

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 2, 2021 REGULAR BOARD MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:01PM in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited followed by a moment of silent prayer.

Members Present: Supervisor Stumbo, Clerk Heather Jarrell Roe, and Treasurer Eldridge
Trustees: Gloria Peterson,
Debbie Swanson, and Jimmie Wilson, Jr.

Members Absent: Trustee Newman

Legal Counsel: Wm. Douglas Winters (late)

PUBLIC COMMENTS

- **THREE MINUTES PER PERSON**
- **ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR**
- **PUBLIC COMMENTS ARE ALSO WELCOME AS THE BOARD ADDRESSES EACH AGENDA ITEM**

Alisha Dyer, Township Resident asked if the Township would consider streaming the board meetings.

Arloa Kaiser, Township Resident stated she was thankful for the work that was done to fix the potholes on Grove Rd.

Larisha Thornton, Township Resident would like the board to work with grassroots non-profits to work on providing programs for our children. She said she had a child that was involved with the juvenile justice system and there were not many services and programs available at that time. She would like to see a support network for kids before they enter the juvenile system. She said she has started a non-profit, Her Story, to work with girls in the community. She said she would like to work with the board and see how to incorporate this type of program in the school systems and throughout the community.

CONSENT AGENDA

A. MINUTES OF THE OCTOBER 19, 2021 WORK SESSION AND REGULAR MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR NOVEMBER 2, 2021 IN THE AMOUNT OF \$759,192.94**

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

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The motion carried unanimously.

NEW BUSINESS

- 1. REQUEST TO APPROVE AMENDMENT TO THE AGREEMENT WITH COMMUNITY PUBLISHING AND MARKETING FOR MAILING OF THE TOWNSHIP MAGAZINE IN THE AMOUNT OF \$9,657.50 BUDGETED IN LINE ITEMS #226-528-900-000, #230-765-880-000, AND #101-267-900-000**

A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve Amendment to the Agreement with Community Publishing and Marketing for Mailing of the Township Magazine in the Amount of \$9,657.60 Budgeted in Line Items #226-528-900-000, #230-754-880-000, and #101-267-900-000 (see attached).

Michael Hoffmeister, Residential Services Director explained that they are sending out the Township Magazine three times a year. He said the first publication for the new year will include a magnet regarding trash pick-up and a Helpful Handbook. The extra cost of the magnet is what the budget amendment will help cover.

Supervisor Stumbo stated she thinks the magazine has helped to increase participation in the programs we offer.

The motion carried unanimously.

- 2. REQUEST TO WAIVE THE FINANCIAL POLICY AND AWARD THE LOW QUOTE FOR THE PURCHASE OF A BOX TRAILER TO D.R. TRAILER IN THE AMOUNT OF \$8,799.00 BUDGETED IN LINE ITEM #101-265-977-000**

A motion was made by Clerk Jarrell Roe, supported by Trustee Peterson to Waive the Financial Policy and Award the Low Quote for the Purchase of a Box Trailer to D.R. Trailer in the amount of \$8,799.00 Budgeted in Line Item #101-265-977-000.

Michael Hoffmeister, stated this will help with the storage, delivery and efficiency for the elections.

Clerk Jarrell Roe thanked Mike Hoffmeister and his staff for all their partnership and helping to make our election set up run smoothly.

The motion was carried unanimously.

- 3. REQUEST TO WAIVE THE FINANCIAL POLICY AND AWARD THE LOW QUOTE FOR THE PURCHASE OF THREE (3) LANDSCAPING TRAILERS TO TRAILER SALES OF MICHIGAN IN THE AMOUNT OF \$11,670.00 BUDGETED IN LINE ITEM #101-770-977-000**

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A motion was made by Treasurer Eldridge, supported by Trustee Wilson to Approve the Request to Waive the Financial Policy and Award the Low Quote for the Purchase of Three (3) Landscaping Trailers to Trailer Sales of Michigan in the Amount of \$11,670.00 Budgeted in Line Item #101-770-977-000.

Michael Hoffmeister stated this was needed to move all the equipment that is used throughout the Township.

The motion was approved unanimously.

4. REQUEST TO WAIVE THE FINANCIAL POLICY AND AWARD THE QUOTE FOR THE PURCHASE OF A TORO GROUNDMASTER 4100D AND WORK GTX EFI UTILITY CART IN THE AMOUNT OF \$89,371.62 BUDGETED IN LINE ITEM #213-753-977-000

A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve the Request to Waive the Financial Policy and Award the Low Quote for the Purchase of a Toro Groundmaster 4100D and Work GTX EFI Utility Cart in the Amount of \$89,371.62 Budgeted in Line Item #213-753-977-000.

Michael Hoffmeister stated this was to help with the mowing at the golf course.

The motion was approved unanimously.

5. REQUEST TO APPROVE THE FACILITY USAGE AGREEMENT WITH WILLOW RUN ACRES FOR THE DEVELOPMENT OF A COMMUNITY FARM AT APPLERIDGE PARK

A motion was made by Treasurer Eldridge, supported by Trustee Swanson to Approve the Facility Usage Agreement with Willow Run Acres for the Development of a Community Farm at Appleridge Park contingent upon Attorney Review.

Michael Hoffmeister explained they have communicated with the park commission and residents regarding this community farm. He would like this approved with Attorney review.

Supervisor Stumbo stated this is a great opportunity for the youth to learn about growing healthy food. She said eventually they could work towards having a farmers market available at the site.

Trustee Swanson wondered about a restroom and asked what would happen to the baseball field that is in the park. She said she would like it to have greenspace in this area.

Michael Hoffmeister stated they will provide a portable restroom. He said that the ball field is not being used at this time but it will still be there for residents to use.

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Supervisor Stumbo stated they will also put in a well at the park so they will have water for the Community Farm.

Attorney Winters stated we have a community meeting where a lot of the questions Trustee Swanson asked were addressed. He said the community was very receptive to having this in Appleridge Park.

The motion was approved unanimously.

6. RESOLUTION 2021-24, ESTABLISHING TOWNSHIP SUPERVISOR'S SALARY

A motion was made by Clerk Jarrell Roe, supported by Trustee Peterson to Approve Resolution 2021-24, Establishing Township Supervisor's Salary (See Attached).

The motion was approved unanimously.

7. RESOLUTION 2021-25, ESTABLISHING TOWNSHIP CLERK'S SALARY

A motion was made by Trustee Peterson, supported by Trustee Wilson to Approve Resolution 2021-25, Establishing Township Clerk's Salary (See Attached).

The motion was approved unanimously.

8. RESOLUTION 2021-26, ESTABLISHING TOWNSHIP TREASURER'S SALARY

A motion was made by Clerk Jarrell Roe, supported by Trustee Peterson to Approve Resolution 2021-26, Establishing Township Treasurer's Salary (See Attached).

The motion was approved unanimously.

9. RESOLUTION 2021-27, ESTABLISHING TOWNSHIP TRUSTEE'S SALARY

A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve Resolution 2021-27, Establishing Township Trustee's Salary (See Attached).

The motion was approved unanimously.

**10. REQUEST TO SET A PUBLIC HEARING FOR THE 2022 BUDGET ON TUESDAY,
DECEMBER 7, 2021 AT APPROXIMATELY 7:00PM**

A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve Request to Set a Public Hearing for the 2022 Budget on Tuesday, December 7, 2021 at Approximately 7:00PM.

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The motion was approved unanimously.

11. BUDGET AMENDMENT #13

A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve Budget Amendment #13 (See Attached).

The motion was approved unanimously.

AUTHORIZATION AND BIDS

**1. REQUEST TO SEEK SEALED BIDS FOR PHASE I OF THE HURON STREET
PATHWAY PROJECT**

A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve the Request to Seek Sealed Bids for Phase I of the Huron Street Pathway Project.

Michael Hoffmeister, Residential Services Director stated this is to provide an addition of a pathway along Huron Street between S. Huron River Drive and Joe Hall Drive on the west side of Huron St. and a small portion on the east side from the Eaglecrest entrance to the park and ride at the North Bay Park entrance.

Supervisor Stumbo stated they will make the extension over I-94 bridge into the City of Ypsilanti in 2022. She said lighting will also be part of this project.

Clerk Jarrell Roe asked if it should be stated that we will take electronic bids and explained the secure online sealed bids process to the board members and audience.

Michael Hoffmeister stated this is a large package and not sure if we should offer electronic bids.

Supervisor Stumbo stated they will ask the engineer if they want us to accept bids electronically.

The motion was approved unanimously.

BOARD MEMBER UPDATES

Trustee Swanson stated the trunk or treat at the Community Center was a huge success on Saturday and our staff did a great job.

Trustee Wilson stated he would support getting a virtual option for our residents so they can be involved with board meetings when they cannot be present.

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Supervisor Stumbo reminded everyone of the upcoming 30th anniversary of the Vietnam Memorial. She discussed the American Recovery Plan Act dollars and shared that our auditor recommended to not proceed quickly, but rather with caution. She said Javonna Neel, Accounting Director has been attending webinars regarding this. She said we do want to get our residents involved with the planning. Supervisor Stumbo stated they toured a new business in Ypsilanti Township, that is education focused and an amazing opportunity for young people to come there afterschool and get help they need with learning. She said they offer all types of learning with robotics, computers, printers, etc.

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

Motion carried unanimously.

The meeting was adjourned at approximately 7:57PM.

Respectfully Submitted,

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

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

**Community Publishing & Marketing
2021 Ypsilanti Lifestyle Magazine
Prepared for the Ypsilanti Township**

2021 Ypsilanti Lifestyle Magazine

Strategy

This marketing plan is to produce (create, design, layout, print, bind and mail) 3 full size full color 32 page + 4 page cover magazines each year that showcases all of Ypsilanti to its community residences. It is our mission and distinct honor to work hand and hand with the Ypsilanti Township and its Residential Services Department, to collaborate and formulate a production and marketing strategy that facilitates the entire production process for the 2021 Ypsilanti Lifestyle Magazine.

Specs:

- 15,500 magazines (approximately 15,000 mailing to residences of Ypsilanti Township per Township's mailing list and/or specifications) with postage being paid by Township. The balance will be carton packed and delivered to the township.
- 32 page + 4 page cover
- Text: 60# c2s gloss and/or matte text
- Cover: 80# c2s Satin Cover with Satin/Matte finish
- 4 color process throughout
- 8.5 x 11 trim (8.75 x 11.25 including 1/8" bleed all 4 sides)
- Saddle stitch along the 11 dimensions (vertical pub)
- CPM will print this project with a company of its choosing (parent company Printwell)
- Entire creation, design, layout will be a collaboration with Ypsilanti Township and CPM
- There will be no advertising in the publication at this time, however, CPM may be able to provide in the future and work out an appropriate deal with Township
- CPM will utilize photos/artwork provided by the Township for the magazine.
- CPM will produce a Digital Version of the magazine that will be accessible for both Android and Apple devices as well as on the Township's and CPM's website.
- The Ypsilanti Township will own all information and graphics/artwork within the 2021 Magazine (this is a Ypsilanti Township project/magazine and all content within the publication, the other material/graphics/information/text/etc. are township property and will not be used in any other context/publication/marketing material without written permission from the Ypsilanti Township).
- Final layout will be approved by the Ypsilanti Township.

Though both parties should do their very best to work out any difficulties and/or problems together, either party may opt out of the agreement with a minimum advance notice of 90 days prior to each scheduled mail date of the subsequent edition.


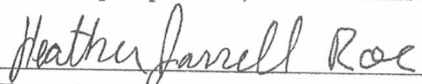

Total amount due per edition (3 editions per year, 2 in 2021): \$10,452.50/ edition, (\$31,357.50 per year). This will be a three-year agreement from February 2, 2021 – December 2023 (all of 2021, 2022, & 2023)

100% due 7 days prior to mailing/shipping, as well as separate postage paid to either USPS directly or our printer... depending on arrangement and permit # used.

**Community Publishing & Marketing
2021 Ypsilanti Lifestyle Magazine
Prepared for the Ypsilanti Township**

2021 Ypsilanti Lifestyle Magazine

Signatures:

	<u>2/9/2021</u>
Township Supervisor, Brenda Stumbo, Ypsilanti Township	Date
	<u>2/9/2021</u>
Township Clerk, Heather Jarrell Roe, Ypsilanti Township	Date
	<u>2/9/2021</u>
Director of Publishing Mark A. Fisher, Community Publishing & Marketing	Date

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2021-24
ESTABLISH TOWNSHIP SUPERVISOR'S SALARY**

WHEREAS according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

WHEREAS in July 2021, Teamster, AFSCME and non-union employees received a 2.5% increase in their base wages; and

WHEREAS it is recommended that trustees and full-time elected officials receive a 2.5% increase;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Supervisor shall receive a lump sum to cover January 2021 to November 2021 (non MERS wages) the same as all other employees, 2.5% on their base salary with annual salary going from \$86,341.55 to \$88,500.09.

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. 2021-24 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 2, 2021.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2021-25
ESTABLISH TOWNSHIP CLERK'S SALARY**

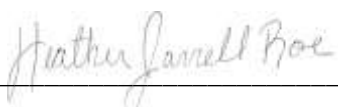
WHEREAS according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

WHEREAS in July 2021, Teamster, AFSCME and non-union employees received a 2.5% increase in their base wages; and

WHEREAS it is recommended that trustees and full-time elected officials receive a 2.5% increase;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Clerk shall receive a lump sum to cover January 2021 to November 2021 (non MERS wages) the same as all other employees, 2.5% on their base salary with annual salary going from \$86,341.55 to \$88,500.09.

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. 2021-25 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 2, 2021.



Heather Jarrell Roe, Clerk

Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
RESOLUTION NO. 2021-26
ESTABLISH TOWNSHIP TREASURER'S SALARY**

WHEREAS according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for elected officials shall be determined by the township board; and

WHEREAS in July 2021, Teamster, AFSCME and non-union employees received a 2.5% increase in their base wages; and

WHEREAS it is recommended that trustees and full-time elected officials receive a 2.5% increase;

NOW THEREFORE BE IT RESOLVED that the salary for the office of Treasurer shall receive a lump sum to cover January 2021 to November 2021 (non MERS wages) the same as all other employees, 2.5% on their base salary with annual salary going from \$86,341.55 to \$88,500.09.

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. 2021-26 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 2, 2021.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
AMENDED RESOLUTION NO. 2021-27
ESTABLISH TOWNSHIP TRUSTEE'S SALARY**

WHEREAS a new policy was adopted at the October 18, 2016 Township Board meeting that included compensation for Township Trustees; and

WHEREAS all AFSCME, Teamsters and non-union employees received a 2.5% increase in 2021; and

WHEREAS it is recommended that both trustees and full-time elected officials also receive a 2.5% increase in 2021;

NOW THEREFORE BE IT RESOLVED that the Trustees will be paid a lump sum of \$352.34 to cover January 2021 to November 2021 and effective December 2021, trustees will receive a 2.5% increase from \$15,375 to \$15,759.

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. 2021-27 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on November 2, 2021.



Heather Jarrell Roe, Clerk

Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #13**

November 2, 2021

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$3,152.00

Request to increase budget for PTO payout request of 70 hours to be paid at 75%. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$1,481.00
		Net Revenues	<u><u>\$1,481.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-191-708.004	\$1,376.00
	FICA	101-191-715.000	\$105.00
		Net Expenditures	<u><u>\$1,481.00</u></u>

Request to increase budget for PTO payout request of 60 hours to be paid at 75%. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$1,671.00
		Net Revenues	<u><u>\$1,671.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-270-708.004	\$1,553.00
	FICA	101-270-715.000	\$118.00
		Net Expenditures	<u><u>\$1,671.00</u></u>

249 - BUILDING FUND

Total Increase \$4,000.00

Request to add a new expenditure line for the annual service fee and online processing fees charged by BS&A for online permit payment capability. The annual service fee is \$2,280 and the cost of processing online permits is \$2 per permit. Approved at 6/16/2020 Board meeting. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	249-000-699.999	\$4,000.00
		Net Revenues	<u><u>\$4,000.00</u></u>
Expenditures:	Contractual - Online Permits	249-371-801.060	\$4,000.00
		Net Expenditures	<u><u>\$4,000.00</u></u>

CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #13

November 2, 2021

287 - NUISANCE ABATEMENT FUND

Total Increase \$5,000.00

Request to increase the revenue line for noxious weeds - tax reimbursement due to more funds collected than budgeted and increase the expenditure line for noxious weed enforcement cost due to more citations than budgeted. This will be funded by revenues collected from noxious weed property owners.

Revenues:	Noxious Weeds - Tax Reimbursement	287-000-452.002	\$5,000.00
		Net Revenues	<u><u>\$5,000.00</u></u>
Expenditures:	Noxious Weed Enforcement Cost	287-733-806.003	\$5,000.00
		Net Expenditures	<u><u>\$5,000.00</u></u>

Motion to Amend the 2021 Budget (#13)

Move to increase the General Fund budget by \$3,152 to \$9,962,348 and approve the department line item changes as outlined.

Move to increase the Building Fund budget by \$4,000 to \$885,456 and approve the department line item changes as outlined.

Move to increase the Nuisance Abatement Fund budget by \$5,000 to \$67,027 and approve the department line item changes as outlined.