

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE MAY 18, 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)**

Tad Wysor, Township Resident thanked the board for making it easy for him to attend the board meetings now that it is offered on ZOOM.

**CONSENT AGENDA**

**A. MINUTES OF THE MAY 4, 2021 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR MAY 18, 2021 IN THE AMOUNT OF \$392,339.13**
- 2. CLARITY HEALTHCARE DEDUCTIBLE ACH EFT FOR APRIL 2021 IN THE AMOUNT OF \$46,630.59**
- 3. CLARITY HEALTHCARE ADMIN FEE FOR APRIL 2021 IN THE AMOUNT OF \$1,194.00**

**C. TREASURER'S REPORT APRIL 2021**

**A motion was made by Clerk Jarrell Roe, supported by Trustee Peterson to Approve the Consent Agenda.**

**The motion carried unanimously.**

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters stated we continue to get the blight in areas of the Township cleaned up. He said there were a couple parties within a 24 hour period in one of our neighborhoods which were attended by about 300 people. He said law enforcement were called to take care of dispersing the attendees.

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Attorney Winters stated the AFSCME negotiations are back on track where we have some dates scheduled for the first part of June.

Attorney Winters stated we need to discuss, possibly in a closed session, what our vision is moving forward with the YMCA. He said we are still waiting to receive the feasibility study which we were told we would receive back in 2019.

Attorney Winters stated they continue to meet internally on a weekly basis regarding the Industrial Revitalization District which is along I-94/Rawsonville Rd. corridor. He said they were getting close to presenting it to the board in a work session.

**NEW BUSINESS**

**1. REQUEST APPROVAL OF AMENDMENT TO THE CONNECTING COMMUNITIES PROJECT AGREEMENT WITH WASHTENAW COUNTY FOR THE CONSTRUCTION OF THE HURON STREET PATHWAY**

Supervisor Stumbo stated that due to Covid all the bids are coming in a lot higher and they are asking to extend it another year.

**A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Request Approval of Amendment to the Connecting Communities Project Agreement with Washtenaw County for the Construction of the Huron Street Pathway (see attached).**

**The motion carried unanimously.**

**2. REQUEST APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH WASHTENAW COUNTY COMMUNITY PARTNERS FOR CLEAN STREAMS TO ACCEPT A GRANT IN THE AMOUNT OF \$1,000.00 FOR SUGARBROOK PARK**

Supervisor Stumbo stated that the Sugarbrook neighborhood has been applying for grants to get the funds to build a butterfly garden at Sugarbrook Park.

**A motion was made by Treasurer Eldridge, supported by Trustee Swanson to Approve a Memorandum of Understanding with Washtenaw County Community Partners for Clean Streams to Accept a Grant in the Amount of \$1,000.00 for Sugarbrook Park (see attached).**

**The motion was carried unanimously.**

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**3. REQUEST APPROVAL OF PROPOSAL FROM DMC TECHNOLOGY GROUP, INC.  
FOR LICENSING, INSTALLATION, CONFIGURATION AND TRAINING OF THE  
HEARING NOTIFICATION AND ELECTRONIC CHECK IN APPLICATION IN THE  
AMOUNT OF \$4,400.00 BUDGETED IN LINE ITEM #236-136-000-947-038**

Supervisor Stumbo stated this will allow notifications via text and update the current system at the court. She said there was a Grant that was received through the State Police. She said she appreciates Judge Washington and Magistrate Nelson for bringing this forward.

Trustee Swanson asked how people would be notified if they do not have access to a cell phone.

Supervisor Stumbo stated they will continue to mail out the information but this would just be a reminder text.

Magistrate Nelson said their primary notifications are through the mail but if they give their phone number or email we will send a reminder. He said this is an added service. He said that it will also allow the person to notify the court when they arrive and they can be directed to come in if the court is ready for them. He said this will be effective in not having individuals waiting inside the building for their hearing or meeting.

Attorney Winters said that in the past we had a lot of no shows for court appearances. He said it would be interesting to see how successful having this technology would be in cutting down the number of no shows for court appearances. He said he saw in the paperwork that this software has additional enhancements that may be beneficial for tracking this.

Magistrate Nelson stated they could generate those reports if the board would like to receive them.

Trustee Swanson stated if this software can help with the safety issues at the court.

Magistrate Nelson stated that would have control with who and when individuals were entering/exiting the building.

**A motion was made by Clerk Jarrell Roe contingent upon Attorney review, supported by Treasurer Eldridge to Approve the Proposal From DMC Technology Group, Inc. for Licensing, Installation, Configuration and Training of the Hearing Notification and Electronic Check in Application in the Amount of \$4,400.00 Budgeted in Line Item #236-136-000-947-038 (see attached).**

**The motion was carried unanimously.**

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**4. BUDGET AMENDMENT #7**

**A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve Budget Amendment #7 (see attached).**

**The motion carried unanimously.**

**BOARD MEMBER UPDATES**

Supervisor Stumbo stated she received a notice for a zoom meeting on June 2, 2021 at 7:00pm for the US-12/Ecorse Rd. improvements. She said the actual work will begin after Memorial Day.

Supervisor Stumbo stated she met with DTE along with Clerk Jarrell Roe and Treasurer Eldridge. She said they will bring back an agreement to the Board for the improvements that DTE will be doing.

Supervisor Stumbo stated we are moving forward with applying for a grant for recycling. She said our contract with Waste Management requires us to get information and approval from them. She said she sent an email but has not heard back from them.

Supervisor Stumbo stated Clerk Jarrell Roe, Treasurer Eldridge, Trustee Swanson, Robin Castle-Hine, a sub-group of the Sheriffs' Department and community members have met several times for quality of life issues. She said they would like to do a campaign called slow-down and turn-it-down because noise and speed are big issues in our neighborhoods.

**A motion was made by Trustee Peterson, supported by Trustee Newman to Adjourn.**

**Motion carried unanimously.**

**The meeting was adjourned at approximately 7:41PM**

**Respectfully Submitted,**

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

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



***Washtenaw County Parks and Recreation Commission***

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Contract # 51944.1

May 5, 2021

Ms. Brenda Stumbo  
Ypsilanti Township, Supervisor  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

Dear Madam:

Washtenaw County Parks and Recreation Commission wishes to amend our contract with your agency. Corporation Counsel has indicated that this amendment be accomplished by a letter signed by both parties. If this amendment is agreeable to you, please sign and return this letter. You will receive an executed copy upon completion.

Accordingly, I hereby amend the Connecting Communities Project Agreement between Washtenaw County and Ypsilanti Township fully executed February 26, 2020, as follows.

Section 3 – Time of Performance – Construction will be complete with documentation submitted to WCPARC for reimbursement by December 31, 2022.

All other terms and conditions remain the same as in the original contract and subsequent amendments.

ATTESTED TO:

Washtenaw County Parks and  
Recreation Commission

By: \_\_\_\_\_  
Lawrence Kestenbaum                      Date  
County Clerk/Register

By: \_\_\_\_\_  
Coy P. Vaughn                                      Date  
Director, Parks & Recreation

Ypsilanti Township

By: \_\_\_\_\_  
Brenda Stumbo                                      Date  
Township Supervisor

By: \_\_\_\_\_  
Heather Jarrell Roe                                      Date  
Township Clerk

Cc: County Clerk

**MEMORANDUM OF UNDERSTANDING FOR  
WASHTENAW COUNTY COMMUNITY PARTNERS FOR CLEAN STREAMS (CPCS) GRANT PROGRAM**

**BETWEEN**

**THE CHARTER TOWNSHIP OF YPSILANTI, 7200 S HURON RIVER DRIVE, YPSILANTI, MI 48197**

**AND**

**WASHTENAW COUNTY GOVERNMENT, 705 N. ZEEB ROAD, ANN ARBOR, MI 48103**

This Memorandum of Understanding (MOU) sets for the terms and understanding between the parties identified above for the purpose of current CPCS could apply for the grant to do an on the ground project that would have an impact on water quality, stormwater management and/or pollution prevention. The project would fulfill some area of the CPCS program that the applicant is not currently doing, or could be expanded upon. A few example projects are below:

- Install or expand a rain garden or buffer strip (along a water body)
- Retrofit a defunct rain garden
- Purchase recycling containers
- Install a composting system

**A. Scope of Services:**

The awardee will use the funds provided by Washtenaw County Water Resources Commissioner's Office to design and install a Michigan native wildflower garden at Sugarbrook Park by converting 3000 square feet of turf grass into a garden with native plants that will beautify the park, capture more stormwater and also increasing the biodiversity in our urban ecosystem., as outlined in the grant application.

**B. Term:**

This agreement begins on May 5, 2021 and ends on December 31, 2021.

**C. Compensation:**

Upon completion of the above mentioned project, the Awardee shall submit itemized receipts to the County before December 1<sup>st</sup>, 2021, and the County will reimburse the Awardee the costs incurred up to the not to exceed amount of one thousand dollars (\$1,000.00).

The funds received must be used for expenses directly related to grant activities. The County reserves the right to refuse to reimburse if the expenses are not grant related.

**D. Responsibilities of Washtenaw County:**

The County will treat all Applications and Awardee's equal.

The County will process reimbursement costs upon submission and approval of invoices.

**E. Responsibilities of Awardee:**

The Awardee is responsible for completing the project and a summary factsheet. The factsheet will be submitted to Washtenaw County Office of the Water Resources Commissioner before December 31, 2021.

The summary factsheet will include a project description, summary of volunteer and work hours committed to the project, a budget, photos and a statement indicating future plans relating to the program.

The final budget should be submitted including itemized receipts of each expenditure.

**F. Indemnification Agreement:**

The Awardee 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 Awardee’s own employees or volunteers, 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 contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

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

**G. Termination of Memorandum of Understanding:**

Termination without cause. Either party may terminate the contract by giving thirty (30)

**H. Electronic Signatures** days to the other party. The Awardee will be compensated for the qualifying expenditure up to the date of termination. All parties to this agreement agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY:

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

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

APPROVED AS TO CONTENT:

YPSILANTI TOWNSHIP:

By: \_\_\_\_\_  
Evan Pratt (Date)  
Water Resources Commissioner

By: \_\_\_\_\_  
Brenda Stumbo (Date)  
Ypsilanti Township Supervisor

APPROVED AS TO FORM:

YPSILANTI TOWNSHIP:

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

By: \_\_\_\_\_  
Heather Jarrell Roe (Date)  
Ypsilanti Township Clerk



## Hearing Notification & Electronic Check In Proposal

Quote #: 012708 Version: 1

### Statement of Work

**Project:** Licensing, installation, configuration and training of the Hearing Notification and Electronic Check In Application.

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### Scope:

The scope of this project consists of the licensing installation, configuration and training of the Hearing Notification and Electronic Check In application for use with the Traffic/Criminal open cases, Civil cases and attorneys assigned to T/C and Civil cases in the JIS District software application.

The application provides the following functions:

#### Hearing Notification

Integrated with the JIS District Case Management application.

Define the notification message (message id) to send via phone call (text to voice) or text message to the defendant. Messages can be tied to JIS hearing codes (T/C example: AJ09), or partial wild carded JIS hearing code (T/C example: AJ\*\*) or a custom id and used as needed.

Build your message and insert selected JIS fields to make a personalized message to each defendant, with the ability to view the resolved message with random data to insure proper grammar and intent. Fields will populate with real time data at the time the message is delivered.

Approval for text or phone notification is required. The text for the authorization form is provided, but the court has the ability to customize the text.

Maintain defendant phone numbers by name/DOB (similar but slightly different for Civil and attorneys). This keeps maintenance to a minimum rather than maintaining every case. Numbers can be further defined as cell or land line and identified as a number that has been approved to receive text messages. A form will be available via the system for the party's approval to receive phone or text messages. There is also the ability to send an authorization text message for approval. Phone numbers in this system can be kept private (not on the JIS case master) or be entered to update both databases. The party can stop messages from within a text message or the court has the ability to place a stop on a defendant.



Provides a modification log of enrollment data and the maintenance of the enrollment data (number, approvals, stops, etc.).

Provide the ability to schedule hearing notifications by message id, with a number of days prior to the schedule hearing code's event. This is accomplished in a customization area that will update a job schedule entry that will execute once per day. Also, the ability to rerun the job schedule entry in the event it does not run at its scheduled time.

Provide an inquiry to subset hearings by date scheduled, judge and hearing code. From the list presented, a notification phone call or text message can be sent to any defendant or the entire group by selecting a message id. The notification will be sent immediately on demand.

Provide the ability to send a notification phone call or text to a party from a list of cases. From the list presented, a notification phone call or text message can be sent to any party or multiple parties. Upon selecting the party(s), the next step is selecting a message id. The notification will be sent immediately on demand. This function will allow for sub setting cases by JIS case status.

Ability to send confirmation text to two individuals.

Notifications are sent as a phone call or a text message based on the definition of the phone number and if the phone number is defined as a cell phone with text approval.

A history will be available of all notifications sent. The history will be available by date sent or name.

Report: Number of Phone Calls / Texts sent.

Ability to select if ROA is updated.

Ability to indicate if a hearing is to be held at the court or via a zoom meeting.

### **Electronic Check In**

Process to send notifications to parties scheduled for hearings on the day of the hearing asking for a reply when they arrive at the court.

Provide an inquiry to subset hearings by date scheduled, time scheduled, judge and hearing code. From the list presented, view all scheduled cases and monitor text messages between the court and the party. Text messages from the parties are only in response from messages



## Hearing Notification & Electronic Check In Proposal

Quote #: 012708 Version: 1

sent by the court. The main purpose is for the party to text the court when they have arrived.

### **Assumptions:**

The court is currently running version V7R2M0 or higher of the iSeries operating system and the most current version of the JIS District Case Management application.

The court will be required to enter all customization data prior to using the application.

There are no modifications and/or enhancements required.

DMC may require assistance from court technical personnel to enable connectivity.

### **Tasks:**

DMC will install and test the application with court personnel.

DMC will include the Notification application libraries in the daily save.

### **Estimate:**

The cost of the software is a license to use. There is no limit on the number of users.

There are two components to the application. The application running on the iSeries and the notification component. There is no annual maintenance fee for the iSeries application. Although, the Court will be charged for upgrades due to data changes and/or process changes with JIS's software and/or databases, changes in the notification component and any other third-party software. There is an annual software subscription fee for the notification component of the application. Subsequent year's annual software subscription fee will be approximately \$500/year (subject to change).

One remote training session has been included in this fixed price. If additional training and/or on-site support is required, the court will be invoiced for actual hours worked, actual travel time at the stated hourly rate and actual miles traveled at the standard IRS rate (currently \$0.575/mile).

If additional and/or future services are required (such as enhancements, technical support, data changes and/or process changes), the court will be billed for actual hours worked at the current DMC hourly rate at the time of the services.

Any enhancements requested and funded by any court will become part of the application with no



## Hearing Notification & Electronic Check In Proposal

Quote #: 012708 Version: 1

charge to the courts that did not request the enhancement.

Pricing is valid for 120 days.

### **Authorization:**

If the ***14B District Court*** is in agreement with the information contained in this document, please sign on the signature line at the bottom of this proposal. This will authorize DMC to schedule work on the project.



## Hearing Notification & Electronic Check In Proposal

Quote #: 012708 Version: 1

**Prepared For**  
 14B District Court  
 Mark Nelson  
 7200 S Huron River Drive  
 Ypsilanti, MI 48197  
 nelsonm@ewashtenaw.org

**Ship To**  
 14B District Court  
 Mark Nelson  
 7200 S Huron River Drive  
 Ypsilanti, MI 48197  
 nelsonm@ewashtenaw.org

**Prepared By**  
 Todd Schiavone  
 Phone: (419)535-2900  
 Mobile:  
 Todd.Schiavone@dmctechgroup.com

Line	Part #	Description	Qty	Price	Extended
<b>Software</b>					
1	DMC-Def-Notification-DCS	Hearing Notification & Electronic Check In - DCS License Fee	1	\$3,900.00	\$3,900.00
<b>Software Subtotal</b>					<b>\$3,900.00</b>
<b>Services</b>					
1	App Dev Court - Fixed Fee	Hearing Notification & Electronic Check In Installation/Configuration/Training - Included in License Fee	0	\$0.00	\$0.00
<b>Services Subtotal</b>					<b>\$0.00</b>
<b>Annual Recurring</b>					
1	DMC-Def-Notification-Annual-Mnt-DCS	1st Year Application Maintenance	1	\$500.00	\$500.00
<b>Annual Recurring Subtotal</b>					<b>\$500.00</b>

**Terms and Conditions** Payment due upon receipt of invoice. Taxes, shipping, handling and other fees may apply.

Quote Summary		
Signature	Subtotal	\$4,400.00
	Tax	\$0.00
	Total	\$4,400.00
PO Number	Date	

CHARTER TOWNSHIP OF YPSILANTI  
2021 BUDGET AMENDMENT #7

May 18, 2021

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$833.00

Request to increase budget for PTO payout request of 40 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	\$833.00
		Net Revenues	<u><u>\$833.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-201-000-708.004	\$774.00
	FICA	101-201-000-715.000	\$59.00
		Net Expenditures	<u><u>\$833.00</u></u>

236 - 14 B DISTRICT COURT FUND

\$22,450.00

Request to increase budget for the Coronavirus Emergency Supplemental Funding Grant (CESF) awarded to 14B District Court through the Michigan State Police and the related expenditure line for the appropriate COVID-19 related expense designated by the grant award. This will be funded by the award of the CESF Grant.

Revenues:	Other Federal Grants	236-000-000-528.000	\$22,450.00
		Net Revenues	<u><u>\$22,450.00</u></u>
Expenditures:	Capital - COVID 19 Grant	236-136-000-974.038	\$22,450.00
		Net Expenditures	<u><u>\$22,450.00</u></u>

Motion to Amend the 2021 Budget (#7)

Move to increase the General Fund budget by \$833 to \$9,550,278 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund budget by \$22,450 to \$1,730,783 and approve the department line item changes as outlined.