

CHARTER TOWNSHIP OF
YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

HEATHER JARRELL ROE

Treasurer

STAN ELDRIDGE

Trustees

JOHN P. NEWMAN II

GLORIA PETERSON

DEBBIE SWANSON

JIMMIE WILSON, JR.

JANUARY 19, 2021

Work Session – 5:00pm

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

DEPARTMENTAL REPORTS



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriffinfo@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

To: Brenda Stumbo, Ypsilanti Township Supervisor
From: Shane Peltier, Police Services Lieutenant
Cc: Mike Radzik, Ypsilanti Township Police Administrator & Ypsilanti Township Board
Keith Flores, WCSO Police Services Commander, Nancy Hansen, WCSO Police Services Captain
Date: January 6, 2021
Re: December 2020 Police Services Monthly Report

SUMMARY:

During the month of December 2020, there were 2,427 calls for service in Ypsilanti Township, a 22% decrease in calls for service as compared to December 2019.

OPERATIONS

During December 2020, Patrol Operations responded to calls for service, conducted traffic enforcement, and completed criminal investigations in support of our citizen's quality of life.

The month of December showed an increase in home invasions of 100% (10 compared to 5 in 2019). In many of these incidents a domestic relationship and unauthorized entry were common. One incident involved young juvenile suspects. Another incident involved an attached garage which was ransacked. Entry was made into the garage from a garage door opener which was located in an unlocked vehicle in the driveway. The best prevention methods for a typical residential home invasion are to keep all windows and doors locked (including vehicles in the driveway), including deadbolts, while away from home. External lighting and visual deterrents such as "Beware of Dog" or alarm signage also discourages criminals.

A reduction of breaking and entering (non-residential buildings) incidents was found, 1 compared to 4 in 2019 (a 75% reduction).

A decrease of robberies was also found during the month of December 3 compared to 5 in 2019 (a 40% decrease).

An increase in vehicle thefts (UDAAs) was found, 23 compared to 14 in 2019 (a 64% increase). Many of these vehicle thefts occurred by the suspect gaining entry to an unlocked vehicle which was running (warming up). Citizens are reminded to lock all vehicle doors and keep ignition keys in separate and secure areas in order to prevent such thefts. Valuables, if left in a vehicle, should be placed in a concealed location. The following website provides further information regarding the reduction of potential for theft of your vehicle, common vehicles targeted, and further information.

<https://www.nhtsa.gov/road-safety/vehicle-theft-prevention>

YOUTH INITIATIVE

The Sheriff's Office continues to partner with courts, probation and social services to ensure that there is accountability beyond Sheriff's Office contact with the offenders that are consistently involved in crimes. From a year to date perspective, comparing 2020 to the same period in 2019, our juvenile

*Public Safety – Quality Service – Strong Communities
Serving Washtenaw County since 1823*



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriffinfo@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

offenses and complaints are down 13% (from 201 to 231) and our runaway complaints are down 16.3%, 51 in 2020 compared to 61 in 2019.

COMMUNITY ACTION TEAM

The purpose of the Community Action Team (CAT) is to respond to situations involving or with a nexus of drugs, guns or violence. The team focuses on the timely assessment and response to tips they receive from our community and community problems identified through crime pattern analysis. Currently, the CAT team has been temporarily reassigned to road patrol. The hope is this will only be for a short period of time.

CAT collaboration with the Michigan Department of Corrections in reference to parole compliance contributes to effective monitoring and management of parolees who live in our community. Timely and efficient response to tips regarding parolee misconduct combined with regular unannounced home visits are expected by the parolees that reside in Ypsilanti Township and surrounding areas.

For any violent crime tips related to guns, gang activity or violence in general please call 734-661-9034.

WASHTENAW ALERT (EVERBRIDGE)

As a reminder for residents they can sign up for "Up-to-the-minute updates" from the Washtenaw County Sheriff's Office by email or cell phone at www.washtenaw.org/alerts

HOUSE WATCH

If you plan on being gone for a period of time sign your house up for house checks. The house watch form can be found at: <https://www.washtenaw.org/1743/House-Watch>

NEW FACES

The Sheriff's Office is hiring! We continue to hire highly qualified, motivated and diverse people that are committed to pursuing our mission: Creating public safety, providing quality service, and building strong and sustainable communities.

If you are interested in joining us in serving your community in Police Services, Corrections, Communications, Emergency Services or Community Corrections please check us out at: <https://www.washtenaw.org/1124/Sheriff>

We have rewarding career opportunities available for those seeking a profession with a greater purpose.

*Public Safety – Quality Service – Strong Communities
Serving Washtenaw County since 1823*

December 2020 Ypsilanti Twp. Monthly Call Report (WD)

City: Ypsilanti Twp-YPT



Search Criteria: (This report counts for offenses but excludes UCR status of 'Unfounded'.)

Month:	December
Year:	2020
City:	Ypsilanti Twp-YPT

December 2020 Ypsilanti Twp. Monthly Call Report (WD)

City:Ypsilanti Twp-YPT

		----- All Offenses that were Attempted or Completed -----						A R R E S T S -----					
CLASS	Description	Dec/2020	Dec/2019	% CHG	YTD 2020	YTD 2019	% CHG	ADULT		JUV		Total	
								Dec/2020	YTD	Dec/2020	YTD	Dec	YTD
09001	MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	0	0	0%	4	2	100%	0	2	0	0	0	2
09002	NEGLIGENT HOMICIDE/MANSLAUGHTER (INVOLUNTARY)	0	0	0%	0	1	-100%	0	0	0	0	0	0
10001	KIDNAPPING/ABDUCTION	2	0	0%	6	3	100%	0	1	0	0	0	1
10002	PARENTAL KIDNAPPING	0	0	0%	0	4	-100%	0	0	0	0	0	0
11001	SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE	2	1	100%	22	29	-24.1%	0	2	0	0	0	2
11002	SEXUAL PENETRATION PENIS/VAGINA -CSC 3RD DEGREE	0	0	0%	5	7	-28.5%	0	0	0	0	0	0
11003	SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	0	0	0%	7	7	0%	0	0	0	0	0	0
11004	SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	0	0	0%	5	3	66.66%	0	0	0	0	0	0
11005	SEXUAL PENETRATION OBJECT -CSC 1ST DEGREE	0	0	0%	0	1	-100%	0	0	0	0	0	0
11006	SEXUAL PENETRATION OBJECT -CSC 3RD DEGREE	0	1	-100%	1	1	0%	0	0	0	0	0	0
11007	SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	1	1	0%	8	11	-27.2%	0	1	0	0	0	1
11008	SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	0	0	0%	14	10	40%	0	1	0	0	0	1
12000	ROBBERY	2	2	0%	44	47	-6.38%	1	7	0	0	1	7
12001	ROBBERY	1	0	0%	3	2	50%	1	2	0	2	1	4
13001	NONAGGRAVATED ASSAULT	48	45	6.666%	524	479	9.394%	10	174	2	4	12	178
13002	AGGRAVATED/FELONIOUS ASSAULT	31	21	47.61%	379	281	34.87%	14	165	0	3	14	168
13003	INTIMIDATION/STALKING	4	8	-50%	57	76	-25%	1	10	0	0	1	10
20000	ARSON	0	0	0%	6	3	100%	0	1	0	0	0	1
21000	EXTORTION	0	1	-100%	2	4	-50%	0	0	0	0	0	0
22001	BURGLARY -FORCED ENTRY	10	7	42.85%	119	147	-19.0%	1	23	0	3	1	26

December 2020 Ypsilanti Twp. Monthly Call Report (WD)

City:Ypsilanti Twp-YPT

----- All Offenses that were Attempted or Completed -----								A R R E S T S -----					
CLASS	Description	Dec/2020	Dec/2019	% CHG	YTD 2020	YTD 2019	% CHG	ADULT		JUV		Total	
								Dec/2020	YTD	Dec/2020	YTD	Dec	YTD
22002	BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	1	3	-66.6%	20	35	-42.8%	0	2	0	0	0	2
23001	LARCENY -POCKETPICKING	0	1	-100%	2	3	-33.3%	0	0	0	0	0	0
23002	LARCENY -PURSESNAATCHING	1	0	0%	9	3	200%	0	0	0	0	0	0
23003	LARCENY -THEFT FROM BUILDING	19	9	111.1%	150	131	14.50%	3	9	0	1	3	10
23004	LARCENY -THEFT FROM COIN-OPERATED MACHINE/DEVICE	0	0	0%	1	12	-91.6%	0	0	0	0	0	0
23005	LARCENY -THEFT FROM MOTOR VEHICLE	23	17	35.29%	237	367	-35.4%	0	2	0	0	0	2
23006	LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES	1	5	-80%	20	53	-62.2%	0	0	0	0	0	0
23007	LARCENY -OTHER	4	10	-60%	91	118	-22.8%	0	2	0	0	0	2
24001	MOTOR VEHICLE THEFT	22	13	69.23%	137	134	2.238%	2	8	0	1	2	9
24002	MOTOR VEHICLE, AS STOLEN PROPERTY	1	1	0%	18	21	-14.2%	0	11	1	1	1	12
24003	MOTOR VEHICLE FRAUD	0	0	0%	3	1	200%	0	1	0	0	0	1
25000	FORGERY/COUNTERFEITING	2	0	0%	31	22	40.90%	0	1	0	0	0	1
26001	FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	8	14	-42.8%	85	82	3.658%	0	0	0	0	0	0
26002	FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE	8	10	-20%	84	99	-15.1%	0	1	0	0	0	1
26004	FRAUD -WELFARE FRAUD	0	0	0%	1	0	0%	0	0	0	0	0	0
26005	FRAUD -WIRE FRAUD	4	0	0%	18	12	50%	0	0	0	0	0	0
26007	FRAUD - IDENTITY THEFT	5	1	400%	67	52	28.84%	0	0	0	0	0	0
26008	FRAUD - HACKING/COMPUTER INVASION	0	0	0%	0	1	-100%	0	0	0	0	0	0
27000	EMBEZZLEMENT	1	1	0%	17	16	6.25%	0	0	0	0	0	0
28000	STOLEN PROPERTY	1	3	-66.6%	17	46	-63.0%	0	10	0	0	0	10
29000	DAMAGE TO PROPERTY	23	24	-4.16%	339	346	-2.02%	2	16	0	2	2	18
30001	RETAIL FRAUD -MISREPRESENTATION	0	0	0%	14	18	-22.2%	0	0	0	0	0	0

December 2020 Ypsilanti Twp. Monthly Call Report (WD)

City:Ypsilanti Twp-YPT

----- All Offenses that were Attempted or Completed -----								A R R E S T S -----					
CLASS	Description	Dec/2020	Dec/2019	% CHG	YTD 2020	YTD 2019	% CHG	ADULT		JUV		Total	
								Dec/2020	YTD	Dec/2020	YTD	Dec	YTD
30002	RETAIL FRAUD -THEFT	3	24	-87.5%	112	179	-37.4%	0	10	0	1	0	11
30003	RETAIL FRAUD -REFUND/EXCHANGE	0	0	0%	0	1	-100%	0	0	0	0	0	0
35001	VIOLATION OF CONTROLLED SUBSTANCE ACT	5	7	-28.5%	87	68	27.94%	3	28	0	0	3	28
35002	NARCOTIC EQUIPMENT VIOLATIONS	1	0	0%	37	27	37.03%	0	6	0	0	0	6
37000	OBSCENITY	0	0	0%	5	2	150%	0	0	0	0	0	0
40002	COMMERCIALIZED SEX -ASSISTING/PROMOTING PROSTITUTION	0	0	0%	1	0	0%	0	0	0	0	0	0
52001	WEAPONS OFFENSE- CONCEALED	4	3	33.33%	55	35	57.14%	4	29	0	2	4	31
52003	WEAPONS OFFENSE -OTHER	0	2	-100%	45	25	80%	0	5	0	0	0	5
72000	ANIMAL CRUELTY	0	4	-100%	9	29	-68.9%	0	0	0	0	0	0
Group A Totals		238	239	-0.41%	2918	3056	-4.51%	42	530	3	20	45	550
22003	BURGLARY - UNLAWFUL ENTRY (NO INTENT)	0	0	0%	5	8	-37.5%	0	0	0	0	0	0
26006	FRAUD -BAD CHECKS	0	2	-100%	11	19	-42.1%	0	1	0	0	0	1
36003	PEEPING TOM	0	0	0%	0	1	-100%	0	0	0	0	0	0
36004	SEX OFFENSE -OTHER	0	0	0%	5	7	-28.5%	0	0	0	0	0	0
38001	FAMILY -ABUSE/NEGLECT NONVIOLENT	2	5	-60%	54	38	42.10%	0	1	0	0	0	1
38003	FAMILY -OTHER	0	0	0%	1	0	0%	0	0	0	0	0	0
41002	LIQUOR VIOLATIONS -OTHER	1	1	0%	16	13	23.07%	0	3	0	0	0	3
42000	DRUNKENNESS	0	0	0%	1	1	0%	0	0	0	0	0	0
48000	OBSTRUCTING POLICE	14	3	366.6%	129	94	37.23%	1	20	0	0	1	20
49000	ESCAPE/FLIGHT	1	0	0%	4	2	100%	0	2	0	0	0	2
50000	OBSTRUCTING JUSTICE	21	12	75%	180	155	16.12%	6	33	0	0	6	33
53001	DISORDERLY CONDUCT	1	0	0%	22	20	10%	1	3	0	0	1	3
53002	PUBLIC PEACE -OTHER	0	1	-100%	3	4	-25%	0	0	0	0	0	0
54001	HIT and RUN MOTOR VEHICLE ACCIDENT	2	1	100%	21	38	-44.7%	0	1	0	0	0	1
54002	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	8	21	-61.9%	166	222	-25.2%	9	115	0	0	9	115

December 2020 Ypsilanti Twp. Monthly Call Report (WD)

City:Ypsilanti Twp-YPT

----- All Offenses that were Attempted or Completed -----								A R R E S T S -----					
CLASS	Description	Dec/2020	Dec/2019	% CHG	YTD 2020	YTD 2019	% CHG	ADULT		JUV		Total	
								Dec/2020	YTD	Dec/2020	YTD	Dec	YTD
55000	HEALTH AND SAFETY	0	2	-100%	11	27	-59.2%	0	0	0	0	0	0
57001	TRESPASS	2	1	100%	31	18	72.22%	1	4	0	0	1	4
58000	SMUGGLING	1	1	0%	3	3	0%	0	0	0	0	0	0
70000	JUVENILE RUNAWAY	6	4	50%	51	61	-16.3%	0	0	0	0	0	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	1	1	0%	63	25	152%	0	0	0	0	0	0
75000	SOLICITATION	0	0	0%	0	1	-100%	0	0	0	0	0	0
Group B Totals		60	55	9.090%	777	757	2.642%	18	183	0	0	18	183
2800	JUVENILE OFFENSES AND COMPLAINTS	9	15	-40%	201	231	-12.9%	0	0	0	0	0	0
2900	TRAFFIC OFFENSES	14	16	-12.5%	255	268	-4.85%	0	4	0	0	0	4
3000	WARRANTS	25	55	-54.5%	410	591	-30.6%	14	282	1	5	15	287
3100	TRAFFIC CRASHES	97	113	-14.1%	1057	1321	-19.9%	0	0	0	0	0	0
3200	SICK / INJURY COMPLAINT	184	155	18.70%	2016	1925	4.727%	0	0	0	0	0	0
3300	MISCELLANEOUS COMPLAINTS	705	697	1.147%	8774	8687	1.001%	0	1	0	0	0	1
3400	WATERCRAFT COMPLAINTS / ACCIDENTS	0	0	0%	5	8	-37.5%	0	0	0	0	0	0
3500	NON - CRIMINAL COMPLAINTS	738	820	-10%	10711	9677	10.68%	0	2	0	6	0	8
3700	MISCELLANEOUS TRAFFIC COMPLAINTS	172	688	-75%	7939	10739	-26.0%	0	2	0	0	0	2
3800	ANIMAL COMPLAINTS	41	36	13.88%	633	781	-18.9%	0	0	0	0	0	0
3900	ALARMS	113	177	-36.1%	1504	1961	-23.3%	0	0	0	0	0	0
Group C Totals		2098	2772	-24.3%	33505	36189	-7.41%	14	291	1	11	15	302
4000	HAZARDOUS TRAFFIC CITATIONS / WARNINGS	6	0	0%	17	34	-50%	0	0	0	0	0	0
4100	NON-HAZARDOUS TRAFFIC CITATIONS / WARNINGS	0	0	0%	1	2	-50%	0	0	0	0	0	0
4200	PARKING CITATIONS	0	2	-100%	10	17	-41.1%	0	0	0	0	0	0
4300	LICENSE / TITLE / REGISTRATION CITATIONS	0	2	-100%	8	13	-38.4%	0	0	0	0	0	0
4500	MISCELLANEOUS A THROUGH UUUU	19	25	-24%	187	158	18.35%	0	0	0	0	0	0
4600	LIQUOR CITATIONS / SUMMONS	0	0	0%	1	7	-85.7%	0	0	0	0	0	0

