

CHARTER TOWNSHIP OF YPSILANTI

MINUTES OF THE MARCH 16, 2021 REGULAR BOARD MEETING

Supervisor Stumbo called the meeting to order at approximately 7:00 p.m. done as Zoom Virtual Board meeting.

Members Present: Supervisor Stumbo, Clerk Heather Jarrell Roe, and Treasurer Eldridge
Trustees: John Newman, Gloria Peterson, Debbie Swanson, and Jimmie Wilson, Jr.
(All members stated that they were present in Ypsilanti Township)

Members Absent: none

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS (THREE MINUTES PER PERSON)

Alisha Dyer, Township Resident stated “Hi, I just want to say in a moment of impressive unity, Ypsilanti township voters approved recreational marijuana. Every precinct from Holmes Road to West Willow to Greene Farms voted yes. Those in public service we have a duty and loyalty to people we serve and delaying Ypsilanti Township from entering into the market is hurting our first mover advantage in revenue. Lost revenue hurts our people and our kids. Recreational marijuana, unlike medical marijuana, has a ten percent excise tax and a six percent sales tax attached to it. Excise tax goes to local governments and helps fund schools and roads. The Senate Fiscal Agency projected that recreational marijuana would rack up one hundred and fifty million in sale excise taxes for this year next year we could see tax revenues reach two hundred and sixty two million. The opportunity cost is too high to not move quickly on this. It is well documented, and no secret that the township court is funded by traffic fines and costs. COVID dramatically hurt that funding and its not sustainable. Using that funding structure pits police against the community where tickets they write become more important over their safety and the safety of our residents. When the traffic fines aren’t generating enough money, money then comes out of our Ypsilanti Township general fund, to fund our court. Alternatives to revenue should be a top priority. Recreational marijuana can tax revenue can promote growth and enhance equity in our township if we get moving and don’t wait another year. Dragging our feet on this, when looking at the big picture, is a slap in the face to first responders, residents, and people harmed by marijuana prohibition and quite frankly, employees in the court and township offices that have had to worry about their jobs. Last and not least, the social equity piece to recreational marijuana can and should be determined by the people adversely impacted by marijuana prohibition. We have a chance here to uplift communities harmed and denied equal opportunities and access to safety in our township. Archaic viewpoints against marijuana shouldn’t be taking front and center while people’s rights to access sit backstage. You’ve asked

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for more time, you've taken a lot of time already and one more year is unacceptable, and irresponsible and harmful and shows laziness on behalf of planners when other areas have made this a priority and have gotten this done much faster. I want to thank Trustee Jimmy Wilson and Heather Roe for voting no initially on prolonging the time on this and for listening to the people you serve. The reality is that people don't always come to these meetings. We put our faith in our leaders and we played footsie around this topic for too long. Seeing dillydallying from the township is disappointing and we need to do something right we need to move forward and show people in the township that they matter. One more year on this is unacceptable. I'd like to use the remained of my time for us to silently reflect on the people harmed by marijuana prohibition in our township. Thank you. "

CONSENT AGENDA

A. MINUTES OF THE MARCH 2, 2021 WORK SESSION AND REGULAR MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR MARCH 16, 2021 IN THE AMOUNT OF \$659,660.02**
- 2. CLARITY HEALTHCARE DEDUCTIBLE ACH EFT FOR FEBRUARY 2021 IN THE AMOUNT OF \$61,253.69**
- 3. CLARITY HEALTHCARE ADMIN FEE FOR FEBRUARY 2021 IN THE AMOUNT OF \$1,216.50**

C. TREASURER'S REPORT FEBRUARY 2021

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

The motion carried unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE – Given in the Work Session

OLD BUSINESS

- 1. 2ND READING OF RESOLUTION 2021-11, PROPOSED ORDINANCE 2021-495, AN ORDINANCE AMENDING ORDINANCE 2020-490 EXTENDING THE TIME**

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**PERIOD OF PROHIBITING RECREATIONAL MARIJUANA ESTABLISHMENTS IN
YPSILANTI TOWNSHIP AS PROVIDED BY THE RECREATIONAL MARIJUANA
BALLOT INITIATIVE 1 OF 2018 FOR ONE YEAR DUE TO COVID (1ST READING
HELD AT THE FEBRUARY 16, 2021 REGULAR MEETING)**

A motion was made by Clerk Jarrell Roe, supported by Trustee Swanson to Approve 2nd Reading of Resolution 2021-11, Proposed Ordinance 2021-495, an Ordinance Amending Ordinance 2020-490 Extending the Time Period of Prohibiting Recreational Marijuana Establishments in Ypsilanti Township as Provided by the Recreational Marijuana Ballot Initiative 1 of 2018 for One Year Due to Covid (1st Reading Held at the February 16, 2021 Regular Meeting) (see attached).

Jarrell Roe.....Yes	Eldridge.....Yes	Peterson.....Yes
Swanson.....Yes	Newman.....Yes	Wilson.....No
Stumbo.....Yes		

The motion carried.

NEW BUSINESS

- 1. REQUEST OF PROPERTY OWNERS MARK R. AND LINDA S. GIRARD TO TERMINATE THE PA 116 FARMLAND DEVELOPMENT RIGHTS AGREEMENT FOR THE 57 ACRES LOCATED AT 7200 AND 7300 BUNTON ROAD.

A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve a Request of Property Owners Mark R. and Linda S. Girard to Terminate the PA 116 Farmland Development Rights Agreement for the 57 acres Located at 7200 and 7300 Bunton Road.

The motion was carried unanimously.

- 2. RESOLUTION 2021-12, APPROVING CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR ADDITIONAL WORK ON US-12 AND M-17

A motion was made by Clerk Jarrell Roe, supported by Trustee Peterson to Approve Resolution 2021-12, Approving Contract with the Michigan Department of Transportation for Addition Work on US-12 and M-17 (see attached).

The motion was carried unanimously.

- 3. REQUEST TO APPROVE THE 7TH AMENDMENT TO THE CRYSTAL PONDS MASTER DEED

A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve the 7th Amendment to the Crystal Ponds Master Deed.

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The motion was carried unanimously.

4. REQUEST TO APPROVE REPAIRS TO FIRE ENGINE 14-7 IN THE AMOUNT OF \$10,195.92 BUDGETED IN LINE ITEM #206-206-000-863-004

A motion was made by Treasurer Eldridge, supported by Trustee Peterson to Approve Repairs to Fire Engine 14-7 in the Amount of \$10,195.92 Budgeted in Line Item #206-206-000-863-004.

The motion was carried unanimously.

5. REQUEST TO APPROVE PROFESSIONAL ENGINEERING DESIGN SERVICES WITH OHM FOR FORD BLVD. SIDEWALK IMPROVEMENTS IN THE AMOUNT OF \$19,900.00 BUDGETED IN LINE ITEM #212-212-000-818-006

A motion was made by Trustee Peterson, supported by Clerk Jarrell Roe to Approve Professional Engineering Design Services with OHM for Ford Blvd. Sidewalk Improvements in the Amount of \$19,900.00 Budgeted in Line Item #212-212-000-818-006 (see attached).

Motion carried unanimously.

6. REQUEST APPROVAL FOR AAA AUTO PARTS AND SERVICE TO BE DESIGNATED AS THE PREFERRED VEHICLE REPAIR SHOP FOR TOWNSHIP VEHICLE REPAIRS LESS THAN \$1000.00

A motion was made by Trustee Swanson, supported by Treasurer Eldridge to Approve AAA Auto Parts and Service to be Designated as the Preferred Vehicle Repair Shop for Township Vehicle Repairs Less Than \$1000.00.

Motion carried unanimously.

7. RESOLUTION 2021-13, 2021 LAND AND WATER CONSERVATION FUND GRANT FOR CLUBVIEW PARK

A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve Resolution 2021-13, 2021 Land and Water Conservation Fund Grant for Clubview Park (see attached).

Motion carried unanimously.

8. REQUEST AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCES BY PADLOCKING AT 1777 W. MICHIGAN AVE., 649 N. IVANHOE, AND 1148 FALL RIVER BUDGETED IN LINE ITEM #101-950-000-801-023

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A motion was made by Trustee Peterson, supported by Trustee Wilson to Approve Authorization for Circuit Court Litigation to Abate Public Nuisances by Padlocking at 1777 W. Michigan Ave, 649 N. Ivanhoe, and 1148 Fall River Budgeted in Line Item #101-950-000-801-023.

Motion carried unanimously.

9. REQUEST AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCES LOCATED AT 505 HOLMES RD. AND 1636 S. PASADENA ST. BUDGETED IN LINE ITEM #101-950-000-801-023

A motion was made by Clerk Jarrell Roe, supported by Trustee Peterson to Approve Authorization for Circuit Court Litigation to Abate Public Nuisances Located at 505 Holmes Rd., and 1636 S. Pasadena St. Budgeted in Line Item #101-950-000-801-023.

Trustee Wilson stated he was glad that the mental health department assist with the incident at 505 Holmes Rd.

Trustee Wilson asked how long should we let blight go on in our neighborhoods. He said the S. Pasadena home had been cited 19 times.

Motion carried unanimously.

AUTHORIZATIONS AND BIDS

1. REQUEST TO SEEK SEALED BIDS FOR LOON FEATHER POINT PARK RENOVATION PROJECT

A motion was made by Trustee Swanson, supported by Clerk Jarrell Roe to Approve Request to Seek Sealed Bids for Loon Feather Point Park Renovation Project.

Motion carried unanimously.

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

Motion carried unanimously.

The meeting was adjourned at approximately 7:24PM

Respectfully Submitted,

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

**Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti**

Charter Township of Ypsilanti

RESOLUTION 2021-11

(In Reference to Proposed Ordinance Amendment 2021 - 495)

Prohibiting Recreational Marijuana Establishments within Ypsilanti Township as Provided by the Recreational Marijuana Ballot Initiative 1 of 2018

Whereas, at a regular meeting of the Ypsilanti Township Board of Trustees held on **June 16, 2020** the Township Board adopted Ordinance Number 2020-490 which prohibited **“Recreational Marijuana Establishments”** within Ypsilanti Township as provided by the **“Recreational Marijuana Ballot Initiative 1 of 2018”** and;

Whereas, Township Ordinance Number 2020-490 contained a section entitled **“Effective Date”** which stated *inter alia* that **“This ordinance shall cease effect on March 31, 2021”** and;

Whereas, the COVID-19 pandemic has placed constraints on the Ypsilanti Township Board of Trustees and the Ypsilanti Township Planning Commission’s ability to schedule and hold meetings in person so as to fulfill the Township’s commitment to achieve **“Community Engagement”** with its Residents, Neighborhood Watch Groups, Businesses, and all other interested community organizations regarding a number of regulatory and land use decisions that will be codified in the Township’s Zoning Ordinance as it pertains to recreational marijuana and;

Whereas, the Ypsilanti Township Board of Trustees wishes to fulfill this commitment of **“Community Engagement”** and, as such, has determined that the **“Effective Date”** for Ordinance Number 2020-490 to cease effect should be extended to **March 31, 2022** so as to allow for further community engagement as well as adoption of ordinances and regulations pertaining to recreational marijuana.

NOW THEREFORE BE IT RESOLVED that Ordinance Amendment Number 2021-495 attached hereto is incorporated by reference and is hereby adopted in its entirety.

I, Heather Jarrell 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. 2021-11 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on March 16, 2021.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

Charter Township of Ypsilanti

PROPOSED ORDINANCE NO. 2021-495

An Ordinance Amending Ordinance 2020-490 Prohibiting Recreational Marijuana Establishments within Ypsilanti Township as Provided by the Recreational Marijuana Ballot Initiative 1 of 2018

The Charter Township of Ypsilanti hereby Ordains that Ordinance Number 2020-490 shall be amended as follows:

Effective Date

This Ordinance shall become effective upon publication in a newspaper of general circulation as required by law. This Ordinance shall cease effect on **March 31, 2022**. Furthermore, the Township's Planning Director, Planning Consultants, and Township Attorneys are hereby directed to provide the Ypsilanti Township Board of Trustees with quarterly updates which pertains to all information and research that is being conducted.

Severability

Should any section, subdivision, sentence, clause or phrase of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part as invalidated.

Publication

This Ordinance shall be published in a newspaper of general circulation as required by law.

Effective date

This Ordinance shall become effective upon publication in a newspaper of general circulation as required by law.

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2021-495 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on March 16, 2021 after first being introduced at a Regular Meeting held on February 16, 2021. The motion to approve was made by member Jarrell Roe and seconded by Swanson YES: Stumbo, Jarrell Roe, Eldridge, Newman, Swanson, Peterson and ABSENT: None NO: Wilson ABSTAIN: None.



Heather Jarrell 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;

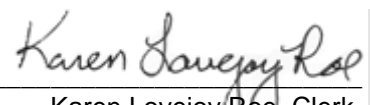
NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

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

Supervisor
BRENDA L. STUMBO
Clerk
HEATHER JARRELL ROE
Treasurer
STAN ELDRIDGE
Trustees
JOHN P. NEWMAN II
GLORIA PETERSON
DEBBIE SWANSON
JIMMIE WILSON, JR.



Charter Township of Ypsilanti

Clerk's Office

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

MEMORANDUM

To: Michael Hoffmeister, Residential Services Director

From: Heather Jarrell Roe, Clerk

Date: March 17, 2021

Subject: ***Request to Approve Professional Engineering Design Services with OHM for Ford Blvd. Sidewalk Improvements***

At the regular meeting held on March 16, 2021, the Charter Township of Ypsilanti Board of Trustees approved professional engineering design services with OHM for Ford Blvd. sidewalk improvements in the amount of \$19,900.00 budgeted in line item #212-212-000-818-006.

A signed copy of the agreement is attached. Please return a fully executed copy to my office.

Should you have any questions, please contact my office.

Irs

cc: Matt Parks, OHM
Elliot Smith, OHM
Javonna Neel, Accounting Director
Files



March 10, 2021

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

RE: Proposal for Ford Boulevard ADA Improvements
Professional Engineering Design Services

Dear Ms. Stumbo:

Thank you for the opportunity to submit this proposal to provide Professional Engineering Design Services for improving ADA accessibility along Ford Boulevard. As part of the 2019 AACIL settlement, the Charter Township of Ypsilanti and the Washtenaw County Road Commission (WCRC) are responsible for improving Ford Blvd ADA accessibility along the sidewalk north of Holmes Road and OHM is eager to help resolve this task.

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

PROJECT UNDERSTANDING

The proposed project consists of removing and replacing existing sidewalk along the east side of Ford Boulevard from Holmes Road to approximately 500 feet northward. For this ADA Improvements Project, a 5-ft wide concrete pathway will be designed beginning at the northeast corner of Ford Blvd and Holmes Rd traversing northwardly toward the Clark East Tower Apartments.

Pathway design will comply with the current guidelines for pathway construction including applicable sections of the Americans with Disabilities Act (ADA), the National Asphalt Pavement Association (NAPA) Standards, and local Ordinances.

It is anticipated that most of the construction effort will stay within the Ford Boulevard right-of-way; however, for grading purposes a temporary grading easement may be required specifically at the property of 1595 Holmes Road (Strip Mall driveway) and 1550 East Clark Road (sidewalk junction of Clark East Tower Apartments).

OHM will reach out to management at the Clark East Tower Apartments (1550 E Clark Rd) and acquire a letter of support if a temporary grading easement is deemed necessary during the design. The same approach will be made with Ypsilanti Real Estate LLC (1595 Holmes Rd), for the abutting strip mall if a temporary grading easement is necessitated. No other easements for the project are anticipated at this time as most of the proposed work should be contained within the Ford Blvd right-of-way.

We offer the following scope of services for the completion of the design of this project.



SCOPE

Task 1 – Design Survey/ROW Identification

OHM Advisors will begin Design Survey upon authorization to proceed. Due to the sensitive nature of this project, it is imperative updated topo is collected so the project can be properly designed to meet ADA standards and successfully get the proper WCRC permit in place. The topographical survey will also identify critical areas where obtaining temporary or permanent easements is necessary. Tasks to be accomplished include:

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

Task 2 – Engineering Drawing Design

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

The plans will include any notes and details necessary for specific design elements as well as cross-sections of the sidewalk. These documents will serve as the plans for the project and allow the contractor to recognize the overall scope of work. Additionally, these plans will be reviewed with the Township for feedback through a meeting. If easements are needed, they will be discussed at this time. Any plan revisions discussed at the meeting will be incorporated into the drawings for the final change order package. This design assumes two (2) easements will need to be obtained near the shopping center drive approach and the Clark Tower Apartments. Additional easements can be prepared for \$950 each.

Geotechnical information will also be gathered at this stage and will be performed in-house by OHM. We anticipate that three (3) pavement cores will need to be obtained for the proposed pathway alignment.

Task 3 – Specifications and Final Plans and Bid Package Assembly

In order to develop the necessary specifications, OHM will follow the Charter Township of Ypsilanti Engineering Standards and Design Specifications. These specifications will pertain to specific items such as special instructions to bidders (Township requirements), supplemental and technical specifications, and a method of payment for the contractor to follow. The bid package will require the necessary bonding, prevailing wage information, and insurance requirements as well as a bid form that will allow the Township to compare bids on an “apples to apples” basis. After completion of the design, the Township will be provided with two hard copies of the package for review along with an updated final engineer’s opinion of probable cost. Final adjustments to the package will then be made based on the Township’s comments prior to advertising and bidding. A list of permits will also be included in the bid package and all applicable permit applications will also be applied for prior to bidding commencing.

Task 4 – Bidding Assistance

The final bid package will be provided to the Township to be posted on the Michigan Inter-governmental Trade Network (MITN). OHM will assist with the bid process and conduct a bid opening. OHM can also hold an onsite pre-bid conference with potential bidders, if requested by the Township. OHM will address any questions and/or any Requests for Information (RFIs) received by the bidding contractors during the bid phase. OHM will hold a bid opening at the Township on the date specified in the bid documents. Bids will be received, read aloud, collected, tabulated, and reviewed. A letter of recommendation will be provided to the Township based on price, references, and other criteria outlined in the bid documents.



DELIVERABLES

Task	Deliverable
Task 2	Engineering Design Plans
Task 3	Final Bidding Package (Reviewed by Township Attorney)
Task 4	Recommendation of Award Letter

KEY PERSONNEL

This project team has been specifically selected to best meet the technical aspects of the design and facilitate coordination with the Township. OHM will provide in-house geotechnical services. Below is a list of key personnel and their role on this project.

Project Team Members	Role on Project	Specific Duties
Matthew Parks, PE	Project Manager	Management & Public Liaison
Elliot Smith	Lead Design Engineer	Concepts, Design Development, ADA Issues, & QA/QC
Andrew Schripsema, PE, PS	Surveyor	Design Survey (Control, Topography, & Right-of-Way)

ASSUMPTIONS/CLARIFICATIONS

- The design will be limited to the sidewalk and hard surface around the proposed conceptual routes only. This design will not incorporate any improvements to Ford Boulevard or Holmes Road.
- After our survey team completes the topographic survey, OHM will review the existing grades of the through driveways and pathway that intersect the project. In the event easements are required due to necessary regrading, easement coordination will be billed hourly to OCS.
- Any additional tasks outside of the above scope of services can be conducted at an hourly rate or as negotiated between the Township and OHM Advisors. Additional work will not be conducted prior to Township written authorization.
- No construction phase services are included in the proposal. The Township can inspect and administer this project with their staff or OHM can submit a proposal under separate cover for consideration upon request. In general, small projects like this require approximately 13-15% of the overall construction cost to administer construction services. This can change based on the level of service provided.
- Any meetings in addition to the meetings outlined in the above scope are not included in the scope of services but can be attended upon request. Time spent for these meetings will be charged on an hourly basis.

SCHEDULE

As we submit this proposal, the world is still in the midst of the Covid-19 health crises and we believe there is an increased risk for potential schedule impacts. The Scope of Services includes a schedule that is based on operating in a normal environment. The OHM Advisors team is adjusting our workflow logistics and our design teams are working remotely in a very effective manner. However, be aware that schedule impacts from elements such as field services delays, permitting agencies, utility companies, and key staff illness that OHM Advisors does not have control over are more likely in the current environment. We will communicate proactively, clearly identify project issues as they arise and work with Township staff to develop a plan to deal with the issues.



OHM Advisors intends to start work within three weeks of approval of the proposal. Final plans should be complete within four months. OHM Advisors should be notified immediately of any deadline changes to satisfy the Township's needs, as significant changes in the final project schedule could affect total cost.

FEE

OHM Advisors will invoice the Charter Township of Ypsilanti for the above stated services on an hourly not-to-exceed basis, in accordance with our 2021 Rate Schedule. Invoices will be sent monthly as work is performed.

Design Tasks	Design Fee
Task 1: Survey & ROW	\$5,600.00
- Sub Task 1: Pavement Cores	\$1,500.00
Task 2: Engineering Drawings	\$5,400.00
Task 3: Specifications and Final Bid Package	\$3,900.00
Task 4: Bidding Assistance	\$3,500.00
Total	\$19,900.00

The total fee is estimated to be \$19,900.00. Additional services can be provided on an hourly basis, as requested.

ACCEPTANCE

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

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

OHM ADVISORS
CONSULTANT

Matthew D. Parks, P.E.

Principal in Charge

3-18-21

(Signature)

(Name)

(Title)

(Date)

(Signature)

(Name)

(Title)

(Date)

Charter Township of Ypsilanti
CLIENT

Brenda Stumbo

Ms. Brenda Stumbo

Township Supervisor

March 17, 2021

Heather Jarrell Roe

Ms. Heather Jarrell Roe

Township Clerk

March 17, 2021

Charter Township of Ypsilanti

RESOLUTION NO. 2021-13

2021 LAND AND WATER CONSERVATION FUND GRANT FOR CLUBVIEW PARK

WHEREAS, the Charter Township of Ypsilanti, in Washtenaw County Michigan, supports the submission of an application titled, “Clubview Park Improvements” to the Land and Water Conservation Fund for development of new tennis and pickleball courts at Clubview Park; and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, the Charter Township of Ypsilanti is hereby making a financial commitment to the project in the amount of \$147,500 matching funds, in cash and/or force account; and

NOW THEREFORE, BE IT RESOLVED that the Charter Township of Ypsilanti hereby authorizes submission of a Land and Water Conservation Fund Application for \$147,500, and further resolves to make available its financial obligation amount of \$147,500 of a total \$295,000 project cost, during the 2022-2023 fiscal year.

I, Heather Jarrell 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. 2021-12 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on March 16, 2021.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti