

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

KAREN LOVEJOY ROE

Treasurer

LARRY J. DOE

Trustees

STAN ELDRIDGE

HEATHER JARRELL ROE

MONICA ROSS WILLIAMS

JIMMIE WILSON, JR.

November 17, 2020

Regular Meeting – 7:00 p.m.

REVISED 11-17-2020

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



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

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

REGULAR MEETING AGENDA

TUESDAY, NOVEMBER 17, 2020

7:00 P.M.

REVISED 11-17-2020

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC HEARING
 - A. RESOLUTION 2020-26, 2021 FISCAL YEAR BUDGET
(PUBLIC HEARING SET AT THE OCTOBER 20, 2020 REGULAR MEETING)
4. PUBLIC COMMENTS
5. CONSENT AGENDA
 - A. MINUTES OF THE OCTOBER 6, 2020 WORK SESSION AND REGULAR MEETING
(TABLED AT THE OCTOBER 20, 2020 REGULAR MEETING)
 - B. MINUTES OF THE OCTOBER 20, 2020 WORK SESSION AND REGULAR MEETING
 - C. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR NOVEMBER 3, 2020 IN THE AMOUNT OF \$668,311.56
 2. STATEMENTS AND CHECKS FOR NOVEMBER 17, 2020 IN THE AMOUNT OF \$702,080.31
 - D. TREASURER'S REPORT OCTOBER 2020
6. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. REQUEST TO APPROVE THE MUNICIPAL SOLID WASTE, RECYCLING AND YARD WASTE AGREEMENT WITH WASTE MANAGEMENT
(APPROVED AT THE SEPTEMBER 30, 2020 SPECIAL MEETING)

NEW BUSINESS

1. RESOLUTION 2020-27, APPROVAL OF THE SRF CONTRACT AND AUTHORIZING NOTICE FOR YCUA WASTEWATER TREATMENT PLANT IMPROVEMENTS SRF BOND SALE (2021 2ND QUARTER SRF – PROJECT NO. 5678-01)
2. REQUEST TO APPROVE CRYSTAL POND MINOR SITE PLAN AMENDMENT

3. REQUEST FOR APPROVAL OF A GRANT FROM THE STATE COURT ADMINISTRATIVE OFFICE MICHIGAN DRUG COURT GRANT PROGRAM FOR 2020 IN THE AMOUNT OF \$146,000 FOR THE 14B COURT'S DRUG COURT DOCKET
4. REQUEST FOR AUTHORIZATION TO ACCEPT THE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING GRANT IN THE AMOUNT OF \$22,449.60 AND TO APPROVE THE GRANT AGREEMENT WITH THE MICHIGAN STATE POLICE
5. REQUEST TO APPROVE ADOPTING THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT
6. REQUEST TO APPROVE ADDENDUMS FOR DIVISIONS #81040110 AND #81040112 TO THE MERS DEFINED BENEFIT PLAN ADOPTION AGREEMENT AND AUTHORIZE HUMAN RESOURCES MANAGER KAREN WALLIN TO SIGN AND SUBMIT THE ADDENDUMS
7. REQUEST TO AUTHORIZE RATE INCREASE FOR 2021 SEASON AT GREEN OAKS GOLF COURSE
8. REQUEST TO AUTHORIZE THE CONSTRUCTION ADMINISTRATION SERVICES AGREEMENT FOR THE COMMUNITY CENTER FLOORING PROJECT WITH SPICER GROUP IN THE AMOUNT OF \$7,300.00 BUDGETED IN LINE ITEM #212-970-000-976-008
9. REQUEST TO AUTHORIZE CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCES LOCATED AT 860 TWIN TOWERS STREET AND 1453 EAST MICHIGAN AVENUE BUDGETED IN LINE ITEM #101-950-000-801-023
10. REQUEST TO AUTHORIZE ADDITIONAL MISCELLANEOUS PROFESSIONAL LIABILITY INSURANCE FOR YPSILANTI TOWNSHIP EMPLOYEES AND ELECTED OFFICIALS FOR COVERAGE FOR CLAIMS WITHOUT MONETARY DAMAGES
11. REQUEST AUTHORIZATION TO SELL OR AUCTION EXCESS TOWNSHIP VEHICLES
12. REQUEST TO APPROVE A CONTRACT WITH THE WASHTENAW COUNTY WATER RESOURCE COMMISSIONER FOR VERMIN MANAGEMENT SERVICES IN THE AMOUNT OF \$7,500 PER MONTH BUDGETED IN LINE ITEM #101-956-000-801-000
13. BUDGET AMENDMENT #14

AUTHORIZATIONS AND BIDS

1. REQUEST TO SEEK SEALED BIDS FOR THE RENOVATION OF THE CIVIC CENTER 2ND FLOOR BATHROOM
2. REQUEST TO SEEK PROPOSALS FOR THE PRINTING OF A TOWNSHIP MAGAZINE
3. REQUEST TO AWARD THE LOW BID FOR THE FLOORING REPLACEMENT AT THE COMMUNITY CENTER IN THE AMOUNT OF \$144,900.00 BUDGETED IN LINE ITEM #212-970-000-976-008 AND TO AUTHORIZE SIGNING OF THE CONTRACT PENDING ATTORNEY APPROVAL

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
November 17, 2020 7:00pm**

PLEASE TAKE NOTICE that the Charter Township of Ypsilanti Board of Trustees will hold a Regular Meeting scheduled for **November 17, 2020 at 7:00pm**. This meeting will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 approved under SB 1108.

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: Nov 17, 2020 07:00 PM Eastern Time (US and Canada)

Topic: Township Board of Trustees Regular Meeting November 17, 2020

Please click the link below to join the webinar:

<https://ytown.zoom.us/j/98850542666>

Or iPhone one-tap :

US: +13126266799,,98850542666# or +19292056099,,98850542666#

Or Telephone:

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

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

Webinar ID: 988 5054 2666

International numbers available: <https://ytown.zoom.us/u/adg1yoPoCY>

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:

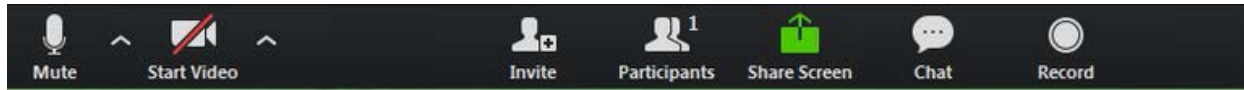
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us 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 or Deputy Clerk Lisa Stanfield at lstanfield@ytown.org.

PUBLIC HEARING

A. 7:00PM – RESOLUTION 2020-26, 2021 FISCAL YEAR BUDGET

Resolution No. 2020-26

Charter Township of Ypsilanti
2021 Fiscal Year Budget

WHEREAS the Township Supervisor has prepared and submitted to the Township Board the proposed budgets for calendar year 2021; and

WHEREAS the Township Board has advertised the tentative millage rates in the Washtenaw Legal News and held the public hearing on November 17, 2020 on the budget and the tentative millage rates pursuant to Section 16 of the Uniform Budgeting Accounting Act (Truth in Budgeting); and

WHEREAS the Township Board has reviewed the proposed tax rates and budgets,

NOW THEREFORE BE IT RESOLVED that the Charter Township of Ypsilanti Board of Trustees adopts the 2021 Fiscal Year Budget by cost center, as follows:

Expenditures:

General Fund - Fund 101

101	Township Board	\$	142,467
137	Due Process		417,755
171	Supervisor		296,498
201	Accounting		362,227
202	Independent Auditing		35,500
209	Assessing		454,249
210	Legal Services		250,000
215	Clerk		617,776
227	Human Resources		327,163
247	Board of Review		3,083
253	Treasurer		408,829
265	Building Operations		617,747
266	Computer Support		801,665
267	General Services		165,900
371	Community Development		286,029
400	Planning Commission		8,560
410	Zoning Board of Appeals		3,374
446	Highways and Streets		397,795
728	Economic Development		122,964
774	RSD Park and Grounds		712,106
780	RSD Storm Water Management		28,000
851	Fringes and Insurance		10,050
950	Community Stabilization		970,000
956	Other Functions		799,142
999	Other Financing Uses		737,626
Total General Fund Expenditure by Department:			\$ 8,976,505

Fire Department - Fund 206

206	Fire Department	\$	4,028,798
220	Civil Service Commission		14,700
852	Pension and Insurance		1,872,010
970	Capital Outlay		500,000
975	Federal Grant Department		-
Total Fire Department Fund by Department			Total: \$ 6,415,508

Parks Commission - Fund 208

Total:	\$ 8,822
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Bike Path, Sidewalk, Recreation, Roads, Operations - Fund 212

212	BSR II-Operations	\$	779,840
970	Capital Outlay		0
991	Debt Service		630,000
Total BSR II Fund by Department			Total: \$ 1,409,840

Environmental Services - Fund 226

Total:	\$ 3,209,489
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Recreation - Fund 230

Total:	\$ 786,290
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14B Court - Fund 236

Total:	\$ 1,708,333
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Housing & Business Inspection - Fund 248	Total:	<u>\$ -</u>
Building Department - Fund 249	Total:	<u>\$ 772,744</u>
Local Development Finance Authority - Fund 250	Total:	<u>\$ 78,572</u>
Hydro Station - Fund 252	Total:	<u>\$ 426,060</u>
Law Enforcement - Fund 266		
301 Sheriff Services		\$ 7,696,543
304 Ordinance		839,538
Total Law Enforcement Fund by Department	Total:	<u>\$ 8,536,081</u>
Debt 2006 Bond - Fund 398	Total:	<u>\$ 233,410</u>
Golf Course - Fund 584	Total:	<u>\$ 811,700</u>
Compost - Fund 590	Total:	<u>\$ 654,174</u>
Motor Pool - Fund 595	Total:	<u>\$ 277,784</u>
Nuisance Abatement - Fund 893	Total:	<u>\$ 47,027</u>
	Grand Total:	<u>\$ 34,352,339</u>

BE IT FURTHER RESOLVED that the revenues, transfers in and appropriations of prior year fund balances are estimated as follows:

Revenues:

Revenues	\$ 8,660,433	
Transfer-in	181,865	
Appropriation of prior year fund balance	134,207	
General Fund - 101	Total:	<u>\$ 8,976,505</u>
Revenues	\$ 6,897,696	
Transfer-in	-	
Appropriation of prior year fund balance	-	
Fire Department Fund - 206	Total:	<u>\$ 6,897,696</u>
Revenues	\$ 6,300	
Transfer-in	-	
Appropriation of prior year fund balance	2,522	
Parks Commission Fund - 208	Total:	<u>\$ 8,822</u>
Revenues	\$ 1,394,583	
Transfer-in	315,000	
Appropriation of prior year fund balance	-	
Bike Path, Sidewalk, Recreation, Roads, Operations - 212	Total:	<u>\$ 1,709,583</u>
Revenues	\$ 2,970,861	
Transfer-in	-	
Appropriation of prior year fund balance	238,628	
Environmental Services Fund - 226	Total:	<u>\$ 3,209,489</u>
Revenues	\$ 303,400	
Transfer-in	482,890	
Appropriation of prior year fund balance	-	
Recreation Fund - 230	Total:	<u>\$ 786,290</u>
Revenues	\$ 1,325,224	
Transfer-in	383,109	
Appropriation of prior year fund balance	-	
14B Court - 236	Total:	<u>\$ 1,708,333</u>

Revenues	\$	-	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Building Rental Inspection Fund - 248	Total:	\$	-
Revenues	\$	760,000	
Transfer-in		-	
Appropriation of prior year fund balance		12,744	
Building Department Fund - 249	Total:	\$	772,744
Revenues	\$	78,587	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Local Development Finance Authority Fund - 250	Total:	\$	78,587
Revenues	\$	440,000	
Transfer-in		-	
Appropriation of prior year fund balance		-	
Hydro Station Fund - 252	Total:	\$	440,000
Revenues	\$	8,513,806	
Transfer-in		-	
Appropriation of prior year fund balance		22,275	
Law Enforcement Fund- 266	Total:	\$	8,536,081
Revenues	\$	-	
Transfer-in		118,089	
Appropriation of prior year fund balance		115,321	
Debt 2006 Bond Fund - Fund 398	Total:	\$	233,410
Revenues	\$	627,050	
Transfer-in		184,650	
Appropriation of prior year fund balance		-	
Golf Course Fund - 584	Total:	\$	811,700
Revenues	\$	548,450	
Transfer-in		-	
Appropriation of prior year fund balance		105,724	
Compost Site Fund - 590	Total:	\$	654,174
Revenues	\$	239,086	
Transfer-in		-	
Appropriation of prior year fund balance		38,698	
Motorpool Fund - 595	Total:	\$	277,784
Revenues	\$	24,800	
Transfer-in		-	
Appropriation of prior year fund balance		22,227	
Nuisance Abatement Fund - 893	Total:	\$	47,027
	Grand Total:	\$	35,148,225

BE IT FURTHER RESOLVED that the Township Supervisor is authorized to approve transfers of budgetary funds within a cost center in consultation with the effected Department Director and/or the Accounting Director; and

BE IT FURTHER RESOLVED that increases to fund budgets must be authorized by the Township Board; and

BE IT FURTHER RESOLVED that the following property tax revenues and tax rates be authorized and that the Township Treasurer is ordered to levy such funds and rates, and collect and deposit to the various specific uses and funds as required by ordinance or resolution;

Levied Property Tax Revenues and Rates:

<u>Operating</u>	<u>Rate</u>	<u>Revenue</u>
General	1.0035	\$ 1,426,878 *
Fire Department	3.0563	\$ 4,345,756 *
Fire Capital	0.4935	\$ 701,708 *
Solid Waste	2.1075	\$ 2,996,656 *
Law Enforcement	5.8192	\$ 8,274,326 *
Bike Path, Sidewalk, Recreation, Roads, Operator	0.9837	\$ 1,398,724 *
Operating Total:	<u>13.4637</u>	<u>\$ 19,144,048</u>
<u>Debt</u>		
Fire Pension	1.3300	\$ 1,891,128 *
Debt Total:	<u>1.3300</u>	<u>\$ 1,891,128</u>
 Grand Total:	 <u>14.7937</u>	 <u>\$ 21,035,175 *</u>

* Amount calculated using taxable value minus Renaissance Zone. This figure does not include any adjustments.

BE IT FURTHER RESOLVED that the Township will levy the 1% Tax Administration fee on property taxes collected by the Township Treasurer on behalf of other governmental units, as permitted by State Law.

Supervisor
BRENDA L. STUMBO
Clerk
KAREN LOVEJOY ROE
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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

TO: Karen Lovejoy Roe, Clerk
FROM: Brenda Stumbo, Supervisor
DATE: November 3, 2020
RE: 2021 Fiscal Year Budget

Please place the following on the November 17, 2020 agenda:

1. Request to place Resolution number ---- for the 2021 Fiscal Year Budget on the agenda for the Boards consideration.

Attached is a copy of the proposed 2021 Fiscal Year Budget.

If you have any questions, please let us know.

dg

2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 TV 1,448,894,756 (TV minus Renaissance Zone 1,421,901,034)
Local Government Unit Requesting Millage Levy Charter Township of Ypsilanti	For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

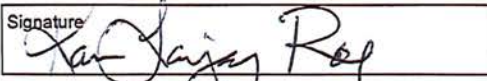
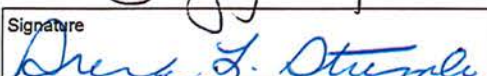
This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Gen Op	N/A	1.1160	1.0064	.9972	1.0035	1.0000	1.0035		1.0035	N/A
Voted	Fire Prot	11/8/16	3.1250	3.0649	.9972	3.0563	1.0000	3.0563		3.0563	2020
Voted	Fire Cap	5/8/18	.5000	.4949	.9972	.4935	1.0000	.4935		.4935	2022
Voted	Solid Waste	11/18/16	2.1550	2.1135	.9972	2.1075	1.0000	2.1075		2.1075	2020
Voted	Police	11/18/16	5.9500	5.8356	.9972	5.8192	1.0000	5.8192		5.8192	2020
Voted	Rec/BP	11/18/16	1.0059	.9865	.9972	.9837	1.0000	.9837		.9837	2020
PA345	FPen/HC	N/A						1.3300		1.3300	N/A

Prepared by Javonna Neel	Telephone Number (734) 484-3702	Title of Preparer Accounting Director	14.7937	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

<input checked="" type="checkbox"/> Clerk	Signature 	Print Name Karen Lovejoy Roe	Date 6-17-2020
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature 	Print Name Brenda L. Stumbo	Date 6-17-2020
<input checked="" type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Fund 101 - General Fund

Revenues

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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 most current estimated amount is \$4,800,000.
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.

Line Item	Explanation
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	Due to the Covid-19 Pandemic, revenues are expected to decrease 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.

Line Item	Explanation
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.
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 – DTE Escrow Account	Hydro contract payment for DTE Escrow. This contract will expire in 2029.
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.

Line Item	Explanation
101-000-000-664-001 – Interest Earned	Interest earned on funds deposited at various banks. Figures provided by the Accounting Director.
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.

Line Item	Explanation
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.
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.

Line Item	Explanation
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.

10/30/2020

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Fund 101 - GENERAL FUND							
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	0	0	4,576	4,576
101-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	1,326	(869)	0	0	0	0
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	764,278	750,000
101-000.000-407.007	STREET LIGHTS	35,732	35,123	48,000	48,000	0	35,000
101-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	3,050	82	1,000	1,000	0	500
101-000.000-445.000	PENALTIES AND INTEREST	30,438	29,678	28,000	28,000	19,158	25,000
101-000.000-451.452	PERMITS SALVAGE YRD	1,025	1,325	1,250	1,250	150	1,250
101-000.000-451.453	PERMITS TRAILER FEE	5,909	6,511	5,000	5,000	3,685	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	745	500
101-000.000-476.483	DOG LICENSES	9,028	8,038	7,000	7,000	4,748	7,000
101-000.000-522.000	FEDERAL GRANTS - CDBG	0	20,402	0	138,446	0	0
101-000.000-529.000	FEDERAL GRANTS - OTHER	0	154,280	0	0	0	0
101-000.000-540.400	COUNTY GRANT - SPECIAL PROJECT	0	14,254	0	0	0	0
101-000.000-574.000	STATE REVENUE SHARING	5,004,151	5,196,506	5,212,815	5,212,815	4,194,418	4,800,000
101-000.000-607.001	SITE PLAN - CHG FOR SERVICES	20,055	17,476	15,000	15,000	11,650	15,000
101-000.000-607.003	PROPERTY CHANGE APP - CHG FOR SERVICES	1,350	775	1,000	1,000	975	1,000
101-000.000-607.004	FAX, COPY & OTHER - CHG FOR SERVICES	104	117	50	50	53	50
101-000.000-607.006	ZONING FEES - CHG FOR SERVICES	2,450	5,900	2,000	2,000	3,050	2,000
101-000.000-607.008	DEVELOPMENT AGREE ATTORNEY - S/C	0	1,600	0	0	0	0
101-000.000-607.010	ENVIRO/PLOT PLAN - CHG FOR SERVICES	0	0	0	0	(1,500)	0
101-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	1,395	0	50	50	30	50
101-000.000-607.100	CANDIDATE ELECTION FILING FEE	0	0	0	0	2,000	0
101-000.000-615.000	CHARGE FOR SERVICES-NSF FEES	690	540	300	300	420	300
101-000.000-626.633	PASSPORT SERVICES	18,594	21,844	13,000	13,000	1,988	6,000
101-000.000-626.637	ADMINISTRATION FEES/FIRE DEPT	69,951	74,295	74,416	74,416	62,003	82,125
101-000.000-626.638	ADMINISTRATION FEES/ENVIR SVC	22,836	21,659	21,476	21,476	17,912	22,405
101-000.000-626.639	ADMINISTRATION FEES/LAW ENFOR	27,878	37,711	39,788	57,799	48,011	62,805
101-000.000-626.640	ADMINISTRATION FEES/GOLF COUR	17,758	18,220	18,243	18,243	15,201	19,981
101-000.000-626.641	ADMINISTRATIVE FEES/COMPOST	6,548	9,251	11,876	11,876	9,678	12,937
101-000.000-626.642	ADMINISTRATION FEES/BLDG DEPT	28,030	33,431	32,992	32,992	27,530	34,630
101-000.000-626.643	ADMINISTRATION FEES/RECREATIO	19,083	19,585	19,604	19,604	16,335	21,488
101-000.000-626.644	ADMINISTRATION FEES/14B COURT	36,310	37,317	37,315	37,315	31,096	41,084

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
101-000.000-626.645	ADMINISTRATION FEES/HOUSING INSPECT	19,201	18,225	18,011	0	0	0
101-000.000-641.003	FORD LAKE HYDRO STATION	156,899	80,339	81,000	81,000	81,675	81,000
101-000.000-642.645	TOWNSHIP & PRECINTS MAPS ETC.	47	31	0	0	24	0
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	0	0	17,590	0
101-000.000-664.001	INTEREST EARNED	77,227	118,176	50,000	50,000	19,263	6,000
101-000.000-664.003	NET INTEREST EARN-CUR TAX COL	36,405	118,993	40,000	40,000	54,002	10,000
101-000.000-667.000	SITE LEASE REVENUES	204,850	0	0	0	0	0
101-000.000-667.001	RENT INCOME	220,000	220,067	220,000	220,000	165,000	220,000
101-000.000-671.100	PROSPERITY GRANT - ACI	0	0	0	31,690	19,088	0
101-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	(498)	0	0	0	0	0
101-000.000-674.000	REIMBURSEMENTS - POSTAGE	1,674	2,272	1,500	1,500	133	1,000
101-000.000-674.001	EMPLOYEE REIMB-PHONES	1	0	0	0	0	0
101-000.000-675.000	CONTRIBUTIONS & DONATIONS	125	0	0	0	0	0
101-000.000-675.002	CONTRIBUTE - STREETLIGHTS & CAMERAS	10,088	46,309	0	176,365	178,021	0
101-000.000-675.009	GRANTS - NON PROFIT/PRIVATE	0	0	0	39,445	0	0
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	0	0	0	420	0
101-000.000-681.000	REVENUE - RADON TEST KIT	1,015	230	500	500	270	500
101-000.000-686.000	REIMBURS ELECTION-CNTY/TWP/CT	0	37,259	45,000	45,000	45,115	0
101-000.000-688.100	REIMBURSEMENT - HABITAT HUMANITY	67,447	24,974	0	0	0	0
101-000.000-694.001	OTHER INCOME-MISCELLANEOUS	4,137	11,588	0	0	9,987	0
101-000.000-694.002	REIMBURSEMENTS	0	206	0	0	0	0
101-000.000-694.004	INSURANCE REIMBURSEMENTS	10,913	34,841	0	0	7,418	0
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	377,694	693,550
101-000.000-694.200	REVENUE-VENDING COMMISSIONS	190	81	250	250	0	250
101-000.000-697.100	TRANS IN: FOR LEC BLDG	50,000	181,865	181,865	181,865	151,554	181,865
101-000.000-697.206	TRANSFER IN: FOR FIRE TRUCK REIMBURSE	0	0	0	0	483,074	0
101-000.000-697.236	TRANSFER IN: 14B DISTRICT COURT	150,000	0	0	0	0	0
101-000.000-697.301	TRANSFER IN: GEN OBLIG DEBT	5,208	0	0	0	0	0
101-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	50,650	768,651	0	134,207
NET OF REVENUES/APPROPRIATIONS - 000.000 -		9,178,898	9,639,658	9,286,860	10,390,807	8,496,335	8,976,505
ESTIMATED REVENUES - FUND 101		9,178,898	9,639,658	9,286,860	10,390,807	8,496,335	8,976,505
APPROPRIATIONS - FUND 101		0	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 101		9,178,898	9,639,658	9,286,860	10,390,807	8,496,335	8,976,505

101 – Township Board

Expenditures

Line Item	Explanation
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.

Line Item	Explanation
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).

7/23/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 101.000 - TOWNSHIP BOARD							
101-101.000-703.000	SALARIES - ELECTED OFFICIALS	60,000	60,000	61,500	61,500	51,250	61,500
101-101.000-715.000	F.I.C.A./MEDICARE	4,470	4,498	4,705	4,705	3,844	4,705
101-101.000-719.000	HEALTH INSURANCE	16,343	20,004	20,604	20,604	18,947	0
101-101.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,375)	(1,400)	(1,200)	(1,200)	0	0
101-101.000-719.015	DENTAL BENEFITS	741	741	816	816	595	0
101-101.000-719.016	VISION BENEFITS	180	197	207	207	169	0
101-101.000-719.020	HEALTH CARE DEDUCTION	3,054	1,949	5,915	5,915	1,528	0
101-101.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	83	80	90	90	59	0
101-101.000-720.000	LIFE INSURANCE	208	227	227	227	208	0
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	34,017	46,462
101-101.000-958.000	MEMBERSHIP AND DUES	20,904	16,754	29,500	29,500	23,925	29,500
NET OF REVENUES/APPROPRIATIONS - 101.000 - TOWNSHIP BOARD		(141,152)	(145,515)	(169,126)	(169,126)	(134,767)	(142,467)

137 – Due Process

Expenditures

Line Item	Explanation
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	Costs for Prosecution of 14B Court cases.
101-137-000-801-020 – Legal Services-Domestic Violence	Cost for Prosecution of Domestic Violence cases

10/29/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 137.000 - COURT DUE PROCESS							
101-137.000-801.007	ATTORNEY FEES CRIMINAL	0	0	38,890	38,890	38,586	37,755
101-137.000-801.014	LEGAL SERVICES PROSECUTION	184,578	189,984	218,500	218,500	145,420	200,000
101-137.000-801.020	LEGAL SERVICES - DOMESTIC VIO	161,298	165,007	189,750	189,750	137,947	180,000
NET OF REVENUES/APPROPRIATIONS - 137.000 - COURT DUE PROCESS		(345,876)	(354,991)	(447,140)	(447,140)	(321,953)	(417,755)

101-171 Supervisor

Expenditures

Line Item	Explanation
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.

Line Item	Explanation
101-171-000-719-000 – Health Insurance	We received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates. Due to a retirement within the department, a greater increase is shown. We are budgeting for family health coverage for the new employee, and if needed, changes will be made.
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, we are budgeting family dental coverage but will make changes if needed.
101-171-000-719-016 – Vision Benefits	We received our renewal rates for 2021, they increased by 15% from the current 2020 rates. Due to a retirement within the department we are budgeting family vision coverage but will make changes if needed.

Line Item	Explanation
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.

9/18/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 171.000 - TOWNSHIP SUPERVISOR							
101-171.000-703.000	SALARIES - ELECTED OFFICIALS	81,782	84,236	86,342	86,342	71,951	86,342
101-171.000-705.000	SALARY - SUPERVISION	53,034	61,064	62,488	62,488	51,427	62,488
101-171.000-706.000	SALARY - PERMANENT WAGES	48,907	47,346	51,616	51,616	39,050	47,237
101-171.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,636	726	0	0	0	0
101-171.000-708.009	AUTO ALLOWANCE	3,000	6,000	6,000	6,000	5,000	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	0	100
101-171.000-715.000	F.I.C.A./MEDICARE	14,490	15,118	16,023	16,023	12,642	15,695
101-171.000-719.000	HEALTH INSURANCE	23,153	28,339	17,171	14,171	7,894	34,272
101-171.000-719.001	SICK AND ACCIDENT	742	382	1,146	1,146	700	764
101-171.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(2,600)	(2,050)	(1,200)	(1,200)	0	(2,400)
101-171.000-719.015	DENTAL BENEFITS	1,957	1,957	1,633	1,633	894	2,922
101-171.000-719.016	VISION BENEFITS	449	492	413	413	507	792
101-171.000-719.020	HEALTH CARE DEDUCTION	7,583	5,350	5,950	5,950	3,183	8,890
101-171.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	166	161	180	180	106	156
101-171.000-720.000	LIFE INSURANCE	625	680	680	680	624	680
101-171.000-727.000	OFFICE SUPPLIES	516	692	600	600	534	600
101-171.000-860.000	TRAVEL	30	97	200	200	0	200
101-171.000-876.000	RETIREMENT/MERS	33,167	44,057	46,500	45,200	27,894	26,060
101-171.000-876.100	RETIREMENT HEALTH CARE SAVINGS	0	0	0	1,300	1,053	2,600
101-171.000-956.000	MISCELLANEOUS	0	20	100	100	0	100
NET OF REVENUES/APPROPRIATIONS - 171.000 - TOWNSHIP SUPERVISOR		(271,685)	(297,679)	(298,942)	(298,942)	(226,459)	(296,498)

NARRATIVE

101-201 - Accounting

Expenditures

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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.

Line Item	Explanation
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 received our renewal rates for 2021, they increased 15% from the current 2020 rates.
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.

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 201.000 - ACCOUNTING							
101-201.000-705.000	SALARY - SUPERVISION	73,980	78,328	80,313	80,313	66,398	83,313
101-201.000-706.000	SALARY - PERMANENT WAGES	100,002	103,258	105,960	105,960	88,063	106,829
101-201.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,473	4,187	0	2,303	767	0
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	11,347	14,569
101-201.000-719.000	HEALTH INSURANCE	57,202	70,015	72,116	72,116	66,313	71,973
101-201.000-719.001	SICK AND ACCIDENT	1,336	1,146	1,146	1,146	1,050	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	2,343	2,808
101-201.000-719.016	VISION BENEFITS	718	787	826	826	675	905
101-201.000-719.020	HEALTH CARE DEDUCTION	14,418	3,024	17,745	17,745	9,123	17,745
101-201.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	250	241	270	270	176	234
101-201.000-720.000	LIFE INSURANCE	625	680	680	680	624	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	38,750	64,125
101-201.000-958.000	MEMBERSHIP AND DUES	5,320	425	500	500	425	500
NET OF REVENUES/APPROPRIATIONS - 201.000 - ACCOUNTING		(305,778)	(320,154)	(341,476)	(343,955)	(286,523)	(362,227)

101-202 – Independent Auditing

Expenditures

Line Item	Explanation
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.

7/28/2021

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 202.000 - INDEPENDENT AUDITING							
101-202.000-802.000	INDEPENDENT AUDITING	29,800	30,300	32,500	32,500	0	33,500
101-202.000-803.000	INDEPENDENT AUDITING OTHER	1,898	0	2,000	2,000	0	2,000
NET OF REVENUES/APPROPRIATIONS - 202.000 - INDEPENDENT AUDITIN		(31,698)	(30,300)	(34,500)	(34,500)	0	(35,500)

NARRATIVE

101-209 - Assessing

Expenditures

Line Item	Explanation
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.

Line Item	Explanation
101-209-000-719-000 – Health Insurance	We received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.

9/18/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 209.000 - ASSESSING DEPARTMENT							
101-209.000-705.000	SALARY - SUPERVISION	42,000	117,077	121,677	121,677	105,205	121,677
101-209.000-706.000	SALARY - PERMANENT WAGES	200,250	151,304	160,264	160,264	133,261	162,427
101-209.000-707.000	SALARY - TEMPORARY/SEASONAL	5,282	0	0	0	0	0
101-209.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,101	3,987	0	0	2,724	0
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	18,251	22,231
101-209.000-719.000	HEALTH INSURANCE	40,858	50,011	51,511	51,511	47,366	51,409
101-209.000-719.001	SICK AND ACCIDENT	1,556	1,400	1,528	1,528	1,400	1,527
101-209.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,150)	(4,050)	(3,600)	(3,600)	0	(3,600)
101-209.000-719.015	DENTAL BENEFITS	3,561	4,152	4,155	4,155	3,210	4,204
101-209.000-719.016	VISION BENEFITS	758	934	930	930	760	1,131
101-209.000-719.020	HEALTH CARE DEDUCTION	8,836	11,124	11,830	11,830	10,658	11,830
101-209.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	254	229	180	180	163	216
101-209.000-720.000	LIFE INSURANCE	717	832	907	907	832	907
101-209.000-723.000	DEFERRED COMPENSATION EMPLOYER	71	0	0	0	0	0
101-209.000-727.000	OFFICE SUPPLIES	3,966	2,840	3,500	3,500	1,912	3,500
101-209.000-730.000	POSTAGE	6,925	6,922	8,000	8,000	7,396	8,000
101-209.000-811.001	TAX APPEALS	0	0	3,000	3,000	0	3,000
101-209.000-867.000	GAS & OIL	195	207	720	720	66	720
101-209.000-876.000	RETIREMENT/MERS	35,092	35,031	36,350	36,350	30,268	47,242
101-209.000-876.100	RETIREMENT HEALTH CARE SAVINGS	942	2,500	2,600	2,600	2,183	2,600
101-209.000-931.000	REPAIRS AND MAINTENANCE	0	0	0	0	0	2,500
101-209.000-939.031	MOTORPOOL-MISC REPAIR	0	0	2,500	2,500	0	2,500
101-209.000-943.000	MOTORPOOL LEASE/MAINTENANCE	4,000	1,281	1,281	1,281	1,068	2,228
101-209.000-958.000	MEMBERSHIP AND DUES	1,137	1,022	1,500	1,500	0	1,500
NET OF REVENUES/APPROPRIATIONS - 209.000 - ASSESSING DEPARTMEI		(378,068)	(412,615)	(437,399)	(437,399)	(369,741)	(454,249)

101-210 – Legal Services

Expenditures

Line Item	Explanation
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.

8/6/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 210.000 - LEGAL SERVICES							
101-210.000-801.002	LEGAL SERVICES	287,007	293,997	265,000	265,000	255,865	250,000
NET OF REVENUES/APPROPRIATIONS - 210.000 - LEGAL SERVICES		(287,007)	(293,997)	(265,000)	(265,000)	(255,865)	(250,000)

NARRATIVE

101-215 - Clerk

Line Item	Explanation
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.

Line Item	Explanation
101-215-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-215-000-719-000 – Health Insurance	We received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.
101-215-000-723-000 – Deferred Compensation Employer	There are no elections scheduled for 2021. If a special election is scheduled, a budget amendment would be requested.
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.

Line Item	Explanation
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.

09/18/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 215.000 - TOWNSHIP CLERK							
101-215.000-703.000	SALARIES - ELECTED OFFICIALS	81,782	84,236	86,342	86,342	71,951	86,342
101-215.000-704.000	APPOINTED OFFICIALS	96,675	23,881	120,000	152,000	69,257	0
101-215.000-705.000	SALARY - SUPERVISION	59,201	117,200	119,100	119,100	96,364	119,100
101-215.000-706.000	SALARY - PERMANENT WAGES	132,411	84,990	98,754	98,754	84,899	99,341
101-215.000-707.000	SALARY - TEMPORARY/SEASONAL	0	13,555	0	16,000	33,048	0
101-215.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	0	1,759	0	3,155	3,154	0
101-215.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
101-215.000-709.000	REG OVERTIME	19,301	6,131	27,000	49,000	42,920	0
101-215.000-709.004	OVERTIME-SCHOOL ELCTIONS	29	0	0	0	0	0
101-215.000-715.000	F.I.C.A./MEDICARE	22,484	23,402	25,566	25,807	23,906	23,545
101-215.000-719.000	HEALTH INSURANCE	73,545	90,019	92,720	92,720	85,259	92,536
101-215.000-719.001	SICK AND ACCIDENT	1,472	1,527	1,528	1,528	1,400	1,527
101-215.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(5,975)	(6,825)	(6,000)	(6,000)	0	(6,000)
101-215.000-719.015	DENTAL BENEFITS	5,480	5,480	6,028	6,028	4,400	5,273
101-215.000-719.016	VISION BENEFITS	1,168	1,279	1,343	1,343	1,098	1,471
101-215.000-719.020	HEALTH CARE DEDUCTION	14,459	26,269	23,660	23,660	20,285	23,660
101-215.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	252	321	360	360	235	312
101-215.000-720.000	LIFE INSURANCE	1,041	1,134	1,134	1,134	1,040	1,134
101-215.000-723.000	DEFERRED COMPENSATION EMPLOYE	1	0	0	208	312	0
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	39,670	16,778	0
101-215.000-760.001	PPE & FIRST AID ELECTION SUP	0	0	0	0	0	500
101-215.000-801.000	PROFESSIONAL SERVICES	8,488	655	3,400	3,400	3,264	3,400
101-215.000-801.200	PROFNSL SRV-PROGRAMMING BALLO	3,520	0	12,400	12,400	5,571	0
101-215.000-860.000	TRAVEL	1,337	1,036	1,100	1,100	778	1,100
101-215.000-860.010	TRAVEL - ELECTIONS	339	89	900	900	0	0
101-215.000-876.000	RETIREMENT/MERS	48,217	62,959	64,412	64,412	56,769	69,829
101-215.000-876.100	RETIREMENT HEALTH CARE SAVINGS	511	1,333	1,300	1,300	1,310	2,600
101-215.000-933.001	MAINTENANCE CONTRACTS	0	0	0	0	0	75,456
101-215.000-941.000	EQUIPMENT RENTAL/LEASING	3,300	1,100	3,300	15,545	5,829	0
101-215.000-956.000	MISCELLANEOUS	225	0	500	500	0	500
101-215.000-958.000	MEMBERSHIP AND DUES	0	150	150	150	0	150
NET OF REVENUES/APPROPRIATIONS - 215.000 - TOWNSHIP CLERK		(602,343)	(557,623)	(730,997)	(823,871)	(635,486)	(617,776)

NARRATIVE

101-227 – Human Resources

Expenditures

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.

Line Item	Explanation
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

9/18/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 227.000 - HUMAN RESOURCES							
101-227.000-705.000	SALARY - SUPERVISION	0	0	0	0	0	70,000
101-227.000-706.000	SALARY - PERMANENT WAGES	111,273	114,547	171,014	171,014	104,116	56,814
101-227.000-706.015	SAFETY COORDINATOR	0	7,624	28,024	28,024	23,259	28,024
101-227.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	2,499	2,161	0	3,029	3,029	0
101-227.000-708.010	HEALTH INS BUYOUT	2,005	0	0	0	0	0
101-227.000-715.000	F.I.C.A./MEDICARE	8,655	9,180	15,226	15,458	9,700	11,845
101-227.000-719.000	HEALTH INSURANCE	27,239	50,011	87,569	87,569	56,839	61,691
101-227.000-719.001	SICK AND ACCIDENT	957	764	1,298	1,298	840	916
101-227.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,875)	(4,050)	(6,120)	(6,120)	0	(4,320)
101-227.000-719.015	DENTAL BENEFITS	2,665	2,665	4,983	4,983	2,567	3,077
101-227.000-719.016	VISION BENEFITS	539	590	1,053	1,053	608	814
101-227.000-719.020	HEALTH CARE DEDUCTION	8,836	10,267	20,111	20,111	8,393	13,020
101-227.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	117	161	306	306	120	187
101-227.000-720.000	LIFE INSURANCE	416	454	771	771	499	544
101-227.000-727.000	OFFICE SUPPLIES	476	464	500	500	0	500
101-227.000-740.000	OPERATING SUPPLIES	0	804	5,000	5,000	0	2,500
101-227.000-760.000	PPE & FIRST AID SUPPLIES	0	0	2,500	6,500	4,765	10,000
101-227.000-876.000	RETIREMENT/MERS	13,765	19,268	26,912	26,912	20,569	32,351
101-227.000-876.100	RETIREMENT HEALTH CARE SAVINGS	675	1,275	2,600	2,600	829	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	19,267	27,000
101-227.000-960.100	SAFETY TRAINING	0	0	10,500	10,500	4,075	10,500
NET OF REVENUES/APPROPRIATIONS - 227.000 - HUMAN RESOURCES		(195,611)	(255,628)	(412,647)	(415,908)	(259,694)	(327,163)

101-247 – Board of Review

Expenditures

Line Item	Explanation
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.

11/04/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 247.000 - BOARD OF REVIEW							
101-247.000-704.000	APPOINTED OFFICIALS	1,620	1,530	3,000	3,000	2,055	3,000
101-247.000-715.000	F.I.C.A./MEDICARE	24	22	44	44	30	44
101-247.000-723.000	DEFERRED COMPENSATION EMPLOYE	21	20	39	39	27	39
NET OF REVENUES/APPROPRIATIONS - 247.000 - BOARD OF REVIEW		(1,665)	(1,572)	(3,083)	(3,083)	(2,112)	(3,083)

NARRATIVE

101-253 - Treasurer

Expenditures

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.

Line Item	Explanation
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 received our renewal rates for 2021 they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

11/06/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 253.000 - TREASURER							
101-253.000-703.000	SALARIES - ELECTED OFFICIALS	81,782	84,236	86,342	86,342	71,951	86,342
101-253.000-705.000	SALARY - SUPERVISION	57,826	60,523	62,488	62,488	51,661	62,488
101-253.000-706.000	SALARY - PERMANENT WAGES	97,011	92,499	98,027	98,027	72,326	94,474
101-253.000-707.000	SALARY - TEMPORARY/SEASONAL	0	3,871	0	0	4,984	0
101-253.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	4,707	3,517	0	3,606	13,995	0
101-253.000-708.010	HEALTH INS BUYOUT	3,000	0	0	0	0	0
101-253.000-709.000	REG OVERTIME	1,018	1,137	1,800	1,800	648	1,800
101-253.000-715.000	F.I.C.A./MEDICARE	18,440	18,189	19,022	19,298	15,867	18,750
101-253.000-719.000	HEALTH INSURANCE	50,732	86,019	97,871	97,871	78,800	97,677
101-253.000-719.001	SICK AND ACCIDENT	1,245	1,146	1,146	1,146	955	1,146
101-253.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,175)	(6,575)	(6,600)	(6,600)	0	(6,600)
101-253.000-719.015	DENTAL BENEFITS	3,589	3,659	5,212	5,212	2,735	4,090
101-253.000-719.016	VISION BENEFITS	877	984	1,136	1,136	826	1,244
101-253.000-719.020	HEALTH CARE DEDUCTION	12,295	11,894	23,660	23,660	8,204	23,660
101-253.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	248	321	360	360	215	312
101-253.000-720.000	LIFE INSURANCE	712	810	907	907	685	907
101-253.000-723.000	DEFERRED COMPENSATION EMPLOYE	0	52	0	0	65	0
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	0	1,050	1,050	0	1,050
101-253.000-830.000	TAX PREPARATION	1,305	3,226	3,500	3,500	1,099	3,500
101-253.000-860.000	TRAVEL	397	241	500	500	231	500
101-253.000-876.000	RETIREMENT/MERS	35,372	46,992	49,005	49,005	38,881	10,389
101-253.000-876.100	RETIREMENT HEALTH CARE SAVINGS	475	1,275	1,300	1,300	1,146	5,200
101-253.000-931.000	REPAIRS AND MAINTENANCE	0	560	500	500	325	500
101-253.000-956.000	MISCELLANEOUS	0	10	100	100	75	100
NET OF REVENUES/APPROPRIATIONS - 253.000 - TREASURER		(368,665)	(415,311)	(448,626)	(452,508)	(366,147)	(408,829)

NARRATIVE

101-265 – Building Operations

Expenditures

Line Item	Explanation
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). Two part-time custodians (one at Recreation and one at LEC Building), all AFSCME positions. Decrease is shown due to a retirement within the department and an employee reassigned to 14B Court.
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.

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates. 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.

Line Item	Explanation
101-265-000-719-016 – Vision Benefits	We received our renewal rates for 2021, they increased by 15% from the current 2020 rates. 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..

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

11/06/2020

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 265.000 - RESIDENT SVCS: BLDG OPERATIONS							
101-265.000-705.000	SALARY - SUPERVISION	0	53,623	60,705	52,705	33,377	60,705
101-265.000-706.000	SALARY - PERMANENT WAGES	242,983	263,278	262,044	259,044	231,059	224,931
101-265.000-707.775	SALARY - TEMP. FORD LAKE PARK	0	0	5,000	0	0	5,000
101-265.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,280	184	0	0	0	0
101-265.000-708.008	RETIREE TIME PAYOUTS	0	7,627	0	0	0	0
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	8,000	4,266	5,000
101-265.000-715.000	F.I.C.A./MEDICARE	18,680	25,943	24,937	24,937	20,516	22,765
101-265.000-719.000	HEALTH INSURANCE	36,091	34,271	55,804	55,804	38,367	71,972
101-265.000-719.001	SICK AND ACCIDENT	1,167	1,336	2,100	2,100	1,639	1,909
101-265.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,088)	(5,125)	(3,900)	(3,900)	0	(5,200)
101-265.000-719.015	DENTAL BENEFITS	2,410	3,292	5,582	5,582	2,171	3,991
101-265.000-719.016	VISION BENEFITS	584	590	1,291	1,291	650	1,131
101-265.000-719.020	HEALTH CARE DEDUCTION	11,713	4,404	13,318	13,318	2,347	17,745
101-265.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	208	181	225	225	118	234
101-265.000-720.000	LIFE INSURANCE	729	964	1,247	1,247	973	1,134
101-265.000-723.000	DEFERRED COMPENSATION EMPLOYE	13	0	65	65	0	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	426	2,000
101-265.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	7,595	10,958	12,000	12,000	7,898	12,000
101-265.000-757.775	OPERATING SUPP: FORD LAKE PAR	222	0	800	800	0	800
101-265.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	1,500
101-265.000-776.001	MAINT SUPPLIES - CIVIC CENTER	5,855	7,424	8,000	8,000	7,173	8,000
101-265.000-776.002	MAINT SUPPLIES - GRAFFITI CON	702	1,330	1,500	1,500	260	1,500
101-265.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	2,955	2,434	2,500	2,500	744	2,500
101-265.000-777.000	BLDG OPER EQUIP TOOLS	2,080	23,065	5,000	5,000	1,712	5,000
101-265.000-818.001	CONTRACTUAL SERVICES CIVIC CT	52,560	61,102	50,000	53,725	32,873	50,000
101-265.000-818.775	MAINT-CONTR SVCS - FORD LK PR	0	0	500	500	0	500
101-265.000-867.000	GAS & OIL	3,110	2,396	3,500	3,500	1,366	3,500
101-265.000-876.000	RETIREMENT/MERS	22,924	22,411	20,304	20,304	17,856	10,376
101-265.000-876.100	RETIREMENT HEALTH CARE SAVINGS	858	6,077	6,500	6,500	4,992	6,500
101-265.000-920.001	UTILITIES - CIVIC CENTER	69,139	64,301	80,000	68,275	45,364	70,000

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
101-265.000-931.001	REPAIRS CIVIC CENTER	1,058	2,711	2,500	28,500	8,503	3,000
101-265.000-931.020	NON REOCCURRING R & M - CIVIC	26,423	7,465	8,000	8,000	3,951	8,000
101-265.000-931.775	REPAIRS - FORD LAKE PARKS	3,450	1,554	2,000	2,000	408	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	0	0	2,500	2,500	1,609	2,500
101-265.000-943.000	MOTORPOOL LEASE/MAINTENANCE	7,000	7,201	7,201	7,201	6,001	8,789
101-265.000-956.000	MISCELLANEOUS	118	0	500	500	188	500
101-265.000-977.000	EQUIPMENT	9,194	0	10,000	10,000	10,000	0
NET OF REVENUES/APPROPRIATIONS - 265.000 - RESIDENT SVCS: BLDG C		(533,405)	(629,053)	(674,023)	(674,023)	(491,596)	(617,747)

NARRATIVE

101-266 - Computer Support Expenditures

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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.

Line Item	Explanation
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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"> • Website Full Redesign, re-budget from 2020 • Cyber Security Managed Detection and Response Will be brought back to the board for consideration in 2022.

Line Item	Explanation
101-266-000-857-100 – Communications-Internet Access	Internet access connection and cloud based services Internet Access Costs <ul style="list-style-type: none"> • Comcast ENS • Cloud Server Hosting • Cloud Storage Services • Cloud Systems Management Solutions • Cloud based agenda management • Time and Attendance Software
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"> • Battery Backup Systems • Network Firewalls

Line Item	Explanation
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"> • Apex Sketch Software • Barracuda • BS&A Software • Email System • ESRI GIS • Microsoft Windows and Office • Network Management Tools • Civic Rec • Server Backup Software • System Malware Protections • VMWare • HVAC Systems
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.

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

09/21/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 266.000 - COMPUTER SUPPORT							
101-266.000-706.000	SALARY - PERMANENT WAGES	152,357	171,042	175,531	175,531	145,118	175,531
101-266.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	6,336	4,893	4,500	4,500	5,015	4,500
101-266.000-708.010	HEALTH INS BUYOUT	3,000	3,000	0	0	1,500	3,000
101-266.000-709.000	REG OVERTIME	88	170	0	0	165	1,000
101-266.000-715.000	F.I.C.A./MEDICARE	11,976	13,429	13,658	13,658	11,390	13,734
101-266.000-719.000	HEALTH INSURANCE	29,276	45,010	46,360	46,360	42,630	46,268
101-266.000-719.001	SICK AND ACCIDENT	1,057	1,146	1,146	1,146	1,050	1,146
101-266.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,046)	(3,375)	(3,000)	(3,000)	0	(3,000)
101-266.000-719.015	DENTAL BENEFITS	2,271	2,445	3,097	3,097	2,260	2,709
101-266.000-719.016	VISION BENEFITS	494	590	723	723	591	792
101-266.000-719.020	HEALTH CARE DEDUCTION	2,644	4,667	11,830	11,830	1,627	11,830
101-266.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	156	161	270	270	117	156
101-266.000-720.000	LIFE INSURANCE	482	680	680	680	624	680
101-266.000-727.000	OFFICE SUPPLIES	725	913	1,000	1,000	520	1,000
101-266.000-801.000	PROFESSIONAL SERVICES	0	0	60,000	60,000	1,619	92,100
101-266.000-857.100	COMMUNICATIONS-INTERNET ACCES	32,922	85,848	104,660	104,660	61,027	108,360
101-266.000-867.000	GAS & OIL	254	252	1,500	1,500	88	1,500
101-266.000-876.000	RETIREMENT/MERS	15,431	19,944	20,725	20,725	17,212	25,699
101-266.000-876.100	RETIREMENT HEALTH CARE SAVINGS	566	1,271	1,300	1,300	1,092	1,300
101-266.000-933.000	EQUIPMENT MAINTENANCE	4,922	3,691	5,000	5,000	4,549	5,000
101-266.000-933.001	MAINTENANCE CONTRACTS	3,366	4,738	6,530	6,530	4,584	6,830
101-266.000-934.000	SOFTWARE SUPPORT & MAINT	82,808	85,255	106,079	120,455	102,218	124,105
101-266.000-939.031	MOTORPOOL-MISC REPAIR	0	0	2,500	2,500	0	2,500
101-266.000-941.000	EQUIPMENT RENTAL/LEASING	8,818	7,854	9,000	9,000	6,258	0
101-266.000-943.000	MOTORPOOL LEASE/MAINTENANCE	2,200	5,925	5,925	5,925	4,938	5,925
101-266.000-971.008	CAPT'L OUTLAY -IMPROVEMENT	11,077	7,347	15,000	22,000	17,491	15,000
101-266.000-977.000	EQUIPMENT	89,396	143,958	111,000	111,000	53,206	94,500
101-266.000-977.001	COMPUTER SOFTWARE	18,619	59,995	83,100	76,100	19,737	59,500
NET OF REVENUES/APPROPRIATIONS - 266.000 - COMPUTER SUPPORT		(478,195)	(670,849)	(788,114)	(802,490)	(506,626)	(801,665)

101-267 General Services

Expenditures

Line Item	Explanation
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.

Line Item	Explanation
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

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 267.000 - GENERAL SERVICES							
101-267.000-727.000	OFFICE SUPPLIES	6,299	6,174	8,500	8,001	4,131	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	0	0	0	60,000	56,531	5,000
101-267.000-730.000	POSTAGE	57,267	50,761	90,000	90,000	63,663	65,000
101-267.000-850.000	TELEPHONE	39,131	44,267	44,000	44,000	35,571	49,000
101-267.000-900.000	PUBLISHING	17,338	22,262	20,000	20,000	14,765	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	11,694	15,000
101-267.000-956.000	MISCELLANEOUS	1,593	953	1,000	1,000	981	1,300
101-267.000-958.000	MEMBERSHIP AND DUES	0	499	0	499	499	700
101-267.000-977.000	EQUIPMENT	40,134	12,740	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 267.000 - GENERAL SERVICES		(177,358)	(154,448)	(180,400)	(240,400)	(189,009)	(165,900)

NARRATIVE

101-371 - Planning

Expenditures

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates. Increase shown due to employee healthcare change from one person to family coverage.

Line Item	Explanation
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. An increase is shown due to employee coverage change from two person to family coverage.
101-371-000-719-016 – Vision Benefits	We received our renewal rates for 2021, they increased by 15% from the current 2020 rate. An increase is shown due to employee coverage change from two person to family coverage.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

11/06/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 371.000 - COMMUNITY DEVELOPMENT							
101-371.000-705.000	SALARY - SUPERVISION	74,448	61,452	108,402	108,402	72,423	98,311
101-371.000-706.000	SALARY - PERMANENT WAGES	0	0	53,011	53,011	39,754	53,012
101-371.000-707.000	SALARY - TEMPORARY/SEASONAL	6,411	6,158	7,000	7,000	0	7,000
101-371.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	531	1,062	0	0	0	0
101-371.000-708.010	HEALTH INS BUYOUT	375	375	375	375	0	0
101-371.000-709.000	REG OVERTIME	0	102	0	0	0	0
101-371.000-715.000	F.I.C.A./MEDICARE	5,793	4,824	12,912	12,912	8,395	12,112
101-371.000-719.000	HEALTH INSURANCE	6,375	6,251	32,195	32,195	21,602	44,340
101-371.000-719.001	SICK AND ACCIDENT	551	334	716	716	533	716
101-371.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(300)	(506)	(2,250)	(2,250)	0	(2,925)
101-371.000-719.015	DENTAL BENEFITS	433	371	1,874	1,874	859	1,978
101-371.000-719.016	VISION BENEFITS	112	121	413	413	241	552
101-371.000-719.020	HEALTH CARE DEDUCTION	3,201	345	8,146	8,146	601	10,723
101-371.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	81	60	158	158	97	146
101-371.000-720.000	LIFE INSURANCE	218	198	425	425	283	425
101-371.000-723.000	DEFERRED COMPENSATION EMPLOYE	83	81	91	91	0	91
101-371.000-727.000	OFFICE SUPPLIES	361	111	750	750	552	500
101-371.000-755.000	SUBSCRIPTIONS & PUBLICATIONS	185	185	200	200	0	200
101-371.000-801.003	TOWNSHIP PROJECTS-PLANNER	63,214	76,122	30,000	30,000	23,144	15,000
101-371.000-801.006	PROFESSIONAL PLANNING CONTRACT	19,094	43,421	12,000	14,500	12,110	8,000
101-371.000-817.000	TOWNSHIP PROJECTS ENGINEER	14,567	14,983	15,000	12,500	11,313	15,000
101-371.000-860.000	TRAVEL	443	459	500	500	0	0
101-371.000-867.000	GAS & OIL	54	12	0	0	0	1,500
101-371.000-876.000	RETIREMENT/MERS	4,727	4,664	9,149	9,149	7,114	8,234
101-371.000-876.100	RETIREMENT HEALTH CARE SAVINGS	875	988	2,275	2,275	1,759	2,275
101-371.000-939.031	MOTORPOOL-MISC REPAIR	0	0	0	0	0	2,500
101-371.000-943.000	MOTORPOOL LEASE/MAINTENANCE	0	0	0	0	0	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 DEVELOP		(202,256)	(222,278)	(294,792)	(294,792)	(201,878)	(286,029)

NARRATIVE

101-400 – Planning Commission

Expenditures

Line Item	Explanation
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

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 400.000 - PLANNING COMMISSION							
101-400.000-704.000	APPOINTED OFFICIALS	3,833	3,812	9,450	9,400	3,634	7,875
101-400.000-715.000	F.I.C.A./MEDICARE	56	56	137	137	53	137
101-400.000-723.000	DEFERRED COMPENSATION EMPLOYE	50	49	123	123	47	123
101-400.000-958.000	MEMBERSHIP AND DUES	400	400	400	450	425	425
NET OF REVENUES/APPROPRIATIONS - 400.000 - PLANNING COMMISSIC		(4,339)	(4,317)	(10,110)	(10,110)	(4,159)	(8,560)

NARRATIVE

101-410 – Zoning Board of Appeals

Expenditures

Line Item	Explanation
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.

6/29/20

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	1,625	3,000
101-410.000-715.000	F.I.C.A./MEDICARE	35	33	65	65	45	65
101-410.000-723.000	DEFERRED COMPENSATION EMPLOYE	10	16	59	59	17	59
101-410.000-958.000	MEMBERSHIP AND DUES	250	250	250	250	250	250
NET OF REVENUES/APPROPRIATIONS - 410.000 - ZONING BOARD OF APF		(1,395)	(1,699)	(4,874)	(4,874)	(1,937)	(3,374)

101-446 Highways and Streets

Expenditures

Line Item	Explanation
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, \$326,764 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 and encumbered \$24,862 for Rosedale calming devices.

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	4,901	19,000
101-446.000-818.009	HIGHWAYS & STREETS DRAIN COST	216,922	172,112	224,994	224,994	189,321	328,795
101-446.000-818.022	HIGHWAY & ST-ROAD CONSTRUCTIO	542,814	456,829	100,000	184,965	30,507	50,000
NET OF REVENUES/APPROPRIATIONS - 446.000 - HIGHWAYS AND STREE		(765,543)	(647,138)	(343,994)	(423,179)	(224,729)	(397,795)

NARRATIVE

101-728 – Economic Development

Expenditures

Line Item	Explanation
101-728-000-705-000 – Salary-Supervision	This line includes the salary of the Economic Development Director (currently vacant).
101-728-000-715-000 – FICA/Medicare	Figures provided by the Accounting Director.
101-728-000-719-000 – Health Insurance	We received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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.
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rate.
101-728-000-719-020 – 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.

Line Item	Explanation
101-728-000-719-021 – Admin Fee-Health Deductible	The card used to pay the health care deductibles is 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.
101-728-000-876-000 – Retirement/MERS	Figures provided by the Accounting Director.
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 hired after 1/1/14.

11/10/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Fund 101 - GENERAL FUND							
Dept 728.000 - ECONOMIC DEVELOPMENT							
101-728.000-705.000	SALARY - SUPERVISION	29,808	36,962	80,000	75,000	0	80,000
101-728.000-715.000	F.I.C.A./MEDICARE	2,251	2,777	6,120	6,120	0	6,120
101-728.000-719.000	HEALTH INSURANCE	0	4,882	25,756	25,756	0	25,705
101-728.000-719.001	SICK AND ACCIDENT	0	95	382	382	0	382
101-728.000-719.003	EMPLOYEE PAID HEALTH CONTRA	0	(375)	(1,800)	(1,800)	0	(1,800)
101-728.000-719.015	DENTAL BENEFITS	0	155	1,466	1,466	0	1,282
101-728.000-719.016	VISION BENEFITS	16	41	310	310	0	339
101-728.000-719.020	HEALTH CARE DEDUCTION	0	0	5,915	5,915	0	5,915
101-728.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	0	27	90	90	0	78
101-728.000-720.000	LIFE INSURANCE	0	57	227	227	0	227
101-728.000-801.000	PROFESSIONAL SERVICES	0	6,500	0	5,000	0	0
101-728.000-876.000	RETIREMENT/MERS	1,461	1,984	4,128	4,128	0	3,416
101-728.000-876.100	RETIREMENT HEALTH CARE SAVINGS	525	625	1,300	1,300	0	1,300
101-728.000-956.000	MISCELLANEOUS	0	286	500	500	0	0
NET OF REVENUES/APPROPRIATIONS - 728.000 - ECONOMIC DEVELOPM		(34,061)	(54,016)	(124,394)	(124,394)	0	(122,964)

NARRATIVE

101-774 – Parks & Grounds

Expenditures

Line Item	Explanation
101-774-000-705-000 – Salary-Supervision	Wages for Park Superintendent. Since this position will not be filled, nothing is budgeted for 2021.
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.

Line Item	Explanation
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 received our renewal rates for 2021, and they decreased by -0.51% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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>

11/05/2020

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 774.000 - RESIDENT SVCS: PARKS & GROUNDS							
101-774.000-705.000	SALARY - SUPERVISION	0	10,290	0	0	0	0
101-774.000-706.000	SALARY - PERMANENT WAGES	122,282	119,697	129,957	129,957	129,619	130,707
101-774.000-707.000	SALARY - TEMPORARY/SEASONAL	103,098	82,974	90,000	64,873	40,590	90,000
101-774.000-707.775	SALARY - TEMP. FORD LAKE PARK	104,715	81,148	90,000	64,873	40,588	80,000
101-774.000-707.776	SALARY TEMP FLP GATE STAFF	16,565	14,360	20,000	20,000	15,345	20,000
101-774.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	3,164	4,153	4,000	4,000	0	4,000
101-774.000-708.010	HEALTH INS BUYOUT	4,500	2,560	3,000	3,000	0	0
101-774.000-709.000	REG OVERTIME	5,555	11,867	15,000	15,000	6,207	10,000
101-774.000-715.000	F.I.C.A./MEDICARE	15,171	12,642	17,622	17,622	11,399	17,560
101-774.000-719.000	HEALTH INSURANCE	30,644	35,008	87,569	87,569	33,156	87,395
101-774.000-719.001	SICK AND ACCIDENT	1,376	1,050	1,336	1,336	461	1,336
101-774.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(2,363)	(2,738)	(6,000)	(6,000)	0	(6,000)
101-774.000-719.015	DENTAL BENEFITS	3,702	3,221	4,805	4,805	1,145	4,203
101-774.000-719.016	VISION BENEFITS	763	738	1,033	1,033	338	1,131
101-774.000-719.020	HEALTH CARE DEDUCTION	3,273	6,657	20,633	20,633	6,717	19,233
101-774.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	125	120	315	315	127	273
101-774.000-720.000	LIFE INSURANCE	625	624	794	794	274	794
101-774.000-723.000	DEFERRED COMPENSATION EMPLOYE	2,926	2,432	2,340	2,340	1,256	2,470
101-774.000-724.001	UNEMPLOYMENT EXPENSE	1,086	2,172	5,000	13,000	9,366	5,000
101-774.000-727.000	OFFICE SUPPLIES	236	285	250	250	0	250
101-774.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	1,945	2,572	6,500	6,500	2,624	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	1,984	2,000
101-774.000-757.775	OPERATING SUPP: FORD LAKE PAR	857	731	2,000	2,000	1,426	2,000
101-774.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	1,500
101-774.000-776.000	MAINTENANCE SUPPLIES	19,835	22,977	30,000	30,000	10,017	25,000
101-774.000-776.010	CIVIC CENTER LANDSCAPING	908	227	3,000	3,000	236	3,000
101-774.000-776.775	MAINT SUPPLIES: FORD LAKE PAR	6,030	5,889	7,500	7,500	1,478	7,500
101-774.000-783.004	TREE MAINTENANCE	0	1,050	1,500	1,500	0	1,500
101-774.000-818.011	MAINTENANCE CONTRACTUAL SRVC	16,251	15,257	20,000	25,000	21,871	20,000
101-774.000-818.775	MAINT-CONTR SVCS - FORD LK PR	5,060	3,785	7,500	7,500	5,575	7,500
101-774.000-867.000	GAS & OIL	24,919	17,189	25,000	20,000	7,943	20,000
101-774.000-867.775	GAS & OIL - FORD LAKE PARK	9,894	6,798	12,000	12,000	3,167	7,000
101-774.000-876.000	RETIREMENT/MERS	24,723	18,797	21,836	21,836	17,635	26,692
101-774.000-876.100	RETIREMENT HEALTH CARE SAVINGS	1,038	1,794	3,250	3,250	2,265	3,250
101-774.000-920.000	UTILITIES - PARKS	13,577	4,570	14,000	14,000	8,164	14,000
101-774.000-920.775	UTILITIES - FORD LAKE PARKS	12,176	10,005	18,500	18,500	9,044	18,500

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
101-774.000-939.000	AUTO MAINTENANCE	2,830	0	0	0	0	0
101-774.000-939.010	SMALL EQUIPMENT & PARTS	14,910	13,004	12,000	12,000	6,527	12,000
101-774.000-939.011	Parks Equipment Labor	594	828	1,000	1,000	0	1,000
101-774.000-939.030	LABOR/FLUID CHRGS - MOTORPOOL	1,200	1,200	1,200	1,200	0	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	2,433	4,300
101-774.000-942.775	VEHICLE CHARGE - FLP	2,800	2,800	2,800	2,800	0	0
101-774.000-943.000	MOTORPOOL LEASE/MAINTENANCE	30,500	41,407	30,268	30,268	26,151	26,331
101-774.000-943.775	MOTORPOOL LEASE MAINT-FORD L	30,500	41,407	30,268	30,268	26,151	26,331
101-774.000-956.000	MISCELLANEOUS	270	304	600	600	178	600
101-774.000-958.000	MEMBERSHIP AND DUES	0	0	300	300	250	250
101-774.000-977.000	EQUIPMENT	7,390	120,374	15,000	66,054	23,800	0
NET OF REVENUES/APPROPRIATIONS - 774.000 - RESIDENT SVCS: PARKS		(654,199)	(725,875)	(765,776)	(774,576)	(478,525)	(712,106)

101-780 – Stormwater Management

Expenditures

Line Item	Explanation
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

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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 MC		(10,041)	(17,024)	(28,000)	(28,000)	(1,263)	(28,000)

101-851 - Fringes

Expenditures

Line Item	Explanation
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.

7/31/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 851.000 - FRINGES AND INSURANCE							
101-851.000-719.005	HOSPITAL PHYSICALS	1,985	2,430	5,050	5,050	1,710	5,050
101-851.000-724.000	EMPLOYEE ASSISTANCE PROGRAM	3,714	3,994	4,900	4,900	4,269	4,900
101-851.000-803.100	CONTRACT SRVS-FLEX SPENDING	0	11	250	250	0	100
NET OF REVENUES/APPROPRIATIONS - 851.000 - FRINGES AND INSURAN		(5,699)	(6,435)	(10,200)	(10,200)	(5,979)	(10,050)

101-950 – Community Stabilization

Expenditures

Line Item	Explanation
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.

Line Item	Explanation
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

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 950.000 - COMMUNITY STABILIZATION							
101-950.000-749.000	AMERICAN CENTER INNOVATION -ACI	0	0	0	36,690	24,088	0
101-950.000-801.023	PUBLIC NUISANCE - LEGAL SVCS	644,796	698,899	600,000	600,000	503,254	550,000
101-950.000-801.024	LAND USE ISSUES	238,204	255,434	200,000	200,000	186,570	200,000
101-950.000-801.400	PROF SERV - SPECIAL LAND PROJECT	0	14,254	0	0	0	0
101-950.000-880.001	RIGHT OF WAY MAINT	13,290	0	35,000	35,000	10,775	35,000
101-950.000-880.002	MOWING PROPERTIES	57,365	75,794	60,000	80,000	74,111	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	0	45,000
101-950.000-969.011	COMMUNITY STABILIZATION - LAND BANK	93,613	25,247	50,000	30,000	0	25,000
101-950.000-969.013	LIBERTY SQUARE - GRANT PROJECT	986	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 950.000 - COMMUNITY STABILIZ		(1,178,254)	(1,123,628)	(1,055,000)	(1,086,690)	(858,798)	(970,000)

101-956 – Other Functions

Expenditures

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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 \$175,000 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 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 956.000 - OTHER FUNCTIONS							
101-956.000-719.010	HEALTH CARE TAX	978	391	600	950	875	650
101-956.000-724.001	UNEMPLOYMENT EXPENSE	(724)	0	0	0	9,627	0
101-956.000-801.000	PROFESSIONAL SERVICES	73,084	53,427	55,000	54,650	20,121	40,000
101-956.000-808.000	BEEKEEPING - SERVICE & SUPPLIES	0	4,997	4,000	4,000	943	4,000
101-956.000-844.000	MEALS ON WHEELS	10,000	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	1,704	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	0	5,000	5,000	5,000	0	5,000
101-956.000-884.000	WASH DEV COUNCIL-AA SPARK	15,000	15,000	15,000	15,000	0	15,000
101-956.000-913.000	INSURANCE & BONDS FLEET	108,469	107,986	113,365	113,365	98,552	125,375
101-956.000-917.000	WORKERS COMPENSATION INSURANC	16,261	16,083	17,002	17,002	12,839	19,831
101-956.000-925.000	CAMERAS NON TAX ASSESSMENT	13,871	14,700	15,500	15,500	9,432	15,500
101-956.000-926.000	STREET LIGHTING NON ASSESSABL	30,706	33,583	125,000	124,458	122,308	175,000
101-956.000-926.050	STREET LIGHT -CONSTRUCTION NON-A	384,484	37,061	95,818	259,692	205,814	0
101-956.000-926.100	RIGHT OF WAY TREE TRIM - REMOVAL	3,250	7,225	10,000	10,000	0	10,000
101-956.000-956.000	MISCELLANEOUS	21	63	500	500	0	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	0	10,000
101-956.000-956.022	SETTLEMENTS &/or CLAIM DEDUCTIBLES	0	5,000	10,000	10,000	0	5,000
101-956.000-957.000	BANK CHARGES	8,476	8,912	12,000	12,000	11,379	12,000
101-956.000-969.007	CONTRIBUTION WATER HARDSHIP	8,600	7,980	12,000	12,000	5,860	10,000
NET OF REVENUES/APPROPRIATIONS - 956.000 - OTHER FUNCTIONS		(1,095,572)	(777,225)	(944,221)	(1,107,553)	(937,910)	(799,142)

101-970 – Capital Outlay

Expenditures

Line Item	Explanation
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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11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 970.000 - CAPITAL OUTLAY							
101-970.000-971.003	CAP OUT - CIVIC CTR/14B COURT CAMPUS	0	0	0	22,000	0	0
101-970.000-971.008	CAPTL OUTLAY -IMPROVEMENT	22,955	0	0	0	0	0
101-970.000-971.100	CAPITAL OUTLAY - TYLER DAM PROJECT	28,688	(21,877)	0	0	0	0
101-970.000-972.000	CAPO NEIGHBORHOOD CAMERA SYSTEM	19,130	19,632	0	14,991	0	0
101-970.000-974.100	BUS SHELTER -CAPITAL OUTLAY	235	30,185	0	207,077	11,659	0
101-970.000-975.106	CIVIC CENTER - IMPROVEMENTS	0	0	30,000	30,000	10,300	0
101-970.000-975.135	CAP OUTLAY - FURNITURE & FIXTURES	40,010	38,462	30,000	30,000	233	0
101-970.000-975.141	CIVIC CENTER - ROOF	0	240,087	0	0	0	0
101-970.000-975.206	CAPITAL OUTLAY - FIRE TRUCK	0	483,074	0	0	0	0
101-970.000-976.008	CAPITAL OUTLAY - COMMUNITY CT	115,542	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 970.000 - CAPITAL OUTLAY		(226,560)	(789,563)	(60,000)	(304,068)	(22,192)	0

101-999 – Other Financing Uses

Expenditures

Line Item	Explanation
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 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 999.000 - OTHER FINANCING USES							
101-999.000-968.252	TRANSFER TO HYDRO STATION	0	79,000	81,000	81,000	81,000	0
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	0	0	0	400,000	400,000	383,109
101-999.000-969.397	TRANSFER OUT: TO DEBT FUND B	705,422	0	0	0	0	0
101-999.000-969.398	TRANSFER TO: 398 DEBT 06 BONDS	0	0	0	0	0	39,517
NET OF REVENUES/APPROPRIATIONS - 999.000 - OTHER FINANCING USE		(1,138,422)	(406,000)	(402,000)	(802,000)	(802,000)	(737,626)
ESTIMATED REVENUES - FUND 101		9,178,898	9,639,658	9,286,860	10,390,807	8,496,335	8,976,278
APPROPRIATIONS - FUND 101		9,486,927	9,339,632	9,274,834	10,378,781	7,585,348	8,976,278
NET OF REVENUES/APPROPRIATIONS - FUND 101		(308,029)	300,026	12,026	12,026	910,987	0

Fund 206 – Fire Department

2021 Revenues

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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

Line Item	Explanation
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.

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.

Line Item	Explanation
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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

Line Item	Explanation
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.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	0	0	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	0	0	13,934	10,000
206-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	3,423	(2,176)	0	0	0	0
206-000.000-403.005	CUR PROP TAX ADJ - FIRE PENS	1,542	(1,132)	0	0	0	0
206-000.000-403.010	CURRENT CAPITAL IMPROV TAXES	0	627,936	653,053	653,053	676,965	694,614
206-000.000-403.011	CUR PROP TAX ADJ - CAPITAL	0	(809)	0	0	0	0
206-000.000-403.020	ESA REIMBURSE CAPITAL IMPROV	0	0	0	0	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	0	0	0	0
206-000.000-417.005	DELQUENT PERS PROP-FIRE PENSI	2,838	1,167	0	0	0	0
206-000.000-417.006	DELQUENT PPT-FIRE CAPITAL	0	428	0	0	0	0
206-000.000-476.491	FIRE PROTECT PERMT	450	550	750	750	50	750
206-000.000-528.000	Other Federal Grants	0	0	0	27,000	468,317	0
206-000.000-607.011	FIRE PLAN REVIEW - CHG FOR SERVICES	2,585	1,395	1,000	1,000	750	1,000
206-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	2,015	0	200	200	45	500
206-000.000-607.270	LIQUOR INSPECT - CHG FOR SERVICES	1,050	0	1,000	1,000	0	1,000
206-000.000-664.001	INTEREST EARNED	24,376	42,290	15,000	15,000	1,476	2,000
206-000.000-694.001	OTHER INCOME-MISCELLANEOUS	126	1,880	2,000	2,000	2,040	0
206-000.000-694.004	INSURANCE REIMBURSEMENTS	27,704	8,726	0	0	2,418	0
206-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	32,543	0	0
NET OF REVENUES/APPROPRIATIONS - 000.000 -		5,170,512	6,328,588	6,521,582	6,581,125	7,202,328	6,897,696

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 206.000 - FIRE							
206-206.000-705.000	SALARY - SUPERVISION	84,179	86,655	88,851	88,851	73,456	91,072
206-206.000-705.002	SALARIES OFFICERS	505,571	505,054	537,349	537,349	443,373	476,019
206-206.000-706.000	SALARY - PERMANENT WAGES	1,015,601	1,088,808	1,155,503	1,155,503	928,557	1,199,752
206-206.000-706.011	PERMANENT WAGES- FIRE CLERICA	49,356	50,902	51,144	51,144	45,695	52,416
206-206.000-706.016	FRHPPP - CARES GRANT	0	0	0	27,000	27,000	0
206-206.000-706.100	NEGOTIATED CONTRACT ADJUSTMENT	2,917	15,306	0	0	0	0
206-206.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	42,820	48,766	48,280	50,642	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	31,125	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	78,831	92,250
206-206.000-709.001	HOLIDAY OVERTIME	35,904	37,746	21,500	21,500	32,047	21,500
206-206.000-709.002	SALARY - CONTRACTUAL OVERTIME	120,937	126,714	134,948	134,948	110,238	132,996
206-206.000-715.000	F.I.C.A./MEDICARE	158,172	161,140	187,713	187,713	138,983	191,066
206-206.000-717.000	SALARIES HOLIDAY PAY	70,733	72,067	83,807	83,807	57,969	81,335
206-206.000-719.000	HEALTH INSURANCE	364,634	456,641	497,942	497,942	446,999	476,388
206-206.000-719.001	SICK AND ACCIDENT	459	382	382	382	350	382
206-206.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(45,463)	(38,274)	(33,600)	(33,600)	0	(32,400)
206-206.000-719.005	HOSPITAL PHYSICALS	12,315	13,926	15,000	15,000	12,362	15,000
206-206.000-719.010	HEALTH CARE TAX	346	0	1,000	1,000	135	500
206-206.000-719.015	DENTAL BENEFITS	25,202	26,106	30,794	30,794	21,398	25,757
206-206.000-719.016	VISION BENEFITS	5,299	5,886	6,508	6,508	5,148	6,901
206-206.000-719.020	HEALTH CARE DEDUCTION	69,163	84,667	127,295	127,295	53,212	121,380
206-206.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	2,220	2,094	2,250	2,250	1,525	2,160
206-206.000-720.000	LIFE INSURANCE	12,418	13,275	10,653	10,653	12,075	14,477
206-206.000-727.000	OFFICE SUPPLIES	1,954	1,766	2,000	2,500	1,836	2,000
206-206.000-727.300	COVID-19 SUPPLIES & EQUIP	0	0	0	30,000	20,654	60,000
206-206.000-730.000	POSTAGE	712	236	500	500	333	500
206-206.000-741.000	UNIFORMS - LAUNDRY & CLEANING	14,029	14,638	15,000	15,000	11,889	15,000
206-206.000-741.001	UNIFORMS-NEW AND BADGES	4,972	4,675	20,000	14,000	724	10,500
206-206.000-741.100	FIRE PROTECTIVE GEAR	0	19,074	20,000	14,600	10,320	10,000
206-206.000-741.200	FIRE/RESCUE GEN OP EQUIP	0	2,916	10,000	10,000	9,665	10,000
206-206.000-742.000	FIRE PREVENTION MATERIALS	2,552	3,332	3,500	3,500	2,534	3,500
206-206.000-757.000	OPERATING SUPPLIES	14,553	14,195	14,000	15,500	13,723	14,000

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
206-206.000-757.004	MEDICAL SUPPLIES	9,631	10,660	10,000	11,500	10,071	10,000
206-206.000-757.005	FIRE INVESTIGATION	634	667	6,500	11,900	11,364	2,000
206-206.000-757.006	OPERATING SUPPLIES/TOOLS	177	274	500	500	394	500
206-206.000-800.001	ADMINISTRATION FEES	69,951	74,295	74,416	74,416	62,003	82,125
206-206.000-801.000	PROFESSIONAL SERVICES	9,637	31,917	40,000	6,000	0	15,000
206-206.000-857.000	COMMUNICATIONS	3,015	6,176	8,000	8,000	5,458	8,000
206-206.000-857.001	COMMUNICATIONS - DISPATCH	76,611	77,368	81,600	81,600	66,083	83,600
206-206.000-863.001	AUTO & TRUCK MAIN STATION #1	37,118	91,441	30,000	69,500	66,862	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	29,244	22,000
206-206.000-867.000	GAS & OIL	36,315	29,784	33,165	25,665	14,038	30,000
206-206.000-876.000	RETIREMENT/MERS	10,980	14,921	15,500	15,500	12,508	21,375
206-206.000-876.100	RETIREMENT HEALTH CARE SAVINGS	12,625	25,750	46,800	46,800	22,000	46,800
206-206.000-900.000	PUBLISHING	0	96	1,000	1,000	0	1,000
206-206.000-913.000	INSURANCE & BONDS FLEET	35,377	35,190	56,942	56,942	32,114	40,854
206-206.000-917.000	WORKERS COMPENSATION INSURANC	75,003	73,448	78,082	78,082	55,963	80,943
206-206.000-920.004	UTILITIES HEAT	9,710	11,243	15,000	15,000	5,194	15,000
206-206.000-920.005	UTILITIES LIGHT	21,249	21,179	24,000	24,000	16,124	22,000
206-206.000-920.006	UTILITIES TELEPHONE	18,077	19,339	17,000	17,000	16,661	20,000
206-206.000-920.007	UTILITIES WATER AND SEWER	4,218	3,850	5,000	5,000	4,115	4,000
206-206.000-931.005	BLDG MAINTENANCE STATION #1	10,018	8,718	10,000	10,000	5,870	9,000
206-206.000-931.007	BLDG MAINTENANCE STATION #3	3,263	6,450	5,000	5,000	2,746	4,000
206-206.000-931.008	BLDG MAINTENANCE STATION #4	4,521	7,820	5,000	6,000	5,155	4,000
206-206.000-933.000	EQUIPMENT MAINTENANCE	3,569	1,105	3,000	3,000	1,861	3,000
206-206.000-933.001	MAINTENANCE CONTRACTS	5,107	18,904	10,000	10,000	9,595	10,000
206-206.000-943.000	MOTORPOOL LEASE/MAINTENANCE	59,534	59,522	59,522	59,522	49,602	59,522
206-206.000-944.000	FIRE HYDRANT CHARGE	0	0	2,700	2,700	0	2,700
206-206.000-956.000	MISCELLANEOUS	500	209	500	500	141	500
206-206.000-956.010	TAX REFUND EXPENSE	0	0	500	500	0	500
206-206.000-958.000	MEMBERSHIP AND DUES	3,012	3,229	4,500	4,500	2,805	5,000
206-206.000-960.000	EDUCATION AND TRAINING	10,883	16,209	15,000	6,000	1,785	15,000
NET OF REVENUES/APPROPRIATIONS - 206.000 - FIRE		(3,395,126)	(3,684,517)	(3,995,047)	(4,054,409)	(3,198,213)	(4,028,798)

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	0	400
206-220.000-715.000	F.I.C.A./MEDICARE	14	27	150	331	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	8,037	10,000
206-220.000-876.000	RETIREMENT/MERS	25	65	40	40	12	100
206-220.000-900.000	PUBLISHING	1,699	0	1,500	1,500	0	1,500
NET OF REVENUES/APPROPRIATIONS - 220.000 - CIVIL SERVICE COMMIS		(4,612)	(9,028)	(17,165)	(17,346)	(8,413)	(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	CAPT L OUTLAY -IMPROVEMENT	39,927	0	100,000	100,000	27,116	325,000
206-970.000-976.005	CAPITAL OUTLAY FIRE STATION	392,977	12,662	0	0	0	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	0	0	0	0	0
206-970.000-979.002	GENERAL FIRE/RESCUE EQUIP	4,572	0	0	0	0	0
206-970.000-979.005	CAP OUTLAY-FIRE EQUIP-FED GRAN	1,143	0	0	0	0	0
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)	(525,413)	(500,000)
ESTIMATED REVENUES - FUND 206		5,170,512	6,328,588	6,521,582	6,581,125	7,202,328	6,897,696
APPROPRIATIONS - FUND 206		5,333,778	6,002,945	6,435,979	6,495,522	5,552,732	6,415,508
NET OF REVENUES/APPROPRIATIONS - FUND 206		(163,266)	325,643	85,603	85,603	1,649,596	482,188

NARRATIVE

Fund 208 - Parks

Revenues

Line Item	Explanation
208-000-000-651-000 – Charge Services-Handball Court	Funds generated by the rental of the racquetball/wallyball courts located at the Community Center.
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

Line Item	Explanation
208-208-000-703-000 – Salaries-Elected Officials	Per diem compensation for the seven 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 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	93	300
208-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	2,522	2,522	0	2,522
NET OF REVENUES/APPROPRIATIONS - 000.000 -		6,173	6,680	8,822	8,822	2,364	8,822
Dept 208.000 - PARKS							
208-208.000-703.000	SALARIES - ELECTED OFFICIALS	4,000	3,500	8,100	8,100	3,525	8,100
208-208.000-715.000	F.I.C.A./MEDICARE	58	51	117	117	51	117
208-208.000-723.000	DEFERRED COMPENSATION EMPLOYE	52	46	105	105	46	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)	(4,122)	(8,822)
ESTIMATED REVENUES - FUND 208		6,173	6,680	8,822	8,822	2,364	8,822
APPROPRIATIONS - FUND 208		4,610	4,097	8,822	8,822	4,122	8,822
NET OF REVENUES/APPROPRIATIONS - FUND 208		1,563	2,583	0	0	(1,758)	0

Fund 212 – BSR II

Revenues

Line Item	Explanation
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

Line Item	Explanation
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, \$505,497 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, \$195,808 has been budgeted for 2021.

Line Item	Explanation
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.

8/12/2020

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	0	0	4,485	0
212-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	1,212	(853)	0	0	0	0
212-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	4,271	(1,202)	0	0	0	0
212-000.000-476.489	BICYCLE PATHS FEE	14,489	15,672	10,000	10,000	10,953	10,000
212-000.000-531.000	COMMUNITY DEV BLOCK GRANT CDB	0	4,500	0	1,500	1,500	0
212-000.000-540.000	COUNTY GRANT	0	19,544	0	0	0	0
212-000.000-540.100	COUNTY GRANT - PARK	0	14,885	0	0	0	0
212-000.000-540.200	COUNTY GRANT - CONNECTING	0	311,598	0	252,032	0	0
212-000.000-540.250	CNTY GRANT - CONNECT HURON #1	0	0	210,000	210,000	0	0
212-000.000-569.026	MI STATE GRANT-RECREATION/PARK	0	0	0	0	10,000	0
212-000.000-575.000	WCCVB - CTAP WAYFINDING GRANT	10,000	0	0	0	0	0
212-000.000-581.500	CONTRIBUTIONS - LOCAL SCHOOL	0	40,000	0	0	0	0
212-000.000-664.001	INTEREST EARNED	9,692	13,661	6,000	6,000	1,378	0
212-000.000-675.025	ART SERAFINSKI SCHOLARSHIP FUND	0	0	0	0	10,816	0
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	0	0	0	0	0
212-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	26,521	311,093	0	0
NET OF REVENUES/APPROPRIATIONS - 000.000 -		1,704,038	2,004,359	1,877,613	2,415,717	1,711,898	1,709,583

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 212.000 - BIKE,SIDEWALK,ROAD,REC & GF							
212-212.000-757.775	OPERATING SUPP: FORD LAKE PAR	0	0	2,500	2,500	998	2,300
212-212.000-801.000	PROFESSIONAL SERVICES	21,936	31,405	20,000	20,000	13,147	20,000
212-212.000-801.300	PROF SERV - SKATE PARK	0	34,125	0	0	0	0
212-212.000-818.006	HIGHWAYS & STREETS & SIDEWALKS	43,786	55,562	50,000	50,000	38,689	50,000
212-212.000-931.004	REPAIRS & MAINTENANCE - PARKS	24,659	11,333	20,000	20,000	8,578	20,000
212-212.000-931.775	REPAIRS - FORD LAKE PARKS	11,048	17,583	20,000	17,825	230	20,000
212-212.000-968.230	TRANSFER TO: RECREATION FUND	470,000	475,000	468,519	468,519	460,000	482,890
212-212.000-969.584	CONTRIBUTION TO GOLF COURSE	190,000	125,000	232,094	232,094	150,000	184,650
212-212.000-977.000	EQUIPMENT	0	9,838	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 212.000 - BIKE,SIDEWALK,ROAD,f		(761,429)	(759,846)	(813,113)	(810,938)	(671,642)	(779,840)
Dept 970.000 - CAPITAL OUTLAY							
212-970.000-975.170	WCCVB - CTAP WAYFINDING GRANT	12,000	0	0	0	0	0
212-970.000-975.587	LOONFEATHER PARK	0	0	0	58,696	0	0
212-970.000-975.600	CAPITAL LANDSCAPE & TREES	0	0	0	5,500	5,465	0
212-970.000-975.795	PARK IMPROVEMENTS	319,884	68,975	90,000	248,034	238,296	0
212-970.000-976.008	CAPITAL OUTLAY - COMMUNITY CT	0	25,370	0	7,000	5,974	0
212-970.000-977.000	EQUIPMENT	81,609	32,153	0	0	0	0
212-970.000-997.007	CAPITAL OUTLAY - PATHWAY	29,458	367,046	0	271,749	141,836	0
212-970.000-997.250	CAPITAL - PATHWAY HURON #1	0	0	310,000	349,300	32,955	0
212-970.000-997.300	CAPITAL - PATHWAY HURON #2	0	0	10,000	10,000	0	0
NET OF REVENUES/APPROPRIATIONS - 970.000 - CAPITAL OUTLAY		(442,951)	(493,544)	(410,000)	(950,279)	(424,526)	0
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	2,415,717	1,711,898	1,709,583
APPROPRIATIONS - FUND 212		1,870,630	1,907,640	1,877,613	2,415,717	1,738,418	1,409,840
NET OF REVENUES/APPROPRIATIONS - FUND 212		(166,592)	96,719	0	0	(26,520)	299,743

NARRATIVE

Fund 226 – Environmental Services

Revenues

Line Item	Explanation
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

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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.

Line Item	Explanation
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation
226-226-000-804-004 – Twp Disposal Fee- Yard Waste	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, \$2.85 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.

Line Item	Explanation
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.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	0	0	9,608	0
226-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	2,866	(1,825)	0	0	0	0
226-000.000-417.000	DELINQUENT PERS.PROPERTY TAXE	5,226	1,310	0	0	0	0
226-000.000-642.000	SALE OF RECYCLING BINS	1,955	1,485	2,500	2,500	955	2,500
226-000.000-642.001	SALE OF TRASH PICKUP STICKERS	7,604	9,389	7,000	7,000	8,666	0
226-000.000-642.002	SALE OF WHITE GOOD STICKERS	0	351	0	0	0	0
226-000.000-664.001	INTEREST EARNED	19,656	23,053	15,000	15,000	2,875	2,000
226-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	650	0	0	0	0	0
226-000.000-694.001	OTHER INCOME-MISCELLANEOUS	8,000	9,500	0	0	9,515	0
226-000.000-694.004	INSURANCE REIMBURSEMENTS	686	1,042	0	0	448	0
226-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	133,299	439,249	0	238,628
NET OF REVENUES/APPROPRIATIONS - 000.000 -		2,575,744	2,739,005	2,950,521	3,256,471	2,927,011	3,209,489

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 226.000 - ENVIRONMENTAL							
226-226.000-705.000	SALARY - SUPERVISION	43,549	20,673	87,075	87,075	71,417	87,075
226-226.000-706.000	SALARY - PERMANENT WAGES	112,659	135,418	149,197	149,197	98,596	100,360
226-226.000-707.000	SALARY - TEMPORARY/SEASONAL	39,289	23,355	35,000	35,000	13,336	0
226-226.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,298	0	0	0	0	0
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	1,236	2,000
226-226.000-715.000	F.I.C.A./MEDICARE	12,028	12,208	18,907	18,907	12,966	15,171
226-226.000-719.000	HEALTH INSURANCE	25,536	33,480	68,252	68,252	62,760	42,413
226-226.000-719.001	SICK AND ACCIDENT	1,376	1,241	1,201	1,201	1,400	1,105
226-226.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,819)	(2,381)	(4,650)	(4,650)	0	(2,850)
226-226.000-719.015	DENTAL BENEFITS	2,293	2,369	4,053	4,053	3,464	2,442
226-226.000-719.016	VISION BENEFITS	561	775	955	955	908	707
226-226.000-719.020	HEALTH CARE DEDUCTION	2,899	3,234	16,809	16,809	2,279	9,634
226-226.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	137	168	293	293	171	176
226-226.000-720.000	LIFE INSURANCE	627	737	907	907	831	680
226-226.000-723.000	DEFERRED COMPENSATION EMPLOYE	513	304	520	520	173	455
226-226.000-724.001	UNEMPLOYMENT EXPENSE	0	0	2,000	2,000	0	2,000
226-226.000-726.000	RECYCLE BINS NEW HOMEOWNERS	0	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	5,250	0
226-226.000-727.000	OFFICE SUPPLIES	1,316	788	1,000	1,000	48	1,000
226-226.000-730.000	POSTAGE	7,334	5,469	9,000	9,200	9,115	12,000
226-226.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	225	880	1,000	1,000	256	1,000
226-226.000-757.000	OPERATING SUPPLIES	978	700	1,300	1,300	238	1,300
226-226.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	250
226-226.000-776.000	MAINTENANCE SUPPLIES	0	139	500	500	0	500
226-226.000-800.001	ADMINISTRATION FEES	22,836	21,659	21,659	21,659	17,912	22,405
226-226.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	17,338	17,940	16,706	16,706	12,564	17,541
226-226.000-804.001	CONTRACTUAL/RUBBISH PICKUP	1,266,578	1,275,813	1,275,750	1,455,750	1,039,677	1,465,647
226-226.000-804.003	CONTRACTUAL/YARDWASTE PICKUP	366,814	376,966	384,750	398,700	283,406	403,053
226-226.000-804.004	TWP DISPOSAL FEE	159,644	197,239	165,000	165,000	150,326	169,950
226-226.000-804.006	RECYCLING DISPOSAL	11,113	9,395	12,000	12,000	7,280	12,000
226-226.000-804.007	RECYCLING PICK-UP CURBSIDE	334,332	369,742	374,625	416,680	294,332	486,656
226-226.000-804.008	CURBSIDE RECYCLING DISPOSAL	146,107	168,286	140,000	177,000	50,162	206,040
226-226.000-818.000	CONTRACTUAL SERVICES	0	0	0	32,945	32,910	0
226-226.000-818.017	SHREDDING - TIRES & PAPER	1,440	1,377	1,500	1,500	650	1,500
226-226.000-867.000	GAS & OIL	3,080	786	4,000	4,000	928	2,000
226-226.000-867.200	GAS & OIL - YCUA	5,577	7,161	5,500	5,500	817	5,500

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018	2019	2020	2020	2020	2021
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	AMENDED BUDGET	ACTIVITY THRU 10/31/20	REQUESTED BUDGET
226-226.000-867.300	FUEL SURCHARGE-CURBSIDE	26,349	17,177	25,000	25,000	(3,142)	20,000
226-226.000-876.000	RETIREMENT/MERS	30,363	17,254	21,809	21,809	17,054	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	2,105	2,925
226-226.000-900.000	PUBLISHING	4,897	22,374	22,575	23,575	22,500	25,000
226-226.000-913.000	INSURANCE & BONDS FLEET	6,551	6,517	6,841	6,841	5,947	7,565
226-226.000-917.000	WORKERS COMPENSATION INSURANC	5,793	5,457	6,004	6,004	4,158	6,397
226-226.000-920.005	UTILITIES LIGHT	1,205	731	0	0	0	0
226-226.000-920.009	UTILITIES MAINTENANCE HEATING	634	1,335	0	0	0	0
226-226.000-933.000	EQUIPMENT MAINTENANCE	2,839	3,874	6,000	6,000	287	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	0	0	2,500	2,500	1,577	2,500
226-226.000-943.000	MOTORPOOL LEASE/MAINTENANCE	5,536	10,284	11,746	11,746	9,139	6,685
226-226.000-956.000	MISCELLANEOUS	347	174	500	500	488	500
226-226.000-960.000	EDUCATION AND TRAINING	0	741	10,000	8,800	4,227	10,000
226-226.000-971.001	CAPITAL OUTLAY - OTHER	0	57,323	0	0	0	0
226-226.000-977.000	EQUIPMENT	0	4,274	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 226.000 - ENVIRONMENTAL		(2,701,372)	(2,872,228)	(2,950,521)	(3,256,471)	(2,261,988)	(3,209,489)
ESTIMATED REVENUES - FUND 226		2,575,744	2,739,005	2,950,521	3,256,471	2,927,011	3,209,489
APPROPRIATIONS - FUND 226		2,701,372	2,872,228	2,950,521	3,256,471	2,261,988	3,209,489
NET OF REVENUES/APPROPRIATIONS - FUND 226		(125,628)	(133,223)	0	0	665,023	0

NARRATIVE

Fund 230 – Recreation 2020

Revenues

Line Item	Explanation
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.

Line Item	Explanation
230-000-000-636-000 – Recreation/Other Activities	Revenues generated from youth & adult enrichment programs & special events (holiday events, arts & crafts, drama, Jump-A-Rama, Karate, Rosie show, 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.

Line Item	Explanation
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

Line Item	Explanation
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.

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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	We received our renewal rates for 2021, and they decreased by -0.51% from the current rates. A substantial decrease is shown due to employees within the department moving to different coverage options.
230-751-000-719-016 – Vision Benefits	We received our renewal rates for 2021, they increased by 15% from the current 2020 rates. A decrease is shown due to employees within the department moving to different coverage options.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

11/06/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Fund 230 - RECREATION FUND							
Dept 000.000							
230-000.000-529.000	FEDERAL GRANTS - OTHER	16,000	16,000	16,000	16,000	0	16,000
230-000.000-540.000	COUNTY GRANT	4,319	0	0	3,000	0	0
230-000.000-569.026	MI STATE GRANT-RECREATION/PARK	0	0	0	0	2,864	0
230-000.000-630.000	RECREATION/ADULT SPORTS	15,995	16,710	16,000	16,000	4,982	16,000
230-000.000-631.000	RECREATION/YOUTH SPORTS	67,955	58,125	69,880	69,880	17,500	68,000
230-000.000-632.000	RECREATION/DANCE	49,492	48,212	50,000	50,000	11,269	48,500
230-000.000-635.000	RECREATION/SENIOR CITIZEN DUE	11,496	11,503	11,500	11,500	4,577	11,000
230-000.000-636.000	RECREATION/OTHER ACTIVITIES	34,175	26,539	33,000	33,000	12,962	33,000
230-000.000-637.000	RECREATION/SR. CITZ. ACT. FEE	18,188	18,694	12,000	12,000	3,326	12,000
230-000.000-638.000	MISCELLANEOUS	893	1,365	700	700	245	200
230-000.000-639.000	BUILDING / FIELD RENTAL	39,770	57,699	40,000	40,000	28,774	35,000
230-000.000-641.001	FORD LAKE GATE FEES	44,605	47,088	50,000	50,000	0	50,000
230-000.000-641.002	FORD LAKE SHELTER RENT	6,534	6,108	7,000	7,000	4,304	7,000
230-000.000-650.005	SALES FOOD & BEVERAGE	0	249	0	0	961	2,500
230-000.000-664.001	INTEREST EARNED	989	1,908	600	600	255	0
230-000.000-675.006	SENIOR GRANT- PRIVATE GRANTOR	24,820	0	0	0	0	0
230-000.000-675.008	CONTRIBUTIONS - ROSIE & ART IN THE PARK	0	2,650	0	0	0	2,700
230-000.000-675.400	DONATIONS - SENIOR LUNCH	0	1,375	0	0	1,502	1,500
230-000.000-694.004	INSURANCE REIMBURSEMENTS	745	1,690	0	0	486	0
230-000.000-697.212	TRANSFER IN: FROM BSRII FUND	470,000	475,000	468,519	468,519	460,000	482,890
NET OF REVENUES/APPROPRIATIONS - 000.000 -		805,976	790,915	775,199	778,199	554,007	786,290

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 751.000 - RESIDENT SVCS: RECREATION							
230-751.000-705.000	SALARY - SUPERVISION	63,832	65,556	67,217	67,217	55,571	67,217
230-751.000-706.000	SALARY - PERMANENT WAGES	179,507	168,323	193,088	193,088	139,323	195,561
230-751.000-707.000	SALARY - TEMPORARY/SEASONAL	4,140	7,023	7,000	7,000	4,711	6,000
230-751.000-707.100	SALARY - TEMP PROGRAM STAFF	19,906	15,954	15,000	15,000	9,159	15,000
230-751.000-707.200	SALARY - TEMP DANCE STAFF	13,091	12,410	13,000	13,000	5,296	13,000
230-751.000-707.775	SALARY - TEMP. FORD LAKE PARK	39,527	41,479	48,000	48,000	0	50,000
230-751.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	7,705	13,338	0	0	0	0
230-751.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	0	3,000
230-751.000-709.000	REG OVERTIME	936	1,622	250	250	101	250
230-751.000-715.000	F.I.C.A./MEDICARE	19,527	19,718	20,162	20,162	14,906	20,351
230-751.000-719.000	HEALTH INSURANCE	77,631	84,116	66,964	66,964	88,331	66,831
230-751.000-719.001	SICK AND ACCIDENT	2,294	1,877	1,527	1,527	1,432	1,527
230-751.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(4,887)	(4,725)	(4,200)	(4,200)	0	(4,200)
230-751.000-719.015	DENTAL BENEFITS	5,583	5,361	4,562	4,562	4,098	2,239
230-751.000-719.016	VISION BENEFITS	1,257	1,254	1,033	1,033	880	792
230-751.000-719.020	HEALTH CARE DEDUCTION	11,342	8,847	17,745	17,745	6,574	17,745
230-751.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	331	362	270	270	210	234
230-751.000-720.000	LIFE INSURANCE	1,041	1,115	907	907	851	907
230-751.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,094	1,111	832	832	295	832
230-751.000-727.000	OFFICE SUPPLIES	1,290	1,216	1,300	1,300	985	1,300
230-751.000-730.000	POSTAGE	388	3,140	4,000	4,000	873	4,000
230-751.000-740.000	OPERATING SUPPLIES	496	681	700	640	325	700
230-751.000-740.100	REC YOUTH SPORTS PROG	16,075	16,149	19,000	17,500	6,768	17,000
230-751.000-740.150	REC ADULT SPORTS PROG	998	659	1,000	2,500	1,864	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	11,350	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	0	1,800
230-751.000-757.008	COST OF SALES FOOD & BEV	0	0	0	0	1,054	2,000
230-751.000-757.775	OPERATING SUPP: FORD LAKE PAR	2,483	2,296	0	0	0	0
230-751.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	500
230-751.000-776.003	MAINT SUPPLIES - COMMUNITY CT	6,292	5,281	4,700	4,700	3,281	4,700
230-751.000-800.001	ADMINISTRATION FEES	19,083	19,585	19,604	19,604	16,335	21,488
230-751.000-818.000	CONTRACTUAL SERVICES	9,409	10,311	12,000	12,000	3,165	12,000
230-751.000-818.002	CONTRACTUAL SERVICES COMM CEN	24,846	18,738	16,500	16,500	13,726	16,500
230-751.000-850.000	TELEPHONE	1,054	1,094	2,000	2,000	966	1,900
230-751.000-867.000	GAS & OIL	3,282	2,742	3,000	3,000	169	3,000

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
230-751.000-876.000	RETIREMENT/MERS	27,610	30,423	24,238	24,238	19,936	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	3,135	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	6,459	8,214
230-751.000-917.000	WORKERS COMPENSATION INSURANC	8,401	8,124	8,746	8,746	6,018	8,476
230-751.000-920.003	UTILITIES - COMMUNITY CENTER	57,858	56,666	58,000	58,000	34,323	58,000
230-751.000-931.003	REPAIRS COMMUNITY CENTER	1,550	2,070	1,700	1,700	1,218	1,700
230-751.000-931.021	NON RECURRING R & M-COMM CTR	3,120	4,626	4,500	4,500	2,164	4,500
230-751.000-933.001	MAINTENANCE CONTRACTS	7,378	7,925	5,000	5,000	1,126	5,000
230-751.000-939.031	MOTORPOOL-MISC REPAIR	10,368	5,784	2,500	2,500	70	5,000
230-751.000-941.000	EQUIPMENT RENTAL/LEASING	3,250	4,170	0	0	0	0
230-751.000-943.000	MOTORPOOL LEASE/MAINTENANCE	16,700	20,921	20,921	20,921	17,434	26,185
230-751.000-956.136	MISC-CASH OVER/SHORT	0	0	0	0	(30)	0
230-751.000-957.000	BANK CHARGES	4,358	4,235	5,000	5,000	2,681	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	0	0	0	0	0
230-751.000-974.022	SENIOR REC CENTER - EQUIPMENT	24,776	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 751.000 - RESIDENT SVCS: RECRE.		(806,011)	(769,667)	(775,199)	(778,199)	(524,729)	(786,290)
ESTIMATED REVENUES - FUND 230		805,976	790,915	775,199	778,199	554,007	786,290
APPROPRIATIONS - FUND 230		806,011	769,667	775,199	778,199	524,729	786,290
NET OF REVENUES/APPROPRIATIONS - FUND 230		(35)	21,248	0	0	29,278	0

NARRATIVE

Fund 236 – 14B District Court

Revenues

Line Item	Explanation
236-000-000-569-019 – State Grant Revenue	Funds received through a grant from the Supreme Court Administrative Office for a Human Trafficking Docket and Drug Court Docket. The current grant expires September 30, 2021. 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.
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.

Line Item	Explanation
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>

Line Item	Explanation
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.

Line Item	Explanation
236-000-000-604-000 – 14B Probation Fees	This item includes payments received as an oversight fee paid by those on probation with the Court. Currently the monthly fee is \$30. There has been a trend over the past few years has been that the percentage of cases that are sent to probation has decreased. 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

Line Item	Explanation
236-136-000-703-001 – Salary-Judge	Represents "pass through" payment for Ypsilanti Township's share of Judge's salary - this amount is reimbursed to the Township by the State as reflected in Revenue line item 601.136.
236-136-000-706-000 – Salary-Permanent Wages	No increase is budgeted for 2021 since revenues are uncertain at this time and contract negotiations begin later this year. Slight increase shown due to retirements within the department and budgeted for new employee.
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.

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates. A decrease is 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.

Line Item	Explanation
236-136-000-719-016 – Vision Benefits	We received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation						
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, 2021. 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.						
236-136-000-812-000 – 14B Jury Fees	<p>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:</p> <table data-bbox="1073 1003 1801 1099"> <tr> <td>Mileage:</td> <td>From .10 cents to .20 cents per mile</td> </tr> <tr> <td>½ day:</td> <td>From \$12.50 to \$15.00</td> </tr> <tr> <td>1st Day:</td> <td>From \$25.00 to \$30.00</td> </tr> </table>	Mileage:	From .10 cents to .20 cents per mile	½ day:	From \$12.50 to \$15.00	1 st Day:	From \$25.00 to \$30.00
Mileage:	From .10 cents to .20 cents per mile						
½ day:	From \$12.50 to \$15.00						
1 st Day:	From \$25.00 to \$30.00						

Line Item	Explanation
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>

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

Line Item	Explanation
236-136-000-819-010 – Computer Network Support	This line item had previously represented the amounts paid under a joint memorandum of understanding for the development of the next generation of computer software known as Judicial Information Services. That obligation has been fulfilled. The amount requested at this time reflects the cost of renewing the contract Washtenaw County IT for computer support. This reflects the costs associated with computer support for 20 computers. Included in the cost is software licensing, data storage, internet connection, help desk support and on site support, email and support for ENACT. There are a number of IT initiatives in the county that the Court is and will be impacted by due to our concurrent jurisdiction agreement with the County Trial Court and the 14A and 15 th District Courts that County IT is proceeding with that makes the continuation of the relationship with County IT more favorable than other options.
236-136-000-850-000 - Telephone	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.

Line Item	Explanation
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 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	66,723	100,000
236-000.000-601.136	14B STATE SHARED REVENUE	57,155	45,724	45,724	45,724	34,293	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	272,329	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	116,372	128,800
236-000.000-604.000	14B PROBATION FEES	108,639	92,675	106,000	106,000	63,684	84,800
236-000.000-605.001	14B ORDINANCE FINES AND COSTS	568,356	469,499	625,000	225,000	208,687	500,000
236-000.000-605.003	14B BOND FORFEITURES	28,965	23,156	18,500	18,500	9,650	15,000
236-000.000-605.005	14B MISCELLANEOUS INCOME	0	599	0	0	22	0
236-000.000-655.100	SETTLEMENTS & JUDGMENTS	7,302	163	0	0	0	0
236-000.000-664.001	INTEREST EARNED	6,163	4,089	3,000	3,000	264	200
236-000.000-694.004	INSURANCE REIMBURSEMENTS	921	1,315	0	0	601	0
236-000.000-697.000	TRANSFER IN: GENERAL FUND	0	0	0	400,000	400,000	383,109
236-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	107,594	112,697	0	0
NET OF REVENUES/APPROPRIATIONS - 000.000 -		1,667,775	1,487,244	1,776,318	1,781,421	1,187,410	1,708,333

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 136.000 - COURT							
236-136.000-703.001	SALARY - JUDGE	45,724	45,724	45,724	45,724	38,689	45,724
236-136.000-706.000	SALARY - PERMANENT WAGES	488,351	485,066	556,612	556,612	456,457	563,230
236-136.000-706.001	SALARY - BAILIFF	42,045	47,523	43,897	43,897	24,290	30,000
236-136.000-706.002	SALARY - MAGISTRATE/COURT ADMIN	78,261	80,560	82,604	82,604	68,292	82,604
236-136.000-707.000	SALARY - TEMPORARY/SEASONAL	4,673	19,859	0	0	1,046	0
236-136.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,830	2,085	0	4,740	3,202	0
236-136.000-708.008	RETIREE TIME PAYOUTS	0	17,929	0	0	0	0
236-136.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
236-136.000-709.000	REG OVERTIME	2,273	2,536	3,000	3,000	2,561	0
236-136.000-715.000	F.I.C.A./MEDICARE	43,225	45,317	54,105	54,468	39,969	53,569
236-136.000-719.000	HEALTH INSURANCE	184,543	217,091	280,736	280,736	229,789	263,898
236-136.000-719.001	SICK AND ACCIDENT	5,276	3,978	4,773	4,773	4,216	4,296
236-136.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(18,000)	(16,838)	(18,900)	(18,900)	0	(18,400)
236-136.000-719.015	DENTAL BENEFITS	11,991	11,589	16,250	16,250	10,088	12,990
236-136.000-719.016	VISION BENEFITS	2,560	2,672	3,563	3,563	2,626	3,648
236-136.000-719.020	HEALTH CARE DEDUCTION	40,303	35,353	69,493	69,493	33,748	65,100
236-136.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	956	843	945	945	776	936
236-136.000-720.000	LIFE INSURANCE	2,603	2,589	3,062	3,062	2,662	2,778
236-136.000-723.000	DEFERRED COMPENSATION EMPLOYE	613	835	675	675	321	494
236-136.000-724.001	UNEMPLOYMENT EXPENSE	0	831	0	0	355	0
236-136.000-727.000	OFFICE SUPPLIES	9,620	10,716	10,500	10,500	6,776	10,500
236-136.000-730.000	POSTAGE	8,299	9,255	8,000	8,000	7,938	8,000
236-136.000-739.000	LIBRARY SUBSCRIPTION	4,854	5,515	5,000	5,000	585	5,000
236-136.000-740.000	OPERATING SUPPLIES	6,688	6,811	6,000	6,000	4,360	6,000
236-136.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	500
236-136.000-800.001	ADMINISTRATION FEES	36,310	37,317	37,315	37,315	31,096	41,084
236-136.000-801.007	ATTORNEY FEES CRIMINAL	40,140	45,603	0	0	0	0
236-136.000-801.009	14B OTHER CONTRACTUAL SERVICE	7,525	7,500	10,000	10,000	3,750	10,000
236-136.000-801.010	CONTRACTUAL/VISITING JUDGE	435	0	1,000	1,000	0	1,000
236-136.000-801.012	CONTRACTUAL/INTERPRETER FEES	10,578	9,198	6,500	6,500	6,365	6,500
236-136.000-802.100	COURT INNOVATION GRANT	95,962	132,032	146,000	146,000	88,481	100,000
236-136.000-811.000	14B TRANSCRIPTS	228	0	0	0	0	0
236-136.000-812.000	14B JURY FEES	2,738	3,315	2,500	2,500	1,305	3,000
236-136.000-812.002	14B ENHANCED JURY FEES	1,733	2,318	1,000	1,000	945	1,500
236-136.000-812.003	14B JUROR EXPENSES	617	828	300	300	324	500
236-136.000-819.006	COMPUTER PROGRAMS/LIEN	21,063	15,242	24,960	24,960	8,699	24,960
236-136.000-819.010	COMPUTER NETWORK SUPPORT	26,928	40,713	40,713	40,713	0	40,713

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
236-136.000-850.000	TELEPHONE	2,141	2,152	2,500	2,500	1,934	2,500
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	127,687	159,720
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	0	950	3,900	3,900	3,250	7,800
236-136.000-900.000	PUBLISHING	2,516	2,952	3,000	3,000	0	3,000
236-136.000-914.000	INSURANCE & BONDS FIRE & LIAB	8,797	8,750	9,186	9,186	7,987	10,160
236-136.000-917.000	WORKERS COMPENSATION INSURANC	6,577	6,054	6,679	6,679	4,337	6,041
236-136.000-920.014	UTILITIES - COURT	15,691	18,082	17,600	17,600	10,506	17,600
236-136.000-931.000	REPAIRS AND MAINTENANCE	32,080	12,307	10,000	10,000	11,382	15,000
236-136.000-933.001	MAINTENANCE CONTRACTS	4,692	4,692	6,500	6,500	4,160	6,500
236-136.000-956.000	MISCELLANEOUS	617	0	500	500	0	500
236-136.000-957.000	BANK CHARGES	9,203	8,425	8,500	8,500	4,862	8,500
236-136.000-958.000	MEMBERSHIP AND DUES	1,610	1,785	2,000	2,000	1,430	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	0	0	0	0	0
236-136.000-974.025	CAPITAL OUTLAY/SECURITY	4,574	0	0	0	0	0
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)	(1,355,493)	(1,708,333)
ESTIMATED REVENUES - FUND 236		1,667,775	1,487,244	1,776,318	1,781,421	1,187,410	1,708,333
APPROPRIATIONS - FUND 236		1,655,722	1,659,318	1,776,318	1,781,421	1,355,493	1,708,333
NET OF REVENUES/APPROPRIATIONS - FUND 236		12,053	(172,074)	0	0	(168,083)	0

NARRATIVE

Fund 249 - Building Revenues

Line Item	Explanation
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.

Line Item	Explanation
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

Line Item	Explanation
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.

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates. An increase is shown due to employee change to family coverage.
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.

Line Item	Explanation
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. A decrease is shown due to employee removed from the dental coverage.
249-249-000-719-016 – Vision Benefits	We received our renewal rates for 2021, they increased by 15% from the current 2020 rates. A decrease is shown due to employee removed from the vision coverage.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	5,432	3,000
249-000.000-476.478	REFRIGERATION PERMIT	45	0	0	0	0	0
249-000.000-476.479	BUILDING PERMIT	609,100	541,633	580,000	580,000	405,514	500,000
249-000.000-476.480	ELECTRICAL PERMIT	51,582	83,370	75,000	75,000	73,562	75,000
249-000.000-476.481	MECHANICAL PERMIT	149,756	176,611	121,000	121,000	94,933	110,000
249-000.000-476.482	PLUMBING PERMIT	65,265	93,005	75,000	75,000	57,795	50,000
249-000.000-476.484	MISC / REINSPECT	36,443	5,960	10,000	10,000	130	5,000
249-000.000-476.486	SIGN PERMITS	1,575	2,600	3,500	3,500	1,300	2,000
249-000.000-607.001	SITE PLAN - CHG FOR SERVICES	0	0	0	0	748	0
249-000.000-607.010	ENVIRO/PLOT PLAN - CHG FOR SERVICES	18,359	16,320	15,000	15,000	4,339	4,000
249-000.000-607.012	ADDRESS ASSIGN - CHG FOR SERVICES	15	0	0	0	0	0
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	4,845	10,000
249-000.000-694.001	OTHER INCOME-MISCELLANEOUS	595	590	0	0	0	0
249-000.000-694.004	INSURANCE REIMBURSEMENTS	196	499	0	0	128	0
249-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	3,855	0	12,744
NET OF REVENUES/APPROPRIATIONS - 000.000 -		958,295	950,279	901,500	905,355	649,176	772,744

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 249.000 - BUILDING DEPARTMENT							
249-249.000-705.000	SALARY - SUPERVISION	68,228	110,696	101,264	101,264	84,203	100,660
249-249.000-706.000	SALARY - PERMANENT WAGES	44,290	45,722	64,553	64,553	56,734	63,487
249-249.000-706.004	BUILDING INSPECTION	80,521	60,029	61,828	61,828	51,414	62,192
249-249.000-706.005	ELECTRICAL INSPECTION	58,655	61,476	63,960	64,460	52,654	64,272
249-249.000-706.006	PLUMBING INSPECTION	55,414	55,734	59,696	59,696	48,314	0
249-249.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	1,062	16,691	0	0	0	0
249-249.000-708.010	HEALTH INS BUYOUT	3,750	3,750	3,750	3,750	1,500	3,000
249-249.000-709.000	REG OVERTIME	414	306	1,000	1,000	1,680	0
249-249.000-715.000	F.I.C.A./MEDICARE	23,789	26,643	27,238	27,238	22,174	22,232
249-249.000-719.000	HEALTH INSURANCE	66,603	80,434	82,847	82,847	77,766	92,107
249-249.000-719.001	SICK AND ACCIDENT	2,448	2,100	2,100	2,100	2,013	1,718
249-249.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(5,925)	(6,244)	(5,550)	(5,550)	0	(6,150)
249-249.000-719.015	DENTAL BENEFITS	4,859	4,797	5,277	5,277	3,763	4,134
249-249.000-719.016	VISION BENEFITS	1,061	1,127	1,214	1,214	950	1,160
249-249.000-719.020	HEALTH CARE DEDUCTION	10,973	13,083	21,464	21,464	10,058	22,208
249-249.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	376	341	383	383	264	351
249-249.000-720.000	LIFE INSURANCE	1,199	1,173	1,247	1,247	1,061	1,021
249-249.000-727.000	OFFICE SUPPLIES	1,581	1,934	2,500	2,550	1,834	2,500
249-249.000-730.000	POSTAGE	1,173	723	3,000	2,450	690	10,000
249-249.000-740.001	Ordinance & Zoning Code Books	3,852	2,231	5,000	5,000	247	7,000
249-249.000-741.001	UNIFORMS-NEW AND BADGES	2,017	1,034	2,000	2,000	90	2,000
249-249.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	350
249-249.000-800.001	ADMINISTRATION FEES	28,030	33,431	32,992	32,992	27,530	34,630
249-249.000-801.000	PROFESSIONAL SERVICES	107,410	2,979	150,000	150,000	12,150	0
249-249.000-818.000	CONTRACTUAL SERVICES	91,805	94,209	80,000	80,000	58,999	160,000
249-249.000-867.000	GAS & OIL	5,229	4,844	6,000	6,000	2,763	5,000
249-249.000-876.000	RETIREMENT/MERS	36,036	43,706	34,216	34,216	37,416	54,188
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	3,689	2,925

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
249-249.000-913.000	INSURANCE & BONDS FLEET	1,871	2,458	1,955	1,955	1,701	2,162
249-249.000-917.000	WORKERS COMPENSATION INSURANCE	4,490	4,091	4,703	4,703	3,052	4,910
249-249.000-939.031	MOTORPOOL-MISC REPAIR	0	598	5,000	5,000	0	0
249-249.000-943.000	MOTORPOOL LEASE/MAINTENANCE	19,642	16,918	14,146	18,001	11,667	15,140
249-249.000-958.000	MEMBERSHIP AND DUES	2,905	1,855	3,000	3,000	815	3,000
249-249.000-960.000	EDUCATION AND TRAINING	0	254	0	0	0	0
249-249.000-977.000	EQUIPMENT	8,387	3,918	5,000	5,000	1,531	5,000
249-249.000-985.000	CAPITAL OUTLAY/VEHICLES	0	20,004	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 249.000 - BUILDING DEPARTMEN		(767,773)	(754,667)	(884,699)	(888,554)	(616,113)	(772,744)
ESTIMATED REVENUES - FUND 249		958,295	950,279	901,500	905,355	649,176	772,744
APPROPRIATIONS - FUND 249		767,773	754,667	884,699	888,554	616,113	772,744
NET OF REVENUES/APPROPRIATIONS - FUND 249		190,522	195,612	16,801	16,801	33,063	0

2020 BUDGET NARRATIVE

Fund 250 – LDFA (Local Development Finance Authority)

Revenues

Line Item	Explanation
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 \$78,572. The balance will come from the General Fund in the amount of \$39,517 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

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

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	78,572
250-000.000-664.001	INTEREST EARNED	677	1,460	300	300	95	15
250-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	7,500	7,500	0	0
NET OF REVENUES/APPROPRIATIONS - 000.000 -		120,092	232,586	129,464	129,464	121,759	78,587
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	78,572
NET OF REVENUES/APPROPRIATIONS - 991.000 - DEBT SERVICES		(119,415)	(225,270)	(129,164)	(129,164)	(129,164)	(78,572)
ESTIMATED REVENUES - FUND 250		120,092	232,586	129,464	129,464	121,759	78,587
APPROPRIATIONS - FUND 250		119,415	225,270	129,164	129,164	129,164	78,572
NET OF REVENUES/APPROPRIATIONS - FUND 250		677	7,316	300	300	(7,405)	15

NARRATIVE

Fund 252 - Hydro

Revenues

Line Item	Explanation
252-000-000-641-003 – 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 Funds for future capital improvements due to State Shared Revenue reduction and need for dollars to 14B Court.
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

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.

Line Item	Explanation
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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. Due to the events across the country and the Part 12 report, additional safety analysis may be required. Therefore we are budgeted \$75,000 for 2021.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	436,939	440,000
252-000.000-664.001	INTEREST EARNED	7,914	9,082	2,500	2,500	2,355	0
252-000.000-694.001	OTHER INCOME-MISCELLANEOUS	13,340	4,319	0	0	0	0
252-000.000-694.004	INSURANCE REIMBURSEMENTS	235	324	0	0	154	0
252-000.000-697.000	TRANSFER IN: GENERAL FUND	0	79,000	81,000	81,000	81,000	0
252-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	41,548	0	0
NET OF REVENUES/APPROPRIATIONS - 000.000 -		500,610	637,004	483,500	558,966	520,448	440,000

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 252.000 - HYDRO STATION: FORD LAKE							
252-252.000-705.000	SALARY - SUPERVISION	0	708	42,035	42,035	34,679	42,035
252-252.000-706.000	SALARY - PERMANENT WAGES	59,577	97,409	46,904	46,904	39,623	47,927
252-252.000-707.000	SALARY - TEMPORARY/SEASONAL	23,972	13,838	15,375	15,375	13,578	16,000
252-252.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	916	2,984	0	0	0	0
252-252.000-709.000	REG OVERTIME	9,971	4,279	0	100	76	0
252-252.000-715.000	F.I.C.A./MEDICARE	6,424	8,923	7,027	7,027	6,488	7,007
252-252.000-719.000	HEALTH INSURANCE	20,429	39,036	41,209	41,209	37,893	41,127
252-252.000-719.001	SICK AND ACCIDENT	459	605	611	611	560	611
252-252.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,575)	(3,000)	(2,880)	(2,880)	0	(2,880)
252-252.000-719.015	DENTAL BENEFITS	1,332	2,110	2,345	2,345	1,280	1,582
252-252.000-719.016	VISION BENEFITS	269	467	496	496	405	543
252-252.000-719.020	HEALTH CARE DEDUCTION	937	1,722	9,464	9,464	0	9,464
252-252.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	83	127	180	180	115	125
252-252.000-720.000	LIFE INSURANCE	208	359	363	363	333	363
252-252.000-723.000	DEFERRED COMPENSATION EMPLOYE	144	0	195	195	0	112
252-252.000-727.000	OFFICE SUPPLIES	190	347	350	550	487	350
252-252.000-730.000	POSTAGE	34	57	100	100	32	100
252-252.000-740.000	OPERATING SUPPLIES	134	273	300	300	104	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	0	0	0	0	0	350
252-252.000-776.000	MAINTENANCE SUPPLIES	8,136	8,055	9,050	9,050	5,132	9,050
252-252.000-801.000	PROFESSIONAL SERVICES	28,992	62,413	50,000	50,000	39,671	75,000
252-252.000-818.013	CONTRACTUAL SERVICES/HYDRO ST	3,730	8,683	9,000	9,000	5,737	9,000
252-252.000-850.000	TELEPHONE	1,293	1,108	1,600	1,600	1,315	1,800
252-252.000-867.000	GAS & OIL	3,525	2,859	2,600	2,600	1,216	1,800
252-252.000-876.000	RETIREMENT/MERS	11,064	15,437	11,720	11,720	9,799	14,871
252-252.000-876.100	RETIREMENT HEALTH CARE SAVINGS	9	1,059	1,300	1,300	1,100	1,300
252-252.000-915.000	INSURANCE AND BONDS	2,247	2,234	2,346	2,346	2,041	2,594
252-252.000-917.000	WORKERS COMPENSATION INSURANC	1,519	1,466	1,578	1,578	1,086	1,525
252-252.000-920.017	UTILITIES - HYDRO	1,102	1,222	2,400	2,400	500	2,400
252-252.000-930.000	REPAIRS MAINTENANCE-MACHINERY	9,915	3,810	9,000	30,918	8,957	22,000
252-252.000-930.001	REPAIRS/MAINT HYDRO INFRASTRU	10,159	24,459	20,000	32,000	29,259	50,000
252-252.000-931.013	REPAIRS & MAINT - OTHER DAMS	0	2,470	2,000	2,000	0	1,000

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BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
252-252.000-939.031	MOTORPOOL-MISC REPAIR	0	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	4,934	6,154
252-252.000-956.000	MISCELLANEOUS	3,500	3,514	2,800	3,800	3,500	2,800
252-252.000-956.009	CITY SHARE/HYDRO STATION	47,912	54,428	40,000	55,000	43,694	44,000
252-252.000-956.019	HYDRO-FISH STUDY-ESCROW EXPEN	8,060	9,524	8,000	9,000	0	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	100,443	55,116	0
252-252.000-977.000	EQUIPMENT	342,085	0	0	3,905	3,905	0
NET OF REVENUES/APPROPRIATIONS - 252.000 - HYDRO STATION: FORD		(623,696)	(394,149)	(430,435)	(505,901)	(356,354)	(426,060)
ESTIMATED REVENUES - FUND 252		500,610	637,004	483,500	558,966	520,448	440,000
APPROPRIATIONS - FUND 252		623,696	394,149	430,435	505,901	356,354	426,060
NET OF REVENUES/APPROPRIATIONS - FUND 252		(123,086)	242,855	53,065	53,065	164,094	13,940

NARRATIVE

Fund 266 – Law & Code Enforcement

Revenues

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates. Slight increase due to employee change to family coverage.
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.

Line Item	Explanation
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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. At \$163,060, each PSU cost 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 \$6.19 million represents a 1.5% contractual increase to support 38 PSU’s. At full staffing, the contract for 38 PSU’s will provide deployment of 45 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.

Line Item	Explanation
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.

Line Item	Explanation
266-301-000-831-013 - Police Security 14B District Court	This account funds police security staffing for the 14B District Court through a contract with the Washtenaw County Sheriff's Office in alignment with recommendations from the Michigan Court Administrator's office and the Township Safety Committee. Sheriff's deputies at the court will also provide police response and visibility at the Civic Center campus since court and municipal offices are connected and share space. This is a new line item and service in 2021

Line Item	Explanation
266-301-000-831-014 – Pilot L.E.A.D Program	<p>This account funds an innovative program known as Law Enforcement Assisted Diversion (LEAD) to be managed by the Washtenaw County Sheriff’s Office in partnership with the Township, the prosecutor’s office and Community Mental Health. Based on the flagship LEAD program in Seattle, police officers exercise discretionary authority at point of contact to divert individuals to a community-based harm reduction intervention for law violations driven by unmet behavioral health needs. In lieu of the normal criminal justice system cycle—booking, detention, prosecution, conviction, incarceration – individuals are instead referred into a trauma-informed intensive case-management program where the individual receives a wide range of support services, often including transitional and permanent housing and /or drug treatment. Prosecutors and police officers work closely with case managers to ensure that all contacts with LEAD participants going forward including new criminal prosecutions for other offenses, are coordinated with the service plan for the participant to maximize the opportunity to achieve behavioral change. This is a new line item for creation and operation of a pilot LEAD program for Ypsilanti Twp., the first of its kind in Washtenaw County. Funds will be used to employ qualified clinicians who will be on-call 24 hours each day to respond to meet police and potential participants as necessary, and to manage cases on an ongoing basis. The funding recommendation is tentative and subject to change pending detailed development and implementation.</p>
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

11/06/2020

Ordinance Department

Expenditures

Line Item	Explanation
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.

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.

Line Item	Explanation
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.

Line Item	Explanation
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.

09/21/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	0	0	26,530	0
266-000.000-403.002	CUR PROPERTY TAX ADJUSTMENTS	7,677	(5,043)	0	0	0	0
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	0	0	0	0
266-000.000-451.300	RENTAL REGISTRATON FEE	0	0	2,500	2,500	39,050	1,500
266-000.000-574.001	STATE REVENUE-LIQUOR ENFORCMN	23,888	22,615	24,000	24,000	21,700	24,000
266-000.000-607.270	LIQUOR INSPECT - CHG FOR SERVICES	1,400	1,150	1,000	1,000	500	1,000
266-000.000-607.300	CHRG FOR SERV-SF RENTAL INSPECT	0	0	120,000	120,000	42,760	120,000
266-000.000-607.310	TAX SP ASSESS -SF RENTAL PROP INSPECT	0	0	25,000	25,000	58,055	25,000
266-000.000-607.320	CHRG FOR SERV-MF RENTAL INSPECT	0	0	130,000	130,000	48,070	120,000
266-000.000-607.330	TAX SP ASSESS -MF RENTAL PROP INSPECT	0	0	1,000	1,000	0	1,000
266-000.000-607.400	CHRG FOR SERV-VACANT PROP INSPECT	0	0	10,000	10,000	7,325	10,000
266-000.000-607.410	TAX SP ASSESS - VACANT PROP INSPECT	0	0	8,000	8,000	8,573	4,000
266-000.000-608.000	CHARGE - BUSINESS REGISTRATION	0	0	2,000	2,000	4,400	1,500
266-000.000-655.266	PUBLIC NUISANCE ABATEMENT	0	0	0	0	75	0
266-000.000-664.001	INTEREST EARNED	61,573	86,084	75,000	75,000	9,114	3,500
266-000.000-694.001	OTHER INCOME-MISCELLANEOUS	200	4,240	0	0	255,783	0
266-000.000-694.002	REIMBURSEMENTS	0	50,000	0	0	0	0
266-000.000-694.004	INSURANCE REIMBURSEMENTS	431	5,447	0	0	409	0
266-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	4,327	0	22,275
NET OF REVENUES/APPROPRIATIONS - 000.000 -		7,103,243	7,618,549	8,118,506	8,122,833	8,524,563	8,536,081

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 301.000 - SHERIFF SERVICES							
266-301.000-705.000	SALARY - SUPERVISION	104,247	107,121	110,032	110,032	90,263	108,850
266-301.000-706.000	SALARY - PERMANENT WAGES	18,102	18,822	38,163	38,163	15,905	38,480
266-301.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,566	7,699	0	2,421	2,420	0
266-301.000-708.009	AUTO ALLOWANCE	5,750	6,000	6,000	6,000	5,000	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	8,674	11,730
266-301.000-719.000	HEALTH INSURANCE	0	8,562	8,585	8,585	9,868	14,994
266-301.000-719.001	SICK AND ACCIDENT	574	859	859	859	891	859
266-301.000-719.003	EMPLOYEE PAID HEALTH CONTRA	0	0	(600)	(600)	0	(1,050)
266-301.000-719.015	DENTAL BENEFITS	1,518	1,951	2,078	2,078	1,443	1,960
266-301.000-719.016	VISION BENEFITS	314	439	465	465	359	537
266-301.000-719.020	HEALTH CARE DEDUCTION	0	63	2,975	2,975	214	3,719
266-301.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	83	148	90	90	119	158
266-301.000-720.000	LIFE INSURANCE	260	510	510	510	463	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	ADMINSTRATION FEES	27,878	37,711	57,799	57,799	48,011	62,805
266-301.000-830.004	COMMUNITY WORK PROGRAM	0	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	5,087,250	6,196,280
266-301.000-831.001	SHERIFF PATROL - OVERTIME	211,089	266,321	250,000	250,000	105,932	250,000
266-301.000-831.005	COMMUNITY SERVICE- SHERIFF DEPT	27,000	0	0	0	0	0
266-301.000-831.007	LIQUOR INSPECTION EXPENDITURE	0	240	2,000	2,000	0	2,000
266-301.000-831.008	SHERIFF PATROL-SCHL COLLB CTR	46,156	58,098	65,000	65,000	0	75,000
266-301.000-831.010	PUBLIC NUISANCE ABATEMENT	0	0	3,000	3,000	0	3,000
266-301.000-831.012	ANIMAL CONTROL ENFORCEMENT CONTRIB	45,000	45,000	45,000	45,000	0	45,000
266-301.000-831.013	POLICE SECURITY - 14B DISTRICT COURT	0	0	0	0	0	200,000
266-301.000-831.014	PILOT L.E.A.D. PROGRAM	0	0	0	0	0	150,000
266-301.000-876.000	RETIREMENT/MERS	13,757	18,791	21,344	21,344	16,146	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	0	0	1,300	1,300	0	1,300
266-301.000-900.000	PUBLISHING	0	0	10,000	10,000	0	10,000
266-301.000-913.000	INSURANCE & BONDS FLEET	4,118	4,096	6,255	6,255	5,448	6,917
266-301.000-917.000	WORKERS COMPENSATION INSURANC	3,822	4,536	6,499	6,499	3,908	3,395

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
266-301.000-920.015	UTILITIES/ 1405 HOLMES RD	7,000	7,417	10,000	10,000	5,196	10,000
266-301.000-920.016	UTILITIES/2057 TYLER POLICE	1,625	1,525	2,000	2,000	1,913	2,000
266-301.000-920.019	UTILITIES 1501 S HURON STATIO	28,413	20,387	20,000	20,000	15,137	20,000
266-301.000-931.011	BLDG MAINT/1405 HOLMES	27,921	4,476	5,000	5,000	3,732	6,500
266-301.000-931.012	BLDG MAINT/2057 TYLER RD	1,731	1,537	4,000	2,000	1,219	4,000
266-301.000-931.015	BLDG MAINT - 1501 S HURON STA	43,507	34,503	30,000	32,000	28,679	37,000
266-301.000-933.000	EQUIPMENT MAINTENANCE	0	1,093	5,000	5,000	258	5,000
266-301.000-933.020	PUBLIC CAMERA MAINTENANCE	469	4,880	35,000	35,000	5,397	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	530	1,500
266-301.000-968.100	TRANS TO GENERAL FOR LEC BLDG	50,000	181,865	181,865	181,865	151,554	181,865
266-301.000-971.001	CAPITAL OUTLAY - OTHER	0	207,018	0	0	0	0
266-301.000-977.000	EQUIPMENT	9,305	12,523	50,000	50,000	36,489	50,000
NET OF REVENUES/APPROPRIATIONS - 301.000 - SHERIFF SERVICES		(6,379,788)	(6,843,588)	(7,215,114)	(7,217,720)	(5,734,460)	(7,696,543)

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 304.000 - ORDINANCE							
266-304.000-705.000	SALARY - SUPERVISION	15,921	16,294	25,206	25,206	19,781	132,372
266-304.000-706.000	SALARY - PERMANENT WAGES	154,734	185,960	386,095	386,095	302,148	269,924
266-304.000-706.012	WAGES-NEIGHBRD WATCH/ENFORCEM	37,737	42,834	63,648	63,648	20,215	75,000
266-304.000-707.000	SALARY - TEMPORARY/SEASONAL	0	17,546	0	0	18,297	20,000
266-304.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	5,131	6,143	0	0	0	0
266-304.000-708.010	HEALTH INS BUYOUT	6,750	6,750	10,125	10,125	4,500	9,000
266-304.000-709.000	REG OVERTIME	269	822	2,500	2,500	627	2,500
266-304.000-715.000	F.I.C.A./MEDICARE	17,180	20,397	35,517	35,517	26,522	36,442
266-304.000-719.000	HEALTH INSURANCE	29,452	57,968	132,212	132,212	96,114	136,447
266-304.000-719.001	SICK AND ACCIDENT	1,598	1,909	3,580	3,580	2,896	3,580
266-304.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(2,100)	(4,681)	(9,000)	(9,000)	0	(9,475)
266-304.000-719.015	DENTAL BENEFITS	3,777	5,124	10,082	10,082	5,323	8,564
266-304.000-719.016	VISION BENEFITS	793	1,029	2,247	2,247	1,304	2,390
266-304.000-719.020	HEALTH CARE DEDUCTION	8,836	10,958	32,550	32,550	13,181	33,666
266-304.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	132	201	540	540	339	575
266-304.000-720.000	LIFE INSURANCE	738	1,134	2,126	2,126	1,621	2,126
266-304.000-723.000	DEFERRED COMPENSATION EMPLOYE	0	234	0	0	240	0
266-304.000-727.000	OFFICE SUPPLIES	152	260	800	750	312	1,000
266-304.000-730.000	POSTAGE	322	398	2,500	2,500	3,667	2,500
266-304.000-740.000	OPERATING SUPPLIES	604	509	1,500	1,550	1,189	3,000
266-304.000-741.001	UNIFORMS-NEW AND BADGES	817	104	3,000	3,000	615	3,000
266-304.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	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	5,208	8,000
266-304.000-876.000	RETIREMENT/MERS	29,129	27,152	52,978	52,978	41,704	64,146
266-304.000-876.100	RETIREMENT HEALTH CARE SAVINGS	1,351	2,843	5,200	5,200	3,189	5,200
266-304.000-939.031	MOTORPOOL-MISC REPAIR	948	1,369	10,000	10,000	3,607	10,000
266-304.000-943.000	MOTORPOOL LEASE/MAINTENANCE	10,000	5,354	15,000	16,721	9,268	13,081
266-304.000-977.000	EQUIPMENT	0	0	5,000	5,000	2,492	5,000
266-304.000-985.000	CAPITAL OUTLAY/VEHICLES	0	28,000	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 304.000 - ORDINANCE		(328,822)	(443,021)	(802,906)	(804,627)	(584,397)	(839,538)
ESTIMATED REVENUES - FUND 266		7,103,243	7,618,549	8,118,506	8,122,833	8,524,563	8,536,081
APPROPRIATIONS - FUND 266		6,708,610	7,286,609	8,018,020	8,022,347	6,318,857	8,536,081
NET OF REVENUES/APPROPRIATIONS - FUND 266		394,633	331,940	100,486	100,486	2,205,706	0

2021 BUDGET NARRATIVE

Fund 398 – 2013 Bonds (General Obligation Bonds)

Revenues

Line Item	Explanation
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 LDFA 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 \$39,517. 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

Line Item	Explanation
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.

10/13/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Fund 398 - DEBT 2006 BOND FUND							
Dept 000.000							
398-000.000-581.250	TRANSFER IN: FROM LDFA FUND	119,415	225,270	129,164	129,164	129,164	78,572
398-000.000-664.001	INTEREST EARNED	3,819	3,414	750	750	688	0
398-000.000-697.000	TRANSFER IN: GENERAL FUND	0	0	0	0	0	39,517
398-000.000-697.498	TRANSFER IN: CAP FUND SEAVER	331,156	0	0	0	0	0
398-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	105,046	105,046	0	115,321
NET OF REVENUES/APPROPRIATIONS - 000.000 -		454,390	228,684	234,960	234,960	129,852	233,410
Dept 991.000 - DEBT SERVICES							
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	47,460	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)	(232,910)	(233,410)
ESTIMATED REVENUES - FUND 398		454,390	228,684	234,960	234,960	129,852	233,410
APPROPRIATIONS - FUND 398		231,550	232,290	234,960	234,960	232,910	233,410
NET OF REVENUES/APPROPRIATIONS - FUND 398		222,840	(3,606)	0	0	(103,058)	0

NARRATIVE

Fund 584 – Golf Course

Revenues

Line Item	Explanation
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.

Line Item	Explanation
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

Line Item	Explanation
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.

Line Item	Explanation
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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.
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.

Line Item	Explanation
584-584-000-719-016 – Vision Benefits	We received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

9/22/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Fund 584 - GOLF COURSE FUND							
Dept 000.000							
584-000.000-650.000	SALES MERCHANDISE PRO SHOP	21,308	23,723	24,000	24,000	18,546	24,500
584-000.000-650.005	SALES FOOD & BEVERAGE	31,251	35,201	33,000	33,000	19,768	90,000
584-000.000-651.001	USE & ADMISSION FEE 18 HOLES	191,977	235,628	205,000	205,000	197,679	230,000
584-000.000-651.002	USE & ADMISSION FEE 9 HOLES	45,423	54,285	60,000	60,000	87,657	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	0	750
584-000.000-651.005	USE& ADMISSION FEE SEASON PAS	38,923	39,898	37,000	37,000	33,922	38,000
584-000.000-664.001	INTEREST EARNED	825	2,166	0	0	368	0
584-000.000-667.004	EQUIPMENT RENTALS -CARTS	124,827	145,534	139,000	139,000	145,699	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	0	0	1,597	0
584-000.000-694.004	INSURANCE REIMBURSEMENTS	5,422	5,733	0	16,662	17,237	0
584-000.000-697.212	TRANSFER IN: FROM BSRII FUND	190,000	125,000	232,094	232,094	150,000	184,650
NET OF REVENUES/APPROPRIATIONS - 000.000 -		682,119	710,665	767,944	784,606	696,196	811,700

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 584.000 - GOLF COURSE FUND							
584-584.000-702.001	SALARIES - GREENSKEEPER	79,809	82,157	84,240	84,240	69,644	84,240
584-584.000-702.002	SALARIES - PRO SHOP DIRECTOR	49,451	50,906	52,196	52,196	43,152	52,196
584-584.000-706.000	SALARY - PERMANENT WAGES	31,470	32,395	33,216	33,216	27,461	33,216
584-584.000-706.008	WAGES PROSHOP	24,130	36,664	37,992	37,992	31,409	37,992
584-584.000-707.001	WAGES- TEMPORARY MAINTENANCE	51,303	48,117	50,000	40,000	30,691	55,000
584-584.000-707.002	WAGES- TEMPORARY PRO SHOP	28,567	29,017	31,000	36,000	34,129	40,000
584-584.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	761	0	0	0	0	0
584-584.000-708.010	HEALTH INS BUYOUT	3,000	3,000	3,000	3,000	1,500	3,000
584-584.000-709.000	REG OVERTIME	7,956	5,562	4,000	4,000	3,073	4,000
584-584.000-710.000	ACC COMP ABSENCES-LNGTERM	0	402	0	0	0	0
584-584.000-715.000	F.I.C.A./MEDICARE	15,716	16,712	16,114	16,114	13,942	17,798
584-584.000-719.000	HEALTH INSURANCE	38,475	58,346	60,097	60,097	55,261	59,977
584-584.000-719.001	SICK AND ACCIDENT	1,057	1,146	1,146	1,146	1,050	1,146
584-584.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(3,912)	(4,725)	(4,200)	(4,200)	0	(4,200)
584-584.000-719.015	DENTAL BENEFITS	3,222	3,777	4,155	4,155	3,033	3,635
584-584.000-719.016	VISION BENEFITS	701	885	930	930	760	1,018
584-584.000-719.020	HEALTH CARE DEDUCTION	16,467	16,066	14,805	14,805	15,459	14,805
584-584.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	233	241	270	270	176	234
584-584.000-720.000	LIFE INSURANCE	493	680	680	680	624	680
584-584.000-723.000	DEFERRED COMPENSATION EMPLOYE	1,038	1,005	0	0	844	1,235
584-584.000-724.001	UNEMPLOYMENT EXPENSE	2,818	5,919	4,000	4,000	9,720	5,000
584-584.000-727.001	OFFICE SUPPLIES MAINTENANCE	81	40	100	100	0	100
584-584.000-727.002	OFFICE SUPPLIES PRO SHOP	50	0	200	200	102	200
584-584.000-757.001	OPERATING SUPPLIES MAINTENANC	5,848	6,599	6,500	6,500	6,242	6,500
584-584.000-757.002	OPERATING SUPPLIES PRO SHOP	3,037	2,774	3,500	3,000	2,125	3,500
584-584.000-757.003	OPERATING SUPPLIES-CART RENTA	52,518	48,754	55,257	57,657	56,378	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	13,500	2,591	30,000
584-584.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	500
584-584.000-776.004	BLDG MAIN SUPPLIES PRO SHOP	58	32	250	250	126	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	23,008	26,000
584-584.000-783.002	SEED PLANTING -CHEMICALS	15,108	13,476	16,000	16,000	10,135	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	0	1,500	1,500	495	1,500
584-584.000-800.001	ADMINSTRATION FEES	17,758	18,220	18,243	18,243	15,201	19,981
584-584.000-801.000	PROFESSIONAL SERVICES	3,107	2,984	3,500	3,500	3,190	3,500

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
584-584.000-818.000	CONTRACTUAL SERVICES	159	279	1,200	16,662	16,650	1,200
584-584.000-867.000	GAS & OIL	7,507	6,542	8,000	7,000	4,626	8,000
584-584.000-867.100	GAS & OIL - OTHER EQUIP	13,196	13,666	13,000	13,000	7,555	13,000
584-584.000-876.000	RETIREMENT/MERS	15,329	19,511	20,154	20,154	16,857	25,226
584-584.000-876.100	RETIREMENT HEALTH CARE SAVINGS	675	1,275	2,600	2,600	1,103	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	7,646	9,727
584-584.000-917.000	WORKERS COMPENSATION INSURANC	4,086	3,867	4,207	4,207	2,822	3,959
584-584.000-920.008	UTILITIES-MAINTENANCE ELECTRIC	13,339	9,825	17,000	12,500	10,645	15,000
584-584.000-920.009	UTILITIES MAINTENANCE HEATING	1,405	2,169	3,000	3,000	798	3,000
584-584.000-920.010	UTILITIES MAINTENANCE PHONE	88	77	700	700	65	700
584-584.000-920.011	UTILITIES MAINTENANCE WATER	1,398	2,984	1,000	2,600	2,624	1,500
584-584.000-920.013	UTILITIES PRO SHOP	1,748	1,635	2,000	2,000	1,724	2,000
584-584.000-930.000	REPAIRS MAINTENANCE-MACHINERY	2,522	3,508	3,500	1,000	904	3,500
584-584.000-931.009	BLDG MAINTENANCE	0	5,325	500	500	425	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	50,661	35,000
584-584.000-939.001	MOTORPOOL - MISC REPAIR	481	257	500	500	0	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	1,155	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	8,327	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	0	69,364
584-584.000-971.000	CAPITAL OUTLAY/OTHER	456	0	0	0	0	5,000
NET OF REVENUES/APPROPRIATIONS - 584.000 - GOLF COURSE FUND		(698,706)	(735,884)	(767,944)	(784,606)	(608,008)	(811,700)
ESTIMATED REVENUES - FUND 584		682,119	710,665	767,944	784,606	696,196	811,700
APPROPRIATIONS - FUND 584		698,706	735,884	767,944	784,606	608,008	811,700
NET OF REVENUES/APPROPRIATIONS - FUND 584		(16,587)	(25,219)	0	0	88,188	0

NARRATIVE

Fund 590 - Compost

Revenues

Line Item	Explanation
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.

Line Item	Explanation
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

Line Item	Explanation
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 employee 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 received our renewal rates for 2021, they decreased by -0.51% from the current 2020 rates.

Line Item	Explanation
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 received our renewal rates for 2021, they increased by 15% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

11/06/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	0	2,800
590-000.000-650.002	SALES/COMPOST - GATE REVENUE	(285)	0	0	0	0	0
590-000.000-650.003	BIODEGRADABLE DROPOFF-NONTWP	95,327	128,595	148,000	148,000	104,925	132,000
590-000.000-650.004	BIODEGRADABLE DROPOFF-YPSI TW	159,782	197,660	168,500	168,500	102,973	170,000
590-000.000-650.100	BILLABLE SALES - COMPOST	19,203	77,449	23,500	23,500	33,428	23,500
590-000.000-650.102	SALES - SCRAP METAL	8,506	6,176	6,339	6,339	7,393	5,000
590-000.000-650.200	GATE REVENUE - COMPOST SALES	25,864	24,384	37,500	37,500	25,317	35,000
590-000.000-650.201	GATE REVENUE - WOOD SALES	32,655	31,613	48,000	48,000	24,543	45,000
590-000.000-650.202	GATE REVENUE - SOIL SALES	23,176	20,730	23,000	23,000	15,146	23,000
590-000.000-650.203	GATE REVENUE - DROP OFF FEES	87,476	96,976	93,500	93,500	112,842	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	5,552	10,000
590-000.000-650.206	SERVICE CHRG - DELIVERY	200	0	3,000	3,000	0	0
590-000.000-650.207	SERVICE CHRG - ADMIN FEE	267	0	0	0	0	0
590-000.000-664.001	INTEREST EARNED	11,538	15,927	6,500	6,500	2,574	2,000
590-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	0	40,000	0	0	0	0
590-000.000-694.004	INSURANCE REIMBURSEMENTS	235	497	0	0	154	0
590-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	373,630	378,068	0	105,724
NET OF REVENUES/APPROPRIATIONS - 000.000 -		474,978	648,101	944,419	948,857	434,979	654,174

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 590.000 - COMPOST SITE							
590-590.000-705.000	SALARY - SUPERVISION	0	82,372	84,872	84,872	69,826	84,460
590-590.000-706.000	SALARY - PERMANENT WAGES	123,097	72,477	76,021	76,021	63,393	76,861
590-590.000-707.000	SALARY - TEMPORARY/SEASONAL	26,618	26,941	27,800	27,800	22,713	27,800
590-590.000-708.004	SALARIES PAY OUT-PTO&SICKTIME	6,798	9,352	0	4,123	4,123	0
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	3,850	2,545	2,000
590-590.000-710.000	ACC COMP ABSENCES-LNGTERM	6,571	5,301	9,000	9,000	0	7,000
590-590.000-715.000	F.I.C.A./MEDICARE	11,031	13,388	14,875	15,190	11,062	14,908
590-590.000-719.000	HEALTH INSURANCE	10,215	25,005	25,756	25,756	23,683	25,705
590-590.000-719.001	SICK AND ACCIDENT	803	843	859	859	788	859
590-590.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(1,575)	(2,025)	(1,800)	(1,800)	0	(1,800)
590-590.000-719.015	DENTAL BENEFITS	1,940	2,327	2,985	2,985	1,897	2,151
590-590.000-719.016	VISION BENEFITS	449	492	671	671	422	735
590-590.000-719.020	HEALTH CARE DEDUCTION	2,712	6,299	5,915	5,915	2,928	5,915
590-590.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	42	80	90	90	59	78
590-590.000-720.000	LIFE INSURANCE	364	501	510	510	468	510
590-590.000-723.000	DEFERRED COMPENSATION EMPLOYE	348	352	361	361	295	361
590-590.000-727.000	OFFICE SUPPLIES	12	183	200	200	67	200
590-590.000-730.000	POSTAGE	0	0	100	100	0	100
590-590.000-741.000	BOOT REIMB & UNIFORMS PURCHASE	1,155	2,061	1,700	1,700	1,461	1,700
590-590.000-757.000	OPERATING SUPPLIES	2,444	2,339	3,500	3,500	2,236	3,500
590-590.000-760.000	PPE & FIRST AID SUPPLIES	0	0	0	0	0	350
590-590.000-800.001	ADMINISTRATION FEES	6,548	9,251	11,876	11,876	9,678	12,937
590-590.000-804.000	CONTRACTUAL/ROLLOFF DISPOSAL	37,603	42,208	42,500	41,643	42,392	43,800
590-590.000-804.004	TWP DISPOSAL FEE	7,897	0	6,000	34,569	31,752	6,000
590-590.000-850.000	TELEPHONE	151	154	500	500	130	300
590-590.000-867.200	GAS & OIL - YCUA	17,398	18,511	16,500	16,500	7,629	16,500
590-590.000-876.000	RETIREMENT/MERS	20,385	33,592	34,875	34,875	28,751	48,094
590-590.000-913.000	INSURANCE & BONDS FLEET	2,247	2,234	2,346	2,346	2,041	2,594
590-590.000-917.000	WORKERS COMPENSATION INSURANC	3,956	3,821	4,112	4,112	2,863	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	1,418	2,000
590-590.000-931.000	REPAIRS AND MAINTENANCE	5,865	1,313	4,000	3,200	851	4,000
590-590.000-933.000	EQUIPMENT MAINTENANCE	5,549	21,858	18,000	16,288	6,186	18,000

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020



GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
590-590.000-939.031	MOTORPOOL-MISC REPAIR	0	0	2,500	2,500	0	2,500
590-590.000-941.000	EQUIPMENT RENTAL/LEASING	0	3,493	3,500	25,098	14,416	3,000
590-590.000-943.000	MOTORPOOL LEASE/MAINTENANCE	3,567	3,000	3,000	3,000	2,500	3,228
590-590.000-956.000	MISCELLANEOUS	296	249	500	500	65	250
590-590.000-960.000	EDUCATION AND TRAINING	0	0	500	500	0	500
590-590.000-968.001	DEPRECIATION EXPENSE	178,780	177,488	176,045	176,045	0	199,713
590-590.000-971.008	CAPTL OUTLAY -IMPROVEMENT	0	0	0	0	0	23,500
590-590.000-977.000	EQUIPMENT	0	0	350,000	301,352	9,720	0
NET OF REVENUES/APPROPRIATIONS - 590.000 - COMPOST SITE		(500,746)	(577,059)	(944,419)	(948,857)	(372,093)	(654,174)
ESTIMATED REVENUES - FUND 590		474,978	648,101	944,419	948,857	434,979	654,174
APPROPRIATIONS - FUND 590		500,746	577,059	944,419	948,857	372,093	654,174
NET OF REVENUES/APPROPRIATIONS - FUND 590		(25,768)	71,042	0	0	62,886	0

NARRATIVE

Fund 595 - Motorpool

Revenues

Line Item	Explanation
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

Line Item	Explanation
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 received our renewal rates for 2021, and they decreased by -0.51% from the current 2020 rates.
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.

Line Item	Explanation
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.

Line Item	Explanation
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.

11/05/2020

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	0	1,200
595-000.000-607.515	COMBINED LEASE/REPAIR REVENUE	207,719	227,297	227,297	227,297	170,006	201,686
595-000.000-607.520	FUEL AND FLUIDS REVENUE	44,684	35,822	36,000	36,000	17,390	36,000
595-000.000-664.001	INTEREST EARNED	2,258	3,849	2,000	2,000	773	200
595-000.000-673.002	SALES OF FIXED ASSETS-EQUIP.	19,861	635	0	0	0	0
595-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	22,188	0	38,698
NET OF REVENUES/APPROPRIATIONS - 000.000 -		275,722	268,803	266,497	288,685	188,169	277,784

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	2021 REQUESTED BUDGET
Dept 595.000 - MOTORPOOL							
595-595.000-706.000	SALARY - PERMANENT WAGES	11,041	11,388	11,688	11,688	9,752	11,809
595-595.000-715.000	F.I.C.A./MEDICARE	819	846	894	894	734	903
595-595.000-719.000	HEALTH INSURANCE	1,702	2,084	2,146	2,146	1,974	2,143
595-595.000-719.001	SICK AND ACCIDENT	115	96	95	95	88	95
595-595.000-719.003	EMPLOYEE PAID HEALTH CONTRA	(331)	(169)	(150)	(150)	0	(150)
595-595.000-719.015	DENTAL BENEFITS	93	93	102	102	75	89
595-595.000-719.016	VISION BENEFITS	22	25	26	26	21	28
595-595.000-719.020	HEALTH CARE DEDUCTION	398	498	744	744	145	744
595-595.000-719.021	ADMIN FEE - HEALTH DEDUCTIBLE	29	20	23	23	15	78
595-595.000-720.000	LIFE INSURANCE	52	57	57	57	52	57
595-595.000-776.500	AUTO PARTS	1,714	179	3,000	3,000	0	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	6,181	12,000
595-595.000-818.032	CONTRACT'L SRV-FUEL TANK REPA	6,314	295	7,500	9,000	7,888	15,000
595-595.000-818.033	CONTRACT'L SRV-AUTO/EQUIP MAI	24,750	25,756	20,000	18,500	10,913	10,000
595-595.000-867.000	GAS & OIL	38,520	34,109	35,000	35,000	20,439	35,000
595-595.000-876.000	RETIREMENT/MERS	2,559	586	603	603	514	504
595-595.000-876.100	RETIREMENT HEALTH CARE SAVINGS	0	0	325	325	0	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	0	111,659
595-595.000-971.008	CAPT'L OUTLAY -IMPROVEMENT	196	0	0	0	0	0
595-595.000-985.000	CAPITAL OUTLAY/VEHICLES	89	15	25,000	47,188	39,975	70,000
NET OF REVENUES/APPROPRIATIONS - 595.000 - MOTORPOOL		(275,044)	(227,763)	(248,553)	(270,741)	(99,760)	(277,784)
ESTIMATED REVENUES - FUND 595		275,722	268,803	266,497	288,685	188,169	277,784
APPROPRIATIONS - FUND 595		275,044	227,763	248,553	270,741	99,760	277,784
NET OF REVENUES/APPROPRIATIONS - FUND 595		678	41,040	17,944	17,944	88,409	0

NARRATIVE

Fund 893 – Nuisance Abatement Revenues

Line Item	Explanation
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

Line Item	Explanation
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

11/10/2020

BUDGET REPORT FOR CHARTER TOWNSHIP OF YPSILANTI

Calculations as of 10/31/2020

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GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	2020 ACTIVITY THRU 10/31/20	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	10,677	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	7,307	3,000
893-000.000-664.001	INTEREST EARNED	1,190	1,607	1,500	1,500	284	500
893-000.000-672.002	BOARD-UP REVENUE-VAC RES	1,244	496	0	0	1,100	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	0	0	0	0	0
893-000.000-699.000	APPROPRIATED PRIOR YEAR BAL.	0	0	0	20,000	0	22,227
NET OF REVENUES/APPROPRIATIONS - 000.000 -		42,108	44,820	28,500	48,500	39,216	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	0	0	46	46	0	13
893-893.000-806.001	BLIGHT ENFORCEMENT COSTS	8,171	8,596	9,000	21,500	22,769	30,000
893-893.000-806.002	BOARD-UP ENFORCEMENT COSTS	3,397	2,951	3,000	3,000	2,026	1,000
893-893.000-806.003	NOXIOUS WEED ENFORCEMENT COST	17,849	23,941	15,000	22,500	23,599	15,000
893-893.000-876.000	RETIREMENT/MERS	82	108	0	0	188	0
NET OF REVENUES/APPROPRIATIONS - 893.000 - NUISANCE ABATEMENT		(30,036)	(36,133)	(28,097)	(48,097)	(49,657)	(47,027)
ESTIMATED REVENUES - FUND 893		42,108	44,820	28,500	48,500	39,216	47,027
APPROPRIATIONS - FUND 893		30,036	36,133	28,097	48,097	49,657	47,027
NET OF REVENUES/APPROPRIATIONS - FUND 893		12,072	8,687	403	403	(10,441)	0

PUBLIC COMMENTS

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 WORK SESSION MEETING**

Supervisor Stumbo called the meeting to order at approximately 5:00p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

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

Members Absent: Trustees: Jarrell Roe and Wilson

Legal Counsel: Wm. Douglas Winters

1. 2019 FINANCIAL PRESENTATION.....RANA EMMONS, PSLZ

Rana Emmons, PSLZ gave a presentation from 2019. She said the Township has a very good financial report and filed on time. She said the taxable values increased 8.2%. She said state shared revenue was up 3.8%. She said for the last few years we were getting 2% increase and before that it was flat. She said the property taxes are up quite a bit. She said even with the transfers out of the general fund the township still added \$300,000.00 to the general fund for a total balance of 6,745,000.00. She said the general fund came in under budget at \$1.67 million in expenses. Ms. Emmons stated the Township did not have any new debt in 2019 and paid down \$1.78 million of principal on the debt.

2. 2020 BUDGET REVIEW

- **FUND 206 – FIRE** – Chief Copeland explained the budget for the fire department. He said they had a 2 ½ increase in their revenue. He said most of their permit fees remained the same. He said in the past several years he has solicited for regional grants and he said he considered them somewhat of a revenue pool because it helps cut expenditures in capital outlay. He said they have submitted for the Covid supply grant. He said that is why there is an increase in expenditures. He said they are purchasing about \$17,000.00 worth of Covid supplies under the 10% match. He said for capital

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 WORK SESSION MEETING
PAGE 2

improvements for 2021 they will have the parking lot redone at Station #3. He said they plan on repairing the asphalt at Station #4 and fix the drainage problem. Chief Copeland stated he is hoping to get the bathrooms redone at the main fire station if the bids come back at a reasonable cost.

- **FUND 212 – BSR II** – Supervisor Stumbo stated there were no big changes with this fund. She said they decreased \$37,000.00 that they had sent to the Golf Course and increased what transferred to the Recreation by \$37,000.00. She said all capital improvements will come back to the board.
- **FUND 249 – BUILDING** – Mike Radzik stated this fund is 100% supported by fee revenue. He said 2018 and 2019 were very good years for the building fund. He said 2020 has not been good because of COVID our revenues are down about 30%. He said they laid off their full time plumbing inspector and offered him to continue to do plumbing inspections on a contract basis. He said we eliminated that position due to the loss of revenue from plumbing permits.
- **FUND 252 – HYDRO** – Michael Saranen stated there was not much change in the 2021 budget. He said they were being conservative looking at prior revenue. He said they have an increase in their Professional Services because we are expecting some follow up with our 5 year inspection report that is being done now and would be filed with the federal energy regulatory commission by the end of the year.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 WORK SESSION MEETING
PAGE 3

- **FUND 266 – LAW ENFORCEMENT** – Mike Radzik stated the revenue has been projected to be 2%-3% higher. He said the revenue for 2020 ended up being \$200,000.00 more than what was projected for 2020. He said all the other revenue line items have remained the same. Mr. Radzik explained the various expenditures and revenues with the law enforcement fund. He said last year they had tried to contract with the jail to have people pick up trash along the road but because the economy has been so good they didn't have participants available for the work program. He said they contracted with the lawn care service and that has worked out very well. He said they will continue to use this service to pick up the trash along the roads and in our parks. He said if the Board decides to bid this out he will, but he said this lawn care service has done an excellent job. Mr. Radzik stated the police service unit price to the Township and all the other municipalities goes up 1.5%. He said that the new rate will be \$163,060.00 for each PSU. He said the recommendation is to continue at our current staffing level of 38 PSU's which he said equates to 38 full time Sheriff Deputies, 6 Sergeants, 1 Community Action Sergeant, and 1 Lieutenant. He said that is a total of 45 sworn officers and he said it includes full use of the Detective Bureau, SWAT Division, Canine Division, Computer Forensics, and Community Engagement Services. He said the next two line items are new. He said one is Police Security at 14B District Court. Mr. Radzik stated that 14B Court is the only District Court in the County that does not have some form of sworn armed security in the court. He said they will be uniformed Sheriff Deputies. The Investigator that was sent down from the State to look at the Court he recommended that since the Civic Center and 14B Court was connected and had a connecting doorway, if it was decided to have one main entrance where people coming in would be directed to either the Court or the Civic Center the State Administrators office would consider the entire complex connected and the Civic Center could also prohibit firearms from coming into the building and the Court Security Officers could also react to anything happening in the Civic Center including patrolling the Civic Center

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 WORK SESSION MEETING
PAGE 4

campus and the court. He said the next new item is called LEAD (law enforcement assisted diversion). Mr. Radzik said it is a pilot program that has been used in Seattle Washington that has been highly successful in reducing root causes of crime, reducing drug related crimes, homelessness related crimes, poverty related crimes and petty crimes that effect people in neighborhoods. He said it has led to harm reduction and increases quality of life for a lot of people not only the offenders but he said it also helped victims of these crimes because they were no longer committing crimes. Mr. Radzik stated that Supervisor Stumbo had asked Sheriff Clayton if he would initiate a pilot program with LEAD in Ypsilanti Township. He said Sheriff Clayton is interested in bringing this program to the Township. Mr. Radzik said the Sheriffs' department has received a grant for this program. He said he is not for sure what cost this would be for Ypsilanti Township. He said he budgeted what he thought would be the cost to sustain this program through 2021.

Supervisor Stumbo stated since the neighborhood watch coordinator left, Robin Castle-Hines has been helping out with the zoom neighborhood watch meetings and she appreciates Robins' efforts.

- **FUND 590 – COMPOST**

Supervisor Stumbo explained the compost budget. She said they need gate attendants at the Compost site.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 WORK SESSION MEETING
PAGE 5**

AGENDA REVIEW

CONSENT AGENDA

- A. MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION AND REGULAR MEETING**
- B. STATEMENTS AND CHECKS**
 - 1. STATEMENTS AND CHECKS FOR OCTOBER 6, 2020 IN THE AMOUNT OF \$1,366,489.00**

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters spoke about the case against David Kircher. He said the engagement letter needs to be signed by the Supervisor and the Clerk.

OLD BUSINESS

- 1. RESOLUTION 2020-11, CREATION OF NEIGHBORHOOD STREETLIGHT SPECIAL ASSESSMENT DISTRICT #219 CRYSTAL POND
(PUBLIC HEARING HELD AT THE SEPTEMBER 15, 2020 REGULAR MEETING)**
- 2. RESOLUTION 2020-12, CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #075 CRYSTAL POND (Public Hearing held at the September 15, 2020 Regular Meeting)**

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 WORK SESSION MEETING
PAGE 6**

NEW BUSINESS

**1. REQUEST TO APPROVE GRANT AWARD AGREEMENT WITH
WASHTENAW COUNT CLERK/REGISTER FOR VOTING EQUIPMENT**

Clerk Lovejoy Roe stated this was what she had presented to the Board before. She said a grant would pay for half of a high speed scanner or we would get one regular scanner and this is for the regular scanner. She said we now have two new scanners. She said when they come she would have one scanner for each precinct and one backup.

Treasurer Doe asked if this was the grant for \$39,000.00. Clerk Lovejoy Roe stated that was a grant they received for the extra absentee ballots and for Covid. She said they purchased one additional scanner with the funds from that grant.

**2. REQUEST TO APPROVE THE SALE OR REMOVAL OF EXCESS TOWNSHIP
EQUIPMENT**

**3. RESOLUTION 2020-19, TO EXTEND THE DEADLINE TO DECEMBER 31,
2021 FOR THE CHARTER TOWNSHIP OF YPSILANTI TO CONVEY 24,975
ACRES LOCATED AT 1500 S. HURON (AS PROVIDED IN RESOLUTION
2019-60) TO THE ANN ARBOR YMCA CONDITIONED UPON THE YMCA
CONSTRUCT AND OPERATE A RECREATIONAL FACILITY CONTINGENT
UPON THE COMPLETION OF YMCA'S DUE DILIGENCE
INVESTIGATIONS INCLUDING THE COMPLETION OF A FEASIBILITY
STUDY AND THE APPROVAL BY THE PARTIES OF A MUTUALLY
ACCEPTABLE "MEMORANDUM OF UNDERSTANDING SETTING FORTH
THE RIGHTS AND RESPONSIBILITIES OF THE TOWNSHIP AND THE ANN
ARBOR YMCA"**

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 WORK SESSION MEETING
PAGE 7**

AUTHORIZATION AND BIDS

- 1. REQUEST TO AWARD THE LEASE AGREEMENT FOR GOLF CARTS TO GOLF CARS PLUS/YAMAHA FOR FIVE YEARS IN THE AMOUNT OF \$45,304.22 PER YEAR BUDGETED IN LINE ITEM #584-584-000-757-003**

Mike Hoffmeister, Residential Services Director stated they just received the new contract and hope to get approval from the Board with Attorney review.

Attorney Winters asked if Yamaha was going to handle the maintenance of these carts.

Kirk Sherwood, Golf Manager stated they would be handling the maintenance including oil changes. He explained the contract to the Board.

Mike Hoffmeister stated they requested the bid document would be added to the lease agreement.

The Work Session adjourned at 6:51PM

Respectfully Submitted,

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 REGULAR BOARD MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:00 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 and Heather Jarrell Roe

Members Absent: Trustees: Monica Ross-Williams and Jimmie Wilson

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

JoAnn McCollum, Township Resident stated residents in West Willow are concerned with how their ballots will be handled fairly. She said she receives calls every day and she said she tries to direct them to the Clerks' office but they do not want to do that. She said they question whether the Clerks' office is sincere in the election process. She said this is the reason why Township leaders need to conduct themselves with good ethics and integrity, whether an action is legal doesn't matter.

CONSENT AGENDA

A. MINUTES OF THE SEPTEMBER 15, 2020 WORK SESSION AND REGULAR MEETING

Supervisor Stumbo has made some changes.

B. STATEMENTS AND CHECKS

1. STATEMENTS AND CHECKS FOR OCTOBER 6, 2020 IN THE AMOUNT OF \$1,366,489.00

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to Approve the Consent Agenda.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 REGULAR BOARD MEETING
PAGE 2**

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

A motion was made by Trustee Eldridge, supported by Treasurer Doe to authorize the signing of the Engagement Letter by Supervisor Stumbo and Clerk Lovejoy Roe.

The motion was carried unanimously.

OLD BUSINESS

**1. RESOLUTION 2020-11, CREATION OF NEIGHBORHOOD STREETLIGHT SPECIAL ASSESSMENT DISTRICT #219 CRYSTAL POND
(PUBLIC HEARING HELD AT THE SEPTEMBER 15, 2020 REGULAR MEETING)**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Resolution 2020-11, Creation of Neighborhood Streetlight Special Assessment District #219 Crystal Pond (Public Hearing Held at the September 15, 2020 Regular Meeting) (see attached).

Lovejoy Roe.....Yes Doe.....Yes Eldridge.....Yes
Jarrell Roe.....Yes Stumbo.....Yes

The motion carried unanimously.

2. RESOLUTION 2020-12, CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #075 CRYSTAL POND (Public Hearing held at the September 15, 2020 Regular Meeting)

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve the Resolution 2020-12, Creation of Neighborhood Camera Special Assessment District #075 Crystal Pond (Public Hearing held at the September 15, 2020 Regular Meeting) (see attached).

Eldridge.....Yes Jarrell Roe.....Yes Lovejoy Roe.....Yes
Doe.....Yes Stumbo.....Yes

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 REGULAR BOARD MEETING
PAGE 3**

NEW BUSINESS

**1. REQUEST TO APPROVE GRANT AWARD AGREEMENT WITH
WASHTENAW COUNTY CLERK/REGISTER FOR VOTING EQUIPMENT**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Grant Award Agreement with Washtenaw County Clerk/Register for Voting Equipment (see attached).

Supervisor Stumbo asked for a total of the number of scanners that the Clerks' Office has.

Clerk Lovejoy Roe stated there is 19 scanners for each precinct, 10 scanners for the AV Count Board and 1 backup.

The motion carried unanimously.

**2. REQUEST TO APPROVE THE SALE OR REMOVAL OF EXCESS TOWNSHIP
EQUIPMENT**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve the Sale of Removal of Excess Township Equipment.

The motion was carried unanimously.

**3. RESOLUTION 2020-19, TO EXTEND THE DEADLINE TO DECEMBER 31,
2021 FOR THE CHARTER TOWNSHIP OF YPSILANTI TO CONVEY 24,975
ACRES LOCATED AT 1500 S. HURON (AS PROVIDED IN RESOLUTION
2019-60) TO THE ANN ARBOR YMCA CONDITIONED UPON THE YMCA
CONSTRUCT AND OPERATE A RECREATIONAL FACILITY CONTINGENT
UPON THE COMPLETION OF YMCA'S DUE DILIGENCE INVESTIGATIONS
INCLUDING THE COMPLETION OF A FEASIBILITY STUDY AND THE
APPROVAL BY THE PARTIES OF A MUTUALLY ACCEPTABLE
"MEMORANDUM OF UNDERSTANDING SETTING FORTH THE RIGHTS
AND RESPONSIBILITIES OF THE TOWNSHIP AND THE ANN ARBOR
YMCA"**

Supervisor Stumbo stated due to the Pandemic this has slowed this project down. She said she hopes this will come to formation for our community. She said it was a priority from Washtenaw County but we need to keep pushing for this. She said we cannot get funding without the feasible study.

Clerk Lovejoy Roe explained the history of trying to get a Recreation facility on the eastside of Washtenaw County. She emphasized the reasons we need to work together to get this center in Ypsilanti Township.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 REGULAR BOARD MEETING
PAGE 4**

A motion was made by Treasurer Doe supported by Trustee Jarrell Roe to Approve Resolution 2020-19, to Extend the Deadline to December 31, 2021 for the Charter Township of Ypsilanti to Convey 24,975 acres located at 1500 S. Huron (as provided in Resolution 2019-60) to the Ann Arbor YMCA Conditioned upon the YMCA Construct and Operate a Recreational Facility Contingent upon the Completion of YMCA's Due Diligence Investigations including the Completion of a Feasibility Study and the Approval by the Parties of a Mutually Acceptable "Memorandum of Understanding Setting Forth the Rights and Responsibilities of the Township and the Ann Arbor YMCA" (see attached).

The motion carried unanimously.

AUTHORIZATION AND BIDS

- 1. REQUEST TO AWARD THE LEASE AGREEMENT FOR GOLF CARTS TO GOLF CARS PLUS/YAMAHA FOR FIVE YEARS IN THE AMOUNT OF \$45,304.22 PER YEAR BUDGETED IN LINE ITEM #584-584-000-757-003
Per Attorney Approval**

A motion was made by Treasurer Doe, supported by Clerk Lovejoy Roe to Approve the Request to Award the Lease Agreement for Golf Carts to Golf Cars Plus/Yamaha for Five Years in the Amount of \$45,304.22 Per Year Budgeted in Line Item #584-584-000-757-003 Per Attorney Approval.

The motion carried unanimously.

BOARD MEMBER UPDATES

Clerk Lovejoy Roe stated that as of today the Clerks' office has sent out over 17,553 absentee ballots. She said we have received back almost one-third of those. She said we have a steady stream everyday of residents coming into the Clerks' Office to register to vote and to vote absentee. She said because of the advertising on the tv and radio people are confused. She said nothing has changed on how we vote absentee in Ypsilanti Township. She said we will process these ballots as we have for years under my leadership and under Supervisor Stumbos' leadership when she was the Clerk. Clerk Lovejoy Roe stated it continues to be a safe process. She said there is an additional drop box at the fire station on Ford Blvd.

Supervisor Stumbo asked about extending the office hours.

Clerk Lovejoy Roe stated we are looking into extending hours during the last two weeks. She said she will let people know when that happens.

Clerk Lovejoy Roe stated the County pays \$1,375.00 for each of the two scanners and the rest of the cost of the scanners will come out of the Grant.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 6, 2020 REGULAR BOARD MEETING
PAGE 5**

Supervisor Stumbo stated that she has seen how efficient the Clerks' Office is working during this election. She said she has seen how courteous the staff has been and customer oriented and they are doing a great job.

Clerk Lovejoy Roe stated if anyone has concerns they can come in and watch the process.

JoAnn McCollum, Township Resident ask what was the pick-up time for the ballot box at the fire station.

Clerk Lovejoy Roe stated she will pick them up after she does the mail run around 11:00am and they try and pick them up before we leave for the day.

Supervisor Stumbo stated that a retired fire fighter who retired 5 years ago and was 61 passed away last week. She said on US 12 the street lighting is up and running.

Sam Rebach, Township Resident asked about resurfacing the roads in Ford Lake Village.

Supervisor Stumbo stated she will report it to the Washtenaw Road Commission. She said every year we get a report from them and we go over which roads would be done that year. She said based on the budget we will schedule the roads that would be repaired. She said we can ask them to fill in potholes and they will come out right away and fix them. She said she will report it tonight.

A motion was made by Trustee Eldridge, supported by Treasurer Doe to Adjourn.

Motion carried unanimously.

The meeting was adjourned at approximately 7:51PM.

Respectfully Submitted,

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

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

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 June 24, 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 **“eleven (11) 39w LED Basic Granville luminaires mounted to nine (9) 11’6” black, fluted, fiberglass posts mounted on concrete foundations and install two (2) wood poles with two (2) 6’ support arms and two (2) 136w LED luminaires with gray housing”** with the cost of said improvements being approximately:

Total Estimate Construction Cost:	\$63,139.72
Total Lamp Charge For Three (3) Years:	\$9,262.80
Contribution (Cost minus 3 years revenue):	\$53,876.92
Total Annual Lamp Charges:	\$ 3,087.60

WHEREAS, on July 29, 2020 the Township Clerk received notification from the Township Assessor that the cost of providing thirteen (13) street lights for Crystal Pond, Ypsilanti Township, consisting of 90 parcels, which said plans included, *inter alia*, the installation of **“eleven (11) 39w LED Basic Granville luminaires mounted to nine (9) 11’6” black, fluted, fiberglass posts mounted on concrete foundations and install two (2) wood poles with two (2) 6’ support arms and two (2) 136w LED luminaires with gray housing”** (construction costs of \$53,876.92 for the installation will not be included in the special assessment district and has been paid by the developer) will be **\$34.31** per parcel for a 3-year period; thereafter, said costs shall be estimated at **\$34.31** 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 September 15, 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 September 15, 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 thirteen (13) 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 “**eleven (11) 39w LED Basic Granville luminaires mounted to nine (9) 11’6” black, fluted, fiberglass posts mounted on concrete foundations and install two (2) wood poles with two (2) 6’ support arms and two (2) 136w LED luminaires with gray housing**” (construction costs of \$53,876.92 for the installation will not be included in the special assessment district and has been paid by the developer) will be **\$34.31** per parcel for a 3-year period; thereafter, said costs shall be estimated at **\$34.31** per parcel for street lighting, reflective of the current rates set by DTE as well as current electrical usage for the year,

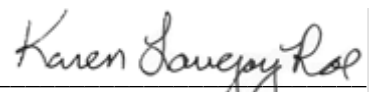
BE IT FURTHER RESOLVED, that the Township Supervisor shall make a special assessment upon all the lands and premises contained herein to defray the expenses of lighting said streets.

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.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-11 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 6, 2020.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

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 15th of September, 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;

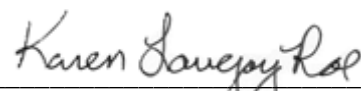
NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

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.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-12 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 6, 2020.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

GRANT AWARD AGREEMENT
WASHTENAW COUNTY CLERK/REGISTER
VOTING EQUIPMENT PURCHASED BETWEEN JANUARY 1, 2020 AND NOVEMBER 3, 2020

This agreement is between Washtenaw County Government (hereafter "the County") and Ypsilanti Township (hereafter "Municipality"). This Agreement is binding on the parties effective on the date signed.

SECTION 1 - GENERAL AGREEMENTS

1. The County and Municipality recognize that additional voting equipment must be acquired by the Municipality to efficiently tabulate the large volume of Absent Voter Ballots expected to be issued during the November 3, 2020 General Election.
2. Hart InterCivic (hereafter "Vendor") is the contracted vendor and provider of voting equipment used in Washtenaw County, Michigan. "Verity" is the proprietary name of the voting system provided by Vendor used in Washtenaw County, Michigan. "Verity Scan" is the proprietary name for Vendor's voting precinct ballot tabulator. "Verity Central" is the proprietary name for Vendor's highspeed ballot tabulator and associated software configuration.
3. The County will provide grant funding to the Municipality to assist with the purchase of this equipment as follows, pursuant to the terms of this Agreement:

Option 1: "Verity Scan" - \$1,375.00 for each unit purchased up to a maximum of five (5) units.

Or

Option 2: "Verity Central" - \$15,000.00 for the purchase of up to one (1) configuration purchased.

Municipality may not combine funding options 1 and 2.

4. Grant funding provided through this Agreement for the purchase of new voting equipment from Vendor purchased under the terms of State of Michigan Contract 071B7700128.
5. To qualify for a grant award Municipality must authorize the purchase of additional equipment from Vendor between January 1, 2020 and November 3, 2020.

SECTION 2 - SPECIFIC PROVISIONS

1. This Agreement begins on the date of signature and ends on December 31, 2020.
2. Washtenaw County will provide one lump sum award of **\$2,750.00** to Municipality to apply toward the Municipality's purchase of two (2) Verity Scan units during the time period January 1, 2020 to November 3, 2020.

3. To receive the grant award, Municipality must provide the following to the Washtenaw County Clerk/Register's office by no later than November 3, 2020:
 - a. A copy of the executed quote issued by and returned to Vendor authorizing the purchase of equipment specified in Section 2, Provision 2 of this Agreement.
 - b. Executed Grant Award Agreement
4. Municipality is solely responsible for securing services from Vendor and will enter into any contracts related to the purchase and maintenance of voting equipment purchased under the terms of this Agreement. The County shall not be a party to any such contract and shall not bear any additional financial responsibility for the acquisition or maintenance of this equipment.
5. All equipment purchased by Municipality using grant funding provided through this Agreement is owned solely by the Municipality. The County does not retain any ownership interest in the equipment.
6. The Municipality is responsible for maintenance of the equipment under the terms of State of Michigan Contract 071B7700128.
7. Hold Harmless and Indemnification

Municipality holds the County harmless for any causes of action as related to the acquisition of voting equipment. Further, to the extent permitted by Michigan law, the Municipality will protect, defend and indemnify Washtenaw 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 Municipality's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw 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 Municipality, any sub-contractor, or any employee, agent or representative of the Municipality or any sub-contractor.
8. Modification and Duration

This agreement is expressly for the purpose of assisting Municipality with the purchase of voting equipment as defined in Section 2, Provision 2 of this Agreement and may not be modified or extended.
9. Termination

Either party may terminate the agreement by giving thirty (30) days written notice to the other party.

10. Governing Law

The parties acknowledge that this Agreement shall be interpreted and enforced in accordance with the laws of the State of Michigan.

ATTESTED TO:

WASHTENAW COUNTY

By: _____

Lawrence Kestenbaum (DATE)

County Clerk/Register

By: _____

Gregory Dill

(DATE)

County Administrator

MUNICIPALITY

BY: Diana D. Dume

Printed Name: Brenda L. Stumbo

Title: Supervisor

Karen L. Papp

Karen Lougheed Roe

clerk

Oct. 7, 2020

APPROVED AS TO CONTENT:

By: _____

Edward R. Golembiewski (DATE)

Washtenaw County Director of Elections

APPROVED AS TO FORM:

By: _____

Michelle K. Billard (DATE)

Office of Corporation Counsel

RESOLUTION 2020-19

Resolution to Extend the Deadline to December 31, 2021 for the Charter Township of Ypsilanti to Convey 24.975 Acres Located at 1500 S. Huron Road (As Provided in Resolution 2019-60) to the Ann Arbor YMCA Conditioned Upon the YMCA to Construct and Operate a Recreational Facility Contingent Upon the Completion of YMCA's Due Diligence Investigations Including the Completion of a Feasibility Study and the Approval by the Parties of a Mutually Acceptable "Memorandum of Understanding" Setting Forth the Rights and Responsibilities of the Township and the Ann Arbor YMCA

WHEREAS, on **December 17, 2019** the Ypsilanti Township Board of Trustees approved Resolution 2019-60 (a copy of which is attached hereto and incorporated by reference along with exhibits A, B and C) wherein the Township confirmed its intent to convey 24.975 acres located at 1500 S. Huron Road to the Ann Arbor YMCA and

WHEREAS, the Resolution of Intent (2019-60) to convey said property to the Ann Arbor YMCA was conditioned upon the YMCA "...**to construct and operate a recreational facility contingent upon the completion of YMCA's due diligent investigations including the completion of a feasibility study and the approval by the parties of a mutually acceptable 'Memorandum of Understanding' setting forth the rights and responsibilities of the Township and the Ann Arbor YMCA**" and

WHEREAS Resolution 2019-60 was to "...**remain in full force and effect for a period of one year so as to allow the Township and the Ann Arbor YMCA to prepare and submit for approval to the Township Board and the YMCA Board of Directors a mutually acceptable 'Memorandum of Understanding' setting forth the rights and responsibilities of the Township and YMCA as it pertains to the**

construction and operation of the new facility located on the 24.975 acres of the former Seaver Farm property” and

WHEREAS Resolution 2019-60 provided that said “**Resolution of Intent**” “...**may be extended for an additional period of time (if necessary) upon approval by the Ypsilanti Township Board of Trustees otherwise said resolution shall be rendered null and void in the event the parties do not approve a “Memorandum of Understanding” within one year from the date of Resolution 2019-60 (December 17, 2019) as it pertains to the construction and operation of the new YMCA facility**” and

WHEREAS the world-wide COVID-19 pandemic has had devastating impacts upon the Federal, State and Local Governments resulting in the issuance of “**Stay at Home Orders**” by Michigan Governor Gretchen Whitmer along with a number of other restrictions that have resulted in the delay of the Ann Arbor YMCA through no fault of their own to conduct and complete the necessary due diligence investigations and the required “...**Feasibility Study for the proposed location which, in turn, will allow the Ann Arbor YMCA to commence with its fundraising campaign for this new State-of-the-Art Recreational Facility**” and

NOW, THEREFORE THE YPSILANTI CHARTER TOWNSHIP BOARD OF TRUSTEES HEREBY RESOLVES AS FOLLOWS:

1. That the Ypsilanti Township Board approves **Resolution 2020-19** for the express purpose of extending the deadline to **December 31, 2021** for the conveyance of **24.975 acres** of property located at 1500 S. Huron Road to the Ann Arbor YMCA conditioned upon the YMCA constructing and operating a new state of the art recreational facility for the benefit of Eastern Washtenaw County.

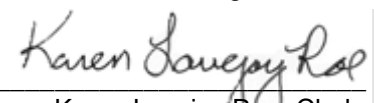
2. That the Ann Arbor YMCA complete all necessary due diligence investigations including the “**Feasibility Study**” and provide a copy of the Feasibility Study to the Township Board and legal counsel as soon as said Study has been completed.

3. That once the Feasibility Study has been completed that the Ann Arbor YMCA proceed with its Fundraising Campaign that will include a number of stakeholders from the public and private sectors.

4. That Resolution 2020-19 entitled “**Resolution to Extend the Deadline to December 31, 2021 (Which Shall Also Incorporate by Reference Resolution 2019-60 and All Exhibits Thereto)**” shall remain in full force and effect through **December 31, 2021** so as to allow the Township and the Ann Arbor YMCA to prepare and submit for approval to the Township Board and the YMCA Board of Directors a mutually acceptable “**Memorandum of Understanding**” setting forth the rights and responsibilities of the Township and YMCA as it pertains to the construction and operation of the new facility located on the **24.975 acres** of the former Seaver Farm Property.

5. That this Resolution to Extend the Deadline for the Charter Township of Ypsilanti to convey 24.975 acres to the Ann Arbor YMCA to **December 31, 2021** may be extended for an additional period of time (if necessary) upon approval by the Ypsilanti Township Board of Trustees otherwise said Resolution 2020-19 shall be rendered null and void in the event the parties do not approve a “**Memorandum of Understanding**” within one year from the date of Resolution 2020-19 as it pertains to the construction and operation of the new YMCA facility.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-19 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 6, 2020.


Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING

Supervisor Stumbo called the meeting to order at approximately 5:00p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

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

Members Absent: none

Legal Counsel: Wm. Douglas Winters

1. 2020 BUDGET REVIEW

- **FUND 226 – ENVIRONMENTAL** – Supervisor Stumbo stated that all the millages expire next year. She said it was discussed to appoint a millage committee. She said the Waste Management contract is not sustainable at the current tax rate.

Jovanna Neel, Accounting Director explained the Environmental Fund and the five year forecast. She said since 2018 we have been dipping into the fund balance. She said the fund balance has continually gone down and by end of 2022 it will be depleted and will have to be replenished. She said just for waste management the contract is \$160,000.00 a month.

Paul Davis, Township Resident asked what could be done to stop the cost for waste management from increasing every year. He asked with the new building of subdivisions in Ypsilanti Township how would that effect the budget.

Supervisor Stumbo stated the Jovanna Neel did a forecasting of tax revenue.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING
PAGE 2

Paul Davis asked if we have a contract with Waste Management is there a locked in cost for the extent of the contract.

Supervisor Stumbo stated we have a 5-year contract with Waste Management with a 4% increase every year.

Michael Hoffmeister stated that a lot of the increases in the Environmental budget are directly related to personnel with their wages and fringes.

- **FUND 230 – RECREATION** – Angela Verges, Recreation Supervisor stated they kept their budget similar to 2020. She said they have added some classes that were more popular and are doing some advertising with a magazine explaining our programs.

Treasurer Doe questioned the budget numbers that the Recreation department has put in their budget and would like them changed to more realistic numbers

- **FUND 236 – 14B COURT** – Magistrate Nelson stated that some of their decrease is the retiring of long time employees. He said they have renewed their Drug Court Grant at \$133,000.00 and a Grant of \$30,000.00 to help improve our delivery of services as a result of Covid. He said improvements will be to extend their county wireless out into the parking lot so those who do not have service at home can come into our parking lot and participate in zoom for a court hearing. He said another part of that would be a portable device they can use in the lobby if they do not have a device of their own.

Treasurer Doe asked if Covid continues would the court lay off any employees.

Magistrate Nelson stated that for the last three years the average for caseloads was about 18,000 a year at 14B. He said the average Judge

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING
PAGE 3

in the State of Michigan averages about 11,000 cases a year. He said that the projection for this year for 14B Court is about 12,000 cases a year which is above average for most courts in the State of Michigan. He said they operate with 9 employees that are Clerks and Probation Staff. Magistrate Nelson stated that courts that our size operate with about 13-15 staff members. He said he doesn't see where they could cut staff members. He said his staff is kept very busy.

Treasurer Doe stated that the court is going \$500,000.00 in the whole and there is no way the Township can continue helping to supplement them.

- **FUND 584 – GOLF** – Kirk Sherwood, Director of Golf stated the Golf course had a great year which was surprising because of Covid. He is still working on the Liquor License and would like to have it in place by the Spring of 2021. Mr. Sherwood stated that with the Liquor License they will need to hire rangers to help out on the course and on league nights he said they should provide a beverage cart to help increase sales.
- **FUND 250 – LDFA** – Javonna Neel, Accounting Director stating this Fund was set up for a special tax that was done for the Seaver Farm infrastructure. She said they collect taxes from Bosal but she said they have sold their property to Perfect Ypsilanti. She said we would collect LDFA tax but the property tax has gone down. Ms. Neel explained they have lost a lot of the personal property taxes. She said they have gone down from over \$2 million to \$676,000.00.
- **FUND 398 – GENERAL OBLIGATION** – Javonna Neel, Accounting Director stated this was set in place for the infrastructure for Seaver Farm. She said this was used to collect special taxes from Bosal which she said now would be Perfect Ypsilanti. She said the bond at the end of 2020 will have a balance owed of \$1,885,000.00. She said this bond will be paid off in 2029. Ms. Neel said the principal is \$190,000.00 and

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING
PAGE 4**

interest is \$42,960.00 for the year. She said the debt payment is \$233,400.00 from this fund. She said we are only receiving \$78,572.00 from the LDFA Fund. She said they will need \$39,000.00 from the General Fund moved in to pay this debt payment for 2021. She said in 2022 they will need a lot more unless the new owners have more personal property taxes.

AGENDA REVIEW

PUBLIC HEARING

Clerk Lovejoy Roe stated this is required by law that any special assessment districts that we had Public Hearings on during the year we created them we are required to have them twice a year. She said a mailing went out to the residents who were affected by these special assessments so they have one more time that they can voice their opinion about the assessment district.

Paul Davis, Township Resident stated he was shocked by the property tax difference since he moved to Majestic Lakes from West Willow. He said he was taken back that there would be a special assessment for streetlights.

Clerk Lovejoy Roe stated that streetlights usually come about because residents in that area have petitioned to get them. She said in a new area that you are in the township enters into an agreement with the developer that the developer will pay for the installation of the lights and then the homeowners only pay for the operation of the lights. Clerk Lovejoy Roe stated that Mr. Davis had a streetlight assessment in West Willow but it would have been an old one and she said she was not sure what he would've paid. She said that it is not part of your property tax it is a special assessment that is on put on your December tax bill because it is due at the same time as your taxes are due.

- A. 7:00PM – RESOLUTION 2020-25 SPECIAL ASSESSMENT LEVY**
(PUBLIC HEARING SET AT THE SEPTEMBER 15, 2020 REGULAR MEETING)

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING
PAGE 5**

- 1. RESOLUTION 2020-21, CONFIRMING SPECIAL ASSESSMENT DISTRICT #219 CRYSTAL PONDS STREETLIGHTS**
- 2. RESOLUTION 2020-22, CONFIRMING SPECIAL ASSESSMENT DISTRICT #075 CRYSTAL POND NEIGHBORHOOD SECURITY CAMERAS**
- 3. RESOLUTION 2020-23, CONFIRMING SPECIAL ASSESSMENT DISTRICT #217 PONDS AT LAKEWOOD AND MAJESTIC PONDS 2 STREETLIGHTS**
- 4. RESOLUTION 2020-24, CONFIRMING SPECIAL ASSESSMENT DISTRICT #218 MAJESTIC LAKES ESTATES AND VILLAGE AT MAJESTIC LAKES**

PUBLIC COMMENT

JoAnn McCollum, Township Resident stated she was in disagreement for agenda item 11 reimbursement for Clerk Lovejoy Roe getting reimbursed with taxpayer money for the court case.

CONSENT AGENDA

A. MINUTES OF THE SEPTEMBER 30, 2020 SPECIAL MEETING AND OCTOBER 6, 2020 REGULAR AND WORK SESSION MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR OCTOBER 20, 2020 IN THE AMOUNT OF \$1,101,489.00**
- 2. CHOICE HEALTHCARE DEDUCTIBLE ACH EFT FOR SEPTEMBER 2020 IN THE AMOUNT OF \$29,959.50**
- 3. CHOICE HEALTHCARE ADMIN FEE FOR SEPTEMBER 2020 IN THE AMOUNT OF \$1,211.50**

C. SEPTEMBER 2020 TREASURER'S REPORT

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING
PAGE 6**

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

NEW BUSINESS

**1. REQUEST TO APPROVE THE FIRST AMENDMENT TO THE
DEVELOPMENT AGREEMENT FOR PINEVIEW GOLF ESTATES NORTH
SUBDIVISION PHASE II**

Attorney Winters stated Pineview Golf Estates Development Agreement was an agreement made 20 years ago. He said there were three phases. He said the third phase was for 9 homes to be constructed if Pineview Drive would be connected to Whittaker Road. He said that connection will probably never happen. He said the owner of those 9 properties is the son of the original contractor and he said he has requested that portion of the development agreement be amended. Attorney Winters stated the owner would like to change the agreement to be 4 homes. Attorney Winters stated that Jason Iacoangeli has agreed this would be a good agreement.

**2. REQUEST TO AUTHORIZE CIRCUIT COURT LITIGATION TO ABATE
PUBLIC NUISANCES AT 885 LEXINGTON PKWY, 1253 CRESTWOOD
AVE., 1117 DAVIS ST., 7941 LAKE CREST DR., AND 9607 HARBOUR
COVE COURT BUDGETED IN LINE ITEM #101-950-000-801-023**

Mike Radzik, OCS Director explained the public nuisance properties that they would like to authorize circuit court litigation for.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING
PAGE 7**

**3. REQUEST FOR AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO
ABATE A PUBLIC NUISANCE BY PADLOCKING FOR 2545 COOLIDGE
AVE., BUDGETED IN LINE ITEM #101-950-000-801-023**

Mike Radzik, OCS Director explained that this is a public nuisance by padlocking due to narcotics trafficking. He said they had a 6 hour zoom hearing with Judge Kunke and had been told that they could demolish all the structures on the property. He said that law enforcement has now raided the property and found drugs, cash, firearms. He said this padlocking is to try and insure there will be no narcotics trafficking while trying to finalize all litigation.

Attorney Winters explained how challenging it was to file these court cases but said it was even more stressful now with Covid. He said having a 6 hour zoom hearing is exhausting for all involved.

**4. REQUEST TO SET A PUBLIC HEARING FOR NOVEMBER 17, 2020 AT
APPROXIMATELY 7:00PM FOR THE 2021 FISCAL YEAR BUDGET**

**5. REQUEST TO SET A PUBLIC HEARING FOR NOVEMBER 17, 2020 AT
APPROXIMATELY 7:00PM TO CREATE A SPECIAL ASSESSMENT DISTRICT
FOR LATHERS STREETLIGHTS**

Supervisor Stumbo stated the Special Assessment has to benefit you. She said having streetlights in your neighborhood is a benefit. She said in 1994-96 they had a lot of neighborhoods petitioning to put in streetlights. She said DTE use to pay for the construction of doing that and then they stopped.

Supervisor Stumbo stated residents petitioned for this. She said they wanted sidewalks as well and because of the cost for sidewalks it was brought back to only do the streetlights.

Clerk Lovejoy Roe stated she just wanted to fore warn everyone that the cost that came out for the streetlights would make this probably the most expensive district in the Township. She said between the installation and the operation it is

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 WORK SESSION MEETING
PAGE 8**

going to be about \$250.00 a year. She said the petitioner wants us to move forward. She said it is a small street and only 6 or 7 lights and not a lot of residents to divide the cost with. Clerk Lovejoy Roe said she knows of one time that the Township didn't pick up the whole cost for streetlights but they picked up part of it for another district. She said she just received the information from Brian but it was too late to put in the packet but the actual cost is \$149.00 to put in the seven lights spread between 17 people so it's \$25,000.00 and the actual cost for operation is \$102.00. She said when you combine them for ten years it's going to be \$252.00. She said we could stretch the payment over more years to lower the payment.

Supervisor Stumbo stated in order to consider this she would like to see more information. She said she remembered that they really wanted sidewalks and it makes sense to do it all at once. She asked if it was in the CDBG area and if it qualified for money.

Clerk Lovejoy Roe stated that she didn't know if there was funding and the sidewalks could be farther out because the petitioner really wants the streetlights put in this year. She said maybe if we found several areas in the township to do sidewalks we could get a better price but that has been pushed to next year.

Supervisor Stumbo stated before they set the Public Hearing she would like to have the information.

The Work Session adjourned at 6:44PM

Respectfully Submitted,

Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:00 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 HEARING

**A. 7:00PM – RESOLUTION 2020-25 SPECIAL ASSESSMENT LEVY
(PUBLIC HEARING SET AT THE SEPTEMBER 15, 2020 REGULAR MEETING)**

**Supervisor Stumbo declared the Public Hearing opened at 7:02 pm
Supervisor Stumbo declared the Public hearing closed at 7:03 pm**

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Resolution 2020-25 Special Assessment Levy (see attached).

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

The motion carried unanimously.

**1. RESOLUTION 2020-21, CONFIRMING SPECIAL ASSESSMENT DISTRICT
#219 CRYSTAL PONDS STREETLIGHTS**

**Supervisor Stumbo declared the Public Hearing opened at 7:04 pm
Supervisor Stumbo declared the Public hearing closed at 7:05 pm**

Clerk Lovejoy Roe read Resolution 2020-21 into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Resolution 2020-21 Confirming Special Assessment District #219 Crystal Ponds Streetlights (see attached).

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
PAGE 2**

The motion carried unanimously.

**2. RESOLUTION 2020-22, CONFIRMING SPECIAL ASSESSMENT DISTRICT
#075 CRYSTAL POND NEIGHBORHOOD SECURITY CAMERAS**

Supervisor Stumbo declared the Public Hearing opened at 7:06 pm
Supervisor Stumbo declared the Public hearing closed at 7:07 pm

Clerk Lovejoy Roe read Resolution 2020-22 into the record.

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Resolution 2020-22, Confirming Special Assessment District #075 Crystal Pond Neighborhood Security Cameras (see attached).

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

The motion carried unanimously.

**3. RESOLUTION 2020-23, CONFIRMING SPECIAL ASSESSMENT DISTRICT
#217 PONDS AT LAKEWOOD AND MAJESTIC PONDS 2 STREETLIGHTS**

Supervisor Stumbo declared the Public Hearing opened at 7:09 pm
Supervisor Stumbo declared the Public hearing closed at 7:10 pm

Clerk Lovejoy Roe read Resolution 2020-23 into the record.

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve Resolution 2020-23, Confirming Special Assessment District #217 Ponds at Lakewood and majestic Ponds 2 Streetlights (see attached).

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

The motion carried unanimously.

**4. RESOLUTION 2020-24, CONFIRMING SPECIAL ASSESSMENT DISTRICT
#218 MAJESTIC LAKES ESTATES AND VILLAGE AT MAJESTIC LAKES**

Supervisor Stumbo declared the Public Hearing opened at 7:13 pm
Supervisor Stumbo declared the Public hearing closed at 7:14 pm

Clerk Lovejoy Roe read Resolution 2020-24 into the record.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
PAGE 3**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve Resolution 2020-24, Confirming Special Assessment District #218 Majestic Lakes Estates and Village at Majestic Lakes (see attached).

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

The motion carried unanimously.

PUBLIC COMMENTS

Evan Pratt, Washtenaw County Water Resource Commissioner, thanked the Board of Trustees for their partnership with the renovation of the Tyler Dam, with the drainage work in the area, and with some sewer work with YCUA. He said we have received an award from the Michigan Association of County Drain Commissioners and he said he would be dropping off the plaque for Ypsilanti Township.

JoAnn McCollum, Township Resident stated she was against item #9 on the agenda and does not believe the township should reimburse Clerk Lovejoy Roe for her legal fees.

Petula Brown, Township Resident stated she lives in Ford Lake Village and would like to follow up with the Board on how they can be a priority to get their roads resurfaced. She invited the Board to attend their Zoom board meeting on November 11th at 7:00pm to discuss with their residents what steps need to be taken to get this project started in Ford Lake Village.

Supervisor Stumbo stated they would she would look at her calendar and if she can she will attend.

Trustee Eldridge stated he would attend the meeting.

Kathy Leach, Township Resident questioned the Fund for Environmental services and wondered why there was no revenue generated from recycled material.

Supervisor Stumbo stated it does not generate the money that it once did.

She asked about the contract with waste management and why we would have to pay more money to put the recyclables in the landfill.

Supervisor Stumbo stated there was many challenges with recyclables. She said she is working with Washtenaw County to see what they can do as a County when dealing with recyclables. She said if there is a market for the material then we will get paid for it but there has been less market for the recycle material. She said when there isn't a market for it we get charged for it. She said they are discussing getting a committee together including interested residents to see what can be

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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done about recycling. She said in the new contract it is stated more clearly what happens to recycling.

Kathy Leach stated that in this proposed budget the Township is anticipating \$29,000.00 more in fees for putting recyclables into the land fill. She asked if that was for more tonnage going into the land fill. She said it was \$177,000.00 in to 2020 budget and for 2021 it is 206,000.00.

Supervisor Stumbo stated that pizza boxes use to go in the recyclable but then that made it contaminated because pizza had been in the box and that made the whole truck contaminated. She said we need good education for all residents to make she there is a safe stream for recyclables. She said she is working with Washtenaw County to see what we can do as a County with recyclables.

Kathy Leach stated she had read that nationwide there are challenges getting recyclable sold and reused and most of them do go into the land fill. She said with the new contract with Waste Management exceeding the amount on our millage she said she would like to encourage the Board to consider stopping the \$2.65 unit fee for recycling if we can't be assured any material is actually going to be recycled.

Supervisor Stumbo stated in the Work Session they talked about getting a committee together to discuss options and she said she would like for it to include residents. She asked Ms. Leach to send her email so she could include her with information regarding recyclables.

Erin Anderson, Township Resident stated she has concerns about the speed that drivers are going down West Grand Blvd. She said it started happening when Harris Road was being repaved and she said although that is finished they are still speeding down West Grand. She said they are kids playing, people walking and jogging and she said someone will get hurt if this continues. She said people are driving 50-80 miles an hour down her street. She said she would appreciate getting streetlights, speed signs, and speed bumps.

Supervisor Stumbo stated they would immediately ask for patrol in that area for speeders. She said you can petition for traffic calming devices.

Lisa Putman, Township Resident, stated she lives near Clark and Ford and is concerned about the speed in her area especially on Harris Road. She said because it is designated an emergency egress they cannot get speed bumps. She said she would like at least a speed light so people can see how fast they are driving. She said there is also drag racing on Clark Road at night and said the noise from not only the cars but also from their music.

Supervisor Stumbo stated that the first defense would be to get patrol in all these areas. She said Mike Radzik is on this meeting and he will take care of this. She said that they should call the non-emergency number to the Sheriffs' office every time

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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this happens. Supervisor Stumbo stated residents do not have to wait for a board meeting to voice their concerns. She said they can call or email with their concerns.

Zach Roland, Union President for local 1830, Ypsilanti Firefighters, thanked the board by supporting them when they applied for a Grant through the Cares Act which gave all the firefighters a \$1,000.00 bonus for continuing to work without pause from March through May 2020.

CONSENT AGENDA

A. MINUTES OF THE SEPTEMBER 30, 2020 SPECIAL MEETING AND OCTOBER 6, 2020 REGULAR AND WORK SESSION MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR OCTOBER 20, 2020 IN THE AMOUNT OF \$1,101,489.00**
- 2. CHOICE HEALTHCARE DEDUCTIBLE ACH EFT FOR SEPTEMBER 2020 IN THE AMOUNT OF \$29,959.50**
- 3. CHOICE HEALTHCARE ADMIN FEE FOR SEPTEMBER 2020 IN THE AMOUNT OF \$1,211.50**

C. SEPTEMBER 2020 TREASURER'S REPORT

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

Trustee Ross-Williams stated she did not have time to read the minutes and would not be able to approve the October 6, 2020 minutes.

A motion was made by Trustee Ross-Williams, supported by Trustee Eldridge to table the October 6, 2020 minutes.

Clerk Lovejoy Roe.....Yes	Jarrell Roe.....No	Wilson.....Yes
Eldridge.....Yes	Ross-Williams.....Yes	Doe.....Yes
Stumbo.....Yes		

The motion carried.

A motion was made by Treasurer Doe, supported by Trustee Eldridge to Approve the Consent Agenda except the October 6, 2020 minutes.

The motion carried. Trustee Jarrell Roe opposed.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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ATTORNEY REPORT

A. GENERAL LEGAL UPDATE – none

NEW BUSINESS

- 1. REQUEST TO APPROVE THE FIRST AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR PINEVIEW GOLF ESTATES NORTH SUBDIVISION PHASE II**

A motion was made by Clerk Lovejoy Roe, supported by Trustee Eldridge to Approve the First Amendment to the Development Agreement for Pineview Golf Estates North Subdivision Phase II (see attached).

The motion carried unanimously.

- 2. REQUEST TO AUTHORIZE CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCES AT 885 LEXINGTON PKWY, 1253 CRESTWOOD AVE., 1117 DAVIS ST., 7941 LAKE CREST DR., AND 9607 HARBOUR COVE COURT BUDGETED IN LINE ITEM #101-950-000-801-023**

A motion was made by Trustee Ross-Williams, supported by Treasurer Doe to Approve the Request to Authorize Circuit Court Litigation to Abate Public Nuisances at 885 Lexington Pkwy, 1254 Crestwood Ave., 1117 Davis St., 7941 Lake Crest Dr., and 9607 Harbour Cove Court Budgeted in Line Item #101-950-000-801-023.

The motion carried unanimously.

- 3. REQUEST FOR AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE BY PADLOCKING FOR 2545 COOLIDGE AVE., BUDGETED IN LINE ITEM #101-950-000-801-023**

A motion was made by Trustee Ross-Williams, supported by Trustee Wilson to Approve Request for Authorization for Circuit Court Litigation to Abate a Public Nuisance by Padlocking for 2545 Coolidge Ave., Budgeted in Line Item #101-950-000-801-023.

Michael Radzik, OCS Director explained the litigation to abate a public nuisance by padlocking which he had outlined during the work session meeting.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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4. REQUEST TO SET A PUBLIC HEARING FOR NOVEMBER 17, 2020 AT APPROXIMATELY 7:00PM FOR THE 2021 FISCAL YEAR BUDGET

A motion was made by Treasurer Doe, supported by Trustee Eldridge to Approve the Request to Set a Public hearing for November 17, 2020 at Approximately 7:00PM for the 2021 fiscal year Budget.

The motion was carried unanimously.

5. REQUEST TO SET A PUBLIC HEARING FOR NOVEMBER 17, 2020 AT APPROXIMATELY 7:00PM TO CREATE A SPECIAL ASSESSMENT DISTRICT FOR LATHERS STREETLIGHTS

A motion was made by Clerk Lovejoy Roe supported by Trustee Jarrell Roe to Approve Request to set a Public hearing for November 17, 2020 at Approximately 7:00PM to Create a Special Assessment District for Lathers Streetlights.

Supervisor Stumbo stated she was concerned about the \$250.00 that the residents would have to pay per year for the streetlights and said she would like to have information before the public hearing to help decide whether the Township would help alleviate some of the cost. She said she doesn't want residents to come to the meeting have them disappointed when we are hearing about the amounts for the first time. She said this is a different situation because streetlights are usually petitioned for and the payment for them are spread over a certain number of years. She said this is for seven lights and the cost is \$250.00 per resident which she said is oddly excessive.

Clerk Lovejoy Roe stated originally it was \$19,000.00 for three lights. She said the residents wanted more lights and she said they picked out where they wanted each light. She said the residents have not raised any issues with her but she said there may be other ways if the Township doesn't want to help fund some of the cost she said it might be better to spread the cost over 20 years instead of 10 years. She said we could research this and have it available for the residents by the next board meeting. She said they found a way to do it cheaper adding more lights and she said with the way they ran the underground wire.

Supervisor Stumbo stated she would like all the information before the next board meeting since they are expecting us to pay for it.

Clerk Lovejoy Roe stated the residents have said nothing about the Township paying for it. She said she remembers in the past the Township has helped with funding. She said she knows the residents wants them and she said we could get them in by February or March of 2021.

Trustee Ross-Williams questioned is this information that is being discussed in the revised agenda because she said she doesn't see it.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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Clerk Lovejoy Roe stated when we set up a Public Hearing we send out letters for those residents who would be involved with the special assessment. She said she just thought, maybe regrettably now, bringing it to the attention of the board that when she got the numbers from Brian and it was higher than any other district. She said she knew that in the past we have paid for either some or all of the cost for the installation for some of the older neighborhoods which helped bring the cost down for those residents.

Supervisor Stumbo stated said she would set the Public Hearing for December so she can get the information.

Clerk Lovejoy Roe stated that wasn't how it was normally done.

Supervisor Stumbo stated that we don't normally pay.

Clerk Lovejoy Roe stated that this Board, in the past, at Public Hearings have seen the numbers and decided to pay for part. She said she just wanted to give the board a heads up that this might be a time we would want to do this. She said they have been working on this for over a year and she would not want it delayed any longer. Clerk Lovejoy Roe stated that if we move the Public Hearing to December it would move it back another month.

Supervisor Stumbo stated they want to help and she says she knows they want sidewalks too.

Trustee Jarrell Roe asked Clerk Lovejoy Roe if she has an exact date on when she will have the cost information. She said this is another time when we don't have an exact process on how this should be handled. She said it's either a group of residents who asks for streetlights or comes through a neighborhood watch group which are all different channels on how we do this and when this happens I say again it should be just one way by petition.

Clerk Lovejoy Roe said she has the exact numbers right now and she can send them to board members. She said this is the process and they did the petition.

Supervisor Stumbo stated that at the next meeting have on the agenda that the board agrees to pay the installation cost and the Public Hearing will be in December to finalize it.

Clerk Lovejoy Roe stated she agreed to do that. She said Supervisor Stumbo, Treasurer Doe and her can get together before the meeting and decide if there are funds available.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve the Request to set a Public Hearing for December 1, 2020 at Approximately 7:00PM to Create a Special Assessment District for Lathers Streetlights and to work with the Three Full Time Officials to Examine the Budget and Decide an Amount to Bring Back to the Board to help With the Streetlights for Lathers Street.

The motion carried. Trustee Eldridge and Trustee Ross-Williams opposed.

6. REQUEST TO APPROVE BUDGET AMENDMENT REQUEST FOR OHM FOR THE HURON STREET PATHWAY PROJECT IN THE AMOUNT OF \$6,800.00 BUDGETED IN LINE ITEM #212-970-000-997-250

A motion was made by Clerk Lovejoy Roe, supported by Treasurer Doe to Approve Budget Amendment Request for OHM for the Huron Street Pathway Project in the Amount of \$6,800.00 Budgeted in Line Item #212-970-000-997-250 (see attached).

Mike Hoffmeister, Residential Services stated this is for the east side of Huron Street from Eagle Crest entrance to North Bay Park. He said it was scheduled for earlier this year but, because of Covid-19 it was delayed.

The motion carried unanimously.

7. REQUEST TO APPROVE THE AGREEMENT WITH HOPPE DESIGN FOR DESIGN, BIDDING AND CONSTRUCTION SERVICES FOR IMPROVEMENTS TO THE IT NETWORK ROOM AND CIVIC CENTER/14B CAMPUS SECURITY SCREENING IN THE AMOUNT OF \$22,000.00 BUDGETED IN LINE ITEM #101-970-000-971-003

A motion was made by Trustee Eldridge, supported by Trustee Ross-Williams to Approve the Agreement with Hoppe Design for Design, Bidding and Construction Services for Improvements to the IT Network Room and Civic Center/14B Campus Security Screening in the amount of \$22,000.00 Budgeted in Line Item #101-970-000-971-003 contingent upon Attorney Approval (see attached).

Attorney Winters stated there are questions regarding this and will have to be revised significantly. He said he wondered what happened to the 2017 contract that the board approved with the Hobbs & Black for their design for a court Security System for 14B Court. He said in this contract it requires the Township to sever any additional professional ties that they may have.

Magistrate Nelson said the Hobbs & Black design was just for their side of the building and after reviewing that plan it went out to bid and they received one bid back. He said with the lack of interest in bidding they decided a more global security system was more appropriate. He said this is for the entire campus including the Civic Center side.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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Attorney Winters stated there was a number of provisions that would have to be revised with this agreement. He said he will get a letter out if the board approves it contingent on Attorney approval.

The motion carried unanimously.

8. REQUEST TO APPROVE AGREEMENT WITH WASHTENAW COMMUNITY COLLEGE FOR EXTENSION CENTER OFFERINGS

A motion was made by Trustee Ross-Williams, supported by Clerk Lovejoy Roe to Approve Agreement with Washtenaw Community College for Extension Center Offerings (see attached).

The motion carried unanimously.

9. REQUEST TO APPROVE CHANGE ORDER WITH GENERAL CODE FOR THE ADDITION OF THE LASERFICHE ENTERPRISE CONTENT MANAGEMENT SYSTEM – FINANCIAL MANAGEMENT WORK FLOW FOR ACCOUNTS PAYABLE IN THE AMOUNT OF \$28,650.00 BUDGETED IN LINE ITEM #101-266-000-977-001

A motion was made by Clerk Lovejoy Roe supported by Trustee Jarrell Roe to Approve Change Order with General Code for the Addition of the Laserfiche Enterprise Content Management System – Financial Management Work Flow for Accounts Payable in the Amount of \$28,650.00 Budgeted in Line Item #101-266-000-977-001 (see attached).

Javonna Neel, Accounting Director stated this will integrate with BS&A and will streamline our processing.

Attorney Winter stated that he needs to have all the information for all the contracts throughout the Township and when they will expire.

Javonne Neel stated she is getting that information together and preparing a document which will include all expiration and renewal dates.

The motion carried unanimously.

10. REQUEST APPROVAL OF AGREEMENT WITH BS&A SOFTWARE FOR SOFTWARE INTEGRATION TO CONNECT BS&A WITH LASERFICHE DOCUMENT MANAGEMENT SYSTEM

A motion was made by Clerk Lovejoy Roe, supported by Trustee Ross-Williams to Approve Agreement with BS&A Software for Software Integration to Connect BS&A with Laserfiche Document Management System (see attached).

Brian Fatke, Laserfiche stated that this will include building.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING
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Clerk Lovejoy Roe stated that all the files from building that we put in digital format will be ready to go into Laserfische.

The motion carried unanimously.

11. REQUEST FOR REIMBURSEMENT FOR PROFESSIONAL SERVICES RENDERED BY ATTORNEY MARY ELLEN GUREWITZ IN MAY, 2020, IN DEFENSE OF LEGAL ACTION, A LAWSUIT BY BRENDA STUMBO AND LARRY DOE AGAINST KAREN LOVEJOY ROE, WASHTENAW COUNTY CIRCUIT COURT CASE NUMBER 20-000443-Z IN HER OFFICIAL LEGAL CAPACITY AS YPSILANTI TOWNSHIP CLERK IN THE AMOUNT OF \$4,635.00 AND APPROVE A BUDGET AMENDMENT FOR THE AMOUNT

A motion was made by Trustee Jarrell Roe, supported by Clerk Lovejoy Roe for Reimbursement for Professional Services Rendered by Attorney Mary Ellen Gurewitz in May, 2020 in Defense of Legal Action, a Lawsuit by Brenda Stumbo and Larry Doe Against Karen Lovejoy Roe, Washtenaw County Circuit Court Case Number 20-000443-Z in Her Official Legal Capacity as Ypsilanti Township Clerk in the Amount of \$4,634.00 and Approve a Budget Amendment for the Amount.

Clerk Lovejoy Roe stated she was shocked to find out that unless a monetary amount was lost no Employees or Elected Officials were covered by our township insurance. She said she would highly recommend that people should get insurance that would cover them if they were sued in their position. She said the Township gets sued quite often and the Township is covered but the individual employee would not be covered if there wasn't a monetary amount that the plaintiff was seeking. She said, in this lawsuit she said it was for duties required to be performed in her official capacity. She said that in her office because some of the people in her office, were mentioned in this lawsuit they do not want to continue to do notary services. She said this was because they realized they would not be covered by our insurance or by being bonded unless there was a monetary loss involved.

Supervisor Stumbo stated she was not sure but thought Clerk Lovejoy Roe should have abstained and not supported Trustee Jarrell Roes' motion.

The motion failed. Trustee Jarrell Roe voted yes.

12. BUDGET AMENDMENT #13

A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Approve Budget Amendment #13 (see attached).

Motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
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A motion was made by Clerk Lovejoy Roe, supported by Trustee Jarrell Roe to Adjourn.

Motion carried unanimously.

The meeting was adjourned at approximately 8:36PM.

Respectfully Submitted,

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

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

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2020-25

SPECIAL ASSESSMENT LEVY

WHEREAS, the Charter Township of Ypsilanti Board of Trustees, on October 20, 2020 held a public hearing on the proposed special assessment roll prepared by the Deputy Assessor, a copy of which is on file in the Clerk's Office, after advertising the same in a newspaper of record in the Township, and;

WHEREAS, on October 20, 2020 the Ypsilanti Township Board heard comments on said proposed special assessment roll prepared by the Deputy Assessor.

NOW THEREFORE, BE IT RESOLVED that the proposed special assessment roll prepared by the Assistant Assessor for the Charter Township of Ypsilanti be adopted and the amounts set forth on the special assessment roll be levied on the 2020 Winter Tax Roll.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-25 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 20, 2020.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

**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: klovejoyroe@town.org

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2020-21

Resolution Confirming Special Assessment District #219 for the Crystal Pond Streetlights


Whereas, the Township has given notice of the public hearing to consider the assessment roll prepared by the Assessor as required by law; and

Whereas, after hearing all persons interested therein and after carefully reviewing said special assessment roll, the Township Board deems said special assessment roll to be fair, just, and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

Now Therefore, be it resolved, that

1. The special assessment roll as prepared by the assessor in the annual amount of \$34.31 per parcel is hereby confirmed and shall be added to and also known as Crystal Pond Streetlight Special Assessment District #219.
2. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with his/her warrant attached, commanding the Treasurer to collect such assessments in accordance with state law.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-21 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 20, 2020.


Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2020-22

Resolution Confirming Special Assessment District #075 for the Crystal Pond Neighborhood Security Cameras

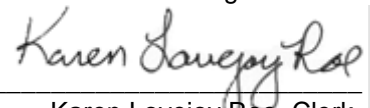
Whereas, the Township has given notice of the public hearing to consider the assessment roll prepared by the Assessor as required by law; and

Whereas, after hearing all persons interested therein and after carefully reviewing said special assessment roll, the Township Board deems said special assessment roll to be fair, just, and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

Now Therefore, be it resolved, that

1. The special assessment roll as prepared by the assessor in the annual amount of \$51.11 per parcel is hereby confirmed and shall be added to and also known as Crystal Pond Neighborhood Security Camera Special Assessment District #075.
2. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with his/her warrant attached, commanding the Treasurer to collect such assessments in accordance with state law.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-22 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 20, 2020.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2020-23

Resolution Confirming Special Assessment District #217 for the Ponds at Lakewood and Majestic Ponds 2 Streetlights

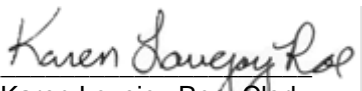
Whereas, the Township has given notice of the public hearing to consider the assessment roll prepared by the Assessor as required by law; and

Whereas, after hearing all persons interested therein and after carefully reviewing said special assessment roll, the Township Board deems said special assessment roll to be fair, just, and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

Now Therefore, be it resolved, that

1. The special assessment roll as prepared by the assessor in the annual amount of \$31.27 per parcel is hereby confirmed and shall be added to and also known as Ponds at Lakewood and Majestic Ponds 2 Streetlight Special Assessment District #217.
2. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with his/her warrant attached, commanding the Treasurer to collect such assessments in accordance with state law.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-23 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 20, 2020.



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2020-24

Resolution Confirming Special Assessment District #218 for the Majestic Lake Estates and Village at Majestic Lakes Streetlights

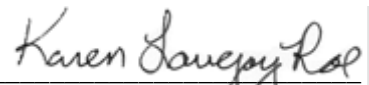
Whereas, the Township has given notice of the public hearing to consider the assessment roll prepared by the Assessor as required by law; and

Whereas, after hearing all persons interested therein and after carefully reviewing said special assessment roll, the Township Board deems said special assessment roll to be fair, just, and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

Now Therefore, be it resolved, that

1. The special assessment roll as prepared by the assessor in the annual amount of \$60.61 per parcel is hereby confirmed and shall be added to and also known as Majestic Lakes Estates and Village at Majestic Lakes Streetlight Special Assessment District #218.
2. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the Township Treasurer, and the Township Clerk shall deliver said special assessment roll to said Treasurer with his/her warrant attached, commanding the Treasurer to collect such assessments in accordance with state law.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

I, Karen Lovejoy Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2020-24 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on October 20, 2020.


Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

This First Amendment to Development Agreement (“Amendment”) is made this _____ day of October, 2020, by and among Baruzzini & Rose, LLC, a Michigan limited liability company, of 1281 Old U.S. 23, Brighton, Michigan 48116 (referred to herein as “Owner” and/or “Developer”), and the Charter Township of Ypsilanti, a Michigan municipal corporation, of 7200 S. Huron River Drive, Ypsilanti, Michigan 48197 (“Township”).

RECITALS

A. On November 15, 1999, Owner owned certain real property located in the County of Washtenaw, Township of Ypsilanti, State of Michigan, the legal description of which property is attached hereto as **Exhibit A** (“Property”).

B. On November 15, 1999, Owner, as Owner and Developer, executed a certain Development Agreement entitled “Development Agreement Pineview Golf Estates North Subdivision” (“Development Agreement”). On December 2, 1999, the Township, by its then Supervisor and Clerk executed the Development Agreement, which was subsequently recorded on July 25, 2000 in the office of the Register of Deeds for the County of Washtenaw, Michigan in Liber 3958, Page 229.

C. The Development Agreement provides that the Property will be developed in three (3) phases: Phase I comprising 18 lots, Phase II comprising 9 lots, and Phase III comprising 8 lots. Phase I and Phase III have been developed and sold as Pineview Golf Estates North Subdivision, the Plat of which is recorded in Liber 32 of Plats, Pages 36, 37 and 38, Washtenaw County, Michigan records.

D. The Development Agreement provides that the terms, provisions and conditions of the Development Agreement shall be deemed a restrictive covenant that shall run with the land and be binding upon and inure to the benefit of the parties to the Development Agreement, their successors-in-interest and assigns.

E. The Development Agreement further provides that Owner/Developer may not commence construction of Phase II until Pineview Drive is connected to Whittaker Road.

F. When the Development Agreement was executed, the owner of the property adjacent to Phase II had plans to construct the right of way that would connect Pineview Drive to Whittaker Road. However, the right of way connecting Pineview Drive to Whittaker Road has never been built and neither the Owner/Developer nor the Township are aware of any current plans to construct such a right of way by the current owner of the adjacent property.

G. Pursuant to Section 3.4 of the Development Agreement, Owner/Developer and Township may modify, replace, amend, or terminate the Development Agreement in a writing signed by both parties.

H. Pursuant to this Amendment, Owner/Developer and Township desire to amend the Development Agreement to remove Phase II from the Development Agreement so that Owner/Developer can develop the Phase II parcel of the Property as a single-family residential project consisting of four (4) parcels of approximately 1.8 acres each as set forth in the conceptual administrative site plan review drawing attached as **Exhibit B** (the "Project"), including, without limitation, the requirements agreed upon between Owner/Developer, Township and the Washtenaw County Road Commission ("WCRC") regarding the extension of Pineview Drive to the Project as set forth in **Exhibit B**, and without having to connect Pineview Drive to Whittaker Road.

AGREEMENT

NOW, THEREFORE, in consideration of the premises, Owner/Developer and Township agree to amend the Development Agreement as follows:

1. Phase II of the Property described in **Exhibit A** ("Phase II Parcel") is hereby removed from the Development Agreement and the terms and provisions of the Development Agreement shall no longer apply to Phase II or to the Phase II Parcel.

2. The Owner/Developer shall develop the Phase II Parcel for the Project as set forth in the administrative site plan review drawing attached as **Exhibit B**, consisting of four (4) single-family home sites via an extension of Pineview Drive terminating in a cul-de-sac as shown in **Exhibit B** and further described as follows:

a. Project Description:

1. The Phase II Parcel shall be split into (4) single-family home sites.
2. The four (4) single-family home sites shall be serviced by well and septic.
3. Each home constructed on the four (4) sites shall meet the building requirements set forth in the deed restrictions applicable to Phase I and Phase III.

b. Parcel I.D.: K-11-20-301-063 / 5399 Pineview Drive, Ypsilanti, MI 48197

c. Lot Size:

1. Total acreage: 7.76 acres
2. Net acreage: 7.17 acres

d. Requirements for Road Connecting the Project to Pineview Drive as confirmed by the Washtenaw County Road Commission in the letter attached as **Exhibit C**:

1. The road shall be a public road.
2. No curb and gutter will be required.
3. No island will be required.
4. No storm sewer will be required (open ditch will be acceptable).

3. The Project may proceed without Pineview Drive connecting to Whittaker Road, with Pineview Drive to be extended to the Phase II Parcel and terminating in a cul-de-sac as set forth and described in **Exhibit B**. In addition, Owner/Developer agrees to pave the unpaved section of Pineview Drive from the end of the paved portion of Pineview Drive to the west property line of the Phase II Parcel. This section to be paved is approximately 170 feet in length.

4. The development of the Phase II Parcel for the Project shall be in accordance with this Amendment and **Exhibit B**, as may be modified by Owner/Developer or any subsequent purchaser but with any modifications subject to final approval by the Township (which shall not be unreasonably withheld), and shall be done in such a manner so as not to diminish the value of the properties in Phase I and Phase III.

5. Nothing in this Amendment shall prevent or preclude Owner/Developer from selling the Phase II parcel of the Property that is the subject of this Amendment and as described in **Exhibit B** and any purchaser shall be bound by the provisions of this Amendment.

BARUZZINI & ROSE, LLC
a Michigan limited liability company

CHARTER TOWNSHIP OF YPSILANTI
a Michigan Municipal Corporation

By: Ted Baruzzini
Its: Authorized Member

Brenda L. Stumbo

By: Brenda L. Stumbo
Its: Supervisor
10-21-2020

Karen Lovejoy Roc

By: Karen Lovejoy Roc
Its: Clerk
10-21-2020



September 10, 2020

Mr. Michael Hoffmeister
Residential Services Director
Charter Township of Ypsilanti
7200 S. Huron River Drive
Ypsilanti, MI 48197

RE: **Huron Street Pathway – Budget Amendment Request
Originally Approved on February 18, 2020**

Dear Mr. Hoffmeister:

The Huron Street Pathway (Phase 1) project is currently designed and ready for bid to construct a 10-foot wide asphalt pathway along the west side of Huron Street from Joe Hall Drive to South Huron River Drive connecting with existing pathway.

OHM has been in communication with Washtenaw County Parks and discovered that a portion of the Huron Street Pathway north of Joe Hall Drive (Phase 2) is proposed for construction in a joint effort with MDOT. Ypsilanti Township's Phase 2 plan, as applied for with Connecting Communities funds, for Huron Street included two segments of pathway construction; along the west side of Huron Street from James L Hart to the I-94 Service drive, and the second pathway along the east side of Huron Street, connecting James L Hart to North Bay Park (See Attached Phase 2 Figure). Earlier this year, the Ypsilanti City Council voted unanimously to apply for \$300,000.00 of grant money from the Michigan Natural Resources Trust Fund to help offset their \$3.3 million dollar construction costs. With that award, the City/MDOT Huron Pathway Project includes a western connection from the I-94 bridge to James L Hart Parkway, tentatively planned for 2022 construction.

Given that one segment of the Township's original Phase 2 plans is proposed for construction by MDOT and the City, it is our understanding that the Township still wishes to add the proposed eastern segment of the pathway to connect North Bay Park path and include this in the bid package already prepared by OHM Advisors (Phase 1).

The design tasks will remain the same from the original proposal (attached) and are requested to be amended as outlined in the below table; work in Task 1 includes gathering of additional topographical survey, utility information and also collection of soils information of the proposed project area. Task 2 is simply designing the additional pathway and securing the necessary permits. Task 3 and Task 4 have remained unchanged.

In order to complete the design for the additional pathway segment, we are requesting a budget amendment not to exceed the amount of **\$6,800.00**. The proposed pathway from James L Hart to North Bay Park adds approximately five (5) stations (450 feet) to the project. The additional pathway will add approximately 2 additional sheets to the plan set. OHM will prepare permits in accordance with the WCRC to include this additional section. Note that this does not include additional pathway within North Bay Park. This amendment to the scope also



does not anticipate traffic signal design work as part of this project and is therefore excluded from our scope of services. If traffic signal design work is required a separate proposal can be provided upon request.

Overall, approximately 40 Hours Field Data Collection and up to 20 Hours of Design are estimated and included in this amendment to add the proposed additional pathway. This will amend the previously approved budget from \$32,500.00 to \$39,300.00. The table below illustrates how the amendment will contribute to each necessary task.

	Original	Amended Budget
Task 1: Design Survey/Topo and Field Data Collection	\$9,650.00	\$14,370.00
Task 2: Engineering Drawing Design	\$15,900.00	\$17,980.00
Task 3: Specifications and Final Bid Package Assembly	\$4,450.00	\$4,450.00
Task 4: Bidding	\$2,500.00	\$2,500.00
Total	\$32,500.00	\$39,300.00

We appreciate the opportunity to work with the Township on this project and we believe this additional pathway extension will positively impact this area of North Bay Park and help make the surrounding area more pedestrian friendly

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

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

Sincerely,
OHM Advisors

Matthew D. Parks, P.E.

Encl: Huron Street Pathway Proposed Phase 2 Map
Huron Street Pathway Proposal for Engineering Design Services – January 13, 2020



OHM ADVISORS
CONSULTANT

Charter Township of Ypsilanti
CLIENT

(Signature)

Brenda L. Stumbo

Matthew D. Parks, P.E.

(Name)

Ms. Brenda Stumbo

Principal in Charge

(Title)

Township Supervisor

(Date)

Oct. 21, 2020

(Signature)

Karen Lovejoy Roe

(Name)

Ms. Karen Lovejoy Roe

(Title)

Township Clerk

(Date)

Oct. 21, 2020

Legend

■ Pathway

Huron Street Pathway Phase #2 Whole Map

I-94 Exit Ramp

James L Hart Pkwy

S Huron St

Huron St

Anna J Stepp Rd

James L Hart Pkwy



700 ft

October 9, 2020

Mr. Mike Hoffmeister CPRP
Residential Services Director
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

Re: **Charter Township of Ypsilanti
Civic Center Building Entry Improvements and IT Expansion
7200 S. Huron River Drive, Ypsilanti Township, MI 48197**

Dear Mr. Hoffmeister:

Thank you for the opportunity to submit this proposal for Professional services for the above named project. Our understanding of the project is as follows.

PROJECT UNDERSTANDING

Entry Improvements

You would like to prepare a design for the renovation of the existing main entry into the building. The existing space is to receive a single story vestibule addition measuring approximately 8' x 15'. The addition will include the following: matching aluminum storefront entry system and glazing; slab on grade; matching roofing; matching hardware; new security check-in systems; vestibule HVAC system; video/CCTV surveillance; entry scanning equipment; metal detectors; forced entry ballistic resistant doors, windows, wall and roof; bollard control; obscure glazing; stainless steel mesh or bullet proof glass security screens; signage. The project also includes the re-design of the aluminum entry from the civic center into the court. This door and the flooring at the threshold will be removed and relocated for barrier free access.

IT Expansion

You would like to prepare a design for the renovation and expansion of the existing IT Department. The existing space is to receive a single story addition with an interior dimension measuring approximately 12' x 14'. The addition will include the following: matching brick veneer; matching roofing; matching fenestration; slab on grade; room for the existing central computing system and UPS. The MEP requirements for the room include: grounding rod; power outlets; cable ladder runways; conduits for cable distribution; cross room cooling; ESD flooring; air exchange; humidifier; two circuits coming from the UPS; key card access.

SCOPE OF BASIC SERVICES:

HOPPE Design, LLC proposes to provide Professional Architectural Services as follows:

Pre-Design

Measuring: HOPPE Design, LLC will measure the portion of the existing building effected by the change and document the approximate dimensions on a base plan.

Preliminary Design

Preliminary Design: HOPPE Design, LLC will prepare a proposed schematic design. The schematic design will include a floor plan and exterior elevation.

Construction Documents

Architectural Working Drawings: HOPPE Design, LLC will prepare architectural working drawings to be used for permitting, bidding and construction. These documents will include a code analysis, egress plan, partial floor plan, partial roof plan, partial exterior elevations, partial building sections, wall section, large scale plan, partial reflected ceiling plan, door and hardware schedules, interior elevations, and room finish schedules.

Structural Working Drawings: HOPPE Design, LLC will prepare structural working drawings to be used for permitting, bidding and construction. These documents will include foundation plan, specifications and structural details and notes.

Mechanical/Electrical/Plumbing Schematic Drawings: HOPPE Design, LLC will prepare mechanical/electrical/plumbing schematic drawings to be used for permitting, bidding and construction. These documents will include mechanical systems, interior lighting and power distribution, plumbing, specifications, details, and notes. The fire suppression system will be described in the specification and will be bid as a design build requirement and submitted as a deferred submittal by the fire suppression contractor.

Specifications: HOPPE Design, LLC will provide a written project manual that will include front end material as provided by the client as well as limited technical specifications.

Security: HOPPE Design, LLC will provide a bid package describing security measures for the new entry. The security measures will include extension of the existing video/CCTV surveillance system; entry scanning equipment; and metal detectors.

Bidding

HOPPE Design, LLC will assist the client in reviewing the documents with the bidders, issue addenda to the construction documents and assist the client in negotiating a contract for construction.

Construction Contract Administration

HOPPE Design, LLC will provide limited contract administration services to include: correspondence with the contractor during construction; a final site review; and preparation of a punchlist.

Deliverables

HOPPE Design will provide a pdf of all drawings and specifications. All printed copies of the drawings, specifications and renderings will be provided by the client.

ASSUMPTIONS AND RESPONSIBILITIES

This agreement is based upon the following assumptions and description of responsibilities.

The client will provide HOPPE Design, LLC with all available existing site and building drawings and the architect shall be allowed to rely upon the accuracy of such drawings.

The client will secure services related to the design of the server room HVAC system under separate contract.

The remainder of Construction Contract Administration services and Approval Assistance are not included in this agreement and will be provided only after receipt of a signed amendment to this agreement.

The client is responsible for all permitting fees.

Those services shown on the attached list of “available services” that are not explicitly described under the proposed scope of basic services above are excluded. Additions to this scope of basic services may be provided under this agreement with a signed amendment to the agreement.

FEE:

Compensation for Basic Services rendered as described above shall be **Twenty-two thousand dollars (\$22,000.00)**.

Payment for services shall be as follows: fifty percent of fee prior to commencement of services; fifty percent upon completion of construction documents.

Compensation for Additional Services rendered shall be based on the hourly rate of \$170.00 per hour.

SCHEDULE:

The Architect is prepared to begin work within ten working days of receipt of a signed Agreement.

TERMS AND CONDITIONS:

The terms and conditions of this proposal shall be in accordance with the attached Standard Terms and Conditions of the Agreement. This unexecuted proposal shall remain in effect for thirty days, after which time HOPPE Design, LLC reserves the right to review and modify any and all portions of this proposal. Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Your return of a signed copy of this proposal and initial payment will serve as authorization to proceed. If you have any questions or need additional information, please contact this office.

Sincerely,

Wayde C. Hoppe, R.A.
President
NCARB, LEED AP

Client

Date

DESCRIPTION OF AVAILABLE SERVICES

The following is a list of Services available from the office of HOPPE Design, LLC. Only those Services noted in the Scope of Basic Services of this Agreement will be provided under this Agreement. The Owner may elect to add services from the list below to the Scope of Basic Services by request for Amendment. Such services will be provided upon signature and receipt of such amendment and will be provided for at the above stated hourly rate.

PRELIMINARY DESIGN

- Master Planning
- Schematic Floor Plans and Elevations
- Elevation Rendering, Black and White
- Perspective Rendering, Black and White
- Perspective Rendering, Color
- Model Built to Scale
- Assist in Selection of Structural System
- Provide Structural Criteria for Geotechnical Consultant
- Initial Concept and Budget Review
- Existing Building Survey and Measurements
- Program Development

CONSTRUCTION DOCUMENTS

- Architectural Working Drawings
- Structural Working Drawings
- Civil Working Drawings
- Mechanical Working Drawings
- Electrical Working Drawings
- Specifications and General Conditions
- Statement of Probable Construction Costs
- Building Engineering including design and selection of HVAC, Plumbing and Electrical Equipment
- Site Engineering including Civil engineering, Landscape Design, and Grading Plans.
- Utilities: design of utilities to the site including telephone, natural gas, power, cable and water and assisting the Owner in submitting for approval from the utility providers.
- Product and Manufacturer Selection and Specification: Assisting the Owner in selecting and specifying the Finish, Style and Manufacturers of interior finish materials, exterior materials, plumbing fixtures and disposals, shower enclosures and doors, cabinetry, counters and millwork, tile, hardwood flooring, trim, pavers, shingles, siding, banisters, shelving, mantels and fireplace surrounds and inserts, doors and hardware, windows, exhaust hoods, exhaust fans, light fixtures, and appliances.

BIDDING AND NEGOTIATING

- Bidders List: assisting the Owner in assembling a list of qualified bidders.
- Distribution of bidding documents
- Consultation with Bidders
- Pre-Bid Conference
- Assist in Evaluating Bids
- Execute Final Agreement

CONTRACT ADMINISTRATION

- Periodic site visits to observe progress of the project
- Consultation with the Owner or Contractor for review of site and building related issues.
- Shop Drawings and Submittal Review.
- Testing and Inspection Coordination
- Final Acceptance
- Review of Applications for Payment, Lien Waivers, and Sworn Statements.
- Issuance of Change Orders, Field Orders, and Certificate of Substantial Completion.

APPROVAL ASSISTANCE

Assisting the Owner, by submissions and representation only, in filing for application for approval from authorities having jurisdiction over the project. Such authorities may include the following:

- Planning Commission
- Zoning Board of Approval: Special Use Permit
- Zoning Board of Approval: Variance
- City Council
- County Soil Erosion Control
- County Drainage Commission
- Michigan Department of Environmental Quality
- YCUA
- Detroit Water and Sewer
- County Road Commission
- County Well Permit
- Sewage Permit
- Septic System Inspection
- Sign Permit
- County Health Department
- State Department of Public Health
- Army Corps of Engineers: flood plain determination
- EPA: soil erosion permit
- Barrier Free Design Rule Exception

EXTENDED SERVICES

Assist the Owner in procuring services from Consultants related to special concerns including the following:

- Contamination Investigation
- Contaminant Abatement
- Subsurface Investigation
- Land Surveying
- Interior Design
- Signage Design: Interior and Exterior
- Food Service Equipment Design
- Detailed Cost Estimating
- Graphic Design
- Furniture and Fixture Design and Layout

STANDARD TERMS AND CONDITIONS OF THE AGREEMENT

ACCESS TO SITE

Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

ALLOCATION OF RISK

In recognition of the relative risks and benefits of the project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect and his subconsultants to the Owner and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses for any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Architect and his subconsultants to all those named shall not exceed the Architect's total fee for services rendered on the project or the available limits on the architect's professional liability insurance, whichever is less. It is intended that this limitation apply to any and all liability or cause of action, however alleged or arising, unless otherwise prohibited by law.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility that does not meet the accessibility and usability requirements of the ADA, except where it can be demonstrated that it is structurally impractical to meet such requirements. The Owner acknowledges that the requirements of the ADA may be subject to various and possibly contradictory interpretations and that the standards for design practice as it relates to disabled legislation are still evolving. Therefore, the Architect shall use his reasonable professional efforts to interpret applicable ADA requirements and other federal, state and local laws, and to conform the construction documents to the requirements of such laws. However, the Architect cannot and does not warrant or guarantee the Owner's project will comply with interpretations of ADA requirements.

ASSIGNMENT

Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the Consultant shall not be considered an assignment for purposes of this Agreement.

CONSTRUCTION COST

Construction Costs are defined as the cost of any and all building and site work requiring architectural drawing, documentation and advice; including Contractor fees, equipment, and counterwork. Construction Costs shall also include the absolute value of changes made after the completion of the contract document phase. It does not include the cost of professional architectural fees or interior furnishings. Until final construction costs have been presented, an estimated cost of construction, prepared by the Architect, will be used for calculating the billings.

CONSTRUCTION OBSERVATION

If described in this agreement as a part of basic services, the Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Owner and the Architect, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Architect, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, the Consultant shall keep the owner informed about the progress of the Work. If the Owner desires more extensive project observation or fulltime project representation, the Owner shall request that such services be provided by the Architect as Additional Services in accordance with the terms of this Agreement.

The Architect shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

The Consultant shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The Consultant does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

CONTINGENCY

The Owner and the Architect agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the Architect and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The Owner agrees to set aside a reserve in the amount of ten percent of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The Owner further agrees to make no claim by way of direct or third-party action against the Architect or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.

DISPUTE RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and the Architect agree that all disputes between them arising out of or related to this agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. Arbitration shall be a secondary method of dispute resolution. The Owner and the Architect further agree to include a similar provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

HAZARDOUS MATERIALS

Both parties acknowledge that the Architect's scope of services does not include any services related to hazardous or toxic materials. In the event the Architect or any other party encounters hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present to the jobsite, or any adjacent areas that may affect the performance of the Architect's services, the Architect may at his or her option and without liability for consequential or any other damages, suspend performance of services on the project until the Owner retains appropriate specialist consultants or contractors to identify, abate and/or remove the hazardous or toxic materials and warrant that the jobsite is in full compliance with applicable laws and regulations.

INDEMNIFICATION

The Owner shall indemnify and hold harmless the Architect, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including all attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named with respect to the services under this agreement, excepting those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect. The Owner agrees to include this same indemnification in any agreement made with contractors, subcontractors, suppliers, or consultants who provide services or products with respect to this project, indemnifying the Architect as described above.

INVOICES

HOPPE Design, LLC will invoice monthly for the portion of the work completed to that date and payment is due upon receipt of invoice. Payment due and unpaid shall bear interest from the date payment is due at the rate of 1-1/2 percent per month or the maximum allowable by law, whichever is lower.

OBSOLESCENCE

Although the Architect endeavors to specify products that are readily available, the Architect does not warrant that specified products will not be obsolete or in any other manner unavailable or inapplicable for the project, or that such products may not increase in cost for any reason. The Owner acknowledges that the Architect is not liable for costs associated with the unavailability of specified products, delays to the project due to the unavailability of specified products, or additional costs to the project due to replacement of unavailable products.

OPINIONS OF PROBABLE COST OF CONSTRUCTION

In providing opinions of probable cost of construction, the Owner understands that the Architect has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Architect's opinions of probable construction costs are made on the basis of the Architect's professional judgment and experience. The Architect makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Architect's opinion of probable construction cost.

OWNERSHIP OF DOCUMENTS

All documents produced by the Architect under this agreement and the copyright for those same documents shall remain the property of the Architect and may not be used by the Owner for any endeavor without written consent of the Architect. Should the Architect consent to give permission for the Owner to use the copyrighted documents, the Owner shall direct any consultants employed by the Owner to remove all reference to the Architect from the drawings of record, including statements and title block information that reference the Architect, prior to use of the documents for any reason. Furthermore, the Owner agrees to indemnify and hold harmless the Architect, his officers, directors, employees, and consultants against any damages, liabilities or costs including attorney's fees and defense costs, arising from or allegedly arising from or in any way connected with the unauthorized re-use or modification of the construction documents by the Owner or any person or entity that acquires or obtains the construction documents from or through the Owner without the written authorization of the Architect.

PERMITS AND APPROVALS

The consultant shall assist the Owner in connection with the Owner's responsibility for applying for those permits and approvals normally required by law for projects similar to the one for which the Architect's services are being engaged, if those services are listed in the Scope of Basic Services of this agreement. If not specifically listed in the Scope of Basic Services, then the Architect shall be compensated for this service as an Additional Service. This assistance shall consist of completing and submitting forms and providing information to the appropriate regulatory agencies having jurisdiction over the documents, and other services included in the Scope of Basic Services of this agreement. The Architect cannot and does not warrant or guarantee the Owner's project will comply with requirements of federal, state and local laws, rules, codes, ordinances, and regulations.

PRIOR CONTRACTS AND CONDITIONS

The Owner agrees to indemnify and hold harmless the Architect from all damages and liability arising out of or in any way connected with the performance of any previous architect or engineer related to the project, existing buildings or site, including soils analysis and foundation design. The Owner also agrees to terminate all previous agreements with design professionals that have provided services related to this project prior to entering into this agreement. The Architect is not required to inspect, review, alter or evaluate in any way the services provided by a previous design professional.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to compensation for services and include expenses incurred in the interest of the project and are as follows: expense of reproductions, postage and handling of drawings, specifications and other documents; mileage, and photographic expenses required of the Architect; fees paid for securing approval of authorities having jurisdiction over the project; renderings, models and mock-ups requested by the Owner; additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants; Mechanical, Electrical, Structural and Civil consultants if required. Reimbursable expenses will be billed at 1.15 (one point one five) times the amount billed the Architect. Costs for site surveying consultants, if required, will be invoiced directly to the Owner.

RIGHT TO RETAIN SUBCONSULTANTS

The Architect may engage the services of any subconsultants when, in the Architect's sole opinion, it is appropriate to do so. Such subconsultants may include any specialized consulting services deemed necessary by the Architect to carry out the scope of the Architect's services.

SEVERABILITY

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

STANDARD OF CARE

In providing services under this Agreement, the Architect will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other.

STATUTES OF REPOSE AND LIMITATION

All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date the Architect's services are completed or terminated.

SURVIVAL

All limitations of liability, indemnifications, warranties, and representations contained in this Agreement shall survive the completion or termination of this Agreement and shall remain in full force and effect.

TERMINATION OF SERVICES

This agreement may be terminated by the Owner or the Architect for any reason. In the event of termination, the Owner shall pay the Architect for all services rendered to the date of termination plus all reimbursable expenses.

THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or the Architect. The Architect's services under this Agreement are being performed solely for the Owner's benefit, and no other party or entity shall have any claim against the Architect because of this Agreement or the performance or nonperformance of services hereunder. The Owner agrees to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

UNAUTHORIZED CHANGES

In the event the Owner, the Owner's contractors or subcontractors, or anyone for whom the Owner is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the Architect without obtaining the Consultant's prior written consent, the Owner shall assume full responsibility for the results of such changes. Therefore the Owner agrees to waive any claim against the Architect and to release the Architect from any liability arising directly or indirectly from such changes. In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect from any damages, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising from such changes. In addition, the Owner agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Architect's construction documents without the prior written approval of the Architect and that further requires the Contractor to indemnify both the Architect and the Owner from any liability or cost arising from such changes made without such proper authorization.

VERIFICATION OF EXISTING CONDITIONS

In as much as the remodeling and/or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure, the Owner agrees to bear all costs, losses and expenses, including the cost of the Architect's additional services, arising from the discovery of concealed or unknown conditions in an existing structure.

WASHTENAW COMMUNITY COLLEGE & YPSILANTI TOWNSHIP COMMUNITY CENTER AGREEMENT FOR EXTENSION CENTER OFFERINGS

This agreement is made by and between **Washtenaw Community College**, hereinafter called the **College** and the Charter Township of Ypsilanti Community Center, Ypsilanti, Michigan hereinafter called the **Center**.

The College and the Center desire to be partners in providing Adult Education ESL instructional program classes funded by the 2020-2021 Section 107, MI-State School Aid Act to the residents of the College service area, in particular, Ypsilanti Township, thereby giving added dimension to the programs and services already available to the people of the community, with input from the Center staff and other community leaders. The Center desires to make this program available to the people of the College service area and Ypsilanti Township area by providing facilities and support for said adult education ESL instructional programs; therefore, it is deemed advisable to establish certain rules, regulations, and financial determinations so that the respective roles of the College and the Center can be delineated for the accomplishment of these purposes.

Therefore, be it mutually agreed in considerations of the promises to each other as follows:

The College agrees:

- To adhere to safety protocols and procedures implemented by the Center to minimize spread of COVID-19.
- To provide all instructional personnel and direct administrative services necessary for conducting quality adult education ESL instructional program classes.
- To provide classroom and technical equipment necessary to conduct classes.
- To promote enrollment for the adult education ESL instructional program classes by providing appropriate publicity through local media and other means.
- To schedule the adult education ESL instructional program classes at those times, days and evenings, in compliance to a mutually agreed upon calendar. A calendar of orientation, PD, and class dates and times must be arranged through the Center's Director prior to the start of each new program session.
- To make adequate prior arrangements and communications for class time and date changes due to unforeseen circumstances.
- To follow reasonable practices relating to the proper use and care of the Center properties and facilities.
- To conclude all classes no later than 8:00 p.m.
- To adhere to the current applicable Center's Rules and Regulations as stated in the following:
 - o The Community Center is a smoke free, alcohol free, and drug free facility.

- o The use of open flames, such as lighted candles, are strictly prohibited.
- o Any form of gambling or game of chance, unless expressly permitted by law and subject to the approval and issuance of special permits is prohibited on the premises.
- o A Building Attendant and/or Custodian will be on duty during all hours of building operation and groups must guarantee responsiveness to the directives of all department staff. Accidents and damage, no matter how trivial must be reported to Department staff immediately.
- o Property of the Community Center shall not be removed from the facility at any time.
- o Groups shall not use, remove or disturb any supplies, bulletin boards or any other items in the Community Center. Some items may be moved or placed out of sight with advanced Department approval and must be returned to the original location at completion of use.
- o Groups shall be restricted to the room(s) assigned, except for use of restrooms and common areas. Use of facilities outside the building is restricted to the parking facilities unless granted prior Department approval.
- o Placement of posters, banners, decorations, etc. may be permitted upon prior Department approval.
- o The Community Center is not responsible for equipment or supplies brought in by groups, but will work collaboratively with the College to ensure safety and security of the rented space.
- o The Charter Township of Ypsilanti assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individual or groups of individuals while using the facilities.
- o The Charter Township of Ypsilanti assumes no responsibility for damage or theft of personal items.
- o The Township & organization using township buildings shall refrain from using Styrofoam products for use in Township Building (Charter Township of Ypsilanti Resolution 89-16)

The Center agrees:

- To implement the State recommended safety protocols and guidelines to minimize the exposure and spread of COVID-19.
- To provide a designated classroom at the Center (Room 103) for exclusive use of adult education services and classes, Monday-Friday. On Monday, Tuesday, and Wednesday evenings starting in the fall 2020 semester, the Township will also provide use of (Room 301) for adult education services and classes.
- The College and the Township will mutually agree to a program calendar for the delivery of educational services and classes.
- To allow persons to register for adult education ESL instructional program classes in accordance with the College's non-discrimination, Open Door Policy.
- To provide an on-site employee for the purpose of opening and closing the buildings and classrooms where adult education instructional program classes are conducted.

- To provide custodial and maintenance services for the facilities and grounds used by the adult education instructional program classes.
- To make classrooms physically accessible to the students and to see that the classrooms are kept open for adult education instructional program classes in a timely manner.
- To provide security and safety arrangements for the adult education instructional program classes faculty and students similar to those provided to the employees and participants of the Center.
- In addition to the mutually agreed upon calendar that recognizes the Center's furloughs and planned closures, on certain school days, the Center may be closed due to inclement weather. On these days, adult education instructional program classes may not meet.

General Provisions:

- For the duration of this contract, this agreement covers the exclusive use of (Room 103) and the use of (Room 301) Monday, Tuesday & Wednesday evenings from 5-8 pm. Orientation, entry assessment, advising, counseling sessions, and staff professional development will generally be conducted between 9:00am-8:00pm, Monday-Friday based upon the mutually agreed calendar. In light of conditions created by the COVID-19 pandemic, the College may have to resort to remote and/or virtual program operations and delivery. In this case, the Township will continue the commitment to holding and maintaining the designated rooms for the adult education program noted in this agreement.
- It shall be the individual responsibility of each of the parties to carry and maintain its own insurance of public liability and property damage.
- The Center and the College further agree to negotiate any changes that may be deemed necessary as a result of changed circumstances and to amend the contract through mutual agreement at any time during the said contract period.
- The Center and the College agree to be bound by the provisions of this operating agreement for the period July 1, 2020 through June 30, 2021 for the total sum of \$16,000.00 derived from the 2020-2021 Section 107, MI-State School Aid Act. The total rent sum covers the cost of providing Adult Educations services and will be paid in four equal installments of \$4000 by October 30, 2020, January 8, 2021, March 12, 2021 & June 4, 2021. The check will be made payable to the Charter Township of Ypsilanti.

Responsible College Administrator Bonnie Truhn, Adult Transitions Pathways
Director

College Area/Office _____ Adult Basic Education FOAPAL: 24451-44450-7507-440-
FC261.

William L. Johnson
WCC EVP & CFO

Date

Wesley Stumbo

Kara Longway Rose

Oct 21, 2020

Township Supervisor,
Charter Township of Ypsilanti

Date

Brenda L. Stumbo

Kara Longway Rose



781 Elmgrove Rd. • Rochester, NY 14624
 (855) GEN-CODE • (585) 328-1810
 FAX (585) 328-8189

CHANGE ORDER # YP4135_09082020
LASERFICHE AVANTE SYSTEM – ADDITIONAL PRODUCT AND SERVICES

Client Name: Ypsilanti Charter Township
Address: 7200 South Huron River Drive
 Ypsilanti, MI 48197

Contact Person: Travis McDugald
Account Executive: Bryan Fatka
Date: 09-08-2020

Line Item Description	Model #	Quantity	Unit Price	Total
Base Software				
Avante Named Full User with Snapshot, Web Access & Email	MNF16	5	\$600.00	\$3,000.00
Base Software Subtotal				\$3,000.00
Add-Ons/Plug-Ins				
Laserfiche Avante Participant User	MPAR	20	\$350.00	\$7,000.00
Avante Quick Fields Document Classification	MCQ09	1	\$4,995.00	\$4,995.00
Avante Starter Audit Trail	MATS16	5	\$50.00	\$250.00
Avante Quick Fields Zone OCR Validation Pkg	MCQC3	1	\$2,795.00	\$2,795.00
Avante Laserfiche Connector	MCNC16	10	\$25.00	\$250.00
Avante Forms	MFRM16	10	\$50.00	\$500.00
Add-Ons/Plug-Ins Subtotal				\$15,790.00
Support				
LSAP Avante Named Full User with Snapshot, Web Access & Email	MNF16B	5	\$120.00	\$600.00
LSAP Avante Starter Audit Trail	MATS16B	5	\$10.00	\$50.00
LSAP Avante Quick Fields Document Classification	MCQ09B	1	\$1,000.00	\$1,000.00
LSAP Avante Quick Fields Zone OCR Validation Pkg	MCQC3B	1	\$560.00	\$560.00
LSAP Avante Laserfiche Connector	MCNC16B	10	\$5.00	\$50.00
LSAP Avante Forms	MFRM16B	10	\$10.00	\$100.00
LSAP Laserfiche Avante Participant User	MPARB	20	\$70.00	\$1,400.00
Support Subtotal				\$3,760.00
Professional Services				
Training - remote		2	\$1,150.00	\$2,300.00
Forms & Workflow Development - remote %*		20	\$175.00	\$3,500.00
Laserfiche Project Management		1	\$300.00	\$300.00
Professional Services Subtotal				\$6,100.00
Grand Total				\$28,650.00

**10 hours of Development work from the original Laserfiche contract (YP4135_356858) will be used for this project as well*

%See Statement of Work in Appendix B for additional information

LSAP/SAAS fees shown herein are for a full year LSAP/SAAS. As applicable, LSAP/SAAS will be prorated to align with the existing LSAP/SAAS anniversary date for the main system. Therefore, the LSAP/SAAS amount on your invoice may be less than the amount shown here.

Remote Services include but are not necessarily limited to the following services: software order processing; project management; software implementation such as modification of server to reflect new license levels; installation or modification of server; client or scanning software; installation and/or configuration of add-on products, such as WebLink, Quick Fields or Workflow and configuration of hardware, such as scanners.

LSAP/SAAS: 2nd year forward for this component is estimated to be: \$3,760.00*

**subject to change based upon the then-current support prices for that year*

CHANGE ORDER

Payment Terms: \$22,550.00 upon order of software and support
\$6,100.00 upon completion of services

Price Validity: Price is valid for 90 days from 09-08-2020

(Client please fill out) Invoice for this Change Order to be sent to:

Department: _____ **Contact:** _____

This Change Order is subject to General Code's Content Management Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <http://cms.generalcode.com/terms-conditions> and are incorporated herein by reference, and client authorizes General Code to proceed with the project.

The prices and specifications in this Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise specified.

YPSILANTI CHARTER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

Signature *Brenda L. Stumbo* *Karen Wojcik* Date Oct. 21, 2020

Name Brenda L. Stumbo Karen Wojcik Title Supervisor / Clerk

CHANGE ORDER

APPENDIX A – RECOMMENDED SERVER/WORKSTATION SPECIFICATIONS

Please click on the below links to view current specifications:

[Laserfiche Avante Minimum Recommended Hardware Specs](#)

[Laserfiche Default Ports](#)

[Virtualization Considerations for Laserfiche](#)

CHANGE ORDER

APPENDIX B – STATEMENT OF WORK

Templates:

Accounts Payable – Purchase Order

1. PO Number	Required	Number	Formatted to fit their PO # structure
2. PO Amount	Required	Number	Formatted to currency
3. Vendor Name	Required	Text	
4. Requester Name	Required	Text	
5. Department	Required	List	They will provide. . .possibly from DB

Accounts Payable – Invoice

1. Approved by Board	Required	List	Yes/No (Default to No)
2. Vendor Name	Required	Text	
3. Invoice Number	Required	Number	
6. PO Number	Not Required	Number	Formatted to fit their PO # structure
4. Date Issued	Not Sure	Date	Possibly pre-fill with today
5. Amount Due	Required	Number	Formatted to currency
6. Requestor Name	Not Required	Text	
7. Department	Required	List	They will provide. . .possibly from DB

Folder Structure:

1. Finance
 - a. Accounts Payable
 - i. 1 Open Purchase Orders
 - ii. 2 Invoices For Approval
 1. Invoices Not Assigned
 - iii. 3 Complete Warrants
 1. Vendor Name
 - a. Year
 - i. Invoice Number for name of folder
 1. Invoice, PO, completed form reside here
 2. Vendor Name
 3. Vendor Name

Column Views:

- PO View: Name/PO Number/PO Amount/Vendor Name/Requester Name/Department/Creation Date
 - Assigned to "1 Open Purchase Orders" folder
- Warrant View: Name/Invoice Number/Amount Due/Date Issued/Vendor Name/PO Number/Department/Creation Date
 - Assigned to "2 Invoices for Approval" and "3 Complete Warrants" and all subfolders

Process:

1. Requisition and PO approval is done all in BS&A - when complete, will utilize a Connector profile to screenshot the PO screen in BS&A and import to Laserfiche folder "1 Open Purchase Orders"
 - a. Set up an agreed upon key command as well as the icon to click.
 - b. Capture all 5 required data points from BS&A Screen.
 - c. We discussed options, the screenshot is the best option.

CHANGE ORDER

2. **Quick Fields:** Invoices come in physical mail, we'll use QF to bring invoices into Laserfiche folder "Invoices Not Assigned"
 - a. Require Vendor, Invoice #, Invoice Amount, Department
 - b. We will require classifications for a few invoices like Amazon, Comcast, etc.
 - i. Auto-grab all data necessary.
 - ii. Build 2 classifications – train will be provided on how to build additional classifications.
 - c. We will have a "Not Classified" classification so the end user can look at the invoice and manually capture necessary metadata.
3. **Workflow "Invoice Approval-1 PO Matching"** Any invoices that come into the "Invoices Not Assigned" folder are sent to a workflow to look up relevant metadata, find approving manager and kick off a Forms process. The Invoice is then moved to "2 Invoices for Approval" folder.
 - a. If PO number is entered at scan, it finds that PO and all metadata - sends form task to approver.
 - b. If no PO number entered at scan, it searches the repository based on vendor, amount, and department to find a matching PO - sends form task to approver.
 - c. If no PO info can be found, sends forms task to approver w/out PO or metadata.
4. **Forms Process: Manager Approval Step** Approver looks at all data and makes a choice
 - a. **Invoice Approval Form** needs almost everything to be required fields.
 - i. SQL Table will be built
 - ii. Look at rules on form I built, if no link/display to a found PO, then that field doesn't show, but an upload button does show up.
 - iii. Make sure the step is configured to automatically open if assigned to same person.
 - iv. Configure the timer event If the manager does not complete their task after "X" days, the AP department gets notified and can reassign.
 - v. Choices for buttons
 1. Deny Payment-sends email to finance with notes on why it was denied.
 - a. In the demo, just an email. We should add a step to save all related information in a "denied" folder.
 2. Approve-moves along process to finance to confirm and create payment.
 3. Find PO Information: Manager enters a PO# that searches Laserfiche (**using Workflow "Invoice Approval-2 Manager PO Lookup"**) for the data. If it comes back with no data - they upload a PO and click "Approve" to send to finance.
 - b. **Finance Payment Form** is for finance team to do a final check, then set up payment in BS&A.
 - i. Choices for Buttons
 1. Need More Information: Requests more info from manager, see Forms Process. Within the email to manager, a link to the Forms Inbox will be provided.
 2. Clicking "Invoice Paid" kicks off the last workflow
 - a. **Workflow "Invoice Approval-3 Move Files to Complete Warrants"** moves all files to final resting place within the repository
5. **Custom Search:**
 - a. Warrants (PO/Invoice/etc.) are approved 2-3 times per month. All items on the agenda for approval are submitted 1 week prior to the meeting, so we need a search that easily finds these documents for the Board members to review each warrant and also make it easy for the end user to change all statuses to complete.

CHANGE ORDER

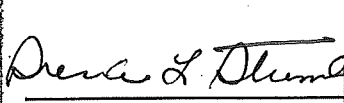
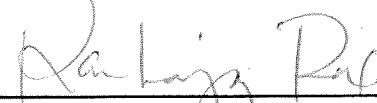
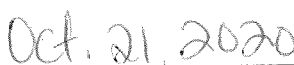
- i. They will manually update this one: Date with Created Or Last Modified before x/xx/xx
 - ii. Search within the "3 Complete Warrants" folder
 - iii. Search for Type: Folders
 - iv. Field Search template "Accounts Payable – Invoice" and field "Approved by Board" equaling NO.
- b. Report: Using the search above, they want to export the results as a CSV to provide the board at each meeting.

Proposal to...
Ypsilanti Charter Township, Washtenaw County MI
October 7, 2020
Account Executive: Dan J. Burns, CPA

Integration

BS&A Integration with Laserfiche Document Management System **\$3,000**
Ability to store and retrieve document attachments in Laserfiche Document Management system, for all currently integrated BS&A applications

Signature constitutes an order for products and services as quoted.

		
Signature		Date
Brenda L. Stumba	Raven Lovejoy Roe	

Please complete the following for our records:

Project Contact Name _____ Title _____
Phone/Fax _____ Email _____
Mailing Address _____
City, State, Zip _____



14965 Abbey Lane, Bath, MI 48808
(855) 272-7638 | (517) 641-8960 FAX
inquiry@bsasoftware.com

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #13**

October 20, 2020

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND	Total Increase	<u><u>\$22,000.00</u></u>
--------------------------------------	-----------------------	----------------------------------

Request to increase the budget for professional service for design, bidding, and construction services for improvements to the IT Network Room and the Civic Center/14B Campus Security Screening. This will be funded by an Appropriation from Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance		\$22,000.00
		Net Revenues	<u><u>\$22,000.00</u></u>
Expenditures:	CAP OUT - CIVIC CTR/14B COURT CAMPUS		\$22,000.00
		Net Expenditures	<u><u>\$22,000.00</u></u>

206 - FIRE FUND	Total Increase	<u><u>\$2,543.00</u></u>
------------------------	-----------------------	---------------------------------

Request to increase budget for PTO payout request of 125 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	206-000-000-699.000	\$2,543.00
		Net Revenues	<u><u>\$2,543.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	206-206-000-708.004	\$2,362.00
	FICA	206-206-000-715.000	\$181.00
		Net Expenditures	<u><u>\$2,543.00</u></u>

212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)	Total Increase	<u><u>\$6,800.00</u></u>
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Request to increase the budget for OHM's engineering service to design and bid an additional connection for the Huron Street Pathway located on the east side of Huron Drive from James L Hart (Eagle Crest Entrance) to North Bay Park . This will be funded by an Appropriation from Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$6,800.00
		Net Revenues	<u><u>\$6,800.00</u></u>
Expenditures:	Capital-Pathway Huron #1	212-970-000-997.250	\$6,800.00
		Net Expenditures	<u><u>\$6,800.00</u></u>

Motion to Amend the 2020 Budget (#13)

Move to increase the General Fund budget by \$22,000 to \$10,390,807 and approve the department line item changes as outlined.

Move to increase the Fire Fund budget by \$2,543 to \$6,581,125 and approve the department line item changes as outlined.

Move to increase the BSR II Fund budget by \$6,800 to \$2,415,717 and approve the department line item changes as outlined.

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



ACCOUNTING DEPT

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

Charter Township of Ypsilanti

STATEMENTS AND CHECKS

NOVEMBER 3, 2020 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	324,105.16
HAND CHECKS -	\$	344,206.40
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	668,311.56

Check Date	Check	Vendor Name	Amount
Bank AP AP			
10/15/2020	186587	COMCAST CABLE	8,533.87
10/15/2020	186588	VISION SERVICE PLAN	3,714.76
10/15/2020	186589	KATHRYN CLARK	100.00
10/16/2020	186590	DARLENE DUFEK	100.00
10/16/2020	186591	ALTON SCUTCHFIELD	5,087.50
10/20/2020	186592	BLUE CROSS BLUE SHIELD OF MI	194,077.49
10/20/2020	186593	COMCAST CABLE	234.85
10/20/2020	186594	COMCAST CABLE	118.35
10/20/2020	186595	DEARBORN NATIONAL LIFE INSURANCE	2,655.99
10/20/2020	186596	DEARBORN NATIONAL LIFE INSURANCE	2,291.04
10/20/2020	186597	DELTA DENTAL PLAN OF MICHIGAN	12,545.62
10/20/2020	186598	GUARDIAN ALARM	500.46
10/20/2020	186599	LONG'S AUTOMOTIVE INC	1,474.82
10/20/2020	186600	PNC EQUIPMENT FINANCE, LLC	9,448.67
10/20/2020	186601	VERIZON WIRELESS	513.15
10/20/2020	186602	WEX BANK	943.18
10/20/2020	186603	MICHIGAN ASSOC. OF PLANNING	75.00
10/20/2020	186604	ORCHARD, HILTZ & MCCLIMENT INC	1,457.75
10/26/2020	186605	BLUE CROSS BLUE SHIELD OF MI	21,513.40
10/26/2020	186606	CLEAR RATE COMMUNICATIONS, INC	875.59
10/26/2020	186607	COMCAST CABLE	133.59
10/26/2020	186608	COMCAST CABLE	224.90
10/26/2020	186609	COMCAST CABLE	288.35
10/26/2020	186610	CONSTELLATION NEW ENERGY	316.01
10/26/2020	186611	DTE ENERGY	71,472.74
10/26/2020	186612	HAMMER TRUCKING	2,816.00
10/26/2020	186613	YPSILANTI COMMUNITY	2,693.32

AP TOTALS:

Total of 27 Checks:	344,206.40
Less 0 Void Checks:	0.00
Total of 27 Disbursements:	<u>344,206.40</u>

Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/03/2020	186614	ACCUSHRED LLC	245.00
11/03/2020	186615	AMAZON CAPITAL SERVICES	1,868.01
11/03/2020	186616	ANN ARBOR CLEANING SUPPLY	366.03
11/03/2020	186617	ANN ARBOR WELDING SUPPLY CO	270.90
11/03/2020	186618	AUTO VALUE YPSILANTI	352.12
11/03/2020	186619	BELFOR & ROBBY WILTON	11,075.00
11/03/2020	186620	BEST ASPHALT	130,377.75
11/03/2020	186621	BEST ASPHALT	17,050.00
11/03/2020	186622	BUDGET TOWING	113.00
11/03/2020	186623	CARLISLE/WORTMAN ASSOCIATES	1,560.00
11/03/2020	186624	CASSANDRA KELLY	15.00
11/03/2020	186625	CDW GOVERNMENT INC	636.79
11/03/2020	186626	CENTRON DATA SERVICES	5,186.94
11/03/2020	186627	CERTASITE, LLC	2,163.00
11/03/2020	186628	CHARLES POPE	100.00
11/03/2020	186629	CLI CONCRETE LEVELING INC.	400.00
11/03/2020	186630	COLMAN-WOLF SANITARY SUPPLY CO	112.58
11/03/2020	186631	COMERICA BANK	1,800.00
11/03/2020	186632	CONTRACTORS CONNECTION	422.70
11/03/2020	186633	COURT INNOVATIONS INC	540.00
11/03/2020	186634	CRYSTAL FLASH, INC.	3,312.43
11/03/2020	186635	CSI GEOTURF	9,720.00
11/03/2020	186636	DC DENTAL	1,386.35
11/03/2020	186637	EASTERN OIL COMPANY	432.50
11/03/2020	186638	EDWARD MICHOWSKI	120.00
11/03/2020	186639	EMERGENCY MEDICAL PRODUCTS	486.92
11/03/2020	186640	EMERGENCY VEHICLE SERVICES	1,980.07
11/03/2020	186641	EMERGENT HEALTH PARTNERS	7,252.30
11/03/2020	186642	FEDERAL EXPRESS CORPORATION	188.25
11/03/2020	186643	FIBER LINK	17.50
11/03/2020	186644	GARY TURNBULL	120.00
11/03/2020	186645	GEI CONSULTANTS, INC.	1,331.00
11/03/2020	186646	GRAINGER	488.84
11/03/2020	186647	GRIFFIN PEST SOLUTIONS	93.00
11/03/2020	186648	HOME DEPOT	518.77
11/03/2020	186649	KALITTA TURBINES	26,000.00
11/03/2020	186650	KCI	310.80
11/03/2020	186651	LANGUAGE LINE SERVICES	99.27
11/03/2020	186652	LARRY DOE	198.89
11/03/2020	186653	LAWRENCE HENDRICKS	20.00
11/03/2020	186654	LODI FARMS	5,465.00
11/03/2020	186655	LOOKING GOOD LAWNS	3,410.50
11/03/2020	186656	LOWE'S	30.84
11/03/2020	186657	LOWER HURON SUPPLY	60.40
11/03/2020	186658	MENARDS, INC.	41.51
11/03/2020	186659	MICHIGAN ASSOC. OF PLANNING	185.00
11/03/2020	186660	MICHIGAN LINEN SERVICE, INC.	1,164.26
11/03/2020	186661	MICHIGAN URGENT CARE ANN ARBOR	90.00
11/03/2020	186662	MLIVE MEDIA GROUP	1,735.10
11/03/2020	186663	NATIONAL RECREATION & PARK	175.00
11/03/2020	186664	NORTHSIDE COLLISION	1,576.67
11/03/2020	186665	OFFICE EXPRESS	721.76
11/03/2020	186666	ORCHARD, HILTZ & MCCLIMENT INC	13,115.00
11/03/2020	186667	PEPSI BEVERAGES COMPANY	225.92
11/03/2020	186668	PRINTING SYSTEMS	2,070.97
11/03/2020	186669	RHETT REYES	1,589.88
11/03/2020	186670	ROBBY WILTON	1,433.00
11/03/2020	186671	SALADINO CONSTRUCTION COMPANY	5,950.00
11/03/2020	186672	SAM'S CLUB DIRECT	47.22
11/03/2020	186673	SHAMROCK FLOORCOVERING SERVICES	1,355.23
11/03/2020	186674	SIGNS BY TOMORROW	76.55
11/03/2020	186675	SIGNS IN ONE DAY	189.00
11/03/2020	186676	SPARTAN DISTRIBUTORS	25.68
11/03/2020	186677	SPOK, INC.	160.08
11/03/2020	186678	STAPLES* - ACCOUNT #1026071	1,033.71
11/03/2020	186679	STARWINDS SOFTWARE INC	5,598.40
11/03/2020	186680	STEPHEN SHINER	360.00
11/03/2020	186681	SUPERIOR TOWNSHIP FIRE DEPARTMENT	833.33
11/03/2020	186682	TARGET SPECIALTY PRODUCTS	2,423.30
11/03/2020	186683	TODD BARBER	4,915.00
11/03/2020	186684	TRENDSET COMMUNICATIONS GROUP	7,411.23
11/03/2020	186685	ULLIANCE	2,083.20
11/03/2020	186686	UNIFIRST CORPORATION	161.60
11/03/2020	186687	UNIVERSITY TRANSLATORS	403.00
11/03/2020	186688	US ECOLOGY	4,264.38
11/03/2020	186689	USA SOFTBALL OF MICHIGAN	110.85
11/03/2020	186690	UTILITIES INSTRUMENTATION SERV	855.00
11/03/2020	186691	VERIZON CONNECT NWF, INC.	675.12

A/P Checks

10/28/2020 03:41 PM
User: mharris
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 2/2
CHECK NUMBERS 186614 - 186700

Check Date	Check	Vendor Name	Amount
11/03/2020	186692	VIETNAM VETERANS OF AMERICA 310	4,599.13
11/03/2020	186693	W.J. O'NEIL COMPANY	4,781.00
11/03/2020	186694	WASHTENAW AREA TRANSPORTATION STUDY	2,745.00
11/03/2020	186695	WASHTENAW COUNTY LEGAL NEWS	160.00
11/03/2020	186696	WASTE MANAGEMENT	6,723.09
11/03/2020	186697	WEINGARTZ	1,071.16
11/03/2020	186698	YPSILANTI ACE HARDWARE	53.34
11/03/2020	186699	YPSILANTI COMMUNITY	1,740.55
11/03/2020	186700	ZOLL MEDICAL CORPORATION	1,477.49

AP TOTALS:

Total of 87 Checks:	324,105.16
Less 0 Void Checks:	0.00
Total of 87 Disbursements:	<u>324,105.16</u>

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



ACCOUNTING DEPT

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

Charter Township of Ypsilanti

STATEMENTS AND CHECKS

NOVEMBER 17, 2020 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	666,407.99
HAND CHECKS -	\$	29,505.67
CREDIT CARD PURCHASES-	\$	<u>6,166.65</u>
GRAND TOTAL -	\$	702,080.31

Clarity Health Care Deductible –

ACH EFT -	\$36,238.03 (OCT)
ADMIN FEE -	\$1,267.00 (OCT)

Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/17/2020	186712	A & R TOTAL CONSTRUCTION, INC.	505.56
11/17/2020	186713	ABBNEY DOOR	4,050.00
11/17/2020	186714	AMAZON CAPITAL SERVICES	766.81
11/17/2020	186715	AMERICAN BEAUTY HOMES	1,000.00
11/17/2020	186716	ANN ARBOR CLEANING SUPPLY	216.46
11/17/2020	186717	AUTO VALUE YPSILANTI	86.34
11/17/2020	186718	BIO-CARE, INC.	50.00
11/17/2020	186719	CINCINNATI TIME SYSTEMS	629.85
11/17/2020	186720	COMCAST CABLE	134.35
11/17/2020	186721	COMCAST CABLE	40.02
11/17/2020	186722	CONTI	11,263.13
11/17/2020	186723	CONTRACTORS CONNECTION	276.70
11/17/2020	186724	CRYSTAL FLASH, INC.	2,064.79
11/17/2020	186725	EDWARD MICHOWSKI	60.00
11/17/2020	186726	EMERGENCY VEHICLE SERVICES	65.54
11/17/2020	186727	FIRST DUE FIRE SUPPLY	304.17
11/17/2020	186728	FONDRIEST ENVIRONMENTAL, INC	1,550.00
11/17/2020	186729	GARY TURNBULL	60.00
11/17/2020	186730	GENERAL CODE CMS LLC	22,550.00
11/17/2020	186731	GLOBAL EQUIPMENT COMPANY	77.94
11/17/2020	186732	GORDON FOOD SERVICE INC.	5.99
11/17/2020	186733	GRAINGER	279.47
11/17/2020	186734	GREEN OAKS GOLF COURSE	3,370.00
11/17/2020	186735	GRIFFIN PEST SOLUTIONS	61.00
11/17/2020	186736	HARTFORD STEAM BOILER INSPECTION	190.00
11/17/2020	186737	HOME DEPOT	8,398.64
11/17/2020	186738	HUTZEL PLUMBING	1,450.00
11/17/2020	186739	IAFC MEMBERSHIP	215.00
11/17/2020	186740	KAREN LOVEJOY ROE	144.90
11/17/2020	186741	LONG'S AUTOMOTIVE INC	495.78
11/17/2020	186742	LOOKING GOOD LAWNS	3,033.00
11/17/2020	186743	LOWE'S	1,526.30
11/17/2020	186744	MAPS BY WAGNER	600.00
11/17/2020	186745	MCLAIN AND WINTERS	136,308.98
11/17/2020	186746	MENARDS, INC.	185.15
11/17/2020	186747	MICHIGAN LINEN SERVICE, INC.	770.98
11/17/2020	186748	MIDWEST ENVIRO SOLUTIONS	6,725.00
11/17/2020	186749	OFFICE EXPRESS	220.58
11/17/2020	186750	ORCHARD, HILTZ & MCCLIMENT INC	19,721.25
11/17/2020	186751	PARKWAY SERVICES, INC.	130.00
11/17/2020	186752	PETER POWER	1,855.00
11/17/2020	186753	POP A LOCK ANN ARBOR	179.00
11/17/2020	186754	PREMIER SAFETY & SERVICE	128.93
11/17/2020	186755	QUADIEN'T INC	21.78
11/17/2020	186756	RHETT REYES	2,018.46
11/17/2020	186757	SAM'S CLUB DIRECT	86.14
11/17/2020	186758	SHRADER TIRE & OIL	1,763.00
11/17/2020	186759	SPARTAN DISTRIBUTORS	222.51
11/17/2020	186760	SPICER GROUP	2,514.50
11/17/2020	186761	STATE OF MICHIGAN##	575.00
11/17/2020	186762	STEPHEN SHINER	90.00
11/17/2020	186763	THOMAS PIOTROWSKI	262.50
11/17/2020	186764	TODD BARBER	3,995.00
11/17/2020	186765	UNIFIRST CORPORATION	202.69
11/17/2020	186766	W.J. O'NEIL COMPANY	8,434.02
11/17/2020	186767	WASHTENAW COUNTY ROAD COMMISSION	2,473.60
11/17/2020	186768	WASHTENAW COUNTY TREASURER#	220.66
11/17/2020	186769	WASHTENAW COUNTY TREASURER#	185,476.66
11/17/2020	186770	WASTE MANAGEMENT	1,278.51
11/17/2020	186771	WASTE MANAGEMENT	50.61
11/17/2020	186772	WASTE MANAGEMENT	141.86
11/17/2020	186773	WASTE MANAGEMENT	196,856.18
11/17/2020	186774	WASTE MANAGEMENT	729.47
11/17/2020	186775	WEINGARTZ	26,422.25
11/17/2020	186776	WESTLAND FIRE EXTINGUISHER INC	255.00
11/17/2020	186777	WILLIAM SWEENEY	250.00
11/17/2020	186778	YPSILANTI ACE HARDWARE	20.98
11/17/2020	186779	YPSILANTI TOWNSHIP PETTY CASH	200.00
11/17/2020	186780	YPSILANTI TOWNSHIP PETTY CASH	100.00

A/P Checks

AP TOTALS:

Total of 69 Checks:	666,407.99
Less 0 Void Checks:	0.00
Total of 69 Disbursements:	666,407.99

11/12/2020 01:40 PM
User: mharris
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 1/1
CHECK NUMBERS 186701 - 186711

Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/02/2020	186701	BEST BUY BUS. ADVANTAGE ACCT.	499.99
11/04/2020	186702	AT & T	290.02
11/04/2020	186703	AT & T	44.50
11/04/2020	186704	COMCAST BUSINESS	3,561.66
11/04/2020	186705	COMCAST CABLE	92.71
11/04/2020	186706	GUARDIAN ALARM	1,008.00
11/04/2020	186707	LONG'S AUTOMOTIVE INC	756.64
11/04/2020	186708	WASTE MANAGEMENT	389.66
11/04/2020	186709	YPSILANTI COMMUNITY	4,621.45
11/09/2020	186710	DTE ENERGY	15,127.54
11/09/2020	186711	GOVERNMENTAL CONSULTANT SERVICES	3,113.50

AP TOTALS:

Total of 11 Checks:	29,505.67
Less 0 Void Checks:	0.00
Total of 11 Disbursements:	29,505.67

Check Date	Check	Vendor Name	Description	Amount
Bank CARDS COMERICA COMMERICAL CARD				
11/17/2020	61(E)	COMERICA BANK	WEBINAR ON EO UPDATE	20.00
			OPERATING SUPPLIES AND FOOD AND BEVERAGE	251.66
			OPERATING SUPPLIES AND FOOD AND BEVERAGE	376.29
			OPERATING SUPPLIES AND FOOD AND BEVERAGE	112.38
			ITEM FOR VENDING	5.99
			CRASHPLAN RENEWAL	518.40
			BOAT WINTERIZE	309.96
			NETWORK PATCH PANELS	185.88
			HEAVY DUTY YALE LOCK	117.87
			INFRA SOLUTION S-800	419.72
			FIXED ASSETS CS	397.50
			HUVACO CLASSES	380.00
			REGISTRATION FOR JOHNATHAN HINES FOR VIR	295.00
			2021 DAYTIMER PLANNER - CARLY	36.52
			PESTICIDE RENEWAL CLASSES FOR CERTIFICAT	432.00
			JOOMLASHACK RENEWAL	199.00
			OPENCART PLUGINS	63.00
			ANNUAL PDQ RENEWAL	1,800.00
			REHABILITATION SUPPLIES: WATER & GATORAD	54.37
			REHAB SUPPLIES	17.12
			CONSOLE TABLE FOR 2ND FLR. CONFERENCE RO	173.99
				<u>6,166.65</u>

CARDS TOTALS:

Total of 1 Checks:	6,166.65
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	<u>6,166.65</u>

OFFICE OF THE TREASURER
LARRY J. DOE



MONTHLY TREASURER'S REPORT
OCTOBER 1, 2020 THROUGH OCTOBER 31, 2020

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	5,276,511.44	2,792,071.11	2,736,878.97	5,331,703.58
101 - Payroll	270,584.42	998,033.44	944,838.66	323,779.20
101 - Willow Run Escrow	145,367.62	2.03	0.00	145,369.65
206 - Fire Department	2,956,728.94	83.49	407,233.15	2,549,579.28
208 - Parks Fund	24,439.22	0.21	308.27	24,131.16
212 - Roads/Bike Path/Rec/General Fund	503,045.66	7,210.15	27,854.45	482,401.36
226 - Environmental Services	2,237,786.39	132.84	253,578.67	1,984,340.56
230 - Recreation	193,385.43	11,772.27	55,109.40	150,048.30
236 - 14-B District Court	25,216.83	200,460.27	169,187.54	56,489.56
244 - Economic Development	70,450.62	0.60	0.00	70,451.22
249 - Building Department Fund	1,452,442.51	92,048.92	71,632.27	1,472,859.16
250 - LDFA Tax	19,993.10	0.17	0.00	19,993.27
252 - Hydro Station Fund	817,690.25	21,786.83	32,628.74	806,848.34
266 - Law Enforcement Fund	6,167,069.55	13,491.80	1,135,654.26	5,044,907.09
398 - LDFA 2006 Bonds	140,022.09	1.03	22,620.00	117,403.12
584 - Green Oaks Golf Course	320,317.09	250,194.32	266,855.59	303,655.82
590 - Compost Site	811,341.73	30,959.10	38,693.25	803,607.58
595 - Motor Pool	170,402.77	30.78	10,245.88	160,187.67
701 - General Tax Collection	33,870.12	12,646.00	0.00	46,516.12
703 - Current Tax Collections	3,908,274.98	469,716.22	2,231,671.05	2,146,320.15
707 - Bonds & Escrow/GreenTop	1,356,473.16	24,981.01	55,230.25	1,326,223.92
708 - Fire Withholding Bonds	130,496.91	5,089.32	5,087.50	130,498.73
893 - Nuisance Abatement Fund	53,793.33	1,567.91	13,362.60	41,998.64
GRAND TOTAL	<u>27,085,704.15</u>	<u>4,932,279.82</u>	<u>8,478,670.50</u>	<u>23,539,313.47</u>

OLD 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.



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: November 5, 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.

Township staff, Supervisor Stumbo, Treasurer Doe and Attorney Winters have been working closely to ensure this iteration of the Solid Waste Agreement is in proper form. A number of emails and communication were had between Township staff and Waste Management to ensure the Townships needs were met within the agreement.

Staff previously brought the first draft of this agreement to the Board of Trustees on September 15, 2020 and have been negotiating ever since with Waste Management. You will find attached two of the most up-to-date versions; one clean and on redlined.

Mike Hoffmeister
Residential Services Director
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 64 or 96-gallon WM provided 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 (that hasn't been properly solidified before collection); 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** - ~~are defined in Exhibit C (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.

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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. Residents may request to swap to a 64-gallon Cart from WM if WM has that size cart in their inventory. 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 to Residents and the Township shall remain WM's property. ~~The bins and equipment the Township furnished Residents shall remain the Township's property.~~
 - ii. **Additional Carts.** Residents may rent an additional 64 or 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 may rent a 96-gallon Cart from WM for Recyclables for \$4.00 a month, which includes service of the 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~~ 6:00 a.m. All Acceptable

Waste must be placed at the curb for collection no later than 7-6:00 A.M. on scheduled day of collection. WM reserves the right to change the service day with ninety (90) days 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, which includes Saturdays of a holiday week.
- 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 at (866-797-9018) and/or emailed to (customerservice_MIOHIN@wm.com) –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

Field Code Changed

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 county by the 15th 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 \$45,360.00. 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 ~~become~~remain the Township's property ~~of WM.~~ WM 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 unilaterally, upon providing the Township thirty (30) days advanced written notice, 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, and 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. The Township is not obligated to pay for services that WM does not provide due to a Force Majeure event.

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. Nothing herein shall be construed to waive, limit or restrict any governmental immunity defense available to the Township.

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:

Type

Amount

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, ~~which consent shall not be unreasonably withheld, 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.

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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.

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h. WM will may 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].

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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	\$13.05
October 1, 2021 – September 30, 2022	\$8.32	\$2.96	\$2.29	\$13.57
October 1, 2022 – September 30, 2023	\$8.65	\$3.08	\$2.37	\$14.10
October 1, 2023 – September 30, 2024	\$9.00	\$3.20	\$2.47	\$14.67
October 1, 2024 – September 30, 2025	\$9.36	\$3.33	\$2.57	\$15.26

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. The MRF is located at 36543 S. Huron Road, New Boston Ypsilanti, Michigan.

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 - Trach	\$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.

Exhibit C



ACCEPTABLE AND UNACCEPTABLE BULK AND GENERAL ITEMS

STANDARD ACCEPTABLE BULK ITEMS

White Goods – washer, dryer, hot water tank, dishwasher, stove, refrigerators (Remove Doors), air conditioners and any Freon containing unit must have Freon Removed By Technician and Tagged for collection, humidifiers, dehumidifiers (NO COMMERCIAL SIZED APPLIANCES)
Furniture – Table with matching chairs (4-6), sofa, love seat, dresser armoire/curio broken down, Box Spring/ Mattress (Mattress and Box Spring Are Considered One Bulk Item), headboard footboard and frame, buffet cabinet
Mattresses and upholstered items must be wrapped in plastic with duct tape to ensure safety of workers due to bed bugs
Bicycles
Cardboard (flattened 4ft x 4ft bundled not exceeding 40 lbs.)
Carpet and Padding (must be dry, rolled and tied in 4 ft sections no heavier than 40 lbs. 6 bundles equal to one bulk item)
Grill – propane tank removed
Lawn Mower – must be drained of oil and gas, weed wacker, edger. No riding mowers,
Latex Paint – Paint must be solidified before collection, use kitty litter or sand to solidify. Place at the curb without the lid on the can;
Storm doors and windows – glass must be broken out of frame and placed in a hard container or small box, taped and marked "BROKEN GLASS"
Swing Sets – Broken down- Poles cut in sections less than 6 feet in length
Toilet
Vacuum cleaners
Wood – Small Bundle less than 4 foot, no nails or nails flattened

UNACCEPTABLE BULK ITEMS

- Antifreeze
- Batteries
- Blocks
- Boats
- Bricks
- Building and Lumber Debris
- Burning Barrels
- Cement
- Computer Monitors
- Concrete
- Dirt
- Gasoline
- Gravel
- Hazardous Waste Material
- Hot Ashes

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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 64 or 96-gallon WM provided 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 (that hasn't been properly solidified before collection); 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 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 – are defined in Exhibit C.

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. Residents may request to swap to a 64-gallon Cart from WM if WM has that size cart in their inventory. 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. 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 furnished to Residents and the Township shall remain WM's property.

ii. Additional Carts. Residents may rent an additional 64 or 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 may rent a 96-gallon Cart from WM for Recyclables for \$4.00 a month, which includes service of the 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 6:00 a.m. All Acceptable Waste must be placed at the curb for collection no later than 6:00 A.M. on scheduled day of collection. WM reserves the right to change the service day with ninety (90) days 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 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, which includes Saturdays of a holiday week.
- 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 at (866-797-9018) and/or emailed to (customerservice.MIOHIN@wm.com) 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 county by the 15th 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 County Fee = Monthly Invoice Amount].

b. Annual Increase. Annually, Township Facilities 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 \$45,360.00. WM will apply a \$15,120.00 credit on each of the first three (3) monthly invoices to the Township. The Carts the Township furnished to the West Willow neighborhood shall become the property of WM. WM 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 unilaterally, upon providing the Township thirty (30) days advanced written notice, modify the rates to account for any increase in costs due to 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, and municipal franchise fee increases.

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. The Township is not obligated to pay for services that WM does not provide due to a force majeure event.

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. Nothing herein shall be construed to waive, limit or restrict any governmental immunity defense available to the Township.

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:

	Type	Amount
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, which consent shall not be unreasonably withheld. 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 concrete, tires, electronics, pallets, 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. 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, propane tanks, et.

h. WM may perform an audit of Single Stream Materials collected under this Agreement.

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	\$13.05
October 1, 2021 – September 30, 2022	\$8.32	\$2.96	\$2.29	\$13.57
October 1, 2022 – September 30, 2023	\$8.65	\$3.08	\$2.37	\$14.10
October 1, 2023 – September 30, 2024	\$9.00	\$3.20	\$2.47	\$14.67
October 1, 2024 - September 30, 2025	\$9.36	\$3.33	\$2.57	\$15.26

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. The MRF is located at 36543 S. Huron Road, New Boston, Michigan.

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 – Trach	\$18.85 per month
Harris Ball Field – one 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.

Exhibit C



ACCEPTABLE AND UNACCEPTABLE BULK AND GENERAL ITEMS

STANDARD ACCEPTABLE BULK ITEMS

White Goods – washer, dryer, hot water tank, dishwasher, stove, refrigerators (Remove Doors), air conditioners and any Freon containing unit must have Freon Removed By Technician and Tagged for collection, humidifiers, dehumidifiers (NO COMMERCIAL SIZED APPLIANCES)

Furniture – Table with matching chairs (4-6), sofa, love seat, dresser armoire/curio broken down, Box Spring/ Mattress (Mattress and Box Spring Are Considered One Bulk Item), headboard footboard and frame, buffet cabinet

Mattresses and upholstered items must be wrapped in plastic with duct tape to ensure safety of workers due to bed bugs

Bicycles

Cardboard (flattened 4ft x 4ft bundled not exceeding 40 lbs.)

Carpet and Padding (must be dry, rolled and tied in 4 ft sections no heavier than 40 lbs. 6 bundles equal to one bulk item)

Grill – propane tank removed

Lawn Mower – must be drained of oil and gas, weed wacker, edger. No riding mowers,

Latex Paint – Paint must be solidified before collection, use kitty litter or sand to solidify. Place at the curb without the lid on the can;

Storm doors and windows – glass must be broken out of frame and placed in a hard container or small box, taped and marked **“BROKEN GLASS”**

Swing Sets – Broken down- Poles cut in sections less than 6 feet in length

Toilet

Vacuum cleaners

Wood – Small Bundle less than 4 foot, no nails or nails flattened

UNACCEPTABLE BULK ITEMS

Antifreeze

Batteries

Blocks

Boats

Bricks

Building and Lumber Debris

Burning Barrels

Cement

Computer Monitors

Concrete

Dirt

Gasoline

Gravel

Hazardous Waste Material

Hot Ashes

NEW BUSINESS

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION APPROVING CONTRACT
AND AUTHORIZING NOTICE

County of Washtenaw, State of Michigan

Minutes of a regular meeting of the Township Board (the “Governing Body”) of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan (the “Township”), held on the 17th day of November, 2020, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolutions were offered by Member _____ and supported by Member _____:

WHEREAS, it is necessary to acquire and construct certain improvements to the wastewater treatment plant, consisting of upgrades to the aeration blower system and replacement of the primary switchgear for the electrical supply to the plant, together with all necessary appurtenances and attachments thereto (the “Project”), to serve the Township and the City of Ypsilanti (the “City”); and

WHEREAS, a contract (the “Contract”) has been prepared among the Township, the City and the Ypsilanti Community Utilities Authority (the “Authority”) whereby the Authority will issue its bonds (the “Bonds”) on behalf of the Township and the City to provide for the financing of cost of the Project; and

WHEREAS, this Governing Body has carefully reviewed the Contract and finds that it provides the best means for accomplishing the Project and for providing the needed services.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Contract is hereby approved and the Supervisor and the Clerk of the Township are hereby authorized and directed to execute and deliver the Contract for and on behalf of the Township; provided, however, that Contract shall not become effective until the expiration of forty-five (45) days after the publication of the attached notice as a display advertisement of at least ¼ page in size in the *Washtenaw Legal News*, a newspaper of general circulation within the Township, which manner of publication is deemed by the Governing Body to be the most effective manner of informing the taxpayers and electors of the Township of the details of the proposed Contract and the rights of referendum thereunder.

2. The Township Clerk is directed to publish the attached notice in the newspaper above designated as soon as possible after the adoption hereof.

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

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

Karen Lovejoy Roe, Township Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan, at a regular meeting held on November 17, 2020, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Karen Lovejoy Roe, Township Clerk

NOTICE OF INTENT TO EXECUTE
TAX-SUPPORTED CONTRACT AND OF RIGHT TO
PETITION FOR REFERENDUM THEREON

TO THE TAXPAYERS AND ELECTORS OF
THE CHARTER TOWNSHIP OF YPSILANTI,
WASHTENAW COUNTY, MICHIGAN:

PLEASE TAKE NOTICE, the Charter Township of Ypsilanti (the "Township") has approved by resolution the execution of a contract (the "Contract") with the Ypsilanti Community Utilities Authority (the "Authority") and the City of Ypsilanti (the "City") pursuant to Act No. 233, Public Acts of Michigan, 1955, as amended, which Contract provides, among other things, that the Authority will acquire, construct and install certain improvements to the wastewater treatment plant, consisting of upgrades to the aeration blower system and replacement of the primary switchgear for the electrical supply to the plant, together with all necessary appurtenances and attachments thereto to service the Township and the City and will issue its bonds in the principal amount not to exceed \$6,000,000 to finance the cost of the acquisition and construction of such wastewater system improvements for the Township and the City AND THE TOWNSHIP WILL PAY TO THE AUTHORITY PURSUANT TO THE CONTRACT THE SUMS NECESSARY TO RETIRE ITS PERCENTAGE SHARE OF THE PRINCIPAL OF AND INTEREST ON SAID BONDS.

TOWNSHIP'S CONTRACT OBLIGATIONS

It is presently contemplated that the bonds will be in the principal amount of not to exceed \$6,000,000, of which the Township's "Local Unit Share" (as that term is defined in the Contract and is based on the Township's annual usage of the wastewater system) is initially 75.77%, subject to adjustment annually, will mature serially over a period of not to exceed twenty-five (25) years, and will bear interest at the rate or rates to be determined at the time of sale to the Michigan Finance Authority but in no event to exceed two percent (2.0%) per annum on the balance of the bonds from time to time remaining unpaid. The Contract includes the Township's pledge of its limited tax full faith and credit for the prompt and timely payment of the Township's obligations as expressed in the Contract. THE TOWNSHIP WILL BE REQUIRED TO LEVY AD VALOREM TAXES WITHIN APPLICABLE CONSTITUTIONAL AND STATUTORY TAX LIMITATIONS ON ALL TAXABLE PROPERTY WITHIN THE TOWNSHIP TO THE EXTENT NECESSARY TO MAKE THE PAYMENTS REQUIRED TO PAY ITS SHARE OF THE PRINCIPAL OF AND INTEREST ON THE BONDS IF OTHER FUNDS FOR THAT PURPOSE ARE NOT AVAILABLE. IT IS THE PRESENT INTENT OF THE TOWNSHIP TO USE THE REVENUES FROM THE TOWNSHIP DIVISION OF THE AUTHORITY'S SYSTEM TO MAKE THE PAYMENTS REQUIRED TO PAY PRINCIPAL OF AND INTEREST ON THE BONDS.

RIGHT OF REFERENDUM

The Contract will become effective and binding upon the Township without vote of the electors as permitted by law unless a petition requesting an election on the question of the Township entering into the Contract, signed by not less than 10% of the registered electors of the Township, is filed with the Township Clerk within forty-five (45) days after publication of this notice. If such petition is filed, the Contract cannot become effective without an approving vote of a majority of electors of the Township qualified to vote and voting on the question. The Contract is on file at the office of the Township Clerk.

This notice is given pursuant to the requirements of Section 8 of Act No. 233, Public Acts of Michigan, 1955, as amended. Further information concerning the details of the Contract and the matters set out in this notice may be secured from the Township Clerk's office.

Karen Lovejoy Roe
Clerk, Charter Township of Ypsilanti

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

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MEXICO: Monterrey

POLAND: Gdynia

Warsaw • Wrocław

November 6, 2020

Via E-mail

To the Attached Distribution List

Re: Proposed Ypsilanti Community Utilities Authority Wastewater System Bonds
(2021 2nd Quarter SRF –Project No. 5678-01)

Dear Working Group:

I have attached the following documentation for your review and consideration by the various governing bodies:

1. Resolution Approving Contract and Authorizing Notice – City of Ypsilanti
2. Resolution Approving Contract and Authorizing Notice – Charter Township of Ypsilanti
3. Resolution Approving Contract – Ypsilanti Community Utilities Authority
4. SRF Contract

The documents are substantially similar to the ones adopted in connection with the 2019 financing. Should you have any questions or comments concerning the attached, please feel free to give me a call.

I will be in attendance at the Township Board study session on November 17 and at the City Council meeting on November 17 to describe the Resolution and Contract and to answer any questions. I will also be in attendance at the YCUA Board meeting on November 18.

Sincerely,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: _____



Thomas D. Colis

Attachments

SRF CONTRACT

THIS SRF CONTRACT, dated as of November 18, 2020, by and among the YPSILANTI COMMUNITY UTILITIES AUTHORITY, a municipal authority and public body corporate of the State of Michigan (hereinafter referred to as the “Authority”), the CHARTER TOWNSHIP OF YPSILANTI (the “Township”) and the CITY OF YPSILANTI (the “City,” together with the Township referred to as the “Local Units”) both located in the County of Washtenaw, Michigan,

WITNESSETH:

WHEREAS, the Authority has been incorporated under the provisions of Act No. 233, Public Acts of Michigan, 1955, as amended (hereinafter referred to as “Act 233”), for the purposes set forth in Act 233 and the Local Units being constituent members of the Authority; and

WHEREAS, it is immediately necessary and imperative for the public health and welfare of the present and future residents of the Local Units to acquire and construct certain improvements to the wastewater treatment plant, consisting of upgrades to the aeration blower system and replacement of the primary switchgear for the electrical supply to the plant, together with all necessary appurtenances and attachments thereto to be acquired and constructed to service the Local Units (the “Project”); and

WHEREAS, plans and an estimate of cost of said improvements have been prepared by the Authority’s consulting engineers (the “Consulting Engineers”), which said estimate of cost totals not to exceed \$6,000,000; and

WHEREAS, each of the Local Units is desirous of having the Authority arrange for the acquisition of said improvements, in order to furnish the residents of each of the Local Units with improved wastewater system services and facilities; and

WHEREAS, the parties hereto have determined that said improvements are essential to the general health, safety and welfare of each of the Local Units; and

WHEREAS, the Authority and the Local Units are each agreeable to the execution of this Contract, by and between themselves, to provide, among other things, for the financing of the cost of the Project; and

WHEREAS, each of the Local Units has approved and authorized the execution of this Contract by resolution of its governing body; and

WHEREAS, this Contract will become effective for each of the Local Units upon expiration of a period of forty-five days following publication by each of the Local Units of its respective notice of intention without filing of a petition for referendum on the question of its entering into this Contract, or if such referendum election be required, then upon approval by the qualified electors of the respective Local Unit;

NOW, THEREFORE, in consideration of the premises and the covenants made herein,

THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION 1. The Authority and the Local Units each have previously approved and again approve the establishment of wastewater system improvements in the Local Units under the provisions of Act 233, together with all necessary appurtenances, attachments and rights in land adequate and sufficient to furnish such service to the area of each of the Local Units, as set forth in the plans prepared by the Consulting Engineers.

SECTION 2. The system referred to in Section 1 above is designated as YPSILANTI COMMUNITY UTILITIES AUTHORITY WASTEWATER SYSTEM (City of Ypsilanti and Charter Township of Ypsilanti) (hereinafter sometimes referred to in this Contract as the "System").

SECTION 3. Each of the Local Units hereby consents to the use by the Authority and any parties contracting with the Authority of the public streets, alleys, lands and rights-of-way in each Local Unit for the purpose of performing the Project.

SECTION 4. The System is designed to serve areas in each of the Local Units as described in the plans prepared by the Consulting Engineers and is immediately necessary to protect and preserve the public health; and each Local Unit does, by these presents, consent to the furnishing of such service through the System pursuant to Section 8 hereof, to the individual users in each Local Unit.

SECTION 5. The Authority and each of the Local Units hereby approve and confirm the plans for the System prepared by the Consulting Engineers and the total estimated cost thereof of not to exceed the sum of \$6,000,000 and the Local Units' combined share thereof (100%) of \$6,000,000. Said cost estimate includes all surveys, plans, specifications, acquisition of property for rights-of-way, physical construction necessary to acquire and construct the System, the acquisition of all materials, machinery and necessary equipment, and all engineering, engineering supervision, administrative, legal and financing expenses necessary in connection with the acquisition and construction of the System and the financing thereof.

SECTION 6. The Authority will take bids for the construction of the Project and the Authority shall in no event agree to any contract price or prices as will cause the actual cost thereof to exceed the estimated cost as approved in Section 5 of this Contract unless each of the Local Units, by resolution of its legislative body, (a) approves said increased total cost, and (b) agrees to pay such prorated excess over the estimated cost, either in cash or by specifically authorizing the maximum principal amount of bonds to be issued, as provided in Sections 10 and 16 of this Contract, to be increased to an amount which will provide sufficient funds to meet said increased cost, and approves a similar increase in the installment obligations of each Local Unit, if any, pledged under the terms of this Contract to the payment of such bonds.

SECTION 7. The Project shall be constructed by the Authority substantially in accordance with the plans and specifications therefor approved by this Contract. All matters relating to engineering plans and specifications, together with the making and letting of final construction contracts, the approval of work and materials thereunder, and construction supervision, shall be in the control of the Authority. All acquisition of sites and rights-of-way

shall be done by the Authority. Each Local Unit's share of the costs of such acquisition shall be paid from bond proceeds and, in addition, any costs incurred by any Local Units in connection with the acquisition or construction of the System, including engineering expenses, shall be promptly reimbursed to the Local Unit by the Authority from the proceeds of Authority Bonds.

SECTION 8. The System shall be retained, maintained and operated by the Authority. The parties hereto agree that the System shall be improved upon, operated, administered and maintained for the sole use and benefit of the Local Units and their respective users, including contract customers.

SECTION 9. To provide for the construction and financing of the Project in accordance with the provisions of Act 233, the Authority shall take the following steps:

(a) Immediately after execution hereof, the Authority will promptly take steps to adopt a resolution providing for the issuance of its bonds, in one or more series, in the aggregate principal amount of not to exceed \$6,000,000 (except as otherwise authorized pursuant to Section 16 of this Contract) to finance each of the Local Units' share of the cost of the System. Said bonds shall mature serially, as authorized by law, and shall be secured by the contractual obligations of each Local Unit in this Contract. After due adoption of the resolution, the Authority will take all necessary legal procedures and steps necessary to effectuate the sale and delivery of said bonds to the Michigan Finance Authority.

(b) The Authority shall take all steps necessary to take bids for and enter into and execute final acquisition and construction contracts for the construction of the Project as specified and approved hereinbefore in this Contract, in accordance with the plans and specifications therefor based on the plans as approved by this Contract. Said contracts shall specify a completion date agreeable to each Local Unit and the Authority.

(c) The Authority will require and procure from the contractor or contractors undertaking the actual construction of the Project necessary and proper bonds to guarantee the performance of the contract or contracts and such labor and material bonds as may be required by law.

(d) The Authority, upon receipt of the proceeds of sale of the bonds, will comply with all provisions and requirements provided for in the resolution authorizing the issuance of the bonds and this Contract relative to the disposition and use of the proceeds of sale of the bonds.

(e) The Authority may temporarily invest any bond proceeds or other funds held by it for the benefit of each Local Unit as permitted by law and investment income shall accrue to and follow the fund producing such income. The Authority shall not, however, invest, reinvest or accumulate any moneys deemed to be proceeds of the bonds pursuant to §148 of the Internal Revenue Code of 1986, as amended, and the applicable regulations thereunder (the "Code"), in such a manner as to cause the bonds to be "arbitrage bonds" within the meaning of Code § 103(b)(2) and §148.

SECTION 10. The cost of the System shall be charged to and paid by each Local Unit to the Authority in the manner and at the times herein set forth.

The cost of the Project to be financed with the issuance of one or more series of bonds of the Authority (\$6,000,000) shall be paid by the Local Units to the Authority in annual installments (corresponding to principal payments on each series of the bonds on the next April 1st of each year) on March 15 of each year, as follows:

2022	\$250,000
2023	255,000
2024	260,000
2025	265,000
2026	270,000
2027	275,000
2028	280,000
2029	285,000
2030	290,000
2031	295,000
2032	300,000
2033	305,000
2034	310,000
2035	320,000
2036	325,000
2037	330,000
2038	335,000
2039	345,000
2040	350,000
2041	355,000

Each Local Unit shall pay its Local Unit Share (as hereinafter defined) of each payment required to be made by the Local Units to the Authority pursuant to this Section 10 of the Contract. "Local Unit Share" means initially for each Local Unit, the percentage of each payment as follows:

Charter Township of Ypsilanti	75.77%
City of Ypsilanti	24.23%

The Local Unit Share is subject to adjustment on an annual basis based upon existing agreements between the Local Units.

It is understood and agreed that the bonds of the Authority hereinbefore referred to will be issued in anticipation of the above contractual obligation, with principal installments on April 1 of each year, commencing with the year 2022, corresponding to the principal amount of the above installments, and each Local Unit shall also pay to the Authority in addition to said principal installments, on March 15 and September 15 of each year, commencing on March 15, 2021 as accrued interest on the principal amount remaining unpaid, an amount sufficient to pay

all interest, not to exceed two percent (2.0%) per annum, due on the next succeeding interest payment date (April 1 and October 1, respectively), on the installment portions of said bonds of the Authority from time to time outstanding. From time to time as other costs and expenses accrue to the Authority from handling of the payments made by each Local Unit, or from other actions taken in connection with the System, the Authority shall notify each Local Unit of the amount of such fees and other costs and expenses, and each Local Unit shall, within thirty (30) days from such notification, remit to the Authority sufficient funds to meet such fees and other costs and expenses. The principal payment date may be adjusted to October 1 at the time the bonds are sold to the Michigan Finance Authority but shall be payable in not more than twenty annual installments.

Should cash payment be required from each Local Unit in addition to the amounts specified in the preceding paragraph to meet additional costs of constructing the System, each Local Unit shall, upon written request by the Authority, furnish to the Authority written evidence of their agreement and ability to make such additional cash payments, and the Authority may elect not to proceed with the acquisition or financing of the System until such written evidence, satisfactory to the Authority, has been received by it. Each Local Unit shall pay to the Authority such additional cash payments within thirty (30) days after written request for such payment has been delivered by the Authority to such Local Unit.

The Authority shall, within thirty (30) days after the delivery of the bonds of the Authority hereinbefore referred to, furnish each Local Unit with a complete schedule of installments of principal and interest thereon, and the Authority shall also (a) at least sixty (60) days prior to January 1 of each year, commencing in 2022, advise each Local Unit, in writing, of the exact amount of interest installment due on the Authority bonds on the next succeeding April 1, and payable by each Local Unit on March 15, as hereinbefore provided, and the exact amount of principal and interest installments due on the bonds of the Authority on the next succeeding October 1, and payable by each Local Unit on September 15, as hereinbefore provided.

If any principal installment or interest installment is not paid when due, the amount not so paid shall be subject to a penalty, in addition to interest, of one percent (1%) thereof for each month or fraction thereof that the same remains unpaid after the due date.

SECTION 11. Each Local Unit, pursuant to the authorization contained in Act 233, hereby irrevocably pledges its limited tax full faith and credit for the prompt and timely payment of its respective obligations pledged for bond payments as expressed in this Contract, and shall each year, commencing with the fiscal year commencing January 1, 2021 for the Township and July 1, 2020 for the City set aside sufficient general fund moneys to make the payments, and, if necessary, levy an ad valorem tax on all the taxable property in the Local Unit, subject to applicable constitutional, statutory and charter tax rate limitations, in an amount which, taking into consideration estimated delinquencies in tax collections, will be sufficient to pay such obligations under this Contract becoming due before the time of the following year's tax collections. Nothing herein contained shall be construed to prevent the Local Unit from using any, or any combination of, means and methods provided in Section 7 of Act 233, as now or hereafter amended, including revenues derived from user charges or special assessments, for the purpose of providing funds to meet its obligations under this Contract, and if at the time of making the annual tax levy there shall be other funds on hand earmarked and set aside for the

payment of the contractual obligations due prior to the next tax collection period, then such annual tax levy may be reduced by such amount.

SECTION 12. Each Local Unit may pay in advance any of the payments required to be made by this Contract, in which event the Authority shall credit the respective Local Unit with such advance payment on future due payments to the extent of such advance payment.

SECTION 13. Each Local Unit may pay additional moneys over and above any of the payments specified in this Contract, with the written request that such additional funds be used to prepay installments, in which event the Authority shall be obligated to apply and use said moneys for such purpose to the fullest extent possible. Such moneys shall not then be credited as advance payments under the provisions of Section 12 of this Contract.

SECTION 14. In the event a Local Unit shall fail for any reason to pay to the Authority at the times specified the amounts required to be paid by the provisions of this Contract, the Authority shall immediately give notice of such default and the amount thereof, in writing, to the Treasurer of such Local Unit, the Treasurer of the County of Washtenaw, the Treasurer of the State of Michigan, and such other officials charged with disbursement to such Local Unit of funds returned by the State and now or hereafter under Act 233 available for pledge, as provided in this paragraph and in Section 12a of Act 233, and if such default is not corrected within ten (10) days after such notification, the State Treasurer, or other appropriate official charged with disbursement to such Local Unit of the aforesaid funds, is, by these presents, specifically authorized by the Local Unit, to the extent permitted by law, to withhold from the aforesaid funds the maximum amount necessary to cure said deficit and to pay said sums so withheld to the Authority, to apply on the obligations of such Local Unit as herein set forth. Any such moneys so withheld and paid shall be considered to have been paid to the Local Unit within the meaning of the Michigan Constitution and statutes, the purpose of this provision being voluntarily to pledge and authorize the use of said funds owing to such Local Unit to meet any past-due obligations of such Local Unit due under the provisions of this Contract. In addition to the foregoing, the Authority shall have all other rights and remedies provided by law to enforce the obligations of each Local Unit to make its respective payments in the manner and at the times required by this Contract, including the right of the Authority to direct each Local Unit to make a tax levy to reimburse the Authority for any funds advanced.

SECTION 15. It is specifically recognized by each Local Unit that the debt service payments required to be made by each pursuant to the terms of Section 10 of this Contract are to be pledged for and used to pay the principal installments of and interest on with respect to the bonds to be issued by the Authority as provided by this Contract and authorized by law, and each Local Unit covenants and agrees that it will make all required payments to the Authority promptly and at the times herein specified without regard to whether the System is actually completed or placed in operation.

SECTION 16. If the proceeds of the sale of the bonds to be issued by the Authority are for any reason insufficient to complete each Local Unit's share of the cost of the System, the Authority shall automatically be authorized to issue additional bonds in an aggregate principal amount sufficient to pay the respective Local Unit's share of completing the System and to increase the annual payments required to be made by each Local Unit in an amount so that the

total payments required to be made as increased will be sufficient to meet the annual principal and interest requirements on the bonds herein authorized plus the additional bonds to be issued. It is expressly agreed between the parties hereto that the Authority shall issue bonds pursuant to this Contract and each Local Unit shall be committed to retire such amount of bonds as may be necessary to pay each Local Unit's share of the costs of the System whether or not in excess of those presently estimated herein. Any such additional bonds shall comply with the requirements of Act 233 and any increase in the annual payments shall be made in the manner and at the times specified in this Contract. In lieu of such additional bonds, each Local Unit may pay over to the Authority, in cash, sufficient moneys to complete each Local Unit's share of the System.

SECTION 17. After completion of the System and payment of all costs thereof, any surplus remaining from the proceeds of sale of bonds shall be used by the Authority for either of the following purposes, at the sole option of and upon request made by resolution of any Local Unit, to wit: (a) for additional improvements to the System or for other projects of the Authority undertaken on behalf of said Local Units; subject to approval of the Authority; or (b) credited by the Authority toward the next payments due the Authority by said Local Units hereunder.

SECTION 18. The obligations and undertakings of each of the parties to this Contract shall be conditioned on the successful issuance and sale of the bonds pursuant to Act 233, and if for any reason whatsoever said bonds are not issued and sold within two (2) years from the date of this Contract, this Contract, except for payment of preliminary expenses and ownership of engineering data, shall be considered void and of no force and effect.

SECTION 19. The Authority and Local Units each recognize that the owners of the bonds issued by the Authority under the provisions of Act 233 to finance the cost of the System will have contractual rights in this Contract, and it is, therefore, covenanted and agreed by the Authority and each Local Unit that so long as any of said bonds shall remain outstanding and unpaid, the provisions of this Contract shall not be subject to any alteration or revision which would in any manner materially affect either the security of the bonds or the prompt payment of principal or interest thereon. The Local Units and the Authority each further covenant and agree that each will comply with its respective duties and obligations under the terms of this Contract promptly at the times and in the manner herein set forth, and will not suffer to be done any act which would in any way impair the said bonds, the security therefor, or the prompt payment of principal and interest thereon. It is hereby declared that the terms of this Contract insofar as they pertain to the security of any such bonds shall be deemed to be for the benefit of the owners of said bonds.

SECTION 20. This Contract shall remain in full force and effect from the effective date hereof (as provided in Section 23) until the bonds issued by the Authority are paid in full, but in any event not to exceed a period of thirty (30) years. At such time within said 30-year term as all of said bonds are paid, this Contract shall be terminated. In any event, the obligation of each Local Unit to make payments required by this Contract shall be terminated at such time as all of said bonds are paid in full, together with any deficiency or penalty thereon.

SECTION 21. The parties hereto hereby expressly agree that the Authority shall not be liable for and each Local Unit shall, to the extent legally available, pay, indemnify and save the Authority harmless of, from and against all liability of any nature whatever regardless of the

nature in which such liability may arise, for any and all claims, actions, demands, expenses, damages and losses of every conceivable kind whatsoever (including, but not limited to, liability for injuries to or death of persons and damages to or loss of property) asserted by or on behalf of any person, firm, corporation or governmental authority arising out of, resulting from, or in any way connected with the Project; the ownership, acquisition, construction, operation, maintenance and repair of the System; this Contract; or the issuance, sale and delivery of the bonds herein described. It is the intent of the parties that the Authority be held harmless by each Local Unit from liability for such claims, actions, demands, expenses, damages and losses, however caused or however arising, including, but not limited to, to the extent not prohibited by law, such claims, actions, demands, expenses, damages and losses even though caused, occasioned or contributed to by the negligence, sole or concurrent, of the Authority or by negligence for which the Authority may be held liable. In any action or proceeding brought about by reason of any such claim or demand, each Local Unit, to the extent legally available, will also pay, indemnify and save the Authority harmless from and against all costs, reasonable attorneys' fees and disbursements of any kind or nature incidental to or incurred in said defense, and will likewise pay all sums required to be paid by reason of said claims, demands, or any of them, in the event it is determined that there is any liability on the part of the Authority. Upon the entry of any final judgment by a court of competent jurisdiction or a final award by an arbitration panel against the Authority on any claim, action, demand, expense, damage or loss contemplated by this Section and notwithstanding that the Authority has not paid the same, each Local Unit shall be obligated to pay to the Authority, upon written demand therefor, the amount thereof not more than sixty (60) days after such demand is made. In the event that any action or proceeding is brought against the Authority by reason of any such claims or demands, whether said claims or demands are groundless or not, each Local Unit shall, upon written notice and demand from the Authority, but not without written consent of the Authority, settle any such action in the proceeding. Notwithstanding the foregoing, nothing contained in this Section shall be construed to indemnify or release the Authority against or from any liability which it would otherwise have arising from the wrongful or negligent actions or failure to act on the part of the Authority's employees, agents or representatives with respect to matters not related to the ownership, acquisition, construction, operation, maintenance or repair of the System, this Contract or the issuance, sale or delivery of the bonds herein described.

SECTION 22. This Contract shall inure to the benefit of and be binding upon the respective parties hereto, their successors and assigns.

SECTION 23. This Contract shall become effective upon (i) approval by each legislative body of the Local Unit, (ii) approval by the Board of the Authority, (iii) expiration of the forty-five day period following publication by each Local Unit of its notice of intention without filing of a petition for referendum on the question of its entering into this Contract, or if such referendum election be required, then upon approval by the qualified electors of such Local Unit, and (iv) due execution by the Supervisor and Township Clerk of the Township, the Mayor and City Clerk of the City and by the Chair and Secretary of the Authority.

SECTION 24. In the event construction bids are received by the Authority pursuant to Section 9 hereof and such bids are below the Consulting Engineers' estimates thus necessitating a smaller amount of Bonds for each Local Unit's share to be issued than \$6,000,000, the Authority shall be automatically authorized to reduce the amount of Bonds sold and the annual

principal installments specified in Section 10 of this Contract shall be automatically revised according to the new debt service schedule for the Bonds, without the necessity of publication of notice of such revision.

SECTION 25. This Contract may be executed in several counterparts.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

In the presence of:

YPSILANTI COMMUNITY UTILITIES
AUTHORITY

By: _____
Chair

By: _____
Secretary

In the presence of:

CHARTER TOWNSHIP OF
YPSILANTI

By: _____
Supervisor

By: _____
Township Clerk

In the presence of:

CITY OF YPSILANTI

By: _____
Mayor

By: _____
City Clerk

36813183.1\099369-00045

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

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

To: Brenda Stumbo, Township Supervisor
Doug Winters, Township Attorney

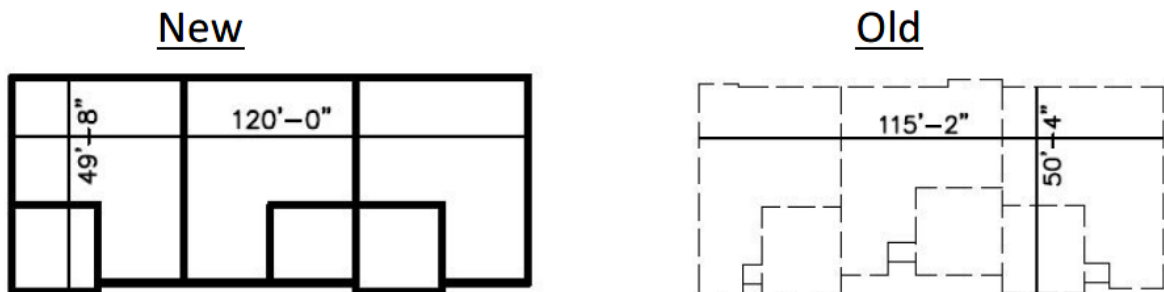
From: Jason Iacoangeli AICP, Planning Director

Re: **Crystal Pond Minor Site Plan Amendment**

Date: October 29, 2020

Request and Review:

On October 16th, 2020, the Planning Department received a request from Lombardo Homes to modify the existing site plan for Crystal Pond Condominiums. This Site Plan amendment is being proposed in order to allow a slight increase in the width for the triplex buildings in the development. The developer is not requesting any additional units as a part of this request. The widths of the buildings will increase from 115 feet wide to 120 feet wide as illustrated below:



In order to accommodate the slightly wider building design and to maintain separation between utilities the arrangement of the units is being changed along with some of the setbacks between buildings. All of the new setbacks still adhere to the sixteen (16) foot minimum that is required by the approved Site Plan. The other proposed changes are to separate units 17 is being combined with units 11 and 12 to create a triplex. Unit 18 will then become a standalone unit. Included with this memo is the new proposed Site Plan for Crystal Ponds along with a plan sheet entitled "CP – Overlay" that illustrates the proposed layout (dark lines) over top of the approved Site Plan (dashed lines) for reference.

CHARTER TOWNSHIP OF YPSILANTI

Recommendation:

The Planning Department feels after review of the request that the changes being proposed are a minor amendment or deviation per Section 1922 of the Township Zoning Ordinance. The Ordinance allows the “Coordinator of the Community Development Department” to certify in writing that the proposed revision constitutes a minor alteration and does not alter the basic design nor any specific conditions of the plan as agreed upon by the planning commission and the township board”. Further, for residential buildings, the square footage of structures may be increased by three percent, provided the overall density of the units does not increase, the minimum square footage and parking requirements are met and the buildings do not extend into any required open space or required setbacks.

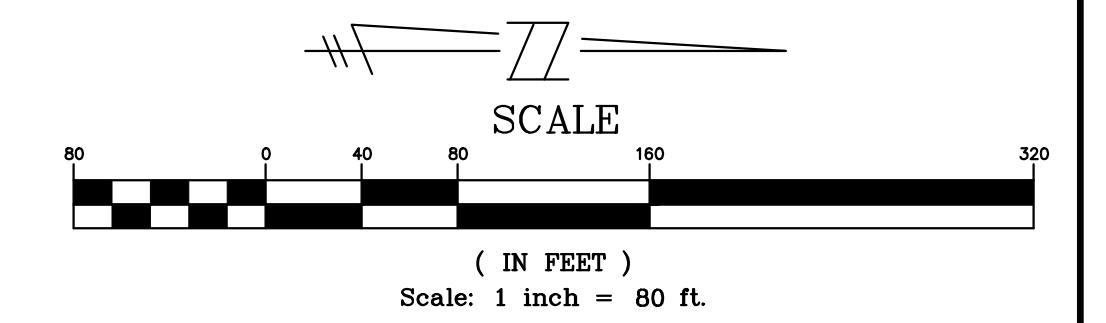
The changes being proposed to the largest structures to the triplex buildings do not exceed the three (3%) percent threshold for the overall increase in square footage. The individual change in square footage of the units is an overall increase of 130 square feet or 2.23%. No changes are being made that would impact parking or open space per the approved plan. Based on this review the changes to the Crystal Ponds Site Plan are being deemed a minor alteration and being recommended for approval as a minor deviation.

If you have any questions or concerns please feel free to contact my office.

Jason Iacoangeli

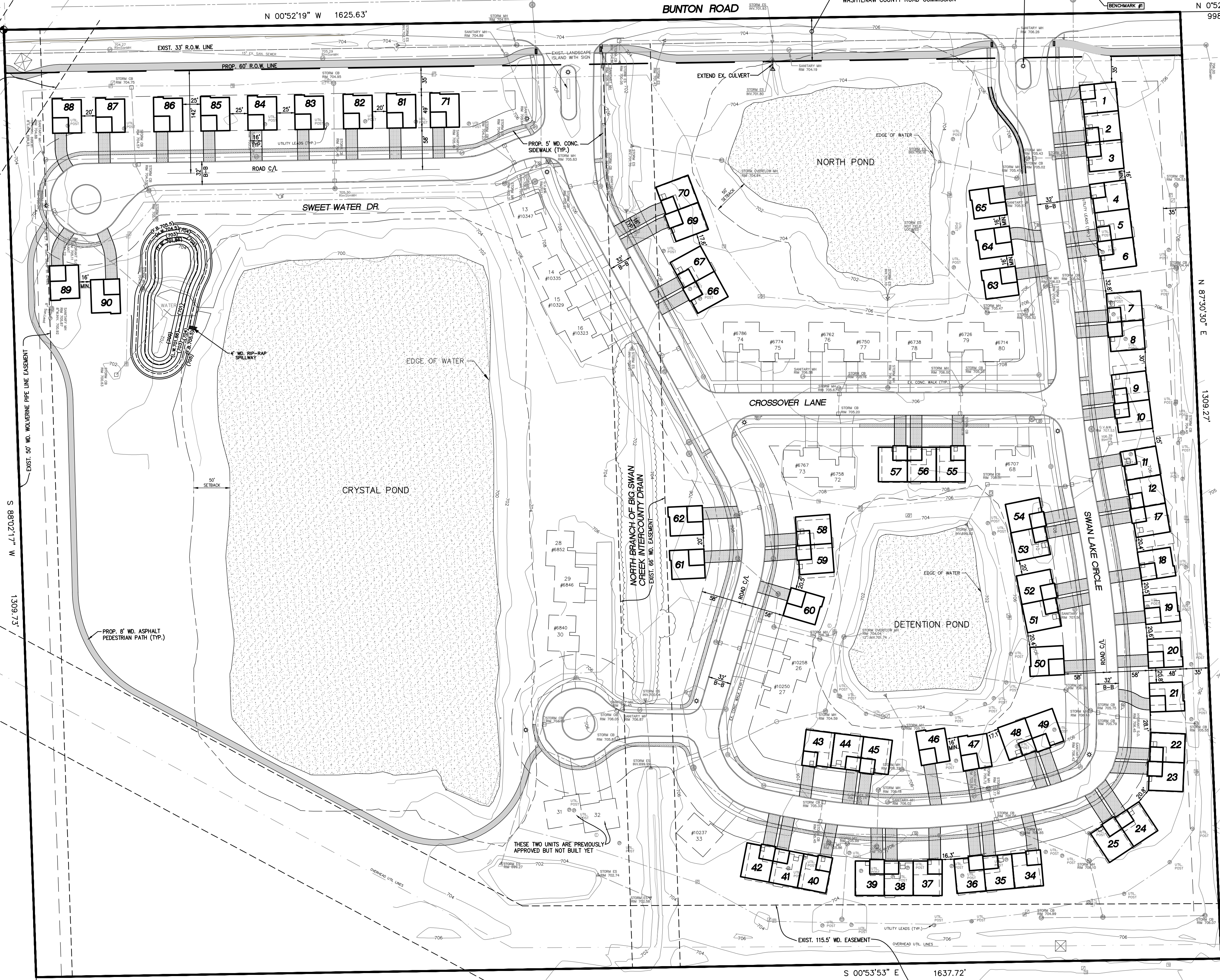
Jason Iacoangeli, AICP
Planning Director
Charter Township of Ypsilanti

Cc: Mike Radzik, Director Community Standards



SOUTHWEST CORNER SECTION 25 T.3S., R.7E. RECD. L.00001/P.0519 FSR MON.BOX

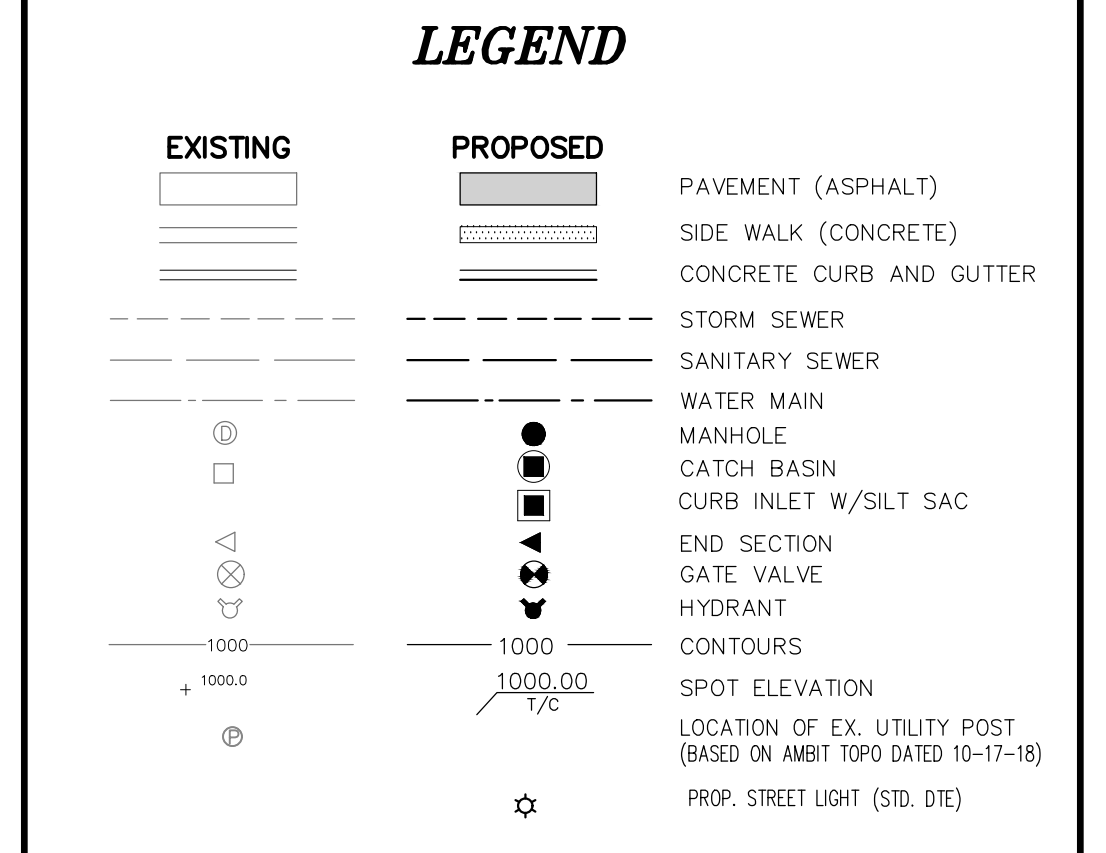
WEST 1/4 CORNER SECTION 25 T.3S., R.7E. RECD. L.00001/P.0517 FCM MON.BOX



SOUTH 1/4 CORNER SECTION 25 T.3S., R.7E. RECD. L.00001/P.0527 FSR MON.BOX

EXISTING TOPOGRAPHIC INFORMATION PROVIDED BY AMBIT LAND SURVEYORS

- BENCHMARKS**
- ARROW ON HYDRANT ON THE WEST SIDE OF BUNTON ROAD, SOUTH OF THE KOA ENTRANCE 122' SOUTH OF THE NORTH WEST PROPERTY CORNER ELEV.708.30 NAVD88 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 NAVD88 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 LIEU 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= 35'
 MIN SIDE= 5', TOTAL OF TWO= 16' (TO SIDE LOT LINES)
 (EXCEPT WHERE NOTED AS 16 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., WASHTINAW COUNTY, MICHIGAN

REVISIONS		UTILITY WARNING
NO.	ITEM	DATE
1.	REVISED PER OWNER	7-22-19
2.	REVISED PER OWNER	7-25-19
3.	REVISED PER OWNER	8-17-19
4.	REVISED PER TWP. REVIEW LETTER	9-24-19
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UNDERGROUND UTILITY LOCATIONS AS SHOWN ON THE PLAN, WERE OBTAINED FROM UTILITY OWNER AND NOT FIELD LOCATED.

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SANITARY & WATER SERVICES NOTE:
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DATE: 8-17-19 DESIGNED BY: A.A. CHECKED BY: P.K. JOB NUMBER: 18-024 DRAWING FILE: 1-18024-SP

SITE PLAN

SEIBER, KEAST ENGINEERING, L.L.C.
 CONSULTING ENGINEERS
 100 MAINCENTRE • SUITE 10 • NORTHVILLE, MI • 48167
 PHONE: 248.308.3331 EMAIL: info@seiberkeast.com

SHEET **2**

SEIBER, KEAST ENGINEERING, LLC
CONSULTING ENGINEERS

Clif Seiber, P.E.
Patrick G. Keast, P.E.
George W. Norberg
Azad Awad
Robert Emerine, P.E.
Jason Emerine, P.E.

100 MAINCENTRE, SUITE 10
NORTHVILLE, MICHIGAN 48167
(248) 308-3331

July 31, 2020

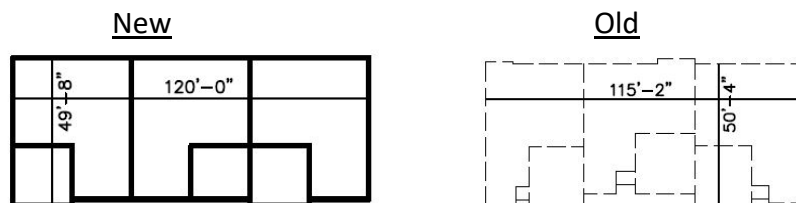
Mr. Jason Iacoangeli, AICP, Planning Director
Charter Township of Ypsilanti
7200 S. Huron River Drive
Ypsilanti, MI 48197

Re: **CRYSTAL POND – REVISED SITE PLAN**
Bunton Road, Ypsilanti Township

Dear Mr. Iacoangeli:

Lombard Homes would like to request minor changes to the approved Site Plan for Crystal Pond Condominiums. As you know, this plan was approved by the Ypsilanti Township Board of Trustees on March 3, 2020.

Due to customer feedback, Lombardo would like to propose a slight increase in width for the triplex buildings from 115 feet wide to 120 feet wide, as illustrated in this comparison of old vs new footprints.



Please note that no increase to the number of units is proposed with this revision.

In order to accommodate this change and maintain acceptable distances from existing utilities (i.e. storm sewers) between buildings, the proposed buildings have been rearranged. This results in a change in setbacks between buildings in a few locations compared to the approved plan. Some setbacks are slightly larger. All setbacks between buildings still adhere to the 16 foot minimum found on the approved Site Plan.

Attached please find an electronic copy of the revised Site Plan drawings, including Landscape Plans. We have also attached a separate drawing, entitled "CP - Overlay" that illustrates the proposed layout (dark lines) over the layout from the approved Site Plan (dashed lines). As you

SEIBER, KEAST ENGINEERING, LLC

Mr. Jason Iacoangeli
July 31, 2020
Page 2 of 2

can see, while there are slight impacts to the setbacks between buildings, there is very little impact to the overall plan.

Feel free to contact the undersigned if you have any questions or additional comments.

Sincerely,

SEIBER KEAST ENGINEERING, LLC

A handwritten signature in black ink that reads "Patrick G. Keast". The signature is written in a cursive, slightly slanted style.

Patrick G. Keast, P.E.

Enclosures

Cc w/encl: Greg Hamm, Lombardo Homes
Charlotte Wilson, Planning & Development Coordinator, Ypsilanti Township

SITE PLANS FOR CRYSTAL POND CONDOMINIUMS

A RESIDENTIAL DEVELOPMENT

SECTION 25, T 3 SOUTH, R 7 EAST,
YPSILANTI TOWNSHIP,
WASHTENAW COUNTY, MICHIGAN

LEGAL DESCRIPTION

PART OF SOUTHWEST ¼ OF SECTION 25, TOWN 3 SOUTH, RANGE 7 EAST, YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, DESCRIBED AS, BEGINNING AT THE SOUTHWEST CORNER OF SECTION 25, TOWN 3 SOUTH, RANGE 7 EAST; THENCE ALONG THE WEST LINE OF SECTION 25, N00°52'19"W, 1625.63 FEET; THENCE N87°30'30"E 1309.27 FEET; THENCE ALONG THE EAST LINE OF THE WEST ¼ OF THE SOUTHWEST ¼ OF SECTION 25, S00°53'53"E, 1637.72 FEET; THENCE ALONG THE SOUTH LINE OF SECTION 25, S88°02'17"W, 1309.73 FEET TO THE POINT OF BEGINNING.

THE ABOVE PARCEL CONTAINS AN AREA OF 49.037 ACRES. SUBJECT TO THE RIGHTS OF THE PUBLIC AND OF ANY GOVERNMENTAL UNIT IN ANY PART THEREOF USED, TAKEN OR DEEDED FOR STREET, ROAD OR HIGHWAY PURPOSES.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

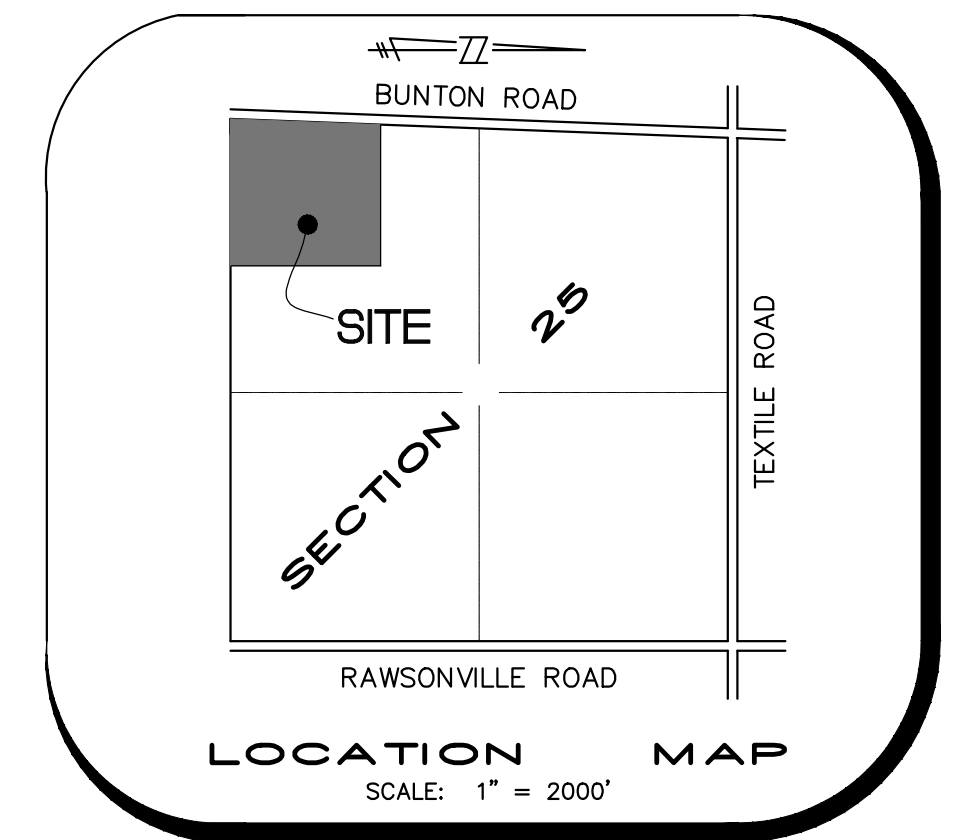
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LANDSCAPE PLANS PREPARED BY:
ALLEN DESIGN, LLC
LANDSCAPE ARCHITECTURE
557 CARPENTER
NORTHVILLE, MICHIGAN 48167
PHONE: 248.467.4668

PROPERTY BOUNDARY & TOPO INFORMATION
AMBIT LAND SURVEYORS, INC.

691 WING STREET
PLYMOUTH, MICHIGAN 48170
PHONE: 734.455.5501



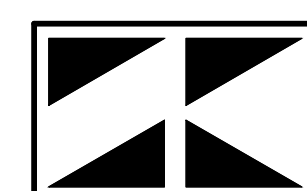
SHEET INDEX

1. COVER SHEET
2. SITE PLAN
3. PAVEMENT REPAIR PLAN
4. EASEMENT PLAN

LANDSCAPE PLANS
L-1 LANDSCAPE PLAN
L-2 LANDSCAPE DETAILS

PROJECT NARRATIVE

This site was granted approval for 101 units on February 1, 2000, of which 20 units have been built. The Site Plan presented here proposes to reduce the total number of units to 90. In addition to reducing the number of units by 11, the developer is proposing to finish the community by providing pavement repairs, pavement top coat, preparation and dedication of sanitary sewer easements, water main easements, Bunton Road right-of-way dedication, field survey of existing utilities and preparation of as-built drawings for use by Ypsilanti Township and YUCA.



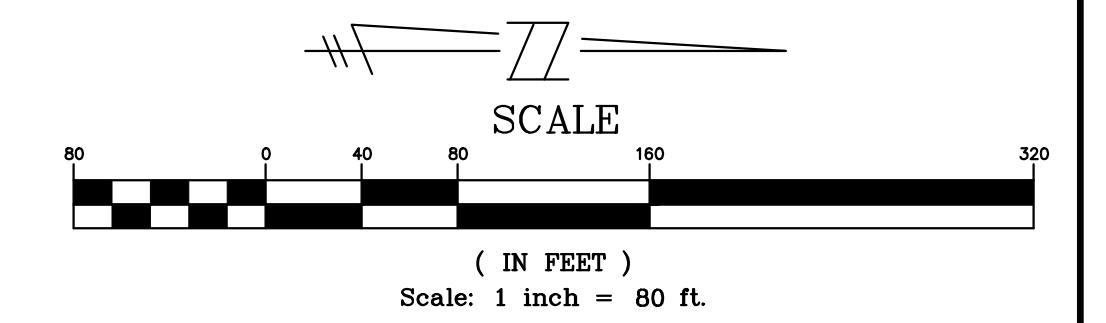
SEIBER, KEAST ENGINEERING, L.L.C.
CONSULTING ENGINEERS

100 MAINCENTRE • SUITE 10 • NORTHVILLE, MICHIGAN • 48167
PHONE: 248.308.3331

PREPARED FOR:
DIVERSE REAL ESTATE LLC
13001 23 MILE ROAD
SHELBY TWP., MI 48315
PHONE: 248.697.6663
AUTHORIZED REPRESENTATIVE:
COSIMO LOMBARDO

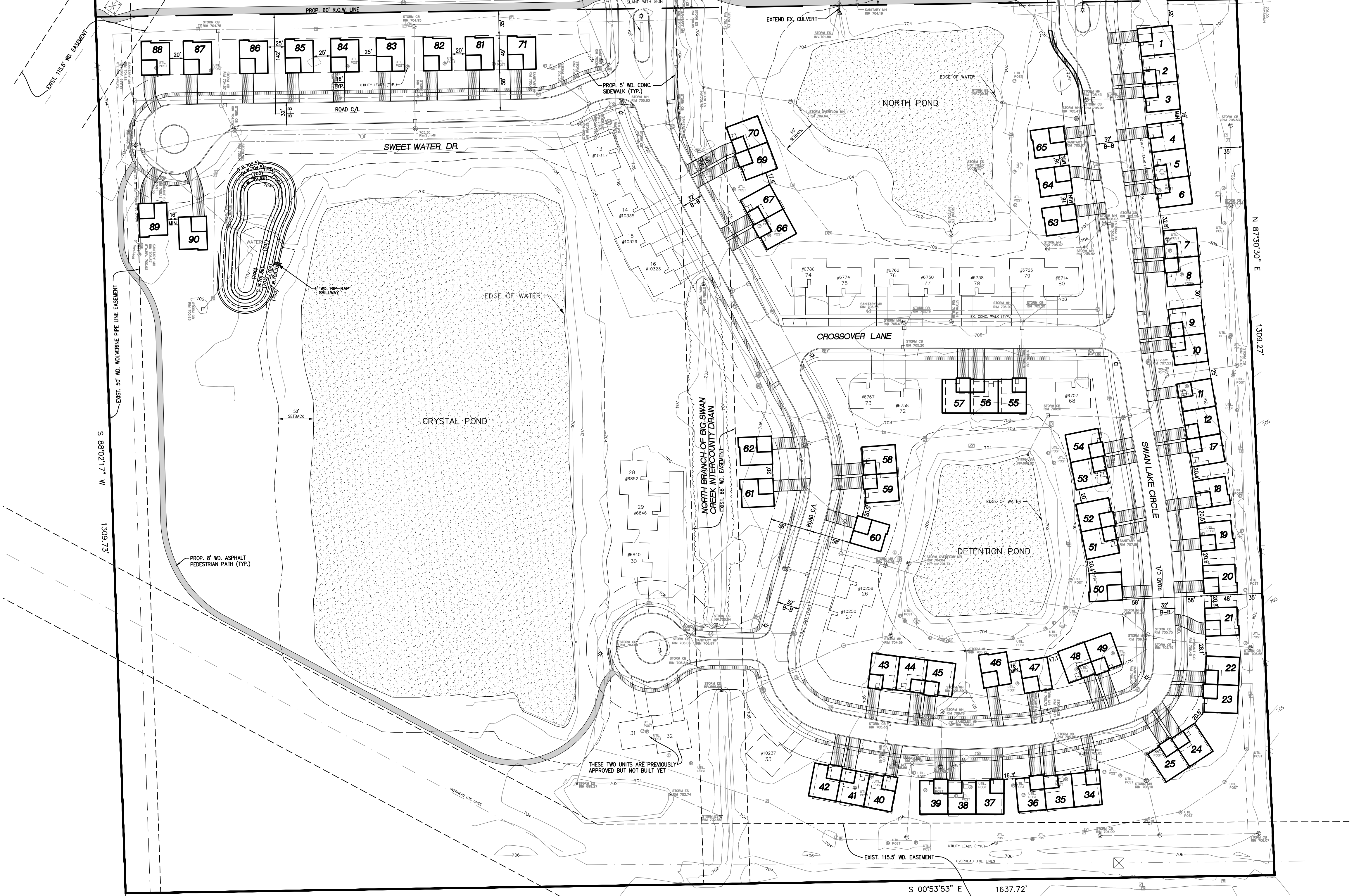
REVISIONS		ENGINEER'S SEAL
NO.	ITEM	DATE
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Patrick G. Keast



SOUTHWEST CORNER SECTION 25 T.3S.R.7E. RECD. L.00001/P.0519 FSR MON.BOX

WEST 1/4 CORNER SECTION 25 T.3S.R.7E. RECD. L.00001/P.0517 FCM MON.BOX



SOUTH 1/4 CORNER SECTION 25 T.3S.R.7E. RECD. L.00001/P.0527 FSR MON.BOX

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CRYSTAL POND
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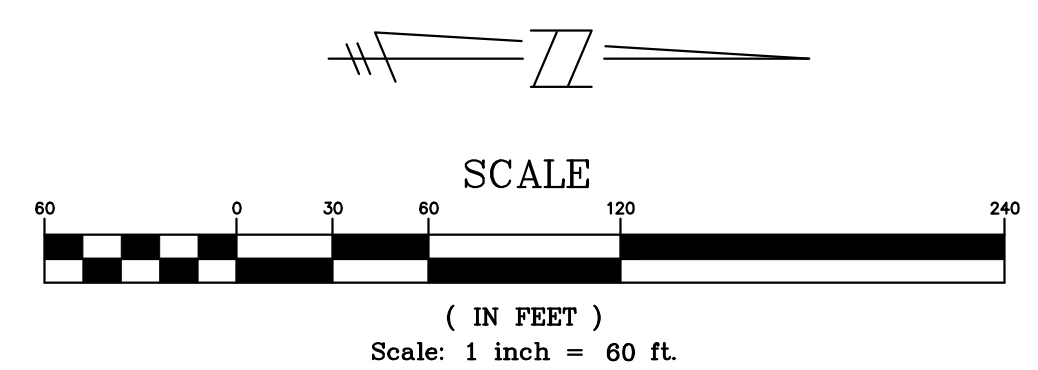
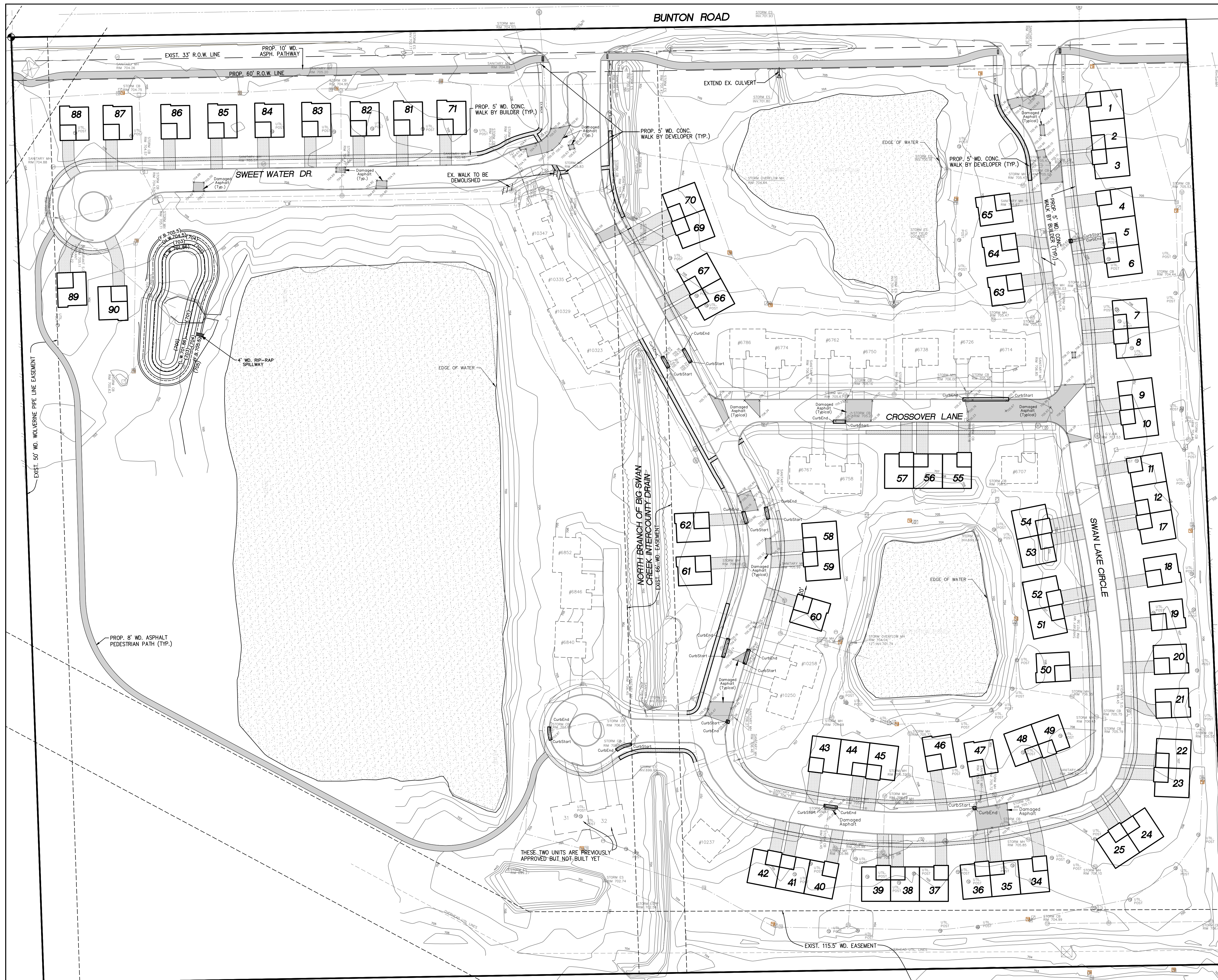
DATE: 8-17-19 DESIGNED BY: A.A. CHECKED BY: P.K. JOB NUMBER: 18-024 DRAWING FILE: 1-18024-SP

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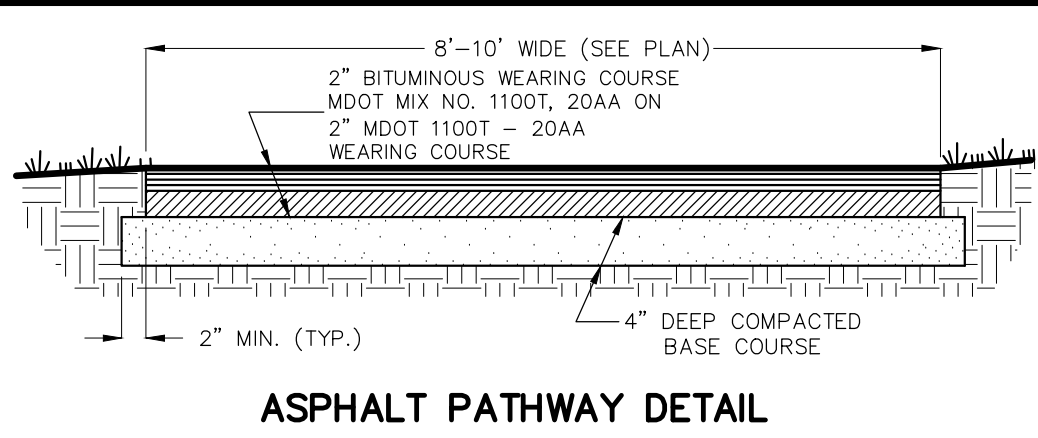
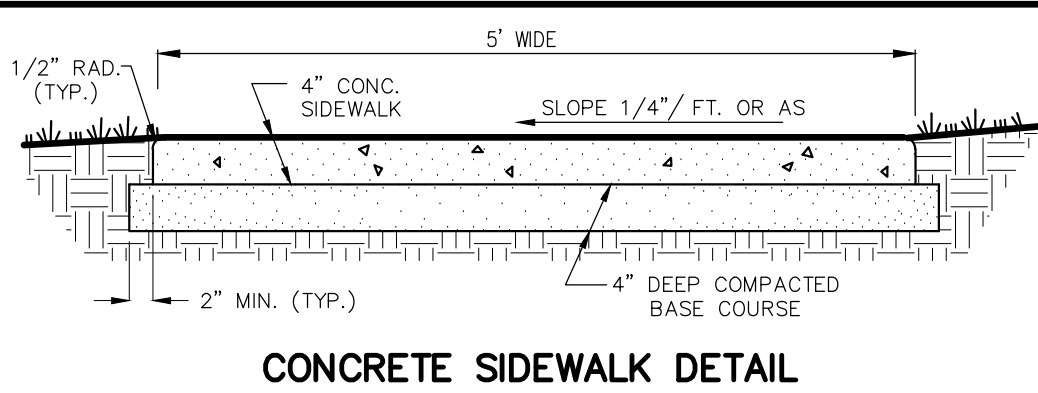
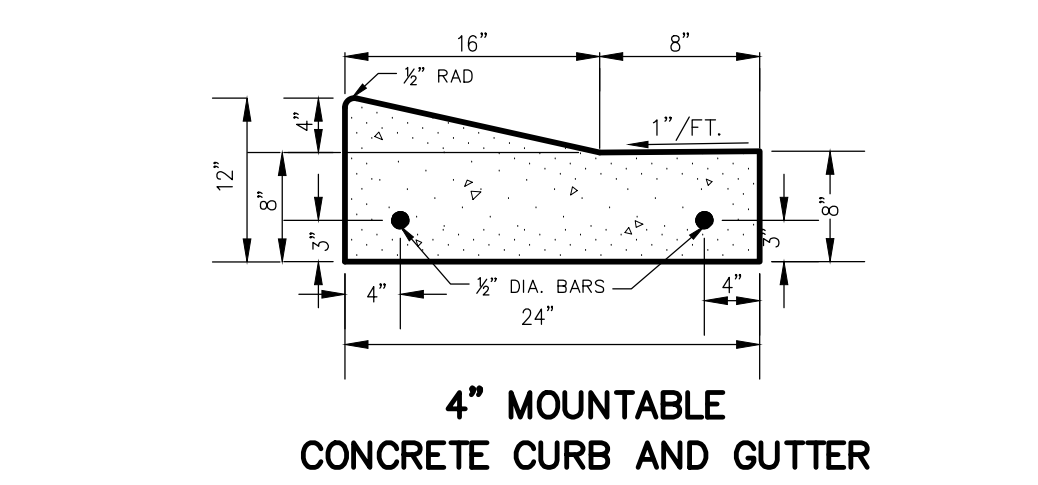
SITE PLAN

SEIBER, KEAST ENGINEERING, L.L.C.
 CONSULTING ENGINEERS
 100 MAINCENTRE • SUITE 10 • NORTHVILLE, MI • 48167
 PHONE: 248.308.3331 EMAIL: info@seiberkeast.com

SHEET **2**



ALL PROPOSED CURB DROPS SHALL BE ADA COMPLIANT (SEE ENGINEERING PLANS FOR REPLACEMENT DETAILS)



LEGEND

	EX. ASPHALT PAVEMENT
	EX. CONC. WALK
	EX. CONC. WALK TO BE DEMOLISHED
	PROP. 5' WD. CONC. WALK BY BUILDER
	PROP. 5' WD. CONC. WALK BY DEVELOPER
	EX. CONC. CURB AND GUTTER
	EX. CONC. CURB TO BE REPLACED
	EX. PAVEMENT AREAS TO BE REPLACED WITH CROSS SECTION EQUAL TO OR GREATER THAN EXISTING.

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

REVISIONS

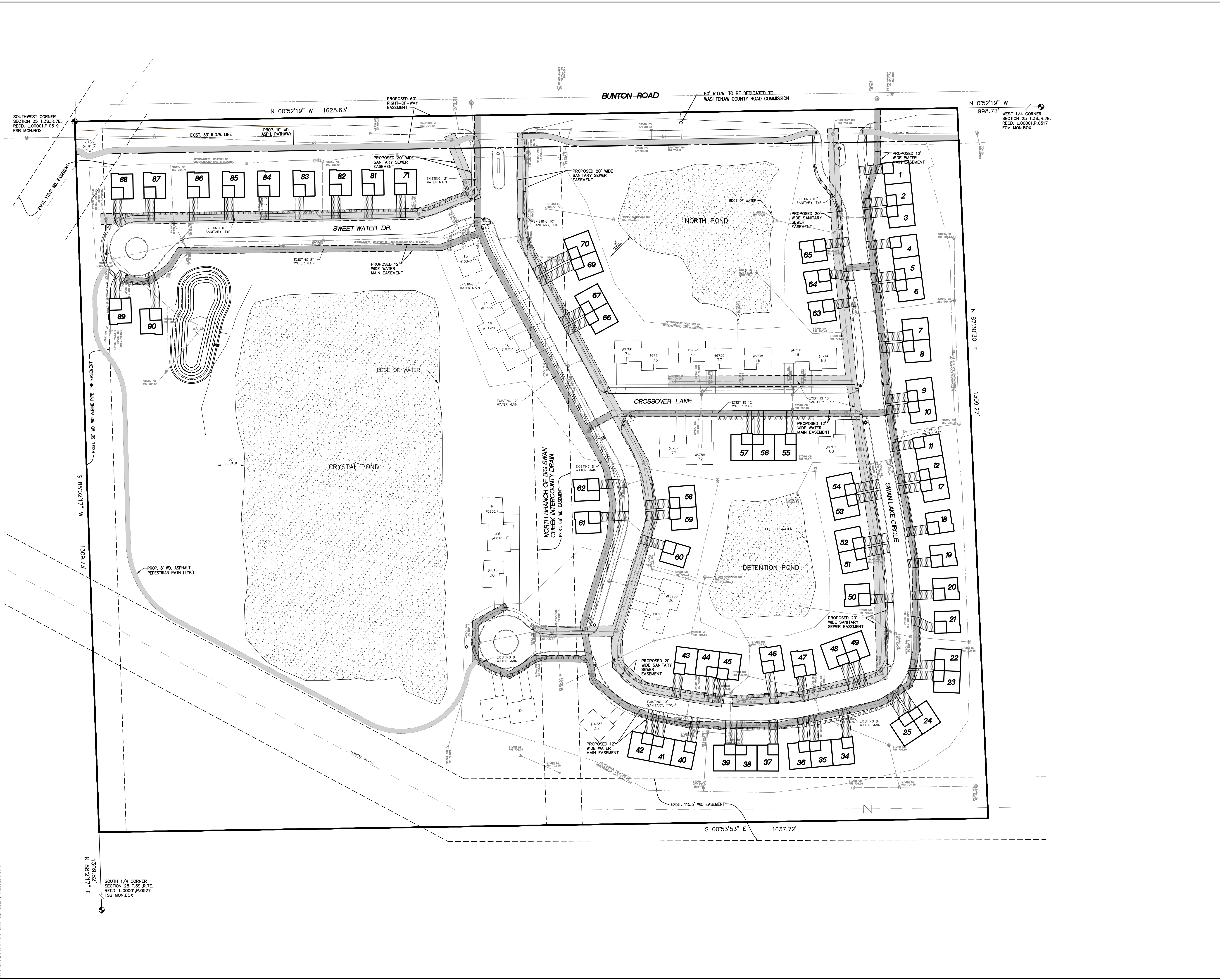
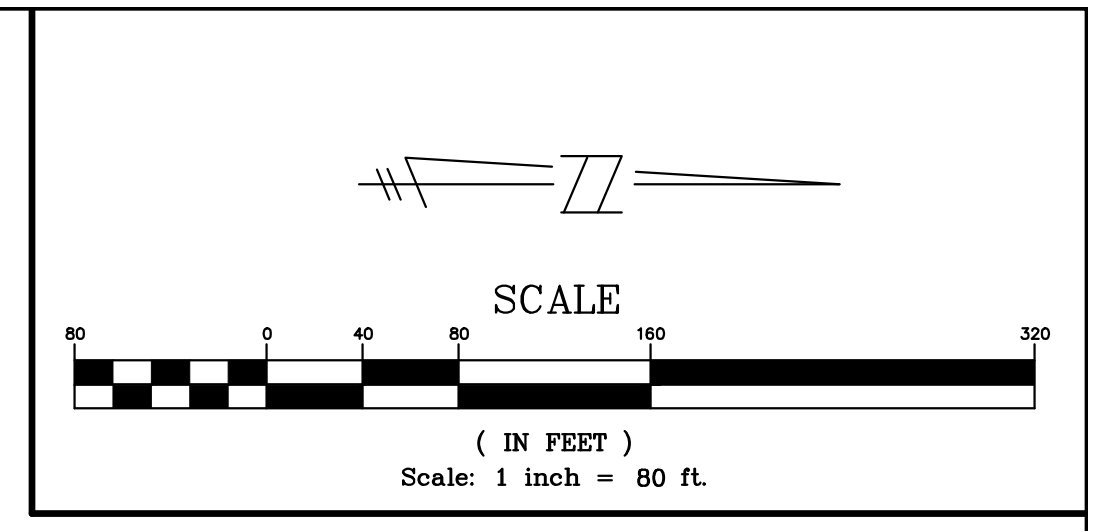
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DATE: 8-29-19 DESIGNED BY: A.A. JOB NUMBER: 18-024
CHECKED BY: P.K. DRAWING FILE: 3-18024-PVT.dwg

PAVEMENT REPAIR PLAN

SEIBER, KEAST ENGINEERING, L.L.C.
CONSULTING ENGINEERS
100 MAINCENTRE • SUITE 10 • NORTHVILLE, MI • 48167
PHONE: 248.308.3331 EMAIL: info@seiberkeast.com

SHEET 3



EASEMENT LEGEND

PROPOSED

- PROPOSED 12' WIDE WATER MAIN EASEMENT
- PROPOSED 20' WIDE SANITARY SEWER EASEMENT

LEGEND

EXISTING

- EX. SIDE WALK (CONCRETE)
- CONCRETE CURB AND GUTTER
- STORM SEWER
- SANITARY SEWER
- WATER MAIN
- UNDERGROUND GAS / ELECTRIC
- MANHOLE
- CATCH BASIN W/STREAM GUARD
- END SECTION
- GATE VALVE
- HYDRANT
- CONTOURS
- SPOT ELEVATION

CRYSTAL POND
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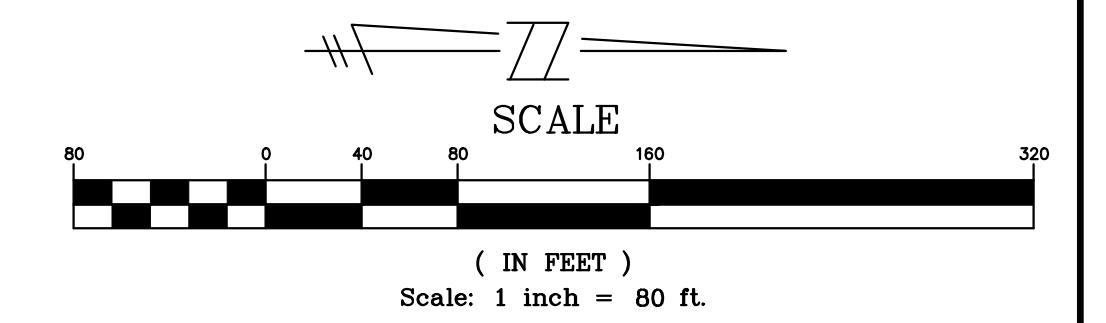
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EASEMENT PLAN

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100 MAINCENTRE • SUITE 10 • NORTHVILLE, MI • 48167
PHONE: 248.308.3331 EMAIL: info@seiberkeast.com

SHEET 4



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 YPSILANTI TWP., WASHITAW COUNTY, MICHIGAN

REVISIONS		UTILITY WARNING
NO.	ITEM	DATE
1.	REVISED PER OWNER	7-22-19
2.	REVISED PER OWNER	7-25-19
3.	REVISED PER OWNER	8-17-19
4.	REVISED PER TWP. REVIEW LETTER	9-24-19
5.	RELOCATE UNITS 87 THRU 90 AND UNITS 34, 35, 36 DUE TO REVISED EX. GAS AND ELECT. EASE. WIDTHS	11-20-19
6.	REVISE BUILDINGS PER NEW EX. UTILITY LOCATIONS	12-9-19
7.	REVISE UNITS 1 THRU 12, 17 THRU 25, 34 THRU 45, 48, 49, 51 THRU 59, 66, 67, 69 AND 70.	7-25-20

UNDERGROUND UTILITY LOCATIONS AS SHOWN ON THE PLAN, WERE OBTAINED FROM UTILITY OWNER AND NOT FIELD LOCATED.

811 Know what's below. Call before you dig.

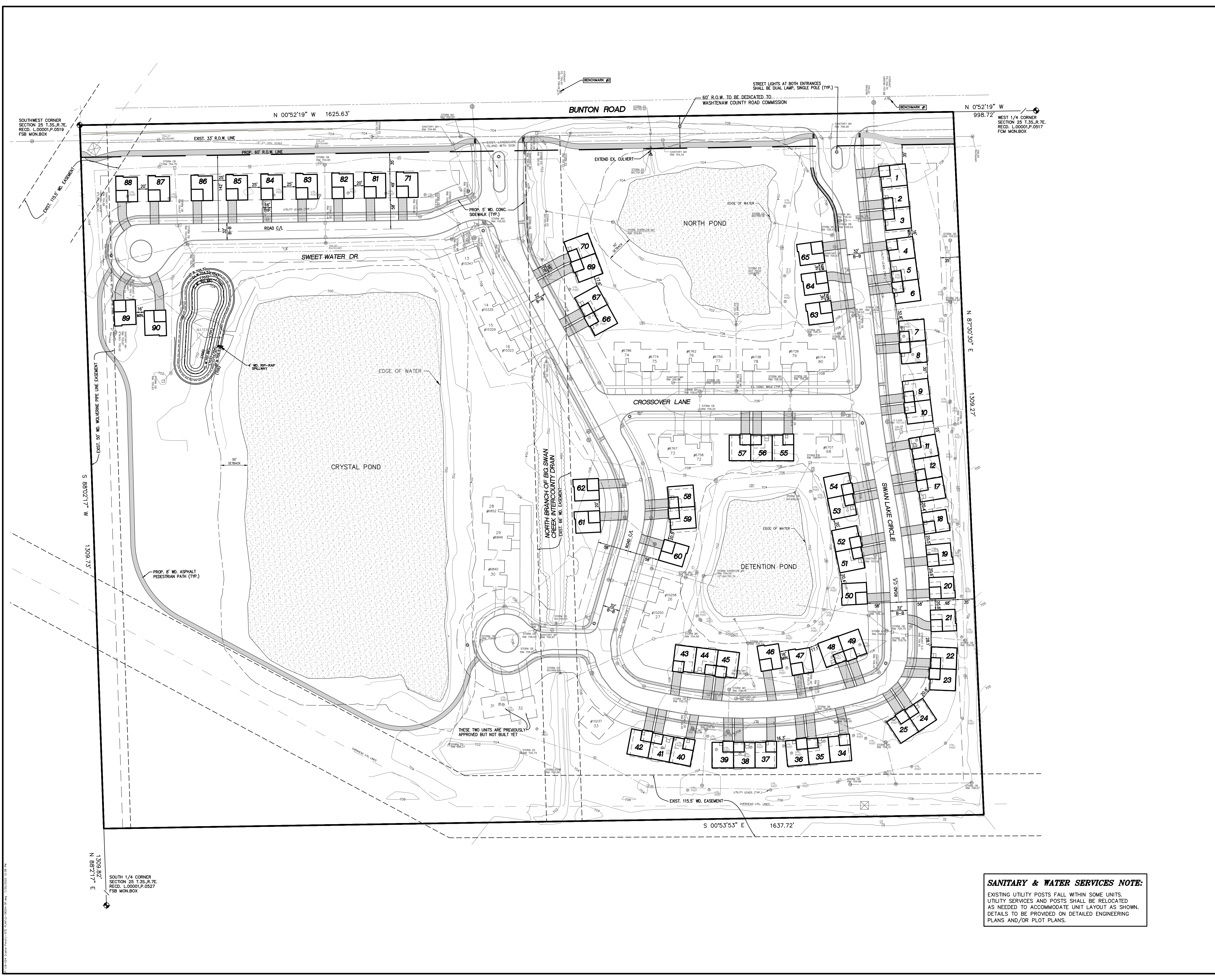
THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF AND/OR RELOCATION OF ALL UTILITIES THAT MAY INTERFERE WITH CONSTRUCTION.

DATE: 8-17-19 DESIGNED BY: A.A. CHECKED BY: P.K. JOB NUMBER: 18-024 DRAWING FILE: 1-18024-SP

SITE PLAN

SEIBER, KEAST
ENGINEERING, L.L.C.
 CONSULTING ENGINEERS
 100 MAINCENTRE • SUITE 10 • NORTHVILLE, MI • 48167
 PHONE: 248.308.3331 EMAIL: info@seiberkeast.com

SHEET **2**



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.

SOUTHWEST CORNER SECTION 25 T.3S.R.7E. RECD. L.00001/P.0519 FSR MON.BOX

WEST 1/4 CORNER SECTION 25 T.3S.R.7E. RECD. L.00001/P.0517 FCM MON.BOX

SOUTH 1/4 CORNER SECTION 25 T.3S.R.7E. RECD. L.00001/P.0527 FSR MON.BOX



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099

CRIMINAL/TRAFFIC (734) 483-1333
CIVIL (734) 483-5300
FAX (734) 483-3630



HON. CHARLES POPE
DISTRICT COURT JUDGE

MARK W. NELSON
MAGISTRATE

To: Karen Lovejoy Roe, Clerk

From: Mark Nelson, Magistrate / Court Administrator

Re: Request to authorize renewal of drug court grant and accept grant funds in the amount of \$133,000 to line item 236.000.000-569.019 and expenditure in a corresponding amount to line item 236.136.000-802.100.

Date: October 30, 2020

The 14B Court is requesting renewal approval of the attached contract to accept grant funds from State Court Administrative Office under Michigan Drug Court Grant Program for the Court's Drug Court Docket. The contract is for a one year grant in the amount of \$133,000.00 to allow continued operation of the drug court docket at the 14B District Court. Under Michigan Statute, drug courts can place defendants for non-violent drug related offenses on probation with more intensive and directed supervision and treatment.

Along with approval of the contract, the Court is requesting that grant funds in the amount of \$133,000.00 be accepted and added to the remainder of 2010 budget and as budgeted for in the 2021 budget prorated over the two years. The income and expenditure line items are 236.000.000-569.019 and 236.136.000-802.100 respectively. While the current request is to prorate the entire amount between the two fiscal years, it may be necessary to make adjustments at the end of 2020 to the budgets to accommodate for actual expenditures in 2021.

Attached is a of the contract for the grant. If any additional information is needed, please do not hesitate to contact me.



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

Thomas P. Boyd
State Court Administrator

September 30, 2020

Honorable Charles J. Pope, Chief Judge/Drug Court Judge
14B District Court
Ypsilanti Township Civic Center
7200 S. Huron River Drive
Ypsilanti, MI 48197

Re: FY 2021 Michigan Drug Court Grant Program Award Notification
14B District Court — Hybrid DWI/Drug Court
UI: U10065

Dear Chief Judge Pope:

I am pleased to inform you that your court has been awarded a grant in the amount of \$133,000 from the Michigan Drug Court Grant Program administered by the State Court Administrative Office. This award is for the grant period October 1, 2020, through September 30, 2021.

Your court's fiscal year 2021 contract will be e-mailed from DocuSign to your project director, Mark Neson. Instructions for using DocuSign will be sent to both the Project Director and the Authorizing Official listed in your fiscal year 2021 grant application. Signed contracts are due December 11, 2020.

The budget, based on your court's actual award, should be updated in WebGrants by November 2, 2020. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

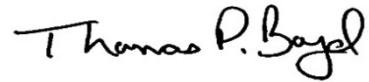
If you have any questions about the grant, please contact Andrew Smith at 517-373-0954 or at smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

September 30, 2020

Page Two

Finally, you should know that the Michigan Supreme Court appreciates your effort and passion presiding over these life-saving courts. You and your treatment court team are to be commended for making a difference in so many lives.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is written in a cursive style with a large, stylized initial 'T'.

Thomas P. Boyd
State Court Administrator

cc: Andrew Smith, Problem-Solving Courts Manager
Julia Norton, SCAO Region II Administrator
Mark W. Nelson, Court Administrator/Project Director

**Michigan Supreme Court
State Court Administrative Office
Michigan Drug Court Grant Program
Fiscal Year 2021 Contract**

Grantee Name: 14B District Court — Hybrid DWI/Drug Court
Unique Identifier: U10065
Federal ID Number: 38-6007433
Contract Number: 22058
Grant Amount: \$133,000

1. Parties

1.01 This contract is between the State Court Administrative Office (SCAO) and the 14B District Court — Hybrid DWI/Drug Court (Grantee).

2. Amount and Grant Program

2.01 The SCAO will reimburse the Grantee up to **\$133,000** for the Grantee's expenses under this contract.

2.02 The grant funding is from the Michigan Drug Court Grant Program.

3. Duration

3.01 This contract begins on October 1, 2020, and ends on September 30, 2021, at 11:59 p.m.

4. Terms

4.01 This contract contains the entire agreement between the parties. It does not include any other written or oral agreements, except the following which can be found in WebGrants:

- A. Reporting requirements (see Attachment A),
- B. Assurances,
- C. Allowable/disallowable expense list,
- D. Conditions on expenses, and
- E. Approved grant budget.

5. "Grantee's Agents" Defined

5.01 The Grantee may partner with other parties to assist with contract performance. In this contract, the term "Grantee's agents" will refer to the Grantee's employees, contractors, subcontractors, vendors, and subrecipients.

6. Change in Grantee Contacts

6.01 The Grantee must submit written notification to SCAO, through a contract



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
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CRIMINAL/TRAFFIC (734) 483-1333
CIVIL (734) 483-5300
FAX (734) 483-3630



HON. CHARLES POPE
DISTRICT COURT JUDGE

MARK W. NELSON
MAGISTRATE

To: Karen Lovejoy Roe, Clerk

From: Mark Nelson, Magistrate / Court Administrator

Re: Request to authorize acceptance of Coronavirus Emergency Supplemental Funding Grant and enter in the corresponding grant agreement with Michigan State Police.

Date: October 30, 2020

The 14B Court is requesting approval of the attached contract to accept grant funds from Michigan State Police to assist with expenditures related to the court's response to Coronavirus. The contract covers the period from March 1, 2020 through September 30, 2021 in the amount of is for a one year grant in the amount of \$22,449.60.

In addition to the grant contract and award letter, I am attaching a copy of the grant application so the board is aware of the items that are covered by this grant. Some of the items are expenditures already undertaken and will be reimbursed at the first accounting period. The balance are projects that will assist with accessibility to the court to ensure that everyone has an opportunity to participate in court proceedings that are held via video.

Please let me know if you need any additional information.

amendment using WebGrants, of any change in project director, agency contact, financial officer, Authorizing Official defined in Section 29 of this contract, address, e-mail, or telephone number.

7. Relationship and Duties

7.01 The Grantee and Grantee's agents are not SCAO employees.

7.02 The Grantee and Grantee's agents are not eligible for any employer-employee benefits from the SCAO. This includes retirement benefits, pensions, insurance, fringe benefits, workers compensation, training, holiday pay, sick pay, vacation pay, and other benefits that can arise out of an employer-employee relationship.

7.03 The Grantee is responsible for workers compensation and other employee benefits for services performed under this contract.

7.04 The Grantee and Grantee's agents may not enter into contracts for the SCAO.

7.05 The Grantee will pay all taxes regarding activities under this contract.

7.06 Except for the grant amount, the SCAO and the Michigan Supreme Court have no financial obligation to the Grantee.

7.07 The Grantee agrees to comply with all of the contract terms, including the reporting requirements, assurances, allowable/disallowable expense list, conditions on expenses, and approved grant budget.

8. Reimbursement and Budget

8.01 This is a reimbursement-based grant for services rendered.

8.02 The Grantee's expenses are eligible for reimbursement only after the Grantee has paid the expense.

8.03 The Grantee's expenses are eligible for reimbursement only if the Grantee incurred the expense during the time period that this contract is effective. Consumable expenses, such as drug tests, are eligible for reimbursement only if the item can reasonably be consumed (and the Grantee incurred the expense) during the time period that this contract is effective.

8.04 The Grantee's expenses are eligible for reimbursement only if included on the allowable expense list and the approved budget.

8.05 The Grantee's expenses are eligible for reimbursement only after the Grantee has exhausted all other available funding options. Examples of potential other funding options include local court or county funding, federal funding, participant fees, and partnerships with nonprofit organizations. If the Grantee has other available funding options but relies on the grant funding under this contract first, the SCAO may reduce the reimbursement amount by an amount that is equal to the other available funding options.

8.06 Reimbursements for travel expenses (such as mileage) may not exceed the lesser of the Grantee's travel rates or the State of Michigan travel rates.

8.07 The Grantee may request to amend the grant budget by submitting a Contract Amendment in WebGrants. The SCAO must approve any request to amend the grant budget.

8.08 The Grantee must request expense reimbursement four times per year (see Attachment A). The request to reimburse each expense must include the hourly rate or cost per unit, amount of hours worked or number of units, a description of services provided, the date of the expense, the amount requested, and proof that the Grantee has paid the expense. The grant will not reimburse flat fees.

8.09 The SCAO will reimburse expenses upon their approval of all or part of the Grantee's reimbursement request.

8.10 The Grantee must sign up through the online vendor system to receive

reimbursement payments via electronic funds transfers or direct deposits. To register, go to the Department of Technology, Management, and Budget's [website](#).

9. Religious Programming

9.01 The Grantee will not spend grant funds on a program that has a religious component.

9.02 Before the Grantee refers a person to, or provides a person with, a program with a religious component, the Grantee must do the following: (1) allow the person to choose whether to participate in the program, (2) ensure that a person who chooses to not participate is not penalized, and (3) provide at least one secular option.

10. Assignment

10.01 The Grantee may not assign any portion of this contract except with prior written approval of the SCAO.

11. Procurement Contracts and Subrecipient Subcontracts

11.01 The Grantee may enter into procurement contracts and subrecipient subcontracts for activities under this grant.

11.02 The Grantee must provide the SCAO with copies of any procurement contracts if the SCAO requests them.

11.03 The Grantee must provide the SCAO with copies of any subrecipient subcontracts prior to requesting reimbursement. The subrecipient subcontracts must be uploaded in WebGrants.

11.04 The Grantee must include all of the terms from this contract in all subrecipient subcontracts

12. Confidential Information

12.01 All medical and treatment information of participants served under this contract is confidential. The SCAO and the Grantee agree that this information will not be disclosed except as allowed by law.

12.02 The Grantee agrees to comply with the Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2, and the Michigan Mental Health Code. Some of these requirements include the following:

- A. The Grantee and Grantee's agents must not share information that is protected under HIPAA, 42 CFR Part 2, or the Michigan Mental Health Code. The Grantee is liable for the unauthorized use or disclosure of protected information. This includes data and information that the SCAO provides to the Grantee.
- B. The Grantee must include in any procurement contract and subrecipient subcontract that the Grantee's agents must not share protected information. This includes data and information that the SCAO provides to the Grantee.
- C. The Grantee must have written policies and procedures about using and disclosing protected information. The policies and procedures must include that the Grantee restricts their employees' access to protected information.
- D. The Grantee must have a policy to report to the SCAO unauthorized use or disclosure of protected information.

12.03 During contract performance, the Grantee and Grantee's agents might learn information about the SCAO and the SCAO's activities. This information is confidential, and the Grantee and Grantee's agents may not disclose this information unless the SCAO agrees in writing. If law or court order requires disclosure, before the Grantee or any of the Grantee's agents disclose the information, the Grantee must notify the SCAO of the disclosure as soon as practical and the SCAO will have a reasonable opportunity to respond. The Grantee agrees to keep this information confidential after this contract ends.

13. Rights to Work Product, Inventions, and Improvements

13.01 All work product prepared by the Grantee or Grantee's agents belongs to the SCAO, and the SCAO can obtain original versions of the work product.

13.02 The SCAO has the exclusive right to copyright, patent, publish, and distribute all work products prepared by the Grantee or Grantee's agents.

13.03 The Grantee must disclose in writing to the SCAO Problem-Solving Court Manager all inventions and improvements developed by the Grantee or Grantee's agents. The Grantee's disclosure must include the features that are new or different. Any invention or improvement belongs to the SCAO.

13.04 The Grantee and Grantee's agents affirm/warrant that they have not developed any inventions or improvements before entering into this contract.

14. Insurance

14.01 The Grantee must have insurance or an amount set aside in its local budget to cover all reasonable claims related to the Grantee's and Grantee's agents' activities under this contract.

15. Liability

15.01 The Grantee is responsible for liabilities and expenses that result from the Grantee's performance or nonperformance under this contract. This subsection does not waive governmental immunity.

15.02 The Grantee warrants that, before entering into this contract, it is not subject to any liabilities or expenses that could interfere with contract performance.

15.03 The SCAO is not responsible for liabilities and expenses that result from the Grantee's or Grantees' agents' performance, nonperformance, or property.

16. Financial Records, Retention, and Inspection

16.01 The Grantee agrees that all expenses comply with the standard procedures of the Grantee's funding unit.

16.02 The Grantee agrees to maintain financial records that follow generally accepted accounting principles.

16.03 The Grantee must maintain an accounting system with grant financial records that is separate from the Grantee's other financial records.

16.04 The Grantee must retain all financial records related to this contract for at least five years after the SCAO's final reimbursement to the Grantee. The Grantee is responsible for the costs to retain these records.

16.05 If an audit begins before the five-year period expires, and it extends past that period, the Grantee must retain all records until the audit is complete. Based on the audit, the SCAO may adjust reimbursement payments. If the audit reveals that the SCAO overpaid the

Grantee, the Grantee must immediately refund those amounts to the SCAO.

16.06 The Grantee agrees that the Michigan Supreme Court, the SCAO, the Michigan Department of Treasury, the State Auditor General, and these parties' authorized representatives may upon notification audit and copy the Grantee's grant financial records.

17. Grant Reporting

17.01 The Grantee agrees to follow the grant reporting requirements in Attachment A.

17.02 If a report from Attachment A is 30 days late, the SCAO will send a notice to the Grantee that it has 15 days to submit the report.

17.03 The Grantee agrees to enter data as required by the SCAO into the Drug Court Case Management Information System for each person the Grantee has screened for or accepted into the program.

18. Suspension, Termination, and Reduction

18.01 Either party may suspend or terminate this contract without cause by notifying the other party in writing. The notice must include the effective date of the suspension or termination and be given at least 15 days before the effective date.

18.02 The SCAO may immediately suspend or terminate this contract in whole or in part without penalty if funding is unavailable due to appropriation or budget shortfalls.

18.03 The SCAO may immediately suspend or terminate this contract if the SCAO determines that the Grantee is not certified as required in Section 24 of this contract.

18.04 The SCAO may immediately suspend or terminate this contract if the SCAO determines that the Grantee is not making sufficient progress toward project goals.

18.05 The SCAO may immediately suspend or terminate this contract if the Grantee does not comply with a contract term, including the reporting requirements, assurances, allowable/disallowable expense list, conditions on expenses, and approved grant budget.

18.06 The SCAO may immediately suspend or terminate this contract if any report from section 17 is at least 45 days late.

18.07 The SCAO may immediately suspend or terminate this contract if the Grantee or any of the Grantee's agents are charged with a criminal offense.

18.08 If the SCAO terminates this contract under 18.05, 18.06, or 18.07, the Grantee is not eligible for SCAO grant funding for two years. After the two-year period, the Grantee must verify in writing that they have corrected the issues.

18.09 The SCAO may reduce the Grantee's grant amount at any time if the SCAO determines that the Grantee is not reasonably likely to fully expend the grant funds by the time this contract ends.

19. Compliance with Laws

19.01 The Grantee must comply with all federal, state, and local laws.

20. Michigan Law

20.01 Michigan law governs this contract.

21. Conflict of Interest

21.01 The Grantee warrants that it has no personal or financial interest that conflicts with contract performance.

22. Debt to State of Michigan

22.01 The Grantee hereby affirms that it does not owe money to the State of Michigan or its agencies.

23. Contract Dispute

23.01 If the Grantee intends to sue the SCAO for breach of contract, the Grantee must notify the SCAO in writing within seven days of the alleged breach. The notice must include the contract terms that the Grantee alleges the SCAO breached and details about the alleged breach.

24. Certification

24.01 Under Michigan law, the SCAO must certify the Grantee in order for the Grantee to begin or to continue to operate a drug court, sobriety court, hybrid drug/sobriety court, family dependency treatment court, veterans treatment court, or mental health court. If the Grantee is not certified, the Grantee may not perform any of the functions of that program type and is not eligible to receive grant funding under the law and under this contract.

25. Program Review and Certification Site Visit

25.01 The SCAO may review the Grantee onsite. As part of the review, the SCAO may interview the program's team members, observe staff meetings and status review hearings, review case files, review data, and review financial records.

26. Amendment

26.01 The parties may amend this contract only with a writing signed by both parties.

26.02 The Grantee may request to amend the grant budget and grant application in WebGrants. The SCAO must approve requests to amend the grant budget and grant application.

27. Contact Person

27.01 The Grantee's contact person is:

Mark Neson
14B District Court
7200 S. Huron River Drive
Ypsilanti, MI 48197
nelsonm@washtenaw.org

27.02 The SCAO's contact person is:

Andrew Smith
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
SmithA@courts.mi.gov

28. Signature of Parties

28.01 This contract is not effective unless signed by both parties.

29. Grantee’s Authorizing Official

29.01 The Grantee’s “Authorizing Official” is the individual who signs this contract. The Authorizing Official must be a person who is authorized to enter into a binding contract for the Grantee. *The Authorizing Official may not be a judge or other state employee.* The Authorizing Official might be from the Executive or Legislative Branch of the Grantee — for example, the Authorizing Official might be the County Administrator, Chairman of the Board of Commissioners, Court Administrator, City Manager, Legal Counsel, Finance Director, or Mayor.

29.02 Only one person may sign this contract as the Grantee’s Authorizing Official. The Grantee might have more than one individual who is authorized to enter into binding contracts for the Grantee that is receiving funds, or the Grantee’s local rules might provide that multiple people must sign contracts. In either case, the Authorizing Official’s signature on this contract represents the mutual agreement and acceptance of this contract by all persons who are authorized to enter into binding contracts for the Grantee.

30. Electronic Signatures and DocuSign Review Process

30.01 The signatures on this contract are electronic through the DocuSign system.

30.02 The DocuSign system requires an agent of the Grantee to send this contract to the Grantee’s Authorizing Official for the Authorizing Official’s review and signature. Selecting from the dropdown menu in DocuSign confirms that the contract can be sent to the Grantee’s Authorizing Official for signature.

30.03 The DocuSign system requires an SCAO staff member to send this contract to an agent of the SCAO for review and signature.

**14B District Court
Hybrid DWI/Drug Court**

State Court Administrative Office

Authorizing Official’s Signature

Authorizing Official’s Signature

Authorizing Official’s Name

Authorizing Official’s Name

Authorizing Official’s Title

Authorizing Official’s Title

Date Signed by Authorizing Official

Date Signed by Authorizing Official

ATTACHMENT A
MICHIGAN DRUG COURT GRANT PROGRAM
FY 2021 REPORTING REQUIREMENTS
October 1, 2020, through September 30, 2021

DCCMIS DATA EXCEPTION REPORT	
DUE DATE	NOTE
February 15, 2021	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of October 1, 2020, through December 31, 2020.
May 15, 2021	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of January 1, 2021, through March 31, 2021.
August 15, 2021	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of April 1, 2021, through June 30, 2021.
November 15, 2021	Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of July 1, 2021, through September 30, 2021.

DCCMIS USER AUDIT	
DUE DATE	NOTE
January 31, 2021	Courts will be confirming user access to DCCMIS.

CLAIMS	
DUE DATE	NOTE
January 10, 2021	Courts will be reporting on expenditures from October 1, 2020, through December 31, 2020.
April 10, 2021	Courts will be reporting on expenditures from January 1, 2021, through March 31, 2021.
July 10, 2021	Courts will be reporting expenditures from April 1, 2021, through June 30, 2021.
October 10, 2021	Courts will be reporting expenditures from July 1, 2021, through September 30, 2021.

PROGRESS	
DUE DATE	NOTE
October 30, 2021 Year-End Report	Courts will be reporting on progress made during the grant period – October 1, 2020, through September 30, 2021.



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JOSEPH M. GASPER
DIRECTOR

September 10, 2020

Ms. Brenda Stumbo
Ypsilanti Township -14B District Court
7200 South Huron River Drive
Ypsilanti, Michigan 48197

RE: Coronavirus Emergency Supplemental Funding

Dear Ms. Stumbo:

I am pleased to inform you that the 14B District Court - Ypsilanti Township has been selected to receive an award from the Coronavirus Emergency Supplemental Funding (CESF) grant received by the Michigan State Police (MSP), Grants and Community Services Division, from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The efforts made by your agency to maintain public safety through prevention, preparation, and response during the coronavirus pandemic are valued and appreciated. **The award for your project, pending the finalization of the Grant Agreement (contract), is \$22,449.60.** This funding is specifically for coronavirus-related expenses, as outlined in your application and contract.

It is crucial that you read through the entire contract to be sure you and your financial officer are aware of and able to abide by the grant requirements. Contract requirements will be enforced. Non-compliance of contract requirements may result in grant suspension and/or financial penalties. **The deadline for returning your signed contract is November 30, 2020.** Remember, this is a reimbursement-only grant, and reimbursements will not be approved for previous expenditures until our office receives your signed contract.

If you have any questions or concerns about your award, please contact Ms. Lindsey Holden at holdenl@michigan.gov. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Becker Bennett".

Ms. Nancy Becker Bennett, Division Director
Grants and Community Services Division

Enclosure

FY 2020 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)

- If your jurisdiction [appears on this list](#), you are not eligible to apply for this funding.
- This application is due to the MSP/GCSD no later than 12 p.m. (noon) EST on August 14, 2020. Late submissions and/or incomplete applications will not be accepted. Submission must be made electronically to msp-cesf@michigan.gov.

<input type="checkbox"/> Our agency chooses not to apply for this funding.			
I. Applicant Information			
Tribe/Agency/Jurisdiction Name ⓘ 14B District Court Ypsilanti Township		Tribe/Agency/Jurisdiction Address (Street, City, State, and Zip) 7200 S. Huron River Drive, Ypsilanti, MI 48197	
Date of Application 8/14/2020		Project Start Date March 1, 2020	Project End Date September 30, 2021
Tribe/Agency/Jurisdiction's SIGMA Vendor/Customer ID ⓘ CV0048511	Tribe/Agency/Jurisdiction's SIGMA Address ID 400	Federal Tax Identification Number 38-6007433	DUNS Number ⓘ 781488648
II. Geographic Data			
Population of Geographic Area Served 55,216		County(ies) Served 1	
Political Districts ⓘ			
U.S. Congressional District 12th	State House District 54th	State Senate District 18th	
III. Funding Disclosure			
Is your jurisdiction also applying for other grant or foundation dollars (Federal, State, or Private) that will be used to pay for the budget items in this application? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes , please explain.			
IV. Project Information			
Grant Summary			
Describe your tribe/agency/jurisdiction's efforts for preventing, preparing for, and/or responding to the coronavirus in four sentences or less (a maximum of 400 characters). This brief summary will be used for a short description of your jurisdiction's efforts for press notification. Be sure this description accurately represents what has been completed as well as future plans.			
Since the declaration of the State of Emergency the court has engaged in ongoing planning and response to COVID-19 pandemic. We have worked with partners locally and on the State level to continue to provide service to users of the court. With careful planning the court continues modified operations to ensure the safety of the public and court staff as it works toward returning to full capacity.			
Program Narrative			
Describe the impacts of the coronavirus specific to your tribe/agency/jurisdiction. Then, describe how this funding will assist in resolving the issues specific to your jurisdiction. Finally, provide a brief description of the timeline for this plan. (A maximum of 2,000 characters is allowed for this section).			
COVID-19 coronavirus has had a number of impacts on the 14B District Court. We have made and continue to make many operational changes to continue services and provide a safe environment for court users and employees. To facilitate this there have been and will be costs to ensure continued operations of the court while it is in the phase return to full capacity plans from SCAO. We have or will make a number of purchases as we work through this. Laptop computers and phones will allow work from home arrangements for those who are vulnerable or need other accommodations.			
In order to keep court users apprised of changed court dates and procedures it was necessary to purchase additional envelopes and paper. Along with this the court has depleted toner quicker than usual.			
Webcams and Zoom licenses will assist with remote probation reporting.			
Equipment for a lobby kiosk will allow for payments and case look up to be done without contact between employees and court users.			
Wireless LAN and associated installation costs would create a wireless hotspot in the parking lot of the courthouse allowing users to log in for Zoom hearings when home connections are not available or reliable.			
Hearing notification and tracking application would allow users to "check in" for court and then receive notification of when they can enter the building thus keeping the number of people in the facility at a time to a minimum.			

Purchases such as some laptops, webcams and some paper/envelopes has already occurred. Other expenses, especially those relying on outside vendors or software will be purchases made upon approval of grant funding.
Each of these expenses will allow the court to continue to and improve upon its ability to provide services in a safe and effective manner for the public users of the court and its employees.

V. Designation of Grant Officials

Authorized Official

This individual is authorized to enter into binding contracts for the jurisdiction receiving funds. This is normally the executive of the tribe/agency/jurisdiction (e.g., mayor, city manager, council president, etc.)

Authorized Official Name and Title Brenda Stumbo	Agency Ypsilanti Township Supervisor	Phone Number 734-544-3601
Address 7200 S. Huron Rive Drive, Ypsilanti, MI 48197		Email Address bstumbo@ytown.org

Project Director

This individual is designated by the agency to be directly responsible for all grant activities, including reporting, and is the main contact.

Project Director Name and Title Mark Nelson, Magistrate / Court Administrator	Agency 14B District Court	Phone Number 734-483-2330
Address 7200 S. Huron River Drive, Ypsilanti, MI 48197		Email Address nelsonm@washtenaw.org

Financial Officer

This individual has detailed knowledge of the grant budgeting and accounting practices of the agency. The financial officer will be responsible for all financials regarding the reimbursement of grant funds.

Financial Officer Name and Title Javonna Neel	Agency Ypsilanti Township	Phone Number 734-544-3601
Address 7200 S. Huron Rive Drive, Ypsilanti, MI 48197		Email Address jneel@ytown.org

VI. Budget Information

All budget items must be **directly related** to the prevention of, preparation for, and/or response to the coronavirus.

Tribe/Agency/Jurisdiction CESF Allocation (Provided by the MSP/GCSD): \$37,631.92

Overtime Expenses

Provide a description of all Overtime expenses. This must include the position title, justification for overtime, and the grant funds allocated toward each position.

Total Overtime Grant Funds:

Supplies and Materials Expenses

Provide a description of all Supply and Material expenses. Include the budget item and the grant funds allocated toward each item.

- Laptop computers @ \$1087.86 each (x3) = \$3263.58
- Webcams @ \$69.99 each (x7) = \$489.93
- Phones @ \$120.00 each (x2) = \$240
- Printer = \$1401
- Toner HP \$79.99 each; Ricoh \$53.99 each; Dell \$209.95 each (x2 each) = \$687.86
- pens @ \$2.48 per box (x5) = \$12.40
- envelopes @ additional \$75/mo over normal use = \$900
- stamps "Zoom Hearing" @ \$20.66 (x5) = \$103.30
- ELO Kiosk stand = \$405
- 22" Elo TouchScreen Computer = \$1050
- USB swiper = \$94
- Freight = \$50
- Cisco Wireless LAN controller = \$3000
- Paper @ \$37 x5 \$185

Total Supplies and Materials Grant Funds:
\$11,882.10

Equipment Expenses

Provide a description of all Equipment expenses. Include the budget item and the grant funds allocated toward each item. DO NOT use this budget line unless an individual item costs more than \$5,000. Items costing under \$5,000 should be listed under Supplies and Materials.

Total Equipment Grant Funds:

Other Expenses

Provide a description of all Other expenses. Include the budget item and the grant funds allocated toward each item.

DMC Technology Group Inc. Licensing, installation, configuration and training of Hearing Notification and Tracking Application intergarded in to JIS casemanagment system = \$3900 license fee; \$500 application maintenance;

Zoom licenses @ \$15.99/mo x 48 (4 12 mo licsnes) = \$767.52

Total Other Grant Funds:

\$5,167.50

Contractual (Subcontracts) Expenses

Total number of Contractor positions anticipated for this project: 1

Budget Information

Provide details regarding each Contractor in the space provided. You MUST include the following information for EACH Contractor:

- Agency Type (Options: State Agency, County, Local (City, Township, Village), Private, Nonprofit, College/University)
- Name of Contractor
- Brief Description of Services
- If the Contractor includes personnel and number of personnel
- Contractor Address (Street Address, City, State, and Zip Code)
- The grant funds allocated toward each Contractor

Contractor Position(s) Information

Washtenaw County IT

Groundwork 0

Installation of wifi exetnsion to allow wifi hotspot coverage in parking lot of courthouse for court users to utilize for Zoom appearances. This would provide reliable stable internet connection to those unable to connect from home or due to limited data plans on a cellular device.

unknow number of personnel would only be on site for installation

2000 Brush St. Ste 262, Detroit, MI 48226

Contratual rate \$135/hour est. 40 hours = \$5400

Total Contractual Grant Funds:

\$5,400.00

Grant Funds Grand Total: \$22,449.60

VII. Certification

I certify, to the best of my knowledge, that the above information is true, complete, and accurate.

CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)

GRANT CONTRACT

Grant Agreement

hereinafter referred to as the "Agreement"

between

Michigan State Police

hereinafter referred to as the "Department"

and

Ypsilanti Township -14B District Court

7200 South Huron River Drive

Ypsilanti, Michigan 48197

Federal ID: 38-6007433

hereinafter referred to as the "Contractor"

for

MSP Project Number: CESF-8-81-0299

I. Period of Agreement:

This Agreement shall commence on **3/01/2020** and continue through **09/30/2021**.

This Agreement is in full force and effect for the period specified.

II. Funding Source and Agreement Amount:

This Agreement is designated as a subrecipient relationship with the following stipulations:

- A. Including federal funds and required local match, the total amount of this Agreement is \$22,449.60.
- B. The Department, under the terms of this Agreement, will provide federal pass-through funding not to exceed \$22,449.60.
- C. The Catalog of Federal Domestic Assistance (CFDA) number is 16.034.
- D. The CFDA Title is Coronavirus Emergency Supplemental Funding (CESF).
- E. The federal agency name is U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.
- F. The federal grant award number is 2020-VD-BX-0434.
- G. The federal program title is FY 20 Coronavirus Emergency Supplemental Funding Program.

III. Grant Summary:

Since the declaration of the State of Emergency the court has engaged in ongoing planning and response to COVID-19 pandemic. We have worked with partners locally and on the State level to continue to provide service to users of the court. With careful planning the court continues modified operations to ensure the safety of the public and court staff as it works toward returning to full capacity.

IV. Program Budget:

The agreed upon Program Budget for this Agreement is referenced herein as Attachment 1, which is part of this Agreement through reference. Any change to the Program Budget, by either the Contractor or Department, requires a formal Amendment submitted to the Department.

Budget deviation allowances are not permitted.

V. Amendments:

Any change proposed by the Contractor which would affect the Department funding of any project, in whole or in part, must be submitted in writing to the Department for approval immediately upon determining the need for such change. Changes made to this Agreement are only valid if accepted by both the Contractor and the Department.

VI. Contractor Responsibilities:

The Contractor, in accordance with the general purposes and objectives of this Agreement, will:

A. Publication Rights:

1. The Contractor shall give recognition to the Department in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers and presentations:

This project is supported by Michigan's FY 20 Coronavirus Emergency Supplemental Funding Program # 2020-VD-BX-0434, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the DOJ or the MSP.

2. The Department shall, in return, give recognition to the Contractor when applicable.
3. Where activities supported by this Agreement produce books, films, or other such copyrightable materials issued by the Contractor, the Contractor may copyright such but shall acknowledge that the Department reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.
4. Any copyrighted materials or modifications bearing acknowledgment of the Department's name must be approved by the Department prior to reproduction and use of such materials.

B. Reporting Responsibilities:

Failure to comply with any reporting responsibilities identified in this Agreement may result in withholding grant payment(s) or the cancellation of grant award. The Contractor's lack of compliance will also be taken into account when considering future grant applications to, and awards from, the Department.

C. Uniform Crime Report (UCR):

The Contractor, and all of its subcontractors, must comply with 1968 PA 319, as amended. This law requires county sheriff's departments, as well as city, village, and township police departments to submit monthly UCR data to the Department.

D. Financial Reporting Requirements:

Financial reporting requirements shall be followed as defined within this section.

1. Reimbursement Method/Mechanism:

- a. All Contractors must register as a vendor to receive State of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits. Vendor registration information is available on the State of Michigan SIGMA Vendor Self Service (VSS) website located at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.
- b. This Agreement is reimbursement only. The Contractor must document that expenditures have been paid by local sources before requesting reimbursement from the Department.

- c. Reimbursement from the Department is based upon the understanding that Department funds will be paid up to the total Department allocation as agreed upon in the approved Budget. Department funds are the first source after the application of fees and earmarked sources unless a specific local match condition exists.
- d. Should the Contractor discover an error in a previous reimbursement request, the Contractor shall immediately notify the Department and refund to the Department any funds not authorized for use under this Agreement and any payments or funds advanced to the Contractor in excess of allowable reimbursable expenses.

2. **Financial Status Report (FSR) Submission:**

Once the Agreement has been signed and accepted, regardless of when this occurs, the Contractor is responsible for preparing and submitting an FSR for each quarter of the Agreement period. The various FSRs are outlined below:

- a. **FSR:**
FSRs must be prepared and submitted to the Department no later than 20 days after the close of each reporting period. An example is found in Attachment 2, which is part of this agreement through reference. Each reporting period's reimbursement request may only contain expenses from that reporting period. Reimbursement requests that include more than one reporting period's expenditures may not be granted and will be returned to the Contractor for explanation and/or correction and re-submission.
- b. **Obligation Report:**
An Obligation Report, based on annual guidelines, is a one-time FSR and must be submitted by the specified due date. In this report, the Contractor will provide to the Department an estimate of total expenditures for the date-specific Agreement period. The information from this report will be used to record the Department's year-end accounts payables and receivables for this Agreement.
- c. **Final FSR:**
A Final FSR is due 20 days following the end of the fiscal year or Agreement period specified. Final FSRs not received from the Contractor by the due date may result in the loss of funding requested on the Obligation Report and/or a potential reduction in the subsequent year's award, if/when applicable.

3. **Unobligated Funds:**

Any unobligated balance of funds held by the Contractor at the end of the Agreement period will be returned to the Department or treated in accordance with instructions provided by the Department.

4. **Program Income:**

The DOJ regulations allow Contractors to keep funds (program income) derived from grant activities, so long as these funds are used for the same purposes as the grant project. In the absence of such regulations, these funds would be required to be returned to the DOJ.

Program income means the gross income earned by the Contractor during the Agreement period as a direct result of the grant project.

All income generated as a direct result of a Department-funded project shall be deemed program income.

Program income may be used to further program objectives under this Agreement or may be refunded to the Department. Program income must be used for the purposes of, and under the conditions applicable to, the award specified in this Agreement. Program income may only be used for allowable program costs.

Asset forfeiture and treatment/lab fees are the most prominent program income derived from grant activity. The DOJ regulations require that program income be held in the custody of a governmental entity, with reporting on those funds to the State Administrative Agency (the Department).

When applicable, Program Income Reports (GCSD-208B) are to be filed quarterly with Contractor's FSR.

Any program not earning program income must fill out and submit to the Department a Program Income Waiver Report (GCSD-208A) within 30 days of the acceptance of this Agreement.

5. **Audits:**

This section applies to Contractors designated as subrecipients. Contractors designated as vendors are exempt from the provisions of this section.

a. **Single Audit:**

Contractors that expend \$750,000 or more in federal funds in a fiscal year after December 26, 2014, must submit a Single Audit prepared consistent with the Single Audit Act Amendments of 1996, and Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," as revised or 2 C.F.R. 200.501. Contractors must also submit a Corrective Action Plan for any audit findings that impact Department-funded programs and a management letter (if issued) with a response.

b. **Financial Statement Audit:**

Contractors exempt from the Single Audit requirements that receive \$500,000 or more **in total funding** from the Department in state and federal grant funding must submit to the Department a Financial Statement Audit prepared in accordance with generally accepted auditing standards (GAAS). Contractors exempt from the Single Audit requirements that receive less than \$500,000 of total Department grant funding must submit to the Department a Financial Statement Audit prepared in accordance with GAAS if the audit includes disclosures that may negatively impact Department-funded programs including, but not limited to fraud, financial statement misstatements, and violations of contract and grant provisions.

c. **Due Date and Submission Information:**

The required audit and any other required submissions (e.g., Corrective Action Plan and management letter with a response), must be submitted to the Department within nine months after the end of the Contractor's fiscal year to:

Michigan Department of State Police
Grants and Community Services Division
Attn: Grants Coordination Unit
P.O. Box 30634
Lansing, Michigan 48909-0634

d. **Penalty:**

i. **Delinquent Single Audit or Financial Statement Audit:**

If the Contractor does not submit the required Single Audit reporting package, management letter (if issued) with a response, and Corrective Action Plan; or the Financial Statement Audit and management letter (if issued) with a response within nine months after the end of the Contractor's fiscal year and an extension has not been approved by the cognizant or oversight agency for audit, the Department may withhold from the current funding an amount equal to five percent of the audit year's grant funding (not to exceed \$200,000) until the required filing is received by the Department. The Department may retain the amount withheld if the Contractor is more than 120 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit. The Department may terminate the current grant if the Contractor is more than 180 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit.

ii. **Delinquent Audit Status Notification Letter:**

Failure to submit the Audit Status Notification Letter, when required, may result in withholding from the current funding an amount equal to one percent of the audit year's grant funding until the Audit Status Notification Letter is received.

e. **Other Audits:**

The Department or federal agencies may also conduct or arrange for "agreed upon procedures" or additional audits to meet their needs.

E. **Equipment Purchases and Title:**

Any Contractor equipment purchases supported in whole or in part through this Agreement must be listed in an Equipment Inventory Schedule (attachment 5). Equipment means tangible, non-expendable, personal property having useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 shall vest with the Contractor upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

All purchases supported in whole or in part through this Agreement must use procurement procedures that conform to the Contractor's local requirements.

F. **Record Maintenance/Retention:**

Maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required. Assure that all terms of this Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure, the date of submission of the Final FSR, or until litigation and audit findings have been resolved. All retention record guidelines set by the local jurisdiction (Contractor) must be adhered to if they require additional years beyond retention guidelines stated herein.

G. **Authorized Access:**

Permit upon reasonable notification and at reasonable times, access by authorized representatives of the Department, Program Evaluators (contracted by the Department), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule, or regulation.

The Department may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, including subcontractors, if requested.

The Department may request that a funded program be evaluated by an outside evaluation team contracted by the Department. Contractors shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

H. **Subcontractor/Vendor Monitoring:**

The Contractor must ensure that each of its subcontractors comply with the Single Audit Act of 1984, as amended, 31 U.S.C. 7501 *et seq.* requirements and must issue management decisions on audit findings of their subcontractors as required by OMB Circular A-133. The Contractor is responsible for reviewing all single audit adverse findings and ensuring that corrective actions are implemented. The Contractor will ensure subcontractors forward all single audits covering grant funds administered through the Department to the Contractor.

The Contractor must ensure that subcontractors are expending grant funds appropriately as approved and as specified through this Agreement and must conduct monitoring activities to ensure compliance with all associated laws, regulations, and provisions as well as ensure that performance goals are

achieved. The Contractor must ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section 210(e). The Contractor must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section 210(f).

1. **Subcontracts:**

Assure for any subcontracted service, activity, or product:

- a. That the Contractor will submit copies of all executed subcontracts within 60 days of the execution of this Agreement. Subcontracts should cover all personnel contained in the "contractual" line item within the grant budget. Each listed agency shall have its own subcontract signed by the Contractor and an employee of the subcontracted agency that is authorized to enter into legally binding contracts for the entity receiving funds. The failure to submit these documents to the Department within 60 days may result in withholding future payment or other penalties, as determined by the Department.
- b. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity. Exceptions to this policy may be granted by the Department upon written request within 30 days of execution of this Agreement.
- c. That any executed subcontract to this Agreement shall require the subcontractor to comply with all applicable terms and conditions of this Agreement, including all Certifications and Assurances referenced in this Agreement.
- d. That, in the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement shall prevail. A conflict between this Agreement and a subcontract, however, shall not be deemed to exist where the subcontract:
 - i. Contains additional non-conflicting provisions not set forth in this Agreement;
 - ii. Restates provisions of this Agreement to afford the Contractor the same or substantially the same rights and privileges as the Department; or,
 - iii. Requires the subcontractor to perform duties and/or services in less time than that afforded the Contractor in this Agreement.
- e. That the subcontract does not affect the Contractor's accountability to the Department for the subcontracted activity.
- f. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services. All subcontractors must submit requests for reimbursement to the Contractor in a timely manner such that the Contractor can include these requests on the proper reporting period FSR. **Subcontractors must be paid within 30 days of receipt of invoice by the subcontractor.**

I. **Notification of Modifications:**

The Contractor must provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of services, funding, or compliance with operational procedures.

J. **Software Compliance:**

The Contractor must ensure software compliance and compatibility with the Department's data systems for services provided under this Agreement including, but not limited to: stored data, databases and interfaces for the production of work products, and reports. All required data under this Agreement shall be provided in an accurate and timely manner without interruption, failure, or errors due to the inaccuracy of the Contractor's business operations for processing date/time data.

K. **Notification of Criminal or Administrative Investigations/Charges:**

If any employee of the Contractor associated with this grant project becomes aware of a criminal or

administrative investigation or charge that directly or indirectly involves grant funds referenced in this Agreement, the Contractor shall immediately notify the Department's contract manager in writing that such an investigation is ongoing or that a charge has been issued.

VII. Department Responsibilities:

The Department, in accordance with the general purposes, objectives, and terms and conditions of this Agreement, will provide reimbursement based upon appropriate reports, records, and documentation maintained by the Contractor.

VIII. Department Contract Manager/Administrator of the Agreement:

The individual acting on behalf of the Department in administering this Agreement as the Contract Manager is:

Ms. Nancy Becker Bennett, Division Director
Michigan State Police
Grants and Community Services Division
P.O. Box 30634
Lansing, MI 48909-0634

Telephone: (517) 898-9496
Email: beckern@michigan.gov

IX. Agreement Suspension/Termination:

The Department and/or the Contractor may suspend and/or terminate this Agreement without further liability or penalty to the Department for any of the following reasons:

- A. This Agreement may be suspended by the Department if any of the terms of this Agreement are not adhered to. Suspension requires immediate action by the Contractor to comply with the terms of this Agreement; otherwise, termination by the Department may occur.
- B. Failure of the Contractor to make satisfactory progress toward the project completion.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this Agreement or other report or document.
- E. This Agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This Agreement may be terminated immediately if the Contractor, an official of the Contractor, or an owner is convicted of any activity referenced in Section VI, M, of this Agreement during the term of this Agreement or any extension thereof.

X. Final Reporting Upon Termination:

Should this Agreement be terminated by either party, within 30 days after the termination, the Contractor shall provide the Department with all financial, performance, and other reports required as a condition of this Agreement. The Department will make payments to the Contractor for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Contractor shall immediately refund to the Department any funds not authorized for use and any payments or funds advanced to the Contractor in excess of allowable reimbursable expenditures.

XI. Severability:

If any provision of this Agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

XII. Liability:

- A. To the extent allowed by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this Agreement shall be the responsibility of the Contractor, and not the responsibility of the Department, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Contractor, any subcontractor, or anyone directly or indirectly employed by the Contractor, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Contractor or its employees by statute or court decisions.
- B. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Department in the performance of this Agreement shall be the responsibility of the Department, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Department employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the state of Michigan, its agencies (the Department), or employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and the Department in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the Contractor and the Department in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Contractor, the state of Michigan, its agencies (the Department), or their employees, respectively, as provided by statute or court decisions.

XIII. Special Conditions:

- A. This Agreement is valid upon approval and execution by the Department.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. The Department will not assume any responsibility or liability for costs incurred by the Contractor prior to the full execution of this Agreement.
- D. All special conditions placed on the Department by the Department of Justice federal grant award document for grant 2020-VD-BX-0434 are agreed to by the Contractor. A copy of award 2020-VD-BX-0434 is included as an attachment for reference.
- E. The Contractor agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

XIV. Certifications and Assurances:

These Certifications and Assurances are applicable to the Contractor and all subcontractors of the Contractor. It is the Contractor's responsibility to ensure that subcontractors are adhering to the Certifications and Assurances. Failure to do so may result in termination of grant funding or other remedies.

A. Certifications:

Contractors should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this Agreement provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying," 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement)," and 28 C.F.R. Part 83, "Government-wide Requirements for Drug-Free Workplace (Grants)."

B. Lobbying:

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Contractor certifies that:

1. 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;
2. 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 Contractor shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and,
3. The Contractor 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 sub-recipients shall certify and disclose accordingly.

C. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient):

Pursuant to Executive Order 12549 (Debarment and Suspension), and implemented at 2 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):

1. The Contractor certifies that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, 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. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at ojpcompliance@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.
 - d. 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 (1)(b) of this certification; and,
 - e. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

D. Federal Taxes:

If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at ojpcompliancereporting@usdoj.gov, and after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.

E. Drug-Free Workplace:

1. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 83, Subpart F, as defined at 28 C.F.R. Sections 83.620 and 83.650 the Contractor certifies that it will 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 Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an ongoing drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Contractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and,
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) of this section.
- d. Notifying the employee in the statement required by paragraph (a) of this section that, as a condition of employment under the grant, the employee will:
 - i. Abide by the terms of the statement; and,
 - ii. 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 ten calendar days after receiving notice under subparagraph (d) (ii) of this section from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
Attn: Control Desk
810 7th Street, N.W.
Washington, D.C. 20531

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)(ii) of this section, with respect to any employee who is so convicted:
 - i. 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,

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

F. **Standard Assurances:**

The Contractor hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (Intergovernmental Review of Federal Programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Contractor also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It 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.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the Cultural Environment), the Archeological and Historical Preservation Act of 1974, 16 U.S.C. § 469 a-1 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321.
5. It will comply with Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), Executive Order 13559 (Fundamental Principles and Policymaking Criteria for Partnerships With Faith-based and Other Neighborhood Organizations), and the DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38, which prohibits recipients from using DOJ financial assistance on inherently or explicitly religious activities and from discriminating in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs, which are considered to be religious in nature. The twelve-step programs must take place at a separate time or location from the activities supported with DOJ financial assistance and the participation of beneficiaries in twelve-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that twelve-step programming is separate and distinct from DOJ-funded activities. It must also ensure that participants are not compelled to participate in twelve-step programs and cannot penalize a participant who chooses not to participate in a twelve-step program. It must ensure that employees fully funded by the DOJ are not involved with twelve-step programs whereby they are instructing or indoctrinating clients on the twelve steps. Employees of the Contractor or subcontractor shall clearly document the number of hours spent on secular activities associated with the DOJ-funded program and ensure that time spent on twelve-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to twelve-step programming.

6. It will provide meaningful access to grant-funded programs and activities to Limited English Proficient (LEP) persons in accordance with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C § 3789d. For a detailed discussion of the requirement to provide meaningful access to LEP persons, refer to the guidance issued by the DOJ on this matter entitled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 FR 4155-01 (June 18, 2002).

It will comply and require any and all subcontractors to comply with any applicable statutorily-imposed nondiscrimination requirements, including the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d; the Victims of Crime Act of 1984, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5672(b); the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); the DOJ implementing regulations at 28 C.F.R. Part 35; the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131-34; Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681, 1683, 1685-86; and, the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-07; The DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38; The Michigan Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*; and the Michigan Persons With Disabilities Civil Rights Act, MCL 37.1101 *et seq.*

a. **Notification:**

It may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability and may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. These laws also prohibit retaliation against an individual for taking action or participating in action to secure rights protected by these laws. It shall notify all clients, customers, program participants, or consumers of the types of prohibited discrimination, as well as the complaint procedures, in writing. Notification may include placing posters in an area that may be easily viewed by all and/or providing a paper copy to each of the listed types of individuals. It shall forward all discrimination complaints to the Department as described in the complaint procedures in Attachment 7. Subcontractors, clients, customers, program participants, or consumers may also report complaints to the Office of Justice Programs (OJP)/Office for Civil Rights (OCR) or the Michigan Department of Civil Rights (MDCR) directly, as outlined in Attachment 7, but the Contractor shall notify the Department of the complaint as soon as the complaint is known. In the event that a Federal or State court, or Federal or State Administrative Agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Contractor or subcontractor, the Contractor shall forward a copy of the finding to the OJP/OCR and the Department.

b. **Training:**

Any and all DOJ-funded employees of the Contractor and subcontractors shall receive periodic training at least once every contract year regarding the responsibility of the entities to comply with applicable federal civil rights laws as a recipient of federal funds. The Department shall provide the Contractor with access to training developed by the OJP/OCR, which may be found at <https://www.ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>. The DOJ-funded employees of the Contractor shall complete the required training within 90 days of the start date of this Agreement and certify that the required training has been completed by signing the OCR Compliance Training Form. New employees shall complete the required training and provide a signed OCR Compliance Training Form to the Department within 90 days of the date of hire.

c. **Monitoring:**

The Department shall ensure that the Contractor is complying with all applicable civil rights laws and procedures by completing the Federal Civil Rights Compliance Checklist, see Attachment 8, with the Contractor during site monitoring visits and desk audits.

7. It shall determine if an Equal Employment Opportunity Plan (EEOP) is required, pursuant to 28 C.F.R. 42.301 *et seq.* If the Contractor is not required to formulate an EEOP, a certification form shall be sent to the OJP/OCR and the Office of Personnel Management (OPM) indicating that an EEOP is not required. If the Contractor is required to develop an EEOP, but is not required to submit the EEOP to the OCR, a certification form shall be sent to the OCR and the Department certifying that an EEOP is on file which meets the applicable requirements. If the Contractor is awarded a grant of \$500,000 or more, and has 50 or more employees, a copy of the EEOP shall be submitted to the OJP/OCR and OPM. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy of the form shall be submitted to the OPM). Additional information about the EEOP requirements may be found at <https://www.ojp.gov/about/ocr/eeop.htm>.
8. If the Contractor is a governmental entity:
 - a. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
 - b. It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

G. Non-Supplanting:

It is imperative that the Contractor understand that the nonsupplanting requirement mandates that grant funds may be used only to supplement (increase) a Contractor's budget, and may not supplant (replace) state, local, or tribal funds that a Contractor, inclusive of any subcontractors, otherwise would have spent on positions and/or any other items approved in the Grant Budget if it had not received a grant award.

This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.
3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local, or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off and maintain documentation showing the date(s) and reason(s) for the lay-off. For example, if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff.

Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.

4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents

ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.

H. Hatch Political Activity Act and Intergovernmental Personnel Act:

The Contractor will comply with the Hatch Act of 1939, 5 U.S.C. 1501-08, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act of 1978, 42 U.S.C. 4728. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

I. Health Insurance Portability and Accountability Act of 1996:

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) of 1996 is pertinent to the services that the Contractor provides to the Department under this Agreement, the Contractor assures that it is in compliance with the HIPAA requirements including the following:

1. The Contractor must not share any protected health data and information provided by the Department that falls within the HIPAA requirements except to a subcontractor, as appropriate under this Agreement.
2. The Contractor must require the subcontractor not to share any protected health data and information from the Department that falls under the HIPAA requirements in the terms and conditions of the subcontract.
3. The Contractor must only use the protected health data and information for the purposes of this Agreement.
4. The Contractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Contractor's employees.
5. The Contractor must have a policy and procedure to report to the Department unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Contractor becomes aware.
6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Section XI, Agreement Suspension/Termination, above.
7. In accordance with the HIPAA requirements, the Contractor is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Contractor from the Department or any other source.

XV. Unallowable Expenses and Activities:

- Costs in applying for this grant (e.g., consultants, grant writers).
- Any expenses incurred prior to the date of this Agreement.
- Any administrative costs not directly related to the administration of this Agreement.
- Indirect cost rates or indirect administrative expenses (only direct costs permitted).
- Personnel, including law enforcement officers, not connected to the project to which this Agreement refers.
- Hazard pay.
- Lobbying or advocacy for particular legislative or administrative reform.
- Fundraising and any salaries or expenses associated with it.
- Legal fees.

- All travel including first class or out-of-state travel, unless prior approval by the Department is received.
- Promotional items, unless prior approval by the Department is received.
- One-time events, prizes, or entertainment (e.g., tours, excursions, amusement parks, sporting events), unless prior approval by the Department is received.
- Honorariums.
- Contributions and donations.
- Management or administrative training or conferences, unless prior approval by the Department is received.
- Management studies or research and development (costs related to evaluation are permitted).
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Memberships and agency dues, unless a specific requirement of the project, unless prior approval by the Department is received.
- Compensation to federal employees.
- Military-type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.
- Purchasing of vehicles, vessels, or aircraft, including unmanned aerial systems, commonly referred to as UAS or drones.
- New construction.
- Service contracts and training beyond the expiration of this Agreement.
- Informant fees, rewards, or buy money.
- Expert witness fees.
- Canines and horses, including any food and/or supplies relating to the upkeep of such animals.
- Livescan devices for applicant prints including any related supplies.
- Weapons, including tasers and any supplies for weapons.
- Food, refreshments, and snacks.

Note: No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the Department and the DOJ. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

XVI. Conditions on Expenses:

Costs must be reasonable and necessary. If required by the local jurisdiction, costs must be sustained by competitive bids. All contracts and subcontracts require prior approval by the Department. If detailed information is not included as part of the application process, the Contractor must submit a request seeking approval once the subcontractors are identified.

Individual consultant fees are limited to \$650 (excluding travel, lodging, and meal costs) per day, which includes legal, medical, psychological, and accountant consultants. If the rate will exceed \$650 for an eight-hour day, prior written approval is required from the Department. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace.

XVII. Conflict of Interest:

The Contractor and the Department are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

XVIII. State of Michigan Agreement:

This is a state of Michigan agreement and is governed by the laws of Michigan. Any dispute arising as a result of this Agreement shall be resolved in the state of Michigan.

XIX. Compliance with Applicable Laws:

The Contractor will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this Agreement. The Contractor will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement.

XX. Special Certification:

The individual electronically accepting this Agreement certifies by his/her acceptance that he/she is authorized to sign this Agreement on behalf of the Contractor.

XXI. Contractor Signature:

The Authorized Official's signature below represents the Contractor's legal acceptance of the terms of this Agreement, including Certifications and Assurances.

Name of Contractor's Authorized Official	Signature of Contractor's Authorized Official	Date
Name of Department's Authorized Official	Signature of Department's Authorized Official	Date
Ms. Nancy Becker Bennett		

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



**Human Resource
Department**

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

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Karen Wallin
Human Resource Department

Date: September 25, 2020

Subject: Request to Approve Adopting the Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act.

Under Public Act 152 of 2011, the Township must annually approve the option they shall comply with, in regard to employee health care cost for the upcoming year. In the past, the Township Board has lifted the “Hard Cap” option and elected the “Exemption Option”, allowing the Township to set the annual amount of the employee contribution toward health care insurance based on contract language which currently states:

Single Coverage = \$600.00/Annually (\$25 per pay for 24 pays)

Two Person Coverage = \$1,200.00/Annually (\$50 per pay for 24 pays)

Family Coverage = \$1,800.00/Annually (\$75 per pay for 24 pays)

* The proposed 2021 budget has been prepared with the above noted annual employee contributions.

To comply with Public Act 152, a request is being made for the Board of Trustee to approve a health care option to cover the 2021 benefit year.

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 484-0065 or ext. 3741.

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



**Human Resource
Department**

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

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Karen Wallin
Human Resource Department

Date: October 28, 2020

Subject: Request to Approve MERS Defined Benefit Plan Adoption Agreement Addendums for Divisions #81040110 and #81040112; authorize HR Manager, Karen Wallin, to sign addendums and submit signed copies to MERS.

Municipal Employees Retirement System (MERS), our retirement provider, offers many flexible retirement plans to meet the unique workforce needs of the many municipal employers they serve throughout the State of Michigan. Having accurate information is vital to correctly calculating retirement benefits and ensures that MERS is upholding their fiduciary responsibilities. MERS recently took a comprehensive look at plan provisions and processes through a review of industry best practices and trends and developed a plan for each municipality to review their provisions and complete updated agreements.

Attached are two (2) “Defined Benefit Plan Adoption Agreement Addendums” for both of our divisions. The agreements spell out current plan provisions in accordance with collective bargaining agreements and Township policy. Should any of these provisions be amended through contract negotiations or policy change, in the future, the amendments would then be submitted to MERS.

Request is for the Charter Township Board of Trustees to approve the attached two (2) “Defined Benefit Plan Adoption Agreement Addendums”, authorize me, authorized Employer Representative for MERS, to sign the Addendums and submit signed copies to MERS.

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 484-0065 or ext. 3741.

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Ypsilanti, Chtr Twp of

Municipality number 810401

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 81040112

Division name on file with MERS Twp. ee's after 1/1/2013

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

All full-time AFSCME employees hired after 1/1/2014; all full-time TEAMSTER and NON-UNION employees hired after 1/1/2013; elected full-time officials (Supervisor, Clerk, Treasurer) elected to full-time office after 1/1/2013.

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040112

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials Full-time (Supervisor, Clerk, Treasurer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office. <small>Full-time (Supervisor, Clerk, Treasurer)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040112

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) 80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040112

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040112

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- Salary or hourly wage X hours
 On-call pay
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)
 Other: _____

Other Wages apply: YES NO

- Shift differentials
 Severance issued over time (weekly/bi-weekly)
 Overtime
 Other: _____

Lump Sum Payments apply: YES NO

- PTO cash-out
 Educational degrees
 Longevity
 Moving expenses
 Bonuses
 Sick payouts
 Merit pay
 Severance (if issued as lump sum)
 Job certifications
 Other: PTO PAYOUT UPON RETIREMENT MAX 360 HRS

Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
 Car allowance
 Prizes, gift cards
 Other: _____
 Personal use of a company car

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform
 Mileage reimbursement
 Phone
 Travel through an accountable plan (i.e. tracking mileage for reimbursement)
 Fitness
 Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions
 IRA contributions
 125 cafeteria plan, FSAs and HSAs
 Other: ROTH CONTRIBUTIONS

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits
 Group term or whole life insurance < \$50,000
 Workers compensation premiums
 Other: _____
 Short- or Long-term disability premiums

Mandatory Contributions apply: YES NO

- Defined Benefit employee contributions
 Other: _____
 MERS Health Care Savings Program employee contributions

Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement
 Group term life insurance > \$50,000
 Stipends for health insurance opt out payments
 Other: _____

Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments
 Other: _____

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040112

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Charter Township of Ypsilanti

at a Board Meeting which took place on: 11/17/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: KAREN R WALLIN

Title: HUMAN RESOURCE MANAGER

Date: 11/17/2020



Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Ypsilanti, Chtr Twp of

Municipality number 810401

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 81040110

Division name on file with MERS Twp Employees

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

All full-time AFSCME employees hired before 1/1/2014; all full-time TEAMSTER and NON-UNION employees hired before 1/1/2013; elected full-time officials (Supervisor, Clerk, Treasurer) elected to full-time office before 1/1/2013.

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials Full-time (Supervisor, Clerk, Treasurer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office. <small>Full-time (Supervisor, Clerk, Treasurer)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040110

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) 80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/> type text here	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040110

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040110

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- Salary or hourly wage X hours
 On-call pay
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)
 Other: _____

Other Wages apply: YES NO

- Shift differentials
 Severance issued over time (weekly/bi-weekly)
 Overtime
 Other: _____

Lump Sum Payments apply: YES NO

- PTO cash-out
 Educational degrees
 Longevity
 Moving expenses
 Bonuses
 Sick payouts
 Merit pay
 Severance (if issued as lump sum)
 Job certifications
 Other: PTO PAYOUT UPON RETIREMENT MAX 360 HRS

Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
 Car allowance
 Prizes, gift cards
 Other: _____
 Personal use of a company car

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform
 Mileage reimbursement
 Phone
 Travel through an accountable plan (i.e. tracking mileage for reimbursement)
 Fitness
 Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions
 IRA contributions
 125 cafeteria plan, FSAs and HSAs
 Other: ROTH CONTRIBUTIONS

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits
 Group term or whole life insurance < \$50,000
 Workers compensation premiums
 Other: _____
 Short- or Long-term disability premiums

Mandatory Contributions apply: YES NO

- Defined Benefit employee contributions
 Other: _____
 MERS Health Care Savings Program employee contributions

Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement
 Group term life insurance > \$50,000
 Stipends for health insurance opt out payments
 Other: _____

Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments
 Other: _____

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti, Chtr Twp of

DIV: 81040110

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Charter Township of Ypsilanti

at a Board Meeting which took place on: 11/17/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: KAREN R WALLIN

Title: HUMAN RESOURCE MANAGER

Date: 11/17/2020



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



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Director of Golf, Kirk Sherwood II, PGA

CC: Mike Hoffmeister, Residential Services Director

Date: November 9th, 2020

Subject: Request to authorize rate increases for 2021 golf season at Green Oaks Golf Course

1. After much consideration and reviewing the rates of other local golf courses, the Green Oaks Golf Course staff are proposing that green fee rates for the golf course be increased by \$1.00 per player for 9 holes and \$2.00 per player for 18 holes for all current golf rates. The league rate per player per week is also included in these rates and would change from \$18 to \$19 per player.
2. After reviewing season pass holder and membership rates from local golf courses it is recommended that an increase be made to the season pass holder rates. After consideration and review the Green Oaks Golf Course staff recommend increasing the Resident and Non Resident Season Pass fee by \$50.00, the add spouse/child fee by \$25.00, and the cart fee season passes including the cart storage fee by \$50.00.
3. These changes in pricing at the golf course are being made in an effort to stay competitive with other local courses, and continue to combat increasing operation, labor, and equipment costs. In addition we would like to continue to show the value that is being received at Green Oaks Golf Course including the use of an all new golf cart fleet and great course conditions.

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

<u>Seasonal Rate (Before May 1st , After Sept 30)</u>	2020 Rates		2021 Rates	
	<u>9 Holes</u>	<u>18 Holes</u>	<u>9 Holes</u>	<u>18 Holes</u>
Weekday	\$13.00	\$15.00	\$14.00	\$17.00
Weekday (Senior/Student)	\$10.00	\$13.00	\$11.00	\$15.00
Weekend	\$14.00	\$16.00	\$15.00	\$18.00
Cart Fees	\$5.00	\$10.00	\$5.00	\$10.00
<u>In Season Rate (May 1st through Sept 30th)</u>	<u>9 Holes</u>	<u>18 Holes</u>	<u>9 Holes</u>	<u>18 Holes</u>
Weekday	\$15.00	\$20.00	\$16.00	\$22.00
Weekday (Senior/Student)	\$11.00	\$15.00	\$12.00	\$17.00
Weekday Twilight 6:30 p.m. -CL	\$17 w/cart		\$18 w/cart	
Weekend	\$18.00	\$25.00	\$19.00	\$27.00
Weekend 1 p.m. -3:00 p.m.	\$17.00	\$19.00	\$18.00	\$21.00
Weekend Twilight 3:00 p.m. -CL		\$22.00 w/cart		\$24.00 w/cart
Replay Rate	\$10.00	\$20.00	\$10.00	\$20.00
Cart Fees	\$5.00	\$10.00	\$5.00	\$10.00
League Fees Including Cart (9 Holes)	\$18		\$19	
*Ypsilanti Residents Deduct \$2 with ID on In-Season Rates				
	<u>Resident</u>	<u>Non Resident</u>	<u>Resident</u>	<u>Non Resident</u>
7 Day Season Pass	\$800	\$1,000	\$850	\$1,050
Add Spouse/Child	\$275	\$375	\$300	\$400
5 Day Season Pass	\$525	\$690	\$575	\$740
	\$575		\$625	
Add Spouse/Child	\$225	\$355	\$250	\$380
Season Cart Pass	\$500	\$500	\$550	\$550
Add Spouse	\$200	\$200	\$225	\$225
Cart Storage Fee-Grandfathered-In Only	\$300		\$350	

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



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: November 5, 2020

Subject: Request Authorization to approve the letter agreement in the amount of \$7,300 to Spicer Group for Construction Administration Services for the Community Center Flooring Project budgeted in line #212-970.000-976.008.

The Residential Services Department is requesting authorization to approve the letter agreement in the amount of \$7,300 to Spicer Group for Construction Administration Services for the Community Center flooring project.

On October 28, 2020, staff opened bids (for a third time) for the Community Center flooring renovation project. This is a CDBG funded project that has gone to bid two times previously; and we have received no bids. We received one bid in the amount of \$144,900. CDBG funds allocated for this project are \$222,337.

The \$7,300 for these services are eligible for reimbursement from the CDBG funds. Spicer has been the engineering firm that we've used throughout all three of the bidding processes and has been a great partner on this project.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515



November 4, 2020

Mike Hoffmeister, CPRP
Residential Services Director
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

RE: Community Center Flooring Replacement - Construction Administration
Charter Township of Ypsilanti, Michigan
Letter Agreement for Professional Services

Mr. Hoffmeister:

At your request, we are furnishing you with this letter agreement for Construction Administration services related to the Community Center Flooring Replacement

BACKGROUND

The Charter Township of Ypsilanti has secured Community Development Block Grant funding through Washtenaw County and the U.S. Department of Housing and Urban Development (HUD) to replace flooring materials in the Ypsilanti Township Community Center containing asbestos or secured using asbestos mastic. Spicer Group has assisted the Township in preparing bidding documents and securing a contractor to perform the work. We are anticipating that the Township will award the project at its next Council meeting and, as such, we are submitting this Letter Agreement to continue assisting the Township with this project by providing Construction Administration services.

SCOPE OF BASIC PROFESSIONAL SERVICES

Spicer Group's proposed services follow. They are phased to reflect the orderly and reasonable progress of the project and, unless otherwise directed by you, we will only proceed from one phase to the next with your concurrence and approval. This proposal will remain valid for 90 days.

1. Construction Administration
 - Organize and attend a pre-construction meeting
 - Act as liaison between the contractor and Township staff during construction
 - Review product submittals
 - Respond to Requests for Information (RFI's)
 - Visit site for construction observation (Max. 5 visits)
 - Prepare change orders if necessary
 - Review and process contractor pay requests
 - Prepare punch list
 - Project Closeout (compile warranties, manuals, etc. and present to client)

We are anticipating inspection on this project will require not more than 5 site visits. We have little influence over the contractor's schedule or rate of production. Additional visits to the site may require additional compensation. We will consult with you to discuss our scope and fee prior to making additional site visits, should the need arise.

ADDITIONAL SERVICES

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

FEE SCHEDULE

We propose to perform the work outlined in our Scope of Basic Professional Services at our standard hourly rates with a *total fee not to exceed \$7,300*. We will submit monthly invoices to you for our basic professional services, any additional authorized services and any reimbursable expenses.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge this approval with authorized signatures below and return to us. Upon receipt we will start the project promptly and would expect to be completed within about 3 months.

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

Sincerely,



Kevin J Wilks, P.E.
Project Manager
Cell: (616) 550-7837
mailto: kevinw@spicergroup.com



Phil Westmoreland, P.E.
Senior Project Manager
Cell: (517) 375-9449
mailto: philaw@spicergroup.com

SPICER GROUP, INC.
125 Helle Blvd, Suite 2
Dundee, MI 48131

Cc: SGI File 127132PR2019

Above proposal accepted and approved by
Owner.

YPSILANTI CHARTER TOWNSHIP

By: _____
Brenda Stumbo, Supervisor

Date: _____

By: _____
Karen Lovejoy Roe, Clerk

Date: _____

GENERAL CONDITIONS ATTACHED TO LETTER AGREEMENT

SECTION 1

1.1 **Preamble.** This agreement is based upon a mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, the OWNER and the PROFESSIONAL, with a positive commitment to honesty and integrity, agree to the following:

That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the contract.

1.2 **Ownership of Instruments of Service.** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the PROFESSIONAL as instruments of service shall be property of the OWNER. The PROFESSIONAL shall retain all common law, statutory and other reserved rights, including the copyright thereto.

1.3 **Covenant not to Hire.** OWNER agrees that during the term of this agreement and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by the PROFESSIONAL in the performance of this agreement.

1.4 **Standard of Care.** Service performed by PROFESSIONAL under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document or otherwise.

1.5 **Defects in Service.** OWNER and OWNER's personnel, contractors and subcontractors shall upon discovery promptly report to PROFESSIONAL any defects or suspected defects in PROFESSIONAL's work, in order that PROFESSIONAL may take prompt, effective measures which in PROFESSIONAL's opinion will minimize the consequences of a defect in service. PROFESSIONAL shall not be responsible for additional costs due to any tardiness in reporting defects in service.

1.6 **Reimbursable Expenses** mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the Project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from Contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by OWNER, overtime work requiring higher than regular rates.

1.7 **Standard Hourly Rates** used as a basis for payment mean those rates in effect at the time that the work is performed, for all PROFESSIONAL's personnel engaged directly on the Project, including, but not limited to, architects, engineers, surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. The Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits. The Standard Hourly Rates of personnel of PROFESSIONAL will be adjusted periodically to reflect changes in personnel and in PROFESSIONAL's overall compensation procedures and practices.

1.8 **Limitation of Liability.** To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the PROFESSIONAL and the PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the OWNER and anyone claiming by or through the OWNER, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the PROFESSIONAL under this Agreement, or the total amount of \$100,000.00, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

1.9 **Indemnification.** The PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, Owner) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement.

The OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER's negligent acts in connection with the Project and the acts of its contractors, subcontractors or PROFESSIONAL or anyone for whom the OWNER is legally liable.

Neither the OWNER nor the PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

Nothing herein shall in any way, shape or form be construed to waive Ypsilanti Township's defense of governmental immunity.

1.10 **Severability.** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

1.11 **Survival.** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

1.12 **Betterment.** If, due to the PROFESSIONAL's negligence, a required item or component of the Project is omitted from the PROFESSIONAL's construction documents, the PROFESSIONAL shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

1.13 **Mediation.** In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the OWNER and the PROFESSIONAL agree that all disputes between them arising out of or relating to the Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The OWNER and the PROFESSIONAL further agree to include a similar mediation provision in all agreements with independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

1.14 **Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the PROFESSIONAL may call for renegotiation of appropriate portions of this Agreement. The PROFESSIONAL shall notify the OWNER of the changed conditions necessitating renegotiation, and the PROFESSIONAL and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions.

1.15 **Hazardous Materials.** Both parties acknowledge that the PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the PROFESSIONAL or any other party encounters any hazardous or toxic materials, or should it become known to the PROFESSIONAL that such materials may be present on or about the job site or any adjacent areas that may affect the performance of the PROFESSIONAL's services, the PROFESSIONAL may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate PROFESSIONAL's or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the job site is in full compliance with all applicable laws and regulations.

SECTION 2

2.1 **Assignment.** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

2.2 **Governing Law & Jurisdiction.** The OWNER and the PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

2.3 **Billing and Payment Terms.** *Payment Due:* invoices shall be submitted by the PROFESSIONAL (monthly) are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by the PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

2.4 **Suspension of Services.** If the OWNER fails to make payments when due or otherwise is in breach of this Agreement, the PROFESSIONAL may suspend performance of service upon ten (10) calendar days' notice to the OWNER. The PROFESSIONAL shall have no liability whatsoever to the OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by the OWNER. Upon payment in full by the OWNER the PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for the PROFESSIONAL to resume performance. *Termination of Services:* If the OWNER fails to make payment to the PROFESSIONAL in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the PROFESSIONAL. *Set-off, Backcharges, Discounts:* Payment of invoices shall not be subject to any discounts or set-off's by the OWNER unless agreed to in writing by the PROFESSIONAL. Payment to the PROFESSIONAL for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

2.5 **Collection of Costs.** In the event legal actions necessary to enforce the payment terms of this Agreement, the PROFESSIONAL shall be entitled to collect from the OWNER any judgement or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by the PROFESSIONAL in connection therewith and, in addition, the reasonable value of the PROFESSIONAL's time and expenses spent in connection with such collection action, computed according to the PROFESSIONAL's prevailing fee schedule and expense policies.

2.6 **Delays.** The OWNER agrees that the PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond the PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the PROFESSIONAL to perform its services in an orderly and efficient manner, the PROFESSIONAL shall be entitled to an equitable adjustment in schedule and/or compensation.

2.7 **Delivery and Use of Electronic Files.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, the OWNER agrees that all such electronic files are instruments of service of the PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The OWNER agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The OWNER agrees not to transfer these electronic files to others without the prior written consent of the PROFESSIONAL. The OWNER further agrees to waive all claims against the PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the PROFESSIONAL.

The OWNER and the PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either the OWNER or the PROFESSIONAL are subject to review and acceptance by the other party. Additional services by the PROFESSIONAL made necessary by changes to the electronic file specifications shall be compensated for as Additional Services.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

The OWNER is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, the OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the PROFESSIONAL or from any reuse of the electronic files without the prior written consent of the PROFESSIONAL.

Under no circumstances shall delivery of electronic files for use by the OWNER be deemed a sale by the PROFESSIONAL, and the PROFESSIONAL makes no warranties, either expressed or implied, or merchantability and fitness for any particular purpose. In no event shall the PROFESSIONAL be liable for indirect or consequential damages as a result of the OWNER's use or reuse of the electronic files.

2.8 **Opinions of Probable Construction Costs.** In providing opinions of probable construction cost, the OWNER understands that the PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the PROFESSIONAL's opinions of probable construction costs are

made on the basis of the PROFESSIONAL's judgement and experience. The PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the PROFESSIONAL's opinion of probable construction costs.

SECTION 3

3.1 **Verification of Existing Conditions.** Inasmuch as the remodeling and/or rehabilitation of the existing structures requires that certain assumptions be made by the PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without the OWNER's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the OWNER agrees to bear all costs, losses and expenses, including the cost of the PROFESSIONAL's Additional Services, arising from the discovery of concealed or unknown conditions in the existing structure.

3.2 **Construction Observation.** The PROFESSIONAL shall visit the site if authorized at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the OWNER and the PROFESSIONAL, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the PROFESSIONAL, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, the PROFESSIONAL shall keep the OWNER informed about the progress of the Work and shall endeavor to guard the OWNER against deficiencies in the work.

If the OWNER desires more extensive project observation or full-time project representation, the OWNER shall request that such services be provided by the PROFESSIONAL as Additional Services in accordance with the terms of this Agreement.

The PROFESSIONAL shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the contractor in accordance with the Contract Documents.

The PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The PROFESSIONAL does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

3.3 **Jobsite Safety.** Neither the professional activities of the PROFESSIONAL, nor the presence of the PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety

precautions required by any regulatory agencies, the PROFESSIONAL and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the PROFESSIONAL and the PROFESSIONAL's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

3.4 Design Without Construction Administration. Unless Authorized, it is understood and agreed that the PROFESSIONAL's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided for by the OWNER. The OWNER assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the OWNER waives any claims against the PROFESSIONAL that may be in any way connected thereto.

3.5 Client Requested Substitutions. Upon request by the OWNER, the PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by the OWNER's consultants or contractors. The PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by the PROFESSIONAL with those of the PROFESSIONAL's subconsultants and the OWNER's consultants, as Additional Services. The PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

3.6 Record Drawings. If authorized by the Agreement, upon completion of the Work, the PROFESSIONAL shall compile for and deliver to the OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the PROFESSIONAL shall assume will be reliable, the PROFESSIONAL cannot and does not warrant their accuracy.

3.7 Certifications, Guarantees and Warranties. The PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in the PROFESSIONAL's having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. The OWNER also agrees not to make resolution of any dispute with the PROFESSIONAL or payment of any amount due to the PROFESSIONAL in any way contingent upon the PROFESSIONAL's signing any such certification.

3.8 Contingency Fund. The OWNER and the PROFESSIONAL agree that certain increased cost and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the PROFESSIONAL and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The OWNER agrees to set aside a reserve in the amount of 10 percent of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The OWNER further agrees to make no claim by way of direct or third-party action against the PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.

3.9 Permits and Approvals. The PROFESSIONAL shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the PROFESSIONAL's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the PROFESSIONAL and included in the scope of Basic Services of this Agreement.

3.10 Statutes of Repose and Limitation. All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run no later than the date of Substantial Completion. If the act or failure to act complained of occurred after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date the PROFESSIONAL's services are completed or terminated.

3.11 Construction Layout. If requested by the Owner, or other authorized party, as detailed in the scope of services or as an Additional Service to this Agreement, the PROFESSIONAL shall provide construction layout stakes sufficient for construction purposes. The stakes will reflect pertinent information from the construction bidding and contract documents. The stakes shall be set in place one time by the PROFESSIONAL, staged and scheduled as requested by the Contractor. After the stakes are set, it shall be the Contractor's exclusive responsibility to protect the stakes from damage or removal. Once the stake is set, if the stake becomes unusable due to the Contractor's negligence it shall be reset by the PROFESSIONAL, only at the Contractor's direction. The cost for resetting the stakes shall be borne by the Contractor and shall be paid by the Owner or authorized representative of this Agreement to the PROFESSIONAL from monies due the Contractor from the construction contract. The Owner acknowledges and agrees that these staking requirements and the procedures and payments for restaking described in this section shall be stipulated in the General Conditions of the construction contract.

These General Conditions shall be attached to and made part of the Agreement between Spicer Group, Inc. (PROFESSIONAL) and the Owner.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

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

To: Karen Lovejoy Roe, Clerk
From: Michael Radzik, OCS Director
Re: **Request to authorize circuit court litigation to abate public nuisances located at 860 Twin Towers St and 1453 E. Michigan Ave; funded in the amount of \$20,000 in account 101-950.000-801.023**
Copy: McLain & Winters, Township Attorneys
Date: November 9, 2020

The Office of Community Standards (OCS) has investigated public nuisances at the following locations for which authorization to engage in circuit court is requested.

860 TWIN TOWERS ST

This single family rental house in the Lay Gardens neighborhood watch area sustained extensive fire damage on June 28, 2020 resulting in loss of more than half its value. The house was vacated and boarded up, and remained for months with proactive effort by its owner, Karuna Bandyopadhyay of Saline. OCS staff obtained an administrative warrant and inspected the property on September 1, 2020. The inspection showed substantial fire and smoke damage throughout the structure, including a collapsed roof. The Township just recently was able to obtain \$13,058 in insurance proceeds withheld from settlement with the owner; legal counsel assisted after State Farm mistakenly sent the funds to the city of Ypsilanti, and the city did not forward the check to the Township. Authorization is sought to engage with the property owner in circuit court, if necessary, to rebuild or demolish the structure.

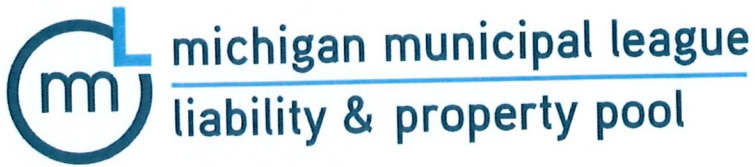


CHARTER TOWNSHIP OF YPSILANTI

1453 E. MICHIGAN AVE

This commercial property is home to Beacon Hair Design and is owned by proprietor Kikiwa Gambles. The Planning Department issued a permit on August 30, 2019 to erect a new fence on the property, with special direction given to shift the location of the fence within the property lines as approved, and to meet required setbacks. After the fence was constructed and inspected (post-COVID), it was apparent that provisions of the permit were not followed and the fence was illegal; portions of the fence encroach into the road right-of-way and the fence is eight (8) feet in height, in violation of zoning code. Efforts to work with the property owner in district court have been unsuccessful. Authorization is sought to abate the public nuisance fence, along with exterior blight stored on the property that has also been the subject of a delinquent Notice of Violation.





CERTIFIED RETURN RECEIPT REQUESTED

May 29, 2020

Ypsilanti Charter Township
Karen Lovejoy Roe, Township Clerk
7200 S. S. Huron River Drive
Ypsilanti, MI 48197

Re: Brenda Stumbo & Larry Doe vs. Karen Lovejoy Roe & Heather Jarrell Roe
Claim No.: 100GL2000725
Date of Loss: April 21, 2019

Dear Ms. Lovejoy-Roe,

This letter acknowledges the Michigan Municipal League Liability & Property Pool's ("MMLLPP") receipt of a Summons and Complaint filed against you, Karen Lovejoy Roe. Based on our review of the information that has been provided to us at this time, we regret to inform you that there is no coverage for this lawsuit for the reasons more fully outlined below.

According to the Complaint, the Plaintiff's allege you are related to Heather Jarrell Roe by marriage, Heather is married to Richard Roe who is your son. The Plaintiff's allege you filed paperwork to be placed on the August 4, 2020 primary ballot as a candidate for the position of Ypsilanti Township Clerk. The Plaintiff's allege that you and Heather Jarrell Roe knew, or should have known, that other candidates would be deterred from entering the race for Township Clerk, based on your status as the incumbent Township Clerk.

The Plaintiff's allege that between March 17, 2020 and April 21, 2020, you were in exclusive control of the Clerk's Office and all the Township's elections-related information and processes, as a result of the COVID-19 pandemic. The Plaintiff's also allege on April 21, 2020, on the very last day that filings for the August 4, 2020 primary could be submitted, and using the offices of the Township Clerk, which were otherwise closed to the public, you withdrew your candidacy for the position of Ypsilanti Township Clerk and filed as a candidate for Washtenaw County Commissioner-District 5. This allowed Heather Jarrell Roe to withdraw her candidacy for the position of Ypsilanti Township Trustee on April 21, 2020 and file as a candidate for Ypsilanti Township Clerk. The Plaintiff's are alleging you colluded with Heather Jarrell Row to hide your true candidacy intentions from the public and exploited the COVID-19 pandemic when the Township

Service Provider: Meadowbrook® Inc.

Loss Control & Member Services: PO Box 2054, Southfield, MI 48037-2054; (800) 482-2726;
Claims: 3196 Kraft Ave. SE, Suite 206, Grand Rapids, MI 49512-2065; (616) 942-0311; (800) 752-7477; Fax 616-649-1796

www.mml.org

offices were closed to the public to ensure Heather Jarrell Roe would appear as the sole and unopposed candidate for the position of Ypsilanti Clerk.

Ypsilanti Charter Township contracted with the MMLLPP for certain public official's liability coverage under contract MML001017533 with effective dates of February 1, 2020 to February 1, 2021. This contract provides for a limit of liability of \$5,000,000 per occurrence. There is a \$5,000 deductible.

The pertinent portions of the coverage document are as follows:

COVERAGE D – PUBLIC OFFICIALS LIABILITY

1. Coverage Agreement.

We will pay those sums which the **Insured** becomes legally obligated to pay as **Damages** by reason of a **Wrongful Act** committed in and arising out of discharge of public duties. The **Wrongful Act** must take place in the **Coverage Territory** and during the **Coverage Period**...

Thus, the coverage document provides coverage for “**Damages**” by reason of a “**Wrongful Act**” committed in and arising out of the discharge of public duties that takes place in the “**Coverage Territory**” and during the “**Coverage Period**”.

The coverage document contains the following pertinent exclusion:

2. Exclusions.

Coverage under this section does not apply to:

j. Non-Monetary Relief

Any **Claim** seeking relief or redress in any form other than monetary damages or for any fees, including attorney fees, costs or expenses which the **Insured** may become obligated to pay as a result of an adverse judgment for declaratory, injunctive, or other non-monetary relief.

The Plaintiff's are requesting the Court to declare the candidacy of three candidates invalid, re-open the application period for the position of Ypsilanti Township Clerk for a period of 7 business days following an order granting declaratory and injunctive relief and direct you from engaging in or administering any aspect of the re-opened application process for the position of Ypsilanti Township Clerk. The Plaintiff's are requesting non-monetary relief. As such, the MMLLPP will not pay for any judgment, settlement, fees, including attorney fees, cost or expenses associated with non-monetary relief.

Should you have any questions, please do not hesitate to contact me.

Sincerely,
**MICHIGAN MUNICIPAL LEAGUE
LIABILITY & PROPERTY POOL**

Mark Ott
Senior Claim Representative
(616) 591-5923

The Coverage Document also contains the following pertinent Definition:

SECTION VI – DEFINITIONS

9. Damages

Damages means monetary judgment, exemplary or punitive damages, prejudgment interest thereon or settlement but does not include fines, costs or fees or attorney's fees that do not arise out of damages, civil penalties or **Damages** of which insurance is prohibited by law.

The Complaint is not seeking Damages as defined above and coverage is therefore not applicable.

You asked if we would look at the Position Fidelity Bond to see whether it would reimburse you for legal fees you incurred to defend the lawsuit. The Position Fidelity Bond would not apply in this matter. The Position Fidelity Bond applies if the Member sustains a loss of money or tangible property as a result of any fraudulent or dishonest act committed by you. It also does not apply because there has been no loss of money or tangible property here:

"In consideration of the premium paid and subject to the terms and conditions of this bond coverage, the Michigan Municipal League Liability and Property Pool (Pool) agrees to indemnify the Member for an occurrence of any loss of money or other tangible property belonging to the Member as a result of any fraudulent or dishonest act or acts committed by the person occupying the specific position, or as a result of that person's failure to faithfully perform the duties of the specified position, defined as malfeasance, willful neglect of duty, or bad faith in performance of those duties."

Furthermore, we would not defend you or reimburse you for any legal fees related to this matter:

"This bond coverage does not apply to:

to fees, costs or expenses incurred or paid by the Member in prosecuting or defending any legal proceedings whether or not such proceeding results or would result in a loss covered by this bond;"

As is often the case in ongoing litigation, the Plaintiff's may amend their Complaint to include allegations which may afford you coverage under the contract with MMLLPP. Therefore, if the Plaintiff's amend their allegations, please forward a copy of the Amended Complaint so that we may review it to make a coverage determination.

Please advise us of any information that you believe may affect our determination concerning coverage available under the MMLLPP contract. Nothing contained in this letter should be deemed a waiver of the terms and conditions of the MMLLPP contract. The MMLLPP expressly reserves the right to rely upon any term or condition of the contract or any ground which may be found to limit or preclude coverage.

Zimbra**Istanfield@ytown.org**

RE: External Email: Question about notary bond

From : Judy Thomson-Torosian
<Judith.Thomson-Torosian@Meadowbrook.com>

Thu, Oct 22, 2020 12:05 PM
📎 2 attachments

Subject : RE: External Email: Question about notary bond

To : Lisa Stanfield
<Istanfield@ytown.org>

Cc : Ellen Skender
<Ellen.Skender@Meadowbrook.com>

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.

!-----!

Lisa: The Surety bonds for:

2020 -- Angela Kojiro and Michelle L. Towler

2018 -- Karen R. Wallin, Deborah A. Graham, Brenda L. Stumbo, Ancela Robinson, Ruby Nell Walker, and Lisa R. Stanfield

2017 -- Corey D. Rippey and Lisa R. Garrett

2016 -- Jane E. Carr and Rhonda A. Bates

2015 -- Inger J. Johnson, Janis Ann Riley and Deborah Agdorney

2014 -- Lynda S. McCrystal

are through Western Surety Company (CNA Surety). These are \$10,000 bonds. The language of the bonds reads:

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 65242405N

That Angela Kojiro as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of Michigan, as Surety, are held and firmly bound unto the people of the State of Michigan, in the penal sum of TEN THOUSAND DOLLARS (\$10,000.00), lawful money of the United States of America, to be paid to the said people, or to their certain attorneys, heirs, executors, administrators or assigns to which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, and each and every one of them, firmly by these presents.

THE CONDITION of this obligation is such that the above Principal has applied for appointment by the Secretary of State of the State of Michigan as a Notary Public in the County of Washtenaw.

NOW THEREFORE, if the Principal shall indemnify or reimburse a person, financing agency, or governmental agency for monetary loss caused through the official misconduct of the Principal in the performance of a notarial act, then this obligation to be void; otherwise to remain in full force and effect. The Surety is required to indemnify or reimburse only after a judgment based on official misconduct has been entered in a court of competent jurisdiction against the Principal. The aggregate liability of the Surety shall not exceed the penal sum of this bond stated above. The Surety may cancel this bond upon sixty (60) days notice to the Principal and the Secretary of State of the State of Michigan and the County Clerk of the county specified above. The Surety is not liable for any breach of the condition of this bond occurring after the effective date of such cancellation. This bond shall be effective from the effective date of the Principal's notary commission so applied for, and unless cancelled by the Surety as set forth above or otherwise released, through the expiration date of such notary commission.

Sealed with our seals and dated the 2nd day of October, 2020.

According to the National Notary Association:

What is a **Notary bond**?

A **Notary bond** is a financial guarantee **Notaries** purchase from a **surety** company.

The **bond** ensures that, as a **Notary**, you will fulfill all obligations to protect the public from financial harm resulting from any wrongdoing on your part when performing **notarial** duties.

Why do I need a Notary Bond?

A Notary bond **protects the public** from financial harm in the event you, the Notary, make a mistake or omission, or perform a wrongful act in notarizing a document that causes any person financial harm. By issuing a bond, the surety company guarantees that you will perform your duties as a Notary Public in accordance with the law. If you do not, the company will pay the financially injured person any damages up to the amount of the bond. **Bond limits** are set by each state individually.

A Notary bond does not protect Notaries.

The limit of each bond is \$10,000, as required by the State of Michigan.

Lisa: Please let me know if you have any additional questions.

Judy

Judith A. Thomson-Torosian, CPCU, CIC, ARM
MML Service and Sales Manager
MML Liability & Property Pool
MML Workers' Compensation Fund
248-204-6137

ithomson@meadowbrook.com



From: Lisa Stanfield <Istanfield@ytown.org>
Sent: Thursday, October 22, 2020 10:57 AM
To: Judy Thomson-Torosian <Judith.Thomson-Torosian@Meadowbrook.com>
Subject: External Email: Question about notary bond

EXTERNAL EMAIL!

Hi Judy, hope you are doing well.

I have a question about our notary bonds.

I'm not sure if you are aware, but Clerk Roe was recently sued in her capacity as Clerk and had to retain a lawyer. She submitted a claim to MML, but was told she was not covered because the accuser was not seeking monetary damages. Therefore, she had to pay her legal fees herself.

I now have several people here who have approached me asking how we are covered as notaries. If we are sued, how are we covered?

Thanks,
Lisa

Lisa Stanfield
Deputy Clerk
Charter Township of Ypsilanti
7200 S. Huron River Dr.
Ypsilanti, MI 48197
(734) 484-4700

The Charter Township of Ypsilanti is open to the public. Although buildings will be open, some services will still be limited as we continue to move through the re-opening stages. Please contact us by email or phone for specific programs and services. Thank you for your patience as we have, and will continuing to, move forward from this experience.
<https://ytown.org>

The Information contained in this message is privileged and confidential. It is intended only to

be read by the individual or entity named above or their designee. Unless you are the named addressee or an authorized designee, you may not copy or use it, or disclose it to anyone else. If the reader of this message is not the intended recipient, you are on notice that any distribution of this message, in any form, is strictly prohibited. If you receive this message in error, please immediately notify the sender and delete or destroy any copy of this message. If you received a "commercial purpose email" as defined under the CAN-SPAM Act (15 U.S.C. § 7704 (a)(3)(C)), you may request to opt-out of receiving future commercial purpose emails by sending an email to Email-Unsubscribe@meadowbrook.com and change the subject line to "Unsubscribe". Please allow 10 business days for us to honor your request.

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



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: November 9, 2020

Subject: Request Authorization to approve the sale and/or removal of excess Township vehicles

The Residential Services Department is requesting authorization to approve the removal of excess Township vehicles.

Please find attached a listing, images and a bluebook value of three vehicles (#58, #59 and #69) from Township Departments. We will ensure we follow appropriate procedures and policies set in place to appropriately discard equipment. We plan to explore our options regarding possible trade in values for any future vehicles. Additionally, we are streamlining our operations so we may only need to replace 1-2 of these vehicles.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515

Vehicle #58









2008 Ford E150 Cargo Pricing Report

Style: Van 3D

Mileage: 122,829

KBB.com Consumer Rating: 4.5/5

Vehicle Highlights

Fuel Economy: N/A

Engine: V8, 4.6 Liter

Transmission: Automatic, 4-Spd w/Overdrive

Drivetrain: RWD

Country of Assembly: United States

Country of Origin: United States

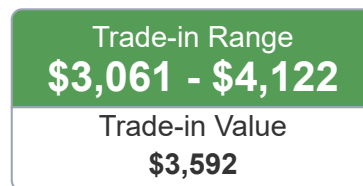
EPA Class: Vans, Cargo Type

Max Seating: 5

Doors: 3

Body Style: Van

Trade in to a Dealer



Valid for

ZIP code 48197 through 10/14/2020

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Exterior Color

✓ White

Engine

V8, 4.6 Liter

Transmission

Automatic, 4-Spd
w/Overdrive

Drivetrain

RWD

Comfort and Convenience

Air Conditioning

Power Door Locks

Cruise Control

Steering

Power Steering

Tilt Wheel

Entertainment and Instrumentation

AM/FM Stereo

Safety and Security

Dual Air Bags

Braking and Traction

ABS (4-Wheel)

Wheels and Tires

Steel Wheels

Glossary of Terms

Kelley Blue Book® Trade-In Value - This is the amount you can expect to receive when you trade in your car to a dealer. This value is determined based on the style, condition, mileage and options indicated.

Trade-In Range - The Trade-In Range is Kelley Blue Book's estimate of what you can reasonably expect to receive this week based on the style, condition, mileage and options of your vehicle when you trade it in to a dealer. However, every dealer is different and values are not guaranteed.

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Excellent Condition - 3% of all cars we value. This car looks new and is in excellent mechanical condition. It has never had paint or bodywork and has an interior and body free of wear and visible defects. The car is rust-free and does not need reconditioning. Its clean engine compartment is free of fluid leaks. It also has a clean title history, has complete and verifiable service records and will pass safety and smog inspection.

Very Good Condition - 23% of all cars we value. This car has minor wear or visible defects on the body and interior but is in excellent mechanical condition, requiring only minimal reconditioning. It has little to no paint and bodywork and is free of rust. Its clean engine compartment is free of fluid leaks. The tires match and have 75% or more of tread. It also has a clean title history, with most service records available, and will pass safety and smog inspection.

Good Condition - 54% of all cars we value. This car is free of major mechanical problems but may need some reconditioning. Its paint and bodywork may require minor touch-ups, with repairable cosmetic defects, and its engine compartment may have minor leaks. There are minor body scratches or dings and minor interior blemishes, but no rust. The tires match and have 50% or more of tread. It also has a clean title history, with some service records available, and will pass safety and smog inspection.

Fair Condition - 18% of all cars we value. This car has some mechanical or cosmetic defects and needs servicing, but is still in safe running condition and has a clean title history. The paint, body and/or interior may need professional servicing. The tires may need replacing and there may be some repairable rust damage.

Tip:

It's crucial to know your car's true condition when you sell it, so that you can price it appropriately. Consider having your mechanic give you an objective report.

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Vehicle #59









2008 Ford E150 Cargo Pricing Report

Style: Van 3D

Mileage: 56,008

KBB.com Consumer Rating: 4.5/5

Vehicle Highlights

Fuel Economy: N/A

Engine: V8, 4.6 Liter

Transmission: Automatic, 4-Spd w/Overdrive

Drivetrain: RWD

Country of Assembly: United States

Country of Origin: United States

EPA Class: Vans, Cargo Type

Max Seating: 5

Doors: 3

Body Style: Van

Trade in to a Dealer



Valid for

ZIP code 48197 through 10/14/2020

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Exterior Color

✓ White

Engine

V8, 4.6 Liter

Transmission

Automatic, 4-Spd
w/Overdrive

Drivetrain

RWD

Comfort and Convenience

Air Conditioning

Power Door Locks

Cruise Control

Steering

Power Steering

Tilt Wheel

Entertainment and Instrumentation

AM/FM Stereo

Safety and Security

Dual Air Bags

Braking and Traction

ABS (4-Wheel)

Wheels and Tires

Steel Wheels

Glossary of Terms

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Vehicle #69







2011 Ford Explorer Pricing Report

Style: Sport Utility 4D

Mileage: 77,969

KBB.com Consumer Rating: 4.2/5

Vehicle Highlights

Fuel Economy: City 17/Hwy 25/Comb 20 MPG

Drivetrain: 2WD

Transmission: Automatic, 6-Spd w/Overdrive

Engine: V6, 3.5 Liter

Country of Assembly: United States

Country of Origin: United States

EPA Class: Sport Utility Vehicles

Max Seating: 7

Doors: 4

Body Style: Sport Utility

Trade in to a Dealer



Valid for
ZIP code 48197 through 10/14/2020

Your Configured Options

Our pre-selected options, based on typical equipment for this car.

✓ Options that you added while configuring this car.

Exterior Color

✓ White

Drivetrain

2WD

Braking and Traction

ABS (4-Wheel)

Hill Descent Control

Hill Start Assist Control

Stability Control

Traction Control

Comfort and Convenience

Air Conditioning

Cruise Control

Keyless Entry

Power Door Locks

Power Windows

Entertainment and Instrumentation

AM/FM Stereo

CD/MP3 (Single Disc)

Sirius Satellite

Transmission

Automatic, 6-Spd

w/Overdrive

Lighting

Daytime Running Lights

Safety and Security

Dual Air Bags

F&R Head Curtain Air Bags

Side Air Bags

Seats

Power Seat

Third Row Seat

Steering

Power Steering

Tilt & Telescoping Wheel

Cargo and Towing

Roof Rack

Engine

V6, 3.5 Liter

Glossary of Terms

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Possible Replacement Vehicles

Twp ID#	Year	Make	Model	Vehicle I.D. #	Dept.	License Plate #	Purchase Price	Notes	G.L. #	GPS	NOTES	Estimated value
58	2008	FORD	ECONOLINE VAN	1FTNS14W88DB33632	BUILDING OP.	044x450	\$16,779.94	<i>In Service: June 27, 2008</i>	101-265	▪	W.D wants to replace in 2021	\$3,500
59	2008	FORD	ECONOLINE VAN	1FTNS14W68DB33631	PARK & GR.	044x451	\$16,779.94	<i>In Service: June 27, 2008</i>	101-774	▪	W.D wants to replace in 2021	\$7,300
69	2011	FORD	EXPLORER AWD	1FMHK8B80BGA84342	OCS	044x452	\$24,795.00	<i>Purchased 10-21-11</i>	249-249 (Bld Insp)		Engine's bad. Need to auction off	\$7,000

AGREEMENT BETWEEN
THE WASHTENAW COUNTY WATER RESOURCES COMMISSIONER
AND
THE CHARTER TOWNSHIP OF YPSILANTI
FOR VERMIN MANAGEMENT SERVICES

This Agreement (“Agreement”) is made and entered into this ___ date of _____, 2020, by and between the Washtenaw County Water Resources Commissioner’s Office (“WCWRC”), and the Charter Township of Ypsilanti (“Township”), a Michigan municipal corporation, for the purpose of providing vermin management services (“Services”)

The purpose of the Services are to assist in management of issues affecting the Public Health, Safety and Welfare of the Township and its residents.

Relevant details of the Program are set forth in Exhibits A and B, which are attached hereto and incorporated herein by reference. The services are broken into two different categories based on statutory authority of the WCWRC in providing Services.

Whereas, The Township has a long-standing history of successful collaboration with the WCWRC; and

Whereas, It will be beneficial to all parties to collaborate on vermin management; and

Whereas, vermin issues have become a priority for the Township, resulting in an increased level of service and work effort desired by the Township from the WCWRC, and;

Whereas, WCWRC has statutory authority through PA 40 of 1956 (the Drain Code) to “purify” the flow of water in legally established County drains but requires Agreement by the Township to furnish Services not specifically included or otherwise allowed in the Drain Code, and;

Whereas, past collaboration has determined that vermin management issues require a collaborative effort of Community Standards enforcement, public outreach to affected neighborhoods and residents, adequate refuse and debris management services and infrastructure, rodent baiting in storm drains and/or sewers, and land-based rodent baiting or burrow gassing in areas of public or private property; and

Whereas, Township and WCWRC officials have determined that a holistic program of vermin management requires a collaborative effort as noted in the paragraph above; and

Whereas, the WCWRC agrees to contract on behalf of the Township for rodent baiting services in storm drains under the authority of the Drain Code AND other areas as requested by the Township on an ongoing basis; and

Whereas, Township and WCWRC officials have agreed upon the need an initial budget maximum of \$7,500 per month for a pilot program to better determine the extent of infestation and adequacy of that budget figure for rodent baiting and/or related program costs performed under authority of both the Drain Code as well as other areas specified herein; and

Whereas, one key purpose of a pilot program is to determine adequacy and should therefore be limited in duration, and;

Whereas, Township and WCWRC officials have agreed that a 3-month pilot program for no more than \$7,500 per month will be adequate to better determine long term needs; and

Whereas, Township and WCWRC officials have agreed that the Township will provide necessary Community Standards and outreach services (similar to past vermin control programs) as determined necessary by the Township; and

Whereas, WCWRC will coordinate as needed with Washtenaw County Department of Public Health (WCDPH) to provide electronic copies of any informational flyers for distribution to residents by the Township as needed to support collaborative efforts; and

Whereas, Exhibit B is not intended to limit areas for providing Services but merely provides a depiction of current reported known vermin sightings in certain areas of the Township for reference, these areas illustrate the need and initial focus areas for the Services provided; and

Whereas, Township and WCWRC officials have agreed that regular progress meetings will be held to evaluate program effectiveness and incorporate adjustments to address new or changing program needs within the pilot program budget and timeframe specified herein; and

Whereas, Township and WCWRC officials anticipate and fully understand that due to the nature of the problem and experiences in other municipalities, the pilot program will in all likelihood result in a recommendation for a longer-term program and recommended program funding based on pilot program experiences;

Therefore, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, the Township and the WCWRC agree:

1. The Washtenaw County Water Resources Commissioner's Office shall provide resources and expertise required to administer the Services in collaboration with the Township based on Exhibits A, B, and any mutually agreed upon adjustments during implementation of Services.
2. The period of this Agreement is no more than three months from the date a vendor (selected by the WCWRC, in consultation with the Township) commences work.
3. The Township shall make payments for work noted in Exhibit A, Section 1 based on annual December invoices in accordance with regular payment procedures for annual invoices of work performed on legally established County Drains.
4. The Township shall make payments for work noted in Exhibit A, Section 2 based on monthly invoices for Services provided in areas outside of legally established County Drains. The WCWRC will be providing Section 2 services based on the authority of this Agreement due to the efficiencies of bundling Section 2 and Section 1 services in a single vendor contract with a single point of contact.

5. Either party may terminate this agreement with 30-day notification with or without cause. If vendor contracts allow a shorter timeframe for vendor termination without cause, the WCWRC shall take this into consideration with any Township request to terminate some or all Services.
6. The WCWRC assumes no additional liability beyond that normally accorded for work on public drains. WCWRC staff will not enter private property or be on-site providing services. The contracted vendor providing the Services will be the only entity with staff entering the work areas shown in Exhibit B or as otherwise mutually determined.
7. Parties agree that this contract may be amended administratively after the pilot program to extend the allowable timeframe and/or reduce the monthly expenditures.
8. Parties agree that any amendment to increase monthly charges at any time must be approved by the Township Board.

Each of the persons signing this Agreement represents and warrants that he or she has authority to sign this Agreement on behalf of the Washtenaw County Water Resources Commissioner or the Charter Township of Ypsilanti, respectively.

CHARTER TOWNSHIP OF YPSILANTI

WCWRC

By: _____
 Brenda Stumbo (DATE)
 Township Supervisor

By: _____
 Evan N. Pratt, P.E. (DATE)
 Water Resources Commissioner

EXHIBIT A

For the duration of this agreement, the WCWRC will contract with a pest control vendor for services in areas agreed to by the Township and WCWRC on an ongoing basis, not to exceed billing totals of \$7,500 per month. The intent of this agreement is to allow flexibility between Section 1 and Section 2 costs which must be tracked separately as described in the Agreement.

Section 1

WCWRC will contract with a pest control vendor for services to bait within legally established County Drainage structures or other structures where the presence of vermin would also impact legally established County Drainage structures.

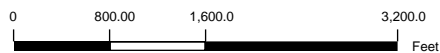
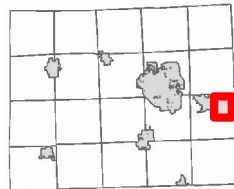
Section 2

WCWRC will contract with a pest control vendor for services to bait within legally established County Drainage structures or other structures where the presence of vermin would also impact legally established County Drainage structures.



Vermin sightings through Sep 19 2020. Circles note street only (specific)

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1: 19,200

9/25/2020

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #14**

November 17, 2020

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$10,134.00

Request to increase budget for PTO payout request of 209 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	\$4,780.00
		Net Revenues	<u><u>\$4,780.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-201-000-708.004	\$4,440.00
	FICA	101-201-000-715.000	\$340.00
		Net Expenditures	<u><u>\$4,780.00</u></u>

Request to increase budget for PTO payout request of 100 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	\$2,933.00
		Net Revenues	<u><u>\$2,933.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-209-000-708.004	\$2,725.00
	FICA	101-209-000-715.000	\$208.00
		Net Expenditures	<u><u>\$2,933.00</u></u>

Request to increase budget for PTO payout request of 56 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	\$1,522.00
		Net Revenues	<u><u>\$1,522.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-227-000-708.004	\$1,414.00
	FICA	101-227-000-715.000	\$108.00
		Net Expenditures	<u><u>\$1,522.00</u></u>

Request to increase budget for PTO payout request 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	\$899.00
		Net Revenues	<u><u>\$899.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-266-000-708.004	\$515.00
	FICA	101-266-000-715.000	\$384.00
		Net Expenditures	<u><u>\$899.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #14**

November 17, 2020

212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)	Total Increase	<u><u>\$3,370.00</u></u>
--	-----------------------	---------------------------------

Request to budget for the Art Serafinski Scholarship Fund, which will be used for scholarships for children at the Recreation Center. These funds will be restricted for this specific use and transferred to the Recreation Fund as requested by the Recreation Director. An initial fund raiser was held at the Green Oaks Golf Course and brought in \$6,470. Other donations received to date are \$4,346. The cost to the Golf Course for the outing was \$3,370. This will be funded by funds received in the Art Serafinski Scholarship Fund.

Revenues:	Art Serafinski Scholarship Fund	212-000-000-675.025	\$3,370.00
		Net Revenues	<u><u>\$3,370.00</u></u>
Expenditures:	Art Serafinski Scholarship Program	212-212-740.700	\$3,370.00
		Net Expenditures	<u><u>\$3,370.00</u></u>

252 - HYDRO STATION FUND	Total Increase	<u><u>\$6,620.00</u></u>
---------------------------------	-----------------------	---------------------------------

Request to increase budget for PTO payout request of 272.7 hours to be paid at 75%. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	252-000-000-699.000	\$6,620.00
		Net Revenues	<u><u>\$6,620.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	252-252-000-708.004	\$6,149.00
	FICA	252-252-000-715.000	\$471.00
		Net Expenditures	<u><u>\$6,620.00</u></u>

893 - NUISANCE ABATEMENT FUND		<u><u>\$8,000.00</u></u>
--------------------------------------	--	---------------------------------

Request to increase the budget for clean up and mowing of blighted properties. We have experienced above normal clean up costs in the area that may be attributed to the current pandemic. Property owners will be invoiced for the services performed. This will initially be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	893-000-000-699.000	\$8,000.00
		Net Revenues	<u><u>\$8,000.00</u></u>
Expenditures:	Blight Enforcement Costs	893-893-000-806.001	\$5,000.00
	Noxious Weed Enforcement	893-893-000-806.003	\$3,000.00
		Net Expenditures	<u><u>\$8,000.00</u></u>

Motion to Amend the 2020 Budget (#14)

Move to increase the General Fund budget by \$10,134 to \$10,400,941 and approve the department line item changes as outlined.

Move to increase the BSRII Fund budget by \$3,370 to \$2,419,087 and approve the department line item changes as outlined.

Move to increase the Hydro Station budget by \$6,620 to \$565,586 and approve the department line item changes as outlined.

Move to increase the Nuisance Abatement Fund budget by \$8,000 to \$56,500 and approve the department line item changes as outlined.

AUTHORIZATIONS AND BIDS

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



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: November 9, 2020

Subject: Request Authorization to seek sealed bids for the renovation of the Civic Center second floor bathroom

The Residential Services Department is requesting authorization to seek sealed bids for the renovation of the Civic Center second floor bathroom.

This has been a priority project for some time. Township staff are working with Hoppe Design for the renovation and the goal is to complete this project utilizing unused funds from 2020.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515

November 6, 2020

TOILET RENOVATIONS FOR THE
CHARTER TOWNSHIP OF YPSILANTI
CIVIC CENTER

7200 S. HURON RIVER DRIVE

YPSILANTI, MI 48197

ARCHITECT
HOPPE DESIGN LLC
47032 McBride Ave
Belleville, MI 48111

Division	Section Title	Pages
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PROCUREMENT AND CONTRACTING DOCUMENTS GROUP

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002500	INVITATION TO BID	2
002513	PREBID MEETINGS	2
004313	BID SECURITY FORMS	1
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088300	MIRRORS	
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092900	GYPSUM BOARD	
093013	CERAMIC TILE	

095113	ACOUSTIC PANEL CEILINGS
096513	RESILIENT BASE ACCESSORIES
096816	SHEET CARPETING
099123	INTERIOR PAINTING
099300	STAINING AND TRANSPARENT FINISHING
101423.16	ROOM IDENTIFICATION PANEL SIGNAGE
102113.13	METAL TOILET COMPARTMENTS
102800	TOILET, BATH AND LAUNDRY ACCESSORIES
123623.13	PLASTIC LAMINATE CLAD COUNTERTOPS
224213.13	COMMERCIAL WATER CLOSETS
224213.16	COMMERCIAL URINALS
224213.13	COMMERCIAL LAVATORIES

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- A. Toilet Renovations for the Ypsilanti Charter Township Civic Center
- B. Ypsilanti Charter Township
- C. 2100 S Huron River Drive, Ypsilanti, MI.
- D. Architect Project No. 2012
- E. HOPPE Design, LLC
- F. 47032 McBride Ave
- G. Belleville, MI 48111
- H. Phone: 734-218-2492.
- I. Issued: November 6, 2020.
- J. Copyright (2020 Wayde C. Hoppe, Architect). All rights reserved.

END OF DOCUMENT 000101

ADVERTISEMENT FOR BIDS

Toilet Renovations for the Ypsilanti Charter Township Civic Center
November 6, 2020

Sealed bids for the Toilet Renovations for the Ypsilanti Charter Township Civic Center will be received until December 9 at 2 PM Eastern Standard Time at the office of the Township Civic Center, 7200 S Huron River Drive, Ypsilanti, MI. The sealed bids shall be clearly labeled with the name as "Civic Center Toilet Renovations" followed by the place of bid opening "Ypsilanti Township Clerk's Office."

Plans and specifications are on file and may be examined on or after 2:00 pm on November 18, 2020 at the following locations: at the office of the Township Clerk, 7200 S. Huron River Drive, Ypsilanti, MI 48197; at the Township website; and at the Michigan Intergovernmental Trade Network website, www.mitn.info.

The Owner will not consider or accept bids received after the date and time specified. Proposals should be addressed to the Owner. All proposals will be opened publicly and read aloud.

Each bid shall be accompanied by a certified check made payable to the Owner for not less than five percent of the base bid plus all alternates or by a satisfactory bid bond executed on AIA Form A310. All proposals submitted shall remain valid for a period of ninety days after the bid date.

The successful bidder will be required to furnish a performance bond and labor and material bond, each for 100% of the contract amount. The successful bidder will be expected to begin construction immediately after receipt of a notice of commencement.

The Owner reserves the right to accept any or all alternative Bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all Bids; and in general to make the award of the Contract in any manner deemed by the Owner, in its sole discretion, to be in the best interest of the Owner.

A voluntary pre-bid conference will be held at the 7200 S. Huron River Drive on November 25, 2020 at 2:00 pm EST.

Mike Hoffmeister, Residential Services Director
Charter Township of Ypsilanti

SECTION 000250 – INVITATION TO BID

PART 1 - GENERAL

Project: Toilet Renovations for the Ypsilanti Charter Township Civic Center

Project No: 2012

Bid Due: December 9, 2020 at 2 PM Eastern Standard Time at the office of the Township Civic Center, 7200 S Huron River Drive, Ypsilanti, MI.

Owner: Ypsilanti Charter Township
7200 S. Huron River Drive
Ypsilanti, MI

Architect: **HOPPE Design, LLC**
47032 McBride
Belleville, MI 48111
p. 734.218.2492

Contract Type: Single Prime

General: Contractors are invited to submit proposals for open competitive bidding for the above named project. Sealed proposals will be received at the Office of:
Ypsilanti Charter Township Clerk's Office
7200 S. Huron River Drive
Ypsilanti, MI

The Owner will not consider or accept bids received after the date and time specified. Proposals should be addressed to the Owner. All proposals will be opened publicly and read aloud.

Plans and specifications are on file and may be examined on and after 2:00 pm on November 18, 2020 at the following locations: at the office of the Township Clerk, 7200 S. Huron River Drive, Ypsilanti, MI 48197; at the Township website; and at the Michigan Intergovernmental Trade Network website, www.mitn.info.

The Contractor is responsible to monitor the Township website for posted addenda.

Each bid shall be accompanied by a certified check made payable to the Owner for not less than five percent of the base bid plus all alternates or by a satisfactory bid bond executed on AIA Form A310. All proposals submitted shall remain valid for a period of ninety days after the bid date.

The successful bidder will be required to furnish a performance bond and labor and material bond, each for 100% of the contract amount. The successful bidder will be expected to begin construction immediately after receipt of a notice of commencement.

Governmental funds are being used to finance a portion of this project. Attention is called to the fact that the contractor must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin, in accordance with Executive Order 11246 Equal Employment Opportunity and Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity.

The contractor must comply with the Equal Employment Opportunity Act, September 28, 1965 No. 11246, all United States Department of Labor Regulations and Standards Title 29, 1, 3, and 5, and Title 18, USC, Section 874, known as "Anti-Kickback Act", and the Federal Occupational Safety and Health Act of 1970; the Davis-Bacon Act, July 2, 1964; Federal Occupational Safety and Health Act of 1970; and Housing and Urban Development Act of 1968.

The contractor shall also comply with the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

The Owner reserves the right to accept any or all alternative Bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all Bids; and in general to make the award of the Contract in any manner deemed by the Owner, in its sole discretion, to be in the best interest of the Owner.

Voluntary Pre-Bid Conference

Date: November 25, 2020
Time: 2:00 pm EST
Location: 7200 S. Huron River Drive, Ypsilanti, MI 48197

DOCUMENT 002513 - PREBID MEETINGS

1.1 PREBID MEETING

- A. Architect will conduct a Prebid meeting as indicated below:
 - 1. Meeting Date: 11/25/20.
 - 2. Meeting Time: 2 PM, local time.
 - 3. Location: 7200 S. Huron River Drive, Ypsilanti, MI.

- B. Attendance:
 - 1. Prime Bidders: Attendance at Prebid meeting is recommended.

- C. Agenda: Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
 - 1. Procurement and Contracting Requirements:
 - a. Advertisement for Bids.
 - b. Instructions to Bidders.
 - c. Bidder Qualifications.
 - d. Bonding.
 - e. Insurance.
 - f. Bid Security.
 - g. Bid Submittal Checklist.

 - 2. Communication during Bidding Period:
 - a. Obtaining documents.
 - b. Access to Project Web site.
 - c. Bidder's Requests for Information.
 - d. Bidder's Substitution Request/Prior Approval Request.
 - e. Addenda.

 - 3. Contracting Requirements:
 - a. Agreement.
 - b. The General Conditions.
 - c. The Supplementary Conditions.
 - d. Other Owner requirements.

 - 4. Construction Documents:
 - a. Scopes of Work.
 - b. Temporary Facilities.
 - c. Use of Site.
 - d. Work Restrictions.
 - e. Substitutions following award.

5. Schedule:
 - a. Project Schedule.
 - b. Contract Time.
6. Site/facility visit or walkthrough.
7. Post-Meeting Addendum.

D. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes to attendees and others known by the issuing office to have received a complete set of Procurement and Contracting Documents. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.

1. Sign-in Sheet: Minutes will include list of meeting attendees.

END OF DOCUMENT 002513

DOCUMENT 004313 - BID SECURITY FORMS

1.1 BID FORM SUPPLEMENT

- A. A completed bid bond form for the value of 5% of the value of the bid is required to be attached to the Bid Form.

1.2 BID BOND FORM

- A. AIA Document A310, "Bid Bond," is the recommended form for a bid bond. A bid bond acceptable to Owner, or other bid security as described in the Instructions to Bidders, is required to be attached to the Bid Form as a supplement.
- B. Copies of AIA standard forms may be obtained from The American Institute of Architects; www.aia.org/contractdocs/purchase/index.htm; email: docspurchases@aia.org; (800) 942-7732.

END OF DOCUMENT 004313

DOCUMENT 004393 - BID SUBMITTAL CHECKLIST

1.1 BID INFORMATION

- A. Bidder: _____.
- B. Prime Contract: _____.
- C. Project Name: Toilet Renovations for the Ypsilanti Charter Township Civic Center.
- D. Project Location: 2100 S Huron River Drive, Ypsilanti, MI.
- E. Owner: Ypsilanti Charter Township.
- F. Architect: HOPPE Design, LLC.
- G. Architect Project Number: 2012.

1.2 BIDDER'S CHECKLIST

- A. In an effort to assist the Bidder in properly completing all documentation required, the following checklist is provided for the Bidder's convenience. The Bidder is solely responsible for verifying compliance with bid submittal requirements.
- B. Attach this completed checklist to the outside of the Submittal envelope.
 - 1. Used the Bid Form provided in the Project Manual.
 - 2. Prepared the Bid Form as required by the Instructions to Bidders.
 - 3. Indicated on the Bid Form the Addenda received.
 - 4. Attached to the Bid Form: Bid Supplement Form - Allowances.
 - 5. Attached to the Bid Form: Bid Supplement Form - Unit Prices.
 - 6. Attached to the Bid Form: Bid Supplement Form - Alternates.
 - 7. Attached to the Bid Form: Proposed Schedule of Values Form.
 - 8. Attached to the Bid Form: Bid Bond OR a certified check for the amount required.
 - 9. Bid envelope shows name and address of the Bidder.
 - 10. Bid envelope shows the Bidder's Contractor's License Number.
 - 11. Bid envelope shows name of Project being bid.
 - 12. Bid envelope shows time and day of Bid Opening.
 - 13. Verified that the Bidder can provide executed Performance Bond and Labor and Material Bond.
 - 14. Verified that the Bidder can provide Certificates of Insurance in the amounts indicated.

END OF DOCUMENT 004393

DOCUMENT 006000 - PROJECT FORMS

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

- A. The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:
 - 1. AIA Document A105, "Standard Form of Agreement between Owner and Contractor for a Small Project, Where the Basis of Payment Is a Stipulated Sum."
 - a. The General Conditions for Project are AIA Document A205, "General Conditions of the Contract for Construction of a Small Project."
 - 2. The General Conditions are incorporated by reference.

1.2 ADMINISTRATIVE FORMS

- A. Administrative Forms: Additional administrative forms are specified in Division 01 General Requirements.
- B. Copies of AIA standard forms may be obtained from the American Institute of Architects; <http://www.aia.org/contractdocs/purchase/index.htm>; docspurchases@aia.org; (800) 942-7732.
- C. Preconstruction Forms:
 - 1. Form of Performance Bond and Labor and Material Bond: AIA Document A312, "Performance Bond and Payment Bond."
 - 2. Form of Certificate of Insurance: AIA Document G715, "Supplemental Attachment for ACORD Certificate of Insurance 25-S."
- D. Information and Modification Forms:
 - 1. Form for Requests for Information (RFIs): AIA Document G716, "Request for Information (RFI)."
 - 2. Form of Request for Proposal: AIA Document G709, "Work Changes Proposal Request."
 - 3. Change Order Form: AIA Document G701, "Change Order."
 - 4. Form of Architect's Memorandum for Minor Changes in the Work: AIA Document G707, "Architect's Supplemental Instructions."
 - 5. Form of Change Directive: AIA Document G714, "Construction Change Directive."
- E. Payment Forms:
 - 1. Schedule of Values Form: AIA Document G703, "Continuation Sheet."
 - 2. Payment Application: AIA Document G702/703, "Application and Certificate for Payment and Continuation Sheet."
 - 3. Form of Contractor's Affidavit: AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 - 4. Form of Affidavit of Release of Liens: AIA Document G706A, "Contractor's Affidavit of Payment of Release of Liens."

5. Form of Consent of Surety: AIA Document G707, "Consent of Surety to Final Payment."

END OF DOCUMENT 006000

SECTION 010000 – SUPPLEMENTARY CONDITIONS

PART 1 - GENERAL

CERTIFICATE OF INSURANCE

During the term of the contract, the general contractor shall, at his own expense, purchase and maintain the following insurance from companies properly licensed to conduct business in the state of the project and satisfactory to the owner as provided for in the General Conditions. The liability insurance required shall be written to include the owner and the architect as additional insured. The policies shall state *“The Charter Township of Ypsilanti and its past, present and future elected officials, appointed commissions and boards, agents and employees and Wayde C. Hoppe, Architect and his consultants shall be additional named insureds with respect to the services provided under this contract.”* A certificate of insurance shall be submitted to the owner prior to commencement of work and shall include the following coverage amounts as approved by the owner. Prior to commencement of work, the contractor shall purchase and maintain during the term of the project such insurance as will protect him, the owner(s), and the architect, consulting engineers, from claims arising out of the work described in this contract and performed by the contractor, subcontractor(s) or sub-subcontractor(s) consisting of:

Workers Compensation including Occupational Disease and Employer’s Liability Insurance: Workers' Compensation Insurance including Employer's Liability to cover employee injuries or disease compensable under the Workers' Compensation Statutes of the states in which work is conducted under this Contract; disability benefit laws, if any; or Federal compensation acts such as U.S. Longshoremen or Harbor Workers', Maritime Employment, or Railroad Compensation Act(s), if applicable. Self-insurance plans approved by the regulatory authorities in the state in which work on this project is performed are acceptable.

- A. Statutory- Amounts and coverage as required by the State of the project location, including provisions for voluntary benefits as required in labor union agreements and including the “All States” endorsement.
- B. Employer’s Liability- At least \$500,000.00 each occurrence.

Comprehensive General Liability including coverage for Premises Operations, Independent Contractors, Products, and Completed Operations, Contractual Liability and Broad Form Property Damage including Completed Operations with limits not less than those stated below. The insurance provider shall be required in the policy to notify the owner in writing 60 days prior to change of coverage, cancellation or non-renewal of coverage. A Comprehensive General Liability policy to cover bodily injury to persons other than employees and for damage to tangible property including loss of use thereof, including the following exposures:

- All premises and operations.
- Explosion, collapse and underground damage.
- Contractor's Protective coverage for independent contractors or subcontractors employed by him.
- Contractual Liability for the obligation assumed in the Indemnification or Hold Harmless agreement.
- The usual Personal Injury Liability endorsement with no exclusions pertaining to employment.
- Products and Completed Operations coverage. This coverage shall extend through the contract guarantee period.

1. Bodily Injury including Personal Injury Liability
 - \$1,000,000.00 each occurrence.
 - \$2,000,000.00 aggregate.
 - Property Damage including Completed Operations Broad Form
 - \$1,000,000.00 each occurrence.
 - \$2,000,000.00 aggregate.
 - Contractual Liability (Hold Harmless coverage)
 - \$1,000,000.00 each occurrence: Bodily Injury
 - \$2,000,000.00 each occurrence: Property Damage
 - \$2,000,000.00 aggregate: Property Damage

A Comprehensive Automobile Liability policy to cover bodily injury and property damage arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles including residual liability coverage. In light of the standard policy provisions concerning (a) loading and unloading, and b) definitions pertaining to motor vehicles licensed for road use vs. unlicensed or self-propelled construction equipment, it is strongly recommended that Comprehensive General Liability and Comprehensive Auto Liability be written by the same insurance carrier, though not necessarily in one policy. Provide coverage with limits not less than those stated below.

1. Bodily Injury Liability
 - \$1,000,000.00 each occurrence.
 - \$1,000,000.00 each person.
2. Property Damage Liability
 - \$1,000,000.00 each occurrence.

Liability Insurance may be arranged by Comprehensive General Liability and Comprehensive Automobile Liability Insurance policies for the full limits required or by a combination of underlying Comprehensive Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy. The owner or its representative may, for certain projects, require limits higher than those stated below. Contractor is granted the option of arranging coverage under a single policy for the full limit required or by a combination of underlying policies with the balance provided by an Excess or Umbrella Liability policy equal to the total limit(s) requested. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the contractor's general liability and to his automobile liability insurance.

1. Provide Umbrella Excess Liability in the amount of \$2,000,000.00 over primary insurance.

LIABILITY OF CONTRACTOR

- A. The Contractor shall take all responsibility for the work and shall provide barricades, watchmen and lights, and take all precautions for preventing injuries to persons and property on or about the work; shall bear all losses resulting to him on account of the amount or character of the work or because the nature of the ground in which the work is done is different from what was estimated or expected, or on account of weather, floods, elements or other cause; and shall assume defense of, indemnify and save harmless the party of the first part and its individual officers and agents from all claims relating to

labor, equipment and materials furnished for the work, inventions, patents and patent rights used in doing the work, also to injuries to any person or property received or sustained by or from the contractor, his agents or employees.

- B. The mention of any specific duty or liability of the contractor in any part of the specifications shall not be construed as a limitation or restriction upon any general liability or duty imposed upon the contractor by the specifications.

COMPOSITION OF THE CONTRACTOR

If the contractor hereunder is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.

PROTECTIVE LIABILITY

Contractor will purchase for the owner an Owner's Protective Liability policy to protect the owner; the architect; their consultants, agents, employees and such public corporations in whose jurisdiction the work is located for their contingent liability for work performed by the contractor, the subcontractor(s) or the sub-subcontractor(s) under this Contract. Such coverage shall have the following limits: Bodily Injury: \$1,000,000 each occurrence; Property Damage: \$1,000,000 each occurrence.

BUILDERS RISK INSTALLATION FLOATER

Contractor shall purchase a Builder's Risk-Installation Floater in a form acceptable to the owner covering property of the project for the full cost of replacement as of the time of any loss which shall include, as named insureds, (a) the contractor, (b) all subcontractors, (c) all sub-subcontractors, (d) the owner, and the architect, consulting engineers, as their respective interests may prove to be at the time of loss, covering insurable property which is the subject of this Contract, whether in place, stored at the job site, stored elsewhere, or in transit at the risk of the insured(s). Coverage shall be effected on an "All Risk" form, including but not limited to the perils of fire, wind, collapse, vandalism, theft and earthquake, with exclusions normal to the cover. The contractor may arrange for such deductibles as he deems to be within his ability to self-assume, but he will be held solely responsible for the amount of such deductible and for any co-insurance penalties. Any insured loss shall be adjusted with the owner and contractor and paid to the owner and contractor as trustee for the other insureds.

EVIDENCE OF COVERAGE

Prior to the commencement of work, the contractor shall furnish to the owner, Certificates of Insurance in force. The owner reserves the right to request complete copies of the policies if deemed necessary to ascertain details of coverage not provided by the certificates. Such policy copies shall be "Originally Signed Copies," and so designated.

QUALIFICATION OF INSURERS

In order to determine the financial strength and reputation of insurance carriers, all companies providing coverages required shall be licensed or approved by the Office of Financial and Insurance Services of the State in which the project will be conducted. The company shall also have a financial rating not lower than X and a policyholder's service rating no lower than A as listed in A.M. Best's Key Rating Guide, current edition. Companies with ratings lower than A:X will be acceptable only upon the written consent of the owner.

NOTICE OF COMMENCEMENT

Before commencement of actual physical improvements to the property, the Owner shall

record a Notice of Commencement in the Office of the Registrar of Deeds. It will be the responsibility of the subcontractor or supplier to serve a notice of furnishing upon the Owner.

DIMENSIONS

All contractors shall verify dimensions in the field. All contractors and suppliers shall verify the dimensions on the drawings with the site conditions. Report to the Architect any discrepancies found on the drawings. The drawings are not intended to be scaled for rough or finish measurements nor to serve as field shop drawings.

PERMITS, PERMIT & HOOKUP FEES

Service and/or hookup fees as required by servicing utilities for the project shall be paid by Contractor.

Copies of permits and final inspection certificates shall be submitted to the architect.

SAFETY REQUIREMENTS

Maintenance and observance of safety standards shall be the responsibility of the Contractor and each Subcontractor, who shall designate a responsible person to be alert for and make recommendations regarding job safety. Enforce and abide by the provisions of the Occupational Safety and Health Act (OSHA). The electrical contractor shall maintain the owner's lock-out policy while working on electrical systems.

SUBCONTRACTORS AND SUPPLIERS

The contractor is responsible to comply with all local, state and federal labor laws. The contractor is to ensure that all subcontractors and suppliers used to compose his bid comply with all local, state and federal labor laws. The bidder is encouraged to solicit proposals from subcontractors and suppliers located within a ten mile radius of the project site.

OSHA'S HAZCOM STANDARD

The Contractor and Subcontractors shall comply with the Occupational Safety and Health Administration's (OSHA) Hazard Communications Standard (HCS) also called HazCom. A written record of all "Hazardous Chemicals" shall be kept and displayed on the worksite per the standard. The Contractor shall also comply with all State Occupational Safety Health Requirements.

ASBESTOS

- A. No asbestos containing materials shall be installed under this contract. The Contractor shall submit a letter at project completion stating to the best of his knowledge no asbestos was installed on the project.
- B. The Contractor shall comply with current EPA regulations on asbestos, National Emission Standards for Asbestos, requirements of AHERA, and all applicable Federal, State and local government regulations. All costs shall be borne by Contractor causing damage.
- C. On demolition projects, the Contractor shall have at least one individual on site at all times who has current 8 hour minimum training in asbestos awareness and can remove nonfriable asbestos.

LEAD PAINT

- A. Contractor is responsible for any lead surveys of existing facilities needed to perform the renovating modifications under this contract.
- B. No lead paint shall be provided under this contract. The Contractor shall submit a letter at project completion stating to the best of his knowledge no lead paint was provided by these contracts.
- C. On demolition projects, the Contractor shall have at least one individual on site at all times who has current EPA certification as an Abatement Supervisor or Abatement Worker.

CONFINED SPACES

Contractor shall comply with OSHA regulation 29 CFR 1910.146. Contractor shall secure all permits required to enter confined spaces and provide training to all employees assigned to confined space entry duties.

MINIMUM WAGE REQUIREMENTS

The owner has specific minimum wage requirements that are shown as follows: Davis Bacon prevailing wages. Wages shall comply with the Township's ordinance no. 69 and the Township's Living Wage Ordinance.

BONDING

The successful bidder will be required to furnish a Performance bond and Labor and Material (Maintenance) bond, each for 100% of the contract amount.

NO SMOKING

While under construction, the building is a no smoking zone and it shall be enforced by the Contractor/Subcontractors.

END OF SECTION 010000

SECTION 010050 - PROPOSAL FORM

PART 1 - GENERAL

Name of Bidder: _____

Address: _____

Telephone: _____

Projects: Toilet Renovations for the Ypsilanti Charter Township Civic Center

Project No. 2012

Bid Due: December 9, 2020 at 3 PM Eastern Standard Time at the office of the Township Civic Center, 7200 S Huron River Drive, Ypsilanti, MI.

Owner: Ypsilanti Charter Township
7200 S. Huron River Drive
Ypsilanti, MI

Architect: **HOPPE Design, LLC**
47032 McBride
Belleville, MI 48111
p. 734.218.2492

1.1 PROPOSALS

- A. Pursuant to and in compliance with your instructions to bidders and contract documents for the above named project, the undersigned agrees to enter into an agreement with the owner to complete the project in accordance with the said contract documents and this proposal for the sum stated below
- B. The undersigned hereby acknowledges that his proposal, as stated below, includes all the labor, equipment, supervision, and services required and only those materials as called for in the contract documents, of which this proposal is a part.
- C. The undersigned acknowledges that he has carefully examined the drawings and specifications and visited the site to fully inform himself of all existing conditions and limitations, and that his proposal includes a sum to cover the cost of all items included in the contract.
- D. The undersigned further agrees to commence work on the project the first working day following the receipt of the Notice of Award, or on a date mutually agreed upon between the Owner and the undersigned.
- E. The undersigned agrees to coordinate and perform all work necessary to properly schedule and complete the project under the general, mechanical, and electrical sections of the contract.
- F. Submit two copies of this form.

1.2 BIDDERS QUALIFICATIONS

- A. The Owner may make such investigation as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish all such information as requested by the Owner within 24 hours of request. The Owner reserves the right, based on the advice of the Architect, to reject any bid if, in the opinion of the Owner, the bidder fails to prove to the owner's satisfaction that such bidder is properly qualified to carry out the obligations of the contract and to complete the work as described in the construction documents. Each bidder shall be required to submit American Institute of Architects A305 Contractors Qualification Statement with His proposal. The bidder shall submit a description of all work to be performed by the bidder simultaneously with the Owner's project.

BASE BID:

The Base Proposal Contract Sum is:

_____ Dollars (\$ _____)

TIME OF COMPLETION

The undersigned agrees to complete the total work and achieve substantial completion and to deliver a certificate of occupancy within _____ consecutive calendar days after the date of the notice of commencement.

CHANGES IN THE WORK

For authorized changes in the work involving additions to or deductions from the contract price, the bidder agrees to perform or delete such authorized work at net cost to him plus the following percentages of net costs. Percentages shall include all charges for supervision, overhead, and profit. Net costs shall be considered to be all direct costs.

For work not under subcontract:

Involving Additions	_____	Percent
Involving Deductions	_____	Percent

For work under subcontract:

Involving Additions	_____	Percent
Involving Deductions	_____	Percent

PROPOSAL GUARANTEE

Accompanying this proposal is a proposal guarantee, as required, consisting of five percent (5%) of the total proposal. The proposal guarantee may be in the form of a bond from a bonding company or as a cashier's check made out to the Charter Township of Ypsilanti.

SUBCONTRACTORS

The undersigned has submitted with this proposal a complete list of the subcontractors whose sub-bids were used to compile this proposal.

ALTERNATES

The bidder agrees to perform the following alternate work as described below in accordance with the contract documents for the following sums to be added to or deducted from the base bid. Failure to include prices for alternates shall be interpreted to mean that no change in price will result from the addition or deletion of the alternate work.

Alternate No. 1: None issued.

Add/Deduct _____ Dollars (_____)

Change in time of completion: _____ Days

UNIT PRICES

Should the undersigned be required to perform work in addition to that required by the contract documents, or should he or she be required to omit work required by the contract documents, the contract amount shall be adjusted according to the unit prices quoted below. Prices quoted shall include all charges of the undersigned, including overhead, profit and taxes. The unit prices quoted herein shall be used during the duration of the project beginning with the signing of the Agreement and until the issuance of the Certificate of Substantial Completion by the Architect.

Unit Price No. 1: None issued.

Add/Deduct _____ Dollars (_____)

ALLOWANCES

The Contractor is to include the following allowances in his base bid per Section Allowances.

1. Tile: the contractor's bid is to include an allowance of \$10/square foot for ceramic/porcelain floor and wall tile. The base bid is to include shipping, taxes, installation, overhead and profit.

ADDENDA

If any addenda to the documents have been received during the bidding period, the bidder shall fill in their number and dates which acknowledges his having received same and included them in this proposal.

Addendum No.: Dated: _____

Addendum No.: Dated: _____

Addendum No.: Dated: _____

ACCEPTANCE OF PROPOSAL

The undersigned agrees to execute a contract for work covered by this proposal, provided that he is notified of its acceptance within ninety days after the opening of proposals.

Name of Bidder: _____
(Print Name)

By: _____
(Signature)

Date: _____

END OF SECTION 010050

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Access to site.
4. Coordination with occupants.
5. Work restrictions.
6. Specification and Drawing conventions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.2 PROJECT INFORMATION

A. Project Identification: Toilet Renovations for the Ypsilanti Charter Township Civic Center.

1. Project Location: 7200 S Huron River Drive.

B. Owner: Ypsilanti Charter Township.

1. Owner's Representative: Mike Hoffmeister.

C. Architect: Wayde Hoppe, HOPPE Design, LLC.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. Renovation and expansion of existing toilet rooms; and other Work indicated in the Contract Documents.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

1.4 ACCESS TO SITE

- A. Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Driveways, Walkways, and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
- B. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.5 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.

1.6 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 9 a.m. to 4 p.m., Monday through Friday, unless otherwise indicated.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 - 2. Obtain Architect's written permission before proceeding with utility interruptions.
- D. Restricted Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

1.7 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.

- e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
- a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Not allowed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

1.2 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 10 days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - 4. Include costs of labor and supervision directly attributable to the change.
 - 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

6. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.

1.3 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Change Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.2 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
 - 1. Arrange schedule of values consistent with format of AIA Document G703.
 - 2. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
 - 3. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site.
 - 4. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
 - 5. Overhead Costs: Include total cost and proportionate share of general overhead and profit for each line item.
 - 6. Overhead Costs: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
 - 7. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
 - 8. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: Submit Application for Payment to Architect by the fifteenth of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
 - 1. Submit draft copy of Application for Payment seven days prior to due date for review by Architect.
- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 - 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt. One copy shall include waivers of lien, sworn statement by general contractor and similar attachments if required.
 - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 - 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit conditional final or full waivers.
 - 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 - 5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner. Lien waivers shall be unconditional waivers. Conditional waivers will not be accepted.

- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Sustainable design action plans, including preliminary project materials cost data.
 6. Schedule of unit prices.
 7. Submittal schedule (preliminary if not final).
 8. List of Contractor's staff assignments.
 9. List of Contractor's principal consultants.
 10. Copies of building permits.
 11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 12. Initial progress report.
 13. Report of preconstruction conference.
 14. Certificates of insurance and insurance policies.
 15. Performance and payment bonds.
 16. Data needed to acquire Owner's insurance.
- H. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706.
 5. AIA Document G706A.
 6. AIA Document G707.
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Submittal schedule requirements.
 2. Administrative and procedural requirements for submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.3 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
1. Project name.
 2. Date.
 3. Name of Architect.
 4. Name of Construction Manager.
 5. Name of Contractor.
 6. Name of firm or entity that prepared submittal.
 7. Names of subcontractor, manufacturer, and supplier.
 8. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
 9. Category and type of submittal.
 10. Submittal purpose and description.
 11. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 12. Drawing number and detail references, as appropriate.
 13. Indication of full or partial submittal.
 14. Location(s) where product is to be installed, as appropriate.
 15. Other necessary identification.
 16. Remarks.
 17. Signature of transmitter.

- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. PDF Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

1.4 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Email: Prepare submittals as PDF package, and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Resubmittal Review: Allow 15 days for review of each resubmittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.5 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before Shop Drawings, and before or concurrent with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Paper Sheet Size: Except for templates, patterns, and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
- C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.

2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Paper Transmittal: Include paper transmittal including complete submittal information indicated.
 4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
 - 1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 - 2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 - 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 - 4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
 - 5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- H. Test and Research Reports:
 - 1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
 - 2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
 - 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 - 4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 - 5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
 - 6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.

- b. Date of evaluation.
- c. Time period when report is in effect.
- d. Product and manufacturers' names.
- e. Description of product.
- f. Test procedures and results.
- g. Limitations of use.

1.6 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
 - 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.7 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return it.
 - 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.

Paper Submittals: Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 2. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

1.2 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced" unless otherwise further described means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.
- E. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.

- F. Source Quality-Control Tests: Tests and inspections that are performed at the source; for example, plant, mill, factory, or shop.
- G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- H. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- I. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect.

1.3 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1.4 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements are specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for direction before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.5 ACTION SUBMITTALS

- A. Delegated-Design Services Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit a statement signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
 - 1. Seismic-force-resisting system, designated seismic system, or component listed in the Statement of Special Inspections.
 - 2. Main wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.
- B. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- C. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

1.7 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, telephone number, and email address of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.
 - 10. Record of temperature and weather conditions at time of sample taking and testing and inspection.
 - 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 - 12. Name and signature of laboratory inspector.
 - 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
 - 1. Statement on condition of substrates and their acceptability for installation of product.
 - 2. Statement that products at Project site comply with requirements.
 - 3. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.

4. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 5. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Statement that equipment complies with requirements.
 2. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 3. Other required items indicated in individual Specification Sections.

1.8 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.
1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.
- G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.

- H. **Manufacturer's Technical Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. **Factory-Authorized Service Representative Qualifications:** An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
 - 1. **Testing Agency Responsibilities:** Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.

1.9 QUALITY CONTROL

- A. **Owner Responsibilities:** Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
 - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspection they are engaged to perform.
 - 2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. **Contractor Responsibilities:** Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
 - 1. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 - 2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspection will be performed.
 - 3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 - 4. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 - 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. **Retesting/Reinspecting:** Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.

- D. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform duties of Contractor.
- E. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 013300 "Submittal Procedures."
- F. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- G. Associated Contractor Services: Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 6. Security and protection for samples and for testing and inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:

1. Date test or inspection was conducted.
2. Description of the Work tested or inspected.
3. Date test or inspection results were transmitted to Architect.
4. Identification of testing agency or special inspector conducting test or inspection.

B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's reference during normal working hours.

1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

A. General: On completion of testing, inspection, sample taking, and similar services, repair damaged construction and restore substrates and finishes.

1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 017300 "Execution."

B. Protect construction exposed by or for quality-control service activities.

C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000

SECTION 014200 - REFERENCES

PART 1 - GENERAL

1.1 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.2 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.3 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."

B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list.

1. AABC - Associated Air Balance Council; www.aabc.com.
2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
7. ABMA - American Boiler Manufacturers Association; www.abma.com.
8. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org
9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
11. AF&PA - American Forest & Paper Association; www.afandpa.org.
12. AGA - American Gas Association; www.aga.org.
13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
15. AI - Asphalt Institute; www.asphaltinstitute.org.
16. AIA - American Institute of Architects (The); www.aia.org.
17. AISC - American Institute of Steel Construction; www.aisc.org.
18. AISI - American Iron and Steel Institute; www.steel.org.
19. AITC - American Institute of Timber Construction; www.aitc-glulam.org.
20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.
30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Safety Engineers (The); www.asse.org.

34. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AWEA - American Wind Energy Association; www.awea.org.
38. AWI - Architectural Woodwork Institute; www.awinet.org.
39. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
40. AWPA - American Wood Protection Association; www.awpa.com.
41. AWS - American Welding Society; www.aws.org.
42. AWWA - American Water Works Association; www.awwa.org.
43. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
44. BIA - Brick Industry Association (The); www.gobrick.com.
45. BICSI - BICSI, Inc.; www.bicsi.org.
46. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
47. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
48. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
49. CDA - Copper Development Association; www.copper.org.
50. CE - Conformite Europeenne; <http://ec.europa.eu/growth/single-market/ce-marking/>
51. CEA - Canadian Electricity Association; www.electricity.ca.
52. CEA - Consumer Electronics Association; www.ce.org.
53. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
54. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
55. CGA - Compressed Gas Association; www.cganet.com.
56. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
57. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
58. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
59. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
60. CPA - Composite Panel Association; www.pbmdf.com.
61. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
62. CRRC - Cool Roof Rating Council; www.coolroofs.org.
63. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
64. CSA - Canadian Standards Association; www.csa.ca.
65. CSA - CSA International; (Formerly: IAS - International Approval Services); www.csa-international.org.
66. CSI - Construction Specifications Institute (The); www.csinet.org.
67. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
68. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.cti.org.
69. CWC - Composite Wood Council; (See CPA).
70. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
71. DHI - Door and Hardware Institute; www.dhi.org.
72. ECA - Electronic Components Association; (See ECIA).
73. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
74. ECIA - Electronic Components Industry Association; www.eciaonline.org.
75. EIA - Electronic Industries Alliance; (See TIA).
76. EIMA - EIFS Industry Members Association; www.eima.com.
77. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
78. ESD - ESD Association; (Electrostatic Discharge Association); www.esda.org.
79. ESTA - Entertainment Services and Technology Association; (See PLASA).
80. ETL - Intertek (See Intertek); www.intertek.com.

81. EVO - Efficiency Valuation Organization; www.evo-world.org.
82. FCI - Fluid Controls Institute; www.fluidcontrolsinstitute.org.
83. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
84. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
85. FM Approvals - FM Approvals LLC; www.fmglobal.com.
86. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
87. FRSA - Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc.; www.floridarroof.com.
88. FSA - Fluid Sealing Association; www.fluidsealing.com.
89. FSC - Forest Stewardship Council U.S.; www.fscus.org.
90. GA - Gypsum Association; www.gypsum.org.
91. GANA - Glass Association of North America; www.glasswebsite.com.
92. GS - Green Seal; www.greenseal.org.
93. HI - Hydraulic Institute; www.pumps.org.
94. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
95. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
96. HPVA - Hardwood Plywood & Veneer Association; www.hpva.org.
97. HPW - H. P. White Laboratory, Inc.; www.hpwhite.com.
98. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
99. IAS - International Accreditation Service; www.iasonline.org.
100. IAS - International Approval Services; (See CSA).
101. ICBO - International Conference of Building Officials; (See ICC).
102. ICC - International Code Council; www.iccsafe.org.
103. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
104. ICPA - International Cast Polymer Alliance; www.icpa-hq.org.
105. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
106. IEC - International Electrotechnical Commission; www.iec.ch.
107. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
108. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
109. IESNA - Illuminating Engineering Society of North America; (See IES).
110. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
111. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
112. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.okstate.edu.
113. ILI - Indiana Limestone Institute of America, Inc.; www.iliai.com.
114. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
115. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
116. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
117. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
118. ISO - International Organization for Standardization; www.iso.org.
119. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
120. ITU - International Telecommunication Union; www.itu.int/home.
121. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
122. LMA - Laminating Materials Association; (See CPA).
123. LPI - Lightning Protection Institute; www.lightning.org.

124. MBMA - Metal Building Manufacturers Association; www.mbma.com.
125. MCA - Metal Construction Association; www.metalconstruction.org.
126. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
127. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
128. MHIA - Material Handling Industry of America; www.mhia.org.
129. MIA - Marble Institute of America; www.marble-institute.com.
130. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
131. MPI - Master Painters Institute; www.paintinfo.com.
132. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
133. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
134. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
135. NADCA - National Air Duct Cleaners Association; www.nadca.com.
136. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
137. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
138. NBI - New Buildings Institute; www.newbuildings.org.
139. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
140. NCMA - National Concrete Masonry Association; www.ncma.org.
141. NEBB - National Environmental Balancing Bureau; www.nebb.org.
142. NECA - National Electrical Contractors Association; www.necanet.org.
143. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
144. NEMA - National Electrical Manufacturers Association; www.nema.org.
145. NETA - InterNational Electrical Testing Association; www.netaworld.org.
146. NFHS - National Federation of State High School Associations; www.nfhs.org.
147. NFPA - National Fire Protection Association; www.nfpa.org.
148. NFPA - NFPA International; (See NFPA).
149. NFRC - National Fenestration Rating Council; www.nfrc.org.
150. NHLA - National Hardwood Lumber Association; www.nhla.com.
151. NLGA - National Lumber Grades Authority; www.nlga.org.
152. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
153. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
154. NRCA - National Roofing Contractors Association; www.nrca.net.
155. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
156. NSF - NSF International; www.nsf.org.
157. NSPE - National Society of Professional Engineers; www.nspe.org.
158. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
159. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
160. NWFA - National Wood Flooring Association; www.nwfa.org.
161. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
162. PDI - Plumbing & Drainage Institute; www.pdionline.org.
163. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); <http://www.plasa.org>.
164. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
165. RFCI - Resilient Floor Covering Institute; www.rfci.com.
166. RIS - Redwood Inspection Service; www.redwoodinspection.com.
167. SAE - SAE International; www.sae.org.
168. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
169. SDI - Steel Deck Institute; www.sdi.org.
170. SDI - Steel Door Institute; www.steeldoor.org.

171. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
172. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
173. SIA - Security Industry Association; www.siaonline.org.
174. SJI - Steel Joist Institute; www.steeljoist.org.
175. SMA - Screen Manufacturers Association; www.smainfo.org.
176. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
177. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
178. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
179. SPIB - Southern Pine Inspection Bureau; www.spib.org.
180. SPRI - Single Ply Roofing Industry; www.spri.org.
181. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
182. SSINA - Specialty Steel Industry of North America; www.ssina.com.
183. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
184. STI - Steel Tank Institute; www.steel tank.com.
185. SWI - Steel Window Institute; www.steelwindows.com.
186. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
187. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
188. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
189. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
190. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
191. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
192. TMS - The Masonry Society; www.masonrysociety.org.
193. TPI - Truss Plate Institute; www.tpinst.org.
194. TPI - Turfgrass Producers International; www.turfgrasssod.org.
195. TRI - Tile Roofing Institute; www.tilerroofing.org.
196. UL - Underwriters Laboratories Inc.; <http://www.ul.com>.
197. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
198. USAV - USA Volleyball; www.usavolleyball.org.
199. USGBC - U.S. Green Building Council; www.usgbc.org.
200. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
201. WASTEC - Waste Equipment Technology Association; www.wastec.org.
202. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
203. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
204. WDMA - Window & Door Manufacturers Association; www.wdma.com.
205. WI - Woodwork Institute; www.wicnet.org.
206. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
207. WWPA - Western Wood Products Association; www.wwpa.org.

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.

1. DIN - Deutsches Institut für Normung e.V.; www.din.de.
2. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
3. ICC - International Code Council; www.iccsafe.org.

4. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.

1. COE - Army Corps of Engineers; www.usace.army.mil.
2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
4. DOD - Department of Defense; www.quicksearch.dla.mil.
5. DOE - Department of Energy; www.energy.gov.
6. EPA - Environmental Protection Agency; www.epa.gov.
7. FAA - Federal Aviation Administration; www.faa.gov.
8. FG - Federal Government Publications; www.gpo.gov/fdsys.
9. GSA - General Services Administration; www.gsa.gov.
10. HUD - Department of Housing and Urban Development; www.hud.gov.
11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
13. SD - Department of State; www.state.gov.
14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
17. USDOJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
18. USP - U.S. Pharmacopeial Convention; www.usp.org.
19. USPS - United States Postal Service; www.usps.com.

E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CFR - Code of Federal Regulations; Available from Government Printing Office; www.gpo.gov/fdsys.
2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
3. DSCC - Defense Supply Center Columbus; (See FS).
4. FED-STD - Federal Standard; (See FS).
5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org/ccb.
6. MILSPEC - Military Specification and Standards; (See DOD).

7. USAB - United States Access Board; www.access-board.gov.
8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; www.bearhfti.ca.gov.
2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; www.calregs.com.
3. CDHS; California Department of Health Services; (See CDPH).
4. CDPH; California Department of Public Health; Indoor Air Quality Program; www.cal-iaq.org.
5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
7. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservation.tamu.edu.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 014200

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
 - 1. Section 012500 "Substitution Procedures" for requests for substitutions.

1.2 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved by Architect through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.3 ACTION SUBMITTALS

- A. Comparable Product Request Submittal: Submit request for consideration of each comparable product. Identify basis-of-design product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.

2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Architect's Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
 - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 013300 "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
- C. Storage:
 1. Store products to allow for inspection and measurement of quantity or counting of units.
 2. Store materials in a manner that will not endanger Project structure.
 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
 5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.

6. Protect stored products from damage and liquids from freezing.

1.6 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
 1. Sole Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

- a. Sole product may be indicated by the phrase: "Subject to compliance with requirements, provide the following: ..."
2. Sole Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Sole manufacturer/source may be indicated by the phrase: "Subject to compliance with requirements, provide products by the following: ..."
3. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Limited list of products may be indicated by the phrase: "Subject to compliance with requirements, provide one of the following: ..."
4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, which complies with requirements.
 - a. Non-limited list of products is indicated by the phrase: "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following: ..."
5. Limited List of Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Limited list of manufacturers is indicated by the phrase: "Subject to compliance with requirements, provide products by one of the following: ..."
6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, which complies with requirements.
 - a. Non-limited list of manufacturers is indicated by the phrase: "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following: ..."
7. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- a. For approval of products by unnamed manufacturers, comply with requirements in Section 012500 "Substitution Procedures" for substitutions for convenience.
- C. Visual Matching Specification: Where Specifications require "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 - 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:
 - 1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant product qualities include attributes such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 - 2. Evidence that proposed product provides specified warranty.
 - 3. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 - 4. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at final completion.

1.3 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

1.4 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.

3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by. Label with manufacturer's name and model number.
 5. Submit testing, adjusting, and balancing records.
 6. Submit sustainable design submittals not previously submitted.
 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
 6. Advise Owner of changeover in utility services.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements.
 10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1.5 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.

3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1.6 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order.
 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 3. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Architect will return annotated file.

1.7 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranties in Paper Form:
1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Restore reflective surfaces to their original condition.
 - b. Remove debris and surface dust from limited access spaces.
 - c. Sweep concrete floors broom clean.
 - d. Vacuum carpet and similar soft surfaces, removing debris; clean according to manufacturer's recommendations if visible soil or stains remain.
 - e. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - f. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - g. Leave Project clean and ready for occupancy.

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations, before requesting inspection for determination of Substantial Completion.
- B. Repair, or remove and replace, defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

END OF SECTION 017700

SECTION 024119 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Demolition and removal of selected portions of building or structure.

1.2 MATERIALS OWNERSHIP

A. Unless otherwise indicated, demolition waste becomes property of Contractor.

B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.

1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

1.3 INFORMATIONAL SUBMITTALS

A. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for dust control and, for noise control. Indicate proposed locations and construction of barriers.

B. Schedule of selective demolition activities with starting and ending dates for each activity.

1.4 FIELD CONDITIONS

A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.

B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.

D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.

1. If suspected hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

E. Storage or sale of removed items or materials on-site is not permitted.

- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
 - 1. Maintain fire-protection facilities in service during selective demolition operations.
- G. Arrange selective demolition schedule so as not to interfere with Owner's operations.

1.5 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials and using approved contractors so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ASSE A10.6 and NFPA 241.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Inventory and record the condition of items to be removed and salvaged.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.
- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
 - 1. Owner will arrange to shut off indicated services/systems when requested by Contractor.
 - 2. Arrange to shut off utilities with utility companies.
 - 3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.

3.3 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- B. Remove temporary barricades and protections where hazards no longer exist.

3.4 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
 - 1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
 - 2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
 - 3. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 - 4. Dispose of demolished items and materials promptly.
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- C. Removed and Salvaged Items:
 - 1. Clean salvaged items.
 - 2. Pack or crate items after cleaning. Identify contents of containers.
 - 3. Store items in a secure area until delivery to Owner.
 - 4. Transport items to Owner's storage area on-site.
 - 5. Protect items from damage during transport and storage.
- D. Removed and Reinstalled Items:
 - 1. Clean and repair items to functional condition adequate for intended reuse.
 - 2. Pack or crate items after cleaning and repairing. Identify contents of containers.
 - 3. Protect items from damage during transport and storage.
 - 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
- E. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

3.5 CLEANING

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.
 - 1. Do not allow demolished materials to accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 - 3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
 - 4. Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."
- B. Burning: Do not burn demolished materials.
- C. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 024119

SECTION 081416 - FLUSH WOOD DOORS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Five-ply flush wood veneer-faced doors for transparent finish.
2. Factory finishing flush wood doors.
3. Factory fitting flush wood doors to frames and factory machining for hardware.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product, including the following:

1. Door core materials and construction.
2. Door edge construction
3. Door face type and characteristics.
4. Door frame construction.
5. Factory-machining criteria.
6. Factory- finishing specifications.

B. Shop Drawings: Indicate location, size, and hand of each door; elevation of each type of door; construction details not covered in Product Data; and the following:

1. Door schedule indicating door and frame location, type, size, fire protection rating, and swing.
2. Door elevations, dimension and locations of hardware, lite and louver cutouts, and glazing thicknesses.
3. Details of frame for each frame type, including dimensions and profile.
4. Dimensions and locations of blocking for hardware attachment.
5. Clearances and undercuts.
6. Requirements for veneer matching.
7. Apply AWI Quality Certification Program label to Shop Drawings.

C. Samples: For factory-finished doors.

1.3 INFORMATIONAL SUBMITTALS

A. Field quality-control reports.

1.4 CLOSEOUT SUBMITTALS

A. Quality Standard Compliance Certificates: AWI Quality Certification Program certificates.

1.5 QUALITY ASSURANCE

- A. Manufacturer's Certification: Licensed participant in AWI's Quality Certification Program.

PART 2 - PRODUCTS

2.1 FLUSH WOOD DOORS AND FRAMES, GENERAL

- A. Quality Standard: In addition to requirements specified, comply with "Architectural Woodwork Standards."
 - 1. Provide labels and certificates from AWI certification program indicating that doors comply with requirements of grades specified.

2.2 SOLID-CORE, FIVE-PLY FLUSH WOOD VENEER-FACED DOORS FOR TRANSPARENT FINISH

- A. Interior Doors:
 - 1. Performance Grade: ANSI/WDMA I.S. 1A Heavy Duty.
 - 2. Performance Grade:
 - a. ANSI/WDMA I.S. 1A Heavy Duty unless otherwise indicated on Drawings.
 - 3. Architectural Woodwork Standards Grade: Premium.
 - 4. Faces: Single-ply wood veneer not less than 1/50 inch thick.
 - a. Species: Red oak.
 - b. Cut: Plain sliced (flat sliced).
 - c. Match between Veneer Leaves: Slip match.
 - d. Assembly of Veneer Leaves on Door Faces: Center-balance match.
 - 5. Exposed Vertical and Top Edges: Same species as faces or a compatible species - Architectural Woodwork Standards edge Type A.
 - a. Mineral-Core Doors: At hinge stiles, provide laminated-edge construction with improved screw-holding capability and split resistance. Comply with specified requirements for exposed edges.
 - 1) Screw-Holding Capability: 550 lbf in accordance with WDMA T.M. 10.
 - 6. Core for Non-Fire-Rated Doors:
 - a. ANSI A208.1, Grade LD-1 particleboard.
 - 1) Blocking: Provide wood blocking in particleboard-core doors as needed to eliminate through-bolting hardware.
 - a) 5-inch top-rail blocking, in doors indicated to have closers.

- b) 5-inch bottom-rail blocking, in exterior doors and doors indicated to have kick, mop, or armor plates.
 - c) 5-inch midrail blocking, in doors indicated to have exit devices.
- 2) Provide doors with glued-wood-stave cores instead of particleboard cores for doors scheduled to receive exit devices in Section 087100 "Door Hardware."
- b. Glued wood stave.
 - c. WDMA I.S. 10 structural composite lumber.
 - 1) Screw Withdrawal, Face: 550 lbf.
 - 2) Screw Withdrawal, Edge: 550 lbf.
 - d. Either glued wood stave or WDMA I.S. 10 structural composite lumber.
7. Construction: Five plies, hot-pressed bonded (vertical and horizontal edging is bonded to core), with entire unit abrasive planed before veneering.

2.3 FABRICATION

- A. Factory fit doors to suit frame-opening sizes indicated.
 - 1. Comply with clearance requirements of referenced quality standard for fitting unless otherwise indicated.
- B. Factory machine doors for hardware that is not surface applied.
 - 1. Locate hardware to comply with DHI-WDHS-3.
 - 2. Comply with final hardware schedules, door frame Shop Drawings, ANSI/BHMA-156.115-W, and hardware templates.
 - 3. Coordinate with hardware mortises in metal frames, to verify dimensions and alignment before factory machining.
 - 4. For doors scheduled to receive electrified locksets, provide factory-installed raceway and wiring to accommodate specified hardware.
- C. Openings: Factory cut and trim openings through doors.
 - 1. Light Openings: Trim openings with moldings of material and profile indicated.
 - 2. Glazing: Factory install glazing in doors indicated to be factory finished. Comply with applicable requirements in Section 088000 "Glazing."

2.4 FACTORY FINISHING

- A. Comply with referenced quality standard for factory finishing.
 - 1. Complete fabrication, including fitting doors for openings and machining for hardware that is not surface applied, before finishing.
 - 2. Finish faces, all four edges, edges of cutouts, and mortises.

3. Stains and fillers may be omitted on top and bottom edges, edges of cutouts, and mortises.
- B. Factory finish doors.
- C. Transparent Finish:
1. Architectural Woodwork Standards Grade: Premium.
 2. Finish: Architectural Woodwork Standards System-5, Varnish, Conversion.
 3. Finish: Architectural Woodwork Standards System-9, UV Curable, Acrylated Epoxy, Polyester or Urethane.
 4. Finish: Architectural Woodwork Standards System-10, UV Curable, Water Based.
 5. Finish: Architectural Woodwork Standards System-11, Polyurethane, Catalyzed.
 6. Finish: ANSI/WDMA I.S. 1A TR-4 Conversion Varnish.
 7. Finish: ANSI/WDMA I.S. 1A TR-6 Catalyzed Polyurethane.
 8. Finish: ANSI/WDMA I.S. 1A TR-8 UV Cured Acrylated Polyester/Urethane
 9. Staining: As selected by Architect from manufacturer's full range.
 10. Effect: Semifilled finish, produced by applying an additional finish coat to partially fill the wood pores.
 11. Sheen: Satin.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Hardware: For installation, see Section 087100 "Door Hardware."
- B. Install doors and frames to comply with manufacturer's written instructions and referenced quality standard, and as indicated.
- C. Install frames level, plumb, true, and straight.
1. Shim as required with concealed shims. Install level and plumb to a tolerance of 1/8 inch in 96 inches.
 2. Anchor frames to anchors or blocking built in or directly attached to substrates.
 - a. Secure with countersunk, concealed fasteners and blind nailing.
 - b. Use fine finishing nails for exposed fastening, countersunk and filled flush with woodwork.
 - 1) For factory-finished items, use filler matching finish of items being installed.
- D. Job-Fitted Doors:
1. Align and fit doors in frames with uniform clearances and bevels as indicated below.
 2. Machine doors for hardware.
 3. Seal edges of doors, edges of cutouts, and mortises after fitting and machining.
 4. Clearances:

- a. Provide 1/8 inch at heads, jambs, and between pairs of doors.
 - b. Provide 1/8 inch from bottom of door to top of decorative floor finish or covering unless otherwise indicated on Drawings.
 - c. Where threshold is shown or scheduled, provide 1/4 inch from bottom of door to top of threshold unless otherwise indicated.
 - d. Comply with NFPA 80 for fire-rated doors.
5. Bevel non-fire-rated doors 1/8 inch in 2 inches at lock and hinge edges.
- E. Factory-Fitted Doors: Align in frames for uniform clearance at each edge.
- F. Factory-Finished Doors: Restore finish before installation if fitting or machining is required at Project site.

3.2 FIELD QUALITY CONTROL

- A. Repair or remove and replace installations where inspections indicate that they do not comply with specified requirements.
- B. Reinspect repaired or replaced installations to determine if replaced or repaired door assembly installations comply with specified requirements.

3.3 ADJUSTING

- A. Operation: Rehang or replace doors that do not swing or operate freely.
- B. Finished Doors: Replace doors that are damaged or that do not comply with requirements. Doors may be repaired or refinished if Work complies with requirements and shows no evidence of repair or refinishing.

END OF SECTION 081416

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Mechanical door hardware for the following:
 - a. Swinging doors.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product in each finish specified.
- C. Door hardware schedule.
- D. Keying schedule.

1.3 INFORMATIONAL SUBMITTALS

- A. Sample warranty.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance data.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Supplier of products and an employer of workers trained and approved by product manufacturers and of an Architectural Hardware Consultant who is available during the course of the Work to consult Contractor, Architect, and Owner about door hardware and keying.

1.6 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of door hardware that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Three years from date of Substantial Completion unless otherwise indicated below:
 - a. Exit Devices: Two years from date of Substantial Completion.
 - b. Manual Closers: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Means of Egress Doors: Latches do not require more than 15 lbf to release the latch. Locks do not require use of a key, tool, or special knowledge for operation.
- B. Accessibility Requirements: For door hardware on doors in an accessible route, comply with the USDOJ's "2010 ADA Standards for Accessible Design" ICC A117.1.

2.2 HINGES

- A. Hinges: BHMA A156.1.

2.3 MECHANICAL LOCKS AND LATCHES

- A. Lock Functions: As indicated in door hardware schedule.
- B. Lock Throw: Comply with testing requirements for length of bolts required for labeled fire doors, and as follows:
 - 1. Bored Locks: Minimum 1/2-inch latchbolt throw.
 - 2. Mortise Locks: Minimum 3/4-inch latchbolt throw.
 - 3. Deadbolts: Minimum 1-inch bolt throw.
- C. Lock Backset: 2-3/4 inches unless otherwise indicated.
- D. Lock Trim:
 - 1. Description: As indicated on Drawings.
- E. Strikes: Provide manufacturer's standard strike for each lock bolt or latchbolt complying with requirements indicated for applicable lock or latch and with strike box and curved lip extended to protect frame; finished to match lock or latch.
 - 1. Extra-Long-Lip Strikes: For locks used on frames with applied wood casing trim.
- F. Bored Locks: BHMA A156.2; Grade 1; Series 4000.

2.4 LOCK CYLINDERS

- A. Lock Cylinders: Tumbler type, constructed from brass or bronze, stainless steel, or nickel silver. Provide cylinder from same manufacturer of locking devices.
- B. Standard Lock Cylinders: BHMA A156.5; Grade 1 permanent cores; face finished to match lockset.
 - 1. Core Type: Interchangeable.

- C. Construction Master Keys: Provide cylinders with feature that permits voiding of construction keys without cylinder removal. Provide 10 construction master keys.
- D. Construction Cores: Provide construction cores that are replaceable by permanent cores.

2.5 KEYING

- A. Keying System: Factory registered, complying with guidelines in BHMA A156.28, appendix. Provide one extra key blank for each lock.
 - 1. Existing System:
 - a. Master key or grand master key locks to Owner's existing system.
- B. Keys: Nickel silver.
 - 1. Stamping: Permanently inscribe each key with a visual key control number and include the following notation:
 - a. Notation: "DO NOT DUPLICATE."

2.6 SURFACE CLOSERS

- A. Surface Closers: BHMA A156.4; rack-and-pinion hydraulic type with adjustable sweep and latch speeds controlled by key-operated valves and forged-steel main arm. Comply with manufacturer's written instructions for size of door closers depending on size of door, exposure to weather, and anticipated frequency of use. Provide factory-sized closers, adjustable to meet field conditions and requirements for opening force.

2.7 MECHANICAL STOPS AND HOLDERS

- A. Wall- and Floor-Mounted Stops: BHMA A156.16.

2.8 FINISHES

- A. Provide finishes complying with BHMA A156.18 as indicated in door hardware schedule.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Mounting Heights: Mount door hardware units at heights to comply with the following unless otherwise indicated or required to comply with governing regulations.
 - 1. Wood Doors: DHI's "Recommended Locations for Architectural Hardware for Wood Flush Doors."

- B. Install each door hardware item to comply with manufacturer's written instructions. Where cutting and fitting are required to install door hardware onto or into surfaces that are later to be painted or finished in another way, coordinate removal, storage, and reinstallation of surface protective trim units with finishing work. Do not install surface-mounted items until finishes have been completed on substrates involved.
- C. Hinges: Install types and in quantities indicated in door hardware schedule, but not fewer than the number recommended by manufacturer for application indicated or one hinge for every 30 inches of door height, whichever is more stringent, unless other equivalent means of support for door, such as spring hinges or pivots, are provided.
- D. Lock Cylinders: Install construction cores to secure building and areas during construction period.
 - 1. Replace construction cores with permanent cores as directed by Owner.
 - 2. Furnish permanent cores to Owner for installation.
- E. Stops: Provide floor stops for doors unless wall or other type stops are indicated in door hardware schedule. Do not mount floor stops where they will impede traffic.

3.2 ADJUSTING

- A. Adjust and check each operating item of door hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate as intended. Adjust door control devices to compensate for final operation of heating and ventilating equipment and to comply with referenced accessibility requirements.

END OF SECTION 087100

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Silvered flat glass mirrors.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: Include mirror elevations, edge details, mirror hardware, and attachment details.

1.3 INFORMATIONAL SUBMITTALS

- A. Sample Warranty: For special warranty.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For mirrors to include in maintenance manuals.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified Installer, who employs glass installers for this Project who are certified under the National Glass Association's Certified Glass Installer Program.

1.6 PRECONSTRUCTION TESTING

- A. Preconstruction Mirror Mastic Compatibility Test: Submit mirror mastic products to mirror manufacturer for testing to determine compatibility of mastic with mirror backing.
 - 1. Testing is not required if data are submitted based on previous testing of mirror mastic products and mirror backing matching those submitted.

1.7 WARRANTY

- A. Special Warranty: Manufacturer agrees to replace mirrors that deteriorate within specified warranty period. Deterioration of mirrors is defined as defects developed from normal use that are not attributed to mirror breakage or to maintaining and cleaning mirrors contrary to manufacturer's written instructions. Defects include discoloration, black spots, and clouding of the silver film.

1. Warranty Period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 SILVERED FLAT GLASS MIRRORS

- A. Tempered Glass Mirrors: Mirror Glazing Quality for blemish requirements and complying with ASTM C1048 for Kind FT, Condition A, tempered float glass before silver coating is applied.
 1. Nominal Thickness: 5.0 mm.

2.2 MISCELLANEOUS MATERIALS

- A. Setting Blocks: Elastomeric material with a Shore, Type A durometer hardness of 85, plus or minus 5.
- B. Edge Sealer: Coating compatible with glass coating and approved by mirror manufacturer for use in protecting against silver deterioration at mirrored glass edges.
- C. Mirror Mastic: An adhesive setting compound, asbestos-free, produced specifically for setting mirrors.
- D. Film Backing for Safety Mirrors: Film backing and pressure-sensitive adhesive; both compatible with mirror backing paint as certified by mirror manufacturer.

2.3 MIRROR HARDWARE

- A. Aluminum J-Channels: Aluminum extrusions with a return deep enough to produce a glazing channel to accommodate mirrors of thickness indicated and in lengths required to cover edges of mirrors in a single piece.
 1. Aluminum J Channel Bottom Top Trim: J-channels formed with front leg and back leg not less than 5/8 and 1 inch in height, respectively, and a thickness of not less than 0.04 inch.
 2. Finish: Clear bright anodized.
- B. Fasteners: Fabricated of same basic metal and alloy as fastened metal and matching it in finished color and texture where fasteners are exposed.

2.4 FABRICATION

- A. Fabricate cutouts for notches and holes in mirrors without marring visible surfaces. Locate and size cutouts, so they fit closely around penetrations in mirrors.
- B. Mirror Edge Treatment: Rounded high polished.

1. Seal edges of mirrors with edge sealer after edge treatment to prevent chemical or atmospheric penetration of glass coating.
- C. Film-Backed Safety Mirrors: Apply film backing with adhesive coating over mirror backing paint, as recommended in writing by film-backing manufacturer, to produce a surface free of bubbles, blisters, and other imperfections.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, over which mirrors are to be mounted, with Installer present, for compliance with installation tolerances, substrate preparation, and other conditions affecting performance of the Work.
- B. Verify compatibility with and suitability of substrates, including compatibility of existing finishes or primers with mirror mastic.
- C. Proceed with installation only after unsatisfactory conditions have been corrected and surfaces are dry.

3.2 PREPARATION

- A. Comply with mastic manufacturer's written installation instructions for preparation of substrates, including coating substrates with mastic manufacturer's special bond coating where applicable.

3.3 INSTALLATION

- A. General: Install mirrors to comply with mirror manufacturer's written instructions and with referenced National Glass Association (NGA) publications. Mount mirrors accurately in place in a manner that avoids distorting reflected images.
- B. Install mirrors with mastic and mirror hardware. Attach mirror hardware securely to mounting surfaces with mechanical fasteners installed with anchors or inserts as applicable. Install fasteners so heads do not impose point loads on backs of mirrors.
 1. Aluminum J-Channels: Provide setting blocks 1/8 inch thick by 4 inches long at quarter points. To prevent trapping water, provide, between setting blocks, two slotted weeps not less than 1/4 inch wide by 3/8 inch long at bottom channel.
 2. Install mastic as follows:
 - a. Apply barrier coat to mirror backing where approved in writing by manufacturers of mirrors and backing material.
 - b. Apply mastic to comply with mastic manufacturer's written instructions for coverage and to allow air circulation between back of mirrors and face of mounting surface.

- c. After mastic is applied, align mirrors and press into place while maintaining a minimum airspace of 1/8 inch between back of mirrors and mounting surface.
- C. Clean exposed surface of mirrors not more than four days before date scheduled for inspections that establish date of Substantial Completion. Clean mirrors as recommended in writing by mirror manufacturer and NGA's publication "Proper Procedures for Cleaning Flat Glass Mirrors."

END OF SECTION 088300

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Non-load-bearing steel framing systems for interior partitions.

1.2 ACTION SUBMITTALS

- #### A. Product Data: For each type of product.

1.3 INFORMATIONAL SUBMITTALS

- #### A. Product Certificates: For each type of code-compliance certification for studs and tracks.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- #### A. STC-Rated Assemblies: For STC-rated assemblies, provide materials and construction identical to those tested in assembly indicated on Drawings, according to ASTM E90 and classified according to ASTM E413 by an independent testing agency.

2.2 FRAMING SYSTEMS

- #### A. Framing Members, General: Comply with ASTM C754 for conditions indicated.

1. Steel Sheet Components: Comply with ASTM C645 requirements for steel unless otherwise indicated.
2. Protective Coating: ASTM A653/A653M, G60, hot-dip galvanized unless otherwise indicated.

- #### B. Studs and Tracks: ASTM C645. Use either conventional steel studs and tracks or embossed, high-strength steel studs and tracks.

1. Minimum Base-Steel Thickness: As indicated on Drawings.
2. Depth: As indicated on Drawings.

- #### C. Flat Strap and Backing Plate: Steel sheet for blocking and bracing in length and width indicated.

1. Minimum Base-Steel Thickness: 0.0179 inch.

- #### D. Cold-Rolled Channel Bridging: Steel, 0.0538-inch minimum base-steel thickness, with minimum 1/2-inch- wide flanges.

1. Depth: 1-1/2 inches.

2. Clip Angle: Not less than 1-1/2 by 1-1/2 inches, 0.068-inch- thick, galvanized steel.

2.3 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards.
 1. Fasteners for Steel Framing: Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Installation Standard: ASTM C754.
 1. Gypsum Plaster Assemblies: Also comply with requirements in ASTM C841 that apply to framing installation.
 2. Portland Cement Plaster Assemblies: Also comply with requirements in ASTM C1063 that apply to framing installation.
 3. Gypsum Veneer Plaster Assemblies: Also comply with requirements in ASTM C844 that apply to framing installation.
 4. Gypsum Board Assemblies: Also comply with requirements in ASTM C840 that apply to framing installation.
- B. Install framing and accessories plumb, square, and true to line, with connections securely fastened.
- C. Install supplementary framing, and blocking to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction.
- D. Install bracing at terminations in assemblies.
- E. Do not bridge building control and expansion joints with non-load-bearing steel framing members. Frame both sides of joints independently.

3.2 INSTALLING FRAMED ASSEMBLIES

- A. Install framing system components according to spacings indicated, but not greater than spacings required by referenced installation standards for assembly types.
- B. Where studs are installed directly against exterior masonry walls or dissimilar metals at exterior walls, install isolation strip between studs and exterior wall.
- C. Install studs so flanges within framing system point in same direction.
- D. Install tracks at floors and overhead supports. Extend framing full height to structural supports or substrates above suspended ceilings except where partitions are indicated to terminate at suspended ceilings. Continue framing around ducts that penetrate partitions above ceiling.

1. Door Openings: Screw vertical studs at jambs to jamb anchor clips on door frames; install track section (for cripple studs) at head and secure to jamb studs.
 - a. Install two studs at each jamb unless otherwise indicated.
 - b. Install cripple studs at head adjacent to each jamb stud, with a minimum 1/2-inch clearance from jamb stud to allow for installation of control joint in finished assembly.
 - c. Extend jamb studs through suspended ceilings and attach to underside of overhead structure.
 2. Other Framed Openings: Frame openings other than door openings the same as required for door openings unless otherwise indicated. Install framing below sills of openings to match framing required above door heads.
 3. Sound-Rated Partitions: Install framing to comply with sound-rated assembly indicated.
 4. Curved Partitions:
 - a. Bend track to uniform curve and locate straight lengths so they are tangent to arcs.
 - b. Begin and end each arc with a stud, and space intermediate studs equally along arcs. On straight lengths of no fewer than two studs at ends of arcs, place studs 6 inches o.c.
- E. Installation Tolerance: Install each framing member so fastening surfaces vary not more than 1/8 inch from the plane formed by faces of adjacent framing.

END OF SECTION 092216

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Interior gypsum board.
2. Tile backing panels.

1.2 ACTION SUBMITTALS

A. Product Data: For the following:

1. Gypsum wallboard.
2. Mold-resistant gypsum board.
3. Glass-mat, water-resistant backing board.
4. Cementitious backer units.
5. Interior trim.
6. Joint treatment materials.
7. Sound-attenuation blankets.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- #### A. STC-Rated Assemblies: For STC-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E90 and classified according to ASTM E413 by an independent testing agency.

2.2 GYPSUM BOARD, GENERAL

- #### A. Size: Provide maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.

2.3 INTERIOR GYPSUM BOARD

A. Gypsum Wallboard: ASTM C1396/C1396M.

1. Thickness: 5/8 inch.
2. Long Edges: Tapered and featured (rounded or beveled) for prefilling.

B. Mold-Resistant Gypsum Board: ASTM C1396/C1396M. With moisture- and mold-resistant core and paper surfaces.

1. Core: 5/8 inch
2. Long Edges: Tapered.

3. Mold Resistance: ASTM D3273, score of 10 as rated according to ASTM D3274.

2.4 TILE BACKING PANELS

- A. Glass-Mat, Water-Resistant Backing Board: ASTM C1178/C1178M, with manufacturer's standard edges.
 1. Core: 5/8 inch
 2. Mold Resistance: ASTM D3273, score of 10 as rated according to ASTM D3274.
- B. Cementitious Backer Units: ANSI A118.9 and ASTM C1288 or ASTM C1325, with manufacturer's standard edges.
 1. Thickness: 5/8 inch.
 2. Mold Resistance: ASTM D3273, score of 10 as rated according to ASTM D3274.

2.5 TRIM ACCESSORIES

- A. Interior Trim: ASTM C1047.
 1. Material: Galvanized or aluminum-coated steel sheet or rolled zinc.
 2. Shapes:
 - a. Cornerbead.
 - b. Bullnose bead.
 - c. LC-Bead: J-shaped; exposed long flange receives joint compound.
 - d. L-Bead: L-shaped; exposed long flange receives joint compound.
 - e. U-Bead: J-shaped; exposed short flange does not receive joint compound.
 - f. Expansion (control) joint.
 - g. Curved-Edge Cornerbead: With notched or flexible flanges.

2.6 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C475/C475M.
- B. Joint Tape:
 1. Interior Gypsum Board: Paper.
 2. Glass-Mat Gypsum Sheathing Board: 10-by-10 glass mesh.
 3. Tile Backing Panels: As recommended by panel manufacturer.
- C. Joint Compound for Interior Gypsum Board: For each coat, use formulation that is compatible with other compounds applied on previous or for successive coats.
 1. Prefilling: At open joints, rounded or beveled panel edges, and damaged surface areas, use setting-type taping compound.
 2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use drying-type, all-purpose compound.
 - a. Use setting-type compound for installing paper-faced metal trim accessories.

3. Fill Coat: For second coat, use drying-type, all-purpose compound.
4. Finish Coat: For third coat, use drying-type, all-purpose compound.
5. Skim Coat: For final coat of Level 5 finish, use drying-type, all-purpose compound.

D. Joint Compound for Tile Backing Panels:

1. Glass-Mat, Water-Resistant Backing Panel: As recommended by backing panel manufacturer.
2. Cementitious Backer Units: As recommended by backer unit manufacturer.

2.7 AUXILIARY MATERIALS

A. Provide auxiliary materials that comply with referenced installation standards and manufacturer's written instructions.

B. Steel Drill Screws: ASTM C1002 unless otherwise indicated.

1. Use screws complying with ASTM C954 for fastening panels to steel members from 0.033 to 0.112 inch thick.
2. For fastening cementitious backer units, use screws of type and size recommended by panel manufacturer.

C. Sound-Attenuation Blankets: ASTM C665, Type I (blankets without membrane facing) produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool, or rock wool.

PART 3 - EXECUTION

3.1 INSTALLATION AND FINISHING OF PANELS

A. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.

B. Comply with ASTM C840.

C. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments. Provide 1/4- to 1/2-inch- wide spaces at these locations and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.

D. For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.

E. Prefill open joints, rounded or beveled edges, and damaged surface areas.

F. Apply joint tape over gypsum board joints, except for trim products specifically indicated as not intended to receive tape.

- G. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C840:
1. Level 1: Ceiling plenum areas, concealed areas, and where indicated.
 2. Level 2: Panels that are substrate for tile.
 3. Level 4: At panel surfaces that will be exposed to view unless otherwise indicated.
 - a. Primer and its application to surfaces are specified in Section 099123 "Interior Painting."
- H. Glass-Mat Faced Panels: Finish according to manufacturer's written instructions.
- I. Cementitious Backer Units: Finish according to manufacturer's written instructions.

3.2 PROTECTION

- A. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.
- B. Remove and replace panels that are wet, moisture damaged, and mold damaged.

END OF SECTION 092900

SECTION 093013 - CERAMIC TILING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Ceramic tile.
 - 2. Glazed wall tile.
 - 3. Tile backing panels.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.

1.3 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.

1.4 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match and are from same production runs as products installed and that are packaged with protective covering for storage and identified with labels describing contents.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications:
 - 1. Installer employs only Ceramic Tile Education Foundation Certified Installers or installers recognized by the U.S. Department of Labor as Journeyman Tile Layers for Project.

PART 2 - PRODUCTS

2.1 PRODUCTS, GENERAL

- A. ANSI Standards for Tile Installation Materials: Provide materials complying with ANSI A108.02, ANSI standards referenced in other Part 2 articles, ANSI standards referenced by TCNA installation methods specified in tile installation schedules, and other requirements specified.

2.2 TILE PRODUCTS

- A. Ceramic Tile Type: unglazed porcelain ceramic tile.
1. Certification: Porcelain tile certified by the Porcelain Tile Certification Agency.
 2. Thickness: 1/4 inch.
 3. Dynamic Coefficient of Friction: Not less than 0.42.
 4. Grout Color: As selected by Architect from manufacturer's full range.
 5. Trim Units: Coordinated with sizes and coursing of adjoining flat tile where applicable and matching characteristics of adjoining flat tile. Provide shapes as follows, selected from manufacturer's standard shapes:
 - a. Base Cove: Cove
 - b. Wainscot Cap: Surface bullnose, module size
 - c. External Corners for Thinset Mortar Installations: Surface bullnose, module size
 - d. Internal Corners: Cove
 - e. Tapered Transition Tile: Shape designed to effect transition between thickness of tile floor and adjoining floor finishes of different thickness, tapered to provide reduction in thickness from 1/2 to 1/4 inch across nominal 4-inch dimension.
- B. Ceramic Tile Type: Glazed wall tile.
1. Thickness: 5/16 inch.
 2. Face: Plain with modified square edges or cushion edges.
 3. Finish: Mat, clear glaze.
 4. Tile Color and Pattern: As selected by Architect from manufacturer's full range.
 5. Grout Color: As selected by Architect from manufacturer's full range.
 6. Mounting: Factory, back mounted.
 7. Trim Units: Coordinated with sizes and coursing of adjoining flat tile where applicable and matching characteristics of adjoining flat tile. Provide shapes as follows, selected from manufacturer's standard shapes:
 - a. Wainscot Cap: Surface bullnose, module size.
 - b. External Corners: Bullnose, same size as adjoining flat tile.
 - c. Internal Corners: Field-buttet square corners. For coved base and cap use angle pieces designed to fit with stretcher shapes.
- C. Accessories: Provide vitreous china accessories of type and size indicated, suitable for installing by same method as used for adjoining wall tile.

2.3 TILE BACKING PANELS

- A. Cementitious Backer Units: ANSI A118.9 or ASTM C1325, Type A.
- B. Fiber-Cement Backer Board: ASTM C1288.

2.4 SETTING MATERIALS

- A. Modified Dry-Set Mortar (Thinset): ANSI A118.4.
1. Provide prepackaged, dry-mortar mix combined with liquid-latex additive at Project site.
 2. For wall applications, provide nonsagging mortar.

2.5 GROUT MATERIALS

- A. Sand-Portland Cement Grout: ANSI A108.10, consisting of white or gray cement and white or colored aggregate as required to produce color indicated.
- B. Standard Cement Grout: ANSI A118.6.
- C. High-Performance Tile Grout: ANSI A118.7.
 - 1. Polymer Type: Liquid-latex form for addition to prepackaged dry-grout mix.

2.6 MISCELLANEOUS MATERIALS

- A. Trowelable Underlayments and Patching Compounds: Latex-modified, portland cement-based formulation provided or approved by manufacturer of tile-setting materials for installations indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions where tile will be installed, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
 - 1. Verify that substrates for setting tile are firm; dry; clean; free of coatings that are incompatible with tile-setting materials, including curing compounds and other substances that contain soap, wax, oil, or silicone; and comply with flatness tolerances required by ANSI A108.01 for installations indicated.
 - 2. Verify that concrete substrates for tile floors installed with thinset mortar comply with surface finish requirements in ANSI A108.01 for installations indicated.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Fill cracks, holes, and depressions in concrete substrates for tile floors installed with thinset mortar with trowelable leveling and patching compound specifically recommended by tile-setting material manufacturer.
- B. Where indicated, prepare substrates to receive waterproof membrane by applying a reinforced mortar bed that complies with ANSI A108.1A and is sloped 1/4 inch per foot toward drains.
- C. Blending: For tile exhibiting color variations, verify that tile has been factory blended and packaged so tile units taken from one package show same range of colors as those taken from other packages and match approved Samples. If not factory blended, either return to manufacturer or blend tiles at Project site before installing.

3.3 INSTALLATION

- A. Comply with TCNA's "Handbook for Ceramic, Glass, and Stone Tile Installation" for TCNA installation methods specified in tile installation schedules. Comply with parts of the ANSI A108 series "Specifications for Installation of Ceramic Tile" that are referenced in TCNA installation methods, specified in tile installation schedules, and apply to types of setting and grouting materials used.
1. For the following installations, follow procedures in the ANSI A108 series of tile installation standards for providing 95 percent mortar coverage:
 - a. Tile floors in wet areas.
 - b. Tile floors consisting of tiles 8 by 8 inches or larger.
 - c. Tile floors consisting of rib-backed tiles.
- B. Extend tile work into recesses and under or behind equipment and fixtures to form complete covering without interruptions unless otherwise indicated. Terminate work neatly at obstructions, edges, and corners without disrupting pattern or joint alignments.
- C. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces. Carefully grind cut edges of tile abutting trim, finish, or built-in items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures, and other penetrations so plates, collars, or covers overlap tile.
- D. Provide manufacturer's standard trim shapes where necessary to eliminate exposed tile edges.
- E. Where accent tile differs in thickness from field tile, vary setting bed thickness so that tiles are flush.
- F. Jointing Pattern: Lay tile in grid pattern unless otherwise indicated. Lay out tile work and center tile fields in both directions in each space or on each wall area. Lay out tile work to minimize the use of pieces that are less than half of a tile. Provide uniform joint widths unless otherwise indicated.
- G. Joint Widths: Unless otherwise indicated, install tile with the following joint widths:
1. Ceramic Mosaic Tile: 1/8 inch.
 2. Glazed Wall Tile: 1/8 inch.
 3. Porcelain Tile: 1/4 inch.
- H. Lay out tile wainscots to dimensions indicated or to next full tile beyond dimensions indicated.
- I. Expansion Joints: Provide expansion joints and other sealant-filled joints, including control, contraction, and isolation joints, where indicated. Form joints during installation of setting materials, mortar beds, and tile. Do not saw-cut joints after installing tiles.
1. Where joints occur in concrete substrates, locate joints in tile surfaces directly above them.
- J. Floor Sealer: Apply floor sealer to cementitious grout joints in tile floors according to floor-sealer manufacturer's written instructions. As soon as floor sealer has penetrated grout joints, remove excess sealer and sealer from tile faces by wiping with soft cloth.

- K. Install tile backing panels and treat joints according to ANSI A108.11 and manufacturer's written instructions for type of application indicated. Use modified dry-set mortar for bonding material unless otherwise directed in manufacturer's written instructions.

3.4 INTERIOR CERAMIC TILE INSTALLATION SCHEDULE

A. Interior Floor Installations, Concrete Subfloor:

- 1. Ceramic Tile Installation: TCNA F113; thinset mortar.
 - a. Ceramic Tile Type: .
 - b. Thinset Mortar: Modified dry-set mortar.
 - c. Grout: Sand-portland cement grout.

B. Interior Wall Installations, Wood or Metal Studs or Furring:

- 1. Ceramic Tile Installation: TCNA W243; thinset mortar on gypsum board.
 - a. Thinset Mortar: Modified dry-set mortar.
 - b. Grout: Sand-portland cement grout.
- 2. Ceramic Tile Installation: TCNA W244C or TCNA W244F; thinset mortar on cementitious backer units or fiber-cement backer board.
 - a. Thinset Mortar: Modified dry-set mortar.
 - b. Grout: Sand-portland cement grout.
- 3. Ceramic Tile Installation: TCNA W245 or TCNA W248; thinset mortar on glass-mat, water-resistant gypsum backer board.
 - a. Thinset Mortar: Modified dry-set mortar.
 - b. Grout: Sand-portland cement grout.

END OF SECTION 093013

SECTION 095113 - ACOUSTICAL PANEL CEILINGS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes acoustical panels and exposed suspension systems for interior ceilings.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.

1.3 INFORMATIONAL SUBMITTALS

- A. Product test reports.
- B. Research reports.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance data.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Surface-Burning Characteristics: Comply with ASTM E84; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
 - 1. Flame-Spread Index: Class A according to ASTM E1264.
 - 2. Smoke-Developed Index: 450 or less.

2.2 ACOUSTICAL PANELS

- A. Acoustical Panel Standard: Manufacturer's standard panels according to ASTM E1264
- B. Color: White.
- C. Edge/Joint Detail: Square.
- D. Modular Size: 24 by 24 inches.

2.3 METAL SUSPENSION SYSTEM

- A. Metal Suspension-System Standard: Manufacturer's standard, direct-hung, metal suspension system and accessories according to ASTM C635/C635M.
- B. Wide-Face, Capped, Double-Web, Steel Suspension System: Main and cross runners roll formed from cold-rolled steel sheet; prepainted, electrolytically zinc coated, or hot-dip galvanized, G30 coating designation; with prefinished 15/16-inch- wide metal caps on flanges.
 - 1. Structural Classification: Intermediate-duty system.
 - 2. End Condition of Cross Runners: Override (stepped) type.
 - 3. Face Design: Flat, flush.
 - 4. Cap Material: Cold-rolled steel or aluminum.
 - 5. Cap Finish: Painted white.

2.4 ACCESSORIES

- A. Attachment Devices: Size for five times the design load indicated in ASTM C635/C635M, Table 1, "Direct Hung," unless otherwise indicated. Comply with seismic design requirements.

2.5 METAL EDGE MOLDINGS AND TRIM

- A. Roll-Formed, Sheet-Metal Edge Moldings and Trim: Type and profile indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations that comply with seismic design requirements; formed from sheet metal of same material, finish, and color as that used for exposed flanges of suspension-system runners.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Measure each ceiling area and establish layout of acoustical panels to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width panels at borders unless otherwise indicated.
- B. Layout openings for penetrations centered on the penetrating items.

3.2 INSTALLATION

- A. Install acoustical panel ceilings according to ASTM C636/C636M and manufacturer's written instructions.
- B. Install edge moldings and trim of type indicated at perimeter of acoustical ceiling area and where necessary to conceal edges of acoustical panels.
 - 1. Do not use exposed fasteners, including pop rivets, on moldings and trim.
 - 2. Arrange directionally patterned acoustical panels as follows:
 - a. Install panels in a basket-weave pattern.

END OF SECTION 095113

SECTION 096513 - RESILIENT BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Vinyl base.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product and for each color and texture specified.

PART 2 - PRODUCTS

2.1 VINYL BASE

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:
 - 1. Armstrong World Industries, Inc.
 - 2. Johnsonite; a Tarkett company.
 - 3. Roppe Corporation, USA.
- B. Product Standard: ASTM F 1861, Type TV (vinyl, thermoplastic).
 - 1. Group: I (solid, homogeneous).
 - 2. Style and Location:
 - a. Style B, Cove
- C. Minimum Thickness: 0.125 inch.
- D. Height: 4 inches.
- E. Lengths: Coils in manufacturer's standard length.
- F. Outside Corners: Job formed or preformed.
- G. Inside Corners: Job formed or preformed.
- H. Colors and Patterns: Match existing.

2.2 INSTALLATION MATERIALS

- A. Adhesives: Water-resistant type recommended by resilient-product manufacturer for resilient products and substrate conditions indicated.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
- B. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound; remove bumps and ridges to produce a uniform and smooth substrate.
- C. Do not install resilient products until materials are the same temperature as space where they are to be installed.
- D. Immediately before installation, sweep and vacuum clean substrates to be covered by resilient products.

3.2 RESILIENT BASE INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient base.
- B. Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
- C. Install resilient base in lengths as long as practical without gaps at seams and with tops of adjacent pieces aligned.
- D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- E. Do not stretch resilient base during installation.
- F. Preformed Corners: Install preformed corners before installing straight pieces.
- G. Job-Formed Corners:
 - 1. Outside Corners: Use straight pieces of maximum lengths possible and form with returns not less than 3 inches in length.
 - a. Form without producing discoloration (whitening) at bends.
 - 2. Inside Corners: Use straight pieces of maximum lengths possible and form with returns not less than 3 inches in length.
 - a. Miter or cope corners to minimize open joints.

3.3 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protecting resilient products.
- B. Cover resilient products subject to wear and foot traffic until Substantial Completion.

END OF SECTION 096513

SECTION 096816 - SHEET CARPETING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Tufted carpet.
2. Woven carpet.
3. Carpet cushion.

1.2 PREINSTALLATION MEETINGS

- ##### A. Preinstallation Conference: Conduct conference at Project site.

1.3 ACTION SUBMITTALS

- ##### A. Product Data: For each type of product.

- ##### B. Shop Drawings: For carpet installation, showing the following:

1. Carpet type, color, and dye lot.
2. Seam methods.
3. accessory strips.
4. Transition details to other flooring materials.
5. Type of carpet cushion.

- ##### C. Samples: For each exposed product and for each color and texture required.

1.4 INFORMATIONAL SUBMITTALS

- ##### A. Product test reports.

- ##### B. Sample warranties.

1.5 CLOSEOUT SUBMITTALS

- ##### A. Maintenance data.

1.6 WARRANTY

- ##### A. Special Warranty for Carpet: Manufacturer agrees to repair or replace components of carpet installation that fail in materials or workmanship within specified warranty period.

1. Warranty Period: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 WOVEN CARPET

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:
 1. Mohawk Group (The); Mohawk Carpet, LLC.
 2. Tandus; a Tarkett company.
- B. Color: As selected by owner from manufacturer's full range.
- C. Pattern: As selected by owner from manufacturer's full range..
- D. Fiber Content: 80 percent wool; 20 percent nylon 6.
- E. Pile Characteristic: Level-loop pile.
- F. Backing: Manufacturer's standard: integrally poured cushion backing.
- G. Applied Treatments:
 1. Applied Soil-Resistance Treatment: Manufacturer's standard material.
 2. Antimicrobial Treatment: Manufacturer's standard material.
 - a. Antimicrobial Activity: Not less than 2-mm halo of inhibition for gram-positive bacteria, not less than 1-mm halo of inhibition for gram-negative bacteria, and no fungal growth, according to AATCC 174.

2.2 INSTALLATION ACCESSORIES

- A. Trowelable Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet manufacturer.
- B. Adhesives: Water-resistant, mildew-resistant, nonstaining type to suit products and subfloor conditions indicated, that complies with flammability requirements for installed carpet and is recommended or provided by carpet and carpet cushion manufacturers.
- C. Seam Adhesive: Hot-melt adhesive tape or similar product recommended by carpet manufacturer for sealing and taping seams and butting cut edges at backing to form secure seams and to prevent pile loss at seams.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Concrete Slabs:

1. Moisture Testing: Perform tests so that each test area does not exceed 200 sq. ft., and perform no fewer than three tests in each installation area and with test areas evenly spaced in installation areas.
 - a. Perform moisture tests recommended in writing by adhesive, carpet cushion, and carpet manufacturers. Proceed with installation only after substrates pass testing.

3.2 PREPARATION

- A. General: Comply with CRI's "CRI Carpet Installation Standard" and with carpet manufacturer's written installation instructions for preparing substrates.
- B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 1/8 inch wide or wider, and protrusions more than 1/32 inch, unless more stringent requirements are required by manufacturer's written instructions.
- C. Concrete Substrates: Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, without using solvents. Use mechanical methods recommended in writing by adhesive, carpet, and carpet cushion manufacturers.
- D. Broom and vacuum clean substrates to be covered immediately before installing carpet.

3.3 CARPET INSTALLATION

- A. Comply with CRI's "CRI Carpet Installation Standard" and carpet and carpet cushion manufacturers' written installation instructions for the following:
 1. Direct-glue-down installation.
- B. Comply with carpet manufacturer's written instructions and Shop Drawings for seam locations and direction of carpet; maintain uniformity of carpet direction and lay of pile. At doorways, center seams under the door in closed position.
- C. Install as indicated on Drawings.
- D. Cut and fit carpet to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet manufacturer.
- E. Extend carpet into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.

- F. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on carpet as marked on subfloor. Use nonpermanent, nonstaining marking device.
- G. Protect carpet against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods recommended in writing by carpet manufacturer and carpet cushion and adhesive manufacturers.

END OF SECTION 096816

SECTION 099123 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Primers.
 - 2. Water-based finish coatings.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each type of topcoat product.
- C. Product Schedule: Use same designations indicated on Drawings and in the Interior Painting Schedule to cross-reference paint systems specified in this Section. Include color designations.

PART 2 - PRODUCTS

2.1 PAINT PRODUCTS, GENERAL

- A. Material Compatibility:
 - 1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 - 2. For each coat in a paint system, products shall be recommended in writing by topcoat manufacturers for use in paint system and on substrate indicated.
- B. Colors: As selected by Architect from manufacturer's full range.

2.2 PRIMERS

- A. Interior/Exterior Latex Block Filler: Water-based, high-solids, emulsion coating formulated to bridge and fill porous surfaces of exterior concrete masonry units in preparation for specified subsequent coatings.

Interior Latex Primer Sealer: Water-based latex sealer used on new interior plaster, concrete, and gypsum wallboard surfaces.

- B. Interior, Institutional Low-Odor/VOC Primer Sealer: Water-based primer sealer with low-odor characteristics and a VOC of less than 10 grams per liter for use on new interior plaster,

concrete, and gypsum wallboard surfaces that are subsequently to be painted with latex finish coats.

2.3 WATER-BASED FINISH COATS

- A. Interior, Latex, Institutional Low Odor/VOC, Eggshell: White or colored latex paint with low-odor characteristics and a VOC of less than 10 grams per liter, for use in areas, such as hospitals and other occupied buildings, where the odor and VOC levels of conventional latex products would preclude their use.
 - 1. Gloss and Sheen Level: Manufacturer's standard eggshell finish.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify suitability of substrates, including surface conditions and compatibility, with existing finishes and primers.
- B. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations applicable to substrates and paint systems indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
- C. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.

3.3 INSTALLATION

- A. Apply paints according to manufacturer's written instructions.
- B. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
 - 1. Paint portions of internal surfaces of metal ducts, without liner, behind air inlets and outlets that are visible from occupied spaces.

3.4 CLEANING AND PROTECTION

- A. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- B. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- C. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.5 INTERIOR PAINTING SCHEDULE

- A. Gypsum Board Substrates:
 - 1. Latex over Latex Sealer System:
 - a. Prime Coat: Interior latex primer sealer.
 - b. Intermediate Coat: Matching topcoat.
 - c. Topcoat: Interior, latex, eggshell.

END OF SECTION 099123

SECTION 099300 - STAINING AND TRANSPARENT FINISHING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes surface preparation and application of wood stains and transparent finishes.

1.2 DEFINITIONS

- A. MPI Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D523.
- B. MPI Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D523.
- C. MPI Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D523.
- D. MPI Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D523.
- E. MPI Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D523.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
 - 1. Include printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
- B. Samples: For each type of finish system and in each color and gloss of finish required.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

- A. MPI Standards: Products shall comply with MPI standards indicated and shall be listed in its "MPI Approved Products List."
- B. Material Compatibility:
 - 1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.

2. For each coat in a paint system, products shall be recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- C. Stain Colors: As selected by Architect from manufacturer's full range.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Maximum Moisture Content of Exterior Wood Substrates: 15 percent, when measured with an electronic moisture meter.
- C. Maximum Moisture Content of Interior Wood Substrates: 9 percent, when measured with an electronic moisture meter.
- D. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- E. Proceed with finish application only after unsatisfactory conditions have been corrected.
 1. Beginning finish application constitutes Contractor's acceptance of substrates and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and finishing.
 1. After completing finishing operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- C. Clean and prepare surfaces to be finished according to manufacturer's written instructions for each substrate condition and as specified.
 1. Remove dust, dirt, oil, and grease by washing with a detergent solution; rinse thoroughly with clean water and allow to dry. Remove grade stamps and pencil marks by sanding lightly. Remove loose wood fibers by brushing.
 2. Remove mildew by scrubbing with a commercial wash formulated for mildew removal and as recommended by stain manufacturer.

3.3 APPLICATION

- A. Apply finishes according to manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual."
- B. Apply finishes to produce surface films without cloudiness, holidays, lap marks, brush marks, runs, ropiness, or other surface imperfections.

3.4 CLEANING AND PROTECTION

- A. Protect work of other trades against damage from finish application. Correct damage by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- B. At completion of construction activities of other trades, touch up and restore damaged or defaced finished wood surfaces.

3.5 INTERIOR WOOD -FINISH-SYSTEM SCHEDULE

- A. Wood Substrates: Wood trim.
 - 1. Moisture-Cured Clear Polyurethane over Stain System MPI INT 6.3Y:
 - a. Stain Coat: Stain, semitransparent, for interior wood, MPI #90.
 - b. First Intermediate Coat: Moisture-cured polyurethane matching topcoat.
 - c. Second Intermediate Coat: Moisture-cured polyurethane matching topcoat.
 - d. Topcoat: Varnish, polyurethane, moisture cured, gloss (MPI Gloss Level 6), MPI #31.

END OF SECTION 099300

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes room-identification signs that are directly attached to the building.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For room-identification signs.
 - 1. Include fabrication and installation details and attachments to other work.
 - 2. Show sign mounting heights, locations of supplementary supports to be provided by other installers, and accessories.
 - 3. Show message list, typestyles, graphic elements, including raised characters and Braille, and layout for each sign at least half size.
- C. Samples: For each exposed product and for each color and texture specified.

1.3 INFORMATIONAL SUBMITTALS

- A. Sample warranty.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance data.

1.5 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Accessibility Standard: Comply with applicable provisions in the USDOJ's "2010 ADA Standards for Accessible Design" and ICC A117.1.

2.2 ACCESSORIES

- A. Fasteners and Anchors: Manufacturer's standard as required for secure anchorage of signs, noncorrosive and compatible with each material joined, and complying with the following:
1. Use concealed fasteners and anchors unless indicated to be exposed.
 2. Sign Mounting Fasteners:
 - a. Concealed Studs: Concealed (blind), threaded studs welded or brazed to back of sign material or screwed into back of sign assembly unless otherwise indicated.
 - b. Through Fasteners: Exposed metal fasteners matching sign finish, with type of head indicated, and installed in predrilled holes.

2.3 FABRICATION

- A. General: Provide manufacturer's standard sign assemblies according to requirements indicated.
1. Mill joints to a tight, hairline fit. Form assemblies and joints exposed to weather to resist water penetration and retention.
 2. Conceal connections if possible; otherwise, locate connections where they are inconspicuous.
 3. Provide rabbets, lugs, and tabs necessary to assemble components and to attach to existing work. Drill and tap for required fasteners. Use concealed fasteners where possible; use exposed fasteners that match sign finish.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Install signs using mounting methods indicated and according to manufacturer's written instructions.
1. Install signs level, plumb, true to line, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
 2. Install signs so they do not protrude or obstruct according to the accessibility standard.
 3. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.
- B. Mounting Methods:
1. Concealed Studs: Using a template, drill holes in substrate aligning with studs on back of sign. Remove loose debris from hole and substrate surface.
 - a. Masonry Substrates: Fill holes with adhesive. Leave recess space in hole for displaced adhesive. Place sign in position and push until flush to surface, embedding studs in holes. Temporarily support sign in position until adhesive fully sets.

- b. Thin or Hollow Surfaces: Place sign in position and flush to surface, install washers and nuts on studs projecting through opposite side of surface, and tighten.
2. Through Fasteners: Drill holes in substrate using predrilled holes in sign as template. Countersink holes in sign if required. Place sign in position and flush to surface. Install through fasteners and tighten.
3. Adhesive: Clean bond-breaking materials from substrate surface and remove loose debris. Apply linear beads or spots of adhesive symmetrically to back of sign and of suitable quantity to support weight of sign after cure without slippage. Keep adhesive away from edges to prevent adhesive extrusion as sign is applied and to prevent visibility of cured adhesive at sign edges. Place sign in position, and push to engage adhesive. Temporarily support sign in position until adhesive fully sets.
4. Two-Face Tape: Clean bond-breaking materials from substrate surface and remove loose debris. Apply tape strips symmetrically to back of sign and of suitable quantity to support weight of sign without slippage. Keep strips away from edges to prevent visibility at sign edges. Place sign in position, and push to engage tape adhesive.

END OF SECTION 101423.16

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Painted steel toilet compartments configured as toilet enclosures and urinal screens.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: For toilet compartments. Include plans, elevations, sections, and attachment details.

C. Samples for each type of toilet compartment material indicated.

1.3 INFORMATIONAL SUBMITTALS

A. Product certificates.

1.4 CLOSEOUT SUBMITTALS

A. Maintenance data.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- #### A. Regulatory Requirements: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines for Buildings and Facilities and ICC A117.1 for toilet compartments designated as accessible.

2.2 PAINTED STEEL TOILET COMPARTMENTS

A. Toilet-Enclosure Style: Floor anchored.

B. Urinal-Screen Style: Floor anchored.

- #### C. Door, Panel, and Pilaster Construction: Seamless, metal facing sheets pressure laminated to core material; with continuous, interlocking molding strip or lapped-and-formed edge closures; corners secured by welding or clips and exposed welds ground smooth. Exposed surfaces shall

be free of pitting, seam marks, roller marks, stains, discolorations, telegraphing of core material, or other imperfections.

1. Core Material: Manufacturer's standard sound-deadening honeycomb of resin-impregnated kraft paper in thickness required to provide finished thickness of 1 inch for doors and panels and 1-1/4 inches for pilasters.
2. Grab-Bar Reinforcement: Provide concealed internal reinforcement for grab bars mounted on units of size and material adequate for panel to withstand applied downward load on grab bar of at least 250 lbf (1112 N), when tested according to ASTM F446, without deformation of panel.
3. Tapping Reinforcement: Provide concealed reinforcement for tapping (threading) at locations where machine screws are used for attaching items to units.

D. Urinal-Screen Construction:

1. Flat-Panel Urinal Screen: Matching panel construction.
2. Integral-Flange, Wall-Hung Urinal Screen: Similar to panel construction, with integral full-height flanges for wall attachment, and maximum 1-1/4 inches thick.
3. Wedge-Shaped, Wall-Hung Urinal Screen: Similar to panels, V-shaped, fabricated for concealed wall attachment, and maximum 6 inches wide at wall and minimum 1 inch wide at protruding end.

E. Facing Sheets and Closures: Electrolytically coated steel or hot-dip galvanized-steel sheet with nominal base-metal (uncoated) thicknesses as follows:

1. Pilasters, Unbraced at One End: Manufacturer's standard thickness, but not less than 0.048 inch.
2. Panels: Manufacturer's standard thickness, but not less than 0.030 inch.
3. Doors: Manufacturer's standard thickness, but not less than 0.030 inch.
4. Flat-Panel Urinal Screens: Thickness matching the panels.
5. Integral-Flange, Wall-Hung Urinal Screens: Manufacturer's standard thickness, but not less than 0.030 inch.
6. Wedge-Shaped, Wall-Hung Urinal Screens: Manufacturer's standard thickness, but not less than 0.036 inch.

F. Pilaster Shoes and Sleeves (Caps): Stainless steel sheet, not less than 0.031-inch nominal thickness and 3 inches high, finished to match hardware.

G. Urinal-Screen Post: Manufacturer's standard post design of material matching the thickness and construction of pilasters; with shoe and sleeve (cap) matching that on the pilaster.

H. Brackets (Fittings):

1. Stirrup Type: Ear or U-brackets; chrome-plated brass.
2. Full-Height (Continuous) Type: Manufacturer's standard design; aluminum.

I. Steel Sheet Finish: Manufacturer's standard baked-on finish.

1. Color: As selected by Architect from manufacturer's full range.
 - a. Allow for application of one color in each room.

2.3 HARDWARE AND ACCESSORIES

- A. Hardware and Accessories: Manufacturer's standard operating hardware and accessories.
 - 1. Material: Chrome-plated brass.
 - 2. Provide units that comply with regulatory requirements for accessibility at compartments designated as accessible.
- B. Hardware and Accessories: Manufacturer's heavy-duty stainless steel operating hardware and accessories.
 - 1. Provide units that comply with regulatory requirements for accessibility at compartments designated as accessible.
- C. Anchorages and Fasteners: Manufacturer's standard exposed fasteners of stainless steel, finished to match the items they are securing, with theft-resistant-type heads. Provide sex-type bolts for through-bolt applications. For concealed anchors, use stainless steel, hot-dip galvanized steel, or other rust-resistant, protective-coated steel compatible with related materials.

2.4 FABRICATION

- A. Fabrication, General: Fabricate toilet compartment components to sizes indicated. Coordinate requirements and provide cutouts for through-partition toilet accessories, and solid blocking within panel where required for attachment of toilet accessories.
- B. Floor-Anchored Units: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment nuts at pilasters for structural connection to floor. Provide shoes at pilasters to conceal anchorage.
- C. Urinal-Screen Posts: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment at tops and bottoms of posts. Provide shoes and sleeves (caps) at posts to conceal anchorage.
- D. Door Size and Swings: Unless otherwise indicated, provide 24-inch- wide, in-swinging doors for standard toilet compartments and 36-inch- wide, out-swinging doors with a minimum 32-inch- wide, clear opening for compartments designated as accessible.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Comply with manufacturer's written installation instructions. Install units rigid, straight, level, and plumb. Secure units in position indicated with manufacturer's recommended anchoring devices.
 - 1. Maximum Clearances:
 - a. Pilasters and Panels: 1/2 inch.
 - b. Panels and Walls: 1 inch.

2. Full-Height (Continuous) Brackets: Secure panels to walls and to pilasters with full-height brackets.
 - a. Locate bracket fasteners so holes for wall anchors occur in masonry or tile joints.
 - b. Align brackets at pilasters with brackets at walls.

3.2 ADJUSTING

- A. Hardware Adjustment: Adjust and lubricate hardware according to hardware manufacturer's written instructions for proper operation. Set hinges on in-swinging doors to hold doors open approximately 30 degrees from closed position when unlatched. Set hinges on out-swinging doors to return doors to fully closed position.

END OF SECTION 102113.13

SECTION 102800 - TOILET, BATH, AND LAUNDRY ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Public-use washroom accessories.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product and for each finish specified, full size.
 - 1. Approved full-size Samples will be returned and may be used in the Work.
- C. Delegated-Design Submittal: For grab bars.
 - 1. Include structural design calculations indicating compliance with specified structural-performance requirements.

1.3 INFORMATIONAL SUBMITTALS

- A. Sample warranties.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance data.

1.5 WARRANTY

- A. Manufacturer's Special Warranty for Mirrors: Manufacturer agrees to repair or replace mirrors that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Structural Performance: Design accessories and fasteners to comply with the following requirements:
 - 1. Grab Bars: Installed units are able to resist 250 lbf concentrated load applied in any direction and at any point.

2.2 PUBLIC-USE WASHROOM ACCESSORIES

- A. Toilet Tissue (Roll) Dispenser:
 - 1. Mounting: Partition mounted, serving two adjacent toilet compartments Surface mounted.
 - 2. Material and Finish: Stainless steel, ASTM A480/A480M No. 4 finish (satin).
- B. Automatic Soap Dispenser Insert drawing designation:
 - 1. Description: Automatic dispenser with infrared sensor to detect presence of hands; battery powered; designed for dispensing soap in liquid or lotion form.
 - 2. Mounting: Surface mounted.
 - 3. Refill Indicator: LED indicator.
 - 4. Low-Battery Indicator: LED indicator.
- C. Grab Bar:
 - 1. Mounting: Flanges with concealed fasteners.
 - 2. Material: Stainless steel, 0.05 inch thick.
 - a. Finish: Smooth, ASTM A480/A480M No. 4 finish (satin) on ends and slip-resistant texture in grip area.
 - 3. Outside Diameter: 1-1/2 inches.
 - 4. Configuration and Length: As indicated on Drawings.
- D. Sanitary-Napkin Disposal Unit:
 - 1. Mounting: Partition mounted, dual access.
 - 2. Door or Cover: Self-closing, disposal-opening cover and hinged face panel with tumbler lockset.
 - 3. Receptacle: Removable.
 - 4. Material and Finish: Stainless steel, ASTM A480/A480M No. 4 finish (satin).
- E. Hook:
 - 1. Description: Single-prong unit.
 - 2. Mounting: Concealed.
 - 3. Material and Finish: Polished chrome-plated brass.

2.3 UNDERLAVATORY GUARDS

A. Underlavatory Guard:

1. Description: Insulating pipe covering for supply and drain piping assemblies that prevents direct contact with and burns from piping; allow service access without removing coverings.
2. Material and Finish: Antimicrobial, molded plastic, white.

2.4 FABRICATION

- ### A. Keys: Provide universal keys for internal access to accessories for servicing and resupplying. Provide minimum of six keys to Owner's representative.

PART 3 - EXECUTION

3.1 INSTALLATION

- #### A. Install accessories according to manufacturers' written instructions, using fasteners appropriate to substrate indicated and recommended by unit manufacturer. Install units level, plumb, and firmly anchored in locations and at heights indicated.
1. Remove temporary labels and protective coatings.
- #### B. Grab Bars: Install to comply with specified structural-performance requirements.
- #### C. Shower Seats: Install to comply with specified structural-performance requirements.

END OF SECTION 102800

SECTION 123623.13 - PLASTIC-LAMINATE-CLAD COUNTERTOPS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Plastic-laminate-clad countertops.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For plastic-laminate-clad countertops.
 - 1. Apply AWI Quality Certification Program label to Shop Drawings.
- C. Samples: Plastic laminates in each type, color, pattern, and surface finish required.

1.3 INFORMATIONAL SUBMITTALS

- A. Product Certificates: For the following:
 - 1. Composite wood products.
 - 2. High-pressure decorative laminate.
 - 3. Adhesives.
- B. Quality Standard Compliance Certificates: AWI Quality Certification Program.

1.4 QUALITY ASSURANCE

- A. Fabricator Qualifications: Shop that employs skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.
 - 1. Shop Certification: AWI's Quality Certification Program accredited participant.
- B. Installer Qualifications: AWI's Quality Certification Program accredited participant.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE-CLAD COUNTERTOPS

- A. Quality Standard: Unless otherwise indicated, comply with the "Architectural Woodwork Standards" for grades of plastic-laminate-clad countertops indicated for construction, finishes, installation, and other requirements.
 - 1. Provide inspections of fabrication and installation together with labels and certificates from AWI certification program indicating that countertops comply with requirements of grades specified.
- B. Grade: Premium.
- C. High-Pressure Decorative Laminate: NEMA LD 3, Grade HGS.
- D. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. As indicated by manufacturer's designations.
 - 2. Match Architect's sample.
 - 3. As selected by Architect from manufacturer's full range in the following categories:
 - a. Solid colors.
 - b. Solid colors with core same color as surface.
 - c. Wood grains with grain running parallel to length of countertop.
 - d. Patterns.
- E. Edge Treatment: Same as laminate cladding on horizontal surfaces.
- F. Core Material: As selected by fabricator to comply with quality standard.
- G. Core Material at Sinks: MDF made with exterior glue or exterior-grade plywood.
- H. Core Thickness: 3/4 inch.
 - 1. Build up countertop thickness to 1-1/2 inches at front, back, and ends with additional layers of core material laminated to top.
- I. Backer Sheet: Provide plastic-laminate backer sheet, NEMA LD 3, Grade BKL, on underside of countertop substrate.
- J. Paper Backing: Provide paper backing on underside of countertop substrate.

2.2 WOOD MATERIALS

- A. Wood Products: Provide materials that comply with requirements of referenced quality standard unless otherwise indicated.
 - 1. Wood Moisture Content: 5 to 10 percent.

- B. Composite Wood Products: Provide materials that comply with requirements of referenced quality standard for each type of countertop and quality grade specified unless otherwise indicated.
 - 1. MDF: Medium-density fiberboard, ANSI A208.2, Grade 130.
 - 2. Particleboard: ANSI A208.1, Grade M-2.
 - 3. Softwood Plywood: DOC PS 1.

2.3 MISCELLANEOUS MATERIALS

- A. Adhesive for Bonding Plastic Laminate: As selected by fabricator to comply with requirements.
 - 1. Adhesive for Bonding Edges: Hot-melt adhesive or adhesive specified above for faces.

2.4 FABRICATION

- A. Fabricate countertops to dimensions, profiles, and details indicated. Provide front and end overhang of 1 inch over base cabinets. Ease edges to radius indicated for the following:
 - 1. Solid-Wood (Lumber) Members: 1/16 inch unless otherwise indicated.
- B. Complete fabrication, including assembly, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Grade: Install countertops to comply with same grade as item to be installed.
- B. Assemble countertops and complete fabrication at Project site to the extent that it was not completed in the shop.
 - 1. Provide cutouts for appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately, and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
 - 2. Seal edges of cutouts by saturating with varnish.
- C. Field Jointing: Where possible, make in the same manner as shop jointing, using dowels, splines, adhesives, and fasteners recommended by manufacturer. Prepare edges to be joined in shop so Project-site processing of top and edge surfaces is not required. Locate field joints where shown on Shop Drawings.
 - 1. Secure field joints in countertops with concealed clamping devices located within 6 inches of front and back edges and at intervals not exceeding 24 inches. Tighten according to manufacturer's written instructions to exert a constant, heavy-clamping pressure at joints.

- D. Scribe and cut countertops to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
- E. Countertop Installation: Anchor securely by screwing through corner blocks of base cabinets or other supports into underside of countertop.
 - 1. Install countertops level and true in line. Use concealed shims as required to maintain not more than a 1/8-inch-in-96-inches variation from a straight, level plane.
 - 2. Secure backsplashes to tops with concealed metal brackets at 16 inches o.c. and to walls with adhesive.
 - 3. Seal joints between countertop and backsplash, if any, and joints where countertop and backsplash abut walls with mildew-resistant silicone sealant or another permanently elastic sealing compound recommended by countertop material manufacturer.
- F. Protection: Provide Kraft paper or other suitable covering over countertop surfaces, taped to underside of countertop at a minimum of 48 inches o.c. Remove protection at Substantial Completion.

END OF SECTION 123623.13

SECTION 224213.13 - COMMERCIAL WATER CLOSETS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Wall-mounted water closets.
 - 2. Flushometer valves and tanks.
 - 3. Toilet seats.
 - 4. Supports.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: Include diagrams for power, signal, and control wiring.

1.3 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For flushometer valves and electronic sensors to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 WALL-MOUNTED WATER CLOSETS

- A. Water Closets, Wall Mounted, Top Spud, Accessible:
 - 1. Bowl:
 - a. Standards: ASME A112.19.2/CSA B45.1 and ASME A112.19.5.
 - b. Material: Vitreous china.
 - c. Type: Siphon jet.
 - d. Style: Flushometer valve.
 - e. Height: Standard.
 - f. Rim Contour: Elongated.
 - g. Water Consumption: 1.6 gal. per flush.
 - h. Spud Size and Location: NPS 1-1/2; top.
 - 2. Flushometer Valve: .
 - 3. Toilet Seat: .
 - 4. Support: Water closet carrier.
 - 5. Water-Closet Mounting Height: Handicapped/elderly according to ICC A117.1.

2.2 TOILET SEATS

A. Toilet Seats:

1. Standard: IAPMO/ANSI Z124.5.
2. Material: Plastic.
3. Type: Commercial (Heavy duty).
4. Shape: Elongated rim, open front.
5. Hinge: Self-sustaining.
6. Hinge Material: Noncorroding metal.
7. Seat Cover: Not required.
8. Color: White.

2.3 SUPPORTS

A. Water Closet Carrier:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Josam Company.
 - b. Zurn Industries, LLC.
2. Standard: ASME A112.6.1M.
3. Description: Waste-fitting assembly, as required to match drainage piping material and arrangement with faceplates, couplings gaskets, and feet; bolts and hardware matching fixture. Include additional extension coupling, faceplate, and feet for installation in wide pipe space.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Water-Closet Installation:

1. Install level and plumb according to roughing-in drawings.
2. Install floor-mounted water closets on bowl-to-drain connecting fitting attachments to piping or building substrate.
3. Install accessible, wall-mounted water closets at mounting height for handicapped/elderly, according to ICC/ANSI A117.1.

B. Support Installation:

1. Install supports, affixed to building substrate, for floor-mounted, back-outlet water closets.
2. Use carrier supports with waste-fitting assembly and seal.
3. Install wall-mounted, back-outlet water-closet supports with waste-fitting assembly and waste-fitting seals; and affix to building substrate.

C. Flushometer-Valve Installation:

1. Install flushometer-valve, water-supply fitting on each supply to each water closet.
2. Attach supply piping to supports or substrate within pipe spaces behind fixtures.
3. Install lever-handle flushometer valves for accessible water closets with handle mounted on open side of water closet.
4. Install actuators in locations that are easy for people with disabilities to reach.

D. Install toilet seats on water closets.

E. Wall Flange and Escutcheon Installation:

1. Install wall flanges or escutcheons at piping wall penetrations in exposed, finished locations and within cabinets and millwork.
2. Install deep-pattern escutcheons if required to conceal protruding fittings.
3. Comply with escutcheon requirements specified in Section 220518 "Escutcheons for Plumbing Piping."

F. Joint Sealing:

1. Seal joints between water closets and walls and floors using sanitary-type, one-part, mildew-resistant silicone sealant.
2. Match sealant color to water-closet color.
3. Comply with sealant requirements specified in Section 079200 "Joint Sealants."

3.2 CONNECTIONS

- A. Connect water closets with water supplies and soil, waste, and vent piping. Use size fittings required to match water closets.
- B. Where installing piping adjacent to water closets, allow space for service and maintenance.

3.3 ADJUSTING

- A. Operate and adjust water closets and controls. Replace damaged and malfunctioning water closets, fittings, and controls.
- B. Adjust water pressure at flushometer valves to produce proper flow.

3.4 CLEANING AND PROTECTION

- A. Clean water closets and fittings with manufacturers' recommended cleaning methods and materials.
- B. Install protective covering for installed water closets and fittings.
- C. Do not allow use of water closets for temporary facilities unless approved in writing by Owner.

END OF SECTION 224213.13

SECTION 224213.16 - COMMERCIAL URINALS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Wall-hung urinals.
2. Urinal flushometer valves.
3. Supports.

B. Related Requirements:

1. Section 224600 "Security Plumbing Fixtures" for security urinals.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: Include diagrams for power, signal, and control wiring.

1.3 CLOSEOUT SUBMITTALS

A. Operation and maintenance data.

PART 2 - PRODUCTS

2.1 WALL-HUNG URINALS

A. Urinals - Wall Hung, Back Outlet, Washout: Accessible.

1. Fixture:
 - a. Standards: ASME A112.19.2/CSA B45.1 and ASME A112.19.5/CSA B45.15.
 - b. Material: Vitreous china.
 - c. Type: Washout with extended shields.
 - d. Strainer or Trapway: Manufacturer's standard strainer with integral trap.
 - e. Water Consumption: 1.0 gpf.
 - f. Spud Size and Location: NPS 3/4, top.
 - g. Outlet Size and Location: NPS 2, back.
 - h. Color: White.
2. Flushometer Valve.
3. Waste Fitting:

- a. Standard: ASME A112.18.2/CSA B125.2 for coupling.
 - b. Size: NPS 2.
4. Support: Type I urinal carrier with fixture support plates and coupling with seal and fixture bolts and hardware matching fixture. Include rectangular, steel uprights.
 5. Urinal Mounting Height: Handicapped/elderly according to ICC A117.1.

2.2 URINAL FLUSHOMETER VALVES

- A. Battery-Powered, Solenoid-Actuator, Piston Flushometer Valves: .
 1. Standard: ASSE 1037/ASME 112.1037/CSA B125.37.
 2. Minimum Pressure Rating: 125 psig.
 3. Features: Include integral check stop and backflow-prevention device.
 4. Material: Brass body with corrosion-resistant components.
 5. Exposed Flushometer-Valve Finish: Chrome plated.
 6. Panel Finish: Chrome plated or stainless steel.
 7. Style: Exposed.
 8. Actuator: Solenoid complying with UL 1951; listed and labeled as defined in NFPA 70, by a qualified testing agency; and marked for intended location and application.
 9. Trip Mechanism: Battery-powered electronic sensor complying with UL 1951; listed and labeled as defined in NFPA 70, by a qualified testing agency; and marked for intended location and application.
 10. Consumption: 1.0 gal. per flush.
 11. Minimum Inlet: NPS 3/4.
 12. Minimum Outlet: NPS 1-1/4.

2.3 SUPPORTS

- A. Type I Urinal Carrier:
 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Josam Company.
 - b. Zurn Industries, LLC.
 2. Standard: ASME A112.6.1M.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Urinal Installation:
 1. Install urinals level and plumb according to rough-in drawings.
 2. Install wall-hung, back-outlet urinals onto waste fitting seals and attached to supports.
 3. Install wall-hung, bottom-outlet urinals with tubular waste piping attached to supports.

4. Install accessible, wall-mounted urinals at mounting height for the handicapped/elderly, according to ICC A117.1.
5. Install trap-seal liquid in waterless urinals.

B. Support Installation:

1. Install supports, affixed to building substrate, for wall-hung urinals.
2. Use off-floor carriers with waste fitting and seal for back-outlet urinals.
3. Use carriers without waste fitting for urinals with tubular waste piping.
4. Use chair-type carrier supports with rectangular steel uprights for accessible urinals.

C. Flushometer-Valve Installation:

1. Install flushometer-valve water-supply fitting on each supply to each urinal.
2. Attach supply piping to supports or substrate within pipe spaces behind fixtures.
3. Install lever-handle flushometer valves for accessible urinals with handle mounted on open side of compartment.
4. Install fresh batteries in battery-powered, electronic-sensor mechanisms.

D. Wall Flange and Escutcheon Installation:

1. Install wall flanges or escutcheons at piping wall penetrations in exposed, finished locations.
2. Install deep-pattern escutcheons if required to conceal protruding fittings.
3. Comply with escutcheon requirements specified in Section 220518 "Escutcheons for Plumbing Piping."

E. Joint Sealing:

1. Seal joints between urinals and walls and floors using sanitary-type, one-part, mildew-resistant silicone sealant.
2. Match sealant color to urinal color.
3. Comply with sealant requirements specified in Section 079200 "Joint Sealants."

3.2 PIPING CONNECTIONS

- A. Connect urinals with water supplies and soil, waste, and vent piping. Use size fittings required to match urinals.
- B. Comply with water piping requirements specified in Section 221116 "Domestic Water Piping."
- C. Comply with soil and waste piping requirements specified in Section 221316 "Sanitary Waste and Vent Piping."
- D. Where installing piping adjacent to urinals, allow space for service and maintenance.

3.3 ADJUSTING

- A. Operate and adjust urinals and controls. Replace damaged and malfunctioning urinals, fittings, and controls.

- B. Adjust water pressure at flushometer valves to produce proper flow.
- C. Install fresh batteries in battery-powered, electronic-sensor mechanisms.

3.4 CLEANING AND PROTECTION

- A. Clean urinals and fittings with manufacturers' recommended cleaning methods and materials.
- B. Install protective covering for installed urinals and fittings.
- C. Do not allow use of urinals for temporary facilities unless approved in writing by Owner.

END OF SECTION 224213.16

SECTION 224216.13 - COMMERCIAL LAVATORIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Vitreous-china, counter-mounted lavatories.
2. Vitreous-china, wall-mounted lavatories.
3. Automatically operated lavatory faucets.
4. Supply fittings.
5. Waste fittings.
6. Lavatory supports.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: Include diagrams for power, signal, and control wiring of automatic faucets.

1.3 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Counter cutout templates for mounting of counter-mounted lavatories.

1.4 CLOSEOUT SUBMITTALS

- A. Operation and maintenance data.

PART 2 - PRODUCTS

2.1 VITREOUS-CHINA, COUNTER-MOUNTED LAVATORIES

A. Lavatory - Self-Rimming, Vitreous China, Counter Mounted:

1. Fixture:
 - a. Standard: ASME A112.19.2/CSA B45.1.
 - b. Type: Self-rimming for above-counter mounting.
 - c. Nominal Size:
 - 1) Oval, 20 by 17 inches.
 - d. Faucet-Hole Punching: One hole.
 - e. Faucet-Hole Location: Top.

- f. Color: White.
- g. Mounting Material: Sealant.

2.2 VITREOUS-CHINA, WALL-MOUNTED LAVATORIES

- A. Lavatory - Vitreous China, Wall Mounted:
 - 1. Fixture:
 - a. Standard: ASME A112.19.2/CSA B45.1.
 - b. Type: For wall hanging.
 - c. Nominal Size: Rectangular, 20 by 18 inches.
 - d. Faucet-Hole Punching: One hole.
 - e. Faucet-Hole Location: Top.
 - f. Color: White.
 - g. Mounting Material: Chair carrier.
 - 2. Support: concealed-arm lavatory carrier..
 - 3. Lavatory Mounting Height: Handicapped/elderly in accordance with ICC A117.1.

2.3 AUTOMATICALLY OPERATED LAVATORY FAUCETS

- A. Lavatory faucets intended to convey or dispense water for human consumption are to comply with the U.S. Safe Drinking Water Act (SDWA), with requirements of the Authority Having Jurisdiction (AHJ), and with NSF 61/NSF 372, or be certified in compliance with NSF 61/NSF 372 by an American National Standards Institute (ANSI) accredited third-party certification body, that the weighted average lead content at wetted surfaces is less than or equal to 0.25 percent.
- B. Lavatory Faucets - Automatic Type: Battery Powered Electronic Sensor Operated, Mixing,:
 - 1. Standards: ASME A112.18.1/CSA B125.1 and UL 1951.
 - 2. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
 - 3. General: Include hot- and cold-water indicators; coordinate faucet inlets with supplies and fixture hole punchings; coordinate outlet with spout and fixture receptor.
 - 4. Body Type: Single hole.
 - 5. Body Material: Commercial, solid-brass, or die-cast housing with brazed copper and brass waterway.
 - 6. Maximum Flow Rate: 0.5 gpm.
 - 7. Mounting Type: Deck, concealed.
 - 8. Spout: Rigid type.
 - 9. Spout Outlet: Aerator.

2.4 SUPPLY FITTINGS

- A. NSF Standard: Comply with NSF 61 and NSF 372 for supply-fitting materials that will be in contact with potable water.
- B. Standard: ASME A112.18.1/CSA B125.1.

- C. Supply Piping: Chrome-plated-brass pipe or chrome-plated copper tube matching water-supply piping size. Include chrome-plated-brass or stainless steel wall flange.
- D. Supply Stops: Chrome-plated-brass, one-quarter-turn, ball-type or compression valve with inlet connection matching supply piping.
- E. Operation: Loose key.

2.5 WASTE FITTINGS

- A. Standard: ASME A112.18.2/CSA B125.2.
- B. Drain: Grid type with NPS 1-1/4 offset and straight tailpiece.

2.6 LAVATORY SUPPORTS

- A. Lavatory Carrier:
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Josam Company.
 - b. Zurn Industries, LLC.
 - 2. Standard: ASME A112.6.1M.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install lavatories level and plumb in accordance with roughing-in drawings.
- B. Install supports, affixed to building substrate, for wall-mounted lavatories.
- C. Install accessible wall-mounted lavatories at handicapped/elderly mounting height for people with disabilities or the elderly, in accordance with ICC A117.1.
- D. Install wall flanges or escutcheons at piping wall penetrations in exposed, finished locations. Use deep-pattern escutcheons if required to conceal protruding fittings. Comply with escutcheon requirements specified in Section 220518 "Escutcheons for Plumbing Piping."
- E. Seal joints between lavatories, counters, and walls using sanitary-type, one-part, mildew-resistant silicone sealant. Match sealant color to fixture color. Comply with sealant requirements specified in Section 079200 "Joint Sealants."
- F. Install protective shielding pipe covers and enclosures on exposed supplies and waste piping of accessible lavatories. Comply with requirements in Section 220719 "Plumbing Piping Insulation."

3.2 PIPING CONNECTIONS

- A. Connect fixtures with water supplies, stops, and risers, and with traps, soil, waste, and vent piping. Use size fittings required to match fixtures.
- B. Comply with water piping requirements specified in Section 221116 "Domestic Water Piping."
- C. Comply with soil and waste piping requirements specified in Section 221316 "Sanitary Waste and Vent Piping."

3.3 ELECTRICAL CONNECTIONS

- A. Install electrical devices furnished by manufacturer, but not factory mounted in accordance with NFPA 70 and NECA 1.
- B. Install nameplate for each electrical connection, indicating electrical equipment designation and circuit number feeding connection.
 - 1. Nameplate shall be laminated acrylic or melamine plastic signs with a black background and engraved white letters at least 1/2 inch high.

3.4 ADJUSTING

- A. Operate and adjust lavatories and controls. Replace damaged and malfunctioning lavatories, fittings, and controls.
- B. Install new batteries in battery-powered, electronic-sensor mechanisms.

3.5 CLEANING AND PROTECTION

- A. After completing installation of lavatories, inspect and repair damaged finishes.
- B. Clean lavatories, faucets, and other fittings with manufacturers' recommended cleaning methods and materials.
- C. Provide protective covering for installed lavatories and fittings.
- D. Do not allow use of lavatories for temporary facilities unless approved in writing by Owner.

END OF SECTION 224216.13

TOILET RENOVATIONS FOR THE YPSILANTI CHARTER TOWNSHIP CIVIC CENTER

7200 S. HURON RIVER DRIVE
YPSILANTI, MI 48197

TOILET RENOVATIONS FOR THE
YPSILANTI CHARTER TOWNSHIP CIVIC CENTER
7200 S HURON RIVER DRIVE, YPSILANTI, MI 48197

PARCEL ID	DIRECTORY	DRAWING INDEX	AHJ SUBMITTAL
	ARCHITECT HOPPE DESIGN 47032 McBRIDE BELLEVILLE, MI 48111 734-218-2492 APPLICANT AND OWNER MICHAEL HOFFMEISTER 7200 S HURON RIVER DRIVE YPSILANTI, MI 48197 734-366-0911 LOCAL PLANNING AND ZONING YPSILANTI CHARTER TOWNSHIP	CIVIL DT TITLE SHEET ARCHITECTURAL A002 CODE REVIEW AND MATERIAL SPECIFICATION A101 FLOOR PLAN A501 SCHEDULES MECHANICAL MP101 MECHANICAL PLAN/ PLUMBING PLAN ELECTRICAL E101 ELECTRICAL PLANS	

HOPPE DESIGN, LLC
47032 McBRIDE, BELLEVILLE, MI 48111
734-218-2492

REVISIONS

PROJECT: 2012
DATE: 11.4.20
DRAWN: WCH
CHECKED: WCH

PROJECT DESCRIPTION			
YPSILANTI TOWNSHIP CIVIC CENTER		TOILET ROOM RENOVATION	
APPLICABLE CODES			
BUILDING	2015 MICHIGAN BUILDING CODE		
ACCESSIBILITY	INTERNATIONAL FIRE CODE 2009 ICC/ANSI A117.1 - ACCESSIBLE AND USABLE BUILDINGS AND 2010 AMERICANS WITH DISABILITIES		
ENERGY CODE	ASHRAE 90.1 2013, IECC 2015		
MECHANICAL	2015 INTERNATIONAL MECHANICAL PLUMBING		
ELECTRICAL	2015 INTERNATIONAL PLUMBING CODE 2017 NFPA 70 NATIONAL ELECTRICAL		
SECTION #	CHAPTER 1		
107.3.4	REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE		WAYDE HOPPE
SECTION #	CHAPTER 3	REQUIRED	PROVIDED
USE AND OCCUPANCY CLASSIFICATION			
304	OCCUPANCY CLASSIFICATION	BUSINESS	
	GROUP CLASSIFICATION	GROUP B	
	USE CLASSIFICATION	CIVIC ADMINISTRATION	
SECTION #	CHAPTER 6	REQUIRED	PROVIDED
BUILDING CONSTRUCTION TYPE			
	CONSTRUCTION TYPE	IB	IB
TABLE 601	FIRE RESISTANCE RATINGS		
TABLE 601	STRUCTURAL FRAME	0 HOURS	0 HOURS
TABLE 601	EXTERIOR BEARING WALLS	0 HOURS	0 HOURS
TABLE 601	INTERIOR BEARING WALLS	0 HOURS	0 HOURS
TABLE 601	EXTERIOR NON-BEARING WALLS/PARTITIONS	0 HOURS	0 HOURS
TABLE 601	INTERIOR NON-BEARING WALLS/PARTITIONS	0 HOURS	0 HOURS
TABLE 601	FLOOR CONSTRUCTION	0 HOURS	0 HOURS
TABLE 601	ROOF CONSTRUCTION	0 HOURS	0 HOURS
SECTION #	CHAPTER 8	REQUIRED	PROVIDED
INTERIOR FINISHES			
	B OFFICE		
TABLE 803.11	EXIT ENCLOSURES/ PASSAGEWAYS	CLASS A (0-25 FLAME SPREAD INDEX; 0-450 SMOKE DEVELOPED INDEX)	CLASS A (0-25 FLAME SPREAD INDEX; 0-450 SMOKE DEVELOPED INDEX)
TABLE 803.11	CORRIDORS	CLASS B (25-75 FLAME SPREAD INDEX; 450 SMOKE DEVELOPED INDEX)	CLASS B (25-75 FLAME SPREAD INDEX; 450 SMOKE DEVELOPED INDEX)
TABLE 803.11	ROOMS AND ENCLOSED SPACES	CLASS C (76-200 FLAME SPREAD INDEX; 450 SMOKE DEVELOPED INDEX)	CLASS C (76-200 FLAME SPREAD INDEX; 450 SMOKE DEVELOPED INDEX)
SECTION #	CHAPTER 9	REQUIRED	PROVIDED
FIRE PROTECTION SYSTEMS			
SECTION 903.2.2	USE GROUP B ONLY REQUIRED AT AMBULATORY HEALTH CARE FACILITIES	NOT REQUIRED	NOT PROVIDED
MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS			
SECTION #	BUILDINGS	REQUIRED	PROVIDED
SECTION #	CHAPTER 4	REQUIRED	PROVIDED
403	ALTERATIONS SHALL COMPLY WITH THE MBC		SEE MBC REVIEW ABOVE
410.1	WHEN NO CHANGE IN USE GROUP OR OCCUPANCY LOAD THEN NO CHANGE IS NEEDED FOR ACCESSIBILITY		NO CHANGE IN OCCUPANCY LOAD OR USE GROUP IS PROPOSED THEREFORE NO CHANGE IN ACCESSIBILITY IS REQUIRED
SECTION #	CHAPTER 5	REQUIRED	PROVIDED
WORK AREA METHODS			
SECTION #	CHAPTER 7	REQUIRED	PROVIDED
ALTERATIONS LEVEL 1			
SECTION #	CHAPTER 8	REQUIRED	PROVIDED
ALTERATIONS LEVEL 2			
803.4	MEET THE INTERIOR FINISH REQUIREMENTS OF THE MBC		PROVIDED
804	FIRE PROTECTION	NONE REQUIRED	
805.1	COMPLY WITH ACCESSIBILITY OF 410		PROVIDED

UNIT	DESCRIPTION	MANUFACTURER	MODEL	STYLE	FINISH	COLOR	POWER	CONTACT	STANDARDS/RESPONSIBILITY	COMMENTS
DIVISION 1										
	FORM OF AGREEMENT	AIA A101								
	GENERAL CONDITIONS	AIA A201								APPLIES TO ALL CONT AND SUBS
	SUBSTITUTIONS									NONE ACCEPTED FOR PROPRIETARY SPECIFICATIONS
ALL ITEMS LISTED SHALL BE PROVIDED AND INSTALLED BY THE CONTRACTOR FOR A COMPLETE SYSTEM UNLESS OTHERWISE NOTED. THE LISTED CONTACT IS A RECOMMENDED SUPPLIER ONLY.										
AN INCOMPLETE OR INCORRECT PROPRIETARY SPECIFICATION OR UNAVAILABILITY OF A PRODUCT DOES NOT RELIEVE THE CONTRACTOR FROM HIS RESPONSIBILITY TO PROVIDE THE LISTED PRODUCT OR A COMPARABLY EQUAL PRODUCT AS APPROVED BY THE ARCHITECT. INACCURACIES IN THE PRODUCT SPREADSHEET SHALL BE REPORTED TO THE ARCHITECT DURING THE BIDDING PERIOD. ADDITIONAL COMPENSATION SHALL NOT BE ALLOWED FOR THE CONTRACTOR FOR INACCURACIES OR OMISSIONS REPORTED AFTER AWARD OF CONTRACT. ALLOWANCES FOR SELECTED PRODUCTS ARE LISTED IN THE WRITTEN SPECIFICATION.										
DIVISION 4										
	CONCRETE MASONRY UNITS		GRADE A	fm 1500 PSI	Bkt 6	BY OWNER	NA			NATURAL GREY MORTAR EXPOSED CONCAVE TOOLED JOINTS
	MORTAR ABOVE GRADE	PORTLAND CEMENT				BY OWNER	NA			NO WELL OR LAKE WATER IN MORTAR
	MASONRY GROUT				NA	NA	NA			ASTM C-270, TYPE S ASTM C-478, 2500 PSI
DIVISION 5										
	STEEL STUDS: 12, 14, 16 GA.	DALE ENCORE	Px 50 K/m2			NA	NA			
	STEEL STUDS: 18, 20 GA.	DALE ENCORE	Px 33 K/m2			NA	NA			
	STEEL TRACS AND RUNNERS: 14, 16, 18, 20 GA.	DALE ENCORE	Px 33 K/m2			NA	NA			
DIVISION 6										
	PL-1 PLASTIC LAMINATE	WILSONART NEVAMAR				BY OWNER	NA	800-538-4330		
DIVISION 10										
	TOILET PAPER DISP	BOBRICK	4292, 292			CHROME	NA			LOCATE IN ALL BATHROOMS
	PAPER TOWEL DISPENSER/ DISPOSAL	BOBRICK	B-389			CHROME	NA			
	SANITARY DISPOSAL	BOBRICK	270			CHROME	NA			
	SOAP DISPENSER	BOBRICK	522			CHROME	NA			
	MIRROR	BOBRICK	BEVELED EDGE			CHROME	NA			
	GRAB BARS	BOBRICK	550 SERIES			CHROME	NA			
	TOILET PARTITIONS	HADRIAN	ELITE			POWDER COAT	ALMOND	NA	449-942-9118	LOCATE IN ALL BATHROOMS FLOOR TO CEILING ANCHOR
DIVISION 15										
	SANITARY PIPING		PVC SCHED. 40 DWV			NA	NA			CURRENT CODE INSULATED CAST IRON IN RETURN AIR PLENUM, WASTELINES SHALL NOT BE CELLULAR PVC
	POTABLE WATER AND CONDENSATE DRAIN PIPING		TYPE L HARD COPPER			NA	NA			
	WATER VALVE	CRANE	440 GATE			NA	NA			
	PIPE INSULATION	MANVILLE	MICROLOCK 850			NA	NA			
	DRAIN AND VENT PIPING		DWV HHRD COPPER			NA	NA			OR SCHED. 40 PVC, JOGAM 88902 THREADED AIR GAP
	BALL VALVE		TYPE L COPPER			NA	NA			
	POTABLE WATER PIPING 1/2"		TYPE K COPPER			NA	NA			
	POTABLE WATER PIPING 3/4"		TYPE K COPPER			NA	NA			UNDERSLAB PIPING
DIVISION 16										
	CONDUIT		3/4" EMT			NA	NA			
	EXPOSED WIRING	WIREMOLD	1503			NA	NA	888-530-4253		
	DUPLEX RECEPTACLE	HUBBELL	5352			WHITE	20A 120V/1P			STRAIGHT BLADE, 2 POLE, 3 WIRE NEMA CONFIGURATION 5-20R, 125V SPEC. GRADE
	FACE PLATES					WHITE	NA			
	GFI	HUBBELL	GF3302-1			WHITE	20A 125V			2 POLE, 3 WIRE, GROUNDING TYPE, NEMA CONFIGURATION 5-20R, TOGGLE OPERATED
	WALL SWITCHES	HUBBELL				WHITE	20A 120/270V			

TOILET RENOVATIONS FOR THE
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 7200 S HURON RIVER DRIVE, YPSILANTI, MI 48197

HOPPE DESIGN, LLC
 47032 MERRIDE, BELLEVILLE, MI 48111
 734-215-2492

REVISIONS

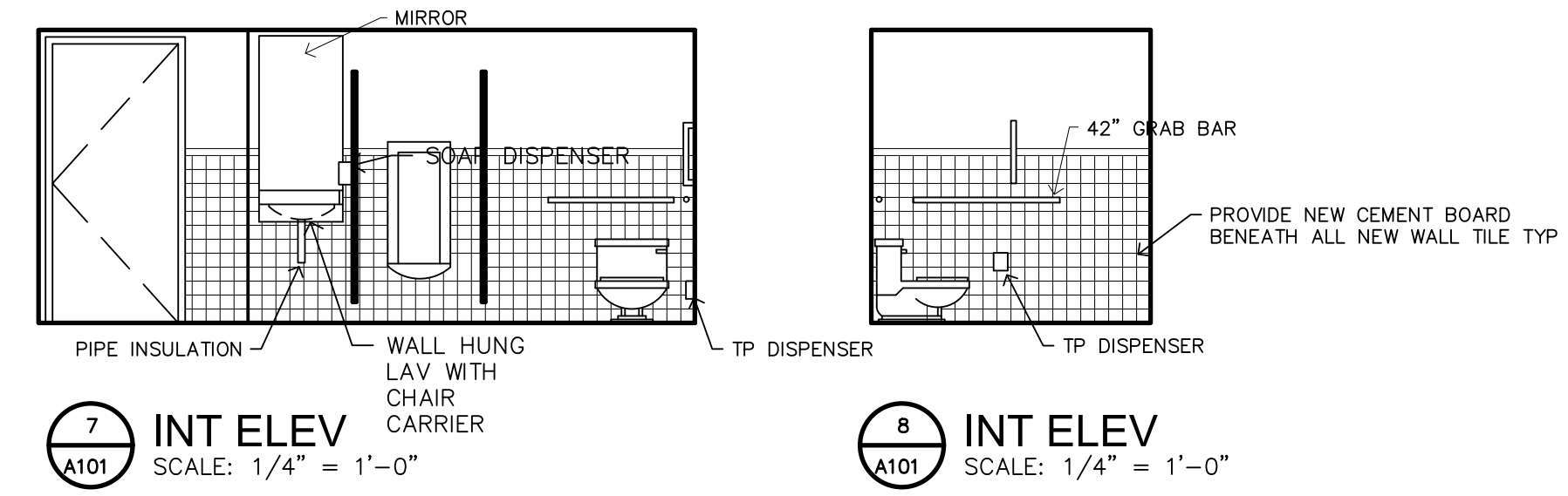
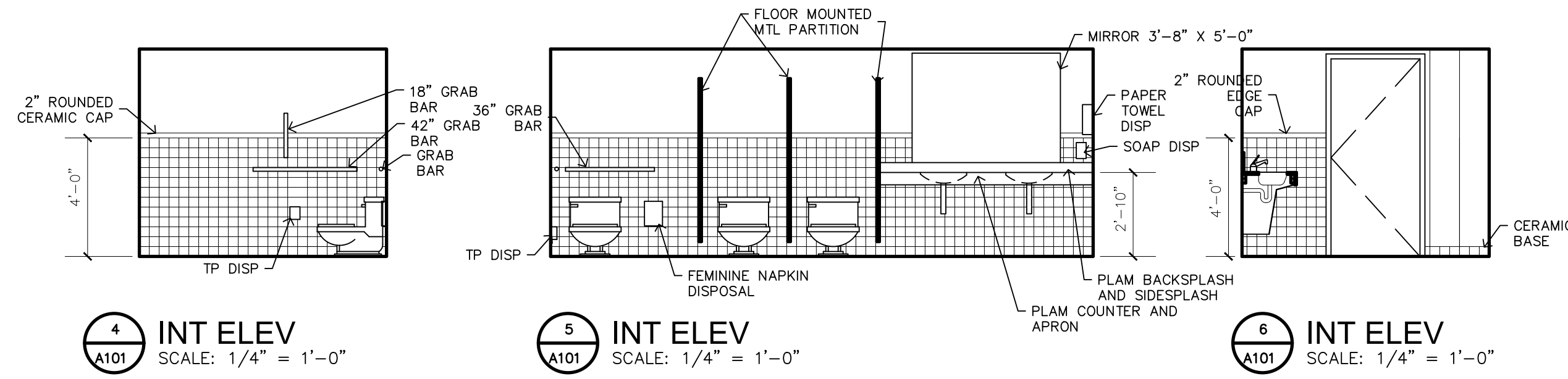
PROJECT: 2012
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VERIFY ALL DIMENSIONS IN FIELD
PRELIMINARY NOT TO BE USED FOR CONSTRUCTION

CODE REVIEW AND MATERIAL SPECIFICATION
A002
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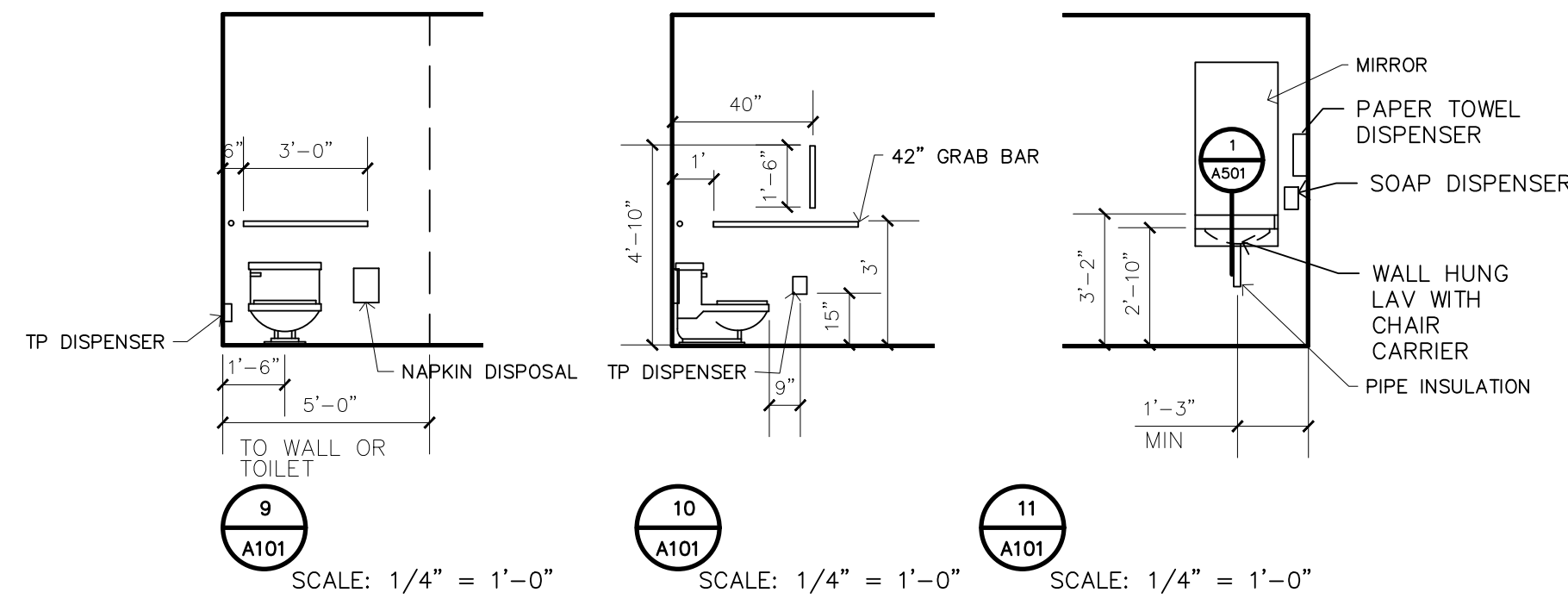
GENERAL NOTES

1. ALL DIMENSIONS ARE TO BE FIELD VERIFIED.
2. ALL DIMENSIONS ARE TO FACE OF FINISH GYPSUM WALL BOARD.
3. ALL CABINET DIMENSIONS TO BE VERIFIED PRIOR TO CONSTRUCTION AND PLACEMENT OF PARTITIONS, WINDOWS, DOORS AND OTHER PORTIONS OF CONSTRUCTION. PROVIDE FILLERS AND NOTIFY ARCHITECT OF DISCREPANCIES FROM PLAN.
4. PROVIDE 2X WOOD BLOCKING FOR ALL ACCESSORIES.
5. VERIFY FURNITURE AND EQUIPMENT LOCATIONS WITH FURNITURE MANUFACTURER AND SUPPLIER. COORDINATE POWER LOCATIONS WITH FURNITURE AND EQUIPMENT PROVIDER AND ELECTRICAL SHEETS.



WALL TYPES

1. 5/8" GWB ON 3/8" MTL STUDS 16" O.C. WITH TUBE STEEL REINFORCING. WALL TO BE 5' HIGH WITH PAINTED 1X WOOD CAP.
2. 5/8" GWB ON 3/8" METAL STUDS 16" O.C. W/ 3/8" FIBERGLASS ACOUSTICAL INSUL W/ 5/8" GWB. EXTEND TO 6" ABOVE CEILING MIN WITH ALTERNATING DIAGONAL BRACING 4" OC
3. EXISTING TO REMAIN.
4. 5/8" GWB ON 3/8" METAL STUDS 16" O.C. W/ 5/8" GWB. PROVIDE ALTERNATING DIAGONAL BRACING 4" OC ABOVE CEILING

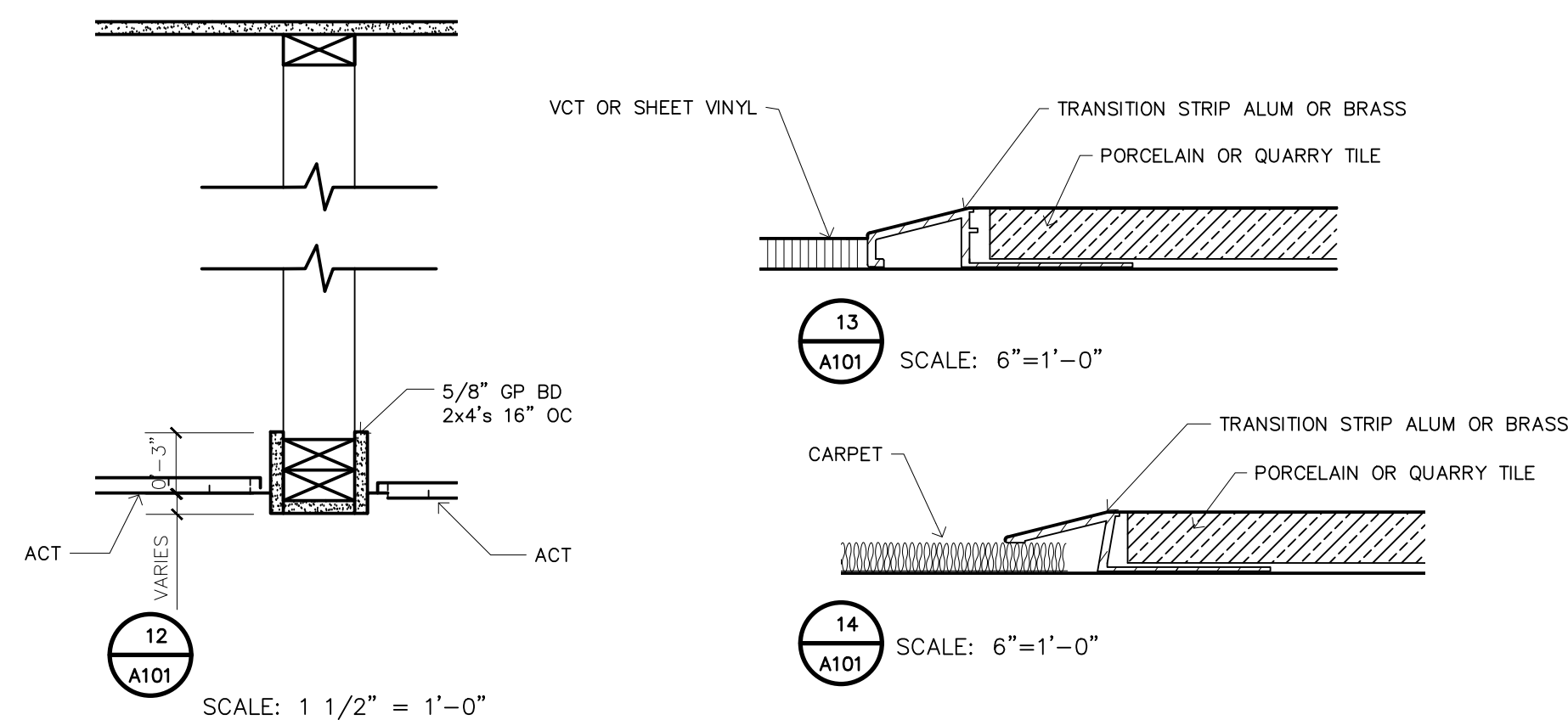
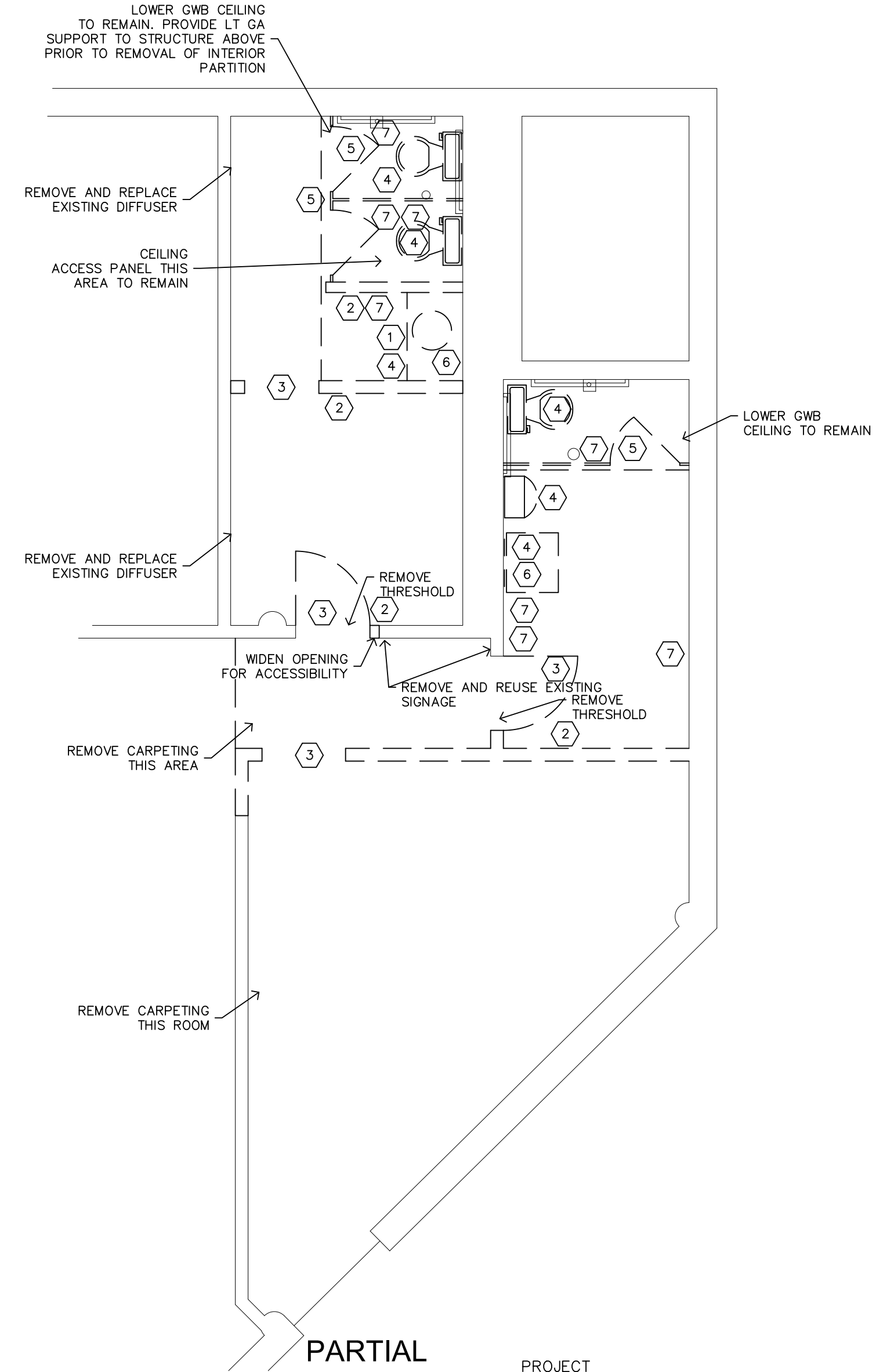
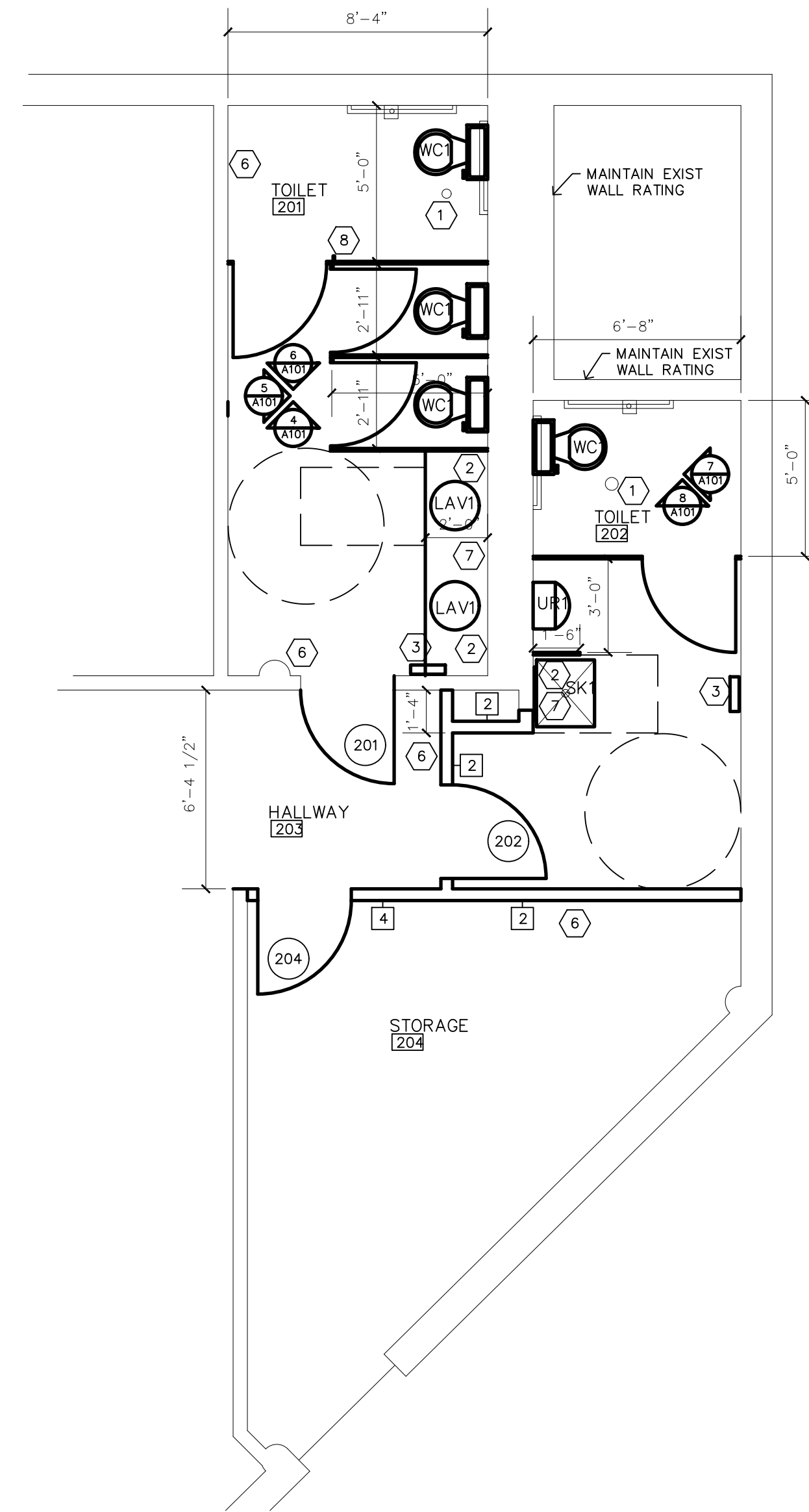
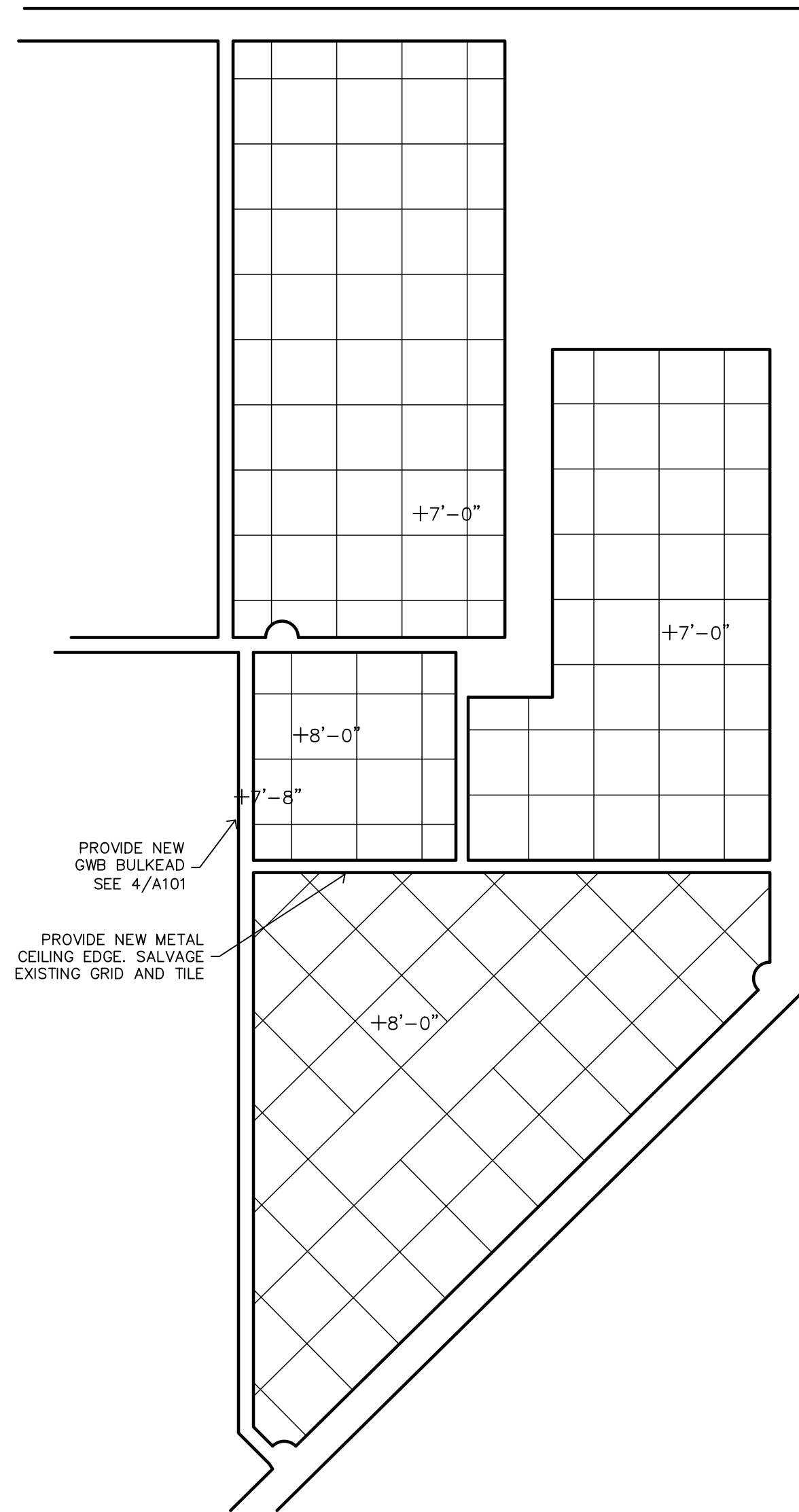


KEYNOTES

1. FLOOR DRAIN
2. SOAP DISPENSER
3. PAPER TOWEL DISPENSER
4. WALL HUNG FIRE EXTINGUISHER
5. TILE TO CARPET TRANSITION
6. SOUND ATTENUATION INSULATION
7. WALL MOUNTED MIRROR
8. ROBE HOOK

DEMOLITION KEYNOTES

1. REMOVE EXISTING MILLWORK
2. REMOVE EXISTING PARTITION. REMOVE ALL ELECTRICAL IN PARTITION AND DISCONNECT
3. REMOVE EXISTING DOOR, FRAME AND HARDWARE
4. REMOVE PLUMBING FIXTURE
5. REMOVE EXISTING TOILET PARTITION
6. REMOVE EXISTING MIRROR
7. REMOVE EXISTING ACCESSORY



**VERIFY ALL DIMENSIONS IN FIELD
 PRELIMINARY NOT TO BE USED FOR CONSTRUCTION**

FLOOR PLAN

A101

**TOILET RENOVATIONS FOR THE
 YPSILANTI CHARTER TOWNSHIP CIVIC CENTER**
 7200 S HURON RIVER DRIVE, YPSILANTI, MI 48197

HOPPE DESIGN, LLC
 47032 MERRIDIE, BELLEVILLE, MI 48111
 734-215-2492

REVISIONS

PROJECT: 2012
 DATE: 11.4.20
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 CHECKED: WCH

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MECHANICAL NOTES

- NOTES
 1. MECHANICAL CONTRACTOR RESPONSIBLE FOR NEW ROOM TEMPERATURE SENSORS AND ALL NEW CONNECTIONS TO THERMOSTATS.

PLUMBING KEYNOTES

- NOTE:
 1. PLUMBING CONTRACTOR RESPONSIBLE TO SIZE ALL WASTE, SUPPLY, VENTS, DRAINS, TRAPS, ETC TO PROVIDE COMPLETE SYSTEM THAT IS IN COMPLIANCE WITH ALL CODES AND REGULATIONS.
 2. THE PLUMBING DRAWINGS ARE SCHEMATIC ONLY. THE PLUMBING CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE FINAL LAYOUT AND ROUTING OF PIPING.
 3. NO PLUMBING PIPING SHALL BE ROUTED OVER ELECTRICAL PANELS.

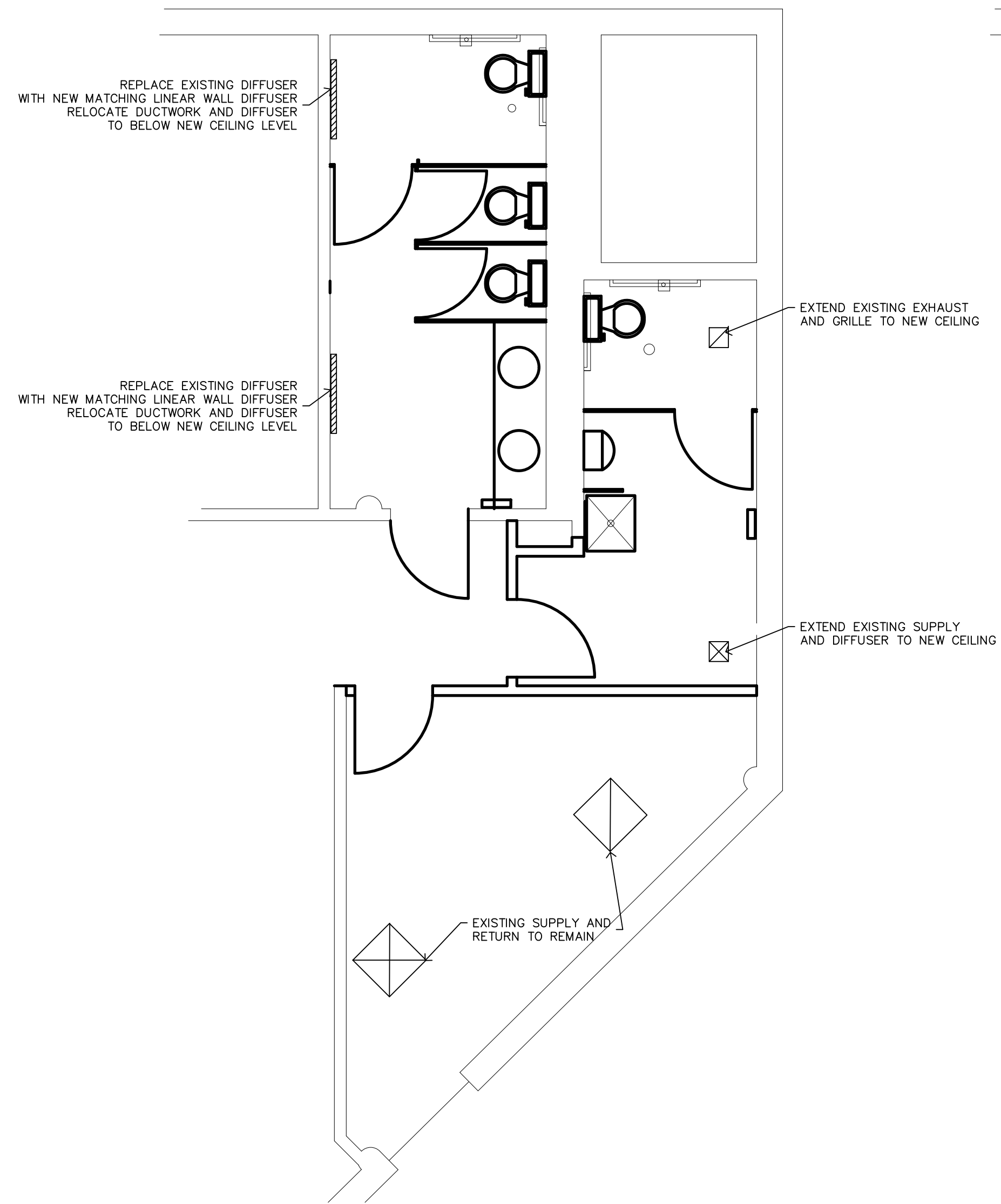
LEGEND

- GATE VALVE
- GLOBE VALVE
- BALL VALVE
- CHECK VALVE
- 2-WAY CONTROL VALVE
- 3-WAY CONTROL VALVE
- LUBRICATED PLUG VALVE
- BAL. BALL VALVE W/ MEMORY STOP
- CIRCUIT SETTER
- PRESSURE REDUCING VALVE
- PRESSURE TEMP. TEST PORT
- PRESSURE GAUGE
- THERMOMETER
- EXPANSION JOINT W/ GUIDES
- AIR VENT
- Y-STRAINER
- PIPE FLEXIBLE CONNECTOR
- CONN. TO EXIST.
- DUCT FLEXIBLE CONNECTOR
- EXIST. FIRE DAMPER
- NEW FIRE DAMPER
- EXIST. SMOKE DAMPER
- NEW SMOKE DAMPER
- EXIST. COMB. FIRE SMOKE DMPR
- NEW COMB. FIRE/SMOKE DMPR
- SUPPLY DIFFUSER
- RETURN GRILLE
- EXHAUST GRILLE

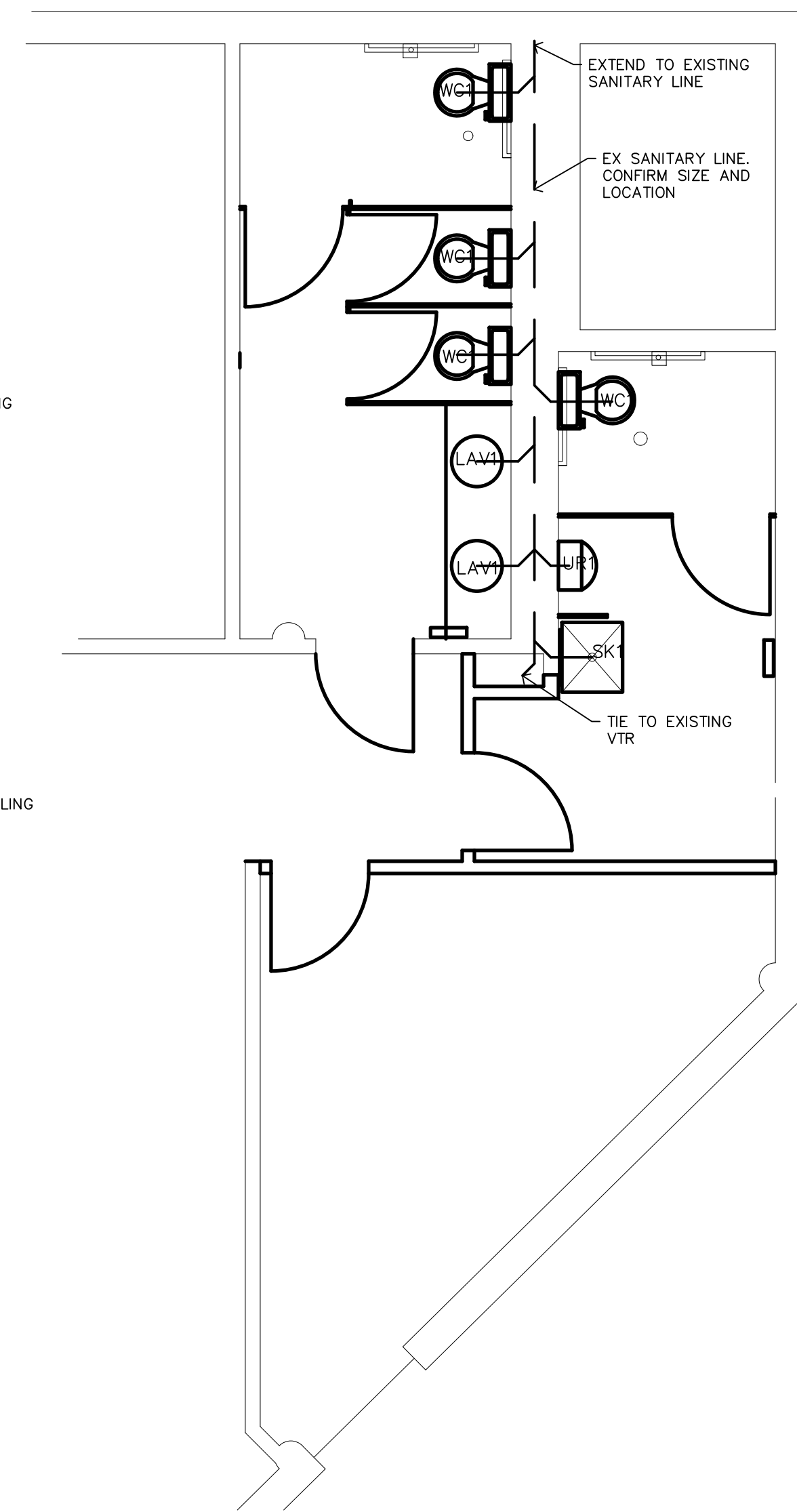
MECHANICAL NOTES

1. ALL WORK IS TO BE PROVIDED AND PERFORMED ACCORDING TO ALL STATE AND LOCAL CODES.
4. ALL DUCT WORK SHALL BE FABRICATED OF SHEET METAL AND IN ACCORDANCE WITH SMACNA STANDARDS.
5. ALL FLEX DUCT WORK SHALL BE THE INSULATED TYPE AND RUNS SHALL NOT EXCEED 6' MAXIMUM LENGTH. CONTRACTOR MAY USE FLEX DUCT TO CONNECT TO SUPPLY GRILLES.
6. PROVIDE MANUAL VOLUME DAMPER IN EACH BRANCH FOR BALANCING.
7. PROVIDE FIRE DAMPER WHERE THE DUCT PENETRATES THROUGH FIRE WALL.
8. RUN CONDENSATE LINE TO THE NEAREST FLOOR DRAIN.
9. CONTRACTOR TO FURNISH, LOCATE AND INSTALL THERMOSTAT FOR EACH ZONE..
16. MECHANICAL CONTRACTOR TO SIZE ALL DUCTWORK AND EQUIPMENT RELATED TO NEW HVAC SYSTEM TO PROVIDE COMPLETE SYSTEM THAT IS IN COMPLIANCE WITH ALL CODES AND REGULATIONS.
17. MECHANICAL DRAWINGS ARE SCHEMATIC ONLY. HVAC CONTRACTOR IS RESPONSIBLE TO LOCATE PATH OF NEW DUCTWORK TO OPTIMIZE SUPPLY AND RETURN.

PLUMBING FIXTURE SCHEDULE						
FIXTURE	MANUFACTURER	CAT. NO.	FITTINGS	ACCESSORIES	REMARKS	COLOR
WC1	KOHLER	K-84325-L	CR-19 STOP AND SUPPLY; K-10674-SV 1.6 GPF FLUSH VALVE	10 CC OLSONITE SEAT; VERIFY CENTER LINE OF EXISTING OUTLET; ZURN CHAIR CARRIER	BARRIER FREE 1.6 GPF; WALL MOUNT	WHITE
LAV1	KOHLER	K-2196-1	K-13460 TOUCHLESS FAUCET, CR-19 STOPS AND SUPPLIES, OFFSET GRID DRAIN, 17 GA C.P. P-TRAP	ZURN CHAIR CARRIER	BARRIER FREE TRAP; TRUEBRO LAV GUARD HW INSUL. KIT	WHITE
SK1	KOHLER	K-1721	K-13460 TOUCHLESS FAUCET, CR-19 STOPS, AND SUPPLIES, OFFSET GRID DRAIN, 17 GA C.P. P-TRAP	ZURN CHAIR CARRIER	BARRIER FREE TRAP; TRUEBRO LAV GUARD INSUL. KIT	WHITE
UR1	KOHLER	K-25048-ET	K-7539 1.0 GPF TOUCHLESS BATTERY POWERED FLUSH VALVE; BEEHIVE STRAINER	ZURN CHAIR CARRIER	BARRIER FREE; LIP AT 17" A.F.F.	WHITE



2 HVAC PLAN
 SCALE: 1/4" = 1'-0"



1 PLUMBING PLAN
 SCALE: 1/4" = 1'-0"



NOTES
 EXTEND EXISTING HOT AND COLD WATER SUPPLY LINES TO NEW FIXTURES
 PROVIDE WALL CLEAN OUTS AT EACH TOILET

PLUMBING PLANS
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 DATE: 11.4.20
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MP101

LIGHT FIXTURE SCHEDULE						
TYPE	MANUFACTURER	CATALOG NUMBER	LAMPS	NO-WATTS	MOUNTED	REMARKS
A	TCP	TCP FP 2 U ZD 36 39K	LED		LAY IN	

ELECTRICAL X
KEYNOTES

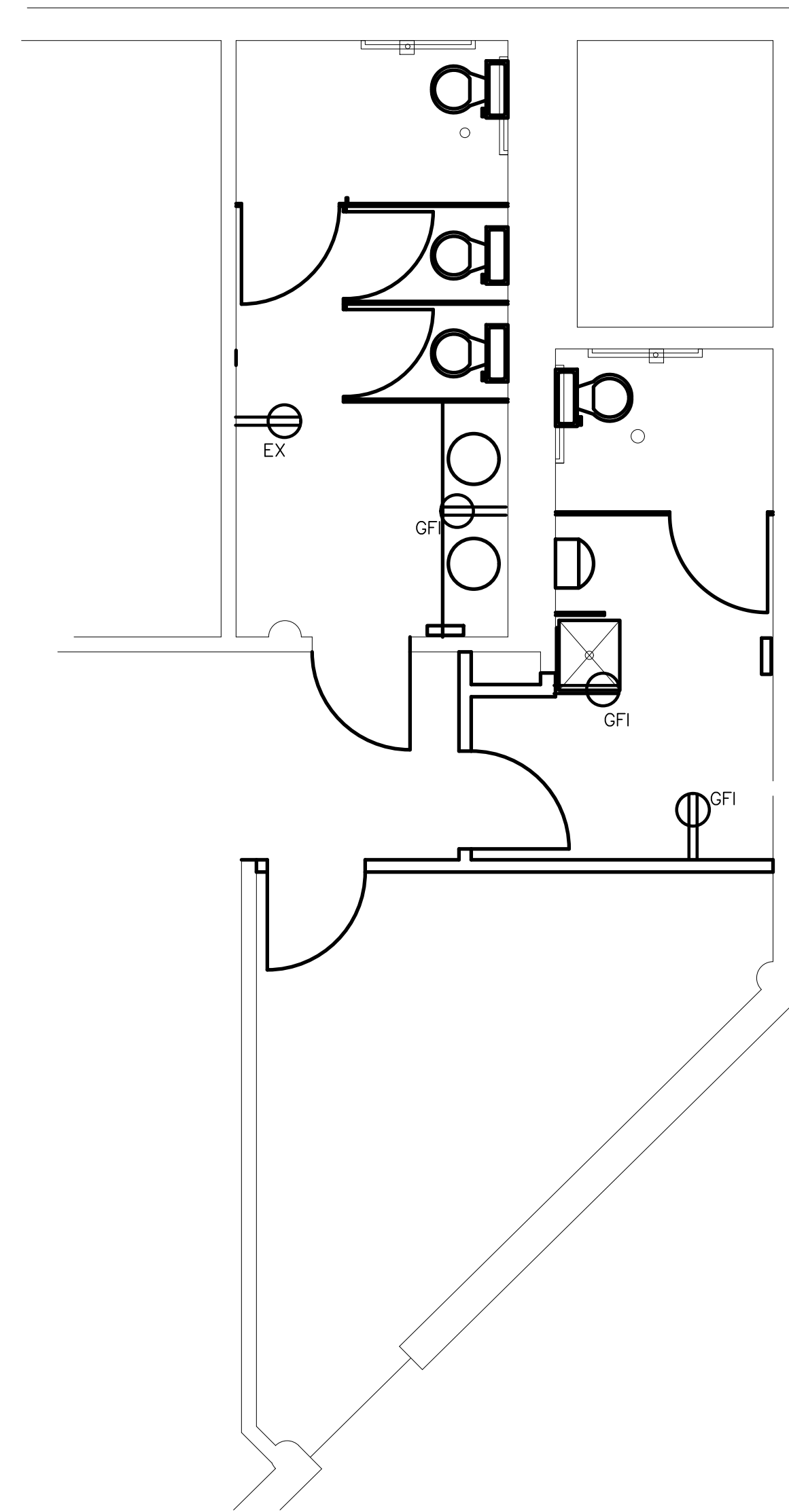
- OCCUPANCY SENSOR EQUAL TO WATTSTOPPER ST-200
- EXHAUST FAN TO BE CONTROLLED WITH LIGHTS BY OCCUPANCY SENSOR.

LEGEND

-  SWITCH ON RHEOSTAT
-  THREE WAY SWITCH
-  SWITCH WITH PILOT
-  SWITCH
-  SPECIAL OUTLET
-  DUPLEX OUTLET
-  QUAD OUTLET
-  WEATHERPROOF OUTLET
-  MP
-  GROUND FAULT INTERRUPTER
-  TELEPHONE/ COMPUTER
-  SMOKE DETECTOR
-  TELEVISION/ CABLE
-  CEILING MOUNTED LIGHT FIXTURE
-  CEILING MOUNTED LIGHT FIXTURE RECESSED
-  WALL MOUNTED LIGHT FIXTURE
-  CEILING FAN/ LIGHT
-  SCONCE
-  MOTOR, ONE PHASE
-  GROUND MNTD EXT. LIGHTING
-  2x4 LAY IN LIGHT FIXTURE
-  1 x 4 LIGHT FIXTURE
-  PENDANT MOUNTED OVERSIZED FIXTURE
-  EXIT SIGN
-  EXIT SIGN/ EMERGENCY LIGHT
-  FIRE ALARM PULL STATION
-  HORN/ STROBE
-  COMPUTER JACK
-  RATE OF RISE HEAT DETECTOR
-  DISCONNECT SWITCH
-  DISCONNECT SWITCH WITH FUSE
-  AUDIO JUNCTION BOX- PRE-WIRE PER DIRECTION OF OWNER

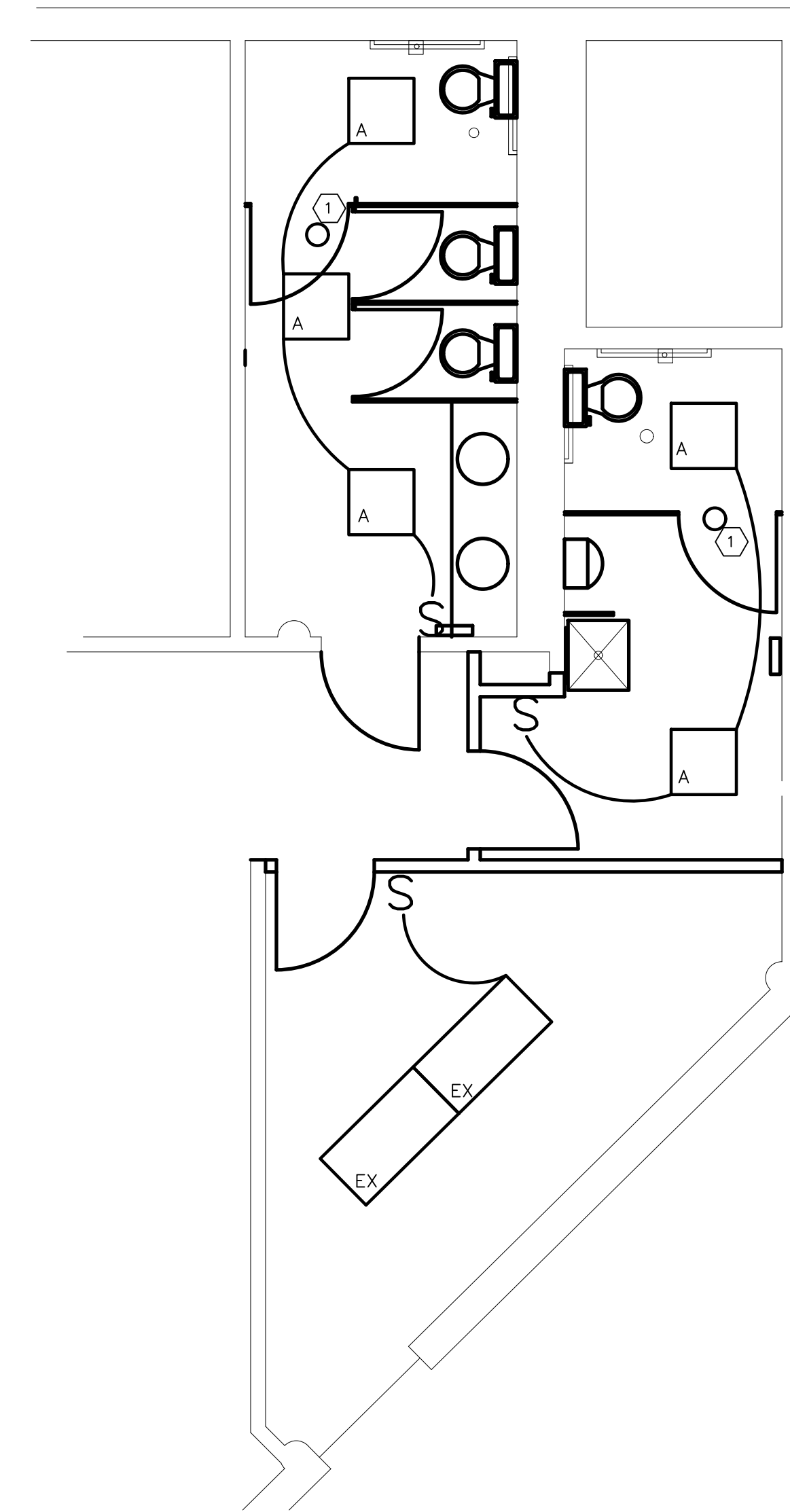
ELECTRICAL NOTES

- ALL ELECTRICAL WORK SHALL COMPLY WITH THE N.E.C., COUNTY AND LOCAL CODES, ORDINANCES, AND REGULATIONS INCLUDING MIOSHA.
- ALL EMPTY CONDUITS SHALL BE PROVIDED WITH A 1/4" DIA. POLYPROPYLENE FISH LINE.
- ALL EXPOSED CONDUIT SHALL BE RIGID GALVANIZED STEEL, INSTALLED WITH WATERTIGHT CONDUIT FITTINGS. EXPANSION FITTINGS SHALL BE PROVIDED AT ALL TRANSITIONS FROM UNDERGROUND TO EXPOSED CONDUIT.
- PROVIDE A GREEN GROUND CONDUCTOR IN ALL SYSTEM CONDUITS, EXCEPT INSTRUMENT SIGNAL AND ALARM CONDUITS, INCLUDING BRANCH CIRCUIT CONDUITS FOR LIGHTING AND RECEPTACLES. GROUND CONDUCTOR SIZING SHALL BE PER N.E.C. TABLE 250.122 (MINIMUM) WHERE NOT SIZED ON THE DRAWINGS.
- WIRE SIZE SHALL BE #12 (MINIMUM) AND CONDUIT SIZE SHALL BE 3/4" (MINIMUM) FOR ALL POWER AND LIGHTING CIRCUITS WHERE NOT SIZED ON THE DRAWINGS.
- LOCATE JUNCTION BOXES PER MANUFACTURER'S REQUIREMENTS.
- EXHAUST FANS TO BE PROVIDED WITH SPEED CONTROL LOCATED ABOVE THE CEILING. PROVIDE A SWITCH WITH A PILOT LIGHT.
- VERIFY LOCATION OF ALL POWER, PHONE, AND DATA JUNCTION BOXES WITH THE OWNER.
- ELECTRICAL CONTRACTOR TO COMPLY WITH NEC SECTION 110-C(A) AND (B) AND ALL TERMINATION CODE REQUIREMENTS.
- EC TO SIZE ALL WIRING, CIRCUITING, JB'S, BREAKERS, SUB PANELS, ETC., TO PROVIDE A COMPLETE SYSTEM.
- ELECTRICAL DRAWINGS ARE SCHEMATIC ONLY. EC IS RESPONSIBLE TO DETERMINE THE FINAL CONDUIT AND WIRING LAYOUT.



POWER PLAN
 SCALE: 1/4" = 1'-0"

NOTES
 PROVIDE POWER TO ALL NEW PLUMBING FIXTURES AS REQUIRED BY MFR



LIGHTING PLAN
 SCALE: 1/4" = 1'-0"



ELECTRICAL PLANS

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 734-216-2492

REVISIONS

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E101

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



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees
From: Mike Hoffmeister, Residential Services Director
Date: November 9, 2020

Subject: Request Authorization to seek sealed bids for a Township Magazine

The Residential Services Department is requesting authorization to seek sealed bids for a Township Magazine in 2021.

Previously, the Township was in a five year agreement Allegra for the helpful handbook. This agreement will be completed with the printing of the 2021 handbook. The goal of this project is to utilize a marketing and printing firm to establish a township magazine, mailed to residents three (3) times per year. Staff believe it's important for Township information be put into our residents homes more often. Information from all Township departments would be included.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515

THE CHARTER TOWNSHIP OF YPSILANTI, MICHIGAN

REQUEST FOR PROPOSALS FOR

MAGAZINE PRINT SERVICES



7200 S. Huron River Drive, Ypsilanti, MI 48197

Charter Township of Ypsilanti

REQUEST FOR PROPOSALS MAGAZINE PRINT SERVICES

Sealed or digital proposals (via MITN) in response to this RFP addressed to the Residential Services Department will be accepted until **December 18, 2020 at 2:00 p.m. ET** at 7200 S. Huron River Drive, Ypsilanti, MI 48197 when bids will be publicly opened. All Requests for Proposals must be in the Ypsilanti Township's possession on or before the scheduled date and time (no late RFP will be accepted).

RFP documents can be obtained from the Township's website at <https://ytown.org/departments-services/public-bid-postings> or on the MITN at <https://www.bidnetdirect.com/mitn/solicitations/open-bids/page1>. Any questions in reference to these Proposals may be directed to The Residential Services Department at 734-484-0073.

RFP responses received after the deadline will not be considered. The Township shall evaluate the RFP on the basis of technical ability, experience, and ability to perform the work and factors identified within the attached RFP solicitation.

Ypsilanti Township reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value and most advantageous to the Township, and hold the responses for a period of 120 days without taking action. Ypsilanti Township reserves the right to accept responses from more than one firm determined to be the best option for the Township. Respondents are required to hold their responses firm for the same period of time.

All questions are due in writing no later than **December 4, 2020**

Hand-delivered & Courier Submissions:
Residential Services Department
7200 S. Huron River Drive, Ypsilanti, MI 48197

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

**YPSILANTI TOWNSHIP REQUEST FOR PROPOSALS
MAGAZINE PRINT SERVICES**

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SECTION 1

OBJECTIVES, AND BACKGROUND

1.1 Objectives of this Request for Proposal

The Ypsilanti Township (“**Township**”) is soliciting proposals in response to this Request for Proposal (“**RFP**”) from contractors, hereafter referred to collectively as “**Proposers**,” to provide **MAGAZINE PRINT SERVICES** and related equipment as more particularly described in **Section 5** (Scope of Work) of this RFP.

1.2 Description of Township

The Charter Township of Ypsilanti, Michigan, is located east of Ann Arbor and west of Detroit along the I-94 corridor. Ypsilanti Township serves a population of approximately 55,000. Ypsilanti Township provides a full range of services, including fire protection, court services, recreational facilities and programming, golf, and solid waste services. The Township’s operational commitment is to provide reliable and excellent service to citizens at competitive prices and to guide responsible stewardship of Township resources.

1.3 Project Background

Ypsilanti Township Magazine does not currently have any sort of lifestyle magazine. It prints, annually, a “Helpful Handbook” which serves as a guide to the Township and its related services. It also serves as the primary dissemination source for government information for this growing Township.

Our goal is to create a new magazine and utilize its popularity and success so that residents and others in the community feel they have “ownership” in *Ypsilanti Township Magazine*. It is a citizen publication and within its pages they see themselves, their children, neighbors and their community at work, play and worship - ultimately creating a strong sense of community.

1.4 Term of Agreement

If the Township enters into an Agreement as a result of this RFP, The Township anticipates the initial term of the Agreement will be for three (3) years (“**Initial Term**”), with the option, at the Township’s discretion, to extend the Contractor’s Services for two (2) additional terms of one (1) year each (each an “**Extension Term**”). The Initial Term and each Extension Term are collectively referred to as the “**Term**.”

SECTION 2

NOTICE TO PROPOSERS

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2.1 Submittal Deadline

Proposals must be received by the Township on or before **December 18, 2020 at 2:00 p.m. ET** must be delivered to:

Proposals WILL be accepted in person, by United States Mail, by private courier service, or by submission through MITN. **Proposals WILL NOT** be accepted via oral communication, telephone, electronic mail, telegraphic transmission, or facsimile transmission. Proposals may be withdrawn prior to the above scheduled time set for closing. Alterations made before RFP closing must be initiated by respondents guaranteeing authenticity. Submittal of a response to this RFP constitutes an offer by the respondent. Once submitted, the Proposal becomes the property of Ypsilanti Township and as such the Township reserves the right to use any ideas contained in any response regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFP, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the Township and the successful respondent. Proposals which do not comply with these requirements may be rejected at the option of the Township. No late Proposals will be accepted and will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualifying a proposal.

2.2 Inquiries and Interpretations

The Township specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to The Township Contact. The Township Contact must receive all questions or concerns no later than, **December 4, 2020**. The Township will have a reasonable amount of time to respond to questions or concerns. It is the Township's intent to respond to all appropriate questions and concerns; however, The Township reserves the right to decline to respond to any question or concern. Only Township responses that are made by formal written Addenda will be binding on the Township. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by the Township prior to the submittal date will be and are hereby incorporated as part of this RFP for all purposes.

2.3 RFP Contact Person

Proposers will direct all questions, comments, or concerns regarding this RFP to the following Township contact ("**Township Contact**"):

Mike Hoffmeister
Residential Services Director
7200 S. Huron River Drive, Ypsilanti, MI 48197
Phone: (734) 544-3515
E-mail: mhoffmeister@ytown.org

2.4 Public Information

Township considers all information, documentation and other materials submitted in response to this RFP to be of a non-confidential and non-proprietary nature and shall be subject to public disclosure under the Michigan Freedom of Information Act after the award of an Agreement.

2.5 Criteria for Selection

The successful Proposer, if any, selected by The Township in accordance with the requirements and specifications set forth in this RFP will be the Proposer that submits a proposal in response to this RFP on or before the Submittal Deadline that is the most advantageous to The Township. The successful Proposer is referred to as the "**Contractor.**"

Proposer is encouraged to propose terms and conditions offering the maximum benefit to The Township in terms of (1) services to the Township, (2) total overall cost to the Township, and (3) project management expertise. Proposers should describe all applicable discounts that may be available to The Township in a contract for the Services.

An evaluation team from The Township will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. The Township may give consideration to additional information if the Township deems such information relevant.

Based on the Evaluation Committee review, several firms may be short-listed, for further consideration and may be required to submit supplemental information and an interview or presentation. The Township reserves the right to reject all submissions.

After submission of a proposal but before final selection of Contractor is made, the Township may permit a Proposer to revise its proposal in order to obtain the Proposer's best and final offer. In that event, representations made by Proposer in its revised proposal, including price and fee quotes, will be binding on Proposer. Township is not obligated to select the Proposer offering the most attractive economic terms if that Proposer is not the most advantageous to the Township overall, as determined by the Township.

By submitting a proposal, Proposer acknowledges (1) Proposer's acceptance of [a] the Proposal Evaluation Process, [b] the Criteria for Selection, [c] the Scope of Work (ref. **Section 4** of this RFP), [d] the terms and conditions of the Agreement, and [e] all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by the Township during this RFP process.

The criteria to be considered by The Township in evaluating proposals and selecting Contractor, will be those factors listed below with their relative weightings:

2.5.1 Proposer's Qualifications, Abilities, and Reputation: (30%)

2.5.1.1 Proposer's demonstrated competence and experience in providing the requested services, including the quality of Proposer's references from past and present clients.

2.5.1.2 The qualifications, education, and experience of the team members proposed by Proposer to conduct and supervise its services for the Township.

2.5.1.3 Proposer's past relationship with Ypsilanti Township, and Proposer's experience performing the requested services for entities similar in nature.

2.5.1.4 Proposer's ability to perform the required services within the time periods projected, based on Proposer's demonstrated capabilities, staffing, financial stability, and creative resources.

2.6.1.5 Proposer's demonstrated awareness of the present environments and likely future developments related to the requested services.

2.5.2 Quality of Proposed Services: (35%)

2.5.2.1 The overall demonstrated quality of Proposers' goods and/or services in accordance with the Scope of Work described in Section 5.

2.5.2.2 Quality Assurance Plan

2.5.3 Cost: (35%)

The cost to Township required to secure Proposer's proposed Services, including any long term costs.

2.5.4 Responsiveness of Proposal

The extent to which Proposer's response relates to the specific environment, requirements, and needs of Township; the quality and level of substantive detail and clarity of content provided in Proposer's response.

2.5.5 Threshold Criteria Not Scored:

- (i) Ability of Township to comply with laws regarding Historically Underutilized Businesses; and
- (ii) Ability of Township to comply with laws regarding purchases from persons with disabilities.

2.5.6 **Supplemental Consideration.** As a supplement to the above-described criteria, Township may give consideration to any additional information and documentation submitted by a Proposer if Township deems such information to be relevant, and to serve the best interests of, and provide the best value to, Township.

2.6 Key Events Schedule

Issuance of RFP	November 18, 2020
Deadline for Questions/Concerns	December 4, 2020
Submittal Deadline	December 18, 2020 at 2:00 p.m. ET

SECTION 3M

SUBMISSION OF PROPOSAL

3.1 Submission of Proposal

3.1.1 Should the proposer choose to submit hard copies, in person, they shall submit two (2) identical copies of its *entire* proposal. An *original* signature by an authorized officer of Proposer **must** appear on the Execution of Offer (ref. **Section 7**) of at least one (1) copy of the submitted proposal. **The copy of the Proposer's proposal bearing an original signature should contain the mark "original" on the front cover of the proposal.**

Should the proposer choose to submit virtually through the MITN process, please follow all processes and procedures laid out via the virtual submission experience.

3.2 Preparation and Submittal Instructions

3.2.1 Execution of Offer

Proposer must complete, sign and return the attached Execution of Offer (ref. **Section 7**) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by the Township, in its sole discretion.

3.2.2 Proposers Questionnaire

Respondent shall provide responses to all of the questions identified in the questionnaire in **Section 6**.

3.2.3 Overview of Proposed System / Scope of Services

This section of the proposal should include a general discussion of the proposer's overall understanding of the project and the scope of work, as defined in **Section 4**, proposed.

3.2.4 Sample Documents

Proposers should include sample copies of the documents and/or reports outlined in the scope of work (Section 5). Although they are sample forms, the documents must contain all material terms so that the Township can fairly evaluate the proposer's forms.

3.2.5 Cost Proposal

Proposer must complete and return the Cost Proposal (ref. **Section 5** of this RFP), as part of its proposal. In the Cost Proposal, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must be inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit.

The Township will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Cost Proposal

In the Cost Proposal, Proposer should describe each significant phase in the process of providing the Services to The Township, and the time period within which Proposer proposes to be able to complete each such phase.

3.2.6 Additional Information

1. Insurance Certificates
2. Supplementary Information
3. Other supporting materials and work portfolio which demonstrates the firm's work quality

3.3 Proposal Validity Period

Each proposal must state that it will remain valid for Township's acceptance for a minimum of **one hundred twenty (120)** days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

SECTION 4

SCOPE OF WORK

4.1 General

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in **Section 2.5** of this RFP, the successful Proposer is referred to as the “**Contractor.**”

4.2 Minimum Requirements

Qualified vendors shall be responsible for the following minimum services:

4.2.1 Printing and assembling 15,500 copies of Ypsilanti Township Magazine three times per year (January-March, April-August and September-December; except edition #1 of 2021).

4.2.1.a: Approximately 15,000 are to be mailed by Contractor (depending on up-to-date address list from the Township’s Assessing Department)

4.2.1.b: The remaining are to be hand delivered for distribution at the Ypsilanti Township’s Civic and Community Centers.

4.2.2 Complete design, setup and layout utilizing Township provided content and photos.

4.2.3 Magazine must be printed and assembled using flat 11” x 17” & finished 8.5” x 11”.

4.2.4 Magazine is 36 pages self-cover.

4.2.5 The Cover Stock shall be 80# Silk Cover-4/4 with Satin Varnish or specified equivalent commodity stock held by printer.

4.2.6 Text Pages Stock shall be 80# silk text-4/4 with Satin Varnish or specified equivalent commodity stock held by printer.

4.2.7 The magazine must be saddle stitched and trimmed to size.

4.2.8 The magazine must be Web Press or Sheet Fed.

4.2.9 Ability to print the publication within 5 days of upload from the Township.

4.2.10 Guaranteed ship/delivery to post office on the 5th day.

4.2.11 Must be able to provide mail prep/inkjet services.

SECTION 5

PRICING AND DELIVERY SCHEDULE

Proposal of: _____
(Proposer Company Name)

To: **The Ypsilanti Township**

RFP Title: MAGAZINE PRINT SERVICES

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

5.1 Pricing for Services

Proposer shall include in Proposal a pricing list of all services required for this project as described in Section 5. Do NOT use "To Be Determined" or similar annotations for cost estimates

Price per Magazine: \$_____ Each

Price per Edition: \$_____

Price per Year: \$_____

Additional fees must be itemized and defined below:

SECTION 6

PROPOSER’S GENERAL QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer’s General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

6.1 Proposer Profile

6.1.1 Number of years in Business: _____

State of incorporation: _____

Number of Employees: _____

Name of Parent Corporation, if any _____

6.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by the Township.

6.1.3 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.

6.1.4 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

6.1.5 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by Township’s RFP. Proposer will include in its customer reference list the customer’s company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.

6.1.6 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of Township? If yes, Proposer will explain.

6.2 Miscellaneous

- 6.2.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to Township.
- 6.2.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by Township from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.
- 6.2.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.

SECTION 7

EXECUTION OF OFFER

Proposal of: _____
(Proposer Company Name)

To: The Ypsilanti Township

RFP Title: MAGAZINE PRINT SERVICES

This Proposal shall remain in effect for the Proposal Validity Period (ref Section 3.3) and shall be exclusive of federal excise and state and local sales tax (exempt).

The person signing this Response on behalf of the Proposer represents to Owner that:

- (1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- (2) He/she has full authority to execute this response
- (3) Proposer has received the Addenda to this RFP.

Executed this ____ day of _____, 2020

Entity Name

Signature

Street & Mailing Address

Print Name of Signatory

Township, State, and Zip

Title of Signatory

Telephone Number

Email Address

Mobile Number

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



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: November 5, 2020

Subject: Request Authorization to approve the bid for \$144,900 to Global Green Service Group for the Community Center Flooring Project budgeted in line #212-970.000-976.008 and to authorize the signing of the construction agreement subject to attorney approval.

The Residential Services Department is requesting authorization to approve the bid and authorize the Notice to Award to Global Green Service Group and to allow the three elected officials to sign the project agreement after legal approval for the Community Center Flooring project.

On October 28, 2020, staff opened bids (for a third time) for the Community Center flooring renovation project. This is a CDBG funded project that has gone to bid two times previously; and we have received no bids. We received one bid in the amount of \$144,900. CDBG funds allocated for this project are \$222,337.

If the Board chooses to award the bid and the notice to award, this will start the process for Global Green Service Group to begin their process of delivering their bonds, insurances and the agreement. Following this step, staff is requesting the Board to allow the three full-time elected officials to complete the Agreement. The agreement was previously approved in the bidding document from the first time the project went to bid.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515

November 2, 2020

Michael Hoffmeister
Charter Township of Ypsilanti
7200 S Huron River Dr
Ypsilanti, MI 48197

RE: Community Center Flooring Replacement
Recommendation of Contract Award

Mr. Hoffmeister:

A bid opening for the above-mentioned project was held at 2:00 pm on October 28, 2020. One bid was received, in the amount of \$144,900.00 for the Base Bid only. No bid was submitted for the Alternate Bid. The bid was submitted by Global Green Service Group of Dearborn Heights, MI.

The Base Bid option included removal of existing flooring tile with asbestos abatement and the installation of a resilient vinyl flooring product on a levelling compound. The Alternate Bid option included the complete removal of all mastic prior to the installation of the flooring.

After calling references, we are recommending award of the contract to Global Green Service Group for the Base Bid option in the amount of \$144,900.00. At your direction, we are prepared to issue a Notice of Award to the successful bidder, accompanied by an unexecuted copy of the Agreement. The contractor will then have 15 days to return a signed copy of the Agreement, along with their performance bond, payment bond, maintenance guarantee bond, and certificate of insurance. The Township will then have 10 days to sign and return to the Contractor a fully executed Agreement.

If you have any questions or need further clarification, please feel free to contact us.

Sincerely,



Kevin Wilks, P.E.
Project Manager
SPICER GROUP, INC.
125 Helle Blvd., Suite 2
Dundee, MI 48131
Cell: (616) 550-7837

CC: SGI File
Tara Cohen, Washtenaw County

**BID FORM
FOR CONSTRUCTION CONTRACTS**

ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

*Clerk's Office
Ypsilanti Township Civic Center
7200 S Huron River Dr
Ypsilanti, MI 48197*

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER'S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
1	10/2/2020
2	10/14/2020
3	10/19/2020

If no addenda have been issued, insert "N/A". Bidder shall submit signed copies of the Addendum Acknowledgment receipt form issued with each addendum with the complete bid form.

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

ARTICLE 4 – BIDDER'S CERTIFICATION

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at

artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Lump Sum Bid Price for Base Bid	\$ 144,900.00
Alternate A [Addition]	\$ not applicable
Lump Sum Bid Price for Alternate A	\$ not applicable

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before February 12, 2021
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
 - A. Required Bid security;
 - B. Affidavit of Compliance – Iran Economic Sanctions Act;

ARTICLE 8 – DEFINED TERMS

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

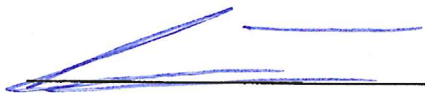
ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

Global Green Service Group

By:

[Signature]



[Printed name] Aaron Tucker

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]



[Printed name] Aaron Tucker

Title: President

Submittal Date: October 28, 2020

Address for giving notices:

27113 Powers Avenue; Dearborn Heights, Michigan 48125

Telephone Number: 313-291-2528

Fax Number: 313-291-2399

Contact Name and e-mail address: Dolly Hello, Office Manager

dolly@ggsg1.com

Bidder's License No.: C38103

(where applicable)

NOTE TO USER: Use in those states or other jurisdictions where applicable or required.

ADDENDUM 1

TO: ALL PROSPECTIVE BIDDERS FOR THE YPSILANTI CHARTER TOWNSHIP
COMMUNITY CENTER FLOORING PROJECT

FROM: KEVIN WILKS, P.E.

DATE: OCTOBER 2, 2020

RE: COMMUNITY CENTER FLOORING REPLACEMENT
YPSILANTI CHARTER TOWNSHIP

*Acknowledge receipt of this Addendum on Page C-410-1
of the Bid Form where indicated*

The following is a list of items that are relevant to the bid and the bidders and change or clarify the bidding documents:

1. The mandatory pre-bid meeting will be held in **Room 301** at the Community Center (address below). Please bring a mask.


Ypsilanti Township Community Center
2025 E Clark Rd
Ypsilanti, MI 48198

2. The Davis-Bacon wage rates have been updated. A new wage determination is attached.

Please sign the Acknowledgement below, attach this Addendum 1 to the front of your bidding document, **and** acknowledge the same on Bid Form page C-410-1.

Bids will not be accepted if Addendum 1 is not acknowledged in both locations. Lack of acknowledgement shall cause the bid to be rejected. Acknowledgement of Addendum 1 by the bidder shall indicate full understanding and acceptance of the addendum in its entirety.

ACKNOWLEDGEMENT OF ADDENDUM 1


(Authorized Signature) Aaron Tucker, President

Global Green Service Group
(Name of Company)

ADDENDUM 2

TO: ALL PROSPECTIVE BIDDERS FOR THE YPSILANTI CHARTER TOWNSHIP
COMMUNITY CENTER FLOORING PROJECT

FROM: KEVIN WILKS, P.E.

DATE: OCTOBER 14, 2020

RE: COMMUNITY CENTER FLOORING REPLACEMENT
YPSILANTI CHARTER TOWNSHIP

*Acknowledge receipt of this Addendum on Page C-410-1
of the Bid Form where indicated*

The following is a list of items that are relevant to the bid and the bidders and change or clarify the bidding documents:

1. The mandatory pre-bid meeting was held and the Minutes are attached.
2. There were some questions that arose during the pre-bid meeting which were not answered initially. Responses to those questions are below:

Does mechanical removal require a full enclosure?

Enclosure requirements can be found in the technical specifications under Section 02 06 00.

Is moisture mitigation required?

Yes. Specifications call for S-452 Seal Strong two-part moisture mitigation system.

The kitchen floor is higher than the adjacent room. Are they to be leveled? Is it two layers of tile? If so, how deep do you want to replace? Is there additional information in the environmental report?

The environmental report is provided as an appendix to the bidding documents. We are not aware of there being more than one layer of tile. Assume one layer of tile in the kitchen and the two rooms will not be finished to the same level.

Room 203 (billiards) doesn't appear to have asbestos mastic. Is this supposed to be included in the project? If so, is it only the tile portion or also the carpeted portion? Under the carpet appears to be lauan on a sub-floor. This may be best as-is to prevent billiard balls from damaging flooring product.

The tile and mastic in Room 203 is presumed to contain asbestos and should be removed. It is possible there is old tile under the lauan, so the entire room will be included in the project.

The Kiln room West of Room 101 is not shown to be included in the project. Should it have been included?

The Kiln Room is not included in this project.

October 14, 2020

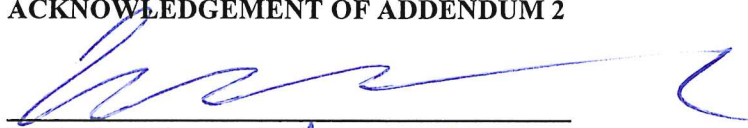
Page 2 of 2

3. Information from Washtenaw County is attached regarding requirements for the Community Development Block Grant requirements.

Please sign the Acknowledgement below, attach this Addendum to the front of your bidding document, **and** acknowledge the same on Bid Form page C-410-1.

Bids will not be accepted if Addendum 2 is not acknowledged in both locations. Lack of acknowledgement shall cause the bid to be rejected. Acknowledgement of Addendum 2 by the bidder shall indicate full understanding and acceptance of the addendum in its entirety.

ACKNOWLEDGEMENT OF ADDENDUM 2



(Authorized Signature)

Aaron Tucker, President

Global Green Service Group

(Name of Company)

ADDENDUM 3

TO: ALL PROSPECTIVE BIDDERS FOR THE YPSILANTI CHARTER TOWNSHIP
COMMUNITY CENTER FLOORING PROJECT

FROM: KEVIN WILKS, P.E.

DATE: OCTOBER 19, 2020

RE: COMMUNITY CENTER FLOORING REPLACEMENT
YPSILANTI CHARTER TOWNSHIP

*Acknowledge receipt of this Addendum on Page C-410-1
of the Bid Form where indicated*


The following is a list of items that are relevant to the bid and the bidders and change or clarify the bidding documents:

1. The Davis-Bacon wage rates have been updated. A new wage determination is attached.

Please sign the Acknowledgement below, attach this Addendum 3 to the front of your bidding document, **and** acknowledge the same on Bid Form page C-410-1.

Bids will not be accepted if Addendum 3 is not acknowledged in both locations. Lack of acknowledgement shall cause the bid to be rejected. Acknowledgement of Addendum 3 by the bidder shall indicate full understanding and acceptance of the addendum in its entirety.

ACKNOWLEDGEMENT OF ADDENDUM 3


(Authorized Signature) Aaron Tucker, President

Gidbal Green Service Group
(Name of Company)

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA DOCUMENT A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

Global Green Service Group
27113 Powers Ave
Dearborn Hgts, MI 48125

as Principal, hereinafter called the Principal, and

Western National Mutual Insurance Company
4700 West 77th Street
Edina, MN 55435-4818

A Corporation duly organized under the laws of the State of MN as Surety, Hereinafter called the Surety, are held and firmly bound unto

Ypsilanti Charter Twp
7200 S Huron River Dr, Ypsilanti, MI

as Oblige, hereinafter called the Oblige, in the sum of

5% of the accompanying bid Dollars (\$-----5%-----),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Community Center Flooring Replacement

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 28th day of October, 2020

Amanda B. Bond
(Witness)

Global Green Service Group
(Principal) (Seal)
President
(Title)

Tom
(Witness)

Western National Mutual Insurance Company
(Seal)
Kathleen M. Reilly
(Title)
Kathleen M. Reilly, Attorney-in-Fact

KNOW ALL MEN BY THESE PRESENTS: That Western National Mutual Insurance Company, a Minnesota mutual insurance company, does make, constitute and appoint: Kathleen M. Reilly, Renee Murany

(Mayfair Insurance Agency, Inc. dba Oakland Insurance Agency, Inc.)

Its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required) bond, undertakings recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, hazardous waste remediation bonds or black lung bonds), as follows:

All written instruments in an amount not to exceed an aggregate of Seven Million Dollars (\$7,000,000) for any single obligation, regardless of the number of instruments issued for the obligation.

and to bind Western National Mutual Insurance Company thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting held on September 28, 2010. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of Western National Mutual Insurance Company on September 28, 2010:

RESOLVED that the president, any vice president, or assistant vice president in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

- RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company
- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
 - (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
 - (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the Company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. IN WITNESS WHEREOF, Western National Mutual Insurance Company has caused these presents to be signed by its proper officer and its corporate seal to be affixed this 16th day of December, 2015.



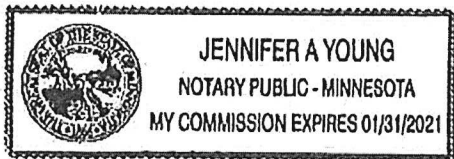
Jon R. Hebeisen, Secretary




Larry A. Byers, Sr. Vice President

STATE OF MINNESOTA, COUNTY OF DAKOTA

On this 16th day of December, 2015, personally came before me, Jon R. Hebeisen and Larry A. Byers and to me known to be the individuals and officers of the Western National Mutual Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally dispose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.




Jennifer A. Young, Notary Public
My commission expires January 31, 2021

CERTIFICATE

I, the undersigned, assistant secretary of the Western National Mutual Insurance Company, a Minnesota corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



Jennifer A. Young, Assistant Secretary



Signed and sealed at the City of Edina, MN this 28th day of October, 2020

AFFIDAVIT OF COMPLIANCE-IRAN ECONOMIC SANCTIONS ACT
MICHIGAN PUBLIC ACT 517 OF 2012

The undersigned, as owner or authorized officer of the below named CONTRACTOR, pursuant to the compliance certification requirement by the State of Michigan, and as referenced by OWNER in the BIDDING DOCUMENTS, hereby certifies, represents and warrants that the CONTRACTOR (including its Officers, Directors and Employees) is not an "Iran linked business" as defined by the Iran Economic Sanctions Act, Michigan Public Act 517 of 2012 (THE ACT). And, that in the event CONTRACTOR is awarded a contract as a result of the aforementioned BIDDING DOCUMENTS, the Contractor will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The CONTRACTOR further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater. The cost of the OWNER'S investigation and reasonable attorney fees may also be added in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on any other of the OWNER'S projects for three (3) years from the date that it is determined that the person has submitted the false certification.

CONTRACTOR:

Global Green Service Group

Name of Contractor

By:

Its: President

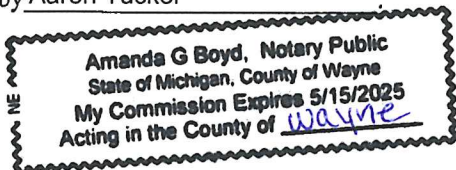
Date: 10/28/2020

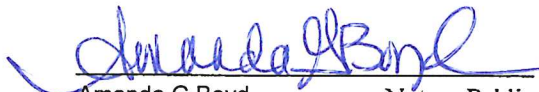
STATE OF Michigan }

ss.

COUNTY OF Wayne }

This instrument was acknowledged before me on the 28th day of October, 2020
by Aaron Tucker




Amanda G Boyd, Notary Public
Wayne County, State of Michigan
My Commission expires: 5/15/2025
Acting in the County of: Wayne

Contractor Number
C38103

Expiration Date
6/19/2021

State of Michigan

Department of Labor and Economic Opportunity

Global Green Service Group, LLC

has satisfactorily met the requirements of Michigan Public Act 135 of 1986,
as amended, and is hereby recognized as a

LICENSED ASBESTOS ABATEMENT CONTRACTOR

Type II (5 + employees)

The issuance of this license does not ensure that asbestos indemnification insurance coverage has been acquired by the licensee. This license is nontransferable.

MIO 3003 (03/2019)
Authority: Michigan Public Act 135 of 1986, as amended

146894

Global Green Service Group, LLC
27113 Powers Avenue
Dearborn Heights, MI 48125

The Michigan Department of Labor and Economic Opportunity (LEO) has reviewed and approved your application for a Michigan Asbestos Abatement Contractors License. The License Certificate is valid for a period of one year.

The Department is requiring each licensed asbestos abatement contractor to notify the Department of any asbestos abatement project exceeding 10 linear feet or 15 square feet of friable asbestos containing material. This notification must reach the office of the Asbestos Program at least 10 days before the beginning of each project. If for any reason there are revisions or modifications to a notification, your company must notify LEO by FAX (517.284.7700), telephone, or email (asbestos@michigan.gov). If the revision is via telephone, your company must follow-up with a formal written revision.

Please be advised, your company must continue to maintain records of post-abatement air monitoring results. LEO can and may request these post asbestos abatement monitoring results periodically. Please be reminded that any additional or new employees must be accredited before they engage in any asbestos abatement activities.

To apply for renewal of this license, please submit an application no sooner than 90 days and no later than 30 days before the license expires. The Department must also be notified of any address or ownership changes. Project notifications and questions regarding your license should be directed to the Michigan Department of Labor and Economic Opportunity, MIOSHA Asbestos Program, P.O. Box 30671, Lansing, Michigan 48909, 517.284.7698.

Michael T. Mason

Michael T. Mason
Industrial Hygiene Manager

OAKLAND INSURANCE

COMMERCIAL INSURANCE • BONDS • PERSONAL INSURANCE

January 8, 2020

TO WHOM IT MAY CONCERN:

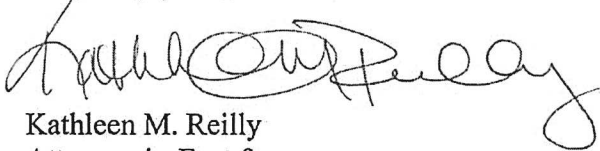
RE: Global Green Service Group
27113 Powers Ave
Dearborn Hgts, MI 48125

Please be advised that we have provided surety on behalf of Global Green Service Group for several years. During the time we have provided surety we have found Global Green Service Group to be an extremely professional company with the utmost integrity and are sure your investigation has found the same to be true. Also, throughout this period of time we have not received any complaints from the owner, architect, subcontractor or supplier.

Currently, Global Green Service Group has available a bond program of \$2,000,000 single and \$4,000,000 aggregate through, Western National Mutual Insurance Company, an A rated company. I would also like to point out that the outlined parameters are not to be construed as maximums and projects in excess of these limits would be considered on an individual basis. As always, Western National Mutual, reserves the right to perform normal underwriting at the time of any bond request, including without limitations, prior review and approval of relevant contract documents, bond form and project financing. We assume no liability if, for any reason, we do not execute such bonds.

If you have any questions regarding the above or we can be of any further assistance please feel free to call our office at (248) 647-2500.

Very truly yours,



Kathleen M. Reilly
Attorney-in-Fact for
Western National Mutual Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Western National Mutual Insurance Company, a Minnesota mutual insurance company, does make, constitute and appoint: Kathleen M. Rellly, Renee Murany

(Mayfair Insurance Agency, Inc. dba Oakland Insurance Agency, Inc.)

Its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required) bond, undertakings recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, hazardous waste remediation bonds or black lung bonds), as follows:

All written instruments in an amount not to exceed an aggregate of Seven Million Dollars (\$7,000,000) for any single obligation, regardless of the number of instruments issued for the obligation.

and to bind Western National Mutual Insurance Company thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a meeting held on September 28, 2010. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of Western National Mutual Insurance Company on September 28, 2010:

RESOLVED that the president, any vice president, or assistant vice president in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the Company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, Western National Mutual Insurance Company has caused these presents to be signed by its proper officer and its corporate seal to be affixed this 16th day of December, 2015.



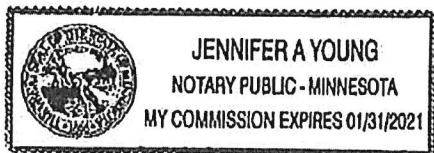
Jon R. Hebeisen, Secretary



Larry A. Byers, Sr. Vice President

STATE OF MINNESOTA, COUNTY OF DAKOTA

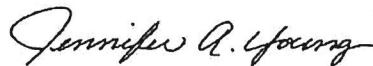
On this 16th day of December, 2015, personally came before me, Jon R. Hebeisen and Larry A. Byers and to me known to be the individuals and officers of the Western National Mutual Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally dispose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Jennifer A. Young, Notary Public
My commission expires January 31, 2021

CERTIFICATE

I, the undersigned, assistant secretary of the Western National Mutual Insurance Company, a Minnesota corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



Jennifer A. Young, Assistant Secretary



Signed and sealed at the City of Edina, MN this 8th day of January, 2020

Global Green Service Group
Customer Reference List

COMPANY NAME	ADDRESS	PHONE	CONTACT	EMAIL
DeMaria Building Company	45500 Grand River; Novi, MI 48374	(248) 348-8710	Mike Phillips, Project Manager	mikephillips@demariabuild.com
Asbestos Demolition Services	5530 Demerly; Benzonia, MI 49616	(231) 882-5566	Michael Haugen, CEO/Owner	adsinc@wildblue.net
Eastern Michigan University	875 Ann Street; Ypsilanti, MI	(734) 260-0296	Kathryn Wilhoff, Safety Director	kwilhoff@emich.edu
US Steel	1 Quality Drive; Ecorse, MI 48229	(412) 327-1677	Matt Sholar, Safety Coordinator	masholar@uss.com
FCA Group	1000 Chrysler Drive; Auburn Hills, MI 48326	(248) 224-5900	John Pomroy, Corporate Safety	john.pomroy@external.fcagroup.com
Wayne State University	42 W Warren; Detroit, MI 48202	(313) 577-0310	John Towle	john.towle@wayne.edu

Global Green Service Group
Project Reference List

CUSTOMER NAME	ADDRESS	PHONE	CONTACT	PROJECT	DATE COMPLETED	VALUE
Berkley Schools	14700 W. Lincoln Blvd; Oak Park, MI 48237	(248) 837-8000		Asbestos Abatement - Norup International	June - August 2016	\$500,000
DeMaria Building Company	45500 Grand River; Novi, MI 48374	(248) 348-8710	Mike Phillips	Asbestos Abatement and Selective Demolition - Aleda E. Lutz Medical Center	2009 - October 2012	\$800,000+
Eastern Michigan University	900 Oakwood Street; Ypsilanti, MI 48197	(734) 219-8315	Kathryn Wilhoff	Asbestos abatement - several locations throughout the campus	2012 - present	\$200,000+
Asbestos Demolition Services	5530 Demerly; Benzonia, MI 49616	(231) 882-5566	Michael Haugen	Lead & Asbestos Abatement - Munson Medical Center	November 2011 - January 2012	\$675,000
BuildTech	401 S. Washington Square, Suite 102; Lansing, MI 48933	(517) 708-3007	Steve Koop	Demolition and associated Asbestos Abatement - 1145 Griswold Detroit, MI	November 2014 - April 2015	\$950,000
City of Dearborn	16901 Michigan Avenue; Dearborn, MI 48126	(313) 943-2000	Anthony Belzak	Demolition and associated Asbestos Abatement - Henry Ford Centennial Library	August 2019	\$522,000
Grainger Construction	39475 W. 13 Mile Rd, Suite 100; Novi, MI 48377	(248) 724-2950	Grace Warmbir	Demolition and associated Asbestos Abatement - Wayne State University STEM Innovation Learning Center	September 2019	\$1,075,000

NOTICE OF AWARD

Date of Issuance:

Owner:	Ypsilanti Charter Township	Owner's Contract No.:	
Engineer:	Spicer Group, Inc.	Engineer's Project No.:	127650SG2019
Project:	Community Center Flooring Replacement	Contract Name:	
Bidder:	Global Green Service Group		
Bidder's Address:	27113 Powers Ave, Dearborn Heights, MI 48125		

TO BIDDER:

You are notified that Owner has accepted your Bid dated October 28, 2020 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Community Center Flooring Replacement (Base Bid)

The Contract Price of the awarded Contract is: \$ 144,900.00 (Lump Sum)

5 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 5 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., Maintenance Guarantee, Performance, and Payment Bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:

Authorized Signature

By:

Title:

Copy: Engineer

AGREEMENT

THIS AGREEMENT is by and between Ypsilanti Charter Township (“Owner”) and _____ (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: Community Center Flooring Replacement.

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Spicer Group, Inc.

3.02 The Owner has retained Spicer Group, Inc. (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

A. The Work will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before February 12, 2021.

B. Contractor will not commence any portions of the work which occur at the physical project site until January 18, 2021 without prior written approval from Owner.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. Completion of Work: If Contractor shall neglect, refuse, or fail to complete the Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$1000 for each day that expires after such time until the Work is completed and ready for final payment.
2. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

4.04 *Special Damages*

- A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:
- A. Total of Lump Sum Bid Price for [Base Bid][Alternate A] \$.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Due to the short duration of the work, there will be no progress payments.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

- 7.01 All amounts not paid when due shall bear interest at the rate of 0 percent per annum.

ARTICLE 8 – CONTRACTOR’S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:
- A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
 - E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor’s safety precautions and programs.
 - F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 - G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
 - H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
 - I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
 - J. Contractor’s entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 1 to 6, inclusive).
 - 2. Performance bond (pages 1 to 3, inclusive).
 - 3. Payment bond (pages 1 to 5, inclusive).

4. General Conditions (pages 1 to 65, inclusive).
 5. Supplementary Conditions (pages 1 to 5, inclusive).
 6. Specifications as listed in the table of contents of the Project Manual.
 7. The Drawings are listed on the document title page.
 8. Addenda (numbers to , inclusive).
 9. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid (pages to , inclusive).
 10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 Assignment of Contract

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 Successors and Assigns

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and

enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.
- B. **Equal Opportunity**
- Contractor shall not 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 race, color, religion, national origin, age, sex, height, weight, marital status, or because of a handicap that is unrelated to the person's ability to perform the duties of a particular job or position.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

OWNER:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

BOARD MEMBER UPDATES