December 2020 Ypsilanti Twp. Monthly Call Report (WD)

City:Ypsilanti Twp-YPT

		----- All Offenses that were Attempted or Completed -----						A R R E S T S -----					
CLASS	Description	Dec/2020	Dec/2019	% CHG	YTD 2020	YTD 2019	% CHG	ADULT		JUV		Total	
								Dec/2020	YTD	Dec/2020	YTD	Dec	YTD
4900	TRAFFIC WARNINGS	0	0	0%	0	2	-100%	0	0	0	0	0	0
Group D Totals		25	29	-13.7%	224	233	-3.86%	0	0	0	0	0	0
5000	FIRE CLASSIFICATIONS	1	0	0%	5	4	25%	0	0	0	0	0	0
5100	18A STATE CODE FIRE CLASSIFICATIONS	0	1	-100%	9	10	-10%	0	0	0	0	0	0
Group E Totals		1	1	0%	14	14	0%	0	0	0	0	0	0
6000	MISCELLANEOUS ACTIVITIES (6000)	33	43	-23.2%	416	661	-37.0%	0	0	0	0	0	0
6100	MISCELLANEOUS ACTIVITIES (6100)	95	122	-22.1%	1346	1460	-7.80%	0	0	0	0	0	0
6300	CANINE ACTIVITIES	1	5	-80%	58	76	-23.6%	0	0	0	0	0	0
6500	CRIME PREVENTION ACTIVITIES	6	10	-40%	63	118	-46.6%	0	0	0	0	0	0
6600	COURT / WARRANT ACTIVITIES	0	0	0%	8	9	-11.1%	0	0	0	0	0	0
6700	INVESTIGATIVE ACTIVITIES	27	17	58.82%	292	196	48.97%	0	0	0	0	0	0
Group F Totals		162	197	-17.7%	2183	2520	-13.3%	0	0	0	0	0	0
City : Ypsilanti Twp Totals		2584	3293	-21.5%	39621	42769	-7.36%	74	1004	4	31	78	1035



YPSILANTI TOWNSHIP MONTHLY POLICE SERVICES DATA

December 2020

JERRY L. CLAYTON
SHERIFF

Incidents	Month 2020	Month 2019	% Change	YTD 2020	YTD 2019	% Change
Traffic Stops	67	534	-87%	6749	9152	-26%
Citations	66	326	-80%	4110	5390	-24%
Drunk Driving (OWI)	6	13	-54%	114	141	-19%
Drugged Driving (OUID)	2	3	-33%	39	45	-13%
Calls for Service Total	2427	3120	-22%	36759	40819	-10%
Calls for Service <i>(Traffic stops and non-response medicals removed)</i>	1988	2198	-10%	25715	27250	-6%
Robberies	3	5	-40%	46	52	-12%
Assaultive Crimes	83	67	24%	946	848	12%
Home Invasions	10	5	100%	114	129	-12%
Breaking and Entering's	1	4	-75%	25	52	-52%
Larcenies	48	41	17%	509	689	-26%
Vehicle Thefts	23	14	64%	154	132	17%
Traffic Crashes	68	101	-33%	834	1083	-23%
Medical Assists	48	53	-9%	697	755	-8%
Animal Complaints <i>(ACO Response)</i>	15	320	-95%	215	746	-71%
In/Out of Area Time	Month <i>(minutes)</i>	YTD <i>(minutes)</i>	+ = Positive Change - = Negative Change			
Into Area Time	1465	22304				
Out of Area Time	3074	50019				
Investigative Ops (DB)	22955	425522				
Secondary Road Patrol	2116	15874				
County Wide	480	34326				
	Hours Accum.	Hours Used				
Banked Hours	TBD	TBD	TBD			

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



Charter Township of Ypsilanti
Hydro Station

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 544.3690
Fax: (734) 544.3626

www.ytown.org

Date: January 5, 2021
To: **Clerk's Office**
CC: **Brenda Stumbo, Supervisor**
From: Michael Saranen, Operation Manager

Subject: Department Report (activities in December 2020)

Activities:

Ford Lake Dam

General Operation Summary:

The Hydro Station continues to operate safely and continues to get routine safety inspections and preventive maintenance. Covid-19 has not impacted operations. Operators had 1 after hour call-in for the month.

Average precipitation for the month of December is around 2.46", this year it was about 1.36".

Production for the month was below average due below average perception.

Regulatory:

For 2020-

- update DSSMP, planned in 2021
- DSSMR, **Filed Complete**
- Owners Dam Safety Program Review – **Complete, Filed**
- EAP Reprint, **Complete, Filed**
- EAP annual update and test- **Complete**
- EAP Training- **Started, Group 1 done**
- Part 12 Inspection- **Complete, Filed**
- WQ Report – **Complete, Filed**
- Nuisance Plant Plan Report – **Complete, Filed**
- Wildlife Plan Report – **Draft Report out for Resource Agency Comment**
- Historical Activity Report – **Complete, Filed**
- Gate Certification – **Complete, Filed**
- Security Review – **Complete, Filed**
- FERC Security Inspection- **Postponed (COVID)**
- FERC Annual Dam Safety Inspection – **Postponed (COVID) Part 12 will satisfy, Complete**
- Annual DEQ Lake Operation Monitoring Report- **Complete**
- 5 year shoreline survey and report- **Complete, Filed**
- 5 year Owners Dam Safety Program Audit- **Complete, Filed**

Projects:

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

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

Sluice Gate Repairs- Inspections found deteriorated electrical and hydraulic components. Electrical Repairs are complete. Gate control panel was replaced. This project is now complete.

Operation Summary

2020	December	YTD	5 Year Ave.
Precipitation total (inches) ¹	1.36	41.38	40.0 ²
Days Online	31	359.7	356.3
Generation MWH (estimated)	789.904	10,722.734	10,096.6
Generation MWH lost (estimated)*	0	570.127	549.400

After Hour Call In

Water levels	1	51	38
Mechanical/Electrical	0	7	3
Other		2	2
Totals	1	66	43

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

After Hour Call In

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

¹ Preliminary totals from NOAA for Detroit

² Total from NOAA at U of M Ann Arbor

*losses related to scheduled & unscheduled maintenance and water quality discharges.

Gate Spilling Summary:

Releasing water from the sluice gates is primary to maintain lake level when flow exceeds the powerhouse. At certain times, we can use the gates to help keep the lake mixing to maintain oxygen levels (effectiveness depends on a number of factors) at the bottom of the lake.

The water quality monitoring begins on June 1st and will end on September 30th; operators monitor the water quality conditions and take readings as outline in the WQ Plan. The hydro discharges from the bottom gates to maintain run of river and/or help with water quality in Ford Lake. The Federal License requires we pass water with a minimum of 5mg/l of dissolved oxygen all the time. Therefore, spilling from the bottom gates in the summer for improving the lake is not always possible.

Sluice Gate Usage Summary:

Current Year 2020	Current Year Days Spilled	Current Year Lost KWh*	Current Year Lost \$*	Prior Yr. Lost \$*
January	28.8	0	0	0
February	13.3	0	0	0
March	24.6	0	0	0
April	13.9	0	0	0
May	16.7	0	0	0
June	10.0	56,448	2502	823
July	11.2	50,000	3000	9,653
August	.7	0	0	0
September	.3	0	0	0
October	.7	0	0	0
November	.3	0	0	0
December	0	0	0	0
Totals	109.3	106,448	\$ 2,502	\$ 10,476

*estimated losses from diverting water away from generators for the **purpose improving WQ**.

Sargent Charles Dam

This dam continues to get routine safety inspections and appropriate maintenance.

CHARTER TOWNSHIP OF YPSILANTI FIRE DEPARTMENT

222 South Ford Boulevard, Ypsilanti, MI 48198



MONTHLY REPORT FOR NOVEMBER 2020

Fire Department staffing levels are as follows:

1 Fire Chief	3 Shift Captains	18 Fire Fighters
1 Fire Marshal	3 Shift Lieutenants	1 Clerk III / Staff Support

All fire department response personnel are licensed as Emergency Medical Technicians by the State of Michigan Public Health. During the month, the fire department responded to 428 requests for assistance. Of those requests, 153 were medical emergency service calls, with the remaining 275 incidents classified as non-medical and/or fire related.

Department activities for the month of November 2020:

- 1) The Public Education Department participated in the following events:
 - a) Hosted voting place for the General Election
- 2) Fire fighters received training in the following areas:
 - a) Washtenaw County Tech Rescue Team

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

- 1) Plan Reviews: 3
- 2) Building Inspections: 5
- 3) Fire Investigations: 3
- 4) Completed Covid 19 screenings for staff
- 5) Classes: 1 (arson)
- 6) Zoom meetings: 2
- 7) HQ kitchen cabinet rip-out
- 8) Interview process for new hires

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

- 1) Hosted General Election
- 2) Fire Investigation – Redwood
- 3) WAMAA zoom meeting
- 4) Interview Process for new hires
- 5) 2021 Budget approved by Township Board
- 6) Fire Inspectors Continuing Education zoom classes
- 7) Hydro Dam FERC
- 8) MI OSHA training
- 9) Hydro Dam training
- 10) Fire Investigation – Lakeshore Apartments
- 11) Painted HQ kitchen
- 12) HQ cabinet rip-out
- 13) Assisted with Covid 19 staff screenings

There was 0 injuries and 0 deaths reported this month for civilians.

There was 0 injuries and 0 deaths reported this month for fire fighters.

This month the total fire loss, including vehicle fires, is estimated at **\$157,510.00**. All occurred at the following locations:

DATE OF LOSS	ADDRESS	ESTIMATED LOSS
1) 11/01/2020	1229 Evelyn	\$ 10,500.00 (vehicle)
2) 11/02/2020	7178 Hogan Drive	\$ 21,000.00 (building)
3) 11/05/2020	9358 Martz	\$ 0.00 (forest / woods)
4) 11/05/2020	10802 Textile	\$ 0.00 (outside rubbish)
5) 11/06/2020	520 S Redwood	\$ 65,000.00 (building)
6) 11/08/2020	6988 McKean #124	\$ 40,000.00 (building)
7) 11/13/2020	6988 McKean #21	\$ 20,000.00 (building)
8) 11/17/2020	6633 Stony Creek	\$ 0.00 (cooking)
9) 11/21/2020	600 S Freer	\$ 0.00 (Mutual Aid – Chelsea Area Fire)
10) 11/21/2020	2940 International #225A	\$ 0.00 (outside rubbish)
11) 11/24/2020	2131 Golfside #216	\$ 10.00 (other structure / candle)
12) 11/29/2020	7331 Spy Glass Lane	\$ 1,000.00 (cooking)

Respectfully submitted,

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

Attachment: Image Trend Incident Type Report (Summary): 11/01/2020 – 11/30/2020

Ypsilanti Township - Incident Type Report (Summary)
monthly

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
111 - Building fire	5	1.17%	105000.00	41000.00	146000.00	92.69%
112 - Fires in structure other than in a building	1	0.23%	0.00	10.00	10.00	0.01%
113 - Cooking fire, confined to container	2	0.47%	0.00	1000.00	1000.00	0.63%
131 - Passenger vehicle fire	1	0.23%	10000.00	500.00	10500.00	6.67%
141 - Forest, woods or wildland fire	1	0.23%				
151 - Outside rubbish, trash or waste fire	2	0.47%				
Total: 12		Total: 2.80%	Total: 115000.00	Total: 42510.00	Total: 157510.00	Total: 100.00%
Incident Type Category (FD1.21): 2 - Overpressure Rupture, Explosion, Overheat (No Fire)						
251 - Excessive heat, scorch burns with no ignition	1	0.23%				
Total: 1		Total: 0.23%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
300 - Rescue, EMS incident, other	19	4.44%				
311 - Medical assist, assist EMS crew	28	6.54%				
320 - Emergency medical service, other	29	6.78%				
321 - EMS call, excluding vehicle accident with injury	49	11.45%				
322 - Motor vehicle accident with injuries	12	2.80%				
323 - Motor vehicle/pedestrian accident (MV Ped)	2	0.47%				
324 - Motor vehicle accident with no injuries.	10	2.34%				
350 - Extrication, rescue, other	2	0.47%				
352 - Extrication of victim(s) from vehicle	2	0.47%				
Total: 153		Total: 35.75%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
400 - Hazardous condition, other	1	0.23%				
411 - Gasoline or other flammable liquid spill	2	0.47%				
412 - Gas leak (natural gas or LPG)	2	0.47%				
424 - Carbon monoxide incident	4	0.93%				
440 - Electrical wiring/equipment problem, other	5	1.17%				
444 - Power line down	4	0.93%				
445 - Arcing, shorted electrical equipment	1	0.23%				
Total: 19		Total: 4.44%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	1	0.23%				
510 - Person in distress, other	2	0.47%				
511 - Lock-out	1	0.23%				
520 - Water problem, other	3	0.70%				
522 - Water or steam leak	2	0.47%				
531 - Smoke or odor removal	6	1.40%				
550 - Public service assistance, other	1	0.23%				
551 - Assist police or other governmental agency	2	0.47%				
553 - Public service	1	0.23%				
561 - Unauthorized burning	8	1.87%				
571 - Cover assignment, standby, moveup	1	0.23%				
Total: 28		Total: 6.54%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 6 - Good Intent Call						
600 - Good intent call, other	6	1.40%				
611 - Dispatched and cancelled en route	176	41.12%				
622 - No incident found on arrival at dispatch address	3	0.70%				
651 - Smoke scare, odor of smoke	2	0.47%				
	Total: 187	Total: 43.69%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
700 - False alarm or false call, other	6	1.40%				
733 - Smoke detector activation due to malfunction	2	0.47%				
735 - Alarm system sounded due to malfunction	1	0.23%				
736 - CO detector activation due to malfunction	2	0.47%				
743 - Smoke detector activation, no fire - unintentional	4	0.93%				
744 - Detector activation, no fire - unintentional	4	0.93%				
745 - Alarm system activation, no fire - unintentional	3	0.70%				
746 - Carbon monoxide detector activation, no CO	6	1.40%				
	Total: 28	Total: 6.54%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
	Total: 428	Total: 100.00%	Total: 115000.00	Total: 42510.00	Total: 157510.00	Total: 100.00%



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK HEATHER JARRELL ROE • TREASURER STAN ELDRIDGE
TRUSTEES: JOHN P. NEWMAN II • GLORIA PETERSON • DEBBIE SWANSON • JIMMIE WILSON, JR.

WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, JANUARY 19, 2021

5:00pm

1. DISCUSSION ON UPDATED LIQUOR LICENSE APPLICATION...TREASURER ELDRIDGE
2. AGENDA REVIEWSUPERVISOR STUMBO
3. OTHER DISCUSSION BOARD MEMBERS

Township Liquor Committee

Stan Eldridge Township Treasurer
Debbie Swanson Township Trustee
Jimmie Wilson, Jr. Township Trustee



Charter Township of Ypsilanti
7200 S. Huron River Drive – Ypsilanti, MI 48197
(734) 484-4700 * (734) 484-5155 Fax
www.ytown.org

LIQUOR LICENSE APPLICATION PROCESS

LICENSING POLICY:

This policy establishes an application and review process for the issuance of both new and the transfer of existing licenses into the Charter Township of Ypsilanti, or between or among applicants. The process is intended to insure that the individuals and entities seeking licenses from, or charged with operating licensed establishments within, the Charter Township of Ypsilanti meet certain minimum requirements as to criminal history, past conduct, and ongoing business operations standards. It requires that the Charter Township Liquor Committee’s review of application information in light of certain criteria that is established for purposes of identifying the kinds of facilities that qualify for a license. It reserves to the Charter Township of Ypsilanti any, and all, discretion afforded under applicable law relating to the issuance of licenses.

As a general matter of policy, applicants for a license will need to demonstrate an identifiable benefit to the Charter Township of Ypsilanti and its residents resulting from the granting of the license. While all of the criteria set forth in this policy are relevant to the decision as to whether to grant a license, an applicant must demonstrate in particular that the proposed facility:

1. Will provide a service product, or function that is not presently available within the Charter Township of Ypsilanti, or that would be unique to the Charter Township of Ypsilanti, or to an identifiable area within the Charter Township of Ypsilanti.
2. Is of a character that will foster or generate economic development or growth within the Charter Township of Ypsilanti, or an identifiable area within the Charter Township of Ypsilanti, in a manner consistent with the Charter Township of Ypsilanti’s policies; or,
3. Represents an added financial investment on the part of a long-term business or resident with recognized ties to the Charter Township of Ypsilanti and the local community.
4. Will have a positive impact on surrounding businesses and neighborhoods.
5. Will have an appropriate relationship between area buildings and land uses.
6. Will have a positive impact pedestrian movement, vehicular movement, parking availability and crowd control in the immediate area.
7. Will not create an improper concentration of licenses, concentration and capacity of similar establishments in the same area.
8. Will not create a concentration of drinking establishments and have a negative impact on policing requirements.
9. Will create an overall benefit to the Charter Township of Ypsilanti.
10. Will not create any other factors that may affect health, safety and welfare or the best interests of the community.

The weight to be given to each item of the criteria identified in this application, and the determination whether a particular applicant meets or satisfies those criteria is intended to be within the sole discretion of the Charter Township of Ypsilanti Liquor Committee, and ultimately the Charter Township of Ypsilanti Board of Trustees.

The Township Board of Trustees for the Charter Township of Ypsilanti is responsible to the residents of the township. Therefore, liquor licenses will be granted when it is in the best interest of the citizens of the township to do so. Those applications which indicate substantial benefit to the citizens of the township will receive the highest consideration. The application will indicate the criteria to determine the most eligible applicants.



REQUIREMENTS AND PROCEDURES:

1. Complete the Michigan Liquor Control Commission Application. You can contact the M.L.C.C. in Lansing at 517-322-1400, or toll free at 1-866-813-0011.
2. The applicant shall fully complete the Charter Township of Ypsilanti Liquor License Application Form and return to the Charter Township of Ypsilanti Clerk's Office **within 30 days**.
3. The applicant shall attach with the Liquor License Application Form a **cover letter** that will provide an overview of the request being made.
4. The applicant shall attach a **non-refundable application fee** of \$2,500.00, plus \$200.00 for each person with a financial or management interest in the application including, but not limited to, partnership partners, corporate officers and directors. Please make the check payable to the Charter Township of Ypsilanti.
5. ***Site Plan** – (1 copy – signed and sealed by a registered architect/engineer). If the facility is to be located in a proposed building for which the site plan has not yet been obtained, or in an existing building that is to be remodeled, you must submit a conceptual site plan showing the proposed building and the relationship of the building to the surrounding properties and their uses.
6. **Zoning** – The applicant shall provide a copy of the Zoning Permit or Clearance from the Building Director that the proposed location is in compliance with the Charter Township of Ypsilanti Zoning Ordinance.
7. **Certificate of Occupancy** – The applicant shall provide a Certificate of Occupancy, or similar clearance, from the Charter Township of Ypsilanti Building Director that the structure and premises are in compliance with local code provisions.
8. **Taxes** – The applicant shall provide written evidence from the Charter Township of Ypsilanti Treasurer's Office that all real and personal property taxes associated with the premises are paid and that all real and personal property taxes in the name of the applicant are paid.
9. **Adherence Part 1** – The applicant shall provide a written, and signed, statement that they will not violate any laws of the State of Michigan, nor the ordinances of the Charter Township of Ypsilanti, in conducting the business where the liquor license will be used and that a violation on the premises may be cause for the Charter Township of Ypsilanti objecting to renewal of the license or for requesting revocation of the license.
10. **Adherence Part 2** – The applicant shall provide a written statement that they understand that the Charter Township of Ypsilanti has an ordinance prohibiting public nudity, and a violation of the ordinance on the premises where the liquor license is used will be cause for objecting to renewal of the license, or requesting the revocation of the license.
11. ***Building Façade Plan** – (1 copy – signed and sealed by a registered architect/engineer) – all sides, including signage. If the proposed building final site plan has been previously approved by the Charter Township of Ypsilanti Planning and Community Development Department and there are **no** changes, then please submit a letter of verification stating there will be no such changes along with this application.
12. ***Interior Plan with seating arrangement** (1 copy – signed and sealed by a registered architect/engineer). If the proposed interior has been previously approved by the Charter Township of Ypsilanti Building Department and there are no changes, then please submit a letter of verification stating there will be **no** such changes along with this application.
13. **Redevelopment Applicants ONLY** – The applicant shall provide documentation that the applicant has invested at least \$100,000 for the rehabilitation or restoration of the building over a period of the preceding five (5) years, or documentation that



the applicant has, or will commit, a capital investment of at least \$100,000 that will be expended for rehabilitation or restoration of the building before the license is issued.

14. **Menu** – The applicant shall provide one (1) full copy of the menu, drink list, etc.

*No site plan, building façade plan, interior plan or any part thereof, may be changed by the applicant once they have secured approval in conjunction with the Charter Township of Ypsilanti liquor licensing process. The applicant must submit separate plans and fees as required by other Charter Township of Ypsilanti departments and consultants in accordance with standard review procedures, if applicable.

*Please note that approval of the Charter Township of Ypsilanti Liquor Committee, or the Charter Township of Ypsilanti Board of Trustees DOES NOT take the place of, or avoid, any permitting processes of the Charter Township of Ypsilanti, including, but not limited to Building, Zoning, Fire, ADA, etc. Significant issues with regards to non-conforming uses may arise after the applicant properly submits detailed plans for such construction and/or permits.

SPECIAL CIRCUMSTANCES:

Transfers that involve the following circumstances may be placed on a Charter Township Board of Trustees Agenda for consideration without payment of a fee and without the necessity of furnishing the information required for a new license:

- (1) The exchange of the assets of a licensed sole proprietorship, licensed general partnership, or licensed limited partnership for all outstanding shares of stock in a corporation in which the sole proprietor, all members of the general partnership, or all members of the limited partnership are the only stockholders of that corporation.
- (2) The removal of a member of a firm, a stockholder, a member of a general partnership or limited partnership, or association of licensees from a license.
- (3) The occurrence of any of the following events:
 - (a) A corporate stock split of a licensed corporation.
 - (b) The issuance to an existing stockholder of a licensed corporation of a previously unissued stock as compensation for services performed.
 - (c) The redemption by a licensed corporation of its own stock.
 - (d) A corporate public offering.

THIS SPACE LEFT BLANK INTENTIONALLY

Township Liquor Committee

Stan Eldridge Township Treasurer
Debbie Swanson Township Trustee
Jimmie Wilson, Jr. Township Trustee



Charter Township of Ypsilanti
7200 S. Huron River Drive – Ypsilanti, MI 48197
(734) 484-4700 * (734) 484-5155 Fax
www.ytown.org

LIQUOR LICENSE APPLICATION FORM

Application must be completed, in full, by the Managing Partner / Member, or other Officer authorized in writing to make decisions on behalf of the organization.

SECTION 1:

Name: _____ Phone: _____

Home Address: _____ Fax: _____

City: _____ State: _____ Zip: _____

Position in Company: _____ Email Address: _____

Name of Business: _____

Address of Business: _____

Trade Name (DBA) under which the establishment will be operated (if different from above): _____

Federal Tax I.D. Number: _____

Type of License: (Check One)

- Class C A-Hotel B-Hotel Tavern Club Re-Development Class G-1, G-2
- Resort Brewer Brew-Pub Micro-Brewery Wine Tasting Room Small Winemaker
- Small Distiller Brandy Manufacturer Transfer

Type of Permits:

- Sunday Sales Add Bar Entertainment Sales Outdoor Sales SDD and/or SDM (incurs no fee)
- Before/After Hours for: _____ Dance and Entertainment Permit

1. Will the Applicant operate the establishment? Yes No
2. Mailing Address of Establishment (if different from above)

Mailing Address: _____

City: _____ State: _____ Zip: _____

3. Form of Business:

- Sole Proprietorship Partnership Corporation Limited Liability Association Company
- Club Other _____

Please provide copies of: DBA Certificate, Article of Incorporation, Articles of Organization, Bylaws, and any other written agreements that are applicable, as well as previous three years State sales tax filing.



SECTION 2:

1. Please briefly describe the type, and name, of establishment (bar, restaurant, lounge, etc.)

2. The business has been in operation for _____ years.

A. Capacity of business for that time period? _____

3. Primary purpose of business? (Beer / Tavern, Micro Brewery, etc.) _____

4. Have you ever been granted a Michigan, or other state, liquor license? Yes No

If yes, please explain _____

5. List the days and hours of operation _____

6. What is the present, or will be, the patron capacity? _____

7. What is the square footage of the building? _____

8. How many employees are on your existing staff? _____ How many employees will be on your future staff? _____

9. What is, or will be, the hours of operation? _____

10. If the license is granted, will the business stay in the same location? Yes No

11. Will the business be your fulltime employer? Yes No

12. Do you presently own the building? Yes No

If you do not own the building, please provide the following information, and a copy of the lease agreement, including financials:

Building Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Term of the Lease, with details of the lease: _____



13. Please provide Landlord references for the past 10 years, for existing building locations:

- A. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
- B. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
- C. Name: _____
Address: _____
City: _____ State: _____ Zip: _____

14. If you presently own the building, but it is subject to a mortgage or being purchased under a land contract, please answer the following:

- Name of the Mortgage / Land Contract Holder: _____
Address: _____
City: _____ State: _____ Zip: _____
Balance Owning: _____ Repayment Terms (including interest rate): _____

15. If the license is granted, will any of the following occur: (If not, you can mark N/A next to each and proceed to #16)

- A. Renovation to the building? If yes, explain: _____

- B. Estimated costs of renovations? _____
- C. Will the patron capacity increase? If yes, by how many _____
- D. Will the number of employees be increased? If yes, by how many _____

16. Have you ever been involved in a lawsuit, legal proceedings, or administrative hearings related to improper training, over-serving customers alcoholic beverages or been cited for any Health Department Violations in any jurisdiction? Yes No
If yes, please explain below in detail (include dates, locations, case numbers and dispositions)



17. If the business for which the liquor license does not presently exist, please complete the following items:

- A. Location of the proposed site? _____
- B. Size of the facility to be built? _____
- C. Estimated cost of the facility? _____
- D. Expected staff requirements? _____
- E. Expected patron capacity? _____
- F. Expected parking capacity needed? _____
- G. What will be the primary purpose of the business? _____
- H. Does the property have the necessary zoning? _____
- I. Has a building permit been issued? _____
- J. Will the facility be built if a license is not granted? _____
- K. Describe the proposed facilities in detail: (Use additional sheets if needed) _____

18. Total costs of leaseholder improvements? _____

19. Total costs of building improvements? _____

20. Total cost of equipment? _____

21. Can living quarters be reached from inside of the establishment, without going outside? Yes No

22. Are gas pumps on the premises or directly adjacent? Yes No

23. Does the business possess a license from the Michigan Bureau of Lottery? Yes No

If yes, please attach a copy of the license.

24. Does the business possess any other type of license issued by any other government agency? Yes No

If yes, please attach a copy of the license.

SECTION 3:

1. As was stated earlier in the application form, the Charter Township of Ypsilanti will use certain criteria in determining the most eligible applicants. Amongst that criteria are the following items:

- A. The location of the building should be easily accessible and adjacent to the populated areas of the township.
- B. Is the business to be located on, or adjacent, to major traffic arteries?



- C. The size and patron capacity of the facility.
- D. The number of jobs to be created by the business

2. Why do you believe that you should be granted a liquor license? _____

3. Have you, or any of the applicants, ever been convicted of a crime, including moral turpitude, violence or alcohol violations? If yes, please explain and include locations, case numbers and disposition: Yes No

4. Are you disqualified to receive a license by reason, or any matter or thing, contained in the Charter Township of Ypsilanti Liquor License or laws of the State of Michigan? Yes No

5. Please provide a statement that you will not violate any of the laws of the State of Michigan, the United States of American, or any ordinances of the Charter Township of Ypsilanti in the conduct of your business: _____

6. Fingerprints of the applicant, manager, and officers in the case of a club, society or corporation must be on file with the Washtenaw County Sherriff's Office prior to your approval. Have you completed this requirement? Yes No

If yes, please provide a receipt, or proof, of your adherence.

SECTION 4: (FOR NEW BUSINESSES ONLY)

1. Please provide a copy of your franchise agreement, including a copy of all financials (if applicable):

2. What is the total cost of investment? _____

3. What is the total cost of equipment? _____

4. Please identify all major sources of capital for the business: _____

5. Please provide a description of any training or experience related to managing or owning a business, administering a business's finances, or working in a business with a liquor license:



- 6. Projected annual food sales: _____
- 7. Projected annual liquor sales: _____
- 8. How many staff members do you expect to employ: _____ Full time _____ Part time

SECTION 5: (FOR EXISTING OR CURRENTLY OWNED BUSINESS ONLY)

- 1. Please provide a copy of your franchise agreement (if applicable)
- 2. What is the length of time that this business has been in operation? _____
- 3. What is the total cost of investment? _____
- 4. What is the total cost of the building? _____
- 5. What are the annual food sales? _____
- 6. What are the projected liquor sales? _____
- 7. Does the business have any existing loans or debts? Yes No If yes, please explain: _____

- 8. How many current full-time / part-time employees do you expect to add if approved for a liquor license?
Full-Time: _____ Part-Time: _____ Projected New Employees: _____
- 9. Has the business ever had State or Federal Tax Liens filed against it? Yes No If yes, please explain: _____

SECTION 6:

- 1. The following questions must be answered by each and every member, partner, or shareholder of greater than 10% of stock, as applicable. (Attach additional pages if necessary)
First Name: _____ Middle: _____ Last: _____
Position held in the organization: _____ Amount of stock owned: _____
Address: _____
City: _____ State: _____ Zip: _____
Cell / Home Phone: _____ Business Phone: _____
- 2. Are you a resident of Michigan: Yes No If yes, how long have you lived in Michigan? _____



3. List all previous names, or alias, that you have used at any time: _____

4. Have you ever filed for personal bankruptcy protection: Yes No

5. If yes, please provide the dates the bankruptcy action was filed and closed, the disposition of the bankruptcy, and the chapter under which the bankruptcy was conducted:

6. Has any company in which you were a sole proprietor, partner, member or owner of more than 10% of stock ever filed for bankruptcy protection? Yes No

7. If yes, please provide the dates the bankruptcy action was filed and closed, the disposition of the bankruptcy, and the chapter under which the bankruptcy was conducted: _____

8. Have you ever had State or Federal Tax Liens filed against you: Yes No If yes, please explain: _____

SECTION 7:

1. Please list below **ALL** employer(s) and **ALL** occupations for the past 10 years.

Employer

Occupation

Date of Service

2. Please give the names, addresses and telephone numbers of three (3) citizens who know your reputation in the community in which you have lived and done business during the past 10 years.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____



Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

3. Do you or any member of your immediate family hold a license for the sale of alcoholic beverages at the present time, either as an individual, membership of a partnership or LLC or shareholder of at least 10% in a corporation? Yes No

If yes, please list the type of license: _____

Also, please list below the name in which the license is issued and the relationship to you:

Name: _____ Relationship to you: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

4. Have you, or any member of your immediate family, previously held a license or any interest in a license for the sale of alcoholic beverages in the State of Michigan, or anywhere else in the United States? Yes No If yes, please list below the type of license and also list the name in which the license was issued and the relationship to you:

Name: _____ Relationship to you: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Please briefly describe the type of establishment (bar, restaurant, lounge, etc.) in detail: _____



SECTION 8:

1. Waiver and Release

I (applicant), _____, authorize the Charter Township of Ypsilanti to investigate all statements contained in this Application including but not limited to employment and income verification, references, to obtain credit reports and/or criminal history, and to periodically update this information if (name of business establishment here) _____ is granted a license for as long as it conducts business in connection with the license in the Charter Township of Ypsilanti, I expressly authorize the Charter Township of Ypsilanti, or the Township’s agent (including a collection agency) to obtain consumer credit reports, and hereby waive any claim against the Charter Township of Ypsilanti incident to obtaining consumer credit reports and release the Charter Township of Ypsilanti from any liability connected therewith.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

2. I (applicant), _____, agree that should the Charter Township of Ypsilanti approve my application for the license for which I have applied, that my intent is to operate the business listed in this application within the boundaries of the Charter Township of Ypsilanti, and should I decide to sell my business, cease operations or in any other way I will return the license to the Charter Township of Ypsilanti forthwith at no cost whatsoever to the Charter Township of Ypsilanti.

Signature of Applicant: _____ Date: _____

Printer Name of Applicant: _____

THIS SPACE LEFT BLANK ON PURPOSE



3. I hereby authorize the Charter Township of Ypsilanti, its agents, and employees, to seek information and conduct an investigation into the truth of the statements set forth in this application, and the qualifications of the applicant for the license, and I will execute any waivers or authorizations for the release of information deemed necessary or expedient by the Charter Township of Ypsilanti upon request. I understand that the Charter Township of Ypsilanti may deny this application, or make approval contingent on the completion of one or more additional requirements, which may include providing the Charter Township of Ypsilanti with a personal or business credit card history from a credit reporting agency, executing an agreement restricting the transfer or use of the liquor license applied herein, or any other requirement deemed necessary or expedient by the Charter Township of Ypsilanti.

STATE OF MICHIGAN)
) ss
COUNTY OF WASHTENAW)

I, (name of applicant) _____, hereby declare under penalty of perjury that the foregoing information in the application is true and correct; that I have fully understood each of the questions; and that I understand any falsification or omission is grounds for denial or if issued a license grounds for revocation or recommendation for non-renewal.

Signature of Applicant: _____

Printed Name of Applicant: _____

On the _____ day of _____, 20____, _____
(Name)

did appear before me, as a Notary Public, in and for said County, and being duly sworn by me, did state (s)he is the applicant of the within application, and that the information contained within the application is true, correct and complete.

Notary Public

Acting in _____ County, Michigan

My Commission expires on: _____

4. I hereby certify that the above information and answers in this application are true and correct, and that I have read, and am aware, of the provisions of the Charter Township of Ypsilanti Ordinance #99-211 and #99-212 pertaining to liquor licenses and enforcement:

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ Date: _____

Receipt#: _____ Amount: _____ Date: _____



FEE SCHEDULE

(Effective January 1, 2021)

Application for a new Class C License	\$5,000.00
Application for an addition to an existing Class C License	\$5,000.00
Application for a new Tavern License	\$5,000.00
Application for a new Micro-Brewer License	\$5,000.00
Application for a new Wine Maker License	\$5,000.00
Application for the transfer of an existing License	\$5,000.00
Application for any other changes (stock ownership, addition of space, deletion of partner, etc.)	\$3,000.00
Application for any other changes not listed above, or those listed within the township ordinances	\$2,000.00

THIS SPACE LEFT BLANK ON PURPOSE

FOR CLERK'S OFFICE USE ONLY:

Date Received (Clerk's Office Staff Member's Name): _____

Application Packet Received By (Clerk's Office Staff Member's Name): _____

Date Fee Paid (Clerk's Office Staff Member's Name): _____

Fee Received By (Clerk Office Staff Member's Name): _____

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

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



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK HEATHER JARRELL ROE • TREASURER STAN ELDRIDGE
TRUSTEES: JOHN P. NEWMAN II • GLORIA PETERSON • DEBBIE SWANSON • JIMMIE WILSON, JR.

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

REGULAR MEETING AGENDA

TUESDAY, JANUARY 19, 2021

7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
4. CONSENT AGENDA
 - A. MINUTES OF THE DECEMBER 15, 2020 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR JANUARY 19, 2021 IN THE AMOUNT OF \$2,227,603.71
 2. CHOICE HEALTHCARE DEDUCTIBLE ACH EFT FOR DECEMBER 2020 IN THE AMOUNT OF \$39,412.57
 3. CHOICE HEALTHCARE ADMIN FEE FOR DECEMBER 2020 IN THE AMOUNT OF \$1,205.00
 - C. TREASURER'S REPORT DECEMBER 2020
5. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. RESOLUTION 2021-03, RESOLUTION APPROVING REFUNDING CONTRACT BETWEEN THE YPSILANTI COMMUNITY UTILITY AUTHORITY AND YPSILANTI TOWNSHIP
2. RESOLUTION 2021-01, POVERTY EXEMPTION GUIDELINES
3. REQUEST TO APPROVE 2021 BOARD OF REVIEW MEETING DATES
4. RESOLUTION 2021-02, OWNERS DAM SAFETY PROGRAM (ODSP)
5. REQUEST TO APPROVE AGREEMENTS WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION OF TRAFFIC CALMING DEVICES ON ROSEDALE RD. IN THE AMOUNT OF \$24,862.00 AND ON ONANDAGA AVE. IN THE AMOUNT OF \$9,912.00 BOTH BUDGETED IN LINE ITEM #101-446-000-818-022
6. REQUEST TO APPROVE AGREEMENT WITH WASHTENAW COUNTY FOR SERVICES IN RELATION TO REIMAGINE WASHTENAW FOR 2021 IN THE AMOUNT OF \$3,000.00 BUDGETED IN LINE ITEM #101-956-000-801-000

7. REQUEST TO APPROVE AGREEMENT WITH MISSION CONTROL GG INC. FOR E-SPORTS OPPORTUNITIES WITH FEES BUDGETED IN LINE ITEM #230-751-000-740-100
8. REQUEST TO APPROVE AGREEMENT WITH CARLISLE WORTMAN TO ASSIST WITH DEVELOPMENT OF AN YPSILANTI TOWNSHIP DOG PARK IN THE AMOUNT OF \$13,735.00 BUDGETED IN LINE ITEM #212-212-000-801-000
9. REQUEST TO APPROVE A LETTER OF AGREEMENT WITH SPICER GROUP FOR DEVELOPMENT OF A CONCEPT PLAN AND GRANT APPLICATION FOR CLUBVIEW PARK IN THE AMOUNT OF \$12,000.00 BUDGETED IN LINE ITEM #212-212-000-801-000
10. REQUEST TO APPROVE AMENDMENT TO THE SUBAWARD OF FEDERAL FINANCIAL ASSISTANCE FOR THE SCHOONER COVE BUS STOP PROJECT
11. REQUEST TO APPROVE CHANGE ORDER WITH OHM FOR THE SCHOONER COVE BUS STOP PROJECT IN THE AMOUNT OF \$24,977.53 BUDGETED IN LINE ITEM #101-970-000-974-100
12. REQUEST TO APPOINT JOHN NEWMAN TO THE WASHTENAW AREA TRANSPORTATION STUDY COMMITTEE
13. REQUEST TO SET A PUBLIC HEARING FOR THE CREATION OF A SPECIAL ASSESSMENT DISTRICT FOR VILLAGE GROVE STREETLIGHT ON FEBRUARY 16, 2021 AT APPROXIMATELY 7:00PM
14. REQUEST TO SET A PUBLIC HEARING FOR THE CREATION OF A SPECIAL ASSESSMENT DISTRICT FOR VILLAGE GROVE CAMERA ON FEBRUARY 16, 2021 AT APPROXIMATELY 7:05PM
15. BUDGET AMENDMENT #1

AUTHORIZATIONS AND BIDS

1. REQUEST TO APPROVE THE PROPOSAL FOR PROFESSIONAL SERVICES FROM CNC CONSULTING FOR CREATION OF A WEBSITE REDESIGN PROPOSAL IN THE AMOUNT OF \$135.00 PER HOUR BUDGETED IN LINE ITEM #101-266-000-801-000
2. REQUEST TO AWARD THE LOW BID FOR THE RENOVATION OF THE CIVIC CENTER 2ND FLOOR BATHROOMS TO THE PETERSEN COMPANIES IN THE AMOUNT OF \$69,950.00 BUDGETED IN LINE ITEM #101-970-000-975-106

OTHER BUSINESS

BOARD MEMBER UPDATES

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

**Charter Township of Ypsilanti
Public Meeting Notice
Board of Trustees Work Session and Regular Meeting
January 19, 2021 5:00pm**

PLEASE TAKE NOTICE that the Charter Township of Ypsilanti Board of Trustees will hold a Work Session (5:00pm) and Regular Meeting (7:00pm) scheduled for **January 19, 2021 at 5:00pm**. 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: Jan 19, 2021 05:00 PM Eastern Time (US and Canada)

Topic: Township Board of Trustees Work Session and Regular Meeting January 19, 2021

Please click the link below to join the webinar:

<https://ytown.zoom.us/j/92737205818>

Or iPhone one-tap :

US: +19292056099,,92737205818# or +13017158592,,92737205818#

Or Telephone:

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

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

Webinar ID: 927 3720 5818

International numbers available: <https://ytown.zoom.us/j/92737205818>

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 Heather Jarrell Roe at hjarrellroe@ytown.org or Deputy Clerk Lisa Stanfield at lstanfield@ytown.org.

PUBLIC COMMENTS

CONSENT AGENDA

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 WORK SESSION

Supervisor Stumbo called the meeting to order at approximately 6:00 p.m. on a Zoom Virtual Board meeting.

Members Present: Supervisor Stumbo, Clerk Heather Jarrell Roe, and Treasurer Eldridge
Trustees: John Newman, Gloria Peterson,
Debbie Swanson

Members Absent: Trustee Wilson

Legal Counsel: Wm. Douglas Winters

AGENDA REVIEW

Treasurer Eldridge explained the history of the boards' discussion regarding updating the Board Policy for the new Trustees. He said in 2019 they adopted a revised Board Policy with the intent to review it yearly. He said he met with Supervisor Stumbo and Clerk Jarrell Roe and together came up with the draft that in front of the board. He said one of the first changes would be that the full time officials will meet and discuss the board agenda before it is sent to the rest of the Board. He said the other change is to change the deadline for items put on the Agenda to be the Wednesday before the board meeting and he said the board packet will go out on Friday before the board meeting.

Supervisor Stumbo asked about removing emergency meetings. Treasurer Eldridge stated there is a State MCL law that designates the Supervisor to be the coordinator during emergency times in the Township. She said she would remove emergency meeting because she said special meetings covers those meetings.

Trustee Swanson questioned removing the section on emergency meetings since it does have guidelines for public health and safety. She said her other concern was in the section on public comments which states the speaker has a limit of 3 minutes per address.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 WORK SESSION
PAGE 2**

Treasurer Eldridge stated it did not mean home address it means per issue. He said someone can speak several times on different issues but limit each time to 3 minutes. He said that is so all who want to speak has an opportunity before someone goes up multiple times.

Clerk Jarrell Roe stated they included both the old and new version for everyone to compare. She said that everyone has a voice on this board and anything you want to share is important to us.

Attorney Winters stated it was in proper form.

PUBLIC COMMENTS

JoAnn McCollum, Township Resident stated she is the President of the new West Willow Neighborhood Association and she congratulated the new board. She said the Association is a 501C3 non-profit and she has had 3 significant grants, two from United Way and one from Ann Arbor Community Foundation. She said these grants were for Covid relief. She said they have helped families get out of fore-closure, paid utility bills, medical bills, and car repairs. She said she is looking forward to working with this board to build trust in the community. She said racial equity is a problem in Ypsilanti Township and she said she would like the board to commit to working on it.

A. MINUTES OF THE NOVEMBER 17, 2020 REGULAR MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR DECEMBER 15, 2020 IN THE AMOUNT OF \$737,850.61**
- 2. CHOICE HEALTHCARE DEDUCTIBLE ACH EFT FOR SEPTEMBER 2020 IN THE AMOUNT OF \$29,426.43**
- 3. CHOICE HEALTHCARE ADMIN FEE FOR SEPTEMBER 2020 IN THE AMOUNT OF \$1,267.00**

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 WORK SESSION
PAGE 3**

C. TREASURER'S REPORT NOVEMBER 2020

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters said he sat in on the orientation for the trustees and said the department heads did a spectacular job with their presentations. He said they covered things extensively. He said the questions that were asked by the new trustees were very appropriate and spot on. He said he was very impressed.

Attorney Winters said he sent over to the board a one year contract extension for AFSCME 3451. He said AFSCME 3451 has two contracts with the township, one for 14B Court and one for the Civic Center and Recreation Center employees. He said the current contract is set to expire 12/31/2020. He said he received a letter from AFSCME 3451 that stated they would extend the contract until 12/31/2021. He said tonight he would hope that the board would agree to this extension.

Attorney Winters stated that regarding contamination from the former Forbes Cleaners. He said the contamination leached into properties behind the building to homes on Davis Street. He said it was eventually turned over to the Michigan Land Bank and the State of Michigan will pay close to 4 to 5 million dollars to eliminate this contamination. He said they are invited to a virtual meeting on January 6, 2021 to discuss re-development options for this property with the Director of Environmental Division. He said he sent the Township Master Plan to the Director of Environmental Division to give them an idea on what we have planned for the re-development of Ecorse Road.

Attorney Winters stated that a decision should be made about Gault Village. He said there are three businesses left there and it is under a demolition order. He said it is our belief that this is an opportunity to re-purpose this area. He said this area is also in the Townships' Master Plan to be a mixture of neighborhood and retail.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 WORK SESSION
PAGE 4**

Trustee Newman asked if there was evidence of contamination at Gault Village.

Attorney Winters stated that would have to be looked into since at one time a business had an automotive area and he said there was also a dry cleaners in this shopping center.

NEW BUSINESS

- 1. REQUEST AUTHORIZATION TO APPROVE CHANGE ORDER #1 FOR THE CONSTRUCTION OF THE GROVE ROAD PATHWAY IN THE AMOUNT OF \$9,110.20 AS BUDGETED IN LINE ITEM #212-970-000-997-007**

Mike Hoffmeister, Residential Services Director stated this is for the completion of this project.

- 2. REQUEST TO APPROVE DEPOSIT OF FUNDS RECEIVED FROM THE PUBLIC SAFETY AND PUBLIC HEALTH PAYROLL REIMBURSEMENT (PSPHPR) PROGRAM AND FROM THE CORONAVIRUS RELIEF LOCAL GOVERNMENT GRANTS (CRLGG) PROGRAM INTO THE FIRE PENSION FUND**

Trustee Newman asked if there was anything in the grant that specifies how the money is supposed to be used.

Javonna Neal, Accounting Director stated it did not specify how it should be used just that it had to go into a specific line item.

- 3. REQUEST TO APPROVE THE AGREEMENT BETWEEN DTE AND YPSILANTI TOWNSHIP FOR TWO (2) 136W LED OVERHEAD STREETLIGHTS AT THE INTERSECTION OF WENDELL AND E. CLARK ROAD IN THE AMOUNT OF \$810.92 BUDGETED IN LINE ITEM 101-956-000-926-050**

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 WORK SESSION
PAGE 5**

Clerk Jarrell Roe stated this was resident requested and we reached out to the resident and DTE. She said there was also notification of an accident that happened at that intersection.

4. REQUEST TO APPROVE UPDATES TO TOWNSHIP BOARD POLICY

5. REQUEST TO APPROVE 2021 CONTRACT AND RENEWALS

6. RESOLUTION 2020-35, DESIGNATION OF DEPOSITORIES

7. RESOLUTION 2020-36 ROBERTS RULES OF ORDER

**8. RESOLUTION 2020-37 DESIGNATION OF NEWSPAPERS OF
CIRCULATION**

9. RESOLUTION 2020-38 2021 BOARD MEETING DATES

10. BUDGET AMENDMENT #16

OTHER BUSINESS

**1. AUTHORIZATION TO EXECUTE LETTER OF AGREEMENT FOR
CONTRACT EXTENSION BETWEEN THE CHARTER TOWNSHIP OF
YPSILANTI AND THE YPSILANTI TOWNSHIP 14-B DISTRICT COURT
AFSCME LOCAL 3451 THAT RUNS THROUGH DECEMBER 31, 2021
AND TO EXECUTE THE LETTER OF AGREEMENT FOR THE CONTRACT
AGREEMENT WITH THE CHARTER TOWNSHIP OF YPSILANTI AND
AFSCME LOCAL 3451**

The meeting was adjourned at approximately 6:58PM

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 WORK SESSION
PAGE 6**

Respectfully Submitted,

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 REGULAR 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 Heather Jarrell Roe, and Treasurer Eldridge
Trustees: John Newman, Gloria Peterson,
Debbie Swanson, and Jimmie Wilson, Jr.

Members Absent: none

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS - none

CONSENT AGENDA

A. MINUTES OF THE NOVEMBER 17, 2020 REGULAR MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR DECEMBER 15, 2020 IN THE AMOUNT OF \$737,850.61**
- 2. CHOICE HEALTHCARE DEDUCTIBLE ACH EFT FOR SEPTEMBER 2020 IN THE AMOUNT OF \$29,426.43**
- 3. CHOICE HEALTHCARE ADMIN FEE FOR SEPTEMBER 2020 IN THE AMOUNT OF \$1,267.00**

C. TREASURER'S REPORT NOVEMBER 2020

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

The motion carried unanimously.

ATTORNEY REPORT

- A. GENERAL LEGAL UPDATE (given in work session)**

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 REGULAR MEETING
PAGE 2**

NEW BUSINESS

- 1. REQUEST AUTHORIZATION TO APPROVE CHANGE ORDER #1 FOR THE CONSTRUCTION OF THE GROVE ROAD PATHWAY IN THE AMOUNT OF \$9,110.20 AS BUDGETED IN LINE ITEM #212-970-000-997-007**

A motion was made by Clerk Jarrell Roe, supported by Trustee Swanson to Approve Change Order #1 for the construction of the Grove Road Pathway in the Amount of \$9,110.20 as Budgeted in Line Item #212-970-000-997-007 (see attached).

The motion carried unanimously.

- 2. REQUEST TO APPROVE DEPOSIT OF FUNDS RECEIVED FROM THE PUBLIC SAFETY AND PUBLIC HEALTH PAYROLL REIMBURSEMENT (PSPHPR) PROGRAM AND FROM THE CORONAVIRUS RELIEF LOCAL GOVERNMENT GRANTS (CRLGG) PROGRAM INTO THE FIRE PENSION FUND**

A motion was made by Treasurer Eldridge, supported by Trustee Peterson to Approve Deposit of Funds Received from the Public Safety and Public Health Payroll Reimbursement (PSPHPR) Program and From the Coronavirus Relief Local Government Grants (CRLGG) Program into the Fire Pension Fund.

The motion was carried unanimously.

- 3. REQUEST TO APPROVE THE AGREEMENT BETWEEN DTE AND YPSILANTI TOWNSHIP FOR TWO (2) 136W LED OVERHEAD STREETLIGHTS AT THE INTERSECTION OF WENDELL AND E. CLARK ROAD IN THE AMOUNT OF \$810.92 BUDGETED IN LINE ITEM 101-956-000-926-050**

A motion was made by Clerk Jarrell Roe, supported by Treasurer Eldridge to Approve the Agreement Between DTE and Ypsilanti Township for Two (2) 136W LED Overhead Streetlights at the Intersection of Wendell and E. Clark Road in the Amount of \$810.92 Budgeted in Line Item 101-956-000-926-060 (see attached).

The motion was carried unanimously.

- 4. REQUEST TO APPROVE UPDATES TO TOWNSHIP BOARD POLICY**

A motion was made by Treasurer Eldridge, supported by Trustee Swanson to Approve Updates to Township Board Policy (see attached).

Trustee Wilson questioned if there were any changes during the Work Session since he wasn't able to attend.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 REGULAR MEETING
PAGE 3**

Treasurer Eldridge explained the changes made during the Work Session.

The motion was carried unanimously.

5. REQUEST TO APPROVE 2021 CONTRACT AND RENEWALS

A motion was made by Trustee Peterson, supported by Clerk Jarrell Roe to Approve 2021 Contract and Renewals (see attached).

The motion was carried unanimously.

6. RESOLUTION 2020-35, DESIGNATION OF DEPOSITORIES

A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve Resolution 2020-35, Designation of Depositories (see attached).

The motion was carried unanimously.

7. RESOLUTION 2020-36 ROBERTS RULES OF ORDER

A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve Resolution 2020-36 Roberts Rules of Order (see attached).

The motion was carried unanimously.

8. RESOLUTION 2020-37 DESIGNATION OF NEWSPAPERS OF CIRCULATION

A motion was made by Clerk Jarrell Roe, supported by Trustee Eldridge to Approve Resolution 2020-37 Designation of Newspapers of Circulation (see attached).

The motion was carried unanimously.

9. RESOLUTION 2020-38 2021 BOARD MEETING DATES

A motion was made by Clerk Jarrell Roe, supported by Trustee Wilson to Approve Resolution 2020-38 2021 Board Meeting Dates (see attached).

Treasurer Eldridge asked for a friendly amendment to add the first Tuesday dates during the summer months to the board meeting dates.

Clerk Jarrell Roe and Trustee Wilson accepted the amendment.

The motion was carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 REGULAR MEETING
PAGE 4**

10. BUDGET AMENDMENT #16

A motion was made by Clerk Jarrell Roe, supported by Trustee Eldridge to Approve Budget Amendment #16 (see attached).

The motion was carried unanimously.

OTHER BUSINESS

- 1. AUTHORIZATION TO EXECUTE LETTER OF AGREEMENT FOR CONTRACT EXTENSION BETWEEN THE CHARTER TOWNSHIP OF YPSILANTI AND THE YPSILANTI TOWNSHIP 14-B DISTRICT COURT AFSCME LOCAL 3451 THAT RUNS THROUGH DECEMBER 31, 2021 AND TO EXECUTE THE LETTER OF AGREEMENT FOR THE CONTRACT AGREEMENT WITH THE CHARTER TOWNSHIP OF YPSILANTI AND AFSCME LOCAL 3451**

A motion was made by Clerk Jarrell Roe, supported by Trustee Peterson to Approve Authorization to Execute Letter of Agreement for Contract Extension Between the Charter Township of Ypsilanti and the Ypsilanti Township 14-B District Court AFSCME Local 3451 that runs through December 31, 2021 and to Execute the Letter of Agreement for the Contract Agreement with the Charter Township of Ypsilanti and AFSCME Local 3451.

The motion was carried unanimously.

BOARD MEMBER UPDATES

Trustee Wilson wished everyone a happy holiday with their family.

Supervisor Stumbo stated she received an email from the President & CEO of the YMCA and she said Washtenaw County approved the additional \$45,000.00 Grant to pay for the feasibility study for the new YMCA branch in Ypsilanti Township. Supervisor Stumbo said this will give our community something positive to focus on in 2021.

Supervisor Stumbo stated we distributed thousands of mask that Ford Motor Company donated. She said she looks forward to working with this board in the new year.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE DECEMBER 15, 2020 REGULAR MEETING
PAGE 5**

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

Motion carried unanimously.

The meeting was adjourned at approximately 7:23PM

Respectfully Submitted,

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

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

CHANGE ORDER



Project: Ypsilanti Township - Grove Road Pathway PHII-Rawsonville

Job Number: 0098-19-0030

Owner: Ypsilanti Township
7200 S. Huron River Dr.
Ypsilanti, MI 48197
(734) 484-4700

Change Order Number: 1
Date: 10/29/2020
Print Date: 12/1/2020

Contractor: Best Asphalt, Inc.
6334 N. Beverly Plaza
Romulus, MI 48174
(734) 729-9440

Note:

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$9,110.20
Original Contract Amount:	\$228,627.50
Contract Amount Including Previous Change Orders:	\$228,627.50
Amount of this Change Order:	<u>\$9,110.20</u>
REVISED CONTRACT AMOUNT:	\$237,737.70

Accepted By

Best Asphalt, Inc.

Matthew D. Parks

Date 12/2/2020

Approved By

Brenda L. Stumbal | *Heather Jarrell*

Date 12-16-2020

Recommended By

Brenda L. Stumbal | *Heather Jarrell*
Matthew D. Parks

Date _____

Matt Parks, Principal

Digitally signed by Matthew D. Parks
DN: cn=Matthew D. Parks, o=OHM Advisors, email=matparks@ohm-advisors.com,
c=US, date=2020.12.02.09:35:44-0500

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorized Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A - 1 - Grove Road Removal						
1	Pavt, Rem	71.00 Syd	137.70	208.70	\$10.00	\$1,377.00
3	Curb and Gutter, Conc, Rem	125.00 Ft	144.00	269.00	\$10.00	\$1,440.00
SUB-TOTAL INCREASES DIVISION A - 1 - Grove Road Removal:						\$2,817.00
Division: B - 2 - Grove Road Construction						
6	Shared Use Path, Grading	10.00 Sta	3.50	13.50	\$2,100.00	\$7,350.00
8	Shared Use Path, Aggregate Base, 6 inch	733.00 Syd	78.00	811.00	\$14.50	\$1,131.00
9	Shared Use Path, HMA 13A, 3 inch	577.00 Syd	77.50	654.50	\$21.00	\$1,627.50
10	Conc Pavt, Nonreinf, 6 inch	71.00 Syd	105.90	176.90	\$94.00	\$9,954.60
13	Sidewalk Ramp, Conc, 6 inch	388.00 Sft	535.60	923.60	\$15.00	\$8,034.00
14	Sidewalk, Conc, 4 inch	528.00 Sft	1331.60	1859.60	\$12.00	\$15,979.20
SUB-TOTAL INCREASES DIVISION B - 2 - Grove Road Construction:						\$44,076.30
Division: D - 4 - Hydropark Construction						
24	Concrete Curb and Gutter, Detail F4	206.00 Ft	100.50	306.50	\$50.00	\$5,025.00
25	Detectable Warning Surface	10.00 Ft	27.50	37.50	\$50.00	\$1,375.00
36	Turf Establishment	9.00 Sta	12.57	21.57	\$400.00	\$5,028.00
37	Adjust Drainage/Utility Structure	1.00 Ea	6.00	7.00	\$300.00	\$1,800.00
48	Crack Sealing	1300.00 Ft	3472.73	4772.73	\$0.66	\$2,292.00
SUB-TOTAL INCREASES DIVISION D - 4 - Hydropark Construction:						\$15,520.00
Division: E - 5 - Misc.						
42	Stump, Rem, 6 inch to 18 inch	12.00 Ea	21.00	33.00	\$100.00	\$2,100.00
45	Hand Patching	7.00 Ton	3.00	10.00	\$350.00	\$1,050.00
SUB-TOTAL INCREASES DIVISION E - 5 - Misc.:						\$3,150.00
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT						
Division: A - 1 - Grove Road Removal						
2	Sidewalk, Rem	235.00 Syd	-9.20	225.80	\$18.00	(\$165.60)
4	Silt Fence	1436.00 Ft	-536.00	900.00	\$1.50	(\$804.00)
5	Erosion Control, Inlet Protection, Fabric Drop	6.00 Ea	-6.00	0.00	\$100.00	(\$600.00)
SUB-TOTAL DECREASES DIVISION A - 1 - Grove Road Removal:						(\$1,569.60)
Division: B - 2 - Grove Road Construction						
7	Driveways, Aggregate Base 6 inch	27.00 Syd	-27.00	0.00	\$7.50	(\$202.50)
11	Concrete Curb and Gutter, Detail F4	148.00 Ft	-148.00	0.00	\$50.00	(\$7,400.00)
12	Detectable Warning Surface	25.00 Ft	-25.00	0.00	\$50.00	(\$1,250.00)
15	Turf Establishment	8.50 Sta	-8.50	0.00	\$400.00	(\$3,400.00)
SUB-TOTAL DECREASES DIVISION B - 2 - Grove Road Construction:						(\$12,252.50)
Division: C - 3 - Hydropark Removal						
17	Curb and Gutter, Conc, Rem	26.00 Ft	-26.00	0.00	\$10.00	(\$260.00)
18	Silt Fence	1874.00 Ft	-1874.00	0.00	\$1.50	(\$2,811.00)
19	Erosion Control, Inlet Protection, Fabric Drop	2.00 Ea	-2.00	0.00	\$100.00	(\$200.00)
SUB-TOTAL DECREASES DIVISION C - 3 - Hydropark Removal:						(\$3,271.00)
Division: D - 4 - Hydropark Construction						
20	Class II Sand, Subgrade	124.00 Ton	-100.00	24.00	\$28.00	(\$2,800.00)
26	Sidewalk Ramp, Conc, 6 inch	301.00 Sft	-301.00	0.00	\$15.00	(\$4,515.00)
27	Sidewalk, Conc, 4 inch	900.00 Sft	-900.00	0.00	\$12.00	(\$10,800.00)
34	Park Trash Receptacle, Typical	2.00 Ea	-2.00	0.00	\$140.00	(\$280.00)
SUB-TOTAL DECREASES DIVISION D - 4 - Hydropark Construction:						(\$18,395.00)
Division: E - 5 - Misc.						
39	Audio Video Route Survey	1.00 Ls	-1.00	0.00	\$3,000.00	(\$3,000.00)
41	Tree, Rem, 6 inch to 18 inch	8.00 Ea	-8.00	0.00	\$450.00	(\$3,600.00)
43	Sidewalk, Rem	20.00 Syd	-20.00	0.00	\$18.00	(\$360.00)
44	Subgrade Undercutting, Type II (Special)	59.00 Cyd	-45.00	14.00	\$89.00	(\$4,005.00)
SUB-TOTAL DECREASES DIVISION E - 5 - Misc.:						(\$10,965.00)
Division: F - 6 - Permits						

Ypsilanti Township - Grove Road Pathway PHII-Rawsonville

46 SESC Permit/Inspection Allowance	4000.00 Dir	-4000.00	0.00	\$1.00	(\$4,000.00)
47 WCRC Permit/Inspection Allowance	6000.00 Dir	-6000.00	0.00	\$1.00	(\$6,000.00)
SUB-TOTAL DECREASES DIVISION F - 6 - Permits:					<u>(\$10,000.00)</u>

Exhibit A to Master Agreement


Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of December 8, 2020 between DTE Electric Company ("Company") and the Charter Township of Ypsilanti ("Customer").

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

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

1. DTE Work Order Number:	59443637	
	If this is a conversion or replacement, indicate the Work Order Number for current installed equipment: N/A	
2. Location where Equipment will be installed:	[E. Clark and Wendell Ave], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	2	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install two (2) 17' support arms, and two (2) 136w LED with gray housing on existing wood pole. Remove existing 65w LED and existing 6' support arm.	
5. Estimated Total Annual Lamp Charges	\$537.84	
6. Estimated Total Annual Post Charges if selected	\$0.00	
7. Computation of Contribution in aid of Construction (" <u>CIAC Amount</u> ")	Total estimated construction cost, including labor, materials, and overhead:	\$1,617.68
	Credit for 3 years of lamp charges: New Install Only	\$806.76
	CIAC Amount (cost minus revenue)	\$810.92
	Credit for Post Charge, if selected	\$0.00
8. Payment of CIAC Amount:	Due promptly upon execution of this Agreement \$810.92	
9. Term of Agreement	5 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.	
	<p>If Post Charge "box" <input type="checkbox"/> is checked the Customer agrees to following term:</p> <p>10 years. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by mutual written consent of the parties or by either party with thirty (30) days prior written notice to the other party.</p>	

<p>10. Does the requested Customer lighting design meet IESNA recommended practices?</p>	<p>(Check One) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices</p> <p><i>Brenda L. Stumbo</i> <i>Heather Jarrell Roe</i></p> <p><i>Brenda L. Stumbo</i> <i>Heather Jarrell Roe</i></p> <p style="text-align: right;"></p>
<p>11. Customer Address for Notices:</p>	<p>Charter Township of Ypsilanti 7200 S. Huron River Dr. Ypsilanti, MI 48197 Attn: Heather Jarrell Roe</p>

12. Special Order Material Terms:

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

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

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

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

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

Name: _____ Title: _____

Phone Number: _____ Email: _____

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

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

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

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

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

Company:

DTE Electric Company


By: _____

Name: _____

Title: _____

Customer:

Charter Township of Ypsilanti

By: Brenda L. Stumbo | Heather Jarrell Roe 

Name: Brenda L. Stumbo | Heather Jarrell Roe

Title: Supervisor | Clerk

December 16, 2020

Attachment 1 to Purchase Agreement

Map of Location

[To be attached]

2021 Annual List of Contracts and Renewals

VENDOR/FIRM	DESCRIPTION
ACD.net	Civic Fiber Internet
Adobe	Creative Cloud Subscription/Stock Art
Ann Arbor SPARK Dues	Membership Agreement
Ann Arbor SPARK East Dues	Membership Agreement
APEX	Assessing Drawing Software
Applied Imaging	Printer Repair and Maintenance
Ascend	Health Care Agent
Atlantic Welding Supply	Welding Tank Rentals
Automatic Irrigation Supply	GSP Service Plan - 3 Year 11/1/2017
BackBlaze	Offsite Data Storage
Barr Engineering	Ford Lake Licensing Issues & compliance support
Barracuda	Offsite eMail Achives
Biddle Consulting Group	HR Testing Software (OPAC)
Blue Cross/Blue Shield of Michigan	Employee Health Care
BS&A	Financial, Tax & Building Software Apps
CDWG	Microsoft Enterprise Agreement
Cincinnati Time	Time Attendance - NovaTime Software
CivicPlus	CivicRec
Clarity Benefit Solutions	Employee HRA, FSA and Dependent Care Reimbursement
Clear Rate Communications	Telephone Service
Code42	Offsite Data Storage
Coffee Tree Group	Cyber Security Monitoring
Cognito LLC	Online Forms Builder
Comcast	Internet Services
Comcast	Cameras/Video Project based
Comcast Enterprise	WAN Network
Conference of Western Wayne	Firefighter Testing Program
Constellation Energy	Gas Service
Conti	Cameras/Video Project based
Crystal Flash	Fuel Delivery
Cummins Sales and Service	Warranty work for Fire Trucks
D & B Power Associates, Inc.	UPS Maintenance
Dearborn National	Employee Disability and Life
Delta Dental	Employee Dental Services
DNS Filter	DNS Filtering Service
DTE Energy	Township Utilities
Duo	Two Factor Authentication
Dynamic Media	SiriusXM Civic Hold Music
EMPCO, Inc.	Fire Dept. Promotional Testing
ESRI	GIS Software Maintenance
Fiber Link Inc.	Miss Dig marking
FuelCloud	ipads and virtual fuel tracking
Gabriel Roeder Smith & Company	Actuary for Pension & OBEP General Employees
General Code	Laserfiche - work management system
Global Processing	Credit card processing - Rec Center
GMIS	Michigan Governmental IT Professionals
Golf Cart Plus	Golf Cart Maintenance
Google Apps	Google Apps
Gooseworks, Inc	Control goose population
Government Finance Officers Assoc.	Membership Dues
Governmental Consultant Services (GCSI)	Lobbyist Firm - Retainer Fee
Granite Network	Plain Old Telephoen Lines
Guardian Alarm	Security Alarm & Door Access System
Hootsuite	Social Media Manager Services
Huron River Watershed	Membership & Dues
Huron River Watershed	Facilitation Services - Planning
IBM	Cloud Services
Imperva	Webserver Application Firewall
International Assoc. of Electrical Inspectors	Dues
International Code Council	Membership Dues
IPS Drug Testing	DOT Random Screens
KnownBe4	CyberAwareness Testing
Lastpass	Password Management
Mailchimp	Email Listserv Manager

2021 Annual List of Contracts and Renewals

VENDOR/FIRM	DESCRIPTION
Maps by Wagner	Police/Fire/Elections/Residential Services Maps
McLain & Winters	Township Attorneys
Merit.edu	Zimbra Maintenance
MERS	Employee Retirement System
MI Association of Fire Chiefs	Annual Dues for Fire Chief
Michigan Assessor Association	Dues for Assessor Office
Michigan Association of Planning (MAP)	Planning Commission and ZBA Board membership
Michigan Fire Inspector's Society	Inspector test & materials & Education conference
Michigan Government Finance Officers Assoc.	Membership Dues - Accounting Director
Michigan Municipal League	Liability Insurance
Michigan Municipal League	Worker's Comp Insurance
Michigan Recreation & Park Assoc.	Membership and Dues
Michigan Township Association	Membership Dues
Monday.com	Task Board
Monitis.com	External Network Monitoring
Munetrix	Web support - Dashboard & Citizen's Guide
National Fire Protection Association	Certified Fire Protection Specialist
National Recreation and Park Association	Professional Memberships for Recreation Staff
Netwrix Corporation	Network Activity Reporting
Parkway Services	Port-A-John Rental
PDQ.com	PDQ Software
PNC Institutional Investments	Employer Portion of Fire Dept. Pension
Porteus	Kiosk Software
Premier Safety & Service	Annual SCBA Testing - Fire Semi Annual Routine Calibration - Hydro
Priority Systems	Printer repair and maintenance
PSLZ	Auditors/Rana Emmons CPA
Public Financial Mgmt.	Bond Review QPS Printing
Ricoh	Printer Maintenance
Sagnoma	FreePBX
Screenconnect Software, LLC	Remote Screenshare
Scrypt	Inbound Faxing - HIPAA
SEMCOG	South East Michigan Council of Governments -Dues
SipStation	Faxing Services
SiteGround	GolfGreenOak.com Website
Society for Human Resource Management	HR Professional Annual Membership
Spears Fire & Safety	Fire Extinguisher Inspections/Maintenance
StarWinds	vSAN Software
State of Michigan	MiDeal Membership
Survey Monkey	Online Survey Platform
TeeSnap	Green Oaks Golf Course Point of Sale System
TeeSnap	Parks Point of Sale System
Thomson Reuters	Fixed Assets Software Total Fitness
Trello	Project Management
Trendset LLC	Structured Cabling
UIS - Utilities Instrumentation Service	Electrical Testing and SCADA Monitoring
Ulliance	Employee Assistance Program (EPA)
Unifirst Corp.	Employee uniforms
Vanguard Group	Employer Portion of Fire Dept. OPEB
Veeam	Backup Software
Verizon	Mobile Phones
Verizon Connect	Vehicle GPS
Vision Service Plans (VSP)	Vision Insurance
VMWare	Server Virtualization Software
Vultr	Virtual Private Servers
W.J. O'Neil	Mechanical - HCVA
Wasbi	Offsite Data Storage
Washtenaw Area Transportation Study Dues	match necessary for federal funds
Washtenaw County CED -	Senior Nutrition Program Washtenaw County Mutual Aid
Washtenaw County Treasurer	Sheriff Services
Michigan Urgent Care Ann Arbor	Pre-employment Drug Screen/DOT Screens
Waste Management	Trash Haulers
West Shore Services, Inc	Maintenance of Outdoor Sirens

2021 Annual List of Contracts and Renewals

VENDOR/FIRM	DESCRIPTION
Wex Bank	Gas & Oil Card
WJ O'Neil	HVAC Software
XMission	Mail Services for Park Commission
Yamaha Commercial Finance	Lease Agreement for Golf Carts
YCUA	Lift Stations, Vehicle and Equipment Repair
Ypsilanti City DPW	Road Salt
Ypsilanti Meals on Wheels	Annual Contribution
Zimbra	email/Webmail server
Zoho Corp	ManageEngine Software
Revised: December 4, 2020	

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2020-35

**DESIGNATION OF DEPOSITORIES
FOR 2021**

NOW THEREFORE, BE IT RESOLVED that Bank of Ann Arbor-Ypsilanti Office, Comerica Bank, Charter One, Ann Arbor State Bank, Fifth Third Bank, Chase Bank, PNC Bank, United Bank & Trust, Fidelity Bank, Huntington National Bank, Key Bank, TCF Bank, Washtenaw Federal Credit Union, Vanguard Group and their successors be designated depositories for all Charter Township of Ypsilanti funds and securities for the 2021 calendar 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. 2020-35 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on December 15, 2020.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2020-36

ADOPTION OF ROBERT'S RULES OF ORDER

NOW THEREFORE, BE IT RESOLVED that Robert's Rules of Order shall be adopted by the Charter Township of Ypsilanti Board of Trustees for the 2021 calendar 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. 2020-36 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on December 15, 2020.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2020-37

DESIGNATION OF NEWSPAPER OF CIRCULATION

NOW THEREFORE, BE IT RESOLVED that Washtenaw Legal and MLive/AnnArbor.com be designated as the newspapers of general circulation for the Charter Township of Ypsilanti advertisements and publications for the 2021 calendar 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. 2020-37 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on December 15, 2020.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti


CHARTER TOWNSHIP OF YPSILANTI

Resolution No. 2020-38

**ADOPTION OF REGULAR BOARD MEETING DATES
FOR THE 2021 CALENDAR YEAR**

NOW THEREFORE, BE IT RESOLVED that the attached schedule of dates and times be adopted for the Charter Township of Ypsilanti for the 2021 calendar 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. 2020-38 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on December 15, 2020.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
BOARD OF TRUSTEES**

SCHEDULE OF MEETINGS FOR 2021

Work Session 5:00 p.m. Civic Center Board Room	Regular Meeting 7:00 p.m. Civic Center Board Room
--	---

In 2021, the Township Board will meet on the 1st and 3rd Tuesday of each month in February, March, April, May, October, November and December and on the 1st or 3rd Tuesday of each month in January, June, July, August and September.

Tuesday	January 19, 2021
Tuesday	February 2, 2021
Tuesday	February 16, 2021
Tuesday	March 2, 2021
Tuesday	March 16, 2021
Tuesday	April 6, 2021
Tuesday	April 20, 2021
Tuesday	May 4, 2021
Tuesday	May 18, 2021
Tuesday	June 1, 2021*
Tuesday	June 15, 2021
Tuesday	July 6, 2021*
Tuesday	July 20, 2021
Tuesday	August 3, 2021*
Tuesday	August 17, 2021
Tuesday	September 7, 2021*
Tuesday	September 21, 2021
Tuesday	October 5, 2021
Tuesday	October 19, 2021
Tuesday	November 2, 2021
Tuesday	November 16, 2021
Tuesday	December 7, 2021
Tuesday	December 21, 2021

All meetings are held at the Ypsilanti Township Civic Center Building, 7200 S. Huron River Drive, Ypsilanti Township

Special Meetings may be called with 24-hour notification.

Pre-approval of Statements and Checks is authorized when no Board Meeting is held, with formal approval at the next regularly scheduled meeting, contingent on Board Members review and no objection.

****Board members should plan to reserve the first Tuesday of June, July, August and September in case a Special Meeting needs to be scheduled.***

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #16**

December 15, 2020

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$539,507.00

Request to increase budget for retirement payouts. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$17,196.00
		Net Revenues	<u><u>\$17,196.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-171-000-708.004	\$10,979.00
	FICA	101-171-000-715.000	\$839.00
	Salaries Pay Out - PTO & Sick	101-265-000-708.004	\$4,682.00
	FICA	101-265-000-715.000	\$358.00
	Salaries Pay Out - PTO & Sick	101-371-000-708.004	\$314.00
	FICA	101-371-000-715.000	\$24.00
		Net Expenditures	<u><u>\$17,196.00</u></u>

Request to increase budget to cover for election wage expense for Township employee who helped in the Clerks office with election preparation. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$5,811.00
		Net Revenues	<u><u>\$5,811.00</u></u>
Expenditures:	Perm Wages	101-215-000-706.000	\$2,364.00
	FICA	101-215-000-715.000	\$3,447.00
		Net Expenditures	<u><u>\$5,811.00</u></u>

Request to increase budget legal services for meetings, legal research and opinions for board of zoning meetings etc. Also due to the higher number of contract reviews and contract negotiations like Waste Management, Looanfeather Park projects, and Golf cart lease this year. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$59,500.00
		Net Revenues	<u><u>\$59,500.00</u></u>
Expenditures:	Legal Services	101-210-000-801.002	\$59,500.00
		Net Expenditures	<u><u>\$59,500.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #16**

December 15, 2020

Request to increase budget legal services. This is due to the higher number of nuisance abatement, "padlock statute" and vacant abandoned properties this year. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$77,000.00
		Net Revenues	<u>\$77,000.00</u>
Expenditures:	Public Nuisance - Legal Service	101-950-000-801.023	\$77,000.00
		Net Expenditures	<u>\$77,000.00</u>

Request to increase budget to transfer funds from General Fund to Recreation Fund for operations such as payroll and health care. Due to the circumstances revolving around the COVID-19 pandemic, the revenue has been extremely low. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$180,000.00
		Net Revenues	<u>\$180,000.00</u>
Expenditures:	Transfer to Recreation Fund	101-999-000-968.230	\$180,000.00
		Net Expenditures	<u>\$180,000.00</u>

Request to increase budget to transfer funds from General Fund to 14B District Court Fund for operations such as payroll and health care. Due to the circumstances revolving around the COVID-19 pandemic, the revenue has been extremely low. This will be funded by an Appropriation for Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$200,000.00
		Net Revenues	<u>\$200,000.00</u>
Expenditures:	Transfer to 14B Court	101-999-000-969.236	\$200,000.00
		Net Expenditures	<u>\$200,000.00</u>

212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSR11)	Total Increase	<u>\$11,869.00</u>
--	-----------------------	---------------------------

Request to increase the budget for construction change order for services of Best Asphalt for Phase II Grove Road Path Connecting Communities project. This will be funded by grant funds from Washtenaw County Parks.

Revenues:	County Grant - Connecting	212-000-000-540.200	\$11,869.00
		Net Revenues	<u>\$11,869.00</u>
Expenditures:	Capital Outlay - Pathway	212-970-000-997.007	\$11,869.00
		Net Expenditures	<u>\$11,869.00</u>

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #16**

December 15, 2020

230 - RECREATION FUND

Total Increase \$0.00

Request to increase the budget for a transfer of funds in from the General Fund. Funds are needed for operations in the Recreation Fund due to the circumstances revolving around the COVID-19 pandemic. Most of the activities had to be canceled so there is a \$180,000 shortage of budget revenue as listed. The net effect of the transfer to the budget will be zero. This will be funded by a transfer in of funds from the General Fund.

Revenues:	TRANSFER IN: GENERAL FUND	230-000-000-697.000	\$180,000.00
		Net Revenues	<u><u>\$180,000.00</u></u>
Revenues:	RECREATION/ADULT SPORTS	230-000.000-630.000	(\$6,845.00)
	RECREATION/YOUTH SPORTS	230-000.000-631.000	(\$52,281.00)
	RECREATION/DANCE	230-000.000-632.000	(\$37,065.00)
	RECREATION/SENIOR CITIZEN DUE	230-000.000-635.000	(\$6,563.00)
	RECREATION/OTHER ACTIVITIES	230-000.000-636.000	(\$18,414.00)
	RECREATION/SR. CITZ. ACT. FEE	230-000.000-637.000	(\$8,614.00)
	BUILDING / FIELD RENTAL	230-000.000-639.000	(\$218.00)
	FORD LAKE GATE FEES	230-000.000-641.001	(\$50,000.00)
		Net Expenditures	<u><u>(\$180,000.00)</u></u>

236 - 14 B DISTRICT COURT FUND

\$67,235.00

Request to increase budget for retirement payouts. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	236-000-000-699.000	\$67,235.00
		Net Revenues	<u><u>\$67,235.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	236-136-000-708.004	\$62,457.00
	FICA	236-136-000-715.000	\$4,778.00
		Net Expenditures	<u><u>\$67,235.00</u></u>

Request to accept transferred funds from General Fund to 14B District Court Funds for operations such as payroll and health care. Due to the circumstances revolving around the COVID-19 pandemic, the revenue has been extremely low. The net to the Fund Balance will be zero because we will increase the transfer in revenue line and decrease the fines and costs revenue line. This will be funded by a Transfer of cash from General Fund to 14B District Court Fund.

Revenues:	Transfer In: General Fund	236-000-000-697.000	\$200,000.00
		Net Revenues	<u><u>\$200,000.00</u></u>
Revenues	14B Court Costs	236-000-000-602.136	(\$200,000.00)
		Net Expenditures	<u><u>(\$200,000.00)</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2020 BUDGET AMENDMENT #16**

December 15, 2020

249 - BUILDING DEPARTMENT FUND

Total Increase \$676.00

Request to increase budget for retirement payout. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	249-000-000-699.000	\$676.00
		Net Revenues	<u><u>\$676.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	249-249-000-708.004	\$628.00
	FICA	249-249-000-715.000	\$48.00
		Net Expenditures	<u><u>\$676.00</u></u>

266 - LAW ENFORCEMENT FUND

Total Increase \$1,690.00

Request to increase budget for retirement payout. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	266-000-000-699.000	\$1,690.00
		Net Revenues	<u><u>\$1,690.00</u></u>
Expenditures:	Salaries pay out - PTO	266-301-000-708.004	\$628.00
	FICA	266-301-000-715.000	\$48.00
	Salaries pay out - PTO	266-304-000-708.004	\$942.00
	FICA	266-304-000-715.000	\$72.00
		Net Expenditures	<u><u>\$1,690.00</u></u>

Motion to Amend the 2020 Budget (#16)

Move to increase the General Fund budget by \$539,507 to \$10,951,656 and approve the department line item changes as outlined.

Move to increase the BSRII Fund budget by \$11,869 to \$2,583,156 and approve the department line item changes as outlined.

Move to increase the 14B District Court Fund budget by \$67,235 to \$1,850,051 and approve the department line item changes as outlined.

Move to increase the Building Department Fund budget by \$676 to \$906,031 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$1,690 to \$8,124,523 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

JANUARY 19, 2021 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	390,971.98
HAND CHECKS -	\$	1,832,221.36
CREDIT CARD PURCHASES-	\$	<u>4,410.37</u>
GRAND TOTAL -	\$	2,227,603.71

Clarity Health Care Deductible –

ACH EFT -	\$39,412.57 (DEC)
ADMIN FEE -	\$1,205.00 (DEC)

Check Date	Check	Vendor Name	Amount
Bank AP AP			
01/19/2021	187138	AMAZON CAPITAL SERVICES	2,479.40
01/19/2021	187139	ANN ARBOR WELDING SUPPLY CO	270.90
01/19/2021	187140	ANR PIPELINE	1,120.00
01/19/2021	187141	AUTO VALUE YPSILANTI	125.28
01/19/2021	187142	BEST ASPHALT	138,490.11
01/19/2021	187143	BREATHING AIR SYSTEMS	896.14
01/19/2021	187144	CAMPBELL TITLE AGENCY OF MICHIGAN	6,486.00
01/19/2021	187145	CAMPBELL TITLE AGENCY OF MICHIGAN	175.00
01/19/2021	187146	CDW GOVERNMENT INC	424.93
01/19/2021	187147	CHARTER TOWNSHIP OF YPSILANTI	682.50
01/19/2021	187148	CNA SURETY DIRECT BILL	55.00
01/19/2021	187149	CONTI	9,595.93
01/19/2021	187150	COURT INNOVATIONS INC	540.00
01/19/2021	187151	CRYSTAL FLASH, INC.	2,690.79
01/19/2021	187152	DC DENTAL	197.50
01/19/2021	187153	EMERGENT HEALTH PARTNERS	7,252.30
01/19/2021	187154	FIBER LINK	35.00
01/19/2021	187155	GARY SOLLOSI	13,058.00
01/19/2021	187156	GRAINGER	409.45
01/19/2021	187157	GRIFFIN PEST SOLUTIONS	61.00
01/19/2021	187158	HEIKKINEN PRODUCTIONS	10.00
01/19/2021	187159	HERITAGE-CRYSTAL CLEAN, LLC	295.40
01/19/2021	187160	HOME DEPOT	1,509.93
01/19/2021	187161	JEREMIAH HAMILTON	112.63
01/19/2021	187162	KBK LANDSCAPING, INC	3,085.00
01/19/2021	187163	LANGUAGE LINE SERVICES	799.10
01/19/2021	187164	LOOKING GOOD LAWNS	14,635.00
01/19/2021	187165	MCCALLA'S FEED SERVICE, INC.	399.00
01/19/2021	187166	MCLAIN AND WINTERS	143,421.22
01/19/2021	187167	MICHIGAN CHAPTER - I.A.A.I.	20.00
01/19/2021	187168	MICHIGAN LINEN SERVICE, INC.	1,384.04
01/19/2021	187169	MIDWEST ENVIRO SOLUTIONS	2,250.00
01/19/2021	187170	MOVING ON INVESTMENTS, INC	1,657.50
01/19/2021	187171	MR. BUBBLES AUTO SPA	20.00
01/19/2021	187172	OFFICE EXPRESS	8,159.11
01/19/2021	187173	PARKWAY SERVICES, INC.	130.00
01/19/2021	187174	PROFESSIONAL TREE SERVICE	2,075.00
01/19/2021	187175	RUBBER STAMPS UNLIMITED INC	63.25
01/19/2021	187176	SAM'S CLUB DIRECT	182.91
01/19/2021	187177	SE MICHIGAN DEVELOPMENT LLC	3,350.00
01/19/2021	187178	SHAMROCK FLOORCOVERING SERVICES	5,889.62
01/19/2021	187179	SOUTHERN COMPUTER WAREHOUSE	6,964.55
01/19/2021	187180	SPICER GROUP	2,025.00
01/19/2021	187181	STANTEC	1,406.50
01/19/2021	187182	STAPLES* - ACCOUNT #1026071	824.75
01/19/2021	187183	STATE OF MICHIGAN	230.00
01/19/2021	187184	STATE OF MICHIGAN***	180.00
01/19/2021	187185	STERICYCLE INC	222.24
01/19/2021	187186	UNIFIRST CORPORATION	209.39
01/19/2021	187187	UNIVERSITY TRANSLATORS	459.40
01/19/2021	187188	VICTORY LANE	78.25
01/19/2021	187189	W.J. O'NEIL COMPANY	846.00
01/19/2021	187190	WASHTENAW COUNTY	3,000.00
01/19/2021	187191	YPSILANTI ACE HARDWARE	31.96

A/P Checks

AP TOTALS:

Total of 54 Checks:	390,971.98
Less 0 Void Checks:	0.00
Total of 54 Disbursements:	390,971.98

User: mharris

CHECK NUMBERS 187019 - 187137

DB: Ypsilanti-Twp

Check Date	Check	Vendor Name	Amount
Bank AP AP			
<i>CHECK RUN YEAR - END 2020</i>			
12/14/2020	187019	COMCAST CABLE	234.85
12/14/2020	187020	COMCAST CABLE	142.20
12/14/2020	187021	COMCAST CABLE	40.02
12/14/2020	187022	COMCAST CABLE	108.35
12/14/2020	187023	COMCAST CABLE	168.40
12/14/2020	187024	COMCAST CABLE	8,583.96
12/14/2020	187025	CONSTELLATION NEW ENERGY	2,322.17
12/14/2020	187026	DTE ENERGY	74,389.09
12/14/2020	187027	GRANITE TELECOMMUNICATIONS	392.85
12/14/2020	187028	VERIZON WIRELESS	877.28
12/14/2020	187029	VISION SERVICE PLAN	3,724.17
12/14/2020	187030	WASTE MANAGEMENT	197,107.55
12/14/2020	187031	WEX BANK	585.68
12/16/2020	187032	STATE OF MICHIGAN	50.00
12/16/2020	187033	WASTE MANAGEMENT	1,508.05
12/16/2020	187034	WASTE MANAGEMENT	462.96
12/17/2020	187035	PNC INSTITUTIONAL INVESTMENTS	441,317.00
12/17/2020	187036	WASTE MANAGEMENT	356.50
12/21/2020	187037	ADVANCED COMMUNICATIONS & DATA	690.76
12/21/2020	187038	AMAZON CAPITAL SERVICES	2,944.46
12/21/2020	187039	AMERICAN DREAM HOME IMPROVEMENT	101.25
12/21/2020	187040	AMERIGAS - YPSILANTI	435.25
12/21/2020	187041	ANN ARBOR CLEANING SUPPLY	254.98
12/21/2020	187042	ANN ARBOR T-SHIRT COMPANY	225.00
12/21/2020	187043	BARR ENGINEERING COMPANY	4,657.50
12/21/2020	187044	CARLISLE/WORTMAN ASSOCIATES	2,535.00
12/21/2020	187045	CENTRON DATA SERVICES	1,924.32
12/21/2020	187046	CGS, INC.	1,500.00
12/21/2020	187047	COMCAST CABLE	288.35
12/21/2020	187048	COMPLETE BATTERY SOURCE	67.80
12/21/2020	187049	CONTI	5,628.55
12/21/2020	187050	COURT INNOVATIONS INC	540.00
12/21/2020	187051	CUMMINS	486.32
12/21/2020	187052	DC DENTAL	197.50
12/21/2020	187053	DELUX RENTAL	37.00
12/21/2020	187054	DES MOINES STAMP MFG. CO.	68.25
12/21/2020	187055	DTE ENERGY	5,445.39
12/21/2020	187056	DTE ENERGY COMPANY -	53,876.92
12/21/2020	187057	DTE ENERGY COMPANY -	1,382.15
12/21/2020	187058	EBCO COMPANY	1,759.75
12/21/2020	187059	EMERGENT HEALTH PARTNERS	7,252.30
12/21/2020	187060	GEI CONSULTANTS, INC.	15,325.50
12/21/2020	187061	GOVERNMENTAL CONSULTANT SERVICES	3,113.50
12/21/2020	187062	GRAINGER	677.26
12/21/2020	187063	GRIFFIN PEST SOLUTIONS	93.00
12/21/2020	187064	HEIKK'S DECORATED APPAREL	158.00
12/21/2020	187065	HOME DEPOT	2,190.61
12/21/2020	187066	HWA ANALYTICS LLC	12,602.00
12/21/2020	187067	INNOVATIVE OFFICE TECHNOLOGY GROUP	152.64
12/21/2020	187068	INTERNATIONAL CODE COUNCIL	234.00
12/21/2020	187069	IPS DRUG TESTING	40.00
12/21/2020	187070	JOSHUA J. LAROY	93.00
12/21/2020	187071	LAWRENCE HENDRICKS	120.00
12/21/2020	187072	LOOKING GOOD LAWNS	5,025.00
12/21/2020	187073	LOWE'S	508.43
12/21/2020	187074	MAYNARDS AUTO SERVICE CENTER	14.50
12/21/2020	187075	MENARDS, INC.	16.82
12/21/2020	187076	MICHIGAN ASSESSORS ASSOC	360.00
12/21/2020	187077	MICHIGAN LINEN SERVICE, INC.	1,088.21
12/21/2020	187078	MIDWEST ENVIRO SOLUTIONS	1,875.00
12/21/2020	187079	MOHAMMAD SARWAR	3,000.00
12/21/2020	187080	MR. BUBBLES AUTO SPA	120.00
12/21/2020	187081	OFFICE EXPRESS	78.99
12/21/2020	187082	ONSITE SUBSTANCE ABUSE TESTING	115.00
12/21/2020	187083	ORCHARD, HILTZ & MCCLIMENT INC	23,827.75
12/21/2020	187084	PET WASTE ELIMINATOR	56.99
12/21/2020	187085	PETER POWER	840.00
12/21/2020	187086	PRIORITY ONE EMERGENCY	139.99
12/21/2020	187087	QUADIENT INC	3,378.63
12/21/2020	187088	RHETT REYES	1,009.23
12/21/2020	187089	SHAMROCK FLOORCOVERING SERVICES	4,344.46
12/21/2020	187090	SHRADER TIRE & OIL	64.80
12/21/2020	187091	SOUTHERN COMPUTER WAREHOUSE	13,630.54
12/21/2020	187092	STANTEC	13,704.70
12/21/2020	187093	STATE OF MICHIGAN	75.00
12/21/2020	187094	SUNGLO RESTORATION SERVICES, INC	3,000.00
12/21/2020	187095	TARGET SPECIALTY PRODUCTS	4,546.14
12/21/2020	187096	THOMSON REUTERS - WEST PAYMENT CTR	41.69

Check Date	Check	Vendor Name	Amount
12/21/2020	187097	TODD BARBER	1,150.00
12/21/2020	187098	TRANSUNION RISK & ALTERNATIVE	100.00
12/21/2020	187099	UNIFIRST CORPORATION	108.68
12/21/2020	187100	UTILITIES INSTRUMENTATION SERV	10,125.00
12/21/2020	187101	VERIZON CONNECT NWF, INC.	679.98
12/21/2020	187102	VICTORY LANE	39.55
12/21/2020	187103	W.J. O'NEIL COMPANY	5,251.46
12/21/2020	187104	WASHTENAW COUNTY INFRASTRUCTURE	45,413.16
12/21/2020	187105	WASHTENAW COUNTY LEGAL NEWS	325.00
12/21/2020	187106	WASHTENAW COUNTY LEGAL NEWS	80.00
12/21/2020	187107	WASHTENAW COUNTY ROAD COMMISSION	36,594.39
12/21/2020	187108	WASHTENAW COUNTY TREASURER#	508,725.00
12/21/2020	187109	WASTE MANAGEMENT	6,516.59
12/21/2020	187110	WASTE MANAGEMENT	3,717.01
12/21/2020	187111	YPSILANTI ACE HARDWARE	196.64
12/21/2020	187112	YPSILANTI COMMUNITY	2,783.87
12/23/2020	187113	BLUE CROSS BLUE SHIELD OF MI	187,905.78
12/23/2020	187114	DEARBORN NATIONAL LIFE INSURANCE	4,639.45
12/23/2020	187115	DELTA DENTAL PLAN OF MICHIGAN	12,533.70
12/23/2020	187116	INNOVATIVE OFFICE TECHNOLOGY GROUP	24.17
01/05/2021	187117	PETER POWER	1,015.00
01/05/2021	187118	RHETT REYES	3,649.80
01/05/2021	187119	TODD BARBER	2,025.00
01/05/2021	187120	KCI	7,196.50
01/06/2021	187121	BLUE CROSS BLUE SHIELD OF MI	30,279.42
01/06/2021	187122	CLEAR RATE COMMUNICATIONS, INC	869.98
01/06/2021	187123	COMCAST CABLE	214.90
01/06/2021	187124	DTE ENERGY	2,600.64
01/06/2021	187125	GUARDIAN ALARM	2,424.39
01/06/2021	187126	GUARDIAN ALARM	1,058.43
01/06/2021	187127	GUARDIAN ALARM	1,684.74
01/06/2021	187128	UNITED STATES POSTAL SERVICE	10,000.00
01/07/2021	187129	AT & T	289.36
01/07/2021	187130	AT & T	47.67
01/07/2021	187131	COMCAST CABLE	195.42
01/07/2021	187132	COMCAST CABLE	124.02
01/07/2021	187133	GUARDIAN ALARM	179.82
01/07/2021	187134	STATE OF MICHIGAN	10.00
01/07/2021	187135	VERIZON WIRELESS	438.64
01/07/2021	187136	WEX BANK	670.31
01/08/2021	187137	JANATA, LACAP & HAZEN, LLP	6.63

AP TOTALS:

Total of 119 Checks:	1,832,221.36
Less 0 Void Checks:	0.00
Total of 119 Disbursements:	<u>1,832,221.36</u>

Check Date Check Vendor Name Description *CREDIT CARDS* Amount

Bank CARDS COMERICA COMMERCIAL CARD

Check Date	Check	Vendor Name	Description	Amount
01/19/2021	63 (E)	COMERICA BANK	FEDERAL LABOR LAW POSTERS	431.00
			PROFORCE HAND SOAP - LEC	25.92
			SERVICE DESK PLUS RENEWAL	1,798.00
			WEBINAR SERIES FOR ROBIN CASTLE HINE AND	50.00
			JOMAL PLUGIN RENEWAL	70.45
			ANNUAL FUEL CLOUD FEE JANUARY 2021-DECEM	1,955.00
			ALCOHOL SERVER SAFETY COURSES FOR GOLF C	80.00
				<u>4,410.37</u>

CARDS TOTALS:

Total of 1 Checks:				4,410.37
Less 0 Void Checks:				0.00
Total of 1 Disbursements:				<u>4,410.37</u>

**OFFICE OF THE TREASURER
STAN ELDRIDGE**



**MONTHLY TREASURER'S REPORT
DECEMBER 1, 2020 THROUGH DECEMBER 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	5,677,056.69	2,923,234.69	2,892,268.33	5,708,023.05
101 - Payroll	323,931.06	722,458.96	848,700.24	197,689.78
101 - Willow Run Escrow	145,370.84	1.23	0.00	145,372.07
206 - Fire Department	1,587,281.19	205.40	1,047,786.91	539,699.68
208 - Parks Fund	23,668.95	0.20	234.88	23,434.27
212 - Roads/Bike Path/Rec/General Fund	325,250.41	3,551.61	34,236.95	294,565.07
226 - Environmental Services	1,542,078.01	1,764.69	223,740.50	1,320,102.20
230 - Recreation	95,009.30	9,878.69	36,564.60	68,323.39
236 - 14-B District Court	41,480.89	207,139.06	155,057.68	93,562.27
244 - Economic Development	70,451.80	0.59	0.00	70,452.39
249 - Building Department Fund	1,434,005.53	66,338.46	55,326.12	1,445,017.87
250 - LDFA Tax	19,993.43	0.17	0.00	19,993.60
252 - Hydro Station Fund	778,171.63	27,642.14	73,801.12	732,012.65
266 - Law Enforcement Fund	4,581,593.14	31,006.46	650,701.96	3,961,897.64
398 - LDFA 2006 Bonds	117,404.08	0.99	0.00	117,405.07
584 - Green Oaks Golf Course	258,618.87	4,627.83	33,433.19	229,813.51
590 - Compost Site	953,074.29	36,240.80	159,790.57	829,524.52
595 - Motor Pool	296,236.07	19.71	5,824.77	290,431.01
701 - General Tax Collection	44,461.69	11,787.58	25,936.07	30,313.20
703 - Current Tax Collections	1,684,114.15	15,543,974.77	433,109.67	16,794,979.25
707 - Bonds & Escrow/GreenTop	1,418,955.49	16,327.00	28,675.50	1,406,606.99
708 - Fire Withholding Bonds	131,049.77	1.11	0.00	131,050.88
893 - Nuisance Abatement Fund	73,686.47	0.58	6,870.00	66,817.05
GRAND TOTAL	<u>21,622,943.74</u>	<u>19,606,202.72</u>	<u>6,712,059.06</u>	<u>34,517,087.40</u>

ATTORNEY REPORT

GENERAL LEGAL UPDATE

NEW BUSINESS

RESOLUTION 2021-03
APPROVING REFUNDING CONTRACT

Charter Township of Ypsilanti
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 electronically on the 19th day of January, 2021, at 7:00 o’clock 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 deemed necessary to refund certain maturities of the Ypsilanti Community Utilities Authority’s 2011 Refunding Bonds (Charter Township of Ypsilanti) (the “Prior Bonds”) so as to produce interest savings to the Township; and

WHEREAS, a Refunding Contract has been prepared between the Township and the Ypsilanti Community Utilities Authority (“YCUA”) to provide for the refunding of certain maturities of the Prior Bonds; and

WHEREAS, pursuant to the Refunding Contract, YCUA plans to issue refunding bonds designated "2021 Refunding Bonds (Charter Township of Ypsilanti) (Limited Tax General Obligation)" (the "Refunding Bonds"); and

WHEREAS, this Governing Body has carefully reviewed the proposed Refunding Contract and finds that it provides the best means for accomplishing the necessary savings to the Township.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Refunding Contract, described in the preamble to this resolution, is approved, and the Supervisor and the Township Clerk of the Township are directed to execute and deliver the Contract on behalf of the Township.

2. The Supervisor, the Township Clerk and the Township Treasurer each is hereby authorized to execute on behalf of the Township any closing document or certificate as may be required by YCUA or the purchaser of the Refunding Bonds. The Township hereby covenants to

take all action within its control to the extent permitted by law necessary to maintain the exclusion of the interest on the Refunding Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the “Code”), including but not limited to, actions relating to the rebate of arbitrage earnings and expenditure and investment of proceeds of the Refunding Bonds and moneys deemed to be proceeds of the Refunding Bonds.

3. The Supervisor, the Township Clerk and the Township Treasurer is each individually hereby authorized and directed to approve the circulation of a preliminary official statement and a final official statement describing the Refunding Bonds and to execute a final official statement on behalf of the Township.

4. The Township shall enter into an undertaking for the benefit of the holders and beneficial owners of the Refunding Bonds (the “Undertaking”) and shall comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission regarding continuing disclosure. The Supervisor, the Township Clerk and the Township Treasurer each is authorized to execute and deliver the Undertaking on behalf of the Township.

5. 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.

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 January 19, 2021, 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.

Heather Jarrell Roe, Township Clerk



Dedicated to Providing Top Quality, Cost Effective, and
Environmentally Safe Water and Wastewater Services to Our Customers

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

January 14, 2021

VIA ELECTRONIC MAIL

Ms. Brenda L. Stumbo, Supervisor
CHARTER TOWNSHIP of YPSILANTI
7200 South Huron River Drive
Ypsilanti, Michigan 48197-7099

Re: **Not-to-Exceed \$3.15 Million Ypsilanti Community Utilities Authority,
County of Washtenaw, State of Michigan 2021 Refunding Bonds
(Charter Township of Ypsilanti)**

Dear Brenda:

With regard to the proposed bond refinancing, the 2011 bonds have five more years left to repay. There is currently \$3,150,000 of the bonds scheduled to be repaid through 2026 that can be refunded (called in) and those bonds carry an interest rate of 4%. Bond market rates today over the same five-year term are at about 1.00% to 1.25%. The proposed transaction is to issue bonds at the lower rate to generate funds to pay off the old bonds and to pay transaction costs. Once the old bonds are called in, the new bonds will be paid at the lower interest rate. The net savings resulting from this refinancing is estimated at \$150,000 to \$160,000 over the five-year loan term.

If you have any questions or if I can be of any assistance, please contact me.

Sincerely,

JEFF CASTRO, Director
Ypsilanti Community Utilities Authority

JC/kks

cc: Mr. Thomas D. Colis
Mr. Paul R. Stauder
Mr. Dwayne R. Harrigan

REFUNDING CONTRACT

THIS REFUNDING CONTRACT, made and entered into this 27th day of January, 2021, by and between the YPSILANTI COMMUNITY UTILITIES AUTHORITY (the “Authority”), a public corporation organized and existing under the authority of Act 233, Public Acts of Michigan, 1955, as amended (the “Act”), under the provisions of Act 34, Public Acts of Michigan, 2001, as amended, (“Act 34”) and the Act (collectively the “Acts”), and the CHARTER TOWNSHIP OF YPSILANTI, a Michigan municipal corporation organized and existing under the Constitution and laws of the State of Michigan (the “Township”).

WITNESSETH:

WHEREAS, the Authority has been incorporated under and in pursuance of the provisions of the Act for the purposes set forth in the Act and the Authority’s Articles of Incorporation; and

WHEREAS, the Charter Township of Ypsilanti (the “Township”) and the Authority entered into a Refunding Contract, dated October 25, 2011 (the “2011 Refunding Contract”) to refund the outstanding 2002 Sanitary Sewer System No. 3 Bonds (Charter Township of Ypsilanti); and

WHEREAS, bonds of the Authority were issued pursuant to the 2011 Refunding Contract, denominated 2011 Refunding Bonds (Charter Township of Ypsilanti), dated as of December 14, 2011 (the “Prior Bonds”); and

WHEREAS, the Township and the Authority have determined that it is in the best interest of the Township and the Authority to refund all or part of the Prior Bonds maturing in the years 2022 through 2026; and

WHEREAS, it is the determination and judgment of the Authority and the Township that

the Prior Bonds should be refunded to secure for the Township the interest savings anticipated and thereby permit the operation of the financed facilities in a more economical fashion for the benefit of the taxpayers of the Township and users of the Township's water supply and sanitary sewer systems; and

WHEREAS, the execution of this contract (the "Refunding Contract") is necessary in order to implement a refunding program;

NOW, THEREFORE, in consideration of the premises and the covenants of each other, the parties hereto agree as follows:

1. The Authority and the Township hereby approve and confirm the refunding of all or part of the Prior Bonds maturing in the years 2022 through 2026 under the provisions of the Act in the manner provided by and pursuant to this Refunding Contract.

2. The Authority will issue a single series of refunding bonds (the "Refunding Bonds") in the total principal amount of not to exceed \$3,150,000 in order to pay all or part of the costs of refunding the Prior Bonds as described in Section 1. All costs of retiring the Prior Bonds and of issuing the Refunding Bonds, including payment of the principal of and interest on the Prior Bonds, underwriting discount, bond and other printing, administrative, rating fees, legal and financial advisory fees and expenses, printing of official statements, trustee and paying agent/registrar fees and all related expenses shall be paid from the proceeds of sale of the Refunding Bonds or from cash amounts to be made available to pay such costs.

3. To carry out and accomplish the refunding in accordance with the provisions of Michigan law, the Authority shall take the following steps:

(a) The Authority will adopt a resolution providing for the issuance of the Refunding Bonds in the aggregate principal amount of not to exceed \$3,150,000 (the

“Refunding Bond Resolution”), such Resolution substantially in the form attached hereto and based upon the financial analysis provided by PFM Financial Advisors LLC of the financial benefits of the refunding. The Refunding Bond Resolution shall include a provision that the Refunding Bonds shall only be issued if a net present value savings of at least 2% on the Prior Bonds to be refunded shall exist upon the sale of the Refunding Bonds. The Refunding Bonds shall mature serially or be subject to annual sinking fund redemption, as authorized by law, and will be issued in anticipation of the debt service installment payments required to be made by the Township as provided in the Contract and as hereinafter provided in this Refunding Contract and will be secured primarily by the contractual obligations of the Township to pay said installments when due, including interest. After due adoption of the Refunding Bond Resolution, the Authority will take all legal procedures and steps necessary to effectuate the sale and delivery of the Refunding Bonds.

(b) The Authority, upon receipt of proceeds of sale of the Refunding Bonds, will comply with all provisions and requirements of law, the Refunding Bond Resolution and this Refunding Contract relative to the disposition and use of the proceeds of sale thereof.

(c) The Authority shall not make any investments or take any other actions which would cause the Refunding Bonds herein authorized to be constituted as arbitrage bonds pursuant to any applicable federal statutes or regulations.

(d) The Authority shall take all steps necessary to refund the Prior Bonds.

4. The full principal amount of the Refunding Bonds shall be charged to and paid by the Township to the Authority in annual principal installments, together with interest and other

expenses as herein provided. It is understood and agreed that the Refunding Bonds of the Authority will be issued in anticipation of such payments by the Township.

It is agreed that the Township shall pay to the Authority, on each annual maturity or sinking fund date of principal amounts of the Refunding Bonds, such principal amount, and in addition, on each interest payment date on the Refunding Bonds, as accrued interest on the principal installments remaining unpaid, an amount sufficient to pay all interest due on the next succeeding interest payment date. From time to time as the Authority is billed by the registrar/transfer/paying agent for the Refunding Bonds for their services, and as other costs and expenses accrue to the Authority from handling of the payments made by the Township or from other action taken in connection with the Refunding Bonds, the Authority shall notify the Township of the amount of such fees, costs and expenses, and the Township shall, within thirty (30) days from such notification, remit to the Authority sufficient funds to pay such amounts.

The Authority shall, within thirty (30) days after the delivery of the Refunding Bonds, furnish the Township with a complete schedule of said installments and the interest thereon and due dates and shall also, at least thirty (30) days prior to each due date, advise the Township, in writing, of the exact amount due on said date. The failure to give such notice shall not, however, excuse the Township from making required payments when due under the provisions hereof.

5. The Township, pursuant to authorization contained in the Act, hereby irrevocably pledges its full faith and credit for the prompt and timely payment of its obligations pledged for payment of the Refunding Bonds as expressed herein. Pursuant to such pledge, if other funds are not available, the Township shall be required to pay such amounts from any of its general funds as a first budget obligation and shall each year levy an ad valorem tax on all the taxable property in the Township in an amount which, taking into consideration estimated delinquencies in tax

collections, will be sufficient to pay such obligations under this Refunding Contract becoming due before the time of the following year's tax collections, such annual levy shall however be subject to applicable constitutional, statutory and charter limitations. Commitments of the Township are expressly recognized as being for the purpose of providing funds to meet the contractual obligations of the Township in anticipation of which the Authority Refunding Bonds hereinbefore referred to are issued. Nothing herein contained shall be construed to prevent the Township from using any, or any combination of, the means and methods provided in Section 7 of the Act for the purpose of providing funds to meet its obligations under this Refunding 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.

6. Additional moneys over and above any of the payments specified in this Refunding Contract may be prepaid as provided in the Contract.

7. All provisions of the Contract not inconsistent herewith, and particularly all covenants relative to the payment of and security for the Bonds made by the Township therein, shall remain in full force and effect and shall apply with equal effect to the Refunding Bonds authorized hereby, it being understood that upon issuance of the Refunding Bonds, all or part of the Bonds in the maturities described in Section 1 of this Refunding Contract will be defeased and the Refunding Bonds shall be substituted therefor and shall be outstanding in their place and stead. It is also hereby recognized that the obligation of the Township to make payments for debt service for those maturities of the Bonds which are not being refunded will continue in full force and effect.

8. Nothing herein contained shall in any way be construed to prevent additional

financing under the provisions of the Act.

9. The obligations and undertakings of each of the parties to this Refunding Contract shall be conditioned upon the successful accomplishment of the proposed refunding, and therefore if for any reason whatsoever the Refunding Bonds are not issued, then this Refunding Contract shall be considered void and of no force and effect; provided, however, that in such event, all costs and expenses shall be paid by the Township in accordance with existing commitments to the Authority, and the Authority shall not be obligated for such costs and expenses.

10. The Authority and the Township each recognize that the holders from time to time of the Refunding Bonds will have contractual rights in this Refunding Contract, and it is therefore covenanted and agreed by each of them that so long as any of the Refunding Bonds shall remain outstanding and unpaid, the provisions of this Refunding Contract shall not be subject to any alteration or revision which would in any manner materially affect either the security of the Refunding Bonds or the prompt payment of principal of or interest thereon. The Township and the Authority further covenant and agree that they will each comply with their respective duties and obligations under the terms of this Refunding Contract promptly at all times and in the manner herein set forth, and will not suffer to be done any act which would in any way impair the Refunding Bonds, the security therefor, or the prompt payment of principal of and interest thereon. It is hereby declared that the terms of this Refunding Contract insofar as they pertain to the security of Refunding Bonds shall be deemed to be for the benefit of the holders of said Refunding Bonds.

11. This Refunding Contract shall remain in full force and effect for a period of seven (7) years from the date hereof, or until such lesser time as the Refunding Bonds issued by the

Authority are paid, at which time this Refunding Contract shall be terminated, and the provisions of the Contract relative to disposition of the financed facilities shall be carried out. In any event, the obligations of the Township to make the payments required hereunder shall be terminated at such time as all of the Refunding Bonds are paid in full by the Township, together with all interest and penalties and other obligations hereunder.

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

IN WITNESS WHEREOF, THE YPSILANTI COMMUNITY UTILITIES AUTHORITY, by its Commission, and the CHARTER TOWNSHIP OF YPSILANTI, COUNTY OF WASHTENAW, MICHIGAