCATION AND TRAINING		254				
249-249.000-977.000	EQUIPMENT	8,387	3,918	5,000	5,000	1,531	
249-249.000-985.000	CAPITAL OUTLAY/VEHICLES		20,004				
NET OF REVENUES/APPROPRIATIONS - 249.000 - BUILDING DEPARTMENT		(767,773)	(754,667)	(884,699)	(888,554)	(459,259)	(629,631)
ESTIMATED REVENUES - FUND 249		958,295	950,279	901,500	905,355	484,416	760,000
APPROPRIATIONS - FUND 249		767,773	754,667	884,699	888,554	459,259	629,631
NET OF REVENUES/APPROPRIATIONS - FUND 249		190,522	195,612	16,801	16,801	25,157	130,369

## 2020 BUDGET NARRATIVE

### Fund 250 – LDFA (Local Development Finance Authority)

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
250-000-000-402-250 – Current Tax Revenue-Captured	The 2021 revenues are based on the 2020 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 (\$190,000) and interest (\$42,960) payments total \$232,960. LDFA will only collect \$78,698. The balance will come from the General Fund in the amount of \$39,341 and the available fund balance of \$115,321 in General Obligation Debt Bond Fund 398. The reduction of revenue is due to Bosal building sale and personal property elimination.
250-000-000-664-001 – Interest Earned	This line reflects the interest earned. Rates decreased.
250-000-000-699.000 – Appropriated Prior Year Balance	There will be no transfer from Prior Year Fund Balance for 2021.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
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 to cover the bond payments for the infrastructure improvements.

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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTH							
Dept 000.000							
250-000.000-402.250	CURRENT TAX REVENUE-CAPTURED	119,415	231,126	121,664	121,664	121,664	78,698
250-000.000-664.001	INTEREST EARNED	677	1,460	300	300	93	15
250-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			7,500	7,500		
NET OF REVENUES/APPROPRIATIONS - 000.000 -		120,092	232,586	129,464	129,464	121,757	78,713
Dept 991.000 - DEBT SERVICES							
250-991.000-968.398	TRANSFER TO: GEN OBLIG 2013 BOND	119,415	225,270	129,164	129,164	129,164	78,698
NET OF REVENUES/APPROPRIATIONS - 991.000 - DEBT SERVICES		(119,415)	(225,270)	(129,164)	(129,164)	(129,164)	(78,698)
ESTIMATED REVENUES - FUND 250		120,092	232,586	129,464	129,464	121,757	78,713
APPROPRIATIONS - FUND 250		119,415	225,270	129,164	129,164	129,164	78,698
NET OF REVENUES/APPROPRIATIONS - FUND 250		677	7,316	300	300	(7,407)	15



## NARRATIVE

### Fund 252 - Hydro

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
252-000-000-641-003 – Ford Lake Hydro Station	Revenues from the selling of electricity from the Hydro Station to DTE Energy. Increased in 2021 due to efficiency and contract performance. Projected on a (5) year average.
252-000-000-664-001 – Interest Earned	Interest earned on funds deposited in the bank.
252-000-000-697-000 – Transfer In: General Fund	The funds that are received from DTE for future capital and FERC relicensing will be transferred back to the Hydro Station if State Shared Revenue increases for 2021.
252-000-000-699-000 – Appropriated Prior Year Balance	Funds needed from Fund Balance to support expenses. Nothing expected in 2021

## 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. No increase is budgeted for 2021 since revenues are uncertain at this time.
252-252-000-706-000 – Salary-Permanent Wages	Wages for one full-time operator. No increase is budgeted for 2021 since revenues are uncertain at this time. Slight increase due to employee received (1) year employment agreement.
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. Slight increase due to employee received (1) year increase.
252-252-000-709-000 – Regular Overtime	Due to changes in 2019, no funds are requested for 2021.
252-252-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
252-252-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
252-252-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
252-252-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
252-252-000-719-015 – Dental Benefits	Decrease in rates for 2020. Two year reduction guaranteed until 12/31/2021.
252-252-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
252-252-000-719-020 – 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.
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	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
252-252-000-723-000 – Deferred Comp Employer	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
252-252-000-727-000 – Office Supplies	Covers the cost of supplies and material used in completing reports by the department. This is unchanged from prior year.
252-252-000-730-000 - Postage	Covers cost of mailing business related material. This amount is unchanged from last year.
252-252-000-740-000 – Operating Supplies	Covers cost for general operating supplies, unchanged for 2021.
252-252-000-741-000 – Boot Reimb & Uniforms Purchase	Funds to purchase operator’s uniforms and boot allowance. Requested amount is same as last year.
252-252-000-760-000- PPE & First Aid Supplies	Covers all PPE, first aid supplies, and other supplies required by OSHA.
252-252-000-776-000 – Maintenance Supplies	Cost associated in maintaining Hydro Station including housekeeping, general maintenance supplies and hand tools. The amount will remain the same as 2020.
252-252-000-801-000 – Professional Services	Covers cost for an independent engineering firm for technical support related to dam safety and compliance for the Ford Lake Dam. The Township does not have a Professional Engineer with dam experience on staff. The requested funds will remain the same as 2020.2021 actions may require review of the 2020 Part 12 report and flooding event in Midland, MI and 2018 event in Oroville, CA.

<b>Line Item</b>	<b>Explanation</b>
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 2021 remain the same.
252-252-000-850-000 - Telephone	Cost related to communication lines for the Hydro Station and cell service for the water quality stations deployed as part of the operation plan for the department. Cost are expected to go up slightly in 2021.
252-252-000-867-000 – Gas & Oil	Cost of fuel used by the department in equipment and vehicles.
252-252-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director. There was a slight increase.
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.
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	Costs related to heating powerhouse in winter months and fuel for the natural gas standby generator. No change from the prior year.
252-252-000-930-000 – Repairs Maintenance-Machinery	Accounts for cost related repairs and maintenance of the equipment related to generating electricity. The amount is increased for 2021 for changes in control system.

252-252-000-930-001 – Repairs/Maint Hydro Infrastructure	Cost related to maintaining the Hydro Station structure – powerhouse and dam. Activities include concrete repairs to spalling concrete and general repairs. The cost proposed for 2021 is higher for projected replacement of hydraulic controls and repairs identified during inspections.
252-252-000-931-013 – Repairs & Maint-Other Dams	Cost associated in maintaining Sargent Charles Dam. For 2021, it is recommended that we reduce funds since work plan has less items to address.
252-252-000-939-031 – MotorPool Misc Repair	This line item covers the 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	Covers cost for bank fees associated with the DTE Escrow Fund and small expenses. This amount unchanged in 2020.
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.
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. This is required by the FERC License agreement. Increased by \$500.00 for 2021.
252-252-000-956-025 – Licenses and Fees/FERC	Annual fee assessed by the Federal Energy Regulatory Commission. Cost varies each year; purpose the same amount as last year.

<b>Line Item</b>	<b>Explanation</b>
252-252-000-976-000 – Capital Outlay-New Equipment	In 2020, planned to replace obsolete PLC. For 2021, plans to start Phase 2 for upgrading PLC for automation to help operations. Planned cost of approximately \$50,000. Decreased amount to \$0 for 2021 budget. If equipment purchase is needed, will bring to the Board for approval.
252-252-000-977-000 - Equipment	Purchase a slope mower to reduce time and increase safety of staff. Decreased amount to \$0 for 2021 budget. If equipment purchase is needed, will bring to the Board for approval.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 252 - HYDRO STATION FUND							
Dept 000.000							
252-000.000-641.003	FORD LAKE HYDRO STATION	479,121	544,279	400,000	433,918	387,488	440,000
252-000.000-664.001	INTEREST EARNED	7,914	9,082	2,500	2,500	2,291	
252-000.000-694.001	OTHER INCOME-MISCELLANEOUS	13,340	4,319				
252-000.000-694.004	INSURANCE REIMBURSEMENTS	235	324			154	
252-000.000-697.000	TRANSFER IN: GENERAL FUND		79,000	81,000	81,000	81,000	
NET OF REVENUES/APPROPRIATIONS - 000.000 -		500,610	637,004	483,500	517,418	470,933	440,000



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## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 252.000 - HYDRO STATION: FORD LAKE							
252-252.000-705.000	SALARY - SUPERVISION		708	42,035	42,035	26,595	42,035
252-252.000-706.000	SALARY - PERMANENT WAGES	59,577	97,409	46,904	46,904	30,406	47,927
252-252.000-707.000	SALARY - TEMPORARY/SEASONAL	23,972	13,838	15,375	15,375	10,798	16,000
252-252.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	916	2,984				
252-252.000-709.000	REG OVERTIME	9,971	4,279		100	76	
252-252.000-715.000	F.I.C.A./MEDICARE	6,424	8,923	7,027	7,027	4,996	6,882
252-252.000-719.000	HEALTH INSURANCE	20,429	39,036	41,209	41,209	34,448	48,779
252-252.000-719.001	SICK AND ACCIDENT	459	605	611	611	509	611
252-252.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,575)	(3,000)	(2,880)	(2,880)		(2,880)
252-252.000-719.015	DENTAL BENEFITS	1,332	2,110	2,345	2,345	1,183	1,582
252-252.000-719.016	VISION BENEFITS	269	467	496	496	275	543
252-252.000-719.020	HEALTH CARE DEDUCTION	937	1,722	9,464	9,464		9,464
252-252.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	83	127	180	180	91	125
252-252.000-720.000	LIFE INSURANCE	208	359	363	363	302	363
252-252.000-723.000	DEFERRED COMPENSATION EMPLOYE	144		195	195		112
252-252.000-727.000	OFFICE SUPPLIES	190	347	350	350	177	350
252-252.000-730.000	POSTAGE	34	57	100	100	32	100
252-252.000-740.000	OPERATING SUPPLIES	134	273	300	300	79	300
252-252.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	710	791	850	850	821	850
252-252.000-760.000	PPE & FIRST AID SUPPLIES						350
252-252.000-776.000	MAINTENANCE SUPPLIES	8,136	8,055	9,050	9,050	3,978	9,050
252-252.000-801.000	PROFESSIONAL SERVICES	28,992	62,413	50,000	50,000	12,431	75,000
252-252.000-818.013	CONTRACTUAL SERVICES/HYDRO ST	3,730	8,683	9,000	9,000	1,213	9,000
252-252.000-850.000	TELEPHONE	1,293	1,108	1,600	1,600	1,147	1,800
252-252.000-867.000	GAS & OIL	3,525	2,859	2,600	2,600	1,033	1,800
252-252.000-876.000	RETIREMENT/MERS	11,064	15,437	11,720	11,720	7,773	14,871
252-252.000-876.100	RETIREMENT HEALTH CARE SAVINGS	9	1,059	1,300	1,300	850	1,300
252-252.000-915.000	INSURANCE AND BONDS	2,247	2,234	2,346	2,346	1,426	2,594
252-252.000-917.000	WORKERS COMPENSATION INSURANC	1,519	1,466	1,578	1,578	795	1,525
252-252.000-920.017	UTILITIES - HYDRO	1,102	1,222	2,400	2,400	497	2,400
252-252.000-930.000	REPAIRS MAINTENANCE-MACHINERY	9,915	3,810	9,000	25,918	7,656	22,000
252-252.000-930.001	REPAIRS/MAINT HYDRO INFRASTRU	10,159	24,459	20,000	32,000	28,296	50,000
252-252.000-931.013	REPAIRS & MAINT - OTHER DAMS		2,470	2,000	2,000		1,000
252-252.000-939.031	MOTORPOOL-MISC REPAIR		1,189	2,500	2,500	192	2,500
252-252.000-943.000	MOTORPOOL LEASE/MAINTENANCE	6,018	5,879	5,817	5,817	3,453	6,154
252-252.000-956.000	MISCELLANEOUS	3,500	3,514	2,800	3,800		2,800

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
252-252.000-956.009	CITY SHARE/HYDRO STATION	47,912	54,428	40,000	55,000	38,749	44,000
252-252.000-956.019	HYDRO-FISH STUDY-ESCROW EXPEN	8,060	9,524	8,000	9,000		8,500
252-252.000-956.025	LICENSES AND FEES/FERC	2,831	1,632	3,800	3,700	2,726	3,800
252-252.000-976.000	CAPITAL OUTLAY NEW EQUIPMENT	7,385	11,673	80,000	64,095	54,045	
252-252.000-977.000	EQUIPMENT	342,085			3,905	3,905	
NET OF REVENUES/APPROPRIATIONS - 252.000 - HYDRO STATION: FORD I		(623,696)	(394,149)	(430,435)	(464,353)	(280,953)	(433,587)
ESTIMATED REVENUES - FUND 252		500,610	637,004	483,500	517,418	470,933	440,000
APPROPRIATIONS - FUND 252		623,696	394,149	430,435	464,353	280,953	433,587
NET OF REVENUES/APPROPRIATIONS - FUND 252		(123,086)	242,855	53,065	53,065	189,980	6,413

## NARRATIVE

### Fund 266 – Law & Code Enforcement

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
266-000-000-403-000 – Current Property Taxes	Revenue from property taxes for the Law Enforcement Fund, based on property values, the millage rate, and mandatory state law adjustments. Projected revenue for 2021 is 2.3% higher than 2020.
266-000-000-403-001 – ESA Reimbursement Operating	Revenue from the reimbursement for ESA (Essential Services Assessment) for personal property due to loss attributed to the small business tax payer exemption and eligible manufacturing personal property. The reimbursement is calculated by the State of Michigan and is received in February. The amount budgeted is expected to be the same as 2020.
266-000-000-405-000 – In Lieu of Taxes	Revenue collected pursuant to municipal services agreements and payments in lieu of taxes agreement for Clark East Towers.
266-000-000-451-300 – Rental Registration Fee	Fees paid by landlords to register rental dwelling units. Revenue is projected to decrease due to 1) a reduction in the number of new single family rental properties; and 2) most existing multifamily properties have now been registered.

<b>Line Item</b>	<b>Explanation</b>
266-000-000-574-001 – State Revenue-Liquor Enforcement	State revenue collected from licensed liquor establishments and disbursed to local jurisdictions. Use restricted to liquor law enforcement. No change.
266-000-000-607-270 – Charge for Liquor-Serv Inspec	Fees collected from bars and restaurants for annual liquor license renewal. No change.
266-000-000-607-300 – Charge for Serv-SF Rental Inspec	Fees paid by landlords for inspection of single family rental dwellings, currently estimated at 2,431 houses; rental houses are inspected biennially. Revenue is projected to remain neutral assuming inspections can be completed in consideration of the Coronavirus pandemic.
266-000-000-607-310 – Tax Sp Assess-SF Rental Inspec	Fees from delinquent single family rental inspection invoices incurred in late 2019 and 2020 that were designated as a special assessment and added to Winter 2020 property tax bills. Revenue is projected to remain neutral based upon an estimate of delinquent invoices at the time of budget preparation in June, which is several months prior to actual tax roll-over in November and is subject to change.
266-000-000-607-320 – Charge for Serv-MF Rental Inspec	Fees paid by commercial property owners for inspection of multifamily rental dwellings and buildings. The current number of dwelling units, buildings, and common areas is estimated to be 8,595. Revenue is estimated to decrease slightly based on the number of buildings and units projected to be inspected in 2021 and in consideration of adjustments anticipated due to the Coronavirus pandemic.

<b>Line Item</b>	<b>Explanation</b>
266-000-000-607-330 – Tax Sp Assess-MF Rental Inspect	Fees from delinquent multifamily rental inspection invoices incurred in late 2019 and 2020 that were designated as a special assessment and added to Winter 2020 property tax bills. Revenue is projected to remain neutral based upon an estimate of delinquent invoices at the time of budget preparation in June, which is several months prior to actual tax roll-over in November and is subject to change.
266-000-000-607-400 – Charge for Serv-Vacant Prop Inspect	Fee revenue from vacant building inspection services, currently estimated to be 111 structures (inspected annually). Revenue is projected to remain neutral based upon current conditions.
266-000-000-607-410 – Tax Sp Assess-Vacant Prop Inspect	Fees from delinquent vacant building inspection invoices incurred in late 2019 and 2020 that will be designated as a special assessment and added to the Winter 2020 property tax bills. Revenue is projected to decrease 50% based upon an estimate of delinquent invoices at the time of budget preparation in June, which is several months prior to actual tax roll-over in November.
266-000.000-608.000 – Business Registration	Fee revenue from new businesses that register in compliance with the Business Registration ordinance. Revenue is projected to decrease about 25% due to fewer new businesses subject to code enforcement.
266-000-000-664-001 – Interest Earned	Interest earned on funds deposited in banks. Figures provided by the Accounting Director.
266-000-000-694.001 – Other Income-Miscellaneous	Revenue received from miscellaneous code enforcement fees not attributed to other specific categories.

<b>Line Item</b>	<b>Explanation</b>
266-000-000-694-004 – Insurance Reimbursements	Revenue received through insurance reimbursement or other miscellaneous sources. No known reimbursements projected at the time of draft.
266-000-000-699-000 – Appropriated Prior Year Balance	Prior years' revenue transferred from Fund Balance to meet current year operating expenses. Nothing budgeted.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
266-301-000-705-000 – Salary-Supervision	Salary for the Police Services/OCS Director and 25% of the salary for the OCS Executive Coordinator. No increase is budgeted for 2021 since revenues are uncertain at this time. Wage adjustment due to a retirement in the department.
266-301-000-706-000 – Salary – Permanent Wages	Wages of one full-time custodian. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Increase due to employee step increase.
266-301-000-708-004 – Salaries Pay Out-PTO & Sick Time	Used for payouts of PTO time.
266-301-000-708-009 – Auto Allowance	Automobile allowance for the Police Services/OCS Director. No change.
266-301-000-708-010 – Health Insurance Buyout	Used for health insurance buyout for employees who receive health insurance through another source.
266-301-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
266-301-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
266-301-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.

<b>Line Item</b>	<b>Explanation</b>
266-301-000-719-003 - Employee Paid Health Contra	Amount employees pay toward health care coverage. Increase shown due to new employee in department on insurance.
266-301-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021. Decrease shown due to change in coverage for new employee.
266-301-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
266-301-000-719-020 – Health Care Deduction	Cost to fund Clarity Benefits card associated with health insurance plan. Health care deductible accounts are budgeted at 70% of total that could possibly be expended. Increase shown due to new position within the department.
266-301-000-719-021 – Admin Fee – Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.
266-301-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
266-301-000-727-000 – Office Supplies	Expenses for office supplies for the Police Services Administrator/OCS Director position. No change.
266-301-000-730-000 - Postage	Postage expenses for neighborhood watch mailings. The budget is decreased 28% due to current and projected expenses.
266-301-000-740-000 – Operating Supplies	Operating supplies including neighborhood watch street signs and other supplies. No change.



<b>Line Item</b>	<b>Explanation</b>
266-301-000-800-001 – Administration Fees	Internal cost allocation charged to police services for township office space, technology, equipment and accounting services for staff funded within this cost center. Figures provided by the Accounting Director.
266-301-000-830-004 – Community Work Program	Expenses for roadside trash pickup through the county sheriff work program or alternate private sources. Funding increased 33% based on current and anticipated priorities for roadside trash clean-up services.
266-301-000-831-000 – Sheriff Patrol Contract	This line is used to fund the basic police services contract with Washtenaw County and the Sheriff’s Office for Police Service Units (PSU) to provide full time patrol response services, traffic enforcement and proactive investigative services. Each PSU includes wages and fringe benefits for one sheriff’s deputy; prorated wages and fringe benefits for shift supervision at a rate of one sergeant per 7.5 deputies; prorated wages and fringe benefits for an operations lieutenant at a rate of one lieutenant per 45 deputies; vehicle and fleet maintenance costs; Metro Dispatch costs; computer and technology costs; insurance and legal liability costs, etc. The recommended budget of \$6.5 million is increased to support two (2) additional PSU’s at a predetermined contract cost of \$163,060 per PSU. At full staffing, the contract for 40 PSU’s will provide deployment of 47 sworn officers in Ypsilanti Township, civilian support staff, detective bureau services, community engagement programs, and support team services including SWAT, CNT, computer forensics and K-9 services. The recommended staffing increase is subject to approval by the Washtenaw County Board of Commissioners and the Sheriff’s Office.

<b>Line Item</b>	<b>Explanation</b>
266-301-000-831-001 – Sheriff Patrol-Overtime	This line supports regular and special overtime for deputy shift extensions, backfilling of sick calls and vacations, special investigations and off-duty court attendance. Patrol shift overtime is pre-authorized to maintain minimum staffing levels on all shifts. The overtime budget remains neutral based on current 2020 expenses.
266-301-000-831-007 – Liquor Inspection Expenditure	Wages paid to youth/student decoys for underage liquor sales enforcement. No change.
266-301-000-831-008 – Sheriff Patrol-Schl Collb Ctr	Contract costs for two School Resource Officers (SRO) during summer collaborations with Lincoln Consolidated Schools and Ypsilanti Community Schools. SRO's are re-assigned to Ypsilanti Township during summer months when school is out of session, focusing on youth engagement in neighborhoods. The summer assignment cost is based on the standard PSU price prorated for the length of assignment. Two SRO positions are budgeted for 12 weeks each, subject to change due to school district operations and Coronavirus considerations.
266-301-000-831-010 – Public Nuisance Abatement	Funds allocated for special investigations conducted by the sheriff's office Community Action Team to address violent crime and public nuisances in neighborhoods. No change.
266-301-000-831-012 – Animal Control Enforcement Cont.	Funds allocated to Washtenaw County to support the county's animal control contract with the Humane Society of Huron Valley. No change.
266-301-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
266-301-000-876-003 – OPEB Funding-Retiree Health	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
266-301-000-876-100 – Retirement Health Care Savings	Amount place 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.
266-301-000-900-000 – Publishing	Funds allocated to publish first responder map books and neighborhood watch publications. No change.
266-301-000-913-000 – Insurance & Bonds Fleet	Figures provided by the Accounting Director.
266-301-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
266-301-000-920-015 – Utilities/1405 Holmes Road	Expenses for utility services at the Holmes Rd neighborhood police substation. The substation is used by the Washtenaw County Sheriff’s Office and as meeting space for neighborhood watch groups. Funding is neutral based on actual expenses.
266-301-000-920-016 – Utilities/2057 Tyler Police	Expenses for utility services at the West Willow Community Resource Center (CRC) at 2057 Tyler Rd. The center is used by the New West Willow Neighborhood Association and Habitat for Humanity for meetings, youth recreation programs, a tool lending library, and a community garden. Funding is neutral based on actual current expense.
266-301-000-920-019 – Utilities – 1501 S. Huron Station	Expenses for utility services at the primary Law Enforcement Center (LEC) that houses Washtenaw County sheriff’s deputies, shift sergeants, operational lieutenant, civilian support personnel and K-9 Teams. In addition, the U.S. Marshal’s Detroit Fugitive Apprehension Team (DFAT) maintains an office at the LEC. It is also used by the Michigan State Police, the Michigan Department of Corrections, and members of the county Metro SWAT/CNT teams. Funding is neutral based on current actual expense.

<b>Line Item</b>	<b>Explanation</b>
266-301-000-931-011 – Building Maintenance/1405 Holmes	Expenses for maintenance of the Holmes Rd neighborhood police substation. Funding is increased 30% based on aging infrastructure and actual current expenses.
266-301-000-931-012 – Building Maintenance/2057 Tyler	Expenses for maintenance of the West Willow Community Resource Center (CRC) at 2057 Tyler Rd. The center is used by the New West Willow Neighborhood Association for meetings, youth recreation programs, a tool lending library, and a community garden. No change.
266-301-000-931-015 – Building Maintenance/1501S. Huron	Expenses for maintenance of the Law Enforcement Center (LEC) that houses Washtenaw County sheriff's deputies, shift sergeants, operational lieutenant, civilian support personnel and K-9 Teams. In addition, the U.S. Marshal's Detroit Fugitive Apprehension Team (DFAT) maintains an office at the LEC. It is also used by the Michigan State Police, the Michigan Department of Corrections, and members of the county Metro SWAT/CNT teams. Funding is increased 23% based on current actual expenses and estimated maintenance for the new standby generator that went online in 2020.
266-301-000-933-000 – Equipment Maintenance	Expenses to maintain township owned police equipment including motor carrier truck scales, traffic analysis devices, Radar Sign speed display units, etc. No change.
266-301-000-933-020 – Public Camera Maintenance	Operating expenses to maintain public surveillance cameras that are installed at select locations as a police investigative resource not funded through a special assessment district. No change to support the addition of new cameras at strategic locations.
266-301-000-942-000 – Lease-Motorpool	Expenses to rent vehicles for use by the WCSO Community Action Team for covert use. No change.

<b>Line Item</b>	<b>Explanation</b>
266-301-000-958-000 – Membership and Dues	Expense for a subscription membership to an online research service for investigative use. No change.
266-301-000-968-100 – Trans to General for LEC Bldg	Money transferred to the General Fund to reimburse the cost of renovation of the Law Enforcement Center at 1501 S. Huron St.
266-301-000-977-000 - Equipment	Funds allocated to purchase or replace Township owned equipment for police services, such as digital cameras and radar units, as well as public surveillance cameras not included in a special assessment district. Funding is neutral to support the purchase and installation of additional public cameras at strategic locations.

08/12/2020

## Ordinance Department

### Expenditures

<b>Line Item</b>	<b>Explanation</b>
266-304-000-705-000 – Salary-Supervision	This line item reflects 37.5% of the OCS Executive Coordinator’s salary and two Ordinance Administrators. No increase is budgeted for 2021 since revenues are uncertain at this time. Even though a salary increase is not budgeted, an increase is shown due to two of our Ordinance Officers now being budgeted in this line item.
266-304-000-706-000 – Salary-Permanent Wages	Salary for four (4) Ordinance Enforcement Assistants, and 1.5 Floater II/Clerk III positions. Salary and wages are determined by labor contracts with the AFSCME and Teamsters unions. No increase is budgeted for 2021 since revenues are uncertain at this time. No increase is shown due to the Ordinance Administrator now being budgeted in 705-Supervisor.
266-304-000-706-012 – Salary-Neighborhood Watch/ Community Engagement	Salary for one (1) Community Engagement Specialist who reports to the Township Supervisor. This employee coordinates and administers neighborhood watch and other community engagement services, and the position is currently available to be filled in alignment with the Teamster labor contract. No increase is budgeted for 2021 since revenues are uncertain at this time.
266-304-000-707-000 – Salary – Temporary/Seasonal	Hourly wages for a temporary/seasonal employee to monitor and remove illegal roadside signs littered throughout the community. Funds budgeted to mirror 2020 budget amendment.

<b>Line Item</b>	<b>Explanation</b>
266-304-000-708-010 – Health Insurance Buyout	This line item is used for the health insurance buyout for employees who receive health insurance through another source.
266-304-000-709-000 – Regular Overtime	Wage expenses for special code enforcement projects and focused neighborhood enforcement performed outside of regular work hours. No change.
266-304-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
266-304-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
266-304-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
266-304-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
266-304-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021.
266-304-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
266-304-000-719-020 – 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.
266-304-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is administered by Clarity Benefits.
266-304-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
266-304-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
266-304-000-727-000 – Office Supplies	Expenses for office supplies such as envelopes, pens, printer ink, etc. Funding increased 30% based on actual 2020 expenses to date at time of this draft.
266-304-000-730-000 - Postage	Postage expenses for Ordinance Dept. operations. No change.
266-304-000-740-000 – Operating Supplies	Operating supplies for the Ordinance Dept such as batteries, digital media, software, inspection tools and supplies. Funding increased due to use of new NOV yard signs and associated supplies.
266-304-000-741-001 – Uniforms-New & Badges	Expenses for new and replacement uniform boots and clothing for Ordinance Officers. Funding is neutral.



<b>Line Item</b>	<b>Explanation</b>
266-304-000-860-000 – Travel	Reimbursement for business use of personal vehicle for the Community Engagement Specialist position. The budget is decreased pending filling of the position.
266-304-000-867-000 – Gas & Oil	Fuel and oil expenses for vehicles assigned to the Ordinance Dept. Funding is neutral.
266-304-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
266-304-000-876-100 – Retirement Health Care Savings	This line item reflects the 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.
266-304-000-939.031 – Motorpool-Misc Repair	Expenses for unscheduled vehicle repairs not covered in lease payments. Funding allocated per vehicle (6). No change.
266-304-000-943-000 – Motorpool Lease/Maintenance	Lease payments to the township motor pool and limited scheduled maintenance expenses for vehicles assigned to the Ordinance Dept. Funding is neutral.
266-304.000-977.000 – Equipment	Expenses for new and replacement equipment for field inspectors (computers, printers, inspection tools). No change.

8/12/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 266 - LAW ENFORCEMENT FUND							
Dept 000.000							
266-000.000-403.000	CURRENT PROPERTY TAXES	6,973,119	7,411,812	7,708,206	7,708,206	7,990,591	8,190,676
266-000.000-403.001	ESA REIMBURSEMENT OP	7,860	27,866			26,530	26,000
266-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	7,677	(5,043)				
266-000.000-405.000	IN LIEU OF TAXES	11,791	11,608	11,800	11,800	11,628	11,630
266-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	15,304	2,770				
266-000.000-451.300	RENTAL REGISTRATON FEE			2,500	2,500	33,550	1,500
266-000.000-574.001	STATE REVENUE-LIQUOR ENFORCMN	23,888	22,615	24,000	24,000	20,160	24,000
266-000.000-607.270	LIQUOR INSPECT - CHG FOR SERVICES	1,400	1,150	1,000	1,000	450	1,000
266-000.000-607.300	CHRG FOR SERV-SF RENTAL INSPECT			120,000	120,000	38,950	120,000
266-000.000-607.310	TAX SP ASSESS -SF RENTAL PROP INSPECT			25,000	25,000	58,055	25,000
266-000.000-607.320	CHRG FOR SERV-MF RENTAL INSPECT			130,000	130,000	35,590	120,000
266-000.000-607.330	TAX SP ASSESS -MF RENTAL PROP INSPECT			1,000	1,000		1,000
266-000.000-607.400	CHRG FOR SERV-VACANT PROP INSPECT			10,000	10,000	4,200	10,000
266-000.000-607.410	TAX SP ASSESS - VACANT PROP INSPECT			8,000	8,000	8,573	4,000
266-000.000-608.000	CHARGE - BUSINESS REGISTRATION			2,000	2,000	2,800	1,500
266-000.000-655.266	PUBLIC NUISANCE ABATEMENT					75	
266-000.000-664.001	INTEREST EARNED	61,573	86,084	75,000	75,000	8,627	5,000
266-000.000-694.001	OTHER INCOME-MISCELLANEOUS	200	4,240			254,083	
266-000.000-694.002	REIMBURSEMENTS		50,000				
266-000.000-694.004	INSURANCE REIMBURSEMENTS	431	5,447			409	
266-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				4,327		
NET OF REVENUES/APPROPRIATIONS - 000.000 -		7,103,243	7,618,549	8,118,506	8,122,833	8,494,271	8,541,306

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 301.000 - SHERIFF SERVICES							
266-301.000-705.000	SALARY - SUPERVISION	104,247	107,121	110,032	110,032	69,330	108,850
266-301.000-706.000	SALARY - PERMANENT WAGES	18,102	18,822	38,163	38,163	12,205	38,480
266-301.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,566	7,699		2,421	2,420	
266-301.000-708.009	AUTO ALLOWANCE	5,750	6,000	6,000	6,000	4,000	6,000
266-301.000-708.010	HEALTH INS BUYOUT	3,750	3,750	3,750	3,750	1,500	3,000
266-301.000-715.000	F.I.C.A./MEDICARE	10,416	10,815	12,083	12,268	6,739	11,959
266-301.000-719.000	HEALTH INSURANCE		8,562	8,585	8,585	7,177	12,703
266-301.000-719.001	SICK AND ACCIDENT	574	859	859	859	676	859
266-301.000-719.003	EMPLOYEE PAID HEALTH CONTRA			(600)	(600)		(750)
266-301.000-719.015	DENTAL BENEFITS	1,518	1,951	2,078	2,078	1,011	1,729
266-301.000-719.016	VISION BENEFITS	314	439	465	465	244	481
266-301.000-719.020	HEALTH CARE DEDUCTION		63	2,975	2,975	108	3,719
266-301.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	83	148	90	90	92	158
266-301.000-720.000	LIFE INSURANCE	260	510	510	510	335	510
266-301.000-727.000	OFFICE SUPPLIES	218	93	500	500	138	500
266-301.000-730.000	POSTAGE	4,040	5,017	7,000	7,000	634	5,000
266-301.000-740.000	OPERATING SUPPLIES	382	3,546	5,000	5,000	106	5,000
266-301.000-800.001	ADMINISTRATION FEES	27,878	37,711	57,799	57,799	33,561	62,805
266-301.000-830.004	COMMUNITY WORK PROGRAM		22,750	60,000	60,000	40,525	80,000
266-301.000-831.000	SHERIFF PATROL CONTRACT	5,622,750	5,691,026	6,104,700	6,104,700	4,069,800	6,522,400
266-301.000-831.001	SHERIFF PATROL - OVERTIME	211,089	266,321	250,000	250,000	86,636	250,000
266-301.000-831.005	COMMUNITY SERVICE- SHERIFF DEPT	27,000					
266-301.000-831.007	LIQUOR INSPECTION EXPENDITURE		240	2,000	2,000		2,000
266-301.000-831.008	SHERIFF PATROL-SCHL COLLB CTR	46,156	58,098	65,000	65,000		75,000
266-301.000-831.010	PUBLIC NUISANCE ABATEMENT			3,000	3,000		3,000
266-301.000-831.012	ANIMAL CONTROL ENFORCEMENT CONTRIB	45,000	45,000	45,000	45,000		45,000
266-301.000-876.000	RETIREMENT/MERS	13,757	18,791	21,344	21,344	12,917	28,362
266-301.000-876.003	OPEB FUNDING- RETIREE HEALTH	49,230	40,879	38,362	38,362	38,362	27,372
266-301.000-876.100	RETIREMENT HEALTH CARE SAVINGS			1,300	1,300		1,300
266-301.000-900.000	PUBLISHING			10,000	10,000		10,000
266-301.000-913.000	INSURANCE & BONDS FLEET	4,118	4,096	6,255	6,255	3,801	6,917
266-301.000-917.000	WORKERS COMPENSATION INSURANC	3,822	4,536	6,499	6,499	3,260	3,395
266-301.000-920.015	UTILITIES/ 1405 HOLMES RD	7,000	7,417	10,000	10,000	4,053	10,000
266-301.000-920.016	UTILITIES/2057 TYLER POLICE	1,625	1,525	2,000	2,000	1,685	2,000
266-301.000-920.019	UTILITIES 1501 S HURON STATIO	28,413	20,387	20,000	20,000	13,163	20,000
266-301.000-931.011	BLDG MAINT/1405 HOLMES	27,921	4,476	5,000	5,000	3,337	6,500
266-301.000-931.012	BLDG MAINT/2057 TYLER RD	1,731	1,537	4,000	4,000	992	4,000
266-301.000-931.015	BLDG MAINT - 1501 S HURON STA	43,507	34,503	30,000	30,000	15,783	37,000

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
266-301.000-933.000	EQUIPMENT MAINTENANCE		1,093	5,000	5,000	145	5,000
266-301.000-933.020	PUBLIC CAMERA MAINTENANCE	469	4,880	35,000	35,000	4,367	35,000
266-301.000-942.000	LEASE - MOTORPOOL	2,757	626	2,000	2,000	777	2,000
266-301.000-958.000	MEMBERSHIP AND DUES	1,040	895	1,500	1,500	430	1,500
266-301.000-968.100	TRANS TO GENERAL FOR LEC BLDG	50,000	181,865	181,865	181,865	106,088	181,865
266-301.000-971.001	CAPITAL OUTLAY - OTHER		207,018				
266-301.000-977.000	EQUIPMENT	9,305	12,523	50,000	50,000	19,067	50,000
NET OF REVENUES/APPROPRIATIONS - 301.000 - SHERIFF SERVICES		(6,379,788)	(6,843,588)	(7,215,114)	(7,217,720)	(4,565,464)	(7,670,614)

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 304.000 - ORDINANCE							
266-304.000-705.000	SALARY - SUPERVISION	15,921	16,294	25,206	25,206	15,275	132,372
266-304.000-706.000	SALARY - PERMANENT WAGES	154,734	185,960	386,095	386,095	235,905	247,342
266-304.000-706.012	WAGES-NEIGHBRD WATCH/ENFORCEM	37,737	42,834	63,648	63,648	16,215	20,000
266-304.000-707.000	SALARY - TEMPORARY/SEASONAL		17,546			15,740	20,000
266-304.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,131	6,143				
266-304.000-708.010	HEALTH INS BUYOUT	6,750	6,750	10,125	10,125	4,500	6,000
266-304.000-709.000	REG OVERTIME	269	822	2,500	2,500	533	2,500
266-304.000-715.000	F.I.C.A./MEDICARE	17,180	20,397	35,517	35,517	20,865	33,265
266-304.000-719.000	HEALTH INSURANCE	29,452	57,968	132,212	132,212	63,442	138,968
266-304.000-719.001	SICK AND ACCIDENT	1,598	1,909	3,580	3,580	2,096	3,007
266-304.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(2,100)	(4,681)	(9,000)	(9,000)		(8,125)
266-304.000-719.015	DENTAL BENEFITS	3,777	5,124	10,082	10,082	3,707	6,294
266-304.000-719.016	VISION BENEFITS	793	1,029	2,247	2,247	915	1,796
266-304.000-719.020	HEALTH CARE DEDUCTION	8,836	10,958	32,550	32,550	9,160	27,751
266-304.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	132	201	540	540	255	497
266-304.000-720.000	LIFE INSURANCE	738	1,134	2,126	2,126	1,146	1,786
266-304.000-723.000	DEFERRED COMPENSATION EMPLOYE		234			207	400
266-304.000-727.000	OFFICE SUPPLIES	152	260	800	750	86	1,000
266-304.000-730.000	POSTAGE	322	398	2,500	2,500	2,590	2,500
266-304.000-740.000	OPERATING SUPPLIES	604	509	1,500	1,550	991	3,000
266-304.000-741.001	UNIFORMS-NEW AND BADGES	817	104	3,000	3,000	475	3,000
266-304.000-760.000	PPE & FIRST AID SUPPLIES						500
266-304.000-860.000	TRAVEL	749	892	1,500	1,500	38	1,000
266-304.000-867.000	GAS & OIL	3,802	5,518	8,000	8,000	4,112	8,000
266-304.000-876.000	RETIREMENT/MERS	29,129	27,152	52,978	52,978	33,233	62,373
266-304.000-876.100	RETIREMENT HEALTH CARE SAVINGS	1,351	2,843	5,200	5,200	2,571	3,250
266-304.000-939.031	MOTORPOOL-MISC REPAIR	948	1,369	10,000	10,000	3,538	10,000
266-304.000-943.000	MOTORPOOL LEASE/MAINTENANCE	10,000	5,354	15,000	16,721	6,487	13,081
266-304.000-977.000	EQUIPMENT			5,000	5,000	2,415	5,000
266-304.000-985.000	CAPITAL OUTLAY/VEHICLES		28,000				
NET OF REVENUES/APPROPRIATIONS - 304.000 - ORDINANCE		(328,822)	(443,021)	(802,906)	(804,627)	(446,497)	(746,557)
ESTIMATED REVENUES - FUND 266		7,103,243	7,618,549	8,118,506	8,122,833	8,494,271	8,541,306
APPROPRIATIONS - FUND 266		6,708,610	7,286,609	8,018,020	8,022,347	5,011,961	8,417,171
NET OF REVENUES/APPROPRIATIONS - FUND 266		394,633	331,940	100,486	100,486	3,482,310	124,135

## 2021 BUDGET NARRATIVE

### Fund 398 – 2013 Bonds (General Obligation Bonds)

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
398-000-000-581-250 – Transfer In: LDFA Fund	Reflects the amount transferred from the LDFA Fund to fund the Improvement Bonds, Series 2006 refunded in 2013. The LFA property has been sold to Orphic Ypsilanti, LLC. From the original amount of loan \$3,200,000, our current balance will be \$1,885,000 on 12/31/2020, \$1,695,000 on 12/31/2021 and paid off in 2029. The decrease is due to the loss in personal property taxes of former property owner Bosal Industries.
398-000-000-664-001 – Interest Earned	Figures provided by the Accounting Director.
398-000-000-697-000 – Transfer in: General Fund	This line reflects the amount needed from the General Fund for payment deficiencies to the Bond Debt. This year the amount needed is \$39,391. In subsequent year, the anticipated annual amount needed from the General Fund will be \$157,142, unless the new owners invest in personal property.
398-000-000-699.000 – Appropriated Prior Year Balance	This line item reflects the amount to be used from prior year fund balance to make up part of the payment deficiencies. This will deplete the fund balance and any future deficiencies will need to be funded by the General Fund

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
398-991-000-991-020 – Debt Repayment – Bonds/Seaver	This line item reflects our annual bond principal payment.
398-991-000-991-021 – Debt Interest – Bonds/Seaver	This line item reflects our annual interest payment for the bond.
398-991-000-991-023 – Bond Cost of Issuance	This line reflects the \$500 cost of bond administration from US Bank. The decrease shown is due to the \$2,000 for Standard & Poor’s Annual Surveillance fee no longer needed.

7/30/2021

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
<b>Fund 398 - DEBT 2006 BOND FUND</b>							
<b>Dept 000.000</b>							
398-000.000-581.250	TRANSFER IN: FROM LDFA FUND	119,415	225,270	129,164	129,164	129,164	78,698
398-000.000-664.001	INTEREST EARNED	3,819	3,414	750	750	677	
398-000.000-697.000	TRANSFER IN: GENERAL FUND						39,391
398-000.000-697.498	TRANSFER IN: CAP FUND SEAVER	331,156					
398-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			105,046	105,046		115,321
NET OF REVENUES/APPROPRIATIONS - 000.000 -		454,390	228,684	234,960	234,960	129,841	233,410
<b>Dept 991.000 - DEBT SERVICES</b>							
398-991.000-991.020	DEBT REPAYMENT- BONDS-SEAVER	175,000	180,000	185,000	185,000	185,000	190,000
398-991.000-991.021	DEBT INTEREST BONDS-SEAVER	56,100	51,840	47,460	47,460	24,840	42,960
398-991.000-991.023	BOND COST OF ISSUANCE	450	450	2,500	2,500	450	450
NET OF REVENUES/APPROPRIATIONS - 991.000 - DEBT SERVICES		(231,550)	(232,290)	(234,960)	(234,960)	(210,290)	(233,410)
ESTIMATED REVENUES - FUND 398		454,390	228,684	234,960	234,960	129,841	233,410
APPROPRIATIONS - FUND 398		231,550	232,290	234,960	234,960	210,290	233,410
NET OF REVENUES/APPROPRIATIONS - FUND 398		222,840	(3,606)			(80,449)	



## NARRATIVE

### Fund 584 – Golf Course

#### Revenues

<b>Line Item</b>	<b>Explanation</b>
584-000-000-650-000 – Sales Merchandise Pro Shop	Revenue received from the sale of merchandise 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 \$24,500 for 2021.
584-000-000-650-005 – Sales Food and Beverage	Revenue received from the 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 \$90,000 for 2021, including the estimated sale of alcohol.
584-000-000-651-001 – Use & Admission Fee-18 Holes	Revenue received from 18-hole play. It is recommended that the budget be increased to \$230,000 for 2021.
584-000-000-651-002 – Use & Admission Fee-9 Holes	Revenue received from 9-hole play. It is recommended that the budget increase to \$65,000 for 2021.
584-000-000-651-003 – Use & Admission Fee-Leagues	Revenue from League play. With the possible addition of leagues on Thursdays, it is recommended that the budget remain at \$35,000 for 2021.

<b>Line Item</b>	<b>Explanation</b>
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 remain at \$750 for the 2021 season.
584-000-000-651-005 – Use & Admission Fee-Seas Pass	Revenue from the sale of seasonal membership passes. Due to the possibility of an increase in Season Pass Holder fees, it is recommended that the budget be increased to \$38,000 for 2021.
584-000-000-664-001 – Interest Earned	Interest earned on funds deposited at various banks. Nothing budgeted for 2021.
584-000-000-667-004 – Equipment Rentals-Carts	Revenue received from the rental of golf carts. Based on what has been collected in 2019 and 2020, it is recommended that this budget be increased to \$142,000 for 2021.
584-000-000-667-005 – Golf Cart Storage Rental	Revenue received from the storage of personal golf carts. Due to this being a grand fathered clause, only 5 personal carts and one cart off site still remain. It is recommended that the budget be decreased to the maximum amount of \$1,800 for 2021.
584-000-000-694-001 – Other Income-Miscellaneous	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. Nothing budgeted for 2021 at this time.
584-000-000-697-212 – Transfer In: From BSR II Fund	Funds needed from Fund 212-BSR II.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
584-584-000-702-001 – Salaries-Greenskeeper	Salary of the Golf Course Superintendent. No increase is budgeted for 2021 since revenues are uncertain at this time.
584-584-000-702-002 – Salaries-Golf Operations Director	Salary of the Golf Operations Director. No increase is budgeted for 2021 since revenues are uncertain at this time.
584-584-000-706-000 – Salary-Permanent Wages	Salary of the Assistant to the Golf Course Superintendent. No increase is budgeted for 2021 since revenues are uncertain at this time.
584-584-000-706-008 – Salary-Wages Pro Shop Assistant	Salary of the Assistant to the Golf Operations Director. No increase is budgeted for 2021 since revenues are uncertain at this time.
584-584-000-707-001 – Wages-Temporary Maintenance	Seasonal employees who work on maintenance of the golf course. It is recommended that this budget be increased to \$55,000 in 2021 due to higher minimum wage and higher wages needed to be paid to find quality employees able to complete the needed tasks.
584-584-000-707-002 – Wages-Temporary Pro Shop	Seasonal employees who work in the golf shop. It is recommended that the budget be increased to \$40,000 due to a minimum wage increase for the 2021 season, as well as the addition of needing to have a person in the shop as well as on the beverage cart to sell alcohol during heavy traffic times.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-708-010 – Health Insurance Buy Out	Health insurance buyout for employees who receive health insurance through another source.
584-584-000-709-000 – Regular Overtime	Overtime costs for the Assistant Superintendent position. It is recommended that \$4,000 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 are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
584-584-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. 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	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021. Slight decrease due to change in an employee coverage.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
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 and are good through September 2021. No increase is budgeted 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	Office supplies in the maintenance area. It is recommended that the budget remain at \$100 for 2021.
584-584-000-727-002 – Office Supplies Pro Shop	Office supplies in the pro shop. It is recommended that the budget remain at \$200 for 2021.
584-584-000-757-001 – Operating Supplies-Maintenance	Used to purchase general operating supplies for maintenance of the golf course. It is recommended that the budget remain at \$6,500 for 2021.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-757-002 – Operating Supplies-Pro Shop	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 2021.
584-584-000-757-003 – Operating Supplies-Cart Rental	Lease of 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 2021 to cover the maintenance fee.
584-584-000-757-007 – Cost of Sales-Pro Shop	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 2021.
584-584-000-757-008 – Cost of Sales-Food & Beverage	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 increase the budget to \$30,000 for 2021 to allow for the purchase of alcohol to be sold.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-776-004 – Bldg Maint Supplies-Pro Shop	Purchase of maintenance supplies for the golf shop. It is recommended that the budget remain at \$250 for 2021.
584-584-000-776-005 – Bldg Maint Supplies-Maintenance	Purchase of maintenance supplies for the maintenance building. It is recommended that the budget remain at \$750 for 2021.
584-584-000-783-001 – Seed Planting-Fertilizer	Cost of fertilizer to be used on the golf course. It is recommended that the budget remain at \$26,000 for 2021.
584-584-000-783-002 – Seed Planting-Chemicals	Cost of planting chemicals to be used on the golf course. It is recommended that the budget remain the same at \$16,000 for 2021.
584-584-000-783-003 – Seed Planting-Top Soil	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 2021.
584-584-000-783-004 – Tree Maintenance	Used in the event a tree 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 2021.
584-584-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
584-584-000-801-000 – Professional Services	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 2021.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-818-000 – Contractual Services	Used to cover costs of deep root aeration and back flow prevention. It is recommended that the budget remain at \$1,200 for 2021.
584-584-000-867-000 – Gas & Oil	Used for gas and oil in golf carts. Based on what has been spent thus far in 2020, it is recommended that the budget remain at \$8,000 for 2021.
584-584-000-867-100 – Gas & Oil-Other Equipment	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.
584-584-000-876-100 – 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.
584-584-000-900-000 – Publishing	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 sponsors are not secured for 2021.
584-584-000-900-003 – Golf Course Advertising	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 to promote the golf course.



<b>Line Item</b>	<b>Explanation</b>
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.
584-584-000-920-008 – Utilities-Maintenance Electric	Used for electric service for the maintenance building at the golf course. It is recommended that the budget be decreased to \$15,000 for 2021.
584-584-000-920-009 – Utilities-Maintenance Heating	Used for gas service in the maintenance building. It is recommended that the budget remain at \$3,000 for 2021.
584-584-000-920-010 – Utilities-Maintenance Phone	Used for phone service at the maintenance garage. It is recommended that the budget remain at \$700 for 2021.
584-584-000-920-011 – Utilities-Maintenance Water	Based on current spending, it is recommended that this budget be increased to \$1,500 for 2021.
584-584-000-920-013 – Utilities-Pro Shop	Used for phone service and Comcast service in the golf shop. Based on what has been spent in past years, it is recommended that the budget remain at \$2,000 for 2021.
584-584-000-930-000 – Repairs Maintenance Machinery	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 2021.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-931-009 – Building Maintenance	Used to cover the cost of maintenance at the golf course. It is recommended that the budget remain at \$500 for 2021.
584-584-000-931-010 – Building Maintenance Pro Shop	Used to cover the cost of maintaining the golf shop. It is recommended that the budget remain at \$2,000 for 2021.
584-584-000-933-000 – Equipment Maintenance	Used to cover the cost of maintaining the golf course equipment. Based on current spending and older equipment, it is recommended that the budget remain at \$35,000 for 2021.
584-584-000-939-001 – Vehicle Maintenance	It is recommended that the budget remain at \$500 for 2021.
584-584-000-939-003 – Golf Cart Expense	Used to cover cost of repairs and supplies for the golf carts. It is recommended that the budget remain at \$1,800 in 2021 to allow for repairs to the carts at the end of the cart lease.
584-584-000-943-000 – Motorpool Lease/Maintenance	Used for motor pool lease charges. Figures provided by the Accounting Director.
584-584-000-956-008 – Miscellaneous Expenses-Pro Shop	Incidental items occasionally needed. It is recommended that the budget be increased to \$1,000 to help with the cost of the fees from the Health License as well as the Liquor License, in 2021.
584-584-000-957-000 – Bank Charges	Figures provided by Accounting Director.
584-584-000-958-001 – Memberships & Dues Nat'l Super	Used for the payment of membership dues for the golf course superintendent. It is recommended that this line item remain at \$400 for 2021.

<b>Line Item</b>	<b>Explanation</b>
584-584-000-958-004 – Memberships & Dues Pro Shop	Payment of PGA National membership dues for the golf director. It is recommended that the budget remain at \$600 for 2021.
584-584-000-968-001 – Depreciation Expense	Figures provided by the Accounting Director.
584-584-000-971.000 – Capital Outlay	Used for 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. This line item has had \$5,000 added to it for the repair of the well on hole#8.

7/30/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
<b>Fund 584 - GOLF COURSE FUND</b>							
<b>Dept 000.000</b>							
584-000.000-650.000	SALES MERCHANDISE PRO SHOP	21,308	23,723	24,000	24,000	10,208	24,500
584-000.000-650.005	SALES FOOD & BEVERAGE	31,251	35,201	33,000	33,000	10,601	90,000
584-000.000-651.001	USE & ADMISSION FEE 18 HOLES	191,977	235,628	205,000	205,000	118,043	230,000
584-000.000-651.002	USE & ADMISSION FEE 9 HOLES	45,423	54,285	60,000	60,000	50,891	65,000
584-000.000-651.003	USE & ADMISSION FEE LEAGUES	28,488	30,664	35,000	35,000	22,313	35,000
584-000.000-651.004	GIFT CARDS AND COUPONS	1,084	3,272	750	750		750
584-000.000-651.005	USE& ADMISSION FEE SEASON PAS	38,923	39,898	37,000	37,000	33,707	38,000
584-000.000-664.001	INTEREST EARNED	825	2,166			341	
584-000.000-667.004	EQUIPMENT RENTALS -CARTS	124,827	145,534	139,000	139,000	87,654	142,000
584-000.000-667.005	GOLF CART STORAGE RENTAL	2,100	2,100	2,100	2,100	1,410	1,800
584-000.000-694.001	OTHER INCOME-MISCELLANEOUS	491	7,461			1,456	
584-000.000-694.004	INSURANCE REIMBURSEMENTS	5,422	5,733			17,237	
584-000.000-697.212	TRANSFER IN: FROM BSRII FUND	190,000	125,000	232,094	232,094	150,000	195,808
NET OF REVENUES/APPROPRIATIONS - 000.000 -		682,119	710,665	767,944	767,944	503,861	822,858

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 584.000 - GOLF COURSE FUND							
584-584.000-702.001	SALARIES - GREENSKEEPER	79,809	82,157	84,240	84,240	53,444	84,240
584-584.000-702.002	SALARIES - PRO SHOP DIRECTOR	49,451	50,906	52,196	52,196	33,115	52,196
584-584.000-706.000	SALARY - PERMANENT WAGES	31,470	32,395	33,216	33,216	21,073	33,216
584-584.000-706.008	WAGES PROSHOP	24,130	36,664	37,992	37,992	24,103	37,992
584-584.000-707.001	WAGES- TEMPORARY MAINTENANCE	51,303	48,117	50,000	28,350	19,529	55,000
584-584.000-707.002	WAGES- TEMPORARY PRO SHOP	28,567	29,017	31,000	31,000	23,604	40,000
584-584.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	761					
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	7,956	5,562	4,000	4,000	1,111	4,000
584-584.000-710.000	ACC COMP ABSENCES-LNGTERM		402				
584-584.000-715.000	F.I.C.A./MEDICARE	15,716	16,712	16,114	16,114	10,531	17,798
584-584.000-719.000	HEALTH INSURANCE	38,475	58,346	60,097	60,097	40,190	71,135
584-584.000-719.001	SICK AND ACCIDENT	1,057	1,146	1,146	1,146	764	1,146
584-584.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,912)	(4,725)	(4,200)	(4,200)		(4,200)
584-584.000-719.015	DENTAL BENEFITS	3,222	3,777	4,155	4,155	2,124	3,635
584-584.000-719.016	VISION BENEFITS	701	885	930	930	516	1,018
584-584.000-719.020	HEALTH CARE DEDUCTION	16,467	16,066	14,805	14,805	13,084	14,805
584-584.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	233	241	270	270	137	234
584-584.000-720.000	LIFE INSURANCE	493	680	680	680	454	680
584-584.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,038	1,005			561	1,235
584-584.000-724.001	UNEMPLOYMENT EXPENSE	2,818	5,919	4,000	4,000	5,178	5,000
584-584.000-727.001	OFFICE SUPPLIES MAINTENANCE	81	40	100	100		100
584-584.000-727.002	OFFICE SUPPLIES PRO SHOP	50		200	200	102	200
584-584.000-757.001	OPERATING SUPPLIES MAINTENANC	5,848	6,599	6,500	6,500	3,946	6,500
584-584.000-757.002	OPERATING SUPPLIES PRO SHOP	3,037	2,774	3,500	3,000	1,251	3,500
584-584.000-757.003	OPERATING SUPPLIES-CART RENTA	52,518	48,754	55,257	55,257	38,096	55,257
584-584.000-757.007	COST OF SALES PRO SHOP	16,075	14,232	15,000	15,000	5,284	15,000
584-584.000-757.008	COST OF SALES FOOD & BEV	12,100	13,439	15,000	14,400	2,591	30,000
584-584.000-760.000	PPE & FIRST AID SUPPLIES						500
584-584.000-776.004	BLDG MAIN SUPPLIES PRO SHOP	58	32	250	250	90	250
584-584.000-776.005	BLDG MAIN SUPPLIES MAINTENANC	705	547	750	750	678	750
584-584.000-783.001	SEED PLANTING -FERTILIZER	25,065	24,247	26,000	26,000	11,651	26,000
584-584.000-783.002	SEED PLANTING -CHEMICALS	15,108	13,476	16,000	16,000	4,617	16,000
584-584.000-783.003	SEED PLANTING -TOP SOIL	1,578	3,479	4,500	2,000	250	4,500
584-584.000-783.004	TREE MAINTENANCE	2,585		1,500	1,500	495	1,500
584-584.000-800.001	ADMINISTRATION FEES	17,758	18,220	18,243	18,243	10,640	19,981
584-584.000-801.000	PROFESSIONAL SERVICES	3,107	2,984	3,500	3,500	2,380	3,500
584-584.000-818.000	CONTRACTUAL SERVICES	159	279	1,200	16,650		1,200

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
584-584.000-867.000	GAS & OIL	7,507	6,542	8,000	7,000	2,745	8,000
584-584.000-867.100	GAS & OIL - OTHER EQUIP	13,196	13,666	13,000	13,000	4,370	13,000
584-584.000-876.000	RETIREMENT/MERS	15,329	19,511	20,154	20,154	13,379	25,226
584-584.000-876.100	RETIREMENT HEALTH CARE SAVINGS	675	1,275	2,600	2,600	853	2,600
584-584.000-900.000	PUBLISHING	1,013	730	2,000	1,000	930	2,000
584-584.000-900.003	GOLF COURSE ADVERTISING	829	708	2,000	2,000	1,941	2,000
584-584.000-914.000	INSURANCE & BONDS FIRE & LIAB	8,423	8,378	8,796	8,796	5,330	9,727
584-584.000-917.000	WORKERS COMPENSATION INSURANC	4,086	3,867	4,207	4,207	2,066	3,959
584-584.000-920.008	UTILITIES-MAINTENANCE ELECTRIC	13,339	9,825	17,000	14,000	6,171	15,000
584-584.000-920.009	UTILITIES MAINTENANCE HEATING	1,405	2,169	3,000	3,000	793	3,000
584-584.000-920.010	UTILITIES MAINTENANCE PHONE	88	77	700	700	46	700
584-584.000-920.011	UTILITIES MAINTENANCE WATER	1,398	2,984	1,000	2,600	2,498	1,500
584-584.000-920.013	UTILITIES PRO SHOP	1,748	1,635	2,000	2,000	1,377	2,000
584-584.000-930.000	REPAIRS MAINTENANCE-MACHINERY	2,522	3,508	3,500	1,000		3,500
584-584.000-931.009	BLDG MAINTENANCE		5,325	500	500	334	500
584-584.000-931.010	BLDG MAINTENANCE PRO SHOP	3,051	1,182	2,000	500	175	2,000
584-584.000-933.000	EQUIPMENT MAINTENANCE	26,830	33,773	35,000	51,000	44,265	35,000
584-584.000-939.001	MOTORPOOL - MISC REPAIR	481	257	500	500		500
584-584.000-939.003	GOLF CARTS EXPENSE	974	19	1,800	1,800	41	1,800
584-584.000-943.000	MOTORPOOL LEASE/MAINTENANCE	600	1,386	1,386	1,386	809	1,614
584-584.000-956.008	MISCELLANEOUS EXP-PRO SHOP	453	1,863	500	1,700	1,640	1,000
584-584.000-957.000	BANK CHARGES	6,056	7,498	6,000	6,000	3,969	6,000
584-584.000-958.001	MEMBERSHIPS & DUES NATL SUPER	380	400	400	400	400	400
584-584.000-958.004	MEMBERSHIPS & DUES PRO SHOP	564	561	600	600	561	600
584-584.000-968.001	DEPRECIATION EXPENSE	78,716	71,371	70,160	70,160		69,364
584-584.000-971.000	CAPITAL OUTLAY/OTHER	456					5,000
NET OF REVENUES/APPROPRIATIONS - 584.000 - GOLF COURSE FUND		(698,706)	(735,884)	(767,944)	(767,944)	(427,782)	(822,858)
ESTIMATED REVENUES - FUND 584		682,119	710,665	767,944	767,944	503,861	822,858
APPROPRIATIONS - FUND 584		698,706	735,884	767,944	767,944	427,782	822,858
NET OF REVENUES/APPROPRIATIONS - FUND 584		(16,587)	(25,219)			76,079	

## **NARRATIVE**

### **Fund 590 - Compost**

#### **Revenues**

<b>Line Item</b>	<b>Explanation</b>
590-000-000-607-510 – Lease Revenue	Revenue received for rental of dump truck by the Parks Department.
590-000-000-650-003 – Biodegradable Dropoff-Non Twp.	Revenue for yard waste dropped off by non-residents, contractors, City of Ypsilanti and Canton Township.
590-000-000-650-004 – Biodegradable Dropoff-Ypsi Twp.	Revenue from the Environmental Services fund to pay for yard waste and brush disposal dropped off by our residents and our curbside collection provider Waste Management. A small increase is projected.
590-000-000-650-100 – Billable Sales-Compost	Compost invoiced to our commercial accounts. No change for 2021.
590-000-000-650-102 – Sales-Scrap Metal	Sales of scrap metal dropped off at the Compost Site. A small decrease is projected due to market fluctuations.

<b>Line Item</b>	<b>Explanation</b>
590-000-000-650-200 – Gate Revenue-Compost Sales	Sales of compost at our gate house. A small decrease is anticipated.
590-000-000-650-201 – Gate Revenue-Wood Sales	Sales of our mulches and woodchips. Project a slight decrease in 2021.
590-000-000-650-202 – Gate Revenue-Soil Sales	Sales of our blended soil sales. No change for 2021.
590-000-000-650-203 – Gate Revenue-Drop Off Fees	The line item represents trash and construction debris dropped off at our site. This number has been increased slightly due to a higher volume of activity in 2020.
590-590-000-650-204 – Gate Revenue-Battery Core Sales	Sale of battery cores. No change for 2021.
590-000-000-650-205 – Gate Revenue-Milling Sales	Sales of screened and unscreened asphalt sold at the compost site. No change for 2021.
590-000-000-650-206 – Service Charge - Delivery	Currently suspending this service for 2021 budget year.
590-000-000-664-001 – Interest Earned	Interest earned on funds deposited at various banks.
590-000-000-699-000 – Appropriated Prior Year Balance	Amount needed from Fund Balance for operating expenses.



## Expenditures

<b>Line Item</b>	<b>Explanation</b>
590-590-000-705-000 – Salary-Supervision	Salary of the Compost Manager. No increase is budgeted for 2021 since revenues are uncertain at this time. Amount shown reflects decrease due to incorrect % applied in 2020.
590-590-000-706-000 – Salary-Permanent Wages	Salaries of Heavy Equipment Operator and 25% of a Floater II/Clerk III position. The current AFSCME contract expires at the end of 2020, no increase is budgeted for 2021. Increase shown due to longevity increase.
590-590-000-707-000 – Salary-Temporary/Seasonal	Wages for Gate Attendants (1+1 relief).
590-590-000-708-010 – Health Insurance Buyout	Health insurance buyout for employees who receive health insurance through another source.
590-590-000-709-000 – Regular Overtime	Overtime costs for our full time operator to process material or to handle late arrivals. No change for 2021.
590-590-000-710-000 – Acc Comp Absences-Lngterm	In an Enterprise Fund (business), we have to account for 2.0 FTE's cost of PTO. This is accounted for in the Balance Sheet liabilities as long term def Comp Absences 590-000-369-017. Figures provided by the Accounting Director.
590-590-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
590-590-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.

<b>Line Item</b>	<b>Explanation</b>
590-590-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
590-590-000-719-003 – Employee Paid Health Contra	Amount employees pay toward health care coverage.
590-590-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021. A decrease is shown due to an employee moving from family coverage to (2) person.
590-590-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
590-590-000-719-020 – 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.
590-590-000-719-021 – Admin Fees – Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.
590-590-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
590-590-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.

<b>Line Item</b>	<b>Explanation</b>
590-590-000-727-000 – Office Supplies	Used to purchase office supplies for Compost Site. No Change for 2021.
590-590-000-730-000 – Postage	Postage costs. No changes for 2021.
590-590-000-741-000 – Boot Reimbursement & Uniform Purchase	Cost of uniforms, OSHA approved boots, rugs and shop towels for the Compost Site. No change for 2021.
590-590-000-757-000 – Operating Supplies	Cost of cleaning supplies, safety gear & work gloves associated with the day-to-day operation of the Compost Site. No change for 2021.
590-590-000-760-000 – PPE & First Aid Supplies	Covers all PPE, first aid supplies, and other supplies required by OSHA.
590-590-000-800-001 – Administration Fees	Figures provided by the Accounting Director.
590-590-000-804-000 – Contractual/Roll off Disposal	Cost of emptying our trash dumpsters at the site. A 2% increase was added to cover yearly rate increases.
590-590-000-804-004 – Township Disposal Fee	Disposal costs associated with disposal of the trash left over after screening process. No change from the 2020 original budget.
590-590-000-850-000 - Telephone	This line item is for phone services at the Compost Site. Slight decrease budgeted for 2021.
590-590-000-867-200 – Gas & Oil-YCUA	Fuel costs through YCUA associated with running equipment needed to process material at the Compost Site. No change for 2021.

<b>Line Item</b>	<b>Explanation</b>
590-590-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
590-590-000-913-000 – Insurance & Bonds Fleet	Figures provided by the Accounting Director.
590-590-000-917-000 – Workers Compensation Insurance	Figures provided by the Accounting Director.
590-590-000-920-004 – Utilities-Heat	Heating costs gate house and Compost garage. Recommend slight decrease for 2021.
590-590-000-920-005 – Utilities-Light	Electricity costs for the Compost Site. No change for 2021.
590-590-000-931-000 – Repairs & Maintenance	Cost of any necessary or emergency repairs for the garage or the gate house.
590-590-000-933-000 – Equipment Maintenance	Used to service and make repairs to all equipment at the Compost Site. No change for 2021.
590-590-000-939-031 – Motorpool-Miscellaneous Repair	Repairs to Compost vehicles. Figures provided by the Accounting Director.
590-590-000-941-000 – Equipment Rental/Leasing	Cost to rent equipment needed for site improvements at the Compost Center. A \$500 decrease is recommended for 2021.
590-590-000-943-000 – Motorpool Lease/Maintenance	Figures provided by the Accounting Director.
590-590-000-956-000 - Miscellaneous	Used for random drug screening costs, etc. Recommend decrease to \$250 for 2021.

<b>Line Item</b>	<b>Explanation</b>
590-590-000-960-000 – Education & Training	Training/certification for staff here at the Compost Site. No change for 2021.
590-590-000-968-001 – Depreciation Expense	Cost of equipment depreciation. Figures provided by the Accounting Director.
590-590-000-971-008-Capital Outlay	Site improvements including replacing large overhead door, replacing and adding concrete and adding Material Bin Blocks to front gate house area for products.

8/12/2020

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 590 - COMPOST FUND							
Dept 000.000							
590-000.000-607.510	AUTO LEASE REVENUE	2,800	2,800	2,800	2,800		2,800
590-000.000-650.002	SALES/COMPOST - GATE REVENUE	(285)					
590-000.000-650.003	BIODEGRADABLE DROPOFF-NONTWP	95,327	128,595	148,000	148,000	73,826	132,000
590-000.000-650.004	BIODEGRADABLE DROPOFF-YPSI TW	159,782	197,660	168,500	168,500	59,925	170,000
590-000.000-650.100	BILLABLE SALES - COMPOST	19,203	77,449	23,500	23,500	26,246	23,500
590-000.000-650.102	SALES - SCRAP METAL	8,506	6,176	6,339	6,339	4,648	5,000
590-000.000-650.200	GATE REVENUE - COMPOST SALES	25,864	24,384	37,500	37,500	22,074	35,000
590-000.000-650.201	GATE REVENUE - WOOD SALES	32,655	31,613	48,000	48,000	22,412	45,000
590-000.000-650.202	GATE REVENUE - SOIL SALES	23,176	20,730	23,000	23,000	10,945	23,000
590-000.000-650.203	GATE REVENUE - DROP OFF FEES	87,476	96,976	93,500	93,500	80,401	100,000
590-000.000-650.204	GATE REVENUE-BATTERY CORE SAL	161	150	150	150	132	150
590-000.000-650.205	GATE REVENUE-MILLING SALES	8,073	5,144	10,000	10,000	3,672	10,000
590-000.000-650.206	SERVICE CHRG - DELIVERY	200		3,000	3,000		
590-000.000-650.207	SERVICE CHRG - ADMIN FEE	267					
590-000.000-664.001	INTEREST EARNED	11,538	15,927	6,500	6,500	2,512	2,000
590-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.		40,000				
590-000.000-694.004	INSURANCE REIMBURSEMENTS	235	497			154	
590-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.			373,630	378,068		109,368
NET OF REVENUES/APPROPRIATIONS - 000.000 -		474,978	648,101	944,419	948,857	306,947	657,818

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 590.000 - COMPOST SITE							
590-590.000-705.000	SALARY - SUPERVISION		82,372	84,872	84,872	53,584	84,460
590-590.000-706.000	SALARY - PERMANENT WAGES	123,097	72,477	76,021	76,021	48,612	76,549
590-590.000-707.000	SALARY - TEMPORARY/SEASONAL	26,618	26,941	27,800	27,800	15,080	27,000
590-590.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	6,798	9,352		4,123	4,123	
590-590.000-708.010	HEALTH INS BUYOUT	3,750	3,750	3,750	3,750	1,875	3,750
590-590.000-709.000	REG OVERTIME	6,595	902	2,000	2,000	1,351	2,000
590-590.000-710.000	ACC COMP ABSENCES-LNGTERM	6,571	5,301	9,000	9,000		7,000
590-590.000-715.000	F.I.C.A./MEDICARE	11,031	13,388	14,875	15,190	8,509	14,884
590-590.000-719.000	HEALTH INSURANCE	10,215	25,005	25,756	25,756	15,078	30,487
590-590.000-719.001	SICK AND ACCIDENT	803	843	859	859	573	859
590-590.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,575)	(2,025)	(1,800)	(1,800)		(1,800)
590-590.000-719.015	DENTAL BENEFITS	1,940	2,327	2,985	2,985	3,475	2,149
590-590.000-719.016	VISION BENEFITS	449	492	671	671	287	735
590-590.000-719.020	HEALTH CARE DEDUCTION	2,712	6,299	5,915	5,915	2,419	5,915
590-590.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	42	80	90	90	46	78
590-590.000-720.000	LIFE INSURANCE	364	501	510	510	340	510
590-590.000-723.000	DEFERRED COMPENSATION EMPLOYE	348	352	361	361	196	361
590-590.000-727.000	OFFICE SUPPLIES	12	183	200	200	33	200
590-590.000-730.000	POSTAGE			100	100		100
590-590.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	1,155	2,061	1,700	1,700	821	1,700
590-590.000-757.000	OPERATING SUPPLIES	2,444	2,339	3,500	3,500	1,737	3,500
590-590.000-760.000	PPE & FIRST AID SUPPLIES						350
590-590.000-800.001	ADMINISTRATION FEES	6,548	9,251	11,876	11,876	6,709	12,937
590-590.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	37,603	42,208	42,500	41,643	34,385	43,800
590-590.000-804.004	TWP DISPOSAL FEE	7,897		6,000	31,357	23,920	6,000
590-590.000-850.000	TELEPHONE	151	154	500	500	93	300
590-590.000-867.200	GAS & OIL - YCUA	17,398	18,511	16,500	16,500	5,286	16,500
590-590.000-876.000	RETIREMENT/MERS	20,385	33,592	34,875	34,875	22,971	48,094
590-590.000-913.000	INSURANCE & BONDS FLEET	2,247	2,234	2,346	2,346	1,426	2,594
590-590.000-917.000	WORKERS COMPENSATION INSURANC	3,956	3,821	4,112	4,112	2,077	4,115
590-590.000-920.004	UTILITIES HEAT	4,785	5,195	6,500	6,500	1,860	6,000
590-590.000-920.005	UTILITIES LIGHT	2,350	1,752	2,000	2,000	1,131	2,000
590-590.000-931.000	REPAIRS AND MAINTENANCE	5,865	1,313	4,000	4,000	538	4,000
590-590.000-933.000	EQUIPMENT MAINTENANCE	5,549	21,858	18,000	18,000	3,068	18,000
590-590.000-939.031	MOTORPOOL-MISC REPAIR			2,500	2,500		2,500
590-590.000-941.000	EQUIPMENT RENTAL/LEASING		3,493	3,500	14,511	2,645	3,000

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
590-590.000-943.000	MOTORPOOL LEASE/MAINTENANCE	3,567	3,000	3,000	3,000	1,750	3,228
590-590.000-956.000	MISCELLANEOUS	296	249	500	500	65	250
590-590.000-960.000	EDUCATION AND TRAINING			500	500		500
590-590.000-968.001	DEPRECIATION EXPENSE	178,780	177,488	176,045	176,045		199,713
590-590.000-971.008	CAPTL OUTLAY -IMPROVEMENT						23,500
590-590.000-977.000	EQUIPMENT			350,000	314,489		
NET OF REVENUES/APPROPRIATIONS - 590.000 - COMPOST SITE		(500,746)	(577,059)	(944,419)	(948,857)	(266,063)	(657,818)
ESTIMATED REVENUES - FUND 590		474,978	648,101	944,419	948,857	306,947	657,818
APPROPRIATIONS - FUND 590		500,746	577,059	944,419	948,857	266,063	657,818
NET OF REVENUES/APPROPRIATIONS - FUND 590		(25,768)	71,042			40,884	



## **NARRATIVE**

### **Fund 595 - Motorpool**

#### **Revenues**

<b>Line Item</b>	<b>Explanation</b>
595-000-000-607-502 – Flat Fee-Parks Motorpool/Monthly	Monthly fees charged to parks for miscellaneous fluids, etc. Figures provided by the Accounting Director.
595-000-000-607-515 – Combined Lease/Repair Revenue	Lease revenue from other departments, now includes repair. Figures provided by the Accounting Director.
595-000-000-607-520 – Fuel and Fluids Revenue	Fuelcloud; fuel surcharge received from other departments. With Covid-19 the numbers are down for 2020. Recommend no change for 2021.
595-000-000-664-001 – Interest Earned	Interest earned on funds deposited at various banks.
595-000-000-699-000 – Appropriated Prior Year Balance	Amount need from fund balance.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
595-595-000-706-000 – Salary-Permanent Wages	25% of salary for Floater II/Clerk III position. No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations will begin later this year.
595-595-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
595-595-000-719-000 – Health Insurance	We are estimating an 18% increase in health care insurance rates for budgeting purposes. We will receive our actual renewal rates in September and if needed, will make adjustments at that time.
595-595-000-719-001 – Sick & Accident	Our rates for disability insurance are \$381.96/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
595-595-000-719-003 – Employee Paid Health Contra	This line item reflects the amount employees pay toward their health care coverage.
595-595-000-719-015 – Dental Benefits	There will be no increase in dental rates in 2021. Two year reduction guaranteed until 12/31/2021.

<b>Line Item</b>	<b>Explanation</b>
595-595-000-719-016 – Vision Benefits	We are estimating a 10% increase in vision insurance rates for budgeting purposes. We will receive our actual renewal rates later this year and if needed, will make adjustments at that time.
595-595-000-719-020 – 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.
595-595-000-719-021 – Admin Fees-Health Deductible	Cost to manage card used to pay health care deductibles, administered by Clarity Benefits.
595-595-000-720-000 – Life Insurance	Our rates for life insurance are \$226.80/year for each employee and are good through September 2021. No increase is budgeted at this time. Figures provided by Human Resources.
595-595-000-776-500 – Auto Parts	Used to purchase small items for automobiles. No change recommended for 2021.
595-595-000-776-550 – Shop Supplies	Cost of rags and other small items, shop tools. No change for 2021.
595-595-000-818-000 – Contractual Services	Cost of GPS Vehicle System. More vehicles are being added No change recommended.

<b>Line Item</b>	<b>Explanation</b>
595-595-000-818-032 – Contractual Svc-Fuel Tank Repair	Used for Tank Repair and monitoring fuel tanks per State regulations. Tank monitoring system is in need of replacement. Recommend increasing to \$15,000.
595-595-000-818-033 – Contractual Svc-Auto/Equip Maint	Contractual service for Equipment Maintenance and work on fleet vehicles (Long’s, YCUA, Dealers). Due to each department having their own “misc vehicle repair” line item; recommend reducing to \$10,000.
595-595-000-867-000 – Gas & Oil	Cost of fuel. Year to date expenditures are low due to no staff using fuel; recommend maintaining \$35,000 for 2021.
595-595-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
595-595-000-876-100 – 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.
595-595.000-939.031 – Motorpool – Misc. Repair	Figures provided by the Accounting Director. Repairs for fleet shared vehicle #77
595-595-000-968-001 – Depreciation Expense	Cost of auto depreciation, figures provided by the Accounting Director.
595-595-000-985-000 – Capital Outlay/Vehicles	Proposed purchase to replace (3) fleet vehicles.

08/03/2020

08/25/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

☐

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 595 - MOTORPOOL / REPAIRS							
Dept 000.000							
595-000.000-607.502	Flat Fee-Parks MotorpoolMnthl	1,200	1,200	1,200	1,200		1,200
595-000.000-607.515	COMBINED LEASE/REPAIR REVENUE	207,719	227,297	227,297	227,297	119,541	201,686
595-000.000-607.520	FUEL AND FLUIDS REVENUE	44,684	35,822	36,000	36,000	11,721	36,000
595-000.000-664.001	INTEREST EARNED	2,258	3,849	2,000	2,000	759	200
595-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	19,861	635				
595-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				22,188		39,117
NET OF REVENUES/APPROPRIATIONS - 000.000 -		275,722	268,803	266,497	288,685	132,021	278,203

08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

☐

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Dept 595.000 - MOTORPOOL							
595-595.000-706.000	SALARY - PERMANENT WAGES	11,041	11,388	11,688	11,688	7,481	11,809
595-595.000-715.000	F.I.C.A./MEDICARE	819	846	894	894	563	903
595-595.000-719.000	HEALTH INSURANCE	1,702	2,084	2,146	2,146	1,435	2,541
595-595.000-719.001	SICK AND ACCIDENT	115	96	95	95	64	95
595-595.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(331)	(169)	(150)	(150)		(150)
595-595.000-719.015	DENTAL BENEFITS	93	93	102	102	52	89
595-595.000-719.016	VISION BENEFITS	22	25	26	26	14	28
595-595.000-719.020	HEALTH CARE DEDUCTION	398	498	744	744	33	744
595-595.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	29	20	23	23	11	78
595-595.000-720.000	LIFE INSURANCE	52	57	57	57	38	78
595-595.000-776.500	AUTO PARTS	1,714	179	3,000	3,000		3,000
595-595.000-776.550	SHOP SUPPLIES	1,997	1,188	2,000	2,000	814	2,000
595-595.000-818.000	CONTRACTUAL SERVICES	9,091	8,768	12,000	12,000	4,195	12,000
595-595.000-818.032	CONTRACT'L SRV-FUEL TANK REPA	6,314	295	7,500	7,500	6,972	15,000
595-595.000-818.033	CONTRACT'L SRV-AUTO/EQUIP MAI	24,750	25,756	20,000	20,000	6,143	10,000
595-595.000-867.000	GAS & OIL	38,520	34,109	35,000	35,000	12,664	35,000
595-595.000-876.000	RETIREMENT/MERS	2,559	586	603	603	397	504
595-595.000-876.100	RETIREMENT HEALTH CARE SAVINGS			325	325		325
595-595.000-939.031	MOTORPOOL-MISC REPAIR	2,994	3,935	2,500	2,500	180	2,500
595-595.000-968.001	DEPRECIATION EXPENSE	172,880	137,994	125,000	125,000		111,659
595-595.000-971.008	CAPTL OUTLAY -IMPROVEMENT	196					
595-595.000-985.000	CAPITAL OUTLAY/VEHICLES	89	15	25,000	47,188	21,227	70,000
NET OF REVENUES/APPROPRIATIONS - 595.000 - MOTORPOOL		(275,044)	(227,763)	(248,553)	(270,741)	(62,283)	(278,203)
ESTIMATED REVENUES - FUND 595		275,722	268,803	266,497	288,685	132,021	278,203
APPROPRIATIONS - FUND 595		275,044	227,763	248,553	270,741	62,283	278,203
NET OF REVENUES/APPROPRIATIONS - FUND 595		678	41,040	17,944	17,944	69,738	

## NARRATIVE

### Fund 893 – Nuisance Abatement Revenues

<b>Line Item</b>	<b>Explanation</b>
893-000-000-626-631 – Charge Services-Blight	Fees collected from property owners for blight clean-up services performed by the Ordinance Dept. Budget increased 33% based on 2020 actual expenses and higher priority assigned to neighborhood trash enforcement.
893-000-000-626-632 – Charge Services-Board Ups	Fees collected from property owners for board-up services to secure open vacant buildings. Decrease budgeted based on 2020 actual expenses and fewer open vacant structures.
893-000-000-626-636 – Charge Services-Weeds	Fees collected from property owners for statutory vegetation enforcement and noxious weed abatement. Budget neutral.
893-893-000-664-001 – Interest Earned	Interest earned on accounts.
893-000-000-672-002 – Board-up Revenue-Vac Res	Collection of delinquent invoices for boarding up vacant buildings added to property tax bills as a special assessment. Minimal revenue projected.
893-000-000-672-003 – Noxious Weed Rev-Tax Reimb	Collection of delinquent invoices for vegetation and noxious weed abatement added to property tax bills as a special assessment. Revenue is estimated based on available 2020 data and is reduced 33% due to fewer vacant properties being mowed.
893-000-000-699-000 - Appropriated Prior Year Balance	Use of fund balance savings to support current year operating expenses.

## Expenditures

<b>Line Item</b>	<b>Explanation</b>
893-893-000-704-000 – Appointed Officials	Statutory payment to the appointed noxious weed commissioner for the purpose of interpreting and administering code.
893-893-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
893-893-000-723-000 – Deferred Compensation Employer	Figures provided by the Accounting Director.
893-893-000-806-001 – Blight Enforcement Costs	Expenses for curbside clean-up of eviction and solid waste debris, and court ordered clean-ups of blighted properties by the Ordinance Dept. Budget increased slightly over amended 2020 budget due to a significant increase in curbside trash enforcement expenses during the Coronavirus pandemic expected to continue in 2021.
893-893-000-806-002 – Board Up Enforcement Costs	Expenses to board up and secure open, vacant buildings. 66% reduction due to fewer unsecured vacant buildings.
893-893-000-806-003 – Noxious Weed Enforcement Costs	Expenses to mow grass and abate noxious weeds when property owners fail to do so as required by code. No change.

08/12/2020



08/25/2020

## BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 08/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 08/31/20	2021 REQUESTED BUDGET
Fund 893 - NUISANCE ABATEMENT FUND							
Dept 000.000							
893-000.000-626.631	CHARGE SERVICES - BLIGHT	5,915	11,726	7,500	7,500	8,097	10,000
893-000.000-626.632	CHARGE SERVICES - BOARD UPS	939	221	1,500	1,500	518	1,000
893-000.000-626.636	CHRG SERVICES WEEDS	13,118	15,226	3,000	3,000	5,383	3,000
893-000.000-664.001	INTEREST EARNED	1,190	1,607	1,500	1,500	280	500
893-000.000-672.002	BOARD-UP REVENUE-VAC RES	1,244	496			621	300
893-000.000-672.003	NOXIOUS WEED REVENUE-TAX REIM	19,596	15,544	15,000	15,000	19,330	10,000
893-000.000-694.001	OTHER INCOME-MISCELLANEOUS	106					
893-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.				20,000		22,227
NET OF REVENUES/APPROPRIATIONS - 000.000 -		42,108	44,820	28,500	48,500	34,229	47,027
Dept 893.000 - NUISANCE ABATEMENT DEPARTMENT							
893-893.000-704.000	APPOINTED OFFICIALS	500	500	1,000	1,000	1,000	1,000
893-893.000-715.000	F.I.C.A./MEDICARE	37	37	51	51	75	14
893-893.000-723.000	DEFERRED COMPENSATION EMPLOYE			46	46		13
893-893.000-806.001	BLIGHT ENFORCEMENT COSTS	8,171	8,596	9,000	19,000	9,574	30,000
893-893.000-806.002	BOARD-UP ENFORCEMENT COSTS	3,397	2,951	3,000	3,000	214	1,000
893-893.000-806.003	NOXIOUS WEED ENFORCEMENT COST	17,849	23,941	15,000	25,000	13,254	15,000
893-893.000-876.000	RETIREMENT/MERS	82	108			188	
NET OF REVENUES/APPROPRIATIONS - 893.000 - NUISANCE ABATEMENT		(30,036)	(36,133)	(28,097)	(48,097)	(24,305)	(47,027)
ESTIMATED REVENUES - FUND 893		42,108	44,820	28,500	48,500	34,229	47,027
APPROPRIATIONS - FUND 893		30,036	36,133	28,097	48,097	24,305	47,027
NET OF REVENUES/APPROPRIATIONS - FUND 893		12,072	8,687	403	403	9,924	

# **Ypsilanti Township Board of Trustees**

## **Conflict of Interests Disclosure Board Policy**

**Whereas**, The **Ypsilanti Township Board of Trustees** is a Public Body of Seven Elected Fiduciaries charged with faithfully executing duties in positions of **Public Trust for The People of Ypsilanti Township, Michigan**;

**Whereas**, as Public Body, the Ypsilanti Township Board of Trustees Members are bound by Attestations and Statements of the **Oath of Office in the State Constitution - Constitution of Michigan 1963 Article XI § 1**; as *“I will faithfully discharge the duties of the office of \_\_\_\_\_ according to the best of my ability”*;

**Whereas**, The **Ypsilanti Township Board of Trustees** adopts the **Ypsilanti Township Board of Trustees Conflict of Interests Board Policy for Term Ending \_\_\_\_\_** and each subsequently elected Fiduciary Board Term from \_\_\_\_\_ to \_\_\_\_\_

Exercise his or her obligation to vote upon the question unless a conflict of interest is present;

Adopt policy only after discussion of the issues at public Board meetings;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and the community;

Work with other Board members to establish effective policy and to delegate authority for the daily administration of the Township to the Township Supervisor, Township Clerk and Township Treasurer; in absence of a Township Superintendent/Manager;

Communicate to other Board members public reaction to Board policy and Township programs;

Become informed about current township government issues by individual study and through participation in programs providing needed information, such as those sponsored by the Michigan Townships Association and/or Michigan Municipal League;

Support the employment of those persons best qualified to serve as Township staff and insist on a regular impartial evaluation of all staff;

Avert being placed in any position of conflict of interest and refrain from using the Board position for personal, familial, or partisan gain; and;

Take no action that will compromise the Ypsilanti Township Board of Trustees and/or the Public Trust for The People of Ypsilanti Township, Michigan, under applicable State of Michigan Compiled Laws.

# **Ypsilanti Township Board of Trustees**

## **Ethics Board Policy**

**Whereas**, The **Ypsilanti Township Board of Trustees** is a Public Body of Seven Elected Fiduciaries charged with faithfully executing duties in positions of **Public Trust for The People of Ypsilanti Township, Michigan** in an ethical manner;

**Whereas**, as Public Body, the Ypsilanti Township Board of Trustees Members are bound by Attestations and Statements of the **Oath of Office in the State Constitution - Constitution of Michigan 1963 Article XI § 1**; as *“I will faithfully discharge the duties of the office of \_\_\_\_\_ according to the best of my ability”*;

**Whereas**, The **Ypsilanti Township Board of Trustees** adopts the **Ypsilanti Township Board of Trustees Board Ethics Policy for Term Ending \_\_\_\_\_** and each subsequently elected Fiduciary Board Term from \_\_\_\_\_ to \_\_\_\_\_;

**Whereas**, as a Public Government Trustee/Fiduciary Board Member, **in ethical service to the People of Ypsilanti Township, Michigan**, abide to;

Devote time, thought, and study to the duties and responsibilities of a Trustee/Fiduciary to the People of Ypsilanti Township rendering effective and creditable service;

Work with all Ypsilanti Township Board of Trustees members in their Trustee/Fiduciary roles in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue;

Base decisions upon all available facts in each situation; voting an honest conviction in every case, unswayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision to the Board;

Remember at all times that a singular Trustee/Fiduciary has no legal authority outside the meetings of the Board to conduct relationships of legal authority with Ypsilanti Township Staff, Citizenry, vendors, contractors and all media in the community on the basis of this fact;

Resist all temptation and outside pressure to use the position of Trustee/Fiduciary for a singular benefit or for any other individual or agency apart from the total interests of the People of Ypsilanti Township;

Bear in mind under all circumstances that the primary function of the Ypsilanti Township Board of Trustees is to establish the ordinances, budgetary and administrative policies by which Ypsilanti Township Government is administered;

Welcome, encourage and respect active cooperation by Ypsilanti Township Citizens and Staff, general organizations and the media of communication with respect to establishing governing policies, and;

Establish ideal conditions for the most effective Trustee/Fiduciary service to the People of Ypsilanti Township, in a spirit of teamwork and devotion to public service as the greatest instrument for the preservation and the perpetuation of our representative democracy.

# REVIEW AGENDA

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- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

# OTHER DISCUSSION

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



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

**THIS MEETING WILL BE CONDUCTED ELECTRONICALLY. PLEASE USE THE INSTRUCTIONS BELOW OR VISIT YTOWN.ORG**

## **REGULAR MEETING AGENDA**

**TUESDAY, SEPTEMBER 15, 2020**

**7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC HEARING
  - A. 7:00PM – RESOLUTION 2020-11, CREATION OF NEIGHBORHOOD STREETLIGHT SPECIAL ASSESSMENT DISTRICT #219 CRYSTAL POND  
(PUBLIC HEARING SET AT THE AUGUST 18, 2020 REGULAR MEETING)
  - B. 7:00PM – RESOLUTION 2020-12, CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #075 CRYSTAL POND  
(PUBLIC HEARING SET AT THE AUGUST 18, 2020 REGULAR MEETING)
4. PUBLIC COMMENTS
5. CONSENT AGENDA
  - A. MINUTES OF THE AUGUST 18, 2020 REGULAR MEETING AND AUGUST 26, 2020 SPECIAL MEETING
  - B. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR SEPTEMBER 1, 2020 IN THE AMOUNT OF \$480,016.38
    2. STATEMENTS AND CHECKS FOR SEPTEMBER 15, 2020 IN THE AMOUNT OF \$715,481.89
    3. CHOICE HEALTHCARE DEDUCTIBLE ACH EFT FOR AUGUST 2020 IN THE AMOUNT OF \$31,531.32
    4. CHOICE HEALTHCARE ADMIN FEE FOR AUGUST 2020 IN THE AMOUNT OF \$1,196.50
6. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **OLD BUSINESS**

1. 2<sup>ND</sup> READING OF PROPOSED ORDINANCE 2020-493, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-77 OF THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST SEWAGE DISPOSAL RATES  
(FIRST READING HELD AT THE AUGUST 18, 2020 REGULAR MEETING)

## **NEW BUSINESS**

1. REQUEST TO APPROVE AGREEMENT WITH DTE FOR INSTALLATION OF ONE (1) STREETLIGHT AT THE INTERSECTION OF CLARK RD. AND FORD BLVD. TO FACILITATE A PUBLIC SAFETY CAMERA IN THE AMOUNT OF \$1,382.15 BUDGETED IN LINE ITEM #266-301-000-977-000
2. REQUEST TO SET A PUBLIC HEARING DATE OF TUESDAY, OCTOBER 20, 2020 AT APPROXIMATELY 7:00PM – SPECIAL ASSESSMENT TAX LEVY
3. REQUEST TO WAIVE THE FINANCIAL POLICY AND AWARD THE LOW QUOTE FOR PURCHASE OF A VENTRAC 4500Y TO WEINGARTS OF ANN ARBOR IN THE AMOUNT OF \$26,422.25 BUDGETED IN LINE ITEM #252-252-000-976-000
4. REQUEST TO WAIVE THE FINANCIAL POLICY AND APPROVE UIS, A SINGLE SOURCE PROVIDER TO PROVIDE PROGRAMMING SERVICES ON THE EXISTING PROGRAMMABLE LOGIC CONTROLLER (PLC) AT THE HYDRO STATION IN THE AMOUNT OF \$10,125.00 BUDGETED IN LINE ITEM #252-252-000-976-000
5. REQUEST TO APPROVE PROPOSAL FOR PROFESSIONAL SERVICES FROM STANTEC FOR THE MDNR TRUST FUND GRANT PROJECT AT LOONFEATHER POINT PARK IN THE AMOUNT OF \$58,696.00 BUDGETED IN LINE ITEM #212-970-000-975-587
6. RESOLUTION 2020-20, 2020 MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND PROJECT AGREEMENT RESOLUTION
7. REQUEST TO APPROVE THE AMENDED AGREEMENT FOR SUBAWARD OF FEDERAL FINANCIAL ASSISTANCE WITH WASHTENAW COUNTY FOR CONSTRUCTION OF THE SCHOONER COVE BUS STOP
8. REQUEST TO APPROVE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH THE ANN ARBOR YMCA
9. REQUEST TO APPROVE THE AGREEMENT WITH WASTE MANAGEMENT FOR MUNICIPAL SOLID WASTE, RECYCLING AND YARD WASTE
10. BUDGET AMENDMENT #11

## **OTHER BUSINESS**

## **BOARD MEMBER UPDATES**

*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

**Charter Township of Ypsilanti  
Public Meeting Notice  
Board of Trustees Work Session and Regular Meeting  
September 15, 2020 5:00pm and 7:00pm**

**PLEASE TAKE NOTICE** that the Charter Township of Ypsilanti Board of Trustees will hold a Work Session and Regular Meeting scheduled for **September 15, 2020 at 5:00pm (Work Session) and 7:00pm (Regular Meeting)**. This meeting will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Order 2020-129.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Clerk's Office at 734-484-4700, at least two business days prior to the meeting.

**Meeting Information:**

Hi there,

You are invited to a Zoom webinar.

When: Sep 15, 2020 05:00 PM Eastern Time (US and Canada)

Topic: Township Board of Trustees Work Session/Regular Meeting September 15, 2020

Please click the link below to join the webinar:

<https://ytown.zoom.us/j/98801279883>

Or iPhone one-tap :

US: +13017158592,,98801279883# or +13126266799,,98801279883#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 988 0127 9883

International numbers available: <https://ytown.zoom.us/j/98801279883>



## **Zoom Instructions for Participants**

### **To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided above.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.

### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

### **To join the videoconference:**

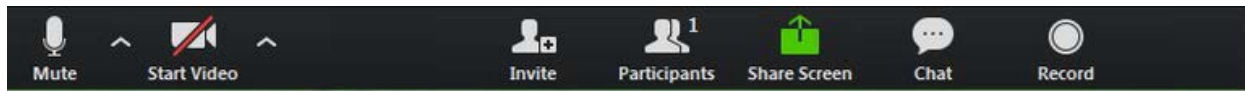
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

## Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

If you have any further questions or concerns, please call 734-484-4700 or email Clerk Karen Lovejoy Roe at [klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org) or Deputy Clerk Lisa Stanfield at [lstanfield@ytown.org](mailto:lstanfield@ytown.org).

# PUBLIC HEARING

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7:00PM – RESOLUTION 2020-11, CREATION OF  
NEIGHBORHOOD STREETLIGHT SPECIAL ASSESSMENT  
DISTRICT #219 CRYSTAL POND

# Charter Township of Ypsilanti

## RESOLUTION NO. 2020-11

### CREATION OF STREETLIGHT SPECIAL ASSESSMENT DISTRICT #219 CRYSTAL POND

**WHEREAS**, the Planned Development Agreement for Crystal Pond, requires the installation of streetlights in the development. It is being requested of the Board of Trustees for the creation and establishment of special assessment district #219 for the purpose of defraying said cost of street lighting by special assessments against the property especially benefited; and

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

**WHEREAS**, on March 13, 2020 Brandon Faron of Detroit Edison Community Lighting Group prepared and submitted proposed plans to install street lighting for Crystal Pond, Ypsilanti Township, consisting of ninety (90) parcels, which said plans included, *inter alia*, the installation of **“two (2) wood poles, two (2) 6’ arms and two (2) LED luminaries with gray housing”** with the cost of said improvements being approximately:

<b>Total Estimate Construction Cost:</b> .....	<b>\$3,417.27</b>
<b>Total Lamp Charge For Three (3) Years:</b> .....	<b>\$1,486.080</b>
<b>Contribution (Cost minus 3 years revenue):</b> .....	<b>\$1,931.19</b>
<b>Total Annual Lamp Charges:</b> .....	<b>\$ 495.36</b>

**WHEREAS**, on April 16, 2020 the Township Clerk received notification from the Township Assessor that the cost of providing two street lights for Crystal Pond, Ypsilanti Township, consisting of 90 parcels, which said plans included, *inter alia*, the installation of **“two (2) wood poles, two (2) 6’ arms and two (2) LED luminaries with gray housing”** (construction costs of \$1,931.19 for the installation will not be included in the special assessment district and has been paid by the developer) will be **\$5.50** per parcel for a 3-year period; thereafter, said costs shall be estimated at **\$5.50** per parcel for street lighting, reflective of the current rates set by DTE as well as current electrical usage for the year,

**WHEREAS**, the Township Clerk has given notice to each record owner of or party in interest in property to be assessed, by first class mail, addressed to the record owner or party in interest at the address shown on the tax records, at least 10 (ten) days before the May 19, 2020 public hearing, setting forth the district affected in said petition, place and purpose of said public hearing to allow any interested person an opportunity to voice any objection which may be offered against creating said district; and

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

**WHEREAS**, on May 19, 2020, the Charter Township of Ypsilanti held a public hearing to hear any objections which may be offered against creating said special assessment district.

**NOW THEREFORE, BE IT RESOLVED**, that special assessment district #219 be created for the purpose of providing two (2) streetlights for Crystal Ponds, consisting of 90 parcels.

**BE IT FURTHER RESOLVED**, that the Township Board accepts the plans and estimate of costs as presented by Detroit Edison for Crystal Pond, consisting of 90 parcels, which said plans included, *inter alia*, the installation of **“two (2) wood poles, two (2) 6’ arms and two (2) LED luminaries with gray housing”**

(construction costs of \$1,931.19 for the installation will not be included in the special assessment district and has been paid by the developer) will be **\$5.50** per parcel for a 3-year period; thereafter, said costs shall be estimated at **\$5.50** per parcel for street lighting, reflective of the current rates set by DTE as well as current electrical usage for the year,

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

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

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

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

E-mailed to:  
Karen Lovejoy Roe at  
[klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org)  
No Hard Copy to Follow

July 17, 2020

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

**RE: Street Lighting Special Assessment District for Crystal Pond  
Request for 13 Street Lights in 11 Locations**

Karen,

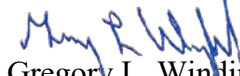
Representing 76% of the units (84 of 90) in Crystal Pond, please accept this letter as our petition to establish a Special Assessment District (SAD) for public street lights at Crystal Pond.

The location of 11 of the 13 street lights would be as depicted on the approved Crystal Pond Site Plan<sup>1</sup> (seven single-light internal locations, plus two double-light locations (one each at the two Bunton Road entrances) plus two additional lights installed on the west side of Bunton Road opposite each entrance to the Crystal Pond community (one light at each location).

Please let me know if you need anything additional at this time. We understand once the cost of the project has been determined, we will be invoiced for same.

Thank you and best regards,

**Lombardo Homes**

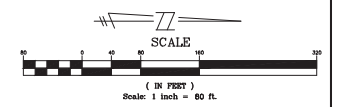
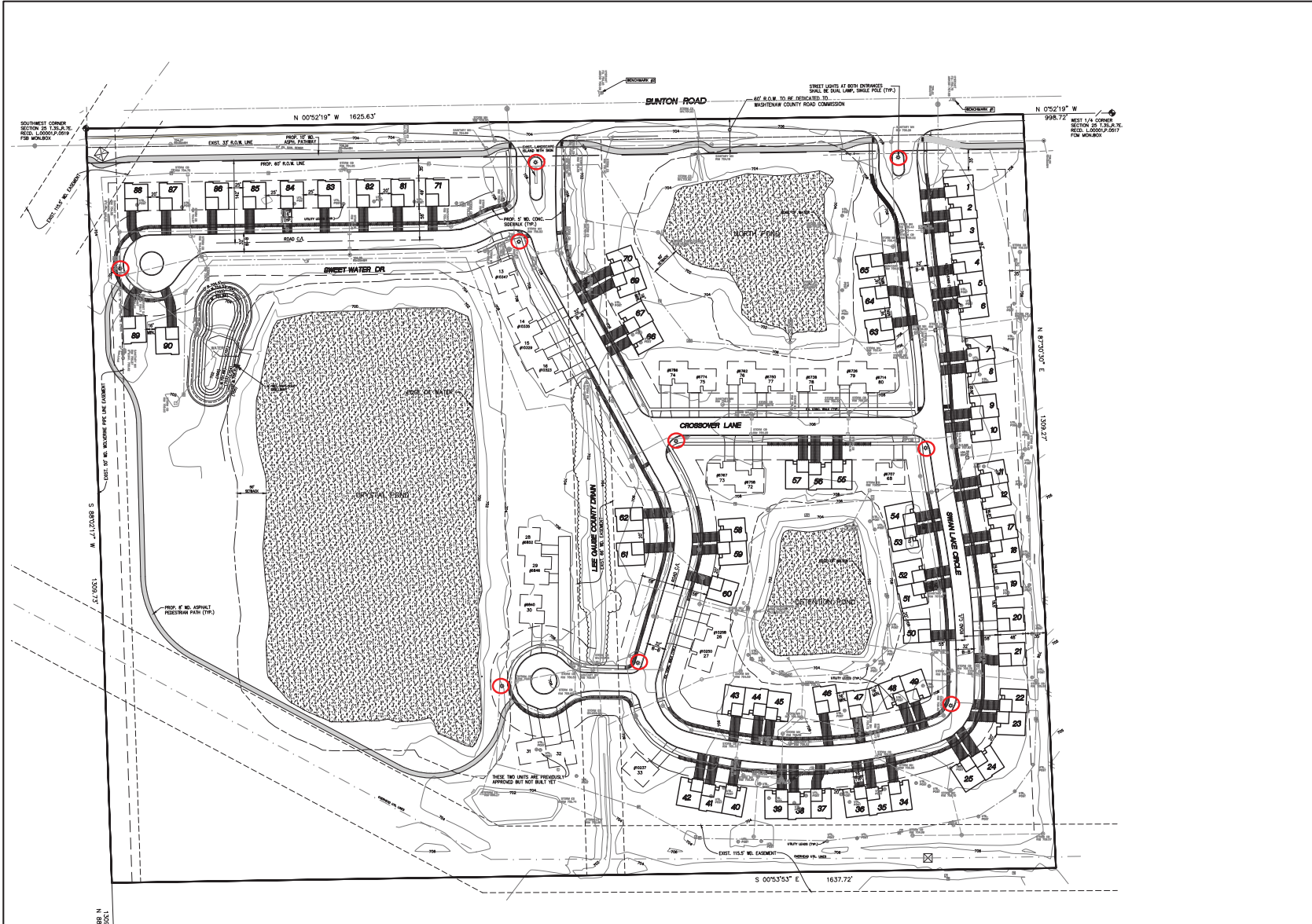


Gregory L. Windingland  
Vice President of Development

C: Mike Radzik, Director – Office of Community Standards at [mradzik@ytown.org](mailto:mradzik@ytown.org)  
Jason Iacoangeli, Planning Director at [jiacoangeli@ytown.org](mailto:jiacoangeli@ytown.org)

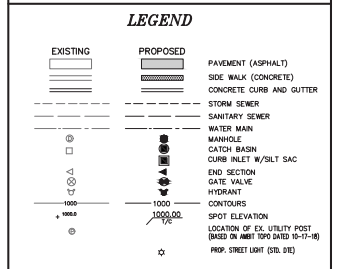
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<sup>1</sup> Copy of Sheet 2 of approved Crystal Pond Site Plan attached for reference.



EXISTING TOPOGRAPHIC INFORMATION PROVIDED BY AMBIT LAND SURVEYORS

- BENCHMARKS**
- ARROW ON HYDRANT ON THE WEST SIDE OF BUNTON ROAD, SOUTH OF THE K&N ENTRANCE 122' SOUTH OF THE NORTH WEST PROPERTY CORNER ELEV.708.30 NAVD83 DATUM
  - ARROW ON HYDRANT ON THE WEST SIDE OF BUNTON ROAD, SOUTH OF WOODLAND CT., 731' SOUTH OF THE NORTH WEST PROPERTY CORNER ELEV.707.03 NAVD83 DATUM



- NOTES**
- REFUSE PICKED UP BY PRIVATE CONTRACT WEEKLY. CURB REFUSE STORAGE BY INTERNAL PORTABLE CONTAINERS
  - ATTACHED UNITS TO BE SEPARATED BY TWO HOUR RATED FIRE WALL NO.346
  - NO FENCING OF ANY TYPE IS ALLOWED WITHIN ANY UNIT, EXCEPT THAT A MAXIMUM SIX (6) FEET HIGH WHITE VINYL PRIVACY FENCE, NOT EXCEEDING TWELVE (12) FEET IN LENGTH, MAY BE INSTALLED IN THE REAR YARD OF EACH ATTACHED UNIT IN LINE WITH SHARED UNIT WALLS ONLY.
  - SEE (SHEET 3) PAVEMENT REPAIR PLAN FOR DESIGNATION OF RESPONSIBILITY FOR SIDEWALK CONSTRUCTION.
  - PAVEMENT WILL BE MADE IN LEUW OF PATHWAY CONSTRUCTION ALONG BUNTON ROAD.
  - EXISTING SANITARY LEADS & WATER SERVICES ARE TO BE USED TO SERVICE PROPOSED UNITS, WHERE POSSIBLE.
  - DECKS/PATIOS ON THE REAR OF EACH UNIT SHALL NOT EXCEED 12' DEEP.
  - ⊕ = PROPOSED STREET LIGHTS. (DTE PUBLIC STREET LIGHTING).
  - ON-STREET PARKING WILL BE ALLOWED IN EXISTING ROADWAYS.
  - ALL INTERNAL ROADS TO BE PRIVATE.

**DENSITY CALCULATION PER SECTION XX**

GROSS AREA 49.037 AC.  
 NET AREA 37.82 AC (GROSS AREA LESS EXIST ROW AND SURFACE AREA OF LAKES).  
 MAX. ALLOWABLE DWELLING UNITS/ GROSS AC = 5.4  
 PROPOSED NUMBER OF DWELLING UNITS = 90 UNITS.  
 MIN. REQUIRED OPEN SPACE 15 % OF HORIZONTAL DEVELOPMENT AREA  
 PROPOSED AREA OF OPEN SPACE = 15.25 AC.

**SITE DATA**

GROSS AREA = 49.037 AC  
 CURRENT ZONING: R-4  
 SETBACKS: (PER ARTICLE XX)  
 MIN FRONT= 25'  
 MIN REAR= 25'  
 MIN SIDE= 5', TOTAL OF TWO= 16' (TO SIDE LOT LINES)  
 (EXCEPT WHERE NOTED AS 10 FEET, PROPOSED MINIMUM SETBACKS BETWEEN BUILDINGS ARE 20 FEET).  
 PARKING MIN 2 SPACES PER UNIT REQUIRED  
 PROPOSED 2 SPACES MIN/UNIT INCLUDING 1 SPACE IN GARAGE.

**CRYSTAL POND**  
 SECTION 25, TOWN 3 SOUTH, RANGE 7 EAST  
 YPSILANTI TWP., WASHINGTON COUNTY, MICHIGAN

REVISIONS			UTILITY WARNING
NO.	ITEM	DATE	UNDERGROUND UTILITY LOCATIONS AS SHOWN ON THE PLAN, WERE OBTAINED FROM UTILITY OWNER AND NOT FIELD LOCATED.
1.	REVISED PER OWNER	7-22-19	<p>THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF AND/OR RELOCATION OF ALL UTILITIES THAT MAY INTERFERE WITH CONSTRUCTION.</p>
2.	REVISED PER OWNER	7-22-19	
3.	REVISED PER OWNER	8-13-19	
4.	REVISED PER THE REVIEW LETTER	8-14-19	
	RELOCATE UNITS BY THREE (3) AND UNITS ON 24' SIDE LINE TO REMOVE EX. GAS AND ELECT. TAKE. METERS	11-20-19	
	REVISE BUILDING PER NEW EX. UTILITY LOCATIONS	12-9-19	

DATE: 8-17-19 DESIGNED BY: A.J. JOE; DRAWING TITLE: 18-088  
 CHECKED BY: P.W. DRAWING FILE: 1-18084-SP

**SANITARY & WATER SERVICES NOTE:**  
 EXISTING UTILITY POSTS FALL WITHIN SOME UNITS. UTILITY SERVICES AND POSTS SHALL BE RELOCATED AS NEEDED TO ACCOMMODATE UNIT LAYOUT AS SHOWN. DETAILS TO BE PROVIDED ON DETAILED ENGINEERING PLANS AND/OR PLOT PLANS.

**SITE PLAN**

<p><b>SEIBER, KEAST ENGINEERING, L.L.C.</b>          CONSULTING ENGINEERS          100 MAINCOURSE #SUITE 10 • NORTHVILLE, MI # 48167          PHONE: 248.308.3331 EMAIL: info@sk-engineering.com</p>	<p>SHEET</p> <p><b>2</b></p>
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June 24, 2020

Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197  
Attn: Karen Lovejoy Roe

Re: Charter Township of Ypsilanti- Crystal Ponds

Attached is the agreement for the work to be performed in the Crystal Ponds development. A detailed description of the project is outlined in the agreements. Please print **TWO** copies. Please sign **BOTH** copies in the designated areas. A check in the amount of **\$53,876.92** is also required at this time. Please return **BOTH** signed agreements and check made payable to DTE Energy to the following address:

DTE Energy  
8001 Haggerty Rd.  
Belleville, MI 48111  
140 WWSC-Brandon Faron

Upon receipt of BOTH signed copies (and payment), we (DTE Energy) will then sign BOTH copies and return ONE original back to you.

Please call if you have questions, 734-397-4017.

Sincerely,

*Brandon R. Faron*

Brandon R. Faron  
Account Manager  
Community Lighting



## Exhibit A to Master Agreement


### Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of June 24, 2020 between DTE Electric Company ("Company") and the Charter Township of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated May 7, 2018 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	57002719	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[Crystal Ponds], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	13	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install eleven (11) 39w LED "Basic" Granville luminaires mounted to nine (9) 11' 6", black, fluted, fiberglass posts mounted on concrete foundations. Install two (2) wood poles, two (2) 6' support arms, and two (2) 136w LED luminaires with gray housing. LED luminaires mounted to wood poles to have photocontrol so that power is at the pole 24/7.	
5. Estimated Total Annual Lamp Charges	\$3,087.60	
6. Estimated Total Annual Post Charges if selected	\$0.00	
7. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$63,139.72
	Credit for 3 years of lamp charges:	\$9,262.80
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$53,876.92</b>
	Credit for Post Charge, if selected	\$0.00
8. Payment of CIAC Amount:	Due promptly upon execution of this Agreement <b>\$53,876.92</b>	
9. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
	<p>If Post Charge "box" <input type="checkbox"/> is checked the Customer agrees to following term:</p> <p>10 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual</p>	

	written consent of the parties or by either party with thirty (30) days prior written notice to the other party.
10. Does the requested Customer lighting design meet IESNA recommended practices?	(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices <div style="text-align: right; margin-top: 10px;">           _____  </div>
11. Customer Address for Notices:	Charter Township of Ypsilanti 7200 S. Huron River Dr. Ypsilanti, MI 48197 Attn: Karen Lovejoy Roe

12. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one)  YES  NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least   0   posts and   0   luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at \_\_\_\_\_.  
Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warrantees, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer:

Charter Township of Ypsilanti

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]

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



*Charter Township of Ypsilanti*

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

August 31, 2020

Owner  
Address  
City, State Zip

**Re: Public Hearing Scheduled for Tuesday, September 15, 2020 at Approximately 7:00pm for the Creation of Streetlight Special Assessment District #219 for Crystal Ponds**

Dear Property Owners:

The Charter Township of Ypsilanti Board of Trustees set a public hearing to consider the request for the creation of streetlight special assessment district #219 Crystal Ponds for the installation of thirteen (13) streetlights.

This will include your property located at: Property Address  
Parcel ID

**The public hearing will be held on Tuesday, September 15, 2020 at approximately 7:00p.m. and will be held via an online Zoom meeting. Enclosed is information to join the meeting. Public comments may also be sent via email to [klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org) or [lstanfield@ytown.org](mailto:lstanfield@ytown.org) or by postal mail and will be read at the hearing. See below for information.**

The Detroit Edison lamp layout for the proposed new streetlights is located on the back of this letter.

Installation charges for the thirteen (13) streetlights is \$53,876.92 and is being paid for by the developer. DTE has fixed the annual lamp charges for the first three (3) years, per agreement to \$3,087.60. This cost is divided among the ninety (90) parcels and equals \$34.31 per parcel, per year. After the third year, the costs will reflect the current rates set by DTE, as well as current electrical usage over the year.

**Total estimated annual costs for the additional streetlights would be \$34.31 per parcel, per year**

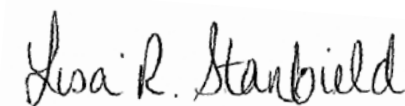
**To Legally Protest the Streetlight Special Assessment:**

An owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment in person, or may file his or her appearance and protest by letter before the hearing, and in that event, personal appearance shall not be required. The owner or any person having an interest in the real property who protests in writing at or before the hearing may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

If you have any questions or need additional information, please feel free to contact my office.

Sincerely,

  
Karen Lovejoy Roe, Clerk

  
Lisa Stanfield, Deputy Clerk

lrs

cc: File

**RED LOCATIONS:**

Install (7) decorative 39w LED streetlights on (7) black, fluted, fiberglass posts.

**GREEN LOCATIONS:**

Install (2) 136w LEDs on wood poles.

Install (4) decorative 39w LED streetlights on (2) black, fluted fiberglass posts with crossarm for 2 luminaires.



**Zimbra****Istanfield@ytown.org**

---

**Fwd: Crystal Pond Streetlighting SAD - 9/15/2020  
Public Hearing**

---

**From :** Karen Lovejoy Roe

&lt;klovejoyroe@ytown.org&gt;

Tue, Sep 08, 2020 07:53 PM

 2 attachments**Subject :** Fwd: Crystal Pond  
Streetlighting SAD -  
9/15/2020 Public Hearing**To :** Lisa Stanfield

&lt;Istanfield@ytown.org&gt;

Include in packet for public hearing for Crystal ponds...,thanks, karen

---

**From:** "Greg Windingland" <gwwindingland@lombardohomes.com>**To:** "Lisa Stanfield" <Istanfield@ytown.org>, "Karen Lovejoy Roe"  
<klovejoyroe@ytown.org>**Cc:** "Greg Hamm" <ghamm@lombardohomes.com>, "David Hensel"  
<dhensel@lombardohomes.com>**Sent:** Tuesday, September 8, 2020 9:27:40 AM**Subject:** Crystal Pond Streetlighting SAD - 9/15/2020 Public Hearing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Good morning Lisa and Karen,

We will not have a representative attend the Zoom public hearing for the SAD, but as the owner of multiple units within



the Crystal Pond community wanted to send this e-mail as our formal support of the project.

We fully support the establishment of the SAD.

Thank you and be safe,

Greg

## GREGORY L. WINDINGLAND

*VP Land Development*

---

### LOMBARDO HOMES

13001 23 Mile Road, Suite 200  
Shelby Township, MI 48315  
Direct: 586.781.2364  
Cell: 586-855-7051  
Fax: 888-525-6881

[lombardohomes.com](http://lombardohomes.com)

[lombardohomes.com/blog](http://lombardohomes.com/blog)



**Our Values: Integrity, Passion, Family and Commitment**

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--

***Karen Lovejoy Roe***

Clerk

Charter Township of Ypsilanti

7200 S. Huron River Dr.

Ypsilanti, MI 48197

734.484.4700

[klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org)

For Ypsilanti Township News go to [ytown.org](http://ytown.org)

## Obstacles are meant to be hurdled--

"And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart" Galatians 6:9

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# PUBLIC HEARING

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7:00PM –RESOLUTION 2020-12, CREATION OF  
NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT  
DISTRICT #075 CRYSTAL POND

# CHARTER TOWNSHIP OF YPSILANTI

## RESOLUTION 2020-12

### CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #075 CRYSTAL POND

**WHEREAS**, a requirement of the planned development agreement is neighborhood cameras, the Township Board of the Charter Township of Ypsilanti proposes to install two (2) security cameras to be located at Crystal Pond and

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

**WHEREAS**, the Township Board proposes the creation of a special assessment district consisting of 90 parcels known as Crystal Pond, which will be benefited to defray the operation and maintenance cost of the security cameras; and

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

**WHEREAS**, Conti Corporation, a video security company, licensed by the State of Michigan, prepared and submitted proposed plans to install, operate and maintain security cameras in public areas located within the boundaries of Crystal Pond, which consists of 90 parcels with the following estimated costs:

- Costs for purchase and installation of 2 security cameras (paid for by the developer): \$14,990.31
- Total Annual Residents' Cost for maintenance and operation of security cameras: (First three years) \$13,800.00
- Annual cost per parcel \$ 51.11
- Monthly cost per parcel \$ 4.26

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

**WHEREAS**, in accordance with the aforesaid notices, a hearing was held on the 19<sup>th</sup> of May, 2020 commencing at approximately 7:00pm and all persons given the opportunity to be heard in the matter; and

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

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

1. That this Township Board does hereby approve the plans for public security cameras as prepared and presented by the Township's licensed security system contractor and its annual estimate of costs for the operation and maintenance thereof.
2. That this Township Board creates a special assessment district located within the boundaries of Crystal Pond with the district to be known as Crystal Pond Neighborhood Camera Special Assessment District No. 075 within which the costs of the operation and maintenance of the security cameras shall be assessed according to benefits.
3. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be

levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.

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

E-mailed to:  
Karen Lovejoy Roe at  
[klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org)  
No Hard Copy to Follow

July 17, 2020

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

**RE: Request to Establish Security Camera Special Assessment District for  
Crystal Pond**

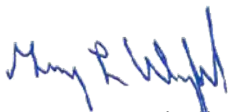
Karen,

Representing 76% of the units (84 of 90 units) in Crystal Pond, please accept this letter as our petition to establish a Special Assessment District (SAD) for security cameras for Crystal Pond.

We understand one camera would be installed at each of the two Bunton Road entrances to the Crystal Pond community and once the cost of the cameras and associated materials is known, we will be invoiced for those costs.

Please let me know if you need anything additional at this time. We know once the cost of the project has been determined, we will be invoiced for same.

Thank you and best regards,  
**Lombardo Homes**



Gregory L. Windingland  
Vice President of Development

C: Mike Radzik, Director – Office of Community Standards at [mradzik@ytown.org](mailto:mradzik@ytown.org)  
Jason Iacoangeli, Planning Director at [jiacoangeli@ytown.org](mailto:jiacoangeli@ytown.org)

# 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 schedule a public hearing to create a Special Assessment District to facilitate the maintenance and operation of two (2) Community Safety System cameras for the Crystal Ponds Condominium development.**  
Copy: McLain & Winters, Township Attorneys  
Date: April 13, 2020

The revised and restated Development Agreement for the Crystal Ponds Condominium project that was recently approved by the Board of Trustees requires the developer, Lombardo Homes, to install two security cameras on the township's Community Safety System network to help protect the 90 homeowners that will eventually reside in the community.

Enclosed please find a quote from the township's vendor, Conti Corporation, for the purchase and installation of equipment for two camera sites, one at each entrance to the community on Bunton Rd. The total cost of camera equipment and installation is \$14,990.31 to be paid by Lombardo Homes. Comcast, another township vendor, will absorb the cost of construction to install cable modems at both sites that will connect to the township's camera network.

Once operational, the estimated annual cost to operate and maintain the camera sites is \$4,600 to be paid by members of the Crystal Ponds Homeowner Association through a Special Assessment District to be created for this purpose. Both Lombardo Homes and the other existing members of the HOA have expressed support for this safety improvement.

Please note that a separate special assessment district is required to facilitate installation and maintenance of two new street lights by DTE. The new lights are necessary to provide suitable infrastructure to mount the camera equipment and illuminate the immediate area.

Please schedule a public hearing to facilitate creation of the SAD for this purpose as described.

Thank you for your consideration.

Enclosures: Conti equipment quote 4/8/2020  
Lombardo request letter  
Map showing installation locations





william.spinek@conticorporation.com  
 PHONE 248-953-7035  
 6417 Center Drive, Suite 120  
 Sterling Heights, Michigan 48312

April 8, 2020

Charter Township of Ypsilanti  
 7200 S. Huron River Dr.  
 Ypsilanti, MI 48197  
 Attn: Mike Radzik

Re: The Crystal Ponds Condominium Entrances CCTV

Dear Mike,

Conti is pleased to submit our pricing for the above referenced project. Please contact me if you have any further questions regarding this proposal.

New Camera Cost – Crystal Ponds Condominium Entrances

1. Provide and install (2) Outdoor Avigilon Self-Learning Video Analytic Bullet Camera at the entrances of Crystal Ponds neighborhood
2. Provide and install (2)H4A junction box
3. Provide and install (3) pole mount adapter
4. Provide and install (3) 18x16x10 NEMA 4 Enclosure with backplate
5. Provide and install (3) NEMA 4 pole mount kit
6. Provide and install (3) 100W NEMA 4 Heater
7. Provide and install (1) 9MP 180-degree Multihead camera with IR illumination ring (Bunton Rd)
8. Provide and install (1) Pendant wall arm mounting bracket
9. Provide and install (1) 60W PoE++ injector
10. Provide and install misc. seal-tite, conduit and banding required
11. Provide and install (3) Avigilon ACC 1 channel licenses
12. Provide and install 110 outlets in NEMA 4 with breaker and electrical wire to top of the pole for DTE connection
13. Programming Static IP address into the camera (Internet service, public Static IP and router provided by others)
14. Programming and Configuration. **(Included in above price)**

**Crystal Ponds Condominium Entrances Pricing**

**\$14,990.31** \_\_\_\_\_ Initial Acceptance

**Assumptions and exclusions:**

1. All work is to be performed with I.B.E.W. Local 58 Union Labor. All labor is quoted at straight time rates, no holiday, weekend or off shift time is quoted for this project
2. Only the items included within this proposal are to be provided by Conti Corporation. Any additional cameras, switches, encoders, camera licensing, or additional material requested by Charter Township of Ypsilanti will require an approved change order before that specific work can proceed.
3. Final power tap to pole power to be done by others and is not included

Upon proposal acceptance, we can schedule the installation for the earliest possible date.

Please contact me directly with any questions, comments or desired changes.

Gary Graves



Conti Corporation  
6417 Center Drive, Suite 120  
Sterling Heights, Michigan 48312

**Zimbra****Istanfield@ytown.org**

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**Fwd: Crystal Pond Streetlighting SAD - 9/15/2020  
Public Hearing**

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**From :** Karen Lovejoy Roe

&lt;klovejoyroe@ytown.org&gt;

Tue, Sep 08, 2020 07:53 PM

📎 2 attachments

**Subject :** Fwd: Crystal Pond

Streetlighting SAD -

9/15/2020 Public Hearing

**To :** Lisa Stanfield

&lt;Istanfield@ytown.org&gt;

Include in packet for public hearing for Crystal ponds...,thanks, karen

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**From:** "Greg Windingland" <gwindingleland@lombardohomes.com>**To:** "Lisa Stanfield" <Istanfield@ytown.org>, "Karen Lovejoy Roe" <klovejoyroe@ytown.org>**Cc:** "Greg Hamm" <ghamm@lombardohomes.com>, "David Hensel" <dhensel@lombardohomes.com>**Sent:** Tuesday, September 8, 2020 9:27:40 AM**Subject:** Crystal Pond Streetlighting SAD - 9/15/2020 Public Hearing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Good morning Lisa and Karen,

We will not have a representative attend the Zoom public hearing for the SAD, but as the owner of multiple units within

the Crystal Pond community wanted to send this e-mail as our formal support of the project.

We fully support the establishment of the SAD.

Thank you and be safe,

Greg

## GREGORY L. WINDINGLAND

*VP Land Development*

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### LOMBARDO HOMES

13001 23 Mile Road, Suite 200  
Shelby Township, MI 48315  
Direct: 586.781.2364  
Cell: 586-855-7051  
Fax: 888-525-6881

[lombardohomes.com](http://lombardohomes.com)

[lombardohomes.com/blog](http://lombardohomes.com/blog)



**Our Values: Integrity, Passion, Family and Commitment**

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--

***Karen Lovejoy Roe***

Clerk

Charter Township of Ypsilanti

7200 S. Huron River Dr.

Ypsilanti, MI 48197

734.484.4700

[klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org)

For Ypsilanti Township News go to [ytown.org](http://ytown.org)

## Obstacles are meant to be hurdled--

"And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart" Galatians 6:9

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



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

August 31, 2020

Owner  
Address  
City, State MI

**Re: Public Hearing Scheduled for Tuesday, September 15, 2020 at Approximately 7:00pm for the Creation of Neighborhood Camera Special Assessment District #075 Crystal Ponds**

Dear Property Owners:

The Charter Township of Ypsilanti Board of Trustees set a public hearing to consider the request for the creation of Neighborhood Camera Special Assessment District #075 Crystal Ponds for the installation of two (2) cameras. Please see the map on the reverse side of this notice for location information.

**THE TOTAL COST PER HOUSEHOLD FOR THIS YEARLY ASSESSMENT WOULD BE \$51.11 PER YEAR.**

This will include your property located at: Property Address  
Parcel ID

**The public hearing will be held on Tuesday, September 15, 2020 at approximately 7:00p.m. and will be held via an online Zoom meeting. Enclosed is information to join the meeting. Public comments may also be sent via email to [klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org) or [lstanfield@ytown.org](mailto:lstanfield@ytown.org) or by postal mail and will be read at the hearing. See below for information.**

Installation charges for the two (2) cameras is \$14,990.31 and will be paid for by the developer. Conti Corporation and Comcast have fixed the annual charges for the first three (3) years, per agreement to \$13,800.00. This cost is divided among the ninety (90) parcels and equals \$51.11 per parcel, per year. After the third year, the costs will reflect the current rates set by Conti Corporation and Comcast.

**To Legally Protest the Neighborhood Camera Special Assessment:**

An owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment in person, or may file his or her appearance and protest by letter before the hearing, and in that event, personal appearance shall not be required. The owner or any person having an interest in the real property who protests in writing at or before the hearing may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

If you have any questions or need additional information, please feel free to contact my office at 734-484-4700.

Sincerely,

Karen Lovejoy Roe, Clerk  
[klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org)

Lisa Stanfield, Deputy Clerk  
[lstanfield@ytown.org](mailto:lstanfield@ytown.org)

Irs

cc: File

**RED LOCATIONS:**

Install (7) decorative 39w LED streetlights on (7) black, fluted, fiberglass posts.

**GREEN LOCATIONS:**

Install (2) 136w LEDs on wood poles.

Install (4) decorative 39w LED streetlights on (2) black, fluted fiberglass posts with crossarm for 2 luminaires.



# PUBLIC COMMENTS

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# **CONSENT AGENDA**

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**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:03 p.m. on a Zoom Virtual Board meeting. Supervisor Stumbo stated because this meeting is on Zoom we would not be able to do The Pledge of Allegiance or a moment of silent prayer.

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

**Members Absent:** none

**Legal Counsel:** Wm. Douglas Winters

**PUBLIC COMMENTS**

JoAnn McCollum, Township Resident said there should be changes in Ypsilanti Township government. She said that a change should be that everyone that would like to be on the ballot should have to get signatures. She said people should earn to be on a ballot. She said no relatives should be on the same board. Ms. McCollum said a mother and daughter-in-law should not be on the same board as with Clerk Lovejoy Roe and Trustee Jarrell Roe. She said she was against zoning for the use of marijuana businesses in Ypsilanti Township. She said it looks to her that the zoning department has chosen with the consent of the Supervisor, Clerk, Treasurer and Lawyer to choose an area that is predominantly black to house marijuana businesses. She said meetings regarding these decisions should be advertised so the public can be involved. She said she has to search to find when meetings discussing these issues are scheduled and it should not be that hard to find them.

Azaz Staffild, Township Resident stated regarding medical marijuana businesses, the 1000 foot distant from any residential area would be hard to find in Ypsilanti Township. She said people in the State of Michigan voted to allow these businesses and she said Ypsilanti Township should be accommodating to these businesses opening in the Township. She said she opposes the zoning restrictions that allows businesses to grow 72 plants because it is not in accordance with the state law in Michigan. She said she believes State law supersedes the zoning board and she said she would like the restrictions to be removed.

Thomas Piotrowski, Township Resident asked what the Township was doing to insure that all our ballots are counted, and making sure the ballots are handled well by the post office.

Supervisor Stumbo stated the Clerk and her staff are really prepared, they go to the post office daily to take ballots and pick up returned ballots. She said the Secretary of State has a special envelope the ballots are in which makes it easier for delivery.

Clerk Lovejoy Roe stated we had some problems with our initial mailings for the August 2020 election. She said she was hoping to get funding to put drop boxes for

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 2**

the voted ballots in different areas of the township to make it easier for residents to return their ballots instead using the postal service. She said she encouraged residents to come in the first week of October and pick up their ballots. She said residents can call and make sure we received their ballot.

Thomas Piotrowski, Township Resident asked how we could get this information out to the residents.

Clerk Lovejoy Roe stated that we are trying to get the information on M-Live, in the Eastern Echo, to neighborhood watch groups, Next Door, and Facebook discussion pages. She said that if we can correlate with the water bill we can put it in there. Clerk Lovejoy Roe stated another good place would be on our website.

**CONSENT AGENDA**

**A. MINUTES OF THE JULY 21, 2020 REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR AUGUST 4, 2020 IN THE AMOUNT OF \$561,267.79**
- 2. STATEMENTS AND CHECKS FOR AUGUST 18, 2020 IN THE AMOUNT OF \$1,766,265.59**
- 3. CHOICE HEALTHCARE DEDUCTIBLE ACH EFT FOR JULY 2020 IN THE AMOUNT OF \$29,621.18**
- 4. CHOICE HEALTHCARE ADMIN FEE FOR JULY 2020 IN THE AMOUNT OF \$1,190.50**

**C. JULY 2020 TREASURER'S REPORT**

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

**ATTORNEY REPORT**

**GENERAL LEGAL UPDATE**

Attorney Winters stated there continues to be ongoing infrastructure projects that are nearing completion. He said Loonfeather Park had the emergency storm water repair and was quite a big project because of the condition of the pipe. He said Mr. Hoffmeister stated they should have the landscaping completed next week. Attorney Winters stated that they are nearing completion with Burns Park and the final layer of asphalt for the new tennis and pickle ball courts. He said they are going to be doing the rain garden at the skate park and estimates the opening to be in September 2020. He said he was starting to see some warning signs with

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 3**

properties and the ordinance department was keeping up with it because he said we do not want to go back to 2008. He said the new contract with Waste Management should go into effect in September and they will be delivering the new 96 gallon carts to all the residents in Ypsilanti Township.

**NEW BUSINESS**

**1. 1<sup>ST</sup> READING OF PROPOSED ORDINANCE 2020-493, AN ORDINANCE TO AMEND CHAPTER 62, ARTICLE IV, SECTION 62-77 OF THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF YPSILANTI, TO ADJUST SEWAGE DISPOSAL RATES**

Jeff Castro, YCUA Director explained the new sewer rates.

Trustee Ross-Williams confirmed with Mr. Castro that it was a 3% increase for sewer.

Clerk Lovejoy Roe read the Ordinance.

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the 1<sup>st</sup> Reading of Proposed Ordinance 2020-493, an Ordinance to Amend Chapter 62, Article IV, Section 62-77 of the Code of Ordinances, Charter Township of Ypsilanti, to Adjust Sewage Disposal Rates (see attached).**

Lovejoy Roe.....Yes    Doe.....Yes    Eldridge.....Yes  
Ross-Williams.....Yes    Jarrell Roe.....Yes    Wilson.....Yes  
Stumbo.....Yes

The motion carried unanimously.

**2. 1<sup>ST</sup> READING OF RESOLUTION 2020-18, PROPOSED ORDINANCE 2020-492, AN ORDINANCE AMENDING THE ZONING CODE, SECTION 306, SCHEDULE OF USES, MEDICAL MARIJUANA DISPENSARIES AND MEDICAL MARIJUANA NURSERIES**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Wilson to Approve 1<sup>ST</sup> Reading of Resolution 2020-18, Proposed Ordinance 2020-492, an Ordinance Amending the Zoning Code, Section 306, Schedule of Uses, Medical Marijuana Dispensaries and Medical Marijuana Nurseries.**

Jason Iacoangeli, Planning Director stated this Ordinance Amendment would move Medical Marijuana business locations regarding dispensaries and the operations relating to its' growing moving them from the I-1 and I-2 districts and puts them in with a special conditional use, into the I-C district. He said the only change in this ordinance would be the location for these businesses.

Trustee Jarrell Roe asked if this could be tabled until the board decides whether to allow Recreation Marijuana into the township. She said since medical and

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 4**

recreational marijuana facilities usually sell both it seems like it would be logical to wait.

Trustee Eldridge stated Carlisle Wortmans' recommendation was to place marijuana businesses in the I-C district because we were moving them from the I-1 & I-2 districts. He asked Jason Iacogneli if he could remember why they selected the spot adjacent to West Willow. Mr. Iacogneli stated in the new master plan the I-C district is an employment district where all different businesses would be located and it was thought that medical marijuana would fit well into the I-C district along with technology and manufacturing businesses.

Mr. Iacogneli stated that currently I-1, I-2 and I-C are for Medical Marijuana but not for Recreational Marijuana. He said this change was for Medical Marijuana to be allowed only in area zoned I-C.

Clerk Lovejoy Roe stated she feels that retail is different than warehouse and production and that retail medical marijuana should stay where it's at in I-1 and I-2 and also be allowed in B-1,2, and 3. She said she agrees with JoAnn McCollum that it wouldn't be right to dump all of it into one area. She said it is not only unfair for the people who live there but it doesn't make sense for retail. She said retail would want to be in a shopping center or with other retail businesses. She said if the board doesn't want medical marijuana in the township then we should just say it and not put it in I-C where no retail business would want to go anyway.

Azaz Staffild stated she would like to congratulate Ms. Heather Roe because beauty and wisdom don't usually come together. She said God has made an exception for you young lady. She said she also agrees with Ms. Karen Roe that she doesn't see any reason to separate or categorizing Marijuana growing or dispensary facilities. She said what is mind boggling, is Ypsilanti Township so rich they can give money to Carlisle Workman so they could be told to restrict bringing new businesses into the Township and then the board votes to increase utilities cost to their residents. She said this does not make sense to her. She said she would like to expand on this zoning not limit it.

JoAnn McCollum stated the that where I-C is proposed extends to West Willow at the south end of Tyler Road and wondered if that was zoned industrial.

Jason Iacogneli stated the I-C district runs at the very bottom in the South is Coolidge, North is the railroad line next to US-12, the westerly border is Wiard Road only on the east side of Wiard, near the intersection of Wiard and Tyler but not on the west side of that intersection.

Supervisor Stumbo said that I-C ends on the other side of West Willow where ACM is located and not the residential side of West Willow and doesn't go over to McCarthy.

Trustee Ross-Williams said the map appears to show I-C ending on the island on Wiard Road. She said the map should be clearer with its' boundary lines. She said it

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 5**

appears on the map to go into West Willow. Trustee Ross-Williams said that the I-C is at ACM and she said she does not think that is where this would go. She said the ordinance itself reads a little differently. She explained the questions she had with the wording in the ordinance. She said she would agree to table this because she thinks the community should be able to discuss this before we move it forward.

**A motion was made by Trustee Ross-Williams, supported by Trustee Jarrell Roe to table the 1<sup>st</sup> Reading of Resolution 2020-18, Proposed Ordinance 2020-492, an Ordinance Amending the Zoning Code, Section 306, Schedule of Uses, Medical marijuana Dispensaries and Medical Marijuana Nurseries.**

Lovejoy Roe.....Yes    Ross-Williams....Yes    Jarrell Roe.....Yes  
Eldridge.....Yes    Doe.....Yes    Wilson.....Yes  
Stumbo.....Yes

**The motion was carried unanimously.**

**3. REQUEST TO APPROVE AGREEMENT OF SUBAWARD OF FEDERAL FINANCIAL ASSISTANCE WITH WASHTENAW COUNTY FOR CONSTRUCTION OF A BUS STOP AT SCHOONER COVE**

**A motion was made by Clerk Lovejoy Roe, supported by Ross-Williams to Approve Agreement of Subaward of Federal Financial Assistance with Washtenaw County for Construction of a Bus Stop at Schooner Cove.**

Mike Hoffmeister explained the agreement. He said they do have CDBG funding to pay for part of this project which leaves a balance of about \$52,000.00 which is included in the budget amendment tonight. He said there may be further funding through CDBG which would lower the balance. He said the next agenda item tonight is the contract with Best Asphalt and if approved we will proceed with this project.

Clerk Lovejoy Roe stated that the reason this construction would begin so late in the year was because we have to wait until the HUD funding numbers are available for us which is always in late August.

Clerk Jarrell Roe said she would like to encourage other board members to reach out to AAATA because they are changing the business service in Ypsilanti Township. She would like Matt Carpenter to know that we are moving forward with this project.

Supervisor Stumbo stated they sent a email to AAATA to ask if they were continuing with the bus route. She said with Covid everything is different. She said she thinks that calling and getting a ride from Flex-ride might be quicker for some residents but the regular service would be more reliable.

**The motion was carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 6**

**4. REQUEST TO APPROVE CONTRACT DOCUMENTS WITH BEST ASPHALT FOR CONSTRUCTION OF THE SCHOONER COVE BUS STOP**

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Approve Request to Approve Contract Documents with Best Asphalt for Construction of the Schooner Cove Bus Stop.**

**The motion carried unanimously.**

**5. REQUEST TO WAIVE THE FINANCIAL POLICY AND APPROVE THE QUOTE FROM RHM FLUID POWER IN THE AMOUNT OF \$11,918.00 BUDGETED IN LINE ITEM #252-252-000-930-000 TO DESIGN, BUILD AND INSTALL CONTROL COMPONENTS FOR GATES 1 AND 2**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Request to Waive the Financial Policy and Approve the Quote from RHM Fluid Power in the Amount of \$11,918.00 Budgeted in Line Item #252-252-000-930-000 to Design, Build and Install Control Components for Gates 1 and 2.**

**The motion carried unanimously.**

**6. REQUEST TO AUTHORIZE CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCE AT 281 OHIO ST., 2688 PEACHCREST ST., AND 1448 NASH AVE. BUDGETED IN LINE ITEM #101-950-000-801-023**

**A motion was made by Trustee Jarrell Roe, supported by Trustee Wilson to Approve Request to Authorize Circuit Court Litigation to Abate Public Nuisance at 281 Ohio St., 2688 Peachcrest St., and 1448 Nash Ave. Budgeted in Line Item #101-950-000-801-023**

**The motion carried unanimously.**

**7. REQUEST TO PURCHASE A HIGH SPEED SCANNER FROM HART INTERCIVIC IN THE AMOUNT OF \$124,405.00 BUDGETED IN LINE ITEM #101-215-000-977-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT AND APPROVAL OF A GRANT FROM THE STATE OF MICHIGAN IN THE AMOUNT OF \$30,000.00 BRINGING THE COST OF SCANNER TO \$94,405.00**

**Clerk Lovejoy Roe said she would like to change the amount to \$109,405.00 because we do not have the \$30,000.00 commitment from the State at this time but the County was giving us \$15,000.00. She said after the approval from the State our part would be \$74,405.00. She said it was going to be less than that because we were going to share it with Superior Township, Pittsfield Township, and the City of Ypsilanti but since they were smaller municipalities they decided not to use a high speed scanner. She said if we do not get this scanner than we would need to**

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING**  
**PAGE 7**

purchase five more scanners for the November 2020 election which would cost \$25,500.00 plus and we would need to hire more election workers.

Supervisor Stumbo said \$118,000.00 maintenance fee was not in the memo.

Clerk Lovejoy Roe said that for the first six years there was not a separate charge for maintenance. She said beginning in year six through ten there would be software updates and maintenance fees totaling \$118,000.00 over the five years.

Supervisor Stumbo said that when the County changed over to the new system they paid for the new equipment but the Township paid \$75,000.00 for five years. She said the maintenance fee should have been in the memo.

Treasurer Doe stated that if we have to pay \$25,000.00 for more scanners and pay for election workers it was a lot less than the \$250,000.00. He said we won't even have another major election for 2 to 4 years. He said with Covid we do not know what our financial ability will be in the near future.

Trustee Eldridge said he concurs with the Treasurer. He said we don't know where the budget is going to take us. He said he is on the Election Committee and never heard about this. He said he would like to have a special meeting to discuss this.

Clerk Lovejoy Roe said the meeting would have to be in the next several days because we have to place an order. She said we would break even with the high speed scanner with the exception of the maintenance fee. She said without the high speed scanner, we will be well into the next day before we would have results for November. She said we will need approximately 60 people instead of 25 to work the AV count board in the November 2020 election without the high speed scanner.

Treasurer Doe asked since Ann Arbor was getting the high speed scanner will they have scanners we can purchase from them.

Clerk Lovejoy Roe stated a lot of municipalities are asking for Ann Arbors' extra scanners.

Supervisor Stumbo asked about scanning them early and tabulate them on election day.

Clerk Lovejoy Roe explained how the high speed scanner would work. She stated we cannot run them through the tabulator in the State of Michigan before election day.

Trustee Eldridge again said we should have a special meeting to discuss this.

Treasurer Doe asked if it was because of the write-ins on the August 2020 ballot the reason for the long night.



**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 8**

Clerk Lovejoy Roe stated it took a long time for the write-ins but said they were not even at that point until 2:00am. She said from 2:00am until 5:30am they were doing the write-ins. She said it is estimated that we may have as many as 25,000 absent ballots for November. She said we had 11,000 come back in August and said we have over 14,000 applications so far for November and we are receiving 20-30 daily adding to the list.

Treasurer Doe stated he agreed with Trustee Eldridge to have a meeting in a couple days and gather more information before making a decision.

Trustee Ross-Williams stated she questioned whether to purchase this high speed scanner because we do not know what the budget will be for 2021. She said that we don't know what money the federal government will have for the states or municipalities. She said with the additional funding for the courts in Ypsilanti Township she does not feel the board should commit to this major purchase.

**A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve the Request to Purchase a High Speed Scanner from Hart Intercivc in the Amount of \$124,405,00 Budgeted in Line Item #101-215-000-977-000 Contingent upon Approval of the Budget Amendment and Approval of a Grant from the State of Michigan in the Amount of \$30,000.00 Bringing the Cost of Scanner to \$94,405.00**

**A motion was made by Trustee Eldridge, supported by Treasurer Doe to Table the Request to Purchase a High Speed Scanner from Hart Intercivc.**

Lovejoy Roe.....Yes    Eldridge.....Yes    Ross-Williams.....Yes  
Doe.....Yes    Wilson.....Yes    Jarrell Roe.....Yes  
Stumbo.....Yes

The motion carried unanimously.

**8. REQUEST TO SET A PUBLIC HEARING FOR THE CREATION OF  
STREETLIGHT SPECIAL ASSESSMENT DISTRICT FOR CRYSTAL PONDS ON  
SEPTEMBER 15, 2020 AT APPROXIMATELY 7:00PM**

**A motion was made by Treasurer Doe, supported by Trustee Eldridge to Approve the Request to set a Public Hearing for the Creation of Streetlight Special Assessment District for Crystal Ponds on September 15, 2020 at Approximately 7:00PM**

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 9**

**9. REQUEST TO SET A PUBLIC HEARING FOR THE CREATION OF A  
NEIGHBORHOOD SECURITY CAMERA SPECIAL ASSESSMENT DISTRICT  
FOR CRYSTAL PONDS ON SEPTEMBER 15, 2020 AT APPROXIMATELY  
7:05PM**

**A motion was made by Trustee Ross-Williams, supported by Trustee Eldridge to Approve the Request to Set a Public Hearing for the Creation of a Neighborhood Security Camera Special Assessment District for Crystal Ponds on September 15, 2020 at Approximately 7:05PM.**

**The motion carried unanimously.**

**10. BUDGET AMENDMENT #9**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe Approve Budget Amendment #9 (see attached).**

Clerk Lovejoy Roe asked what the Court was planning to reduce expenditures since they are not open and their revenue was reduced. She said the Court should have a plan to reduce expenditures since they have less revenue coming in.

Supervisor Stumbo stated she has asked them to work on it but they were under a different order from the State Court than the Township Government. She said they are doing a draft budget and we can ask questions at that time.

**The motion carried unanimously.**

**AUTHORIZATIONS AND BIDS**

**1. REQUEST TO SEEK SEALED BIDS FOR A FIVE YEAR LEASE FOR THE GOLF  
CART FLEET AT GREEN OAKS GOLF COURSE**

**A motion was made by Trustee Jarrell Roe, supported by Trustee Wilson to Approve the Request to Seek Sealed Bids for a Five Year Lease for the Golf Cart Fleet at Green Oaks Golf Course.**

**The motion carried unanimously.**

**2. REQUEST TO APPROVE THE PROPOSAL FROM COFFEE TREE GROUP FOR  
MANAGED DETECTION AND RESPONSE SERVICE AND TO APPROVE  
SIGNING OF THE AGREEMENT PENDING ATTORNEY REVIEW**

**A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Proposal from Coffee Tree Group for Managed Detection and Response Service and to Approve Signing of the Agreement Pending Attorney Review.**

**The motion carried unanimously.**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 18, 2020 REGULAR BOARD MEETING  
PAGE 10**

**3. REQUEST TO SEEK QUALIFICATIONS FOR CONSULTING SERVICES FOR  
THE DEVELOPMENT OF A REBUILT TOWNSHIP WEBSITE**

**A motion was made by Trustee Ross-Williams, supported by Trustee Jarrell Roe to Approve Request to Seek Qualifications for Consulting Services for the Development of a Rebuilt Township Website.**

Trustee Ross-Williams stated this was great news that we will be getting, hopefully, an easier to navigate website for our residents.

Clerk Lovejoy Roe stated it should be a website that can be used on our phones.

**The motion carried unanimously.**

**OTHER BUSINESS**

**1. DISCUSSION ON DOG PARK AT LAKESIDE PARK**

David Streeter, Park Commission, stated that over a year ago they had begun looking for areas in the Township that would be conducive for a dog park. He said they looked at the eastern portion of Lakeside Park and thought it would be a good area for a dog park. He said but because of Covid they didn't get on the board agenda until now.

Trustee Ross-Williams stated that it should go under New Business if we were going to take action on it.

Clerk Lovejoy Roe stated it was her understanding that Mr. Streeter just wanted to present the idea but if that is something the board would like to do then we could make a motion now or bring it back on a future agenda. She said we could approve the site for a future dog park. Clerk Lovejoy Roe stated she knew residents were asking for a dog park.

Trustee Eldridge asked that this is put on an agenda but we should also talk with our attorney about a dog park because there are probably liability issues we will have to address.

Trustee Jarrell Roe said she thought that Mr. Streeter was probably trying to get board feedback on their thoughts regarding a dog park and the proposed site. She said that she would like to possibly look into some grant funding maybe asking Mr. Hoffmeister to look into it since we are questioning meeting our financial obligations in the near future.

David Streeter stated finding a location and liability was at the top of the Park Commission's list to begin with. He said that is why they did want to get feedback on the possible park being at Lakeside Park. He said the community was really interested in getting a dog park in the township. Mr. Streeter said that Swift Run

**CHARTER TOWNSHIP OF YPSILANTI  
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Park is a joint venture between the Pittsfield Township and Washtenaw County. He said some of the newer neighborhoods in the south end of the township have incorporated dog parks within their neighborhood. He said Covid did bring people outside and many have dogs. He said he was coming to the board asking what the first steps should be for a dog park in Ypsilanti Township.

Trustee Ross-Williams stated designating land would not be a financial concern. She said if financially we could not move this forward we would already have the land designated until we were able to complete this venture. She said you could designate the property as you were getting the environmental studies completed to see if this is the right place for a dog park. She said she thanked David for his leadership on the Park Commission and for listening to our residents.

Supervisor Stumbo stated that she doesn't know exactly how many acres Lakeside Park is but knows the area is very wet. She said she doesn't know if that would matter for a dog park. She said the environmental study would address that. She said the Eastern Rowing team which is housed there was interested before Covid to have a Regatta at that park. She said she knows residents are interested in getting a dog park.

David Streeter said the Park Commission had looked into township owned property that was about one to five acres. He said he would get together with the Trustees and bring it back to the board. He said it is hard for us to move forward without going through the Trustees.

Elliott Smith, OHM said he would be happy to speak to Mr. Streeter and work with him on the cost estimates. He said they have done a dog park up in Novi.

Trustee Wilson would like to move forward with the next steps.

Trustee Ross-Williams said she would like for them to look at other township owned property for this dog park.

Clerk Lovejoy Roe said that in Kentucky in a town with 10,000 residents they got several fence companies to donate the fence and then volunteers put it up. She said the fencing is the most expensive part of the dog park.

## **2. DISCUSSION ON EQUITY COMMITTEE**

Clerk Lovejoy Roe said she would like to move forward with this and decide what the next steps would be.

Supervisor Stumbo stated she has reached out to the County but she has working on budget items. She said that maybe waiting for the new board since we have a big election coming up would be best.

**CHARTER TOWNSHIP OF YPSILANTI  
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**BOARD MEMBER UPDATES**

Clerk Lovejoy Roe stated she has reached out to Treasurer Catherine McClary about the tax foreclosures but she has not responded. She said by law the Township has the right of first refusal. She said the auction is set to go in September. She suggested that if the board agrees, Attorney Winters may need to contact Ms. McClary.

Attorney Winters said if someone would send him the letter Clerk Lovejoy Roe sent to Ms. McClary he could follow up on that. He said normally we get the list in April or May. He said Ms. McClary has been illegally selling those houses for profit for Washtenaw County for years. He said he will send the letter to get the list of foreclosed homes in Ypsilanti Township. He said that Ypsilanti Township has never sold those houses for profit but sold it directly to Habitat for Humanity. He said but currently Habitat has several houses they purchased which are still needing to be rehabilitated.

Trustee Ross-Williams stated that at the last meeting with West Willow there were concerns about police response. She said it was not just a West Willow problem but a problem throughout the township. She said community members do not feel safe with the police in Ypsilanti Township. Trustee Ross-Williams said that the Township pays a lot of money for police service and we need this service regardless of the issues with Covid. She suggested that there should be a meeting with Washtenaw County Sheriff to find out how they will deal with serving our community post Covid.

Supervisor Stumbo said they had a meeting via zoom with the Sheriff and they will continue to have another meeting with them next week.

Supervisor Stumbo was awarded a Daniel Burnhand award for their comprehensive master plan and only one municipality receives this award in the state each year. She said it is an honor to receive this award. She said if we are continuing with zoom meeting we need to set up a policy for these types of meetings.

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

**Motion carried unanimously.**

**The meeting was adjourned at approximately 9:18PM.**

**Respectfully Submitted,**

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

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

**CHARTER TOWNSHIP OF YPSILANTI**

**Proposed Ordinance 2020-493**

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

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

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

For all billings rendered prior to October 1, 2020, existing sewage disposal service rates shall prevail. For all billings rendered on or after October 1, 2020, charges for sewage disposal services shall be as follows, for each bimonthly (two-month) period:

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

Meter Size (inch)	<del>Water</del> Sewer Rate
5/8-3/4	\$ 16.47
1	\$ 41.18
1-1/2	\$ 82.36
2	\$ 131.78
3	\$ 411.79
4	\$ 823.59
6	\$ 1,647.16
8	\$ 2,882.54
10	\$ 4,529.70
12	\$ 5,353.29

**Commodity rate:** \$2.71 per 100 cubic feet

\* \* \* \* \*

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify approval of the first reading of Proposed Ordinance No. 2020-493 by the Charter Township of Ypsilanti Board of Trustees assembled at a regular meeting held on August 18, 2020. The second reading is scheduled to be heard on September 15, 2020.



Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

**COUNTY OF WASHTENAW, MICHIGAN**

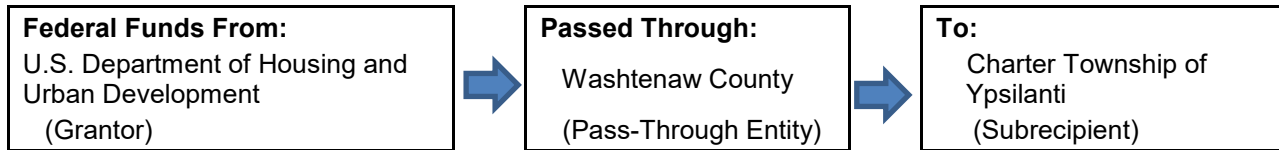
**Agreement for Subaward of Federal Financial Assistance**

The COUNTY OF WASHTENAW is a recipient of federal financial assistance grant dollars. These funds are received directly from the federal government and indirectly from the State of Michigan and several local entities. The County sometimes passes through a portion of this federal financial assistance to other organizations located within (or in the vicinity of) the geographical boundaries of the County to assist them in carrying out the objectives of the applicable federal grant or program.

AGREEMENT is made this **9<sup>th</sup> day of July, 2020**, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan, as the pass-through entity (hereinafter referred to as the County) and, **the Charter Township of Ypsilanti**, located at 7200 S. Huron River Drive, Ypsilanti, MI 48197, (hereinafter often referred to as the Subrecipient).

This agreement is a subaward of federal financial assistance by the County to the Subrecipient intended to assist, stimulate, or support the Subrecipient in carrying out its allowable activities under the **U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) Program** as requested by the Subrecipient in its application to the County for federal financial assistance.

Flow of Federal Financial Assistance in this Subaward Agreement



ARTICLE I – REQUIRED DATA ELEMENTS

(As detailed in Section 200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, hereinafter referred to as the Uniform Guidance.)

Subrecipient Name (must match registered name in DUNS)	Charter Township of Ypsilanti
Subrecipient DUNS Number	781488648
Federal Award Identification Number (FAIN)	B-20-UC-26-006
Federal Award Date (the date when the federal award is signed by the authorized official of the federal awarding agency)	2020 – July 9, 2020
Subaward Period of Performance (start and end date)	7/9/2020 - 7/8/2021
Amount of Federal Funds Obligated by this Agreement	\$138,446

Total Amount of Federal Funds Obligated to the Subrecipient	\$138,446
Total Amount of the Federal Award	2020 – \$2,155,422
Federal Award <b>Project Description</b> (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA) described in Title 2 Code of Federal Regulations Part 170)	This contract includes support of eligible costs of construction for a bus stop enhancement project at Schooner Cove Boulevard and S. Huron River Drive in the Charter Township of Ypsilanti.
Name of Federal Awarding Agency	Department of Housing and Urban Development (HUD)
Name of County (Pass-Through Entity)	Washtenaw County
Name and Contact Information for Awarding Official	Gregory Dill 220 N Main PO Box 8645 Ann Arbor, MI 48107 Phone: 734-222-6850
CFDA Number and Name	14 218 – Community Development Block Grant
Is this Subaward for Research and Development? (answer Yes or No)	No
Indirect Cost Rate for the Federal Award (either an approved federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the County and Subrecipient or a de minimus indirect cost rate of 10% of modified total direct costs may be used). Subrecipient may choose to charge only direct costs to this agreement.	Not applicable

WHEREAS, the Grantee receives funds from the United States Department of Housing and Urban Development (HUD) pursuant to HUD's Community Development Block Grant Entitlement Communities Grants ("CDBG") and the Grantee is authorized to award CDBG funds pursuant to Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C. 5301, et. seq.; and

WHEREAS, the Grantee has been designated as an entitlement county for the CDBG Program and acts as the lead entity for the Washtenaw Urban County, which consists of the City of Ann Arbor, City of Dexter, City of Saline, City of Ypsilanti, Ann Arbor Township, Augusta Township, Bridgewater Township, Dexter Township, Lima Township, Manchester Township, Northfield Township, Pittsfield Township, Salem Township, Saline Township, Scio Township, Superior Township, Sylvan Township, Webster Township, York Township, and Ypsilanti Township; and

WHEREAS, the Subrecipient has agreed to collaborate with the Office of Community and Economic Development (OCED) to manage this public improvement project; and

In consideration of the mutual covenants and obligations contained in this Agreement, including the Attachments, and subject to the terms and conditions stated, THE PARTIES AGREE AS FOLLOWS:



## ARTICLE II - SCOPE OF SERVICES

The Subrecipient will agree to use Washtenaw Urban County 2020 CDBG funds for the eligible costs of construction for a bus stop enhancement project at Schooner Cove Boulevard and S. Huron River Drive in the Charter Township of Ypsilanti. Design includes a bus bay (pull out) at the northeast corner of Schooner Cove Boulevard and S. Huron River Drive, improvements to existing storm water management system and adjacent asphalt pathway, and addition of a pedestrian crosswalk to access the bus stop from the south side of Huron River Drive. The contract will be paid for with 2020 Urban County CDBG funding, **not to exceed One Hundred Thirty Eight Thousand Four Hundred Forty Six Dollars and Zero Cents (\$138,446.00)**, in accordance with the budget in Attachment B. Project costs exceeding \$138,446.00 will be the responsibility of the Township.

## ARTICLE III - PAYMENT AND CASH MANAGEMENT

If the County is paid in advance by the federal awarding agency under the above named federal assistance award, the Subrecipient may also be paid in advance if it meets the requirements in Section 1 below.

Section 1 - Cash Advances. The Subrecipient may request an advance of funds under this agreement if it maintains or demonstrates the willingness to maintain both:

1. written procedures that minimize the time elapsing between the transfer of funds from the County and the subsequent disbursement of the funds by the Subrecipient,
2. financial management systems that meet the standards for fund control and accountability as defined in Section 200.305 of the Uniform Guidance.

Requests for advance of funds must be limited to the minimum amount needed and must be timed to be in accordance with the actual, immediate cash requirements of the Subrecipient in carrying out the terms of this agreement. The timing and amount of the advance must be as close as is "administratively feasible" to the actual disbursement to be made by the Subrecipient.

Section 2 - Reimbursement. If the Subrecipient does not meet the requirements in Section 1 above, it shall submit periodic reimbursement requests to the County. This may be done on a monthly or quarterly basis. The reimbursement request shall be accompanied by the agreed upon financial and programmatic reports. The County shall pay the Subrecipient within 30 calendar days after the receipt of the reimbursement request and the agreed upon financial/programmatic reports, unless the County reasonably believes the reimbursement request to be improper.

## ARTICLE IV - REPORTING OF SUBRECIPIENT

Section 1 - The Subrecipient is to report to the CDBG Management Analyst, and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - The Subrecipient shall submit financial reports **as requested to the OCED Fiscal Assistant**. The Subrecipient shall submit programmatic reports **as requested to CDBG Management Analyst**.

Section 3 - All reports, estimates, memoranda and documents submitted by the Subrecipient must be dated and bear the Subrecipient's name. Financial reports shall be submitted in a timely manner to the County and shall be in agreement with the amounts shown in the Subrecipient's financial system and shall be supported by appropriate documentation (payroll records, invoices, etc.). Final financial and programmatic reports shall be submitted by the

Subrecipient within 30 days of the end of this agreement unless an extension of time is granted in writing by the County.

Section 4 - The Subrecipient agrees to only incur costs under this agreement which are eligible under the Cost Principles detailed in Section 200.400-475 of the Uniform Guidance.

Section 5 - The Subrecipient shall retain all reports, records and supporting documentation pertaining to this agreement for a period of three years from the date of submission of the final expenditure report and shall make them available to the County and the federal awarding agency upon request.

Section 6 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 7 - The County may review and inspect the Subrecipient's activities during the term of this agreement.

Section 8 - When applicable, the Subrecipient will submit a final, written report to the County Administrator.

Section 9 - After reasonable notice to the Subrecipient, the County may review any of the Subrecipient's internal records, reports, or insurance policies.

Section 10 - The Subrecipient and/or subcontractors shall disclose in writing to the County any potential conflict of interest it has related to the County or this agreement subject to the provisions 2 CFR 200.318.

Section 11 - The Subrecipient shall disclose in writing to the County in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement.

Section 12 - The Subrecipient shall report to the County in a timely manner if any adverse or problematic situations arise between reporting deadlines describing the nature of the problem and what is being done to address it.

#### ARTICLE V - TERM

This agreement begins on **July 9, 2020** and ends on **July 8, 2021**, with an option to extend an additional **3 months**. No costs eligible under this agreement shall be incurred by the Subrecipient before or after these dates, except with prior written approval of the County.

#### ARTICLE VI- RESPONSIBILITIES OF THE SUBRECIPIENT

Section 1 - The Subrecipient agrees to comply with all applicable federal, State, and local regulations including the Uniform Guidance. The Subrecipient agrees to comply with the management systems standards (financial management (Sections 200.302-304), procurement (Sections 200.317-326), and property management (Sections 200.310-316)) of the Uniform Guidance.

Section 2 - The Subrecipient agrees to have performed a Single Audit of its federal expenditures if it reaches the Single Audit dollar threshold in federal expenditures during its fiscal year as detailed in Section 200.501 of the Uniform Guidance. The County reserves the right to

perform or cause to be performed additional audits if it deems such to be necessary to insure compliance with the terms of this agreement or to determine the eligibility of the reported expenditures for reimbursement.

Section 3 - The Subrecipient agrees to comply with the provisions of the Byrd Amendment (Public Law 101-121, Section 319 - 31 U.S. Code Section 1352) which prohibits the use of federal funds by the recipient or subrecipient of a Federal contract, grant, loan, or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the federal funds awarded under this agreement.

Section 4 – The Subrecipient agrees to comply with the provisions of the Stevens Amendment (Section 8136 of the Department of Defense Appropriations Act – Public Law 100-463) which stipulates that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

Section 5 - In addition to this agreement, the Subrecipient shall complete, sign, and submit to the County the following documents which are attached as part of this agreement:

1. Standard Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Audit Certification

#### ARTICLE VII – SUSPENSION OF FUNDING

The County may suspend funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

1. Failure to expend funds in a timely manner consistent with the agreement milestones, guidance, and assurances.
2. Failure to comply with the requirements or statutory objectives of federal or state law.
3. Failure to follow agreement requirements or special conditions.
4. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the application would not have been approved for funding.
5. Failure to submit required reports.
6. Filing of a false certification on the application or other report or document.
7. Failure to adequately manage, monitor or direct the activities of its subrecipients that are funded under this agreement.

Before taking action, the County will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

The County reserves the right to recommend to the federal government that the Subrecipient be suspended or debarred in the case of sustained significant noncompliance by the Subrecipient with the award provisions.

### ARTICLE VIII- PERSONNEL

Section 1 - The Subrecipient will provide the required services and will not subaward or assign the services without the County's written approval.

Section 2 - The Subrecipient will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this agreement shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore entity or offshore business interest either owned or affiliated with the Subrecipient. For purposes of this agreement, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

### ARTICLE IX-INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

### ARTICLE X - INDEMNIFICATION AGREEMENT

The Subrecipient will protect, defend and indemnify the County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Subrecipient's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this agreement resulting in whole or in part from negligent acts or omissions of Subrecipient, any subcontractor of the Subrecipient, or any employee, agent or representative of the Subrecipient or any subcontractor of the Subrecipient. Nothing herein shall be construed to waive, limit or restrict any governmental immunity defense available to the subrecipient (Ypsilanti Township).

### ARTICLE XI- INSURANCE REQUIREMENTS

The Subrecipient will maintain at its own expense during the term of this Agreement, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this agreement.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms may be subject to the approval of the County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to The County. Subrecipient shall be responsible to the County or insurance companies insuring the County for all costs resulting from both financially unsound insurance companies selected by Subrecipient and their inadequate insurance coverage. Subrecipient shall furnish the County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Subrecipient until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Subrecipient expires or is canceled during the term of the agreement, services and related payments will be suspended. Subrecipient shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this agreement. Certificates shall be addressed to the County c/o: **Office of Community and Economic Development, 415 West Michigan Ave, Suite 2200, Ypsilanti, MI 48197, Contract # \_\_\_\_\_**, and shall provide for written notice to the Certificate holder of cancellation of coverage.

### ARTICLE XII - COMPLIANCE WITH LAWS AND REGULATIONS

The Subrecipient will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

The Subrecipient agrees to maintain the proper organizational status (such as 501 (c)(3) if needed) to be eligible to receive federal financial assistance under this grant, including proper licensure, registration, etc. Subrecipient agrees to keep itself in the same legal position/mode of organization as when it entered into this agreement.

### ARTICLE XIII - INTEREST OF SUBRECIPIENT AND COUNTY

The Subrecipient promises that it has no interest which would conflict with the performance of services required by this agreement. The Subrecipient also promises that, in the performance of this agreement, no officer, agent, employee of the County, or member of its governing bodies, may participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

### ARTICLE XIV - CONTINGENT FEES

The Subrecipient promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Subrecipient, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Subrecipient, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this agreement. For breach of this promise, the County may cancel this agreement without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Subrecipient.

### ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Subrecipient will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Subrecipient will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Subrecipient agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Subrecipient, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

### ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service agreement with the County to pay their employees under that agreement, a minimum of either \$13.91 per hour with benefits or \$15.51 per hour without benefits. Agreementor agrees to comply with this Ordinance in paying its employees. The Subrecipient understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on

or before April 30, 2021 and annually thereafter which amount shall be automatically incorporated into this agreement. County agrees to give the Subrecipient thirty (30) days written notice of such change. The Subrecipient agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

#### ARTICLE XVII - ASSIGNS AND SUCCESSORS

This agreement is binding on the County and the Subrecipient, their successors and assigns. Neither the County nor the Subrecipient will assign or transfer its interest in this agreement without the written consent of the other.

#### ARTICLE XVIII - TERMINATION OF AGREEMENT

Termination without cause. Either party may terminate the agreement by giving thirty (30) days written notice to the other party. Upon any such termination, the Subrecipient agrees to return to the County any funds not authorized for use, and the County shall have no further obligation to reimburse the Subrecipient. Upon termination of the agreement, the Subrecipient shall submit documentation, in a format specified by the County, to formally end its participation in the agreement.

#### ARTICLE XIX - EQUAL ACCESS

The Subrecipient shall provide the services set forth in the Scope of Service section of this agreement without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

#### ARTICLE XX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this agreement will be freely available to the public. None may be copyrighted by the Subrecipient. During the performance of the services, the Subrecipient will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this agreement by the Subrecipient must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

#### ARTICLE XXI - PAYROLL TAXES

The Subrecipient is responsible for all applicable state and federal social security benefits and unemployment taxes for its employees and agrees to indemnify and protect the County against such liability.

#### ARTICLE XXII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Subrecipient, will be incorporated into this agreement by written amendments signed by both parties.

Unilateral modification of the agreement may take place by the County if the underlying programmatic legislation or regulations are changed by the federal government. If this unilateral modification is objectionable to the Subrecipient, it may withdraw from receiving further federal financial assistance under this agreement by giving (thirty) 30 days written notice to the County.

The Subrecipient agrees to inform the County in writing concerning any proposed changes of dates, budget, or services indicated in this agreement, as well as changes of address or personnel affecting this agreement. Changes in dates, budget, or services are subject to prior written approval of the County.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This agreement is to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for any disputes or litigation arising out of this agreement is in Washtenaw County, Michigan.

The County and the Subrecipient agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation. This is not to be construed as a waiver of governmental immunity for either party.

ARTICLE XXV - EXTENT OF AGREEMENT

This written agreement, including any attachments thereto, represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXVI – PRIVACY / THIRD PARTIES

This agreement is solely between the County and Subrecipient. No other parties are part of this agreement. This agreement is not intended to make any person or entity, not a party to this agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

ARTICLE XXVII - SEVERABILITY

The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision of this agreement, which shall remain in full force and effect.



ARTICLE XXVIII - NOTICES

Communication notices for this agreement may be delivered via electronic mail, U.S. mail, hand delivery, or fax.

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the organization he or she represents. By signing this agreement, the County and the Subrecipient agree to comply with all of the requirements specified in this agreement.

ATTESTED TO: WASHTENAW COUNTY (Pass-Through Entity)

By: \_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: \_\_\_\_\_  
Gregory Dill (DATE)  
County Administrator

APPROVED AS TO CONTENT: Charter Township of Ypsilanti (Subrecipient)

By: \_\_\_\_\_  
Teresa Gillotti (DATE)  
Director, OCED

BY: \_\_\_\_\_  
Brenda Stumbo (DATE)  
Township Supervisor

By: \_\_\_\_\_  
Karen Lovejoy Roe (DATE)  
Township Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Michelle K. Billard (DATE)  
Office of Corporation Counsel

**STANDARD ASSURANCES - CONSTRUCTION PROGRAMS**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955 as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

\_\_\_\_\_  
Signature of Subrecipient's Authorized Representative

\_\_\_\_\_  
Title of Subrecipient's Authorized Representative

\_\_\_\_\_  
Name of Subrecipient Organization

\_\_\_\_\_  
Date Submitted

## **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when Washtenaw County determines to award the covered transaction, grant, or cooperative agreement.

### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

Check [ ] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

\_\_\_\_\_  
Name of Subrecipient Organization

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

\_\_\_\_\_  
Printed Name and Title of Subrecipient's Authorized Representative

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

\_\_\_\_\_  
Signature of Subrecipient's Authorized Representative

Place of Performance (Street address, city, county, state, zip code)

\_\_\_\_\_  
Date

## Subrecipient Audit Certification

### Federal Audit Requirements - Fiscal Years Beginning After December 26, 2014

Non-federal organizations which expend \$750,000 or more in federal funds during their fiscal year are required to have a Single Audit performed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget. Subrecipients must submit their audit report to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report, or within 9 months after the end of the audit period for each year the Subrecipient meets the \$750,000 federal expenditure threshold.

Program: \_\_\_\_\_ CFDA Number: \_\_\_\_\_

#### Subrecipient Information:

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Independent Audit Firm: \_\_\_\_\_

Certification for Fiscal Year Ending (mm/dd/yyyy): \_\_\_\_\_

#### (Check appropriate box):

- I certify that the Subrecipient shown above **does not expect** to expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will not be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, for the above listed program.
- I certify that the Subrecipient shown above **expects it will** expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget.

\_\_\_\_\_  
Signature of Subrecipient's Authorized Representative

\_\_\_\_\_  
Date

For Washtenaw County Use Only

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A- SCOPE AND LOCATION OF SERVICES & PROJECT TIMELINE****NARRATIVE DESCRIPTION/ SCOPE OF WORK:**

WASHTENAW COUNTY will contract with the **TOWNSHIP** for the eligible costs of construction for a bus stop enhancement project at Schooner Cove and S. Huron River Drive in the Charter Township of Ypsilanti. These activities will be paid for with 2020 CDBG funding in accordance with the budget in Attachment B.

The full construction plans upon which the construction will be based can be found in Attachment C (Request for Proposals Bid Book).

**PROJECT TIMELINE:**

A competitive Request for Proposals process was administered by OHM Advisors; the bid opening occurred on April 17, 2020. **See Attachment C for the full RFP bid book as published.** A bid award is expected to be approved at the Ypsilanti Township Board of Trustees meeting on August 4, 2020. The expected timeline for construction as outlined in the bid specifications is as follows:

<b>Activity</b>	<b>Deadline</b>
Charter Township of Ypsilanti Township will award contract to most responsible and responsive bidder.	August 18, 2020
Pre-construction meeting	August 19, 2020
Contractor to submit all required Davis Bacon paperwork and Section 3 Plan	Sept. 9, 2020
Contractor will begin construction.	Sept. 14, 2020
Office of Community Development will perform Davis-Bacon Interviews.	September – October 2020
Contractor will achieve substantial completion of project (pavement and storm improvements 100% complete).	October 30, 2020
Contractor will complete final site clean-up/restoration and OHM will perform a final inspection.	May 15, 2021
Charter Township of Ypsilanti will submit request for reimbursement from Washtenaw County OCED, along with accompanying proof of payment, original Davis-Bacon payroll forms, and Section 3 Summary Report.	June 30, 2021
<b>Project Completion Date: June 30, 2021</b>	

**ATTACHMENT B- PROJECT BUDGET****SUMMARY OF TERMS:**

The COUNTY agrees to pay to or on behalf of the **TOWNSHIP** an amount not to exceed **One Hundred Thirty Eight Thousand Four Hundred Forty Six Dollars and Zero Cents (\$138,446.00) in 2020 CDBG Funds** according to the budget below:

**PROJECT BUDGET:**

<b>Schooner Cove Bus Stop Enhancement Project Construction Budget</b>	
<b>REVENUE SOURCE(S):</b>	<b>TOTAL</b>
Grant Amounts CDBG (2020) - allocation	\$138,446.00
Other Support (In-Kind)	
Status of Funds	
<b>Total Revenues</b>	<b>\$138,446.00</b>
<b>PROGRAM EXPENSES</b>	<b>TOTAL</b>
Personnel, Taxes & Fringe Benefits	
Consultant & Contractual Fees	
Space & Related Costs	
Printing / Supplies	
Specific Assistance - scholarships	
Audit	
Program Evaluation	
Marketing	
Other – postage, communications	
Other – travel, insurance	
Other – staff development	
Other – construction	\$138,446.00
<b>Total Expenditures</b>	<b>\$138,446.00</b>



**CHARTER TOWNSHIP OF YPSILANTI  
2020 BUDGET AMENDMENT #9**

August 18, 2020

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL OPERATIONS FUND**

**Total Increase     \$413,562.00**

Request to increase budget to transfer funds from General Fund to 14B District Court Fund for operations such as payroll and health care. Due to the circumstances revolving around the COVID-19 pandemic, the revenue has been extremely low. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$100,000.00
		Net Revenues	<u><u>\$100,000.00</u></u>
Expenditures:	Transfer to 14B Court	101-999-000-969.236	\$100,000.00
		Net Expenditures	<u><u>\$100,000.00</u></u>

Request to increase budget for the Schooner Cove Bus Shelter project for the low bid of \$165,803 plus \$16,697 for contingency of any unforeseen issues totaling \$182,500. This will be funded by a Community Development Block Grant (CDBG) for \$138,446 and the Township portion would be funded by an appropriation for prior year fund balance of \$44,054.

Revenues:	Federal Grant CDBG	101-000-000-522.000	\$138,446.00
	Prior Year Fund Balance	101-000-000-699.000	\$44,054.00
		Net Revenues	<u><u>\$182,500.00</u></u>
Expenditures:	Bus Shelter - Capital Outlay	101-970-000-974.100	\$182,500.00
		Net Expenditures	<u><u>\$182,500.00</u></u>

***Removed from the budget amendment at the Board Meeting 8-18-2020***

Request to increase budget for the purchase of a high speed election ballot scanner for our absentee voter count board to use. This scanner is needed to accommodate the increased volume in absentee ballots we are receiving. The cost of the scanner is \$124,405 and the Clerk will be applying for a State Grant of \$30,000 with the Boards permission. This budget amendment will be contingent upon being awarded the grant. This will be funded by an Appropriation for Prior Year Fund Balance of \$94,405 and a State Grant of \$30,000.

Revenues:	State Grant	101-000-000-569.019	\$30,000.00
	Prior Year Fund Balance	101-000-000-699.000	\$94,405.00
		Net Revenues	<u><u>\$124,405.00</u></u>
Expenditures:	Equipment	101-215-000-977.000	\$124,405.00
		Net Expenditures	<u><u>\$124,405.00</u></u>

Request to increase budget for PTO payout request of 140 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$3,396.00
		Net Revenues	<u><u>\$3,396.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-215-000-708.004	\$3,155.00
	FICA	101-215-000-715.000	\$241.00
		Net Expenditures	<u><u>\$3,396.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2020 BUDGET AMENDMENT #9**

August 18, 2020

**101 - GENERAL OPERATIONS FUND - Continued**

Request to increase budget for PTO payout request of 120 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$3,261.00
		<b>Net Revenues</b>	<b>\$3,261.00</b>
<hr/>			
Expenditures:	Salaries Pay Out - PTO & Sick	101-227-000-708.004	\$3,029.00
	FICA	101-227-000-715.000	\$232.00
		<b>Net Expenditures</b>	<b>\$3,261.00</b>

**230 - RECREATION FUND**

**Total Increase      \$3,000.00**

Request to increase budget for an award from mParks - Rapid Response Grant in the amount of \$3,000 to create activity packs for families in an effort to promote interest in physical activity and parks. This will be funded by a grant.

Revenues:	County Grant	230-000-000-540.000	\$3,000.00
		<b>Net Revenues</b>	<b>\$3,000.00</b>
<hr/>			
Expenditures:	Rec Enrichment Programs	230-751-000-740.400	\$3,000.00
		<b>Net Expenditures</b>	<b>\$3,000.00</b>

**236 - 14 B DISTRICT COURT FUND**

**\$0.00**

Request to accept transferred funds from General Fund to 14B District Court Funds for operations such as payroll and health care. Due to the circumstances revolving around the COVID-19 pandemic, the revenue has been extremely low. The net to the Fund Balance will be zero because we will increase the transfer in revenue line and decrease the fines and costs revenue line. This will be funded by a Transfer of cash from General Fund to 14B District Court Fund.

Revenues:	Transfer In: General Fund	236-000-000-697.000	\$100,000.00
		<b>Net Revenues</b>	<b>\$100,000.00</b>
<hr/>			
Revenues	14B Ordinance Fines and Costs	236-000-000-605.001	(\$100,000.00)
		<b>Net Expenditures</b>	<b>(\$100,000.00)</b>

**CHARTER TOWNSHIP OF YPSILANTI  
2020 BUDGET AMENDMENT #9**

August 18, 2020

**252 - HYDRO STATION FUND**

**Total Increase \$33,918.00**

Request to increase budget for repairs maintenance-machinery line, miscellaneous line, City of Ypsilanti 10% of revenue share line, and fish escrow expenditure line. The increase to repair maintenance is needed for basic repairs. The increase to the miscellaneous line is for bank fees. The increase to City share and fish escrow are a result of the higher energy revenue produced by the dam. As of July, the revenues received for dam energy produced is over the budgeted amount of \$400,000. This will be funded by increasing the revenue earned by dam productivity.

<b>Revenues:</b>	Ford Lake Hydro Station	252-000-000-641.003	\$22,000.00
		<b>Net Revenues</b>	<u><u>\$22,000.00</u></u>
<b>Expenditures:</b>	Repairs Maintenance-Machinery	252-252-000-930.000	\$5,000.00
	Miscellaneous	252-252-000-956.000	\$1,000.00
	City of Ypsilanti -10% revenue share	252-252-000-956.009	\$15,000.00
	Fish Escrow	252-252-000-956.019	\$1,000.00
		<b>Net Expenditures</b>	<u><u>\$22,000.00</u></u>

Request to increase budget to replace hydraulic components on gates 1 and 2 at the Hydro Station. This will be funded by increasing the revenue earned by dam productivity.

<b>Revenues:</b>	Ford Lake Hydro Station	252-000-000-641.003	\$11,918.00
		<b>Net Revenues</b>	<u><u>\$11,918.00</u></u>
<b>Expenditures:</b>	Repairs Maintenance-Machinery	252-252-000-930.000	\$11,918.00
		<b>Net Expenditures</b>	<u><u>\$11,918.00</u></u>

Motion to Amend the 2020 Budget (#9)

Move to increase the General Fund budget by \$413,562 to \$10,351,074 and approve the department line item changes as outlined.

Move to increase the Recreation Fund budget by \$3,000 to \$778,199 and approve the department line item changes as outlined.

Move to increase the Hydro Station Fund budget by \$33,918 to \$517,418 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE AUGUST 26, 2020 SPECIAL MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:03 p.m. on a Zoom Virtual Board meeting. Supervisor Stumbo stated because this meeting is on Zoom we would not be able to do The Pledge of Allegiance or a moment of silent prayer.

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

**Legal Counsel:** Wm. Douglas Winters

- 1. Agenda Item Option A:** Request to Purchase 5 Digital Ballot Scanners from Hart Interactive for \$27,725.00 and Accept Grants: 1) \$6,875 from Washtenaw County and 2) \$2,250 from Bureau of Elections for a total cost to Township for the 2020 budget year of \$18,600 and Maintenance and Annual Service Cost of \$14,100.00 to be budgeted in years 2025-2029 for \$2,820.00 per year and approve the related Option A Budget Amendment.

**A motion was made by Clerk Lovejoy Roe for Discussion Purposes, supported by Trustee Jarrell Roe to Approve Discussion of Agenda Item Option A.**

Clerk Lovejoy Roe explained that in order to handle the expected 25,000 absentee ballots in November we would have to approve either Option A or Option B. She explained how she estimated the cost for each election using the regular scanner and the cost for the high speed scanner.

Treasurer Doe asked how many ballots can be counted in one hour per scanner. Clerk Lovejoy Roe stated the machine counts approximately 200 per hour. She said people would not be able to keep the pace at 200 per hour. She said there is a process that election workers must do before they can put the ballot through the scanner.

Trustee Eldridge said he would have liked to have discussed this in the election commission meeting. He stated when he calculates how many ballots should be run through the scanner in an hour with the number of ballots we had he said they should've been finished in about 7 ½ to 8 hours and wondered why there was a discrepancy in the time. He said he wondered why we took the AV count board off the Civic Center property. He also asked why the AV ballots couldn't be taken to the precincts so they could begin counting them in the morning. He said he has run into a lot of the Chairs at those precincts who say they have down time and they could be running those AV ballots. He said he is still concerned with the Townships' budget and the money that we are having to give the Court. He said is doesn't know if there is a great need or a need at all to add more scanners for the election. He said he is shocked at how much it cost to run the August election.

Clerk Lovejoy Roe said changes from the Secretary of State have been numerous and at the last minute. She said we had to move to the Marriott because we needed 5 scanners for the August election and we can only fit 3 scanners upstairs at the Civic Center. She said because of the Executive Order for Covid we needed to be compliant and there was no place in the Civic Center that we could run 5 scanners and be in compliant with the Covid criteria.

Treasurer Doe suggested that we could use the Cafeteria, the Human Resource Conference Room and the other Conference Room upstairs. She said she could've before

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 26, 2020 SPECIAL MEETING  
PAGE 2**

Covid but now everyone has to be six feet apart. She said each tabulator takes six workers.

Trustee Eldridge stated that the whole other side of the building that use to house a police department might work for the AV Count Board. He said there is plenty of room on township property not to take it elsewhere.

Clerk Lovejoy Roe stated the rooms are being used but you cannot put the Inspectors in that space due to Covid requirements. She said she would do it if it was possible.

A motion was made by Trustee Ross-Williams, supported by Trustee Eldridge to call the question.

<b>Ross-Williams.....Yes</b>	<b>Wilson.....Yes</b>	<b>Lovejoy Roe.....No</b>
<b>Jarrell Roe.....No</b>	<b>Eldridge.....Yes</b>	<b>Stumbo.....Yes</b>
<b>Doe.....Yes</b>		

**The Motion to Call the Question passed.**

Trustee Jarrell Roe stated the call to question came before she had a chance for discussion but she knows that’s how Roberts Rules works.

Supervisor Stumbo stated there was a motion to vote on Option A to Approve the Five Scanners.

<b>Lovejoy Roe.....No</b>	<b>Doe.....Yes</b>	<b>Ross-Williams.....No</b>
<b>Eldridge.....No</b>	<b>Jarrell Roe.....No</b>	<b>Wilson.....Yes</b>
<b>Stumbo.....Yes</b>		

**The Motion Failed.**

- 2. Agenda Item Option B: Request to Purchase Verity Central Software and High Speed Scanner from Hart Interactive for \$124,405.00 and Accept Grants: 1) \$30,000 from Bureau of Elections and 2) \$15,000 from Washtenaw County for the Purchase of Verity Central Software and High Speed Ballot Scanner for total cost to Township for the 2020 budget year of \$79,405.00 and Maintenance and Annual Service Cost of \$118,000.00 to be budgeted in years 2025-2029 for \$23,600 per year and approve the related Option B Budget Amendment.**

**A motion was made by Trustee Jarrell Roe, supported by Clerk Lovejoy Roe to Approve Agenda Item Option.**

Clerk Lovejoy Roe stated that she would like to move forward with the new technology along with the support that Hart will give us this would be beneficial for the Township.

Trustee Jarrell Roe stated that when she saw how long the election workers were working, along with how long the Clerk’s Staff had to work she said she questioned the safety of the employees and their drive home. She said we are asking people to work about twenty four hours and drive home. Trustee Jarrell Roe asked that we as board address those safety needs for our staff. She asked if there was feedback from the people who used the high speed scanner and how it compared to other scanners and also from

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE AUGUST 26, 2020 SPECIAL MEETING**  
**PAGE 3**

the staff in the Clerks' office were they in agreement they needed the high speed scanner to run the election more efficiency.

Clerk Lovejoy Roe stated that Deputy of Elections, Angela Robinson and Deputy Clerk Lisa Stanfield both would like to be able to use the high speed scanner. She said when the other municipalities thought they would use the high speed scanner through the multi-jurisdictional purchase they were very excited because they knew it would be much quicker and efficient. Clerk Lovejoy Roe said she spoke with Oakland County and they were extremely pleased with the scanner. She said they did 50,000 ballots in the time it took us to do 11,000 on election night. She said that within the last two weeks we added 300 new voters and the absent ballot requests continue to go up about 100 a day. She said Deputy Stanfield stated that we can put through approximately 175 ballots an hour on the scanners we currently have. Clerk Lovejoy Roe stated that although it would be easier for her to go out with technology she is used to using, she said because the Township is still growing, it would be better for the Township to keep up with the new technology in running the elections. She said we have precincts at 3000 registered voters, which we have never had in the past.

Myla Harris, Township Employee stated that at the last meeting Clerk Lovejoy Roe questioned whether 14B Court was reducing their staff, which are AFSCME employees since the Township was having to assist them in the budget and then she asked for the large amount of money for a scanner. She said that Clerk Lovejoy Roe stated about being up election night until 5:00am and about the long hours, Ms. Harris said congratulations for doing your job. She said Clerk Lovejoy Roe, Deputy Clerk and Deputy of Elections if they have to stay until 5:00am on election night that is part of their job description. She asked the Board not to approve this Agenda item.

Trustee Ross-Williams said she was concerned about the budget and about how State Shared Revenue is going to be impacted which the issues with Covert. She said as a Trustee that is leaving is not trying to leave the Board with a difficult financial situation.

Treasurer Doe stated that at 175 an hour, if you can keep them supplied, 20 scanners would give you 42,000 in 12 hours. He said that what he is hearing is the problem is getting them opened to put in the machines. He said we should work with legislation to be able to open the ballots earlier so they can go in the scanner. He said he is concerned about the budget. He said he doesn't think we are anywhere near knowing where we will be with this pandemic. He said he would agree to the five but not to the high speed scanner.

Trustee Eldridge said he was still concerned about the budget and moving forward with a purchase at this time. He said we will have to find a way in being more efficient with what we have.

Trustee Jarrell Roe stated that her concern was not about the compensation the workers get but about the safety of the workers. She said that includes our union workers and our residents who stay up working the elections.

Clerk Lovejoy Roe stated when she asked about the Court she questioned if revenue was down and if that meant less people were working because the Court was closed. She said she has since gotten more information on that and I understand that is not the case. Clerk Lovejoy Roe said she has never complained about working during the elections she said she knows that is her job. She said but the later we work to process the ballots, the

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE AUGUST 26, 2020 SPECIAL MEETING**  
**PAGE 4**

election workers are getting paid so it does cost more the longer we are there. She said she knows this is a lot of money but she said if you look over the years it would be a savings. She said she was also thinking of less workers less exposure during Covid. She said if we go with the five scanners she said she will need to get 30 more election workers. She said if you do not want to vote for Option B she said she hopes they will vote for Option A.

Supervisor Stumbo said that when you are a public servant in the Clerks' Office you are going to work a lot of hours during the election. She said if you have to worry about working twelve hour shifts and driving than she said she was in trouble because she worked a lot of twelve hour shifts. She said workers who have worked in the past were honored to work. Supervisor Stumbo stated if we have a big turnout voting absentee we shouldn't have that many people voting at the polls. She said she would like to discuss this further because if 60% are absentee you'll only have 20% at the polls.

Clerk Lovejoy Roe stated again that if you have absentee ballots at the precincts the law states we cannot take the absentee ballots to the AV Count Board.

Trustee Jarrell Roe stated that as a nurse she works 12 and 14 hour shifts. She knows the Clerks' office works long hours during the election. She said her concern was for the residents who work the election. She said as Supervisor Stumbo stated they are happy to do it but she said she was concerned about them, they are generally an older population and they would be working long and late hours. She said its' not so much about the tabulators but about the safety of the workers.

Supervisor Stumbo suggested staggered shifts. Trustee Jarrell Roe agreed.

Trustee Eldridge suggested that we move the AV Count board to some of the precincts we won't need.

Trustee Ross-Williams stated again that although she will not be here she is concerned about the budget. She said she doesn't know but there may be change in the law that would allow absentee ballots to be counted early.

Clerk Lovejoy Roe said that she can't change precincts. She said she has one tabulator at each precinct so she doesn't have extras she can use for absentee.

**The motion failed.**

Clerk Lovejoy Roe asked for someone who voted yes on Option A to ask for a vote of reconsideration to bring that back so we can vote on the 5 scanners.

Supervisor Stumbo asked if anyone that voted yes was interested in doing that. She said she was not.

**3. Request to Approve Budget Amendment #10 (Option A or B)**

**No Action was Taken.**



**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE AUGUST 26, 2020 SPECIAL MEETING  
PAGE 5**

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

Trustee Jarrell Roe voted no to adjourn this meeting. She said we were here to vote for one of these options so our elections can run.

Supervisor Stumbo said she should have voted yes on the first one.

Trustee Jarrell Roe said it's ridiculous to adjourn this meeting we shouldn't have even had it.

Supervisor Stumbo stated she called it because Karen wanted it.

Trustee Jarrell Roe and Trustee Wilson voted No to adjourn the meeting. The other votes were not clear on the recording.

The meeting adjourned at approximately 8:05 p.m.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti

Karen Lovejoy Roe, Clerk  
Charter Township of Ypsilanti

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



**ACCOUNTING DEPT**

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

*Charter Township of Ypsilanti*

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## STATEMENTS AND CHECKS

*SEPTEMBER 1, 2020 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	135,745.82
HAND CHECKS -	\$	350,270.56
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	<b>480,016.38</b>

Check Date	Check	Vendor Name	Amount
<i>HAND CHECKS</i>			
Bank AP AP			
08/13/2020	186088	ANTONIS ELEFThERIOU	140.00
08/13/2020	186089	COMCAST BUSINESS	3,558.42
08/13/2020	186090	COMCAST CABLE	268.35
08/13/2020	186091	COMCAST CABLE	168.40
08/13/2020	186092	VERIZON WIRELESS	749.97
08/13/2020	186093	WASTE MANAGEMENT	412.92
08/13/2020	186094	WASTE MANAGEMENT	5,912.93
08/13/2020	186095	WASTE MANAGEMENT	244.93
08/13/2020	186096	WASTE MANAGEMENT	31,526.52
08/13/2020	186097	WASTE MANAGEMENT	2,080.83
08/13/2020	186098	WASTE MANAGEMENT	31,617.24
08/13/2020	186099	WASTE MANAGEMENT	131,656.28
08/13/2020	186100	WASTE MANAGEMENT	714.32
08/13/2020	186101	WASTE MANAGEMENT	12,274.06
08/13/2020	186102	WEX BANK	1,231.09
08/13/2020	186103	YPSILANTI COMMUNITY	3,691.61
08/14/2020	186104	COMCAST CABLE	8,533.84
08/14/2020	186105	CONSTELLATION NEW ENERGY	743.69
08/14/2020	186106	VERIZON WIRELESS	2,461.93
08/17/2020	186107	BEST BUY BUS. ADVANTAGE ACCT.	499.99
08/20/2020	186108	COMCAST CABLE	118.35
08/20/2020	186109	COMCAST CABLE	142.20
08/20/2020	186110	COMCAST CABLE	234.85
08/20/2020	186111	DTE ENERGY	10,267.81
08/20/2020	186112	GRANITE TELECOMMUNICATIONS	389.36
08/20/2020	186113	PNC EQUIPMENT FINANCE, LLC	7,022.07
08/20/2020	186114	VERIZON WIRELESS	468.92
08/24/2020	186115	COMCAST CABLE	124.03
08/24/2020	186116	COMCAST CABLE	298.35
08/24/2020	186117	DTE ENERGY	2,610.40
08/24/2020	186118	DTE ENERGY**	70,322.13
08/24/2020	186119	LONG'S AUTOMOTIVE INC	311.65
08/24/2020	186120	LOWE'S	19,773.11
08/24/2020	186121	QUANITA PARKER	200.00

AP TOTALS:

Total of 34 Checks:	350,770.55
Less 1 Void Checks:	499.99
Total of 33 Disbursements:	<u>350,270.56</u>

Check Date	Check	Vendor Name	Amount
Bank AP AP			
09/01/2020	186122	A & R TOTAL CONSTRUCTION, INC.	425.84
09/01/2020	186123	A.F. SMITH ELECTRIC	16,650.00
09/01/2020	186124	ACCUSHRED LLC	65.00
09/01/2020	186125	ALLEGRA PRINTING AND IMAGING	1,026.00
09/01/2020	186126	AMAZON CAPITAL SERVICES	3,243.43
09/01/2020	186127	ANN ARBOR CLEANING SUPPLY	722.90
09/01/2020	186128	ANN ARBOR WELDING SUPPLY CO	279.93
09/01/2020	186129	ASSOCIATED FENCE	875.00
09/01/2020	186130	AUTO VALUE YPSILANTI	235.07
09/01/2020	186131	AUTOMATED CONFIRMATIONS, LLC	39.35
09/01/2020	186132	B/C CONTRACTORS, INC.	350.00
09/01/2020	186133	BS & A SOFTWARE	11,650.00
09/01/2020	186134	CARLISLE/WORTMAN ASSOCIATES	4,535.00
09/01/2020	186135	CASSANDRA KELLY	45.00
09/01/2020	186136	CHELSEA TIDERINGTON	1,188.95
09/01/2020	186137	CITY BODY	1,752.92
09/01/2020	186138	COLMAN-WOLF SANITARY SUPPLY CO	181.45
09/01/2020	186139	COURT INNOVATIONS INC	540.00
09/01/2020	186140	CRIBLEY DRILLING CO., INC.	8,486.85
09/01/2020	186141	CRYSTAL FLASH, INC.	563.57
09/01/2020	186142	CUMMINS	100.00
09/01/2020	186143	D.R.A.C.O.	300.00
09/01/2020	186144	DELUX TENTS AND EVENTS, LLC	167.77
09/01/2020	186145	DETROIT ELEVATOR COMPANY	376.00
09/01/2020	186146	DRACO INTERNATIONAL, LLC	391.70
09/01/2020	186147	EMERGENCY VEHICLE SERVICES	456.00
09/01/2020	186148	FASTENAL	49.46
09/01/2020	186149	FIBER LINK	154.50
09/01/2020	186150	GALEANA'S VAN DYKE DODGE/RAM	18,747.60
09/01/2020	186151	GARY TURNBULL	120.00
09/01/2020	186152	GRAINGER	790.27
09/01/2020	186153	GRIFFIN PEST SOLUTIONS	93.00
09/01/2020	186154	HOME DEPOT	989.09
09/01/2020	186155	LAWRENCE HENDRICKS	80.00
09/01/2020	186156	LOMBARDO HOMES OF SE MI LLC	2,000.00
09/01/2020	186157	LONG'S AUTOMOTIVE INC	574.91
09/01/2020	186158	LOOKING GOOD LAWNS	10,663.00
09/01/2020	186159	LOYAL ORDER OF MOOSE	1,000.00
09/01/2020	186160	MENARDS, INC.	225.25
09/01/2020	186161	MICHIGAN CAT	516.51
09/01/2020	186162	MICHIGAN LINEN SERVICE, INC.	1,133.11
09/01/2020	186163	MICHIGAN URGENT CARE ANN ARBOR	150.00
09/01/2020	186164	MIDWEST CARPET CLEANING	895.00
09/01/2020	186165	MIDWEST ENVIRO SOLUTIONS	2,250.00
09/01/2020	186166	MOVING ON INVESTMENTS, INC	2,340.00
09/01/2020	186167	NATIONAL PEN COMPANY	345.27
09/01/2020	186168	NFPA INTERNATIONAL	175.00
09/01/2020	186169	OFFICE EXPRESS	273.31
09/01/2020	186170	ORCHARD, HILTZ & MCCLIMENT INC	14,997.50
09/01/2020	186171	PARKWAY SERVICES, INC.	675.00
09/01/2020	186172	PEPSI BEVERAGES COMPANY	142.70
09/01/2020	186173	PM TECHNOLOGIES, LLC	761.73
09/01/2020	186174	PRINTING SYSTEMS	1,401.07
09/01/2020	186175	QUADIENT INC	424.81
09/01/2020	186176	RHETT REYES	1,179.00
09/01/2020	186177	RICOH USA, INC.	315.06
09/01/2020	186178	RUBBER STAMPS UNLIMITED INC	41.75
09/01/2020	186179	SALADINO CONSTRUCTION COMPANY	1,700.00
09/01/2020	186180	SERVICE ELECTRIC	261.48
09/01/2020	186181	SHERWIN WILLIAMS COMPANY	212.90
09/01/2020	186182	SOUTHERN COMPUTER WAREHOUSE	1,322.58
09/01/2020	186183	SPARTAN DISTRIBUTORS	384.49
09/01/2020	186184	SPARTAN DISTRIBUTORS	603.75
09/01/2020	186185	SPECTRUM PRINTERS INC	1,726.40
09/01/2020	186186	STEPHEN SHINER	180.00
09/01/2020	186187	TARGET SPECIALTY PRODUCTS	3,764.58
09/01/2020	186188	TERMINIX PROCESSING CENTER	65.00
09/01/2020	186189	THOMSON REUTERS - WEST PAYMENT CTR	503.00
09/01/2020	186190	U.S. POSTAL SERVICE*	600.00
09/01/2020	186191	UNIFIRST CORPORATION	255.15
09/01/2020	186192	VERIZON CONNECT NWE, INC.	647.60
09/01/2020	186193	VICTORY LANE	39.55
09/01/2020	186194	W.J. O'NEIL COMPANY	3,156.00
09/01/2020	186195	WALID KANDAH	90.00
09/01/2020	186196	WASHTENAW COMMUNITY COLLEGE'	380.00
09/01/2020	186197	WASHTENAW GLASS	190.00
09/01/2020	186198	WASHTENAW GOLF CLUB	1,100.00
09/01/2020	186199	YPSILANTI ACE HARDWARE	48.96

*A/P checks*

08/26/2020 01:39 PM  
User: mharris  
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 2/2  
CHECK NUMBERS 186122 - 186200

Check Date	Check	Vendor Name	Amount
09/01/2020	186200	ZEP SALES & SERVICE	<u>372.75</u>
AP TOTALS:			
Total of 79 Checks:			135,745.82
Less 0 Void Checks:			<u>0.00</u>
Total of 79 Disbursements:			135,745.82

*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**KAREN LOVEJOY ROE**  
*Treasurer*  
**LARRY J. DOE**  
*Trustees*  
**STAN ELDRIDGE**  
**HEATHER ROE**  
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**ACCOUNTING DEPT**

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*Charter Township of Ypsilanti*

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**STATEMENTS AND CHECKS**

*SEPTEMBER 15, 2020 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	458,152.29
HAND CHECKS -	\$	257,329.60
CREDIT CARD PURCHASES-	\$	<u>0.00</u>
GRAND TOTAL -	\$	<b>715,481.89</b>

Clarity Health Care Deductible –

ACH EFT -	\$31,531.32 (AUG)
ADMIN FEE -	\$1,196.50 (AUG)

Check Date	Check	Vendor Name	Amount
Bank AP AP			
08/28/2020	186201	BLUE CROSS BLUE SHIELD OF MI	198,496.43
08/28/2020	186202	BLUE CROSS BLUE SHIELD OF MI	31,408.68
08/28/2020	186203	DEARBORN NATIONAL LIFE INSURANCE	4,997.75
08/28/2020	186204	DELTA DENTAL PLAN OF MICHIGAN	12,651.08
08/28/2020	186205	VISION SERVICE PLAN	3,271.13
08/28/2020	186206	YPSILANTI COMMUNITY	1,121.86
08/31/2020	186207	AT & T	316.08
08/31/2020	186208	AT & T	33.01
08/31/2020	186209	CLEAR RATE COMMUNICATIONS, INC	870.74
08/31/2020	186210	COMCAST BUSINESS	3,559.77
08/31/2020	186211	COMCAST CABLE	214.90
08/31/2020	186212	COMCAST CABLE	92.73
08/31/2020	186213	CONSTELLATION NEW ENERGY	295.44

AP TOTALS:

Total of 13 Checks:	257,329.60
Less 0 Void Checks:	0.00
Total of 13 Disbursements:	257,329.60

*A/P CHECKS*

Check Date	Check	Vendor Name	Amount
Bank AP AP			
09/15/2020	186214	AAATA	174.40
09/15/2020	186215	ALLSHRED SERVICES	650.00
09/15/2020	186216	ALTON SCUTCHFIELD	5,087.50
09/15/2020	186217	AMAZON CAPITAL SERVICES	4,178.12
09/15/2020	186218	AMERICAN DREAM HOME IMPROVEMENT	285.00
09/15/2020	186219	AMERICAN TEXTILE RECYCLING SERVICES	30.00
09/15/2020	186220	ANN ARBOR CLEANING SUPPLY	592.73
09/15/2020	186221	APPLIED IMAGING	2,938.77
09/15/2020	186222	AUTO VALUE YPSILANTI	211.08
09/15/2020	186223	AUTOMATED BUSINESS MACHINES	325.00
09/15/2020	186224	B/C CONTRACTORS, INC.	260.00
09/15/2020	186225	BANK SUPPLIES	33.45
09/15/2020	186226	BARR ENGINEERING COMPANY	1,267.00
09/15/2020	186227	BELFOR USA GROUP INC	174.74
09/15/2020	186228	BEST ASPHALT	99,247.59
09/15/2020	186229	BOUND TREE MEDICAL, LLC.	55.00
09/15/2020	186230	BRIANA MURPHY	75.00
09/15/2020	186231	CARTER LUMBER COMPANY	152.70
09/15/2020	186232	CASSANDRA KELLY	45.00
09/15/2020	186233	CDW GOVERNMENT INC	14,991.90
09/15/2020	186234	CHELSEA TIDERINGTON	884.80
09/15/2020	186235	CINCINNATI TIME SYSTEMS	295.30
09/15/2020	186236	CONTI	17,422.28
09/15/2020	186237	CRYSTAL FLASH, INC.	3,376.03
09/15/2020	186238	CUMMINS	100.00
09/15/2020	186239	DTE GAS COMPANY	1,808.75
09/15/2020	186240	E.T. MACKENZIE COMPANY	59,242.05
09/15/2020	186241	EMERGENCY VEHICLE SERVICES	3,452.06
09/15/2020	186242	EMERGENT HEALTH PARTNERS	6,447.35
09/15/2020	186243	FAST SIGNS	852.26
09/15/2020	186244	GARY TURNBULL	60.00
09/15/2020	186245	GEI CONSULTANTS, INC.	15,072.37
09/15/2020	186246	GLOBAL EQUIPMENT COMPANY	256.89
09/15/2020	186247	GOVERNMENT FINANCE OFFICERS ASSOC.	305.00
09/15/2020	186248	GRAINGER	133.04
09/15/2020	186249	HOME DEPOT	444.25
09/15/2020	186250	JEFF FELDKAMP	2,695.00
09/15/2020	186251	JENNIFER SHEPARDSON	52.00
09/15/2020	186252	JOHNSON CONTROLS	243.75
09/15/2020	186253	JUNGA ACE HARDWARE	161.76
09/15/2020	186254	KAREN GEORGE	255.00
09/15/2020	186255	KAREN LOVEJOY ROE	114.54
09/15/2020	186256	KRISTIN RAHN	115.00
09/15/2020	186257	LAWRENCE HENDRICKS	60.00
09/15/2020	186258	LINDSAY VAMVOUDAKIS	65.00
09/15/2020	186259	LOOKING GOOD LAWNS	12,060.50
09/15/2020	186260	LOWE'S	296.38
09/15/2020	186261	MCLAIN AND WINTERS	125,728.15
09/15/2020	186262	MEGAN BRIGGS	100.00
09/15/2020	186263	MENARDS, INC.	10.84
09/15/2020	186264	MICHIGAN AUTOMATIC SPRINKLER	732.00
09/15/2020	186265	MICHIGAN CAT	11,771.00
09/15/2020	186266	MICHIGAN LINEN SERVICE, INC.	939.61
09/15/2020	186267	MICHIGAN MUNICIPAL LEAGUE	138.00
09/15/2020	186268	MLIVE MEDIA GROUP	2,302.30
09/15/2020	186269	NETWRIX CORPORATION	1,752.75
09/15/2020	186270	OFFICE EXPRESS	55.84
09/15/2020	186271	OSCAR W. LARSON CO.	427.50
09/15/2020	186272	PARKWAY SERVICES, INC.	405.00
09/15/2020	186273	PM TECHNOLOGIES, LLC	825.00
09/15/2020	186274	RHETT REYES	874.68
09/15/2020	186275	SALADINO CONSTRUCTION COMPANY	850.00
09/15/2020	186276	SITEONE LANDSCAPE SUPPLY, LLC	242.97
09/15/2020	186277	SOUTHERN COMPUTER WAREHOUSE	10,538.84
09/15/2020	186278	SPARTAN DISTRIBUTORS	603.75
09/15/2020	186279	SPICER GROUP	6,846.50
09/15/2020	186280	STADIUM TROPHY	343.20
09/15/2020	186281	STEPHEN SHINER	90.00
09/15/2020	186282	STERICYCLE INC	222.24
09/15/2020	186283	TARGET SPECIALTY PRODUCTS	6,223.98
09/15/2020	186284	UNIFIRST CORPORATION	297.90
09/15/2020	186285	VICTORY LANE	39.55
09/15/2020	186286	WALID KANDAH	90.00
09/15/2020	186287	WASHTENAW COMMUNITY COLLEGE#	853.45
09/15/2020	186288	WASHTENAW COUNTY LEGAL NEWS	60.00
09/15/2020	186289	WASHTENAW COUNTY TREASURER	3,542.67
09/15/2020	186290	WASHTENAW COUNTY TREASURER	6,892.50
09/15/2020	186291	WASHTENAW INTERMEDIATE	1,347.03



09/08/2020 05:13 PM  
User: mharris  
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 2/2  
CHECK NUMBERS 186214 - 186299

Check Date	Check	Vendor Name	Amount
09/15/2020	186292	WEST SHORE SERVICES, INC.	296.58
09/15/2020	186293	WOLVERINE SPORTS	285.96
09/15/2020	186294	YPSILANTI ACE HARDWARE	10.53
09/15/2020	186295	YPSILANTI COMMUNITY	428.04
09/15/2020	186296	YPSILANTI COMMUNITY SCHOOLS - WR	513.54
09/15/2020	186297	YPSILANTI COMMUNITY SCHOOLS - YP	3,397.47
09/15/2020	186298	YPSILANTI DISTRICT LIBRARY	1,026.58
09/15/2020	186299	YPSILANTI MEALS ON WHEELS	10,000.00

AP TOTALS:

Total of 86 Checks:	458,152.29
Less 0 Void Checks:	0.00
Total of 86 Disbursements:	458,152.29

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# **OLD BUSINESS**

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**CHARTER TOWNSHIP OF YPSILANTI**

**Proposed Ordinance 2020-493**

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

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

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

For all billings rendered prior to October 1, 2020, existing sewage disposal service rates shall prevail. For all billings rendered on or after October 1, 2020, charges for sewage disposal services shall be as follows, for each bimonthly (two-month) period:

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

Meter Size (inch)	<del>Water</del> Sewer Rate
5/8-3/4	\$ 16.47
1	\$ 41.18
1-1/2	\$ 82.36
2	\$ 131.78
3	\$ 411.79
4	\$ 823.59
6	\$ 1,647.16
8	\$ 2,882.54
10	\$ 4,529.70
12	\$ 5,353.29

**Commodity rate:** \$2.71 per 100 cubic feet

\* \* \* \* \*



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

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD  
YPSILANTI, MICHIGAN 48198-9112  
TELEPHONE: 734-484-4600  
WEBSITE: [www.ycua.org](http://www.ycua.org)

July 23, 2020

**VIA EMAIL and USPS**

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

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

Dear Karen:

At its regular meeting on August 26, 2020, the YCUA Board of Commissioners will consider a water and readiness to serve rate increase of 3% to its Township Division customers effective October 1, 2020. Per the Ypsilanti Township ordinance authorizing the YCUA Board to increase the water rate up to the increase the Authority receives from the Great Lakes Water Authority (GLWA) for the purchase of water, no action by the Township Board is required. The GLWA increase to YCUA is 3% effective October 1, 2020. This is the Township notice of the increase to be approved by the YCUA Board of Commissioners.

At the same meeting, the YCUA Board will consider a recommendation to the Township Board of Trustees to increase the sewer and readiness to serve rate by 3%. The ordinance needed to approve the increase is attached as well as supporting documentation regarding the increase. Please place this ordinance on the Township Trustees' agenda for their consideration at their Tuesday, August 18, 2020 meeting. Please also forward the supporting material attached for their use in considering the ordinance adoption request.

If you have any questions, please contact me.

Sincerely,

JEFF CASTRO, Director  
Ypsilanti Community Utilities Authority

JC/kks

Enclosures

cc w/encl.: YCUA Board of Commissioners

Ms. Brenda L. Stumbo

Ms. Lisa Stanfield

Mr. Scott E. Munzel

cc: Mr. Dwayne Harrigan

Ms. Gail M. Thomas



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

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD  
YPSILANTI, MICHIGAN 48198-9112  
TELEPHONE: 734-484-4600  
WEBSITE: [www.ycu.org](http://www.ycu.org)

July 23, 2020

**VIA EMAIL and USPS**

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

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

Dear Trustee:

At their regular meeting on August 26, 2020, the YCUA Board of Commissioners will consider a recommendation to the Ypsilanti Township Board of Trustees for a sewer and readiness to serve rate increase of 3% for the YCUA Township Division customers effective October 1, 2020. At the same meeting, the YCUA Board will consider a water and readiness to serve rate increase of 3% to Township Division customers. Per the Township ordinance authorizing the YCUA Board to increase the water rate up to the increase the Authority receives from the Great Lakes Water Authority (GLWA) for the purchase of water, no action by the Township Board is required on the water increase. The combined effect of these rate adjustments will be a 3% increase in a Township Division customer's bimonthly bill. The GLWA increase of 3% is effective October 1, 2020.

The ordinance approving these rate adjustments is included in this correspondence for your consideration. Also included is the document summarizing the budget highlights related to the September 1, 2020 fiscal year budget, which the YCUA Board of Commissioners will also consider at their August 26, 2020 regular meeting.

If you have any questions, please contact me.

Sincerely,

JEFF CASTRO, Director  
Ypsilanti Community Utilities Authority

JC/kks

Enclosures

cc w/encl.: YCUA Board of Commissioners

Ms. Brenda L. Stumbo  
Ms. Karen Lovejoy Roe  
Ms. Lisa Stanfield  
Mr. Scott E. Munzel  
Mr. Dwayne Harrigan  
Ms. Gail M. Thomas

cc:

# YCUA

## 2020-21 Budget Highlights

### Water Sales

**City Division:** The budget projects that water revenue in the city will increase 1.3% compared to 2019/2020 Budget. This will increase water revenues by \$65,000.

**Township Division:** The budget projects water sales in the Township to increase by 1.9% compared to 2019/2020 Budget. The increase of revenue will also be approximately \$302,000

### Sewer Sales

**City Division:** The budget projects sewer sales from within the city to increase 1.0% (\$16,000) compared to the 2019-2020 budget.

**Township Division:** The budget projects sewer sales from within the Township to increase 2.6% (\$267,000) from the 2019/2020 Budget.

**Contract Communities:** Revenue from contract communities is projected to remain the same as 2019/2020.

### Overall Summary

Adjustment to water sales (City)	\$ 65,000
Adjustment to water sales (Township)	\$ 302,000
Adjustment to wastewater sales (City)	\$ 16,000
Adjustment to wastewater sales (Township)	\$ 267,000
Total revenue increased	\$ 650,000
Operating Costs increased	\$ 160,000
Incinerator temporary shutdown	\$ 290,000
Increase costs from GLWA	\$ 350,000
Debt/Interest decreased	<u>(\$ 150,000)</u>
Total expenses increased	\$ 650,000

### Township Customers- 3.00% Increase

Average Bill (10 units) (\$93.45) increase on bill \$2.72/bill or \$1.36/mth  
(Comprised of 3.0% increase water/ 3.0% increase sewer)

### Other Community Rate 2020-2021 Comparisons

Kalamazoo Increase of 12%  
Ann Arbor Increase of 6.5%  
Sterling Heights Increase of 5.2%  
City of Birmingham Increase of 3.25%

**YCUA Township Division**

	water	sewer	Total
<b>Current</b>			
Ready to Service	\$15.31	\$15.99	\$31.31
Commodity rate (per unit)	\$3.31	\$2.63	\$5.94

Average User residential

10 units(7,480 gallons) per 2 month billing cycle

	water	sewer	Total
Ready to Service	\$15.31	\$15.99	\$31.31
10 units	\$33.11	\$26.32	\$59.42
<b>Total</b>	<b>\$48.42</b>	<b>\$42.31</b>	<b>\$90.73</b>

**Effect on average Township customers with a proposed 3.00% water rate increase, a sewer rate increase of 3.00%. Combined effect 3.00%**

	water	sewer	Total
<b>PROPOSED: October 1, 2020</b>			
Ready to Service	\$ 15.77	\$ 16.47	\$32.25
Commodity rate (per unit)	\$ 3.41	\$ 2.71	\$6.12

Average User residential (proposed)

10 units(7,480 gallons) per 2 month billing cycle

	water	sewer	Total
Ready to Service	\$15.77	\$16.47	\$32.25
10 units	\$34.10	\$27.11	\$61.21
<b>Total</b>	<b>\$49.87</b>	<b>\$43.58</b>	<b>\$93.45</b>
Increase in bill			\$ 2.72
Percent Change	3.00%	3.00%	3.00%



# **NEW BUSINESS**

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# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

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

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To: Karen Lovejoy Roe, Clerk

From: Michael Radzik, OCS Director

Re: **Request to authorize and sign a purchase agreement with DTE for installation of a new streetlight at Clark Rd and Ford Blvd to facilitate a public safety camera; funding is budgeted in account 266-301.000-977.000 in the amount of \$1,382.15.**

Copy: McLain & Winters, Township Attorneys  
Lt. Chad Teets, WCSO

Date: August 26, 2020

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The Office of Community Standards (OCS) wishes to add a new Community Safety camera on the law enforcement network at the intersection of Clark Rd and Ford Blvd. In order to facilitate camera installation, a new streetlight with a continuous power source is required at the location.

This location was requested by the Washtenaw County Sheriff's Office because it's strategically situated to aid investigations related to neighborhoods and business districts in the northeast quadrant of the township. The addition of a streetlight will also help improve traffic safety at the intersection, and help protect Green Oaks Golf Course property that has been damaged numerous times by vehicles running through the roadside fence in the dark.

Working in conjunction with DTE, the enclosed Purchase Agreement is submitted for authorization along with the proposed site layout and cover letter.

Please place my request on the agenda for the September 15, 2020 meeting of the Board of Trustees for its consideration. I respectfully request that the Board review and approve the proposal and authorize signing the agreement.



August 25, 2020

Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197  
Attn: Karen Lovejoy Roe

Re: Charter Township of Ypsilanti-Clark and N. Ford Blvd

Attached is the agreement for the work to be performed in the budget letter that was sent on August 24, 2020. A detailed description of the project is outlined in the agreements. Please print **TWO** copies. Please sign **BOTH** copies in the designated areas. A check in the amount of **\$1,382.15** is also required at this time. Please return **BOTH** signed agreements (as well as check...**made payable to DTE Energy**) to the following address:

DTE Energy  
8001 Haggerty Rd.  
Belleville, MI 48111  
140 WWSC-Brandon Faron

Upon receipt of BOTH signed copies (and payment), we (DTE Energy) will then sign BOTH copies and return ONE original back to you.

Please call if you have questions, 734-397-4017.

Sincerely,

*Brandon R. Faron*

Brandon R. Faron  
Account Manager  
Community Lighting

**Exhibit A to Master Agreement**


**Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of August 26, 2020 between DTE Electric Company ("Company") and the Charter Township of Ypsilanti ("Customer").

This Agreement is a "Purchase Agreement" as referenced in the Master Agreement for Municipal Street Lighting dated May 7, 2018 (the "Master Agreement") between Company and Customer. All of the terms of the Master Agreement are incorporated herein by reference. In the event of an inconsistency between this Agreement and the Master Agreement, the terms of this Agreement shall control.

Customer requests the Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	58433266	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[Clark and N. Ford Blvd], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	1	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install one (1) wood pole, one (1) 17' support arm, and one (1) 136w LED with gray housing.	
5. Estimated Total Annual Lamp Charges	\$268.92	
6. Estimated Total Annual Post Charges if selected	\$0.00	
7. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$2,188.91
	Credit for 3 years of lamp charges:	\$806.76
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$1,382.15</b>
	Credit for Post Charge, if selected	\$0.00
8. Payment of CIAC Amount:	Due promptly upon execution of this Agreement <b>\$1,382.15</b>	
9. Term of Agreement	<p>5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.</p> <p>If Post Charge "box" <input type="checkbox"/> is checked the Customer agrees to following term:</p> <p>10 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.</p>	

<p>10. Does the requested Customer lighting design meet IESNA recommended practices?</p>	<p>(Check One)      <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO</p> <p>If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices</p> <p>_____ </p>
<p>11. Customer Address for Notices:</p>	<p>Charter Township of Ypsilanti  7200 S. Huron River Dr.  Ypsilanti, MI 48197  Attn: Karen Lovejoy Roe</p>

12. Special Order Material Terms:

All or a portion of the Equipment consists of special order material: (check one)  YES  NO

If "Yes" is checked, Customer and Company agree to the following additional terms.

A. Customer acknowledges that all or a portion of the Equipment is special order materials ("SOM") and not Company's standard stock. Customer will purchase and stock replacement SOM and spare parts. When replacement equipment or spare parts are installed from Customer's inventory, the Company will credit Customer in the amount of the then current material cost of Company standard street lighting equipment.

B. Customer will maintain an initial inventory of at least   0   posts and   0   luminaires and any other materials agreed to by Company and Customer, and will replenish the stock as the same are drawn from inventory. Costs of initial inventory are included in this Agreement. The Customer agrees to work with the Company to adjust inventory levels from time to time to correspond to actual replacement material needs. If Customer fails to maintain the required inventory, Company, after 30 days' notice to Customer, may (but is not required to) order replacement SOM and Customer will reimburse Company for such costs. Customer's acknowledges that failure to maintain required inventory could result in extended outages due to SOM lead times.

C. The inventory will be stored at \_\_\_\_\_.  
Access to the Customers inventory site must be provided between the hours of 9:00 am to 4:00 pm, Monday through Friday with the exceptions of federal Holidays. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to the Company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The Customer will notify the Company of any changes in the Authorized Customer Representative. The Customer must comply with SOM manufacturer's recommended inventory storage guidelines and practices. Damaged SOM will not be installed by the Company.

D. In the event that SOM is damaged by a third party, the Company may (but is not required to) pursue a damage claim against such third party for collection of all labor and stock replacement value associated with the damage claim. Company will promptly notify Customer as to whether Company will pursue such claim.

E. In the event that SOM becomes obsolete or no longer manufactured, the Customer will be allowed to select new alternate SOM that is compatible with the Company's existing infrastructure.

F. Should the Customer experience excessive LED equipment failures, not supported by LED manufacturer warrantees, the Company will replace the LED equipment with other Company supported Solid State or High Intensity Discharge luminaires at the Company's discretion. The full cost to complete these replacements to standard street lighting equipment will be the responsibility of the Customer.

\*\*\*\*\*

Company and Customer have executed this Purchase Agreement as of the date first written above.

Company:

DTE Electric Company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer:

Charter Township of Ypsilanti

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

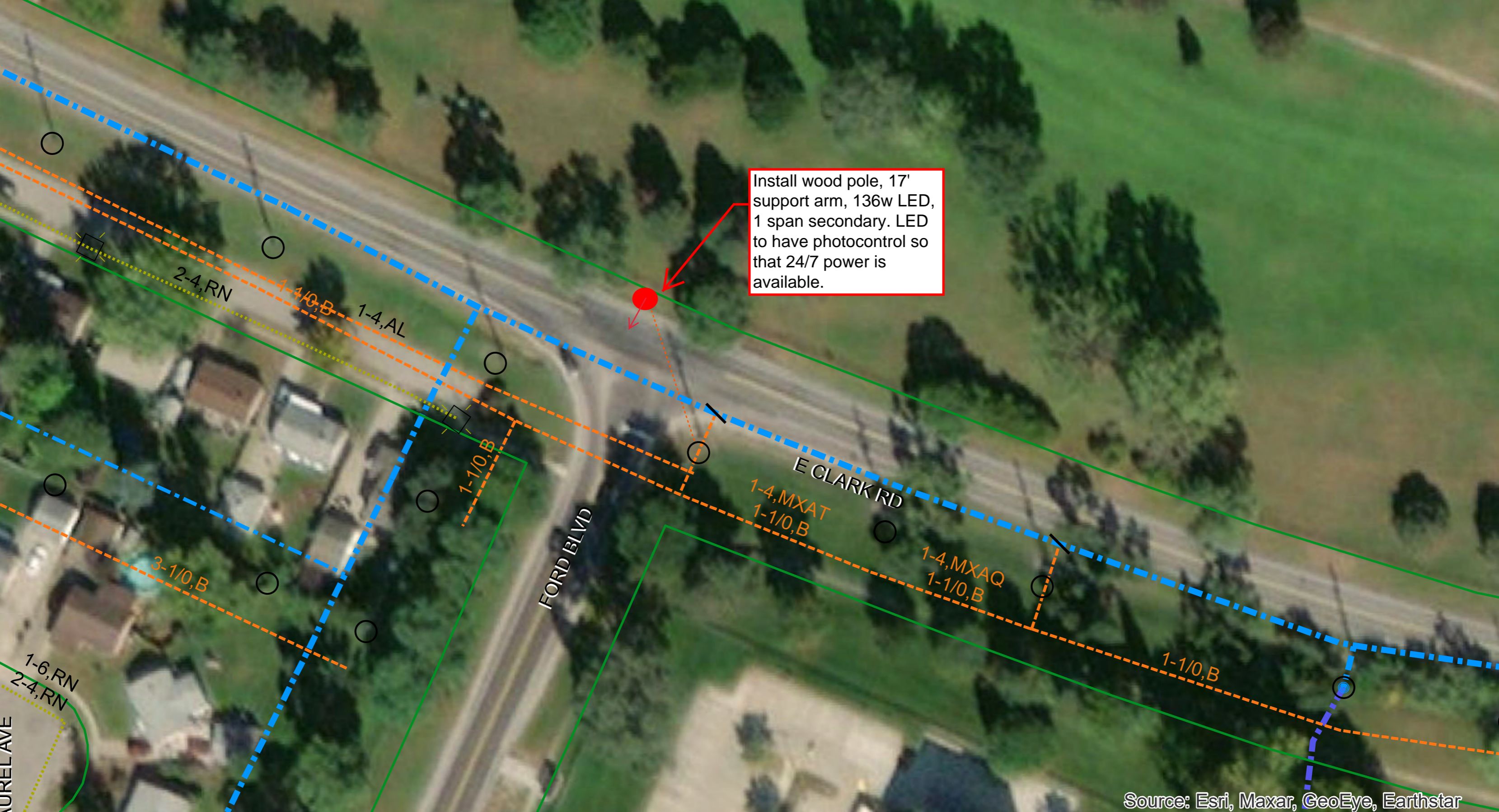


**Attachment 1 to Purchase Agreement**

**Map of Location**

[To be attached]





Install wood pole, 17'  
support arm, 136w LED,  
1 span secondary. LED  
to have photocontrol so  
that 24/7 power is  
available.

FORD BLVD

E CLARK RD

2-4,RN

1-4/0,B

1-4,AL

1-1/0,B

1-4,MXAT  
1-1/0,B

1-4,MXAQ  
1-1/0,B

1-1/0,B

3-1/0,B

1-6,RN  
2-4,RN

**PUBLIC ACT 188 OF 1954 PROCEEDINGS  
CHARTER TOWNSHIP OF YPSILANTI  
WASHTENAW COUNTY, MICHIGAN  
NOTICE OF PUBLIC HEARING  
ON SPECIAL ASSESSMENT ROLL**

**PLEASE TAKE NOTICE** that the Supervisor and Assessing Officer of the Township has reported to the Township Board and filed in the Office of the Township Clerk for public examination a special assessment roll prepared by the Assessor covering all properties within the Special Assessment Districts benefited by the districts listed below.

**PLEASE TAKE FURTHER NOTICE** that the Assessing Officer has further reported that the assessment against each parcel of land within said district is such relative portion of the whole sum levied against all parcels of land in said district as the benefit to such parcels bears to the total benefit to all parcels of land in said district.

**PLEASE TAKE FURTHER NOTICE** that the Township Board will hold a public hearing at the Ypsilanti Township Civic Center, 7200 S. Huron River Drive, Ypsilanti, MI on **October 20, 2020**, for the purpose of reviewing said special assessment roll and hearing any objections thereto. Said roll may be examined at the office of the Township Clerk during regular business hours of regular business days until the time of said hearing and may further be examined at said hearing. Appearance and protest at the hearing held to confirm the special assessment roll is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal.

An owner, or partner in interest, or his or her agent may appear in person at the hearing to protest the special assessment, or shall be permitted to file his or her appearance or protest by letter and his or her personal appearance should not be required. (The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the Michigan Tax Tribunal within 30 days after the confirmation of the special assessment roll.

**THE FOLLOWING ARE THE PROPOSED SPECIAL ASSESSMENT ROLLS TO BE LEVIED ON THE 2020 WINTER TAX ROLL**

<u>SPECIAL ASSESSMENT</u>	<u>CODE</u>
Sherman Oaks Water	051

**SECURITY CAMERA SPECIAL ASSESSMENTS**

<u>DISTRICT</u>	<u>CODE</u>	<u>DISTRICT</u>	<u>CODE</u>
Sugarbrook	060	West Willow	061
Thurston Area	062	Apple Ridge Area	063
Bud- Blossom Area	064	Holmes Rd Area	066
Huron Heights/ Huron Ridge	068	Creekside Village South	069
Manors at Creekside Village	070	Lakewood- Majestic Lks	071
Ponds at Lkwd- Maj Pond	072	Redwood/ Nautica Pt Apts	073
Cliffs Condos	074	Crystal Ponds	075

**STREET LIGHT SPECIAL ASSESSMENTS**

<u>DISTRICT</u>	<u>CODE</u>	<u>DISTRICT</u>	<u>CODE</u>	<u>DISTRICT</u>	<u>CODE</u>
Shady Knoll 1-6	101	Nancy Park 1-3	102	Nancy Park 5-6	103
West Willow #1	104	Ypsi Twp Area	105	West Willow #2	106
Hickory Hill	107	Washtenaw Orchard	108	Washtenaw Ridge	109
Nancy Park #7	111	Rambling Road	112	Hickory Hill #1	113
Onandaga Street	114	West Willow Dist 3	115	S. Devonshire	116
Washtenaw Concourse	117	Delaware Street	118	Washtenaw CC #4	119
Ivanhoe Area	120	Oswego/Cayuga	121	Hawthorne Street	122
Hunt/Hollis	123	Turtle Creek	124	Turtle Creek 2	125
Debby Court	126	Lynne Street	127	West Willow 10&11	129
Johnson Place	130	Huron Hearthsides	131	Oakland Estates	132
Washtenaw Clubview	133	Oakland Estates #3	134	Brookside Street	135
Huron Commercial	136	Crestwood Sub	137	Kansas St	138
Hayes Street	139	Ford Lake Village	140	Ford Lake Village #2	141
Streamwood 1-7	142	Deauville Parrish	146	Spruce Falls	147
Bagley Street	148	Partridge Creek #1	149	Georgetown Condos	150
Streamwood #8	151	Smokler Textile	152	Greene Farms #1 & #2	153
Golf Estates	154	Ohio St 2000	155	N. Kansas	156
Russell St	157	Dakota	158	Paint Creek Farms	159
Whispering Meadows #1	160	Amberly Grove	162	Greenfields #1	163
Partridge Creek 2&3	164	Partridge Creek North	165	Campbell St	166
Preserves	167	S Ivanhoe St	168	Clubview Sub	169
Wash Clubview	170	Taft Ave	171	Devonshire & Oregon	172
Greene Farms #3	173	Greene Farms #4	174	Raymond Meadows	175
Tyler Rd	176	Washtenaw Bus Park	177	Whittaker Village	178
Tremont Park #1	179	Tremont Park #2	180	Kirk St	181
Greene Farm 5	182	Greene Farm 6	183	Woodlawn St	184
Greenfields 2 & 3	185	Greene Farms #7	186	Whispering Meadows	187
Huron Meadows	188	Rivergrove	189	Aspen Ridge	191
Gates Ave	193	Fairway Hills	194	Washtenaw Clubview	196
Bradley Ave	197	Creekside West	198	Creekside South	199
Creekside East	201	Lakeview Area	202	Majestic Lake	203
Firwood Area	204	Bradley St	205	136- 177 Conversion	206
Lakeview #2	207	Tremont Park Sub	208	Turtle Creek #2	209
Creekside Village West #2	211	Manors of Creekside Village	212	Creekside Village South #2	213
Lakewood- Majestic Lakes	214	Ponds at Lkwd-Maj Ponds	215	Redwood/ Nautica Pt Apts	216
Ponds at Lkwd/ Maj Pds-2	217	Majestic Lks & Estates	218	Crystal Ponds	219

**KAREN LOVEJOY ROE, CLERK**  
Charter Township of Ypsilanti

The Ypsilanti Township Board will provide necessary reasonable auxiliary aids and services to individuals with disabilities requiring auxiliary aids or services. Individuals should contact the Ypsilanti Township Board by writing or calling the following: KAREN LOVEJOY ROE, CLERK, 7200 S. Huron River Drive, Ypsilanti, MI 48197, PHONE: (734) 484-5156 or E-MAIL: [kllovejoyroe@ytpwn.org](mailto:kllovejoyroe@ytpwn.org)

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



**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](http://www.ytown.org)

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Michael Saranen, Operation Manager

**DATE:** September 4, 2020

**RE:** Request to waive the bidding portion of the Financial Policy and approve Weingartz of Ann Arbor, Michigan to purchase at Ventrac 4500Y with accessories in the amount not to exceed \$ 26,422.25 to be charged to 252.252.000.976.000.

The Hydro Station is requesting the Ypsilanti Township Board of Trustees to consider authorization to waive the bidding portion of the financial policy and accept the low quote to Weingartz to purchase a new Ventrac 4500Y with accessories for \$26,422.25 budgeted in line #252-252-000-976.000 pending Budget Amendment approval.

The Hydro Station's embankments are steep which make it challenging for staff to maintain. To improve safety and effectively save time we are asking to purchase a piece of equipment that be used safely on the slopes. Also, Parks Maintenance can use this for snow, trail and ground maintenance activities because of the many implements that are available.

We have local dealers in our area offer Ventrac products. Ventrac participates with cooperative purchasing group, Sourcwell, as the Township is a paying member (#139086) to Sourcwell we get the group price.

Spartan Distributors	\$ 27,394.40 (Omnia Discount applied)
Weingartz	\$ 26,422.25 (Sourcwell Discount applied)
Century Equipment	Contacted, no call back

Please find the attached quotes and equipment information for consideration

Respectfully Submitted,

Michael Saranen  
Operation Manager





## STANDARD FEATURES

- Enclosed Muffler
- Pre-Wired Plug & Play Wiring Harness
- Premium Comfort Seat
- Advanced Electronic Instrument Panel
- 6 Function Warning Gauge & Alarm
- Conveniently Located PTO Belt Tensioner
- On-board Diagnostic System
- Sealed Electrical System
- Thermostatically Controlled Oil Cooler
- Battery Disconnect Switch with Circuit Breaker
- Automotive Style Parking Brake
- Universal PTO Switch
- S.D.L.A. Operator Controls
- Weight Transfer System\*

\* Optional on 4500K, standard on other 4500 Models

## Optional Accessories:

- Turf or Bar Tires
- Category 1 3-Point Hitch
- Cold Weather Cab
- Additional Lighting & Signaling Packages
- Electrical Power Outlets
- Digital Slope Indicator
- Dual Wheel or Wheel Extensions for Slope

Visit [www.ventrac.com/accessories](http://www.ventrac.com/accessories) for full list.

The Ventrac 4500 tractor was built with you in mind. From the advanced electrical system, redesigned frame, more safety and comfort features; the 4500 offers the reliable performance, astounding versatility and comfortable handling you have come to expect.

Like all Ventrac tractors, the 4500 utilizes All Wheel Drive and an articulating chassis with a low center of gravity to provide superior traction, braking, stability, and security on tough terrain and slopes without disturbing turf when turning.

## Over 30 Ventrac Mount Attachments

Choose from over 30 professional grade Ventrac Mount attachments to transform your Ventrac into a productivity powerhouse. This incredibly rugged and dependable machine is a wise business investment for golf courses, schools and universities, parks, street maintenance departments, commercial mowing services, contractors, wineries, farms, property management associations, estate owners and anyone needing one machine to do it all.



TRACTOR COMPATIBILITY KEY:

3400

4500

# VENTRAC

## V-PLUS WARRANTY

All new Ventrac tractors and attachments purchased in the United States and Canada are covered by Ventrac's V-Plus Warranty, so you can purchase with confidence! Under the V-Plus, we will repair, replace, or adjust any part manufactured by Venture Products, Inc. that is defective in material and/or workmanship.

### 2-Year Commercial Limited Warranty

SSV/3000/4000 series tractors and attachments

- 2 years with **unlimited** hours

### Engine Warranty\*

Covered by engine manufacturer

- Briggs 3/LC = 2-year w/ 3rd major parts only
- Briggs V-twins = 3-year
- Kawasaki V-twins = 3-year
- Kubota 3 cylinder = 2-year or 2000 hours\*\* with 3rd year major parts only or 3000 hours\*\*

\*Please refer to the engine manufacturer's warranty statement included in your owner's manual.

\*\* Whichever occurs first

### Exclusions

Replacement parts - limited to 90 days



### Limitations and Conditions

Ventrac equipment, including defective parts, must be returned to your authorized Ventrac dealer within the warranty period. The warranty extends to the cost to repair or replace (as determined by V.P.I.) the defective part. The expense of pickup and delivery of equipment, service call drive time or any transportation expense incurred for warranty repair is the responsibility of the owner. Proof of purchase may be required. Warranty work must be completed by an authorized Ventrac dealer.

This warranty extends only to Ventrac turf equipment operated under normal conditions and properly serviced and maintained. The warranty does not cover repair of damage due to normal use, wear and tear, maintenance services, repair of damage related to abuse, neglect, accident or use of the turf equipment which is not in accordance with operating instructions in the operator's manual, or damage resulting from repair of Ventrac turf equipment by person or persons other than an authorized Ventrac service dealer or the installation of parts other than genuine Ventrac parts or Ventrac recommended parts.

# 4500 Tractor

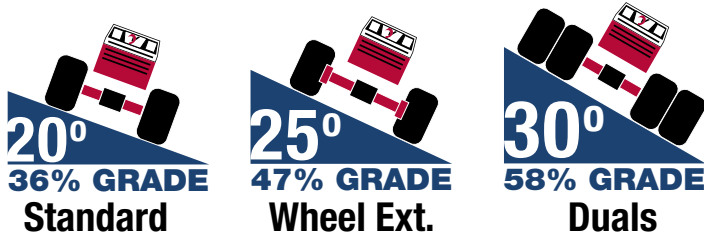
TRACTOR COMPATIBILITY KEY:

3400

4500

## SLOPE SPECIFICATIONS

**Maximum Slope Rating** (any direction)



**Max Slope Rating**  
in any direction

**Single Tires**

**Wheel Extensions**

**Dual Wheels**

4500*	20° (36%)	25° (47%)	30° (58%)
4500Z with Propane	15° (27%)	20° (36%)	25° (47%)
4500 with Cab		10° (18%)	
4500 with Spreader		10° (18%)	

\*Attachments, accessories, and tire configuration may reduce the 4500 power unit's maximum angle of operation. Refer to applicable operator manuals for maximum angle of operation of equipment.



**Digital Slope Gauge**  
Recommended for operation on slopes.

## ENGINE RATINGS

Model #	4500K	4500P	4500Y	4500Z	
<b>Engine</b>	B&S Vanguard Model 54	Kawasaki FD851D	Kubota D902	Kubota WG972-GL	
<b>Fuel</b>	Gas	Gas (DFI)	Diesel	Gas	Propane**
<b>Max Slope Intermittent Use***</b>	30° (58%)^	30° (58%)	30° (58%)^	30° (58%)^	25° (47%)^
<b>Max Slope Continuous Use***</b>	25° (47%)	30° (58%)	20° (36%)	20° (36%)	20° (36%)

\*\* With Optional Propane Kit for 4500Z

\*\*\* For slope operation over 20°, Wheel Extensions are required for up to 25° or Dual Wheels are required for up to 30°

## Intermittent Use Defined

^ The engine may operate between 20° and 30° for up to 10 minutes. If 10 minutes is reached, the engine must be returned to 20° or less to assure proper oil lubrication. After returning to 20° or less, the intermittent cycle can be repeated. The 4500P Kawasaki DFI engine is rated for 30° continuous operation and does not have this requirement.

All specifications subject to change without notice or obligation



500 Venture Drive  
Orville, OH 44667  
1.866.836.8722

Fax: 330.683.0000  
www.ventrac.com  
info@ventrac.com



Shown with Turf Tires

### SPECIFICATIONS

Stock Code

All Terrain	70.4067 (1 kit per tractor)
Turf	70.4068 (1 kit per tractor)
Bar	70.4069 (1 kit per tractor)
Weight	80 lbs (36.25 kg) (per axle)
Additional Tractor Width	24 inches (12 inches/tire) (61 cm)

All specifications subject to change without notice or obligation

#### Note:

- (A) Do NOT use dual wheels when using the Ventrac VERSA-Loader.
- (B) Engine manufacturers' maximum angle of operation is 25° for continuous use (all directions) and 30° intermittent use\*. The 4500P Kawasaki DFI is rated for 30° continuous use.
- (C) Do NOT use with Wheel Extensions

\* Intermittent use is up to 10 minutes on the slope, then return to level ground before returning to the slope.

Dual Wheels are available for the 4000 series tractors. They are designed to increase stability, traction, and safety on slopes. Dual wheels are also great for reduction of soil compaction on delicate ground. Once the dual hubs have been installed on each wheel, the duals can be quickly mounted and dismantled.\*

Duals are recommended for sandy soils or where a broad distribution of tractor weight is desired, including when driving sideways on slopes greater than 20 degrees (not to exceed 30 degrees).

Duals are only one of numerous considerations for safety on slopes; speed, terrain, irregularities, and stopping the unit are other serious factors to consider for safe operation of the tractor.

\*Recommended tire pressure for dual wheels can be found in the 4500 operator manual and also on the sticker inside of the hood



Shown with Standard Tires

TRACTOR COMPATIBILITY KEY:



500 Venture Drive  
 Orrville, OH 44667  
 1.866.836.8722

Fax: 330.683.0000  
[www.ventrac.com](http://www.ventrac.com)  
[info@ventrac.com](mailto:info@ventrac.com)



# MS600, MS720, MT720 & MU720

FINISH MOWERS



- Anti-Scalp Rollers
- Tougher Spindles
- Larger Discharge Opening

- Ultra Smooth Shell
- Stripe Roller



3000 Series Attachments

4000 Series Attachments

### Debris/Snow Removal



3000 Series 4000 Series

	Blades <b>KD</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Blower <b>KA160</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Broom <b>HB580</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Broom <b>KJ520</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Leaf Plow <b>EF300</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Snow Blower <b>KX</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Turbine Style Blower <b>ET200</b>	<input type="radio"/>	<input checked="" type="radio"/>
	V-Blade <b>KV552</b>	<input type="radio"/>	<input checked="" type="radio"/>

### Soil/Site Preparation



3000 Series 4000 Series

	Landscape Rake <b>KR502</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Power Buckets <b>HE</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Power Rake <b>KP540</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Tiller <b>KL480</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Trencher <b>KY400</b>	<input type="radio"/>	<input checked="" type="radio"/>
	VERSA-Loader <b>KH500</b>	<input type="radio"/>	<input checked="" type="radio"/>

### Specialty Attachments



3000 Series 4000 Series

	Ballpark Groomer <b>DR540</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Ballpark Renovator <b>DG550</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Edger <b>ED202</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Sod Cutter <b>EC240</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Stump Grinder <b>KC180</b>	<input type="radio"/>	<input checked="" type="radio"/>

### Turf Maintenance



3000 Series 4000 Series

	AERATOR <b>EA600</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Aerator <b>EB480</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Mowers - Boom <b>MA900</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Mowers - Contour Deck <b>MJ840</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Mowers - Finish <b>MSMTMU</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Mowers - Reel <b>MR740</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Mowers - Tough Cut <b>HQ680</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Mowers - Wide Area <b>MK960</b>	<input type="radio"/>	<input checked="" type="radio"/>
	Vacuum Collection System <b>RV602</b>	<input type="radio"/>	<input checked="" type="radio"/>





# Pricing Quote

Quote #: 46365-20247

Date Quoted: August 18, 2020  
Quote Expires: September 18, 2020

### Prepared For:

Michael Saranen  
Charter Township of Ypsilanti  
868 Neff Rd.  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197

### Prepared By:

Spartan Distributors - Auburn Hills  
Stephen Carrier  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326  
Phone: 313-618-9360

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	OMNIA	Total
1	4500Y (39.51209)	Ventrac Tractor: KN, 4500Y Kubota D902 <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	21,076.00	21,076.00
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax	1,113.20	1,113.20
1	47.0452	Accessory: ARM RESTS Kit, Armrest Suspension Seat	118.80	118.80
1	70.4154	Accessory: SUSPENSION SEAT Kit, Suspension Seat 4500	523.60	523.60
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	312.40	312.40
1	70.4102	Accessory: Kit, Engine Heater 4500 Kubota	92.40	92.40
1	MU720 (39.55114)	Attachment: MOWERS - FINISH MU, MU720 Mower RD	3,762.00	3,762.00
1	70.8214	Accessory: Kit, Hydraulic Flip Up MS/MT/MU	396.00	396.00

TOTAL USD \$ 27,394.40





# Pricing Quote

Quote #: 46552-20237

Date Quoted: August 18, 2020  
Quote Expires: September 17, 2020

### Prepared For:

Mike Saranen  
Ypsilanti Charter Twp  
7200 S Huron River Dr  
Ypsilanti, MI 48197

### Prepared By:

Weingartz Supply Co - Ann Arbor  
Vince Progar  
Weingartz Supply Co - Ann Arbor  
5436 Jackson Rd  
Ann Arbor, MI 48103  
Phone: 734-239-8227

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	4500Y (39.51209)	Ventrac Tractor: KN, 4500Y Kubota D902 <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	20,357.50	20,357.50
1	70.4154-99	Accessory: Kit, Suspension Seat 4500	467.50	467.50
1	47.0452	Accessory: ARM RESTS Kit, Armrest Suspension Seat	114.75***	114.75
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax	1,075.25	1,075.25
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	301.75	301.75
1	MU720 (39.55114)	Attachment: MOWERS - FINISH MU, MU720 Mower RD	3,633.75	3,633.75
1	70.8214	Accessory: Kit, Hydraulic Flip Up MS/MT/MU	382.50***	382.50

\*\*\* Item is open market with contract discount applied.

<b>Subtotal</b>	<b>26,333.00</b>
	<b>CHARGES</b>
Other Charge:	+89.25
<b>TOTAL USD \$</b>	<b>26,422.25</b>

### Notes:

OTHER CHARGE APPLIES TO PART NUMBER 70.4102 - ENGINE HEATER.





# 4500 Accessories Price List

Effective 11/01/19  
All Prices Reflect U.S. Dollars

4500 TRACTOR ACCESSORIES - DEALER INSTALLED					
Accessories also available factory installed on assembly line. See page 1 for pricing					
Part #	Model	Description		MSRP	SourceWell
70.4100		3 Point Hitch, Kit	Factory installed price - Page 1	1,800.00	1,530.00
39.56114		3 N 1 Adaptor	Used with 3-point Hitch	430.00	365.50
70.4098		3" Wheel Extensions		450.00	382.50
70.4105		12V Power Outlet <b>Rear</b> , Kit		145.00	123.25
70.4104		12V Switch & Plug <b>Front</b> , Kit		265.00	225.25
47.0312		Arm Rest Deluxe Seat, Kit	Factory Standard Seat	70.00	59.50
47.0325		Arm Rest Susp-Seat, Kit		155.00	131.75
70.0098		Canopy		600.00	510.00
53.0108		Chrome Hub Cap	<b>EACH</b>	25.00	21.25
70.4119		Directional Hazard, Kit	ROPS mount only	645.00	548.25
70.4102		Engine Heater, Kit	Kubota, 4500Z & 4500Y	105.00	89.25
70.4107		Foot Pedal Control, Kit		85.00	72.25
70.4121		Front Hitch Lock Valve, Kit		135.00	114.75
70.4129		High Altitude Kubota, Kit	1000 - 5600 ft	46.50	39.53
70.4130		High Altitude Kubota, Kit	4300 - 8900 ft	46.50	39.53
70.2001		Hitch 2-N-1 Front	<b>Holds 6 - 47.0115 weights</b>	420.00	357.00
70.2016		Hitch, Trailer Mover		390.00	331.50
70.4120		Horn, Kit		120.00	102.00
70.4109		Hydraulic Front Dual Valve, Kit		420.00	357.00
70.4038		Hydraulic Top Link	Used with 3pt Hitch	285.00	242.25
70.4126		Hydraulic Rear Valve, Kit		865.00	735.25
70.4101		Backup Alarm, Kit		90.00	76.50
70.4110		Propane, Kit (tanks not included)	Used on unit 4500Z - Kubota Gas	2,450.00	2,082.50
70.4108		Raised Platform, Kit		135.00	114.75
70.4093		Seat Belt, 4 point	4500 Series units only	415.00	352.75
70.4154		Seat, Full Suspension	Factory installed price - Page 1	595.00	505.75
70.4140		Slope Digital Indicator, Kit		355.00	301.75
70.4114		Strobe Light, Kit	ROPS mount only	230.00	195.50
47.0115		Suitcase Weight, 42 lbs	Standard on 4500 LC Tractors	95.00	80.75
70.4115		Weight Transfer, Kit	Standard on 4500 LC Tractors	265.00	225.25
70.4133		Work Light LED, Kit	ROPS mount only	295.00	250.75
4500 SPREADER OPTIONS					
39.55500	<b>ES220</b>	<b>Spreader/SEED &amp; FERTILIZER</b>	<b>Requires 12V Rear Kit</b>	<b>2,365.00</b>	<b>2,010.25</b>
70.4105		12V Power Outlet <b>Rear</b> , Kit	Required for Spreader 220	145.00	123.25
70.2013	<b>SA250</b>	<b>Drop Spreader/SALT</b>	<b>Requires 12V Rear &amp; Install Kit</b>	<b>5,145.00</b>	<b>4,373.25</b>
70.4105		12V Power Outlet <b>Rear</b> , Kit	Required for SA250 - 4500 only	145.00	123.25
70.8140		Spreader Mounting Kit 4200/4500	Required for Spreader SA250	340.00	289.00
70.8142		Universal Mounting Kit - 2" rec	ATV's, UTV's and other units	395.00	335.75
70.8143		Universal 3 pt Mounting Kit		420.00	357.00
70.8149		Extension Hopper Kit	Optional for 4500 series only	265.00	225.25
70.8150		High Speed Sprocket Kit	Optional for ATV's & UTV's	80.00	68.00
70.8186		Slow Speed Sprocket, Kit	Optional Kit to Reduce Drop Rate	80.00	68.00
Prices & specifications are subject to change without notice.					



## 4500 Attachments Price List

Effective 11/01/19  
All Prices Reflect U.S. Dollars

4500 SERIES ATTACHMENTS					
Part #	Model	Description	Accessory	MSRP	SourceWell
39.55494	EB480C	Aerator - Core Tine		2,245.00	1,908.25
39.55490	EB480F	Aerator - Open Spoon Tine		2,245.00	1,908.25
39.55492	EB480S	Aerator - Slitter/Slicer Tine		2,245.00	1,908.25
47.0115		Suitcase Weight, 42 lbs	EB480 holds up to 6 weights	95.00	80.75
39.55460	EA600	AERA-vator		5,830.00	4,955.50
70.8014		Roller Kit		275.00	233.75
70.8015		Seeder Kit	Requires 12 Volt Front Kit	2,600.00	2,210.00
70.4104		12V Switch & Plug Front, Kit	Required for Seeder Kit	265.00	225.25
47.0115		Suitcase Weight, 42 lbs	EA600 holds up to 8 weights	95.00	80.75
39.55280	DG550	Ball Park Groomer, Front		2,475.00	2,103.75
39.55285	DR540	Ball Park Groomer, Rear	Requires 3 pt Hitch	2,215.00	1,882.75
70.8156		Kit, Brush Groomer	Mounts on DR540 Groomer	1,185.00	1,007.25
70.8154		Kit, Groomer Drags	Includes Steel & Coco mat	2,055.00	1,746.75
70.4038		Hydraulic Top Link	Recommended with DR540	285.00	242.25
70.4137		Kit, Weight Bar 4500	Recommended for K & P units	260.00	221.00
47.0115		Suitcase Weight, 42 lbs	Groomers hold up to 6 weights	95.00	80.75
39.55251	KD482	Blade, Dozer 48"		1,745.00	1,483.25
70.8032		Polyurethane Cutting Edge 48"		225.00	191.25
39.55252	KD602	Blade, Dozer 60"		1,625.00	1,381.25
70.8030		Polyurethane Cutting Edge 60"		245.00	208.25
39.55253	KD722	Blade, Dozer 72"		1,675.00	1,423.75
70.8031		Polyurethane Cutting Edge 72"		290.00	246.50
39.55440	KA160	Blower		2,470.00	2,099.50
39.55401	KJ520	Broom 52"		4,995.00	4,245.75
70.8211		Kit, 12 Volt Actuator KJ	Requires 12 Volt Front Kit	308.11	261.89
70.4104		12V Switch & Plug Front, Kit	Required for Actuator	265.00	225.25
39.55400	HB580	Broom 58"		4,340.00	3,689.00
70.8025		Kit, 12 Volt Actuator	Requires 12 Volt Front Kit	265.00	225.25
70.4104		12V Switch & Plug Front, Kit	Required for Actuator	265.00	225.25
39.55332	ED202	Edger		2,250.00	1,912.50
70.8020		Blower		1,225.00	1,041.25
47.0115		Suitcase Weight, 42 lbs	ED202 holds up to 3 weights	95.00	80.75
39.55110	MS600	Mower 60"		4,115.00	3,497.75
70.8165		Mulching MS Kit 60"		285.00	242.25
70.8163		Hyd Flip Up MS/MT/MU Kit	Fits all MS/MT/MU decks	450.00	382.50
39.55111	MS720	Mower 72"		4,220.00	3,587.00
70.8164		Mulching MS/MT Kit 72"		305.00	259.25
70.8163		Hyd Flip Up MS/MT/MU Kit	Fits all MS/MT/MU decks	450.00	382.50
39.55112	MT720	Mower, Offset 72"		4,245.00	3,608.25
70.8164		Mulching MS/MT Kit 72"		305.00	259.25
70.8163		Hyd Flip Up MS/MT/MU Kit	Fits all MS/MT/MU decks	450.00	382.50
39.55114	MU720	Mower, Rear Discharge 72"		4,275.00	3,633.75
70.8167		Mulching MU Kit 72"		305.00	259.25
70.8163		Hyd Flip Up MS/MT/MU Kit	Fits all MS/MT/MU decks	450.00	382.50
39.55170	MA900	Mower, Boom Sickle	Requires additional accessories	15,345.00	13,043.25
70.4104		12V Switch & Plug Front, Kit	Required for MA900	265.00	225.25
70.4109		Hydraulic Front Dual Valve, Kit	Required for MA900	420.00	357.00
47.0115		Suitcase Weight, 42 lbs	4 Weights Required for MA900	95.00	80.75
23.0111-7		Spool Float Kit	Recommended for MA900	108.00	91.80
39.55160	MJ840	Mower, Contour 84"		7,955.00	6,761.75
70.8087		Mulching MJ Kit 84"		345.00	293.25

Prices & specifications are subject to change without notice.



## 4500 Attachments Price List

Effective 11/01/19  
All Prices Reflect U.S. Dollars

4500 SERIES ATTACHMENTS					
Part #	Model	Description	Accessory	MSRP	SourceWell
<b>39.55155</b>	<b>MK960</b>	<b>Wide Area Mower 95"</b>		<b>6,940.00</b>	<b>5,899.00</b>
70.8203		Hyd Flip Up MK		450.00	382.50
<b>39.55160</b>	<b>MJ840</b>	<b>Mower, Contour 84"</b>		<b>7,955.00</b>	<b>6,761.75</b>
70.8087		Mulching MJ Kit 84"		345.00	293.25
<b>39.55130</b>	<b>MR740</b>	<b>Mower, Reel 74"</b>		<b>13,595.00</b>	<b>11,555.75</b>
23.0111-7		Spool Float Kit	Required for MR740	108.00	91.80
<b>39.55435</b>	<b>KP540</b>	<b>Power Rake</b>		<b>7,370.00</b>	<b>6,264.50</b>
<b>39.55214</b>	<b>HE482</b>	<b>Power Bucket 48"</b>		<b>1,600.00</b>	<b>1,360.00</b>
70.8123		Grapple, Power Bucket 48"	Requires Hyd Front Valve Kit	985.00	837.25
70.4109		Hydraulic Front Dual Valve, Kit	Required for Grapple	420.00	357.00
70.8124		Teeth, Power Bucket Kit		145.00	123.25
70.8159		Bucket Extension, Kit		285.00	242.25
<b>39.55427</b>	<b>KX523</b>	<b>Snow Blower</b>		<b>4,835.00</b>	<b>4,109.75</b>
70.8072		Deep Snow Auger Kit		520.00	442.00
70.8025		12 Volt Actuator	Requires 12 Volt Front Kit	265.00	225.25
70.4104		12V Switch & Plug Front, Kit	Required for Actuator	265.00	225.25
<b>39.55520</b>	<b>EC240</b>	<b>Sod Cutter 24"</b>		<b>515.00</b>	<b>437.75</b>
<b>39.55300</b>	<b>KC180</b>	<b>Stump Grinder</b>	With front mounted mirror	<b>3,405.00</b>	<b>2,894.25</b>
<b>39.55431</b>	<b>KR502</b>	<b>Terra Rake 49"</b>		<b>2,345.00</b>	<b>1,993.25</b>
70.8035		Hydraulic Height Adjustment Cylinder	Requires 12 Volt Front Kit	490.00	416.50
70.4104		12V Switch & Plug Front, Kit	Required for Hyd Height Kit	265.00	225.25
70.8034		10" Extensions, Kit	Adds 20" to KR502	385.00	327.25
<b>39.55220</b>	<b>KL480</b>	<b>Tiller</b>		<b>3,395.00</b>	<b>2,885.75</b>
<b>39.55104</b>	<b>HQ680</b>	<b>Tough Cut Mower</b>		<b>3,415.00</b>	<b>2,902.75</b>
70.8054		Swivel Wheel, Kit		620.00	527.00
<b>39.55455</b>	<b>KY400</b>	<b>Trencher</b>		<b>5,770.00</b>	<b>4,904.50</b>
<b>39.55340</b>	<b>ET200</b>	<b>Turbine Blower</b>		<b>5,545.00</b>	<b>4,713.25</b>
<b>39.55271</b>	<b>KV552</b>	<b>V-Blade</b>	Requires 12 Volt Front Kit	<b>2,690.00</b>	<b>2,286.50</b>
70.4104		12V Switch & Plug Front, Kit	Required for KV552 Blade	265.00	225.25
70.8044		Top Deflection Flap, Kit		105.00	89.25
70.8046		6"/12" Flare Extension, Kit	With Cutting Edge	490.00	416.50
70.8047		6"/6" Straight Extension, Kit	With Cutting Edge	450.00	382.50
70.8048		Polyurethane Cutting Edge, Kit	N/A for KV Extension Kits	290.00	246.50
<b>39.55361</b>	<b>RV602</b>	<b>Collection Vac, High Lift</b>	With hitch pin and storage stand	<b>7,610.00</b>	<b>6,468.50</b>
<b>REQUIRES: Rear Hydraulic Valve or 3 Point Hitch Kit and one Collection Vac Boot option</b>					
<b>70.4100</b>		3 Point Hitch Kit		1,800.00	1,530.00
<b>70.4126</b>	<b>OR</b>	Rear Hydraulic Valve	Required W/O 3pt Hitch	865.00	735.25
<b>70.8169</b>	<b>OR</b>	MS/MT Collection Vac Boot	Fits MS600/MS720/MT720	370.00	314.50
70.8092		Docking Station	For securing to trailer for transport	675.00	573.75
<b>39.55600</b>	<b>KH500</b>	<b>VERSA-Loader</b>	Requires additional accessories	<b>7,245.00</b>	<b>6,158.25</b>
<b>REQUIRED for KH500: Additional Weights (6 per standard tractor, 5 for 3pt tractor) &amp; Weight Bar or 3 N 1 Adapter</b>					
47.0115		Suitcase Weight, 42 lbs		95.00	80.75
<b>70.4144</b>		Weight Bar	Required w/o 3pt Hitch	215.00	182.75
39.55630		Pallet forks	Optional accessory	1,265.00	1,075.25

Prices & specifications are subject to change without notice.

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



**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](http://www.ytown.org)

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# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Michael Saranen, Operation Manager

**DATE:** September 2, 2020

**RE:** Request to waive financial policy under a single source provider and approve UIS, of Dexter Michigan, to provide Programming Services on the existing Programmable Logic Controller (PLC) at the Hydro Station in the amount not to exceed \$ 10,125.00 to be charged to 252.252.000.976.000.

The Hydro Station's operation utilizes a PLC to control the hydro generators. The PLC and computers was recently upgraded. At this time, I would like to enhance programming to include automation capabilities for both generators to adjust water flow to maintain the lake level.

The proposed work would be an extension of the April 21, 2020 General Services Agreement between the Charter Township of Ypsilanti and UIS of Dexter Michigan.

I am asking to Board to waive financial policy under a single source provider and approve UIS to provide Services to program the PLC at the Hydro Station in the amount of \$10,215.00 to be charged to line item # 252.252.000.976.000 pending approval of the Budget Amendment.

Please place this item on the next available Board Meeting agenda under New Business.



*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: Michael Saranen, Hydro Operations

From: Karen Lovejoy Roe, Clerk *KLR*

Date: April 22, 2020

Subject: ***Request to Waive the Financial Policy and Approve a General Services Agreement with UIS for Preventative and Emergency Services for the Hydro Station on as Needed Basis***

At the regular meeting held on April 21, 2020, the Charter Township of Ypsilanti Board of Trustees approved a General Services Agreement with UIS for preventative and emergency services for the Hydro Station on an as needed basis.

Should you have any questions, please contact my office.

Irs

cc: Brenda Stumbo, Supervisor  
Javonna Neel, Accounting Director  
Files



<b>Date</b> April 7, 2020	<b>To</b> Michael Saranen
<b>Description</b> Rate Quote for Work at the Hydro	Ypsilanti Township
<b>Quote #</b> 200230R2	7200 South Huron Dr
<b>Estimator</b> Ken Wesley	Ypsilanti, MI 48197
<b>Email</b> ken.wesley@uiscorp.com	

<b>Scope of Work</b>	<b>Cost</b>
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UIS SCADA, Inc. - Rates in effect July 1, 2019 - June 30, 2020:				
Rate Type	Definition	Instrumentation Tech/Per Hour	Programming Per Hour	NETA Test Technician
Regular Time	Monday through Friday 8 hours work between the hours of 7 a.m. and 4:30 p.m.	\$165.00	\$170.00	\$165.00
Overtime	Monday through Friday 4:31 p.m. to 10 p.m. Or Saturday 8 a.m. through 4:30 p.m.	\$205.00	\$205.00	\$206.00
Premium Time	Hours outside of those listed above	\$235.00	\$235.00	\$248.00
Holidays	New Year's Day, Memorial Day, 4 <sup>th</sup> of July, Labor Day, Thanksgiving, Christmas	\$235.00	\$235.00	\$248.00

**Total** \$0.00

UIS SCADA Approved by

Date April 7, 2020

**Exclusions and Clarifications**

Our quote is based on straight time during normal hours of 7:00 A.M. - 3:30 P.M., Monday through Friday.  
 Our price is valid for thirty (30) days, after which time UIS SCADA reserves the right to review and modify any and all portions of its proposal.  
 This proposal contains pricing and other information confidential and proprietary to UIS SCADA, and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from UIS SCADA.

**UIS GROUP OF COMPANIES - TERMS AND CONDITIONS**

1. Offer

These Terms and Conditions ("Terms") apply to all products and services, including without limitation, computer software program(s) provided to Purchaser under an Order Confirmation with Utilities Instrumentation Services, Inc., UIS SCADA, Inc., and/or UIS Renewable Power, Inc. (collectively, "Seller"). These Terms are incorporated into each and every Order Confirmation issued by Seller to a purchaser of such Products or Services ("Purchaser"). A confirmation or acknowledgement of an order ("Order Confirmation") will be issued to Purchaser after the Purchaser has submitted an order to Seller. The Order Confirmation constitutes Seller's offer to the Purchaser identified in the Order Confirmation to sell the Products and/or provide the Services identified in the Order Confirmation and otherwise to enter into the agreement that the Order Confirmation and these Terms describe, and the Order Confirmation and these Terms shall be the complete and exclusive statement of such offer and agreement.

2. Acceptance

A contract is formed when Purchaser accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to these Terms and the terms and conditions expressly referenced on the face of the Order Confirmation, and shall not include any terms and conditions contained in Purchaser's purchase order. Notwithstanding any contrary provision in Purchaser's purchase order or other acceptance document, delivery of Products, performance of Services or commencement of Services by Seller shall not constitute acceptance of Purchaser's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Order Confirmation.

UIS Group of Companies  
 2290 Bishop Circle East  
 Dexter, MI 48130  
 (734) 424-1200

Utilities Instrumentation Service  
 UIS SCADA  
 UIS Renewable Power

### 3. Prices

Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging or transportation charges; and (b) prices do not include any applicable federal, state, local or foreign duties or taxes.

### 4. Payment Terms

Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (45) days from the date of Seller's invoice. Credit and delivery of Products shall be subject to Seller's approval. The Purchaser shall pay Seller for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Purchaser objects to any portion of an invoice, the Purchaser shall notify Seller, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of disagreement, and pay when due any portion of the invoice not in dispute. Failure to provide notification shall constitute acceptance of the invoice as submitted. If Purchaser fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Seller may at any time, without waiving any other claim against the Purchaser (including lien rights) and without thereby incurring any liability to the Purchaser, suspend or terminate the Order Confirmation. Purchaser is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Purchaser or its affiliates any amounts due or to become due to Seller or its affiliates, whether arising under the Order Confirmation, any related purchase order or under any other agreement.

### 5. Shipping and Delivery

All sales of Products are F.O.B. Seller's plant unless otherwise specified in the Order Confirmation. Responsibility of Seller shall cease upon delivery to and receipt of the Products by a common carrier at which point Purchaser will bear all risk of loss for the Products. Premium shipping expenses and/or other related expenses necessary to meet Purchaser's accelerated delivery schedules shall be the responsibility of Purchaser. Deliveries of orders placed by Purchaser may be changed, deferred or canceled only upon specific agreement in writing by Seller and Seller may condition such agreement upon Purchaser's assumption of liability and payment to Seller for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Seller is liable by reason of commitments made by Seller to its suppliers; and (c) any other loss, cost or expense of Seller as a result of such change, deferral or cancellation.

### 6. Proprietary Materials

Seller shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible, furnished by Seller in connection with or under the Order Confirmation or any related purchase order ("Proprietary Materials"). No Proprietary Materials created by Seller in connection with or pursuant to the Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

### 7. Licenses

Seller does not grant to Purchaser any license with respect to the Products, and any such license terms with respect to the Products shall be governed solely by the licenses, if any, provided solely by the third-party manufactures of such products.

### 8. Design

Seller is not responsible for the design of the Products and will not, under any circumstances, have any warranty, indemnification or other liability or obligations with respect to Products to the extent related to or arising out of the design and/or specifications for such Products. Suggestions by Seller as to design, use and suitability of the Products are made in good faith; provided, however, Buyer assumes full responsibility for accepting and/or using such suggestions.

### 9. Warranty

(a) Seller warrants, that at the time of delivery, the Products will conform to the specifications, if any, that are a part of the Order Confirmation. Purchaser understands and hereby expressly agrees that any claim for defective materials, defective manufacture, or any other claim with respect to the Products shall be made directly to the manufacturer of the Product and not the Seller. Seller makes no warranties, either express or implied, regarding defective materials, defective manufacture, or any other claim with respect to Products. Seller may, at its sole election, and as Purchaser's sole remedy, make an allowance, repair, or replace such quantity of the Products as shall prove to be defective, then Purchaser shall hold and make available for inspection and testing by Seller all Products claimed by Purchaser to be defective.

(b) Services provided by Seller under an Order Confirmation will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

(c) THE SELLER DISCLAIMS, AND PURCHASER HEREBY EXPRESSLY WAIVES, ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE PRODUCTS AND/OR SERVICES, AND/OR THE RESULTS OBTAINED FROM THEIR USE BY PURCHASER AND/OR ITS USERS, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SPECIFICALLY, BUT NOT BY WAY OF LIMITATION, DISCLAIMS ANY AND ALL LIABILITY FOR THE USE OR PERFORMANCE OF THE SERVICES AND/OR PRODUCTS SELECTED BY THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE AND AGREE THAT THE UNIFORM COMMERCIAL CODE AND ANY SPECIFIC STATE ADOPTIONS THEREOF SHALL NOT GOVERN THE RIGHTS AND OBLIGATIONS OF THE PARTIES UNDER THESE TERMS OR ANY ORDER CONFIRMATION.

### 10. Liability Limitation

Specific performance shall not be available to Purchaser as a remedy in connection with Seller's providing of the Products and/or Services. Monetary damages against Seller shall be limited to the dollar amount charged to Purchaser for the applicable order placed by Purchaser and accepted by Seller for any of the Services and/or Products alleged to be the cause of any loss or damage, whether founded in contract, tort (including negligence), strict liability or otherwise, arising out of, or resulting from: (a) any order placed by Purchaser and accepted by Seller or Seller's performance or breach; or (b) the design, manufacture, delivery, sale, repair, replacement or use of any such Products. IN NO EVENT SHALL SELLER BE LIABLE TO PURCHASER FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL) ARISING OUT OF OR RELATING TO THE ORDER CONFIRMATION, ANY RELATED PURCHASE ORDER, OR THE SERVICE AND/OR PRODUCTS. ANY AGREEMENT VARYING OR EXTENDING THE REMEDIES SPECIFICALLY STATED HEREIN WILL BE BINDING ON SELLER ONLY WHEN SPECIFICALLY AGREED TO IN WRITING BY SELLER AND SPECIFICALLY REFERENCING THIS SECTION.

### 11. Termination

In the event that Purchaser fails to perform any of its obligations stated in the Order Confirmation or any related purchase order and fails to cure such breach within ten (10) days after receipt of written notice from the Seller specifying such breach, the Seller may at its option immediately terminate the Order Confirmation and/or any related purchase orders. Upon any such termination by Seller: (a) Seller shall be relieved of any further obligation to Purchaser (including, without limitation, any obligation with respect to delivery or transition of supply); (b) Purchaser shall be liable to Seller for the immediate payment of amounts then billed to date by Seller to Purchaser; (c) Purchaser shall purchase and pay Seller immediately for all raw materials, components, work in process and finished goods acquired by Seller in connection with the Order Confirmation and/or any related purchase orders; and (d) Purchaser shall immediately reimburse Seller for all other loss, cost or expense of Seller as a result of the termination of the Order Confirmation or any related purchase order.

### 12. Right of Entry

If applicable, Purchaser shall provide for Seller's right to enter the property owned by the Purchaser and/or others in order for Seller to perform the Services in the Order Confirmation. The Purchaser agrees, to the fullest extent permitted by law, to indemnify and hold Seller and his or her subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.

### 13. Force Majeure

Seller shall not be liable for any delay or failure to perform any obligation under this Agreement if such delay or failure is caused by circumstances beyond its reasonable control, including, without limitation, acts of God or public authority, riots or other public disturbances, labor disputes of any kind, electrical or power outages, utilities or telecommunications failures, earthquake, storms or other elements of nature, acts or orders of government, acts of terrorism or war, or acts by third parties, failure of Purchaser to provide required information, or the change in cost or availability of raw materials, components or services based on market conditions, supplier actions or contract disputes ("Force Majeure Event"). During a Force Majeure Event, Seller's obligations under the Order Confirmation and any related purchase order shall be suspended and Seller shall not have any obligation to provide Purchaser with Services from other sources or to pay or reimburse Purchaser for any additional costs to Purchaser of obtaining substitute Services, nor shall Seller be liable for any damages to Purchaser arising from or related to a Force Majeure Event.

### 14. Employee Solicitation

Employee Solicitation. Purchaser agrees not to hire, attempt to hire, or retain as consultants or otherwise, employees and/or consultants of Seller directly or through a third-party entity during the employment or consulting period and for a period of one (1) year subsequent to the employee's and/or consultant's last day of work for Seller regardless of the circumstances surrounding employee's cause of termination of employment.

### 15. Indemnification

Purchaser holds harmless, indemnifies, and will defend Seller and its related or affiliated entities including their respective officers, agents and employees against any claims, liabilities, expenses, charges, or fines including attorney's fees and expenses to the extent directly or indirectly caused by Purchaser's (including those acting on behalf of Purchaser) (a) negligent acts of omissions and involving property damage or bodily injury; (b) breach of the terms of the contract between the parties; or (c) violation of applicable law. This provision shall apply even if there is concurrent negligence but shall not apply to property damage or bodily injury arising solely from Seller's negligence. Liability per above is not limited by limits of workers compensation coverage. Nothing herein shall be construed to waive, limit or restrict any Governmental Immunity defence available to the contractor (Ypsilanti Township).

### 16. Waiver

Waiver by Seller of any of the terms or conditions of the Order Confirmation shall be effective only if in writing and signed by Seller, and shall not constitute a waiver of such terms as to any subsequent events or conditions, whether similar or dissimilar. No course of dealing or custom in the trade shall constitute a modification or waiver by Seller of any right.

### 17. Survival

These Terms shall survive and continue in full force and effect following the expiration, cancellation or termination of an Order Confirmation and any related purchase order

### 18. Entire Agreement

The Order Confirmation, including these Terms and any other attachments, exhibits or supplements specifically referenced in the Order Confirmation, constitutes the entire agreement between Seller and Purchaser with respect to the matters contained in the Order Confirmation and supersedes all prior oral or written representations and agreements. Except as otherwise provided in these Terms, the Order Confirmation may only be modified by a written agreement signed by Seller.

### 19. Applicable Laws

Unless otherwise specified, the laws of the State of Michigan, except for its choice of laws provisions, shall govern these Terms.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/7/2020

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

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

<b>PRODUCER</b> Hylant - Ann Arbor 24 Frank Lloyd Wright Drive, Suite J4100 Ann Arbor MI 48105	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> 734-741-0044		<b>FAX (A/C. No):</b>
	<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURED</b> Utilities Instrumentation Service, Inc. See Named Insured Schedule 2290 Bishop Circle East Dexter MI 48130	UTILINS-01		<b>INSURER A :</b> Gemini Insurance Company 10833
			<b>INSURER B :</b> Endurance American Specialty Ins Co 41718
			<b>INSURER C :</b> National Trust Insurance Co 20141
			<b>INSURER D :</b> Accident Fund National Ins Co 12305
			<b>INSURER E :</b> RSUI Indemnity Co 22314
			<b>INSURER F :</b> ACE American Insurance Co 22667

**COVERAGES**

CERTIFICATE NUMBER: 1263714118

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			VMGP003607	6/1/2019	6/1/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Deductible	\$ 25,000
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA100025720	6/1/2019	6/1/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			ELD10007305904	6/1/2019	6/1/2020	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N N / A	WCV6144722	6/1/2019	6/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
E	Excess Umbrella			NHA086441	6/1/2019	6/1/2020	Limit	5,000,000
F	Cyber Liability			D94842384	6/13/2019	6/1/2020	Limit	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Job - General Service Agreement  
 Additional Insured with regard to the General Liability, as required by written contract - the Charter Township of Ypsilanti and its past, present, and future elected officials, appointed commissions and boards, agents and employees.

**CERTIFICATE HOLDER****CANCELLATION**

Charter Township of Ypsilanti  
 7200 S. Huron River Drive  
 Ypsilanti MI 48197

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Judith K. Wilson*

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**Named Insured Schedule:**

Utilities Instrumentation Service, Inc.

UIS SCADA, Inc.

UIS Renewable Power, Inc.

UIS Holdings, Inc.

CTC Engineering, Inc.

UIS Real Estate, Inc.

Utilities Instrumentation Service – Ohio, LLC

Utilities Instrumentation Service, Inc. dba UIS Electrical Studies



<b>Date</b>	September 2, 2020	<b>Customer</b>	Ypsilanti Township	<b>To</b>	Michael Saranen
<b>Description</b>	Hydro Modifications				Ypsilanti Township
<b>Quote #</b>	201407R				7200 South Huron Dr
<b>Estimator</b>	Ken Wesley	<b>Email</b>	ken.wesley@uiscorp.com		Ypsilanti, MI 48197

<b>Scope of Work</b>	<b>Cost</b>
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Provide necessary labor to eliminate the existing PID Lake Level control and incorporate it into the existing PLC.

Provide necessary labor to terminate the auto control switch, lead/lag, reverse, and setpoints for Generator 1 and 2 to the existing PLC.

Provide necessary PLC and VT SCADA HMI programming for the Lake Level control, and Generator 1 and 2 scope of work listed above.

Provide startup and training services.

Note: Required field wiring and tracing is by owner for this project.

**Total** \$10,125.00

UIS SCADA Approved by

Date September 2, 2020

**Exclusions and Clarifications**

Our quote is based on straight time during normal hours of 7:00 A.M. - 3:30 P.M., Monday through Friday.

Our price is valid for thirty (30) days, after which time UIS SCADA reserves the right to review and modify any and all portions of its proposal.

This proposal contains pricing and other information confidential and proprietary to UIS SCADA, and disclosure of the contents of this letter and any attachments to persons or organizations outside of this agreement is not authorized without specific written permission from UIS SCADA.

**UIS GROUP OF COMPANIES - TERMS AND CONDITIONS**

1 Offer

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2 Acceptance

A contract is formed when Purchaser accepts the Order Confirmation by written acknowledgement, by accepting the Products and/or Services, or other issued acceptance documents for the Products and/or Services. Acceptance is expressly limited to these Terms and the terms and conditions expressly referenced on the face of the Order Confirmation, and shall not include any terms and conditions contained in Purchaser's purchase order. Notwithstanding any contrary provision in Purchaser's purchase order or other acceptance document, delivery of Products, performance of Services or commencement of Services by Seller shall not constitute acceptance of Purchaser's terms and conditions to the extent any such terms or conditions are inconsistent with or in addition to the terms and conditions contained in the Order Confirmation.

3 Prices

Prices for Products and/or Services shall be set forth in the Order Confirmation. Unless otherwise expressly stated in the Order Confirmation: (a) prices for Products specified in the Order Confirmation do not include storage, handling, packaging or transportation charges; and (b) prices do not include any applicable federal, state, local or foreign duties or taxes.

4 Payment Terms

Unless otherwise expressly stated in the Order Confirmation, all accounts are payable in U.S. currency thirty (45) days from the date of Seller's invoice. Credit and delivery of Products shall be subject to Seller's approval. The Purchaser shall pay Seller for Services performed in accordance with the rates and charges set forth in the Order Confirmation. If the Purchaser objects to any portion of an invoice, the Purchaser shall notify Seller, in writing, within fourteen (14) calendar days of invoice receipt, identify the cause of disagreement, and pay when due any portion of the invoice not in dispute. Failure to provide notification shall constitute acceptance of the invoice as submitted. If Purchaser fails to pay undisputed invoiced amounts within the thirty (30) calendar days of the invoice date, Seller may at any time, without waiving any other claim against the Purchaser (including lien rights) and without thereby incurring any liability to the Purchaser, suspend or terminate the Order Confirmation. Purchaser is prohibited from and shall not setoff against or recoup from any invoiced amounts due or to become due from Purchaser or its affiliates any amounts due or to become due to Seller or its affiliates, whether arising under the Order Confirmation, any related purchase order or under any other agreement.

5 Shipping and Delivery

All sales of Products are F.O.B. Seller's plant unless otherwise specified in the Order Confirmation. Responsibility of Seller shall cease upon delivery to and receipt of the Products by a common carrier at which point Purchaser will bear all risk of loss for the Products. Premium shipping expenses and/or other related expenses necessary to meet Purchaser's accelerated delivery schedules shall be the responsibility of Purchaser. Deliveries of orders placed by Purchaser may be changed, deferred or canceled only upon specific agreement in writing by Seller and Seller may condition such agreement upon Purchaser's assumption of liability and payment to Seller for: (a) a sum equal to the costs of work in process including costs accrued for labor and material; (b) any amount for which Seller is liable by reason of commitments made by Seller to its suppliers; and (c) any other loss, cost or expense of Seller as a result of such change, deferral or cancellation.

6 Proprietary Materials

Seller shall have and retain all rights, title and interest, including all intellectual property rights, in and to all Products, Services and associated materials, including, without limitation, all related reports, specifications, designs and any other property, tangible or intangible, furnished by Seller in connection with or under the Order Confirmation or any related purchase order ("Proprietary Materials"). No Proprietary Materials created by Seller in connection with or pursuant to the Order Confirmation or any related purchase order shall be considered "works made for hire" as that term is used in connection with the U.S. Copyright Act.

7. Licenses

Seller does not grant to Purchaser any license with respect to the Products, and any such license terms with respect to the Products shall be governed solely by the licenses, if any, provided solely by the third-party manufactures of such products.

8. Design

Seller is not responsible for the design of the Products and will not, under any circumstances, have any warranty, indemnification or other liability or obligations with respect to Products to the extent related to or arising out of the design and/or specifications for such Products. Suggestions by Seller as to design, use and suitability of the Products are made in good faith; provided, however, Buyer assumes full responsibility for accepting and/or using such suggestions.

9. Warranty

(a) Seller warrants, that at the time of delivery, the Products will conform to the specifications, if any, that are a part of the Order Confirmation. Purchaser understands and hereby expressly agrees that any claim for defective materials, defective manufacture, or any other claim with respect to the Products shall be made directly to the manufacturer of the Product and not the Seller. Seller makes no warranties, either express or implied, regarding defective materials, defective manufacture, or any other claim with respect to Products. **Seller may, at its sole election, and as Purchaser's sole remedy, make an allowance, repair, or replace such quantity of the Products as shall prove to be defective, then Purchaser shall hold and make available for inspection and testing by Seller all Products claimed by Purchaser to be defective.**

(b) Services provided by Seller under an Order Confirmation will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

(c) THE SELLER DISCLAIMS, AND PURCHASER HEREBY EXPRESSLY WAIVES, ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, WITH RESPECT TO THE PRODUCTS AND/OR SERVICES, AND/OR THE RESULTS OBTAINED FROM THEIR USE BY PURCHASER AND/OR ITS USERS, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SPECIFICALLY, BUT NOT BY WAY OF LIMITATION, DISCLAIMS ANY AND ALL LIABILITY FOR THE USE OR PERFORMANCE OF THE SERVICES AND/OR PRODUCTS SELECTED BY THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE AND AGREE THAT THE UNIFORM COMMERCIAL CODE AND ANY SPECIFIC STATE ADOPTIONS THEREOF SHALL NOT GOVERN THE RIGHTS AND OBLIGATIONS OF THE PARTIES UNDER THESE TERMS OR ANY ORDER CONFIRMATION.

10. Liability Limitation

**Specific performance shall not be available to Purchaser as a remedy in connection with Seller's providing of the Products and/or Services. Monetary damages against Seller shall be limited to the dollar amount charged to Purchaser for the applicable order placed by Purchaser and accepted by Seller for any of the Services and/or Products alleged to be the cause of any loss or damage, whether founded in contract, tort (including negligence), strict liability or otherwise, arising out of, or resulting from: (a) any order placed by Purchaser and accepted by Seller or Seller's performance or breach; or (b) the design, manufacture, delivery, sale, repair, replacement or use of any such Products. IN NO EVENT SHALL SELLER BE LIABLE TO PURCHASER FOR ANY SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF ANTICIPATED PROFITS, LOSS OF USE, LOSS OF REVENUE AND COST OF CAPITAL) ARISING OUT OF OR RELATING TO THE ORDER CONFIRMATION, ANY RELATED PURCHASE ORDER, OR THE SERVICE AND/OR PRODUCTS. ANY AGREEMENT VARYING OR EXTENDING THE REMEDIES SPECIFICALLY STATED HEREIN WILL BE BINDING ON SELLER ONLY WHEN SPECIFICALLY AGREED TO IN WRITING BY SELLER AND SPECIFICALLY REFERENCING THIS SECTION.**

11. Termination

In the event that Purchaser fails to perform any of its obligations stated in the Order Confirmation or any related purchase order and fails to cure such breach within ten (10) days after receipt of written notice from the Seller specifying such breach, the Seller may at its option immediately terminate the Order Confirmation and/or any related purchase orders. Upon any such termination by Seller: (a) Seller shall be relieved of any further obligation to Purchaser (including, without limitation, any obligation with respect to delivery or transition of supply); (b) Purchaser shall be liable to Seller for the immediate payment of amounts then billed to date by Seller to Purchaser; (c) Purchaser shall purchase and pay Seller immediately for all raw materials, components, work in process and finished goods acquired by Seller in connection with the Order Confirmation and/or any related purchase orders; and (d) Purchaser shall immediately reimburse Seller for all other loss, cost or expense of Seller as a result of the termination of the Order Confirmation or any related purchase order.

12. Right of Entry

If applicable, Purchaser shall provide for Seller's right to enter the property owned by the Purchaser and/or others in order for Seller to perform the Services in the Order Confirmation. The Purchaser agrees, to the fullest extent permitted by law, to indemnify and hold Seller and his or her subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from procedures associated with testing or investigative activities or discovery of hazardous materials or suspected hazardous materials on said property.

13. Force Majeure

Seller shall not be liable for any delay or failure to perform any obligation under this Agreement if such delay or failure is caused by circumstances beyond its reasonable control, including, without limitation, acts of God or public authority, riots or other public disturbances, labor disputes of any kind, electrical or power outages, utilities or telecommunications failures, earthquake, storms or other elements of nature, acts or orders of government, acts of terrorism or war, or acts by third parties, failure of Purchaser to provide required information, or the change in cost or availability of raw materials, components or services based on market conditions, supplier actions or contract disputes ("Force Majeure Event"). During a Force Majeure Event, Seller's obligations under the Order Confirmation and any related purchase order shall be suspended and Seller shall not have any obligation to provide Purchaser with Services from other sources or to pay or reimburse Purchaser for any additional costs to Purchaser of obtaining substitute Services, nor shall Seller be liable for any damages to Purchaser arising from or related to a Force Majeure Event.

14. Employee Solicitation

Employee Solicitation. Purchaser agrees not to hire, attempt to hire, or retain as consultants or otherwise, employees and/or consultants of Seller directly or through a third-party entity during the employment or consulting period and for a period of one (1) year subsequent to the employee's and/or consultant's last day of work for Seller regardless of the circumstances surrounding employee's cause of termination of employment.

15. Indemnification

Purchaser holds harmless, indemnifies, and will defend Seller and its related or affiliated entities including their respective officers, agents and employees against any claims, liabilities, expenses, charges, or fines including attorney's fees and expenses to the extent directly or indirectly cause by Purchaser's (including those acting on behalf of Purchaser) (a) negligent acts of omissions and involving property damage or bodily injury; (b) breach of the terms of the contract between the parties; or (c) violation of applicable law. This provision shall apply even if there is concurrent negligence but shall not apply to property damage or bodily injury arising solely from Seller's negligence. Liability per above is not limited by limits of workers compensation coverage. Nothing Herein shall be construed to waive, limit or restrict any Governmental Immunity defence available to the contractor (Ypsilanti Township).

16. Waiver

Waiver by Seller of any of the terms or conditions of the Order Confirmation shall be effective only if in writing and signed by Seller, and shall not constitute a waiver of such terms as to any subsequent events or conditions, whether similar or dissimilar. No course of dealing or custom in the trade shall constitute a modification or waiver by Seller of any right.

17. Survival

These Terms shall survive and continue in full force and effect following the expiration, cancellation or termination of an Order Confirmation and any related purchase order

18. Entire Agreement

The Order Confirmation, including these Terms and any other attachments, exhibits or supplements specifically referenced in the Order Confirmation, constitutes the entire agreement between Seller and Purchaser with respect to the matters contained in the Order Confirmation and supersedes all prior oral or written representations and agreements. Except as otherwise provided in these Terms, the Order Confirmation may only be modified by a written agreement signed by Seller.

19. Applicable Laws

Unless otherwise specified, the laws of the State of Michigan, except for its choice of laws provisions, shall govern these Terms.

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
STAN ELDRIDGE  
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**Green Oaks  
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1775 E. Clark Road  
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[ytown.org](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: September 3, 2020

**Subject: Request Authorization to approve the proposal from StanTec to become the Prime Professional for the mDNR Trust Fund Grant project at Loonfeather Point Park in the amount of \$58,696 budgeted in line #212-970.000-975.587.**

The Residential Services Department is requesting authorization to approve the proposal from StanTec to become the Prime Professional for the mDNR Trust Fund Grant project at Loonfeather Point Park.

Township staff requested proposals from four firms. Legal Counsel, Staff and Elected Officials met to discuss the four proposals and determined that StanTec were the most qualified and economic proposal for this project. Services included in this Prime Professional agreement are Site Survey and Base Plan, Engineering, Design, Architectural Services, Bidding Assistance and Construction and Grant Administration.

StanTec: \$58,696  
Spicer Group: \$59,400  
Smith Group: \$98,500  
OHM: \$155,500

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515





**Stantec Consulting Michigan Inc.**  
3754 Ranchero Drive, Ann Arbor MI 48108-2771

March 6, 2020  
File: 207585033

Attention: Mr. Mike Hoffmeister, CPRP  
Residential Services Director  
Charter Township of Ypsilanti  
7200 South Huron River Drive  
Ypsilanti, MI 48197

Dear Director Hoffmeister,

**Reference: Proposed Loonfeather Point Park Improvements  
MDNR Grant Prime Professional  
Charter Township of Ypsilanti, Washtenaw County, Michigan**

As requested, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal for professional engineering services to serve as the Prime Professional for the Loonfeather Point Park renovation project. It is our understanding these renovations will consist of renovations to the Park Pavilions 1 and 2, restroom structure, and gatehouse; HMA pathway milling and repair; ADA access to the playground, between pavilions and to the fishing dock; addition of two (2) raingardens; and slope rehabilitation along Ford Lake as identified in the April 2019 MDNR Grant Application.

Loonfeather Point Park is an 11.2-acre park on the north shore of Ford Lake. A March 2018 Park Assessment prepared by OHM Advisors of Livonia, Michigan recommended addressing several structural, pavement, ADA, and erosion issues and deficiencies. The Township plans to address these issues utilizing Township and state grant funds. As the project total cost is over \$15,000, the state requires a Prime Professional (State of Michigan Licensed Architect, Engineer or Landscape Architect) to provide the planning services for design and construction of the project. The Prime Professional's responsibilities include, site survey, design, plans and technical specifications, contract documents, construction stake out, construction oversight, contract administration and final certification of completion.

Stantec's extensive national resources coupled with our local delivery are well suited for this project. Please find below some of the key components to our unique qualifications.

**Experienced Key Personnel.** Our team is very familiar and experienced in park restoration and pathway design and has worked together providing similar services for parks in comparable size and character both locally and nationally. One such project is Montibeller Park in Pittsfield Charter Township which includes restoration of an existing restroom facility including upgrading to ADA compliance, providing ADA access throughout the park, and addressing erosion and water quality concerns along the Upper Paint Creek. Our Michigan Certified Natural Shoreline Professional (CNSP) has extensive experience in the use of green landscaping technologies and bioengineering for addressing shoreline erosion issues similar to those along Ford Lake.

**Relevant Permitting Experience.** Stantec has considerable experience procuring EGLE, SHPO, MDOT, MDNR, USFWS, WCRC, WCWRC, and local approvals.

**Grants and Funding.** Stantec has extensive funding experience and has recently secured well over 100 million in funding for our clients. Our team has been successful in applications for and administration of grants from funding sources including MDNR Trust Fund (TF), MDNR Recreational Trails Program (RTP), MDNR Iron Belle (IBT), MDNR Passport, MDOT TAP, Ralph C. Wilson Jr. Foundation, WCPARC Connecting Communities, and other public and private funding agencies.

**Familiarity with the communities we serve.** Stantec has an extraordinary amount of experience providing similar services to many communities and agencies throughout southern Michigan. Stantec has consistently delivered functional, cost effective design projects throughout Michigan for more than 90 years. Our invaluable park and pathway experiences include projects such as Argo, Gallop, Island, Veterans and Wilson Parks in Ann Arbor; Hickory, Lillie, Marsh View Meadows, and Wolley Park in Pittsfield Charter Township; Parker Mills County Park in Superior Township; and Lakelands Trailhead Park in Unadilla Township.

## SCOPE OF WORK REQUESTED

Stantec proposes to perform the following tasks as part of these services:

1. Site Survey & Base Plan
  - A. Boundary Survey: Stantec will establish the park boundaries based on historic documents (deeds, tax records, historic plans) to be provided by the Township.
  - B. Topographic Survey: Stantec will prepare a limited topographic survey of the park at the improvement areas. The survey will include existing buildings, sidewalks and pavement, trees 6" dbh and greater, and edge of water along the lake.
  - C. Base Plan: Incorporate the recommendations outlined in the OHM Advisors Park Assessment into the survey.
2. Architectural and Site Improvements: This phase will consist of analysis, design, permitting, and followed by preparing the bidding package including technical specifications and drawings for the building restoration and site improvements. The scope of the bid package will include:
  - A. Building Restoration
    - i. Pavilion 1 (East)
      - Replace cross-bracing system
      - Re-shingle Roof
      - Replace lightning protection
      - Add lights and electric receptacles
      - Repair/replace and paint slats and trim
      - Replace damaged concrete
      - Replace charcoal grilles
    - ii. Pavilion 2 (West)
      - Replace cross-bracing system
      - Re-shingle Roof
      - Replace lightning protection
      - Add lights and electric receptacles

Reference: Proposed Loonfeather Point Park Improvements

- Repair/replace and paint slats and trim
- Replace charcoal grilles
- iii. Gatehouse
  - Replace siding and trim
  - Replace glass block windows with clear vision windows.
  - Repaint door frames
- iv. Restroom Structure
  - Replace and Reconfigure fixture locations and partitions to ADA compliance
  - Reconfigure exterior door locations to eliminate alcove and install new painted doors.
  - Replace drinking fountain drainpipe
  - Replace lighting with LED fixtures
  - Replace electric hand dryers
  - Paint interior walls
  - Replace siding and trim

## B. Site Improvements

- i. HMA Milling/Repair
  - Review on-site conditions and OHM Advisors recommendations. Identify limits of milling/overlay, patching or full replacement as appropriate. An option may be to pulverize the existing HMA and utilize it as base material (i.e. recycle) to support the new pavement.
  - We recommend hiring a geo-technical firm to perform sample borings of the existing pathways to evaluate milling/overlaying. Depending on the existing cross section, full replacement may be more prudent.
- ii. ADA Routes
  - Provide ADA compliant access to the existing playground, between Pavilion 1 and 2, and to the fishing dock.
  - Develop layout and grading plans.
- iii. Rain Gardens
  - Review on-site conditions and OHM Advisors recommendations. Evaluate storm water management green infrastructure BMP options including rain garden, vegetated bio-swale, and infiltration trench.
  - Develop grading and planting plans.
- iv. Shoreline Stabilization
  - Review on-site conditions and OHM Advisors recommendations. Evaluate stabilization options including underdrains, armoring, grading and revegetation.
  - We recommend hiring a geotechnical firm to evaluate subsurface conditions and a lake bottom survey with probing for deposited sediment. Good geotechnical information is important for making a sound assessment of the conditions at the site and providing useful design recommendations. There is always risks that during construction field conditions will vary from what is identified in the subsurface exploration; however, having subsurface data greatly decreases the chance of encountering field conditions that might contradict design assumptions and result in increased costs during the construction phase.

Reference: Proposed Loonfeather Point Park Improvements

- Develop construction plans.
  - Prepare EGLE permit application.
3. Bidding Assistance: We will assist the Township in bidding the project including:
    - A. Prepare advertisement for the Township to publish.
    - B. Attend pre-bid walk-through meeting (if needed).
    - C. Issue addenda during bidding to address any contractor questions (if needed).
    - D. Review contractors' bids and prepare a Letter of Recommendation.
  4. Construction Services
    - A. Construction Oversight: Stantec will provide limited construction oversight which will consist of key meeting attendance (up to 4 meetings), periodic site observation (bi-weekly) and final site walk-through.
    - B. Interpretation of plans. Responds to contractor RFIs. Review and approval of shop drawings.
    - C. Construction Staking: one-time construction staking in accordance with the Specifications, Plans, and bid documents. Staking at reasonable interval to identify limits of construction. Preparation of cut-sheets.
    - D. Contract Administration: Document contractor activities, monitor progress, review and recommendation of change orders.
    - E. Grant reimbursement assistance.
    - F. Final Walk-through and Certification.

## UNDERSTANDINGS & ASSUMPTIONS

This proposal was developed under the following understandings and assumptions:

- Excludes any permit fees, geotechnical services or any work not listed above.
- All work will be completed under the existing Master Services Agreement between The Charter Township of Ypsilanti and Stantec.

## SCHEDULE

We propose to complete the design, engineering, and permit application package within eight (8) to ten (10) weeks after authorization.

## BUDGET

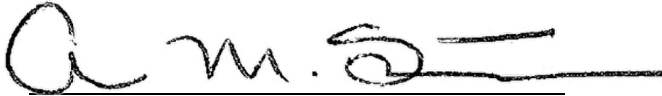
We recommend establishing a not-to-exceed budget to complete the Engineering Scope of Work listed above for **\$58,696** (i.e. 11.0% of \$533,600 budgeted Construction Costs).

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. We sincerely appreciate the opportunity to continue to work with the Charter Township of Ypsilanti and look forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

Reference: Proposed Loonfeather Point Park Improvements

Regards,

**Stantec Consulting Michigan Inc.**



**Ann M. Stevens** PLA, PMP  
Land Planner  
Phone: 734-214-1863  
Fax: 734-761-1200  
ann.stevens@stantec.com



**Mark D. Pascoe** PE, LEED® AP, ENV SP  
Principal  
Phone: 734-214-1865  
Fax: 734-761-1200  
Mark.pascoe@stantec.com

ACKNOWLEDGED AND ACCEPTED:

**CHARTER TOWNSHIP OF YPSILANTI**

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Mike Hoffmeister  
Residential Services Director

\_\_\_\_\_, 2020

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# **Charter Township of Ypsilanti**

## **RESOLUTION NO. 2020-20**

### **2020 MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

#### **TRUST FUND PROJECT AGREEMENT RESOLUTION**

It is Resolved that the Charter Township of Ypsilanti, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Charter Township of Ypsilanti does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \$296,500.00 (or 50%) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

*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](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: September 3, 2020

**Subject: Request Authorization to approve the 2020 Michigan Department of Natural Resources Trust Fund Project Agreement Resolution**

The Residential Services Department is requesting authorization to approve the 2020 Michigan Department of Natural Resources Trust Fund Project Agreement Resolution. This resolution commits the township to accepting the project agreement through mDNR as well as the matching funds required for accepting the 2020 mDNR Trust Fund grant for Loonfechter Point Park renovation. A resolution was created previously to show support of applying for the mDNR Trust Fund grant. This resolution is required as an attachment to the Project Agreement which is also being voted on at the September 15, 2020 Board of Trustees Meeting.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515

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

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: September 3, 2020

**Subject: Request Authorization to approve the Project Agreement with the Michigan Department of Natural Resources for the Trust Fund Grant for improvements at Loonfeather Point Park.**

The Residential Services Department is requesting authorization to approve the project agreement with the Michigan Department of Natural Resources for the Trust Fund Grant for improvements at Loonfeather Point Park. This project agreement has a number of attachments required including the legal description or record card, project area boundary and the resolution also voted on at the September 15, 2020 Board of Trustees. This commits the Charter Township of Ypsilanti to completing the work at Loonfeather Point Park.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515



Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.

Property Address	Class: EXEMPT COUNTY, CI	Zoning: R3 SI	Building Permit(s)	Date	Number	Status
1162 GROVE RD	School: YPSI COMM SCHOOL- YP		COM ALTER/REPAIR	08/13/2008	PB08-0481	100%
Owner's Name/Address	P.R.E. 0%		COM ALTER/REPAIR	08/09/2006	PB06-0868	100%
CHARTER TWP OF YPSILANTI 7200 S HURON RIVER DR YPSILANTI MI 48197	MAP #: R 015 033 00					
	2020 Est TCV Tentative					

Improved	X	Vacant	Land Value Estimates for Land Table 00900.EXEMPT - YPSILANTI TWP 900			
Public Improvements			Description	Frontage	Depth	Value
			ROW	11.20 Acres		0
			11.20 Total Acres		Total Est. Land Value =	0

Tax Description	Value
YP#15-17A-1A COM AT E 1/4 POST OF SEC, TH S 0 DEG 16' W 1116.36 FT IN E LINE LINE OF SEC, TH N 75DEG 30' W 80.1 FT FOR PL OF BEG, TH S 20 DEG 25' W 63.8 FT, TH S 0 DEG 45' E 563.6 FT, TH S 22 DEG 29' W 342.6 FT, TH S 81 DEG 15' W 239.2 FT, TH N 22 DEG 48' 20" W 165.02 FT, TH N 06 DEG 50' W 339.41 FT, TH N 20 DEG 56' 40" EAST 188.87 FT, TH N 08 DEG 13' 40" W 191.48 FT, TH N 46 DEG 04' 20" W 259.22 FT, TH N 70 DEG 44' 40" W 339.09 FT, TH N 2-22-30 W 81.13 FT, TH S 75-30-00 E 1003.46 FT IN C/L RD TO POB BEING PART OF SE 1/4 SEC 15 T3S R7E 11.20 AC	0

Comments/Influences	Level
LOONFEATHER PARK	Rolling Low High Landscaped Swamp Wooded Pond Waterfront Ravine Wetland Flood Plain

Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
2020	EXEMPT	EXEMPT	EXEMPT			EXEMPT
2019	EXEMPT	EXEMPT	EXEMPT			EXEMPT
2018	0	0	0			0
2017	0	0	0			0

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

# Site Development Plan





### Michigan Natural Resources Trust Fund Development Project Agreement

*This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.*

This Agreement is between **Ypsilanti Charter Township** in the county of **Washtenaw County**, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994, as amended and under Article IX, Section 35 of the Michigan Constitution. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In Public Act **145 of 2020**, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title: Loonfeather Point Park Development Project #: TF19-0135

Grant Amount: \$296,500.00 50% PROJECT TOTAL: \$593,000.00

Match Amount: \$296,500.00 50%

Start Date: \_\_\_\_\_ Date of Execution by DEPARTMENT \_\_\_\_\_ End Date: 08/31/2022

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 10/02/2020 or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**GRANTEE**

SIGNED

By [Print Name]: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
SIGMA Vendor Number                      SIGMA Address ID

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

SIGNED

By: \_\_\_\_\_

Grants Section Manager

\_\_\_\_\_

Date of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiRecGrants, which is accessed through [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants), unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

**GRANTEE CONTACT**

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Name/Title

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Organization

---

Address

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Address

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Telephone Number

---

E-mail Address

**DEPARTMENT CONTACT**

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MNRTF Grant Program Manager

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Name/Title

---

Grants Management/DNR Finance & Operations

---

Organization

---

525 W. Allegan Street, Lansing, MI 48933

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Address

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P.O. Box 30425, Lansing, MI 48909

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Address

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517-284-7268

---

Telephone Number

---

DNR-Grants@michigan.gov

---

E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **TF19-0135** uploaded to MiRecGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiRecGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **08/03/2020** through **08/31/2022**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiRecGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
5. The words "project facilities" shall mean the following individual components, as further described in the application.
  - Guardhouse rehabilitation
  - Pavilion
  - Picnic Table(s)
  - Rain Garden with Native Plants
  - Restroom Building
  - Seawall or Shoreline Stabilization
  - Trail 8' wide or more
6. The DEPARTMENT will:
  - a. grant to the GRANTEE a sum of money equal to **Fifty percent (50%) of Five Hundred and Ninety-Three Thousand dollars (\$593,000.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Two Hundred and Ninety-Six Thousand Five Hundred dollars (\$296,500.00)**.

- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
  - i. Payments will be made on a reimbursement basis at **Fifty percent (50%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
  - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiRecGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
  - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
  - iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Two Hundred and Ninety-Six Thousand Five Hundred dollars (\$296,500.00)** in local match. This sum represents **Fifty percent (50%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
  - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
  - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
  - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
  - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
  - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
  - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
  - vii. Bury all new utilities within the project area.
  - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the

- use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
- e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
  - f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
  - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
  - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
  - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
  - j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
  - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2020** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a progress report every 180 days during the project period.
  - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
  - c. Submit a complete request for final reimbursement **within 90 days of project completion and no later than 11/30/2022**. If the GRANTEE fails to submit a complete final request for reimbursement by **11/30/2022**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE .
10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.

12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
  - a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
  - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated \_\_\_\_\_, and
  - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
  - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
  - a. The GRANTEE agrees that lands in the project area are being acquired with MNRTF assistance and shall be maintained in public outdoor recreation use in perpetuity. No portion of the project area shall be converted to other than public outdoor recreation use without the approval of the DEPARTMENT. The DEPARTMENT shall approve such conversion only upon such conditions as it deems necessary to assure the substitution by GRANTEE of other outdoor recreation properties of equal or greater market value and of reasonably equivalent usefulness and location. Such substituted land shall become part of the project area and will be subject to all the provisions of this Agreement.
  - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
  - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
  - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and

- b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
  - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing the project site.
19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
  - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;  
or
  - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:



- a. Terminate this Agreement; and/or
  - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
  - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program; and/or
  - d. Require repayment of grant funds already paid to GRANTEE; and/or
  - e. Require specific performance of the Agreement.
- 29.** This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
- 30.** The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
- 31.** The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
- 32.** The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
- 33.** The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
- 34.** The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
- 35.** The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.

SAMPLE RESOLUTION  
(Development)

Upon motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following Resolution was adopted:

“RESOLVED, that the \_\_\_\_\_, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the \_\_\_\_\_ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide \_\_\_\_\_ (\$ \_\_\_\_\_) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

The following aye votes were recorded: \_\_\_\_\_

The following nay votes were recorded: \_\_\_\_\_

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, Clerk of the \_\_\_\_\_, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the \_\_\_\_\_ at a meeting held \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*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](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: September 3, 2020

**Subject: Request Authorization to approve the Schooner Cove subrecipient agreement with Washtenaw County**

The Residential Services Department is requesting authorization to approve the Schooner Cove subrecipient agreement with Washtenaw County.

Following the August 18 Board of Trustees meeting, Township staff and full-time elected officials received a letter from Washtenaw County stating that our CDBG funding allocation for 2020 had increased from \$138,446 to \$160,462.98 due to some changes in other areas of the County. Staff recommend and request that we re-allocate the additional CDBG funding to the Schooner Cove project so that the funds spent out of Township budgets to support this project is cut in half from \$44,054 to \$22,037.02.

Because Washtenaw County hadn't official processed the original subrecipient agreement and in order to make any of the above changes, this new sub recipient agreement must be accepted.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515

**COUNTY OF WASHTENAW, MICHIGAN**

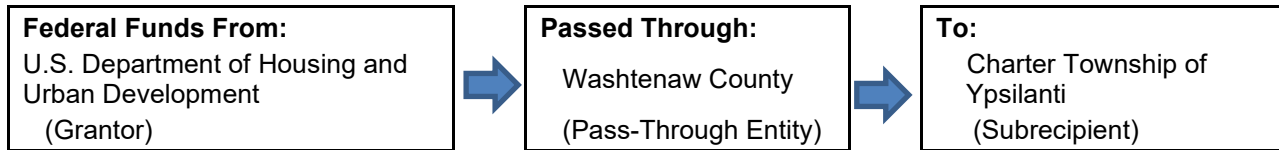
**Agreement for Subaward of Federal Financial Assistance**

The COUNTY OF WASHTENAW is a recipient of federal financial assistance grant dollars. These funds are received directly from the federal government and indirectly from the State of Michigan and several local entities. The County sometimes passes through a portion of this federal financial assistance to other organizations located within (or in the vicinity of) the geographical boundaries of the County to assist them in carrying out the objectives of the applicable federal grant or program.

AGREEMENT is made this **9<sup>th</sup> day of July, 2020**, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan, as the pass-through entity (hereinafter referred to as the County) and, **the Charter Township of Ypsilanti**, located at 7200 S. Huron River Drive, Ypsilanti, MI 48197, (hereinafter often referred to as the Subrecipient).

This agreement is a subaward of federal financial assistance by the County to the Subrecipient intended to assist, stimulate, or support the Subrecipient in carrying out its allowable activities under the **U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) Program** as requested by the Subrecipient in its application to the County for federal financial assistance.

Flow of Federal Financial Assistance in this Subaward Agreement



ARTICLE I – REQUIRED DATA ELEMENTS

(As detailed in Section 200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, hereinafter referred to as the Uniform Guidance.)

Subrecipient Name (must match registered name in DUNS)	Charter Township of Ypsilanti
Subrecipient DUNS Number	781488648
Federal Award Identification Number (FAIN)	B-20-UC-26-006
Federal Award Date (the date when the federal award is signed by the authorized official of the federal awarding agency)	2020 – July 9, 2020
Subaward Period of Performance (start and end date)	7/9/2020 - 7/8/2021
Amount of Federal Funds Obligated by this Agreement	\$160,463

Total Amount of Federal Funds Obligated to the Subrecipient	\$160,463
Total Amount of the Federal Award	2020 – \$2,155,422
Federal Award <b>Project Description</b> (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA) described in Title 2 Code of Federal Regulations Part 170)	This contract includes support of eligible costs of construction for a bus stop enhancement project at Schooner Cove Boulevard and S. Huron River Drive in the Charter Township of Ypsilanti.
Name of Federal Awarding Agency	Department of Housing and Urban Development (HUD)
Name of County (Pass-Through Entity)	Washtenaw County
Name and Contact Information for Awarding Official	Gregory Dill 220 N Main PO Box 8645 Ann Arbor, MI 48107 Phone: 734-222-6850
CFDA Number and Name	14 218 – Community Development Block Grant
Is this Subaward for Research and Development? (answer Yes or No)	No
Indirect Cost Rate for the Federal Award (either an approved federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the County and Subrecipient or a de minimus indirect cost rate of 10% of modified total direct costs may be used). Subrecipient may choose to charge only direct costs to this agreement.	Not applicable

WHEREAS, the Grantee receives funds from the United States Department of Housing and Urban Development (HUD) pursuant to HUD's Community Development Block Grant Entitlement Communities Grants ("CDBG") and the Grantee is authorized to award CDBG funds pursuant to Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C. 5301, et. seq.; and

WHEREAS, the Grantee has been designated as an entitlement county for the CDBG Program and acts as the lead entity for the Washtenaw Urban County, which consists of the City of Ann Arbor, City of Dexter, City of Saline, City of Ypsilanti, Ann Arbor Township, Augusta Township, Bridgewater Township, Dexter Township, Lima Township, Manchester Township, Northfield Township, Pittsfield Township, Salem Township, Saline Township, Scio Township, Superior Township, Sylvan Township, Webster Township, York Township, and Ypsilanti Township; and

WHEREAS, the Subrecipient has agreed to collaborate with the Office of Community and Economic Development (OCED) to manage this public improvement project; and

In consideration of the mutual covenants and obligations contained in this Agreement, including the Attachments, and subject to the terms and conditions stated, THE PARTIES AGREE AS FOLLOWS:

## ARTICLE II - SCOPE OF SERVICES

The Subrecipient will agree to use Washtenaw Urban County 2020 CDBG funds for the eligible costs of construction for a bus stop enhancement project at Schooner Cove Boulevard and S. Huron River Drive in the Charter Township of Ypsilanti. Design includes a bus bay (pull out) at the northeast corner of Schooner Cove Boulevard and S. Huron River Drive, improvements to existing storm water management system and adjacent asphalt pathway, and addition of a pedestrian crosswalk to access the bus stop from the south side of Huron River Drive. The contract will be paid for with 2020 Urban County CDBG funding, **not to exceed One Hundred Sixty Thousand Four Hundred Sixty Three Dollars and Zero Cents (\$160,463.00)**, in accordance with the budget in Attachment B. Project costs exceeding \$160,463.00 will be the responsibility of the Township.

## ARTICLE III - PAYMENT AND CASH MANAGEMENT

If the County is paid in advance by the federal awarding agency under the above named federal assistance award, the Subrecipient may also be paid in advance if it meets the requirements in Section 1 below.

Section 1 - Cash Advances. The Subrecipient may request an advance of funds under this agreement if it maintains or demonstrates the willingness to maintain both:

1. written procedures that minimize the time elapsing between the transfer of funds from the County and the subsequent disbursement of the funds by the Subrecipient,
2. financial management systems that meet the standards for fund control and accountability as defined in Section 200.305 of the Uniform Guidance.

Requests for advance of funds must be limited to the minimum amount needed and must be timed to be in accordance with the actual, immediate cash requirements of the Subrecipient in carrying out the terms of this agreement. The timing and amount of the advance must be as close as is "administratively feasible" to the actual disbursement to be made by the Subrecipient.

Section 2 - Reimbursement. If the Subrecipient does not meet the requirements in Section 1 above, it shall submit periodic reimbursement requests to the County. This may be done on a monthly or quarterly basis. The reimbursement request shall be accompanied by the agreed upon financial and programmatic reports. The County shall pay the Subrecipient within 30 calendar days after the receipt of the reimbursement request and the agreed upon financial/programmatic reports, unless the County reasonably believes the reimbursement request to be improper.

## ARTICLE IV - REPORTING OF SUBRECIPIENT

Section 1 - The Subrecipient is to report to the CDBG Management Analyst, and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - The Subrecipient shall submit financial reports **as requested to the OCED Fiscal Assistant**. The Subrecipient shall submit programmatic reports **as requested to CDBG Management Analyst**.

Section 3 - All reports, estimates, memoranda and documents submitted by the Subrecipient must be dated and bear the Subrecipient's name. Financial reports shall be submitted in a timely manner to the County and shall be in agreement with the amounts shown in the Subrecipient's financial system and shall be supported by appropriate documentation (payroll records, invoices, etc.). Final financial and programmatic reports shall be submitted by the

Subrecipient within 30 days of the end of this agreement unless an extension of time is granted in writing by the County.

Section 4 - The Subrecipient agrees to only incur costs under this agreement which are eligible under the Cost Principles detailed in Section 200.400-475 of the Uniform Guidance.

Section 5 - The Subrecipient shall retain all reports, records and supporting documentation pertaining to this agreement for a period of three years from the date of submission of the final expenditure report and shall make them available to the County and the federal awarding agency upon request.

Section 6 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 7 - The County may review and inspect the Subrecipient's activities during the term of this agreement.

Section 8 - When applicable, the Subrecipient will submit a final, written report to the County Administrator.

Section 9 - After reasonable notice to the Subrecipient, the County may review any of the Subrecipient's internal records, reports, or insurance policies.

Section 10 - The Subrecipient and/or subcontractors shall disclose in writing to the County any potential conflict of interest it has related to the County or this agreement subject to the provisions 2 CFR 200.318.

Section 11 - The Subrecipient shall disclose in writing to the County in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement.

Section 12 - The Subrecipient shall report to the County in a timely manner if any adverse or problematic situations arise between reporting deadlines describing the nature of the problem and what is being done to address it.

#### ARTICLE V - TERM

This agreement begins on **July 9, 2020** and ends on **July 8, 2021**, with an option to extend an additional **3 months**. No costs eligible under this agreement shall be incurred by the Subrecipient before or after these dates, except with prior written approval of the County.

#### ARTICLE VI- RESPONSIBILITIES OF THE SUBRECIPIENT

Section 1 - The Subrecipient agrees to comply with all applicable federal, State, and local regulations including the Uniform Guidance. The Subrecipient agrees to comply with the management systems standards (financial management (Sections 200.302-304), procurement (Sections 200.317-326), and property management (Sections 200.310-316)) of the Uniform Guidance.

Section 2 - The Subrecipient agrees to have performed a Single Audit of its federal expenditures if it reaches the Single Audit dollar threshold in federal expenditures during its fiscal year as detailed in Section 200.501 of the Uniform Guidance. The County reserves the right to

perform or cause to be performed additional audits if it deems such to be necessary to insure compliance with the terms of this agreement or to determine the eligibility of the reported expenditures for reimbursement.

Section 3 - The Subrecipient agrees to comply with the provisions of the Byrd Amendment (Public Law 101-121, Section 319 - 31 U.S. Code Section 1352) which prohibits the use of federal funds by the recipient or subrecipient of a Federal contract, grant, loan, or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the federal funds awarded under this agreement.

Section 4 – The Subrecipient agrees to comply with the provisions of the Stevens Amendment (Section 8136 of the Department of Defense Appropriations Act – Public Law 100-463) which stipulates that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

Section 5 - In addition to this agreement, the Subrecipient shall complete, sign, and submit to the County the following documents which are attached as part of this agreement:

1. Standard Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Audit Certification

#### ARTICLE VII – SUSPENSION OF FUNDING

The County may suspend funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

1. Failure to expend funds in a timely manner consistent with the agreement milestones, guidance, and assurances.
2. Failure to comply with the requirements or statutory objectives of federal or state law.
3. Failure to follow agreement requirements or special conditions.
4. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the application would not have been approved for funding.
5. Failure to submit required reports.
6. Filing of a false certification on the application or other report or document.
7. Failure to adequately manage, monitor or direct the activities of its subrecipients that are funded under this agreement.

Before taking action, the County will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

The County reserves the right to recommend to the federal government that the Subrecipient be suspended or debarred in the case of sustained significant noncompliance by the Subrecipient with the award provisions.



ARTICLE VIII- PERSONNEL

Section 1 - The Subrecipient will provide the required services and will not subaward or assign the services without the County's written approval.

Section 2 - The Subrecipient will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this agreement shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore entity or offshore business interest either owned or affiliated with the Subrecipient. For purposes of this agreement, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE IX-INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE X - INDEMNIFICATION AGREEMENT

The Subrecipient will protect, defend and indemnify the County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Subrecipient's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this agreement resulting in whole or in part from negligent acts or omissions of Subrecipient, any subcontractor of the Subrecipient, or any employee, agent or representative of the Subrecipient or any subcontractor of the Subrecipient. Nothing herein shall be construed to waive, limit or restrict any governmental immunity defense available to the subrecipient (Ypsilanti Township).

### ARTICLE XI- INSURANCE REQUIREMENTS

The Subrecipient will maintain at its own expense during the term of this Agreement, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this agreement.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms may be subject to the approval of the County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to The County. Subrecipient shall be responsible to the County or insurance companies insuring the County for all costs resulting from both financially unsound insurance companies selected by Subrecipient and their inadequate insurance coverage. Subrecipient shall furnish the County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Subrecipient until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Subrecipient expires or is canceled during the term of the agreement, services and related payments will be suspended. Subrecipient shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this agreement. Certificates shall be addressed to the County c/o: **Office of Community and Economic Development, 415 West Michigan Ave, Suite 2200, Ypsilanti, MI 48197, Contract # \_\_\_\_\_**, and shall provide for written notice to the Certificate holder of cancellation of coverage.

### ARTICLE XII - COMPLIANCE WITH LAWS AND REGULATIONS

The Subrecipient will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

The Subrecipient agrees to maintain the proper organizational status (such as 501 (c)(3) if needed) to be eligible to receive federal financial assistance under this grant, including proper licensure, registration, etc. Subrecipient agrees to keep itself in the same legal position/mode of organization as when it entered into this agreement.

ARTICLE XIII - INTEREST OF SUBRECIPIENT AND COUNTY

The Subrecipient promises that it has no interest which would conflict with the performance of services required by this agreement. The Subrecipient also promises that, in the performance of this agreement, no officer, agent, employee of the County, or member of its governing bodies, may participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XIV - CONTINGENT FEES

The Subrecipient promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Subrecipient, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Subrecipient, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this agreement. For breach of this promise, the County may cancel this agreement without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Subrecipient.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Subrecipient will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Subrecipient will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Subrecipient agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Subrecipient, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service agreement with the County to pay their employees under that agreement, a minimum of either \$13.91 per hour with benefits or \$15.51 per hour without benefits. Agreementor agrees to comply with this Ordinance in paying its employees. The Subrecipient understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on

or before April 30, 2021 and annually thereafter which amount shall be automatically incorporated into this agreement. County agrees to give the Subrecipient thirty (30) days written notice of such change. The Subrecipient agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

#### ARTICLE XVII - ASSIGNS AND SUCCESSORS

This agreement is binding on the County and the Subrecipient, their successors and assigns. Neither the County nor the Subrecipient will assign or transfer its interest in this agreement without the written consent of the other.

#### ARTICLE XVIII - TERMINATION OF AGREEMENT

Termination without cause. Either party may terminate the agreement by giving thirty (30) days written notice to the other party. Upon any such termination, the Subrecipient agrees to return to the County any funds not authorized for use, and the County shall have no further obligation to reimburse the Subrecipient. Upon termination of the agreement, the Subrecipient shall submit documentation, in a format specified by the County, to formally end its participation in the agreement.

#### ARTICLE XIX - EQUAL ACCESS

The Subrecipient shall provide the services set forth in the Scope of Service section of this agreement without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

#### ARTICLE XX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this agreement will be freely available to the public. None may be copyrighted by the Subrecipient. During the performance of the services, the Subrecipient will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this agreement by the Subrecipient must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

#### ARTICLE XXI - PAYROLL TAXES

The Subrecipient is responsible for all applicable state and federal social security benefits and unemployment taxes for its employees and agrees to indemnify and protect the County against such liability.

#### ARTICLE XXII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Subrecipient, will be incorporated into this agreement by written amendments signed by both parties.

Unilateral modification of the agreement may take place by the County if the underlying programmatic legislation or regulations are changed by the federal government. If this unilateral modification is objectionable to the Subrecipient, it may withdraw from receiving further federal financial assistance under this agreement by giving (thirty) 30 days written notice to the County.

The Subrecipient agrees to inform the County in writing concerning any proposed changes of dates, budget, or services indicated in this agreement, as well as changes of address or personnel affecting this agreement. Changes in dates, budget, or services are subject to prior written approval of the County.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This agreement is to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for any disputes or litigation arising out of this agreement is in Washtenaw County, Michigan.

The County and the Subrecipient agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation. This is not to be construed as a waiver of governmental immunity for either party.

ARTICLE XXV - EXTENT OF AGREEMENT

This written agreement, including any attachments thereto, represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXVI – PRIVACY / THIRD PARTIES

This agreement is solely between the County and Subrecipient. No other parties are part of this agreement. This agreement is not intended to make any person or entity, not a party to this agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

ARTICLE XXVII - SEVERABILITY

The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision of this agreement, which shall remain in full force and effect.

ARTICLE XXVIII - NOTICES

Communication notices for this agreement may be delivered via electronic mail, U.S. mail, hand delivery, or fax.

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the organization he or she represents. By signing this agreement, the County and the Subrecipient agree to comply with all of the requirements specified in this agreement.

ATTESTED TO: WASHTENAW COUNTY (Pass-Through Entity)

By: \_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: \_\_\_\_\_  
Gregory Dill (DATE)  
County Administrator

APPROVED AS TO CONTENT: Charter Township of Ypsilanti (Subrecipient)

By: \_\_\_\_\_  
Teresa Gillotti (DATE)  
Director, OCED

BY: \_\_\_\_\_  
Brenda Stumbo (DATE)  
Township Supervisor

By: \_\_\_\_\_  
Karen Lovejoy Roe (DATE)  
Township Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Michelle K. Billard (DATE)  
Office of Corporation Counsel

**STANDARD ASSURANCES - CONSTRUCTION PROGRAMS**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

\_\_\_\_\_  
Signature of Subrecipient's Authorized Representative

\_\_\_\_\_  
Title of Subrecipient's Authorized Representative

\_\_\_\_\_  
Name of Subrecipient Organization

\_\_\_\_\_  
Date Submitted



## **CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when Washtenaw County determines to award the covered transaction, grant, or cooperative agreement.

### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

Check [ ] if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Washtenaw County Administrator's Office, 220 N. Main, P.O. Box 8645, Ann Arbor, MI 48107-8645. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

\_\_\_\_\_  
Name of Subrecipient Organization

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

\_\_\_\_\_  
Printed Name and Title of Subrecipient's Authorized Representative

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

\_\_\_\_\_  
Signature of Subrecipient's Authorized Representative

Place of Performance (Street address, city, county, state, zip code)

\_\_\_\_\_  
Date

## Subrecipient Audit Certification

### Federal Audit Requirements - Fiscal Years Beginning After December 26, 2014

Non-federal organizations which expend \$750,000 or more in federal funds during their fiscal year are required to have a Single Audit performed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget. Subrecipients must submit their audit report to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report, or within 9 months after the end of the audit period for each year the Subrecipient meets the \$750,000 federal expenditure threshold.

Program: \_\_\_\_\_ CFDA Number: \_\_\_\_\_

#### Subrecipient Information:

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Independent Audit Firm: \_\_\_\_\_

Certification for Fiscal Year Ending (mm/dd/yyyy): \_\_\_\_\_

#### (Check appropriate box):

- I certify that the Subrecipient shown above **does not expect** to expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will not be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, for the above listed program.
  
- I certify that the Subrecipient shown above **expects it will** expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget.

\_\_\_\_\_  
Signature of Subrecipient's Authorized Representative

\_\_\_\_\_  
Date

For Washtenaw County Use Only

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A- SCOPE AND LOCATION OF SERVICES & PROJECT TIMELINE****NARRATIVE DESCRIPTION/ SCOPE OF WORK:**

WASHTENAW COUNTY will contract with the **TOWNSHIP** for the eligible costs of construction for a bus stop enhancement project at Schooner Cove and S. Huron River Drive in the Charter Township of Ypsilanti. These activities will be paid for with 2020 CDBG funding in accordance with the budget in Attachment B.

The full construction plans upon which the construction will be based can be found in Attachment C (Request for Proposals Bid Book).

**PROJECT TIMELINE:**

A competitive Request for Proposals process was administered by OHM Advisors; the bid opening occurred on April 17, 2020. **See Attachment C for the full RFP bid book as published.** A bid award is expected to be approved at the Ypsilanti Township Board of Trustees meeting on August 4, 2020. The expected timeline for construction as outlined in the bid specifications is as follows:

<b>Activity</b>	<b>Deadline</b>
Charter Township of Ypsilanti Township will award contract to most responsible and responsive bidder.	August 18, 2020
Pre-construction meeting	August 19, 2020
Contractor to submit all required Davis Bacon paperwork and Section 3 Plan	Sept. 9, 2020
Contractor will begin construction.	Sept. 14, 2020
Office of Community Development will perform Davis-Bacon Interviews.	September – October 2020
Contractor will achieve substantial completion of project (pavement and storm improvements 100% complete).	October 30, 2020
Contractor will complete final site clean-up/restoration and OHM will perform a final inspection.	May 15, 2021
Charter Township of Ypsilanti will submit request for reimbursement from Washtenaw County OCED, along with accompanying proof of payment, original Davis-Bacon payroll forms, and Section 3 Summary Report.	June 30, 2021
<b>Project Completion Date: June 30, 2021</b>	

**ATTACHMENT B- PROJECT BUDGET****SUMMARY OF TERMS:**

The COUNTY agrees to pay to or on behalf of the **TOWNSHIP** an amount not to exceed **One Hundred Sixty Thousand Four Hundred Sixty Three Dollars and Zero Cents (\$160,463.00)** in 2020 CDBG Funds according to the budget below:

**PROJECT BUDGET:**

<b>Schooner Cove Bus Stop Enhancement Project Construction Budget</b>	
<b>REVENUE SOURCE(S):</b>	<b>TOTAL</b>
Grant Amounts CDBG (2020) - allocation	\$160,463.00
Other Support (In-Kind)	
Status of Funds	
<b>Total Revenues</b>	<b>\$160,463.00</b>
<b>PROGRAM EXPENSES</b>	<b>TOTAL</b>
Personnel, Taxes & Fringe Benefits	
Consultant & Contractual Fees	
Space & Related Costs	
Printing / Supplies	
Specific Assistance - scholarships	
Audit	
Program Evaluation	
Marketing	
Other – postage, communications	
Other – travel, insurance	
Other – staff development	
Other – construction	\$160,463.00
<b>Total Expenditures</b>	<b>\$160,463.00</b>

Contract # \_\_\_\_\_

**ATTACHMENT C- REQUEST FOR PROPOSALS BID BOOK**

Contract # \_\_\_\_\_

**ATTACHMENT D- BID SHEET & BID TAB RECEIVED 4/17/20**

Contract # \_\_\_\_\_

**Insert OHM bid sheet**



*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](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

CC: Angela Verges, Recreation Services Manager

Date: September 3, 2020

**Subject: Request Authorization to approve an amendment to the Memorandum of Understanding with the Ann Arbor YMCA.**

The Residential Services Department is requesting authorization to approve the amendment to the Memorandum of Understanding with the Ann Arbor YMCA.

The original MOU was approved by the Board of Trustees in spring of 2020 for shared programming and summer camps at the Community Center. After many weeks of discussion and dialogue between the two parties, it was determined that Learning Labs were necessary services for this school year. A partnership between the Ypsilanti Township Recreation Department and the Ann Arbor YMCA will provide Learning Labs where students can go to have a safe, supervised place to complete their virtual school learning. This is especially important for those youth that have parents that work and are unable to find care for their child.

This amendment to the MOU extends the dates of the original agreement as well as adds this specific type of programming into it as well.

This is truly an innovative and creative collaboration between two service minded organizations within our community.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Memorandum of Understanding

This document constitutes a Memorandum of Understanding between the Ann Arbor YMCA (Tenant) and Ypsilanti Township Recreation Department (Landlord).

### Goal:

Partnering to co-facilitate affordable, special-interest summer day camp programs that serve youth ages 5-16 in Eastern Washtenaw County. Both parties will strive to provide a range of complementary programs that cater to youth with interests in sports, arts, science and technology. As a pilot program, both Ypsilanti Township Recreation Department and the Ann Arbor YMCA will strive to make this experience positive, and financially sustainable for both parties.

### Name of Program Covered by this MOU:

YMCA & Ypsilanti Township Recreation Department, Summer Day Camps

### Brief Description of Program:

The Ann Arbor YMCA and Ypsilanti Township Recreation Department will provide 7 weeks of summer day camps beginning June 22, 2020. The program will end on August 7, 2020. The Ann Arbor YMCA will provide sports, arts (theater, dance, arts/crafts), girls empowerment camps. Ypsilanti Township Recreation Department will provide sports, cheerleading, Ninja Warrior and gymnastics camps. Each organization will provide staff to cover their respective programs.

### Financial Compensation:

Each organization will assume responsibility for the operational needs of their respective programs, including, but not limited to registration/administrative support, staffing, insurance/general liability and marketing/communication.

The Ann Arbor YMCA will charge \$75/week (based on 4 hours/day, 5 days/week) for its programs and make financial assistance available to anyone that qualifies based on the HUD household income scale. *The Ann Arbor YMCA has agreed to pay Ypsilanti Township Recreation Department 10% of the net program fee revenue or \$250 per week, whichever is greater. Program fee revenue is defined as program fees collected, less any scholarship provided by the YMCA. This payment is to help offset any additional operating costs incurred (utilities, cleaning, basic facility staffing etc.) and the Ann Arbor YMCA will disburse payment for all weeks by September 20, 2020.*

Site(s) Where Program will be located: The program will operate from the Ypsilanti Township Recreation Department Community Center Building (2025 E. Clark Rd., Ypsilanti), and Community Center Park. YMCA programs will be located in the following rooms, according to the agreed upon schedule (see attached). YMCA camps will operate between 8:30 a.m. and 4:30 p.m. daily Monday-Friday according to the agreed upon program dates. YMCA staff may need to access facilities as early as 7:30 a.m. and as late as 5:30 p.m.

Target Population to be Served (grade levels or subpopulation):

Students ages 5-16 living in Washtenaw County.

Objectives:

1. To provide enriching programs that connect youth in Eastern Washtenaw County with opportunities to engage with caring adults outside of the school and home life.
2. To provide a space for youth to experience a safe, welcoming and positive environment and provide social and educational experiences to help all youth learn, grow, and thrive.
3. To develop the groundwork for an ongoing collaboration between the YMCA and Ypsilanti Township Recreation Department that strengthens community through youth development, healthy living and social responsibility.

Specifics

*Ypsilanti Township Recreation Department agrees to:*

1. Provide a member of staff that acts as the Program Coordinator in the delivery of the program. Work collaboratively with the Program Coordinator from the YMCA to ensure a safe, high-quality experience for all participants and staff including but not limited to: safe transition of youth from Ypsilanti Township to YMCA camps (and vice versa), communication with Y staff about facility schedules, emergency situations, parent communication, camp schedules etc.
2. Program oversight of programmatic and administrative function of all YTRD camps; collecting revenue from program participants, managing the registration process, and collecting necessary participant waivers and health forms.
3. Cover the cost of expense for any staff positions for camps offered by Ypsilanti Township Recreation Department program staff and associated vendors.
4. Ensure that any staff working with the program are First Aid and CPR certified. Ann Arbor YMCA will provide this training at a reduced rate to all Ypsilanti Township Recreation Department program staff.
5. Meet as necessary with designees of the Ann Arbor YMCA to review project progress and address any issues that may arise
6. Invite Ann Arbor YMCA staff and volunteers to participate in relevant staff training, if applicable.
7. Publicly recognize the work of the Ann Arbor YMCA related to this program. This may be in the form of newsletters, website, board meetings, press releases, etc.
8. Participate in data collection relevant to the program and will meet with the partner organization in September 2020 to review goals and objectives of the collaboration.
9. Assist the Ann Arbor YMCA with any necessary grant compliance data.
10. Assist the YMCA in identifying qualified individuals to serve in program leadership roles. Provide space to host camp information events, staff hiring events etc.
11. Assume shared liability for the facility and equipment being used.
12. Provide general cleaning and janitorial services to any rooms/areas being used for YMCA programs, as well as common spaces and bathrooms.

*Ann Arbor YMCA agrees to:*

1. Provide a member of staff that acts as the Program Coordinator in the delivery of the program. Work collaboratively with the Program Coordinator from

Ypsilanti Township Recreation Department to ensure a safe, high-quality experience for all participants and staff, including but not limited to: safe transition of youth from Ypsilanti Township to YMCA camps (and vice versa), communication with Y staff about facility schedules, emergency situations, parent communication, camp schedules etc.

2. Program oversight of programmatic and administrative function of all AA YMCA camps; collecting revenue from program participants, managing the registration process, and collecting necessary participant waivers and health forms.
3. Cover the cost of expense for any staff positions for camps offered by Ann Arbor YMCA program staff and associated vendors.
4. Provide First Aid and CPR training to all staff and volunteers working with YMCA camp programs. Staff will be required to gain the certification prior to beginning employment. Make First Aid and CPR training available, at a reduced rate to all Ypsilanti Township Recreation Department program staff.
5. Meet as necessary with designees of the Ypsilanti Township Recreation Department to review project progress and address any issues that may arise
6. Invite Ypsilanti Township Recreation Department staff and volunteers to participate in relevant staff training, if applicable.
7. Publicly recognize the work of the Ypsilanti Township Recreation Department related to this program. This may be in the form of newsletters, website, board meetings, press releases, etc.
8. Participate in data collection relevant to the program and will meet with the partner organization by September 2020 to review goals and objectives of the collaboration.
9. Assist Ypsilanti Township Recreation Department with any necessary grant compliance data.
10. Assume shared liability for the facility and equipment being used.

#### Liability, Insurance and Indemnification:

##### Tenant's Insurance

Coverages: Tenant shall purchase and maintain in force, at its own cost and expense, from the date Landlord first delivers possession of the Premises, throughout the term **of this Lease, and at all times during Tenant's occupancy under** this Lease: (i) a policy or policies of insurance with coverage at least as broad as ISO Special Form Coverage **insuring risks of physical loss or damage (commonly known as "all risk"), to the extent** of one hundred percent (100%) of the insurable full replacement value thereof, all property and fixtures in the Premises owned by Tenant against fire and casualties, including extended coverage insurance, (ii) a policy or policies of commercial general liability insurance, covering bodily, personal injury, and property damage, written on an occurrence basis with respect to the Premises, and the business operated therein by Tenant, including insurance against assumed or contractual liability, with limits for liability of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate, (iii) workers compensation insurance in amounts required in accordance with applicable laws within the State where work is being performed, (iv) automobile liability insurance covering use of all owned, non-owned, leased and hired automobiles in a minimum amount of One Million Dollars (\$1,000,000) per claim and in the annual aggregate, and (v) other insurance coverages and in amounts required pursuant to Tenant's Licenses. A combination of Commercial General Liability and Umbrella/Excess Liability Insurance may be maintained to meet the required limits of liability.

## Landlord's Insurance.

Coverages: Landlord shall purchase and maintain in force, at its own cost and expense, at all times during the term of this Lease: (i) a policy or policies of insurance with coverage at least as broad as ISO Special Form Coverage insuring risks of physical **loss or damage (commonly known as "all risk") to the Building, to the extent of one hundred percent (100%)** of the insurable full replacement value thereof, against fire and casualties, including extended coverage insurance, (ii) a policy or policies of commercial general liability insurance, covering bodily, personal injury, and property damage, written on an occurrence basis with respect to the Building (exclusive of the Premises) and Common Areas, including insurance against assumed or contractual liability, with limits for liability of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate, (iii) workers compensation insurance in amounts required in accordance with applicable laws within the State where work is being performed, (iv) automobile liability insurance covering use of all owned, non-owned, leased and hired automobiles in a minimum amount of One Million Dollars (\$1,000,000) per claim and in the annual aggregate.

## Coverage Requirements.

The amounts of insurance required to be carried by each party under this Lease shall not be deemed or construed to so limit the liability of such party.

## Indemnification.

1. Indemnification by Tenant. Tenant shall indemnify, defend, protect, and hold harmless Landlord and all of its ministries, entities, affiliates, employees, agents, directors, officers, successors and assigns, from and against any and all losses, liability, claims, suits, proceedings, damages, claims and allegations of any kind, brought by any third party, including, but not limited to, reasonable **attorneys' fees, costs and expenses, arising out of Tenant's (including Tenant's** affiliates, employees, servants, agents, directors, officers, successors and assigns) (i) failure to comply with the terms or conditions of this Lease, (ii) negligence or willful misconduct in performing under or in any way connected with this Lease, or (iii) use of the Premises, except those which shall result, in whole or in part, directly or indirectly, from the default or negligence of Landlord, its ministries, entities, agents, employees, successors or assigns.
2. Indemnification by Landlord. Landlord shall indemnify, defend, protect, and hold harmless Tenant and all of its affiliates, employees, agents, directors, officers, successors and assigns, from and against any and all losses, liability, claims, suits, proceedings, damages, claims and allegations of any kind, **brought by any third party, including, but not limited to, reasonable attorneys' fees, costs and expenses, arising out of Landlord's (including Landlord's** ministries, entities, affiliates, employees, servants, agents, directors, officers, successors and assigns) (i) failure to comply with the terms or conditions of this Lease, (ii) negligence or willful misconduct in performing under or in any way connected with this Lease, or (iii) use of the Building (exclusive of the Premises) and Common Areas, except those which shall result, in whole or in part, directly or indirectly, from the default or negligence of Tenant, its agents, employees, successors or assigns. Nothing herein shall be construed to waive,

limit, or restrict any governmental immunity defense available to landlord (Ypsilanti Township).

3. Where Both Parties Have Responsibility. If both parties have an obligation to the other under the foregoing provisions, tort comparative fault principles shall be applied to allocate payment between the parties.
4. Notifications Regarding Indemnities. Both Landlord and Tenant agree to give the other party notice of any claim or liability which may give rise to indemnification under this section and do so within a commercially reasonable **time following such party's receipt of notice of intent or notice of claim.**
5. Survival. The terms of each of the insurance, waiver of subrogation, coverage requirements, and indemnification provisions of this Lease shall survive the termination of this agreement.

By signing this document, Ypsilanti Township Recreation Department and the Ann Arbor YMCA agree to abide by the terms and conditions contained in this Partnership Memorandum of Understanding. The Ann Arbor YMCA reserves the right to terminate a partnership at the discretion of appropriate personnel.

\_\_\_\_\_  
Brenda Stumbo, Supervisor (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Lovejoy Roe, Clerk (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Arbor YMCA Representative (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Arbor YMCA Representative (sign)

Prepared January 21, 2020

## Amendment # 1

This document constitutes as an Amendment to the Memorandum of Understanding between the Ann Arbor YMCA (Tenant) and Ypsilanti Township Recreation Department (Landlord).

### Goal:

Partnering to co-facilitate affordable, learning labs that serve youth in Eastern Washtenaw County. As a pilot program, both Ypsilanti Township Recreation Department and the Ann Arbor YMCA will strive to make this experience positive, and financially sustainable for both parties.

### Name of Program Covered by this MOU:

YMCA & Ypsilanti Township Recreation Department, Learning Labs

### Brief Description of Program:

The Ann Arbor YMCA and Ypsilanti Township Recreation Department will provide learning labs within the Ypsilanti Township Community Center starting no earlier than September 21, 2020 and shall last no later than June 15, 2021.

### Financial Compensation:

The Ann Arbor YMCA will charge \$220/week or \$880/month for the Learning Labs and will make financial assistance available to anyone that qualifies based on the HUD household income scale. *The Ann Arbor YMCA has agreed to pay Ypsilanti Township Recreation Department 10% of the net program fee revenue or \$250 per week, whichever is greater. Program fee revenue is defined as program fees collected, less any scholarship provided by the YMCA. This payment is to help offset any additional operating costs incurred (utilities, cleaning, basic facility staffing etc.) and the Ann Arbor YMCA will disburse payment on a monthly basis.*

Site(s) Where Program will be located: The program will operate from the Ypsilanti Township Recreation Department Community Center Building (2025 E. Clark Rd., Ypsilanti), and Community Center Park. Learning Labs will operate between 8:15 a.m. and 6:00 p.m. daily Monday-Friday according to the agreed upon program dates. YMCA staff may need to access facilities as early as 7:30 a.m. and as late as 5:30 p.m.

### Target Population to be Served (grade levels or subpopulation):

School age students, specifically K-3<sup>rd</sup> grade, living in Washtenaw County.

### Objectives:

1. To provide a space where students can go to continue their schooling work if both parents have to work.
2. To provide a space for youth to experience a safe, welcoming and positive environment and provide social and educational experiences to help all youth learn, grow, and thrive.
3. To continue the ongoing collaboration between the YMCA and Ypsilanti Township Recreation Department that strengthens community through youth development, healthy living and social responsibility.

\_\_\_\_\_  
Brenda Stumbo, Supervisor (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Lovejoy Roe, Clerk (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Arbor YMCA Representative (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Arbor YMCA Representative (sign)



*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](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: September 3, 2020

**Subject: Request Authorization to approve the Municipal Solid Waste, Recycling and Yard Waste Agreement with Waste Management**

The Residential Services Department is requesting authorization to approve the Municipal Solid Waste, Recycling and Yard Waste Agreement with Waste Management.

As the Board of Trustees have previously approved a recommendation to award the Solid Waste, Recycling and Yard Waste Bid to Waste Management, please find attached the Agreement with Waste Management. This agreement will put the Charter Township of Ypsilanti into the agreement with Waste Management for five (5) years. The major change with this new contract is that *each resident will receive a 96 gallon roller cart for trash*. There are currently no changes to recycling or yard waste services. Staff are also currently studying recycling within the Township. You'll notice that we have an "opt-out" clause which could allow us to stop recycling services depending on what our recycling study finds.

Township staff and legal counsel have received updated insurance and bond information from Waste Management. Also included, per our negotiations, is an "opt out" clause related to recycling services and a recent study that staff have been completing. The tentative timeline is below:

September 7-10: Mailer sent to residents regarding changes to services

September 14-26: 96-gallon trash carts delivered to residents

October 1: New contract begins

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515

## MUNICIPAL SOLID WASTE, RECYCLING AND YARD WASTE AGREEMENT

This Municipal Recycling and Waste Agreement (the "Agreement") is entered into on \_\_\_\_\_, 2020 (the "Effective Date"), by and between the Charter Township of Ypsilanti, a municipal corporation created under the laws of the State of Michigan ("Township"), and **Waste Management of Michigan, Inc.** ("WM"), a Michigan corporation.

### Recitals

A. The Township desires to provide its citizens with environmentally sound solid waste collection and disposal, bulky waste, recyclable materials collection and yard waste collection;

B. WM and its affiliates have extensive experience in providing solid waste, yard waste and recyclable materials collection, disposal and processing; and

C. The Township has determined that it would be in the best interests of its citizens to contract with WM for the collection of its residential solid waste, recyclable materials and yard waste according to the terms and conditions contained herein.

### Agreements

#### **I. DEFINITIONS**

a. Acceptable Waste – shall mean all non-hazardous solid waste generated by households in the ordinary course including food wastes and discarded papers, cardboard, plastics, cloth, glass and metal materials, but excluding Excluded Waste as defined herein. Waste shall be considered "Acceptable Waste" only if properly contained in 96-gallon Carts placed at the curbside on the proper weekly collection day. As used herein, the term "waste" shall mean Acceptable Waste unless the context demonstrates otherwise. Title to Acceptable Waste shall transfer to WM upon collection in WM vehicles.

b. Excluded Waste – shall mean, without limitation, any regulated quantity of a Hazardous Waste or Hazardous Substance as defined by federal, state or local laws or regulations; containerized wastes, the contents of which are not able to be identified; sludges; waste from a pollution control process or cleanup of a spill of a chemical substance or commercial product; waste tires; biohazards or regulated medical waste; friable asbestos; construction and demolition waste; soil, sod, tree branches and stumps; paint; motor oil; excessive storm debris or debris resulting from weather events such as hurricanes or tropical storms; or any item too large or heavy to be contained within a 96-gallon Cart; or any waste or material that is prohibited from being received, managed or disposed of at the disposal facility. Title to and liability for Excluded Waste shall remain with the resident that generated the Excluded Waste at all times.

c. Recyclables or Recyclable Materials – are defined in Exhibit A. Title to Recyclable Materials shall transfer to WM upon collection in WM vehicles. WM will transport Recyclable Materials to designated Materials Processing Facility and the Township may direct WM to change the location of the Materials Processing Facility with compensation for travel and other additional costs incurred as a result of a change of facilities.

d. Yard Waste Materials – shall mean grass clippings, leaves, shrubs without root balls, garden material, and weeds. This material must be placed at the curb in biodegradable Kraft paper bags or 32-gallon cans. All bags and containers must have a Yard Waste sticker affixed to it. Bags must not weigh more than 50 lbs. Twigs and branches can be bundled in three to four-foot-long by eighteen-inch diameters bundles, tied with string and placed at the curb for pickup. Branches must be less than two inches in diameter.

e. Bulk Items/White Goods – shall mean large items such as furniture, hot water tank, appliances, box spring and mattress, dresser with drawers removed, and clothing bagged separately, no loose clothing on top of the dresser.

f. Residential Unit – shall mean a dwelling within the corporate limits of the Township. Apartment or condominium buildings with three (3) or more individual dwellings shall not be considered Residential Units and are, therefore, not covered by this Agreement.

#### **II. TERM**

The initial term of this Agreement shall be for five (5) years commencing on October 1, 2020 and ending on September 30, 2025. This Agreement may be extended by mutual agreement of the rates, terms and conditions set forth in writing and signed by both parties. All notices shall be served by certified mail, return receipt requested, or by a nationally recognized overnight courier service.

#### **III. SERVICES**

a. WM shall furnish the labor, equipment, licenses, permits, and other requirements necessary to provide Acceptable Waste, Recyclable Materials and Yard Waste collection to all Residential Units of the Township, which currently consists of approximately 15,116 Residential Units (the "Service"). As part of the Service, WM shall:

i. Cart Supply. Each Residential Unit shall be provided a 96-gallon Cart for Acceptable Waste. If a Residential Unit requests to swap a Cart for a different size at any time during the Agreement, they will be directly charged a \$25.00 Cart exchange fee. Each Residential Unit has already been provided an 18-gallon bin for Recyclable Materials by the Township. New Residential Units will be provided a 96-gallon Cart for Acceptable Waste as Units are added to the Township. The Carts and equipment WM furnishes Residents and the Township shall remain WM's property. The bins and equipment the Township furnishes Residents shall remain the Township's property.

ii. Additional Carts. Residents may rent an additional 96-gallon Cart from WM for \$6.40 a month, which includes service of the additional cart, and will be subject to annual increase. Residents will be billed separately for the additional cart rental and service.

iii. Acceptable Waste Collection Frequency, Days and Times. Acceptable Waste and one (1) Bulk Item/White Good shall be collected from the curbside once per week from each Residential Unit on a weekday or weekdays to be agreed by WM and Township. Collections shall occur during ordinary hours but in no instance earlier than 7:00 a.m. All Acceptable Waste must be placed at the curb for collection no later than 7:00 A.M. on scheduled day of collection. WM reserves the right to change the service day with advance written notice to the Township and Residents.

- iv. Recyclable Materials Collection Frequency, Days and Times. WM shall provide recycling collection services to Residential Units on an every other week basis, subject to the terms and conditions in Exhibit A. WM reserves the right to change the service day with advance written notice to the Township and Residents. The Township and Residential Units shall ensure that only materials acceptable in accordance with Exhibit A are placed in the Township provided 18-gallon bins. WM reserves the right to refuse recycling services where the materials are not properly segregated from waste or other non-recyclable material. At any time after the first year of the Agreement, the Township may opt out of the Recyclable Materials collection by providing WM with at least ninety (90) days written notice of the Township's intent to opt out. If the Township opts out, WM shall offer a subscription based collection of Recyclable Materials, but only if at least fifty percent (50%) of residents subscribe for the service, WM may change, postpone or cancel the subscription recycle program if the participation rate falls below 50% at any time. The Township must provide WM with a resident address list so WM can notify all residents of the subscription service at the time that they opt out.
- v. Yard Waste Collection Frequency, Days and Times. WM shall provide Yard Waste collection services to Residential Units on a weekly basis beginning the first full week of April of each year and concluding on November 30 of each year. All Yard Waste must be placed at the curb for collection no later than 7-6:00 a.m. on scheduled day for collection. Residential Units must place Yard Waste out on collection day in biodegradable bags or 32-gallon cans. All containers must have a Yard Waste sticker affixed. Yard Waste stickers shall be provided to the Township by WM. Residential Units can obtain the stickers at no charge from the Township Hall or the Community Center. WM must deliver yard waste to the Ypsilanti Township compost facility at 2600 E. Clark Road, Ypsilanti, MI 48198. The Ypsilanti Township compost facility shall accept such Yard Waste at no charge.
- vi. Back Door Service. WM understands that some of the Residential Units to be serviced under this Agreement are elderly residents and/or disabled residents who have difficulty hauling their Cart and bin to the curbside, as provided herein. WM agrees to collect Acceptable Waste, Recyclable Materials and Yard Waste from an area directly adjacent to the Residential Units dwelling, if mutually decided by the Township and WM that the resident is handicapped or physically unable to place their Cart and bin curbside. Residential Units must contact the Township to request this service and Township will notify WM.
- vii. Christmas Tree Collection. Residents may set Christmas trees to be collected on the designated collection day during the last week of December through March of each year. Christmas trees must be under 6 feet in length (or cut into 2 pieces, each under 6 feet in length, if tree is greater than 6 feet tall).
- viii. Exclusions from the Service – Notwithstanding anything to the contrary herein, the Service shall not include construction or demolition waste collection, or Services to commercial establishments are not covered by this Agreement.
- ix. Disposal. WM shall dispose or arrange to dispose of the Acceptable Waste collected under this Agreement only at solid waste disposal facilities that are licensed and permitted to accept such solid waste
- x. Holiday Schedule. The following shall be designated holidays on which the Service shall not be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a designated holiday falls on a regularly scheduled Service day, the Service will be performed on the next weekday
- xi. Cart Replacement. WM shall replace at no charge to the Township or the individual Residential Unit any Cart that becomes damaged or destroyed during the provision of the Service, or that becomes unusable because of ordinary wear and tear. However, if a Cart in the possession of a Residential Unit is lost, stolen, damaged, or destroyed through no fault of WM, the occupant of the Residential Unit shall be responsible to compensate WM the fair market value for the replacement of such Cart. The Residential Unit shall be billed separately for such replacement cost.
- b. Bulk Items/White Goods. WM shall pick up one (1) Bulk Item/White Good per week per Residential Unit at no additional cost on the regularly scheduled collection day upon forty-eight (48) hours advance notice called into WM by Residential Units. Residential Units will be responsible to contact WM and make arrangements for collection of additional Bulk Items/White Goods on an individual basis and pay in advance for the service.
- c. Compliance with Laws. The Service shall be performed in accordance with all applicable statutes, laws, rules, regulations and ordinances
- d. Personnel and Equipment. The Service shall be performed by properly trained and licensed personnel in adequate numbers and with adequate vehicles and equipment to complete the Service in a safe and timely manner
- e. Complaints and Missed Pick-Ups. All complaints as to WM's provision of the Service, including alleged missed pick-ups, shall be given prompt and courteous attention. WM shall attempt to resolve all complaints promptly, and shall cure all missed pick-ups that are not the result of *force majeure* events within one (1) weekday, conditions permitting
- f. Anti-Discrimination. In performing the Service, WM shall not discriminate against any person on the basis of race, religion, sex, national origin, political affiliation, or physical and mental disability.
- g. Exclusive. The Township grants the exclusive right to perform the Services set forth in this Agreement. The Township agrees that it will not allow anyone other than WM to lease carts to residents or engage in the collection of residential waste within the Township

#### **IV. TOWNSHIP FACILITIES**

WM shall provide services to the Township Facilities as listed on the pricing schedule, Exhibit B.

#### **V. HOUSE COUNT AND ADJUSTMENTS**

The estimated house count at the commencement of the term hereunder shall be 15,116 Residential Units. The Township shall update WM of any changes, if applicable, to the house count by the 15<sup>th</sup> of each month

**VI. FEES AND PAYMENTS**

a. Service Fee per Residential Unit. The fees to be paid by the Township to WM are listed on the pricing schedule, Exhibit B. The monthly fee paid to WM by the Township shall be calculated based upon the current house count at the time each invoice is generated, times the fee per Residential Unit [*e.g.*, Current House Count x Fee = Monthly Invoice Amount].

b. Annual Increase. Annually, all the rates listed on Exhibit B shall be adjusted on the anniversary of the Effective Date of this Agreement by four percent (4%).

c. Invoices and Payment. WM will submit monthly invoices to the Township and the Township shall have thirty (30) days from the invoice date to remit payment in full. Payment by Township shall be made by check or wire transfer or ACH debit. The maximum interest permitted by law shall be applied to balances due and unpaid after more than fifteen (15) days beyond the due date.

d. Credit. The Township has already provided approximately 1,134 96-gallon carts to the West Willow neighborhood for Acceptable Waste. WM will credit the Township \$40.00 per cart for a total credit of \$45,360, WM will apply a \$15,120.00 credit on each of the first three (3) monthly invoices to the Township. The Carts the Township furnishes to the West Willow neighborhood shall remain the Township’s property and the Township shall be responsible for all maintenance and replacement of these carts.

e. Changes in Law and Conditions. Notwithstanding anything to the contrary in this Agreement, WM may modify the rates to account for any increase in costs due to Force Majeure, uncontrollable circumstances, including, without limitation, changes in local, state or federal laws or regulations, disposal or processing costs or volume, third party transportation costs, imposition of taxes, fees or surcharges, municipal franchise fee increases and acts of God such as floods, fires, etc.

**VII. DEFAULT AND TERMINATION**

The failure of either Party to perform a material obligation under this Agreement shall be considered a breach of this Agreement, and the breaching Party shall be in default. In the event of default, the non-defaulting Party shall give written notice of the default, and the defaulting Party shall have: (i) ten (10) days from the receipt of the notice to cure any failure to pay money under this Agreement, or (ii) thirty (30) days from the receipt of the notice to cure any other default under this Agreement. If the defaulting Party fails to cure the breach within the allotted time, the non-defaulting Party may, at its option, immediately terminate the Agreement. In the event of a default, the defaulting Party agrees to pay all damages caused by said default, to include, without limitation reasonable attorneys’ fees and costs associated with enforcement of this Agreement. Under no circumstances shall the Parties be liable for any consequential, indirect, punitive or special damages for any alleged default under this Agreement.

**VIII. FORCE MAJEURE**

WM’s performance of the Service may be suspended and its obligations hereunder excused during the pendency of a cause or causes beyond its reasonable control, such as by way of example and not limitation: acts of war, public enemy, civil disturbance, riot or disorder; epidemic or pandemic; acts of God such as landslide, lightning, earthquake, fire, storm, the impending approach of a storm, or flood; explosion; restraining orders, interference by civil or military authorities, strike, statute, ordinance, government order or ruling; or other similar causes. In the event of an occurrence of a *force majeure* event, WM shall notify the Township immediately, in writing, describing the particulars of the circumstances preventing performance of the Service and its expected duration. Notice shall be provided after the effect of such occurrence has ceased.

**IX. INDEMNIFICATION**

a. To the fullest extent permitted by law, the Township agrees to indemnify, defend, and hold WM harmless from and against all claims and actions, suits, debts, damages, liabilities and costs whatsoever, including but not limited to attorneys’ fees and costs of defense, based upon or arising out of the Township’s breach of this Agreement, and based upon or arising out of any injuries (including death) to persons, or damage to property, to the extent caused in whole or in part by the negligent acts or omissions of the Township, or any of its directors, officers, employees, agents, or subcontractors, in the performance of this Agreement.

b. WM agrees to indemnify, defend, and hold the Township harmless from and against all claims and actions, suits, debts, damages, liabilities and costs whatsoever, including but not limited to attorneys’ fees and costs of defense, based upon or arising out of the breach of this Agreement, and based upon or arising out of any injuries (including death) to persons, or damage to property, to the extent caused in whole or in part by the negligent acts or omissions of WM, or any of its directors, officers, employees, agents, or subcontractors, in the performance of this Agreement.

c. Notwithstanding any provisions to the contrary, WM shall not be responsible for any damage to pavement or curbing that is the result of ordinary wear and tear during the performance of the Service.

d. The indemnification obligations of this section shall survive the termination or expiration of this Agreement for any reason.

**X. INSURANCE**

WM shall maintain at its own cost and expense the following minimum limits of occurrence-based insurance during the term of this Agreement:

	<u>Type</u>	<u>Amount</u>
A.	Worker’s Compensation	Statutory
B.	Employer’s Liability	\$500,000
C.	Comprehensive General Liability	\$500,000 per occurrence \$1,000,000 aggregate
D.	Automobile Liability (owned and non-owned)	
	i. Bodily Injury	\$1,000,000 per occurrence
	ii. Property Damage Liability	\$500,000 per occurrence
E.	Excess/Umbrella	\$500,000 per occurrence

The Township, its elected and appointed officials and employees, shall be included as additional insured parties under the CGL, Automobile and Excess/Umbrella coverages. Prior to commencement of the Service, WM shall deliver to Township a certificate of insurance evidencing the required coverages. This certificate shall provide that any change restricting or reducing coverage, or the cancellation of any policies under which certificates are issued, shall not be valid unless at least 30 days' written notice of cancellation is provided.

**XI. PERFORMANCE BOND AND MATERIAL & LABOR BOND**

WM shall provide the Township with a performance bond in the amount of Five Hundred Thousand Dollars (\$500,000.00) annually during the term of this Agreement. WM shall also provide the Township with a Materials & Labor Bond in the amount of Five Hundred Thousand Dollars (\$500,000.00) annually during the term of this Agreement.

**XII. MISCELLANEOUS PROVISIONS**

a. Independent Contractor. WM shall perform the Service as an independent contractor. WM, its officers, employees, agents, contractors or subcontractors, are not and shall not be considered employees, agents or servants of the Township for any purpose whatsoever under this Agreement or otherwise. WM at all times shall have exclusive control of the performance of the Service. Nothing in this Agreement shall be construed to give the Township any right or duty to supervise or control WM, its officers, employees, agents, contractors, or subcontractors, nor to determine the manner in which WM shall perform its obligations under the Agreement.

b. Amendments. No amendment to this Agreement shall be made except upon the written consent of both Parties.

c. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the Parties hereto with respect to the subject matter and supersedes any prior and contemporaneous agreements and understandings, express or implied.

d. Waiver. A waiver by either Party of any breach of any provision hereof shall not be taken or held to be a waiver of any subsequent breach, whether similar or dissimilar, or as a waiver of any provision itself. No payment or acceptance of compensation for any period subsequent to any breach shall be deemed a waiver of any right or acceptance of defective performance.

e. Severance. In the event that any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid, or unenforceable, the balance of this Agreement shall remain in effect and binding on the Parties.

f. Choice of Law. This Agreement shall be governed by the laws of the state where the services are being performed, without regard to choice of law rules.

g. Assignment. Neither Party may assign its rights and obligations under this Agreement without the prior written consent of the other Party, except that WM may assign its rights and obligations under this Agreement to any WM affiliate without the Township's consent. An assignment shall not relieve the assignee of any obligations under this Agreement.

h. Notice. All notices required or permitted under this Agreement shall be in writing and shall be personally delivered, sent by certified mail, return receipt requested, or by overnight courier, with copies to counsel for the respective Parties.

IN WITNESS THEREOF, the parties have executed this Municipal Solid Waste, Recycling and Yard Waste Agreement as of the Effective Date indicated above.

**Waste Management of Michigan, Inc.**

**Charter Township of Ypsilanti**

Signature:

Signature:

Printed  
Name:

Printed  
Name:

Title:

Title:

**Exhibit A**  
**SINGLE STREAM SPECIFICATIONS**

**RECYCLABLES must be dry, loose (not bagged) and include ONLY the following:**

Aluminum cans – empty	Newspaper
PET bottles with the symbol #1 – with screw tops only – empty	Mail
HDPE plastic bottles with the symbol #2 (milk, water bottles detergent, and shampoo bottles, etc.) – empty	Uncoated paperboard (ex. cereal boxes; food and snack boxes)
Steel and tin cans – empty	Uncoated printing, writing and office paper
Phone books	Old corrugated containers/cardboard (uncoated)
Magazines, glossy inserts and pamphlets	Plastic containers with symbols #3-#7 – empty (no expanded polystyrene), empty
Glass food and beverage containers – brown, clear, or green – empty	Aseptic containers
Cartons	

**NON-RECYCLABLES include, but are not limited to the following:**

Plastic bags and bagged materials (even if containing Recyclables)	Microwavable trays
Mirrors	Window or auto glass
Light bulbs	Coated cardboard
Porcelain and ceramics	Plastics unnumbered
Expanded polystyrene	Coat hangers
Glass and metal cookware/bakeware	Household appliances and electronics,
Hoses, cords, wires	Yard waste, construction debris, and wood
Flexible plastic or film packaging and multi-laminated materials	Needles, syringes, IV bags or other medical supplies
Food waste and liquids, containers containing such items	Textiles, cloth, or any fabric (bedding, pillows, sheets, etc.)
Excluded Materials or containers which contained Excluded Materials	Napkins, paper towels, tissue, paper plates, paper cups, and plastic utensils
Any Recyclable materials or pieces of Recyclables less than 4" in size in any dimension	Propane tanks, batteries

**DELIVERY SPECIFICATIONS AND ADDITIONAL TERMS AND CONDITIONS**

**I. Delivery Specifications.**

**a.** Material delivered by or on behalf of Township or its residents may not contain Non-Recyclables or Excluded Materials. "Excluded Materials" means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances.

**b.** WM may reject in whole or in part, or may process, in its sole discretion, Recyclables not meeting the specifications, including wet materials, and Township shall pay WM for all costs, losses and expenses incurred with respect to such non-conforming Recyclables including costs for handling, processing, transporting and/or disposing of such non-conforming Recyclable Materials which charges may include an amount for WM's operating or profit margin. Without limiting the foregoing, and Township shall pay a contamination charge for additional handling, processing, transporting and/or disposing of Non-Recyclables, Excluded Materials, and/or all or part of non-conforming loads and additional charges may be assessed for bulky items such as appliances, concrete, furniture, mattresses, tires, electronics, pallets, yard waste, propane tanks, etc.

**c.** WM reserves the right upon notice to discontinue acceptance of any category of materials set forth above as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials.

## **II. Specifications/Contamination/Changing Market Conditions.**

**a.** Single Stream Materials Containers may not contain [more than 0%] Non-Recyclables or any Excluded Materials. For purposes of this Agreement, a Container is "Contaminated" when, based on visual inspection, it has more than 0% Non-Recyclables (volume or weight) or any amount of Excluded Materials.

**b.** WM is not obligated to collect Single Stream Materials Containers which are Contaminated.

**c.** If WM elects to not collect a Contaminated Container, it shall notify the Customer by Container tag, mail, email, text or telephone call. Company has the right to change communication channels as technology advances.

**d.** If WM elects to collect a Contaminated Container, it may charge the Township a Contamination Fee. The Contamination Fee will be adjusted each year pursuant to Annual CPI Adjustment.

**e.** WM may dispose of the contents of a Contaminated Container it elects to collect. If there have been more than three instances of a Contaminated Container in any 12-month period, and WM has record of this, WM may (i) discontinue such service and remove the Container, (ii) deliver additional or larger Refuse Container(s) or increase the frequency of collection, and (iii) charge the Township the Rate for the additional or larger Refuse Container(s) or increased service frequency. After one year, if service has been discontinued, the Township may petition WM to reinstate such service, in which case they must pay the Container redelivery fee.

**f.** WM reserves the right upon notice to discontinue acceptance of any category of Recyclable Materials set forth herein as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials. Collected Recyclable Materials for which no commercially reasonable market exists may be landfilled as contamination.

**g.** WM may reject in whole or in part, or may process, in its sole discretion, Single Stream Materials not meeting the specifications, including wet materials, and Township shall pay WM for all costs, losses and expenses incurred with respect to such non-conforming Single Stream Materials, including costs for handling, processing, transporting and/or disposing of such non-conforming materials which charges may include an amount for WM's operating or profit margin. Without limiting the foregoing, and Township shall pay a contamination charge for additional handling, processing, transporting and/or disposing of Non-Recyclables, Excluded Materials, and/or all or part of non-conforming loads and additional charges may be assessed for bulky items such as appliances, concrete, furniture, mattresses, tires, electronics, pallets, yard waste, propane tanks, et.

**h.** WM will perform an audit of Single Stream Materials collected under this Agreement. The audit will be performed as follows: If the percentage of Non-Recyclables is greater than 0% of the total Single Stream Materials audited, then Township shall pay WM as follows on each Adjustment Date: (Percentage of Non-Recyclables –[Contamination % limit]) x tons of Single Stream Materials collected during [specify period] x Excess Contamination Fee of [TBD by processor per ton].

**Exhibit B**  
**PRICING SCHEDULE**

**MONTHLY CHARGES FOR GARBAGE, RECYCLING AND YARD WASTE SERVICES PER RESIDENTIAL UNIT**

	<u>Garbage</u>	<u>Recycle</u>	<u>Yard Waste</u>	<u>Total per month per Residential Unit</u>
October 1, 2020 – September 30, 2021	\$8.00	\$2.85	\$2.20	<b>\$13.05</b>

**RECYCLABLE PROCESSING CHARGES**

WM shall pass through on its invoices and the Township will pay 100% of the costs related to the processing of Recyclable Materials at the Material Recovery Facility (MRF) that receives the Recyclable Materials collected within the Township.

**TOWNSHIP FACILITIES**

Civic Center – one 6-yard emptied weekly - Trash	\$22.44 per month
Civic Center Recycle – one 6-yard emptied weekly - Recycle	\$26.34 per month
Township Maintenance Yard – one 4-yard emptied weekly - Trash	\$18.85 per month
Harris Ball Field – 1 6-yard emptied weekly - Trash	\$21.10 per month
Green Oaks Golf Course – one 4-yard emptied weekly- Trash	\$41.72 per month
Police Department S. Huron – one 6-yard emptied weekly - Trash	\$22.87 per month
Police Department Holmes Road – one 4-yard emptied every other week	\$10.20 per month
Community Center – one 8-yard emptied two times per week - Trash	\$55.43 per month
Compost Center – 40-yard roll off	\$250.00 per pull plus \$23.00 per ton
Recycle Center – 30-yard roll off	\$280.00 per pull. Township pays disposal WM shall invoice Township separately for recycle processing fee
Ford Lake Park – 30-yard roll off	\$240.00 per pull plus disposal of \$34.00 per ton  WM shall invoice Township separately for disposal fees and Township shall pay WM.



**CHARTER TOWNSHIP OF YPSILANTI  
2020 BUDGET AMENDMENT #11**

**September 15, 2020**

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$68,868.00**

Request to increase budget for the purchase and installation of streetlights and cameras paid by developer of Crystal Ponds. There will be a special assessment district set up to pay for annual operations and maintenance. The purchase and installation will be funded by funds received from the developer.

<b>Revenues:</b>	<b>Contributions for Streetlights/Cameras</b>	<b>101-000-000-675.002</b>	<b>\$68,868.00</b>
		<b>Net Revenues</b>	<b><u><u>\$68,868.00</u></u></b>
<b>Expenditures:</b>	<b>Streetlight - Construction</b>	<b>101-956-000-926.050</b>	<b>\$53,877.00</b>
	<b>Neighborhood Camera System</b>	<b>101-970-000-972.000</b>	<b>\$14,991.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$68,868.00</u></u></b>

**212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)**

**Total Increase \$58,696.00**

Request to increase budget for professional engineering and architectural work at Loonfeather Point Park. The lowest qualified project proposal was from StanTec. If approved, they will also administer a grant and over see construction. This will be funded by an appropriation of Prior Year Fund Balance.

<b>Revenues:</b>	<b>Prior Year Fund Balance</b>	<b>212-000-000-699.000</b>	<b>\$58,696.00</b>
		<b>Net Revenues</b>	<b><u><u>\$58,696.00</u></u></b>
<b>Expenditures:</b>	<b>Loonfeather Park</b>	<b>212-970-000-975.587</b>	<b>\$58,696.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$58,696.00</u></u></b>

**CHARTER TOWNSHIP OF YPSILANTI  
2020 BUDGET AMENDMENT #11**

**September 15, 2020**

**252 - HYDRO STATION FUND**

**Total Increase \$41,548.00**

Request to increase budget to purchase a Ventrac 4500Y mower to improve safety on steep slopes. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$26,423.00
			\$26,423.00
		<b>Net Revenues</b>	<b>\$26,423.00</b>
Expenditures:	Capital Outlay New Equipment	252-252-000-976.000	\$26,423.00
			\$26,423.00
		<b>Net Expenditures</b>	<b>\$26,423.00</b>

Request to increase budget to purchase programming to enhance the automation of both generators. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$10,125.00
			\$10,125.00
		<b>Net Revenues</b>	<b>\$10,125.00</b>
Expenditures:	Capital Outlay New Equipment	252-252-000-976.000	\$10,125.00
			\$10,125.00
		<b>Net Expenditures</b>	<b>\$10,125.00</b>

Request to increase budget for additional maintenance and repair due to the repair of the Hydraulic valve panel assembly which used 46% of the budget. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$5,000.00
			\$5,000.00
		<b>Net Revenues</b>	<b>\$5,000.00</b>
Expenditures:	Repairs and Maintenance	252-252-000-930.000	\$5,000.00
			\$5,000.00
		<b>Net Expenditures</b>	<b>\$5,000.00</b>

**584 - GOLF COURSE FUND**

**Total Increase \$16,662.00**

Request to increase budget for insurance reimbursement for damaged caused by lighting strike to a panel at Green Oaks Golf Course. This will be funded by a reimbursement check from our Liability Insurance Company.

Revenues:	Insurance Reimbursements	584-000-000-694.004	\$16,662.00
			\$16,662.00
		<b>Net Revenues</b>	<b>\$16,662.00</b>
Expenditures:	Contractual Services	584-584-000-818.000	\$16,662.00
			\$16,662.00
		<b>Net Expenditures</b>	<b>\$16,662.00</b>

Motion to Amend the 2020 Budget (#11)

Move to increase the General Fund budget by \$68,868 to \$10,295,567 and approve the department line item changes as outlined.

Move to increase the BSR II Fund budget by \$58,696 to \$2,403,417 and approve the department line item changes as outlined.

Move to increase the Hydro Station Fund budget by \$41,548 to \$558,966 and approve the department line item changes as outlined.

Move to increase the Golf Course Fund budget by \$16,662 to \$784,606 and approve the department line item changes as outlined.

# OTHER BUSINESS

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# **BOARD MEMBER UPDATES**

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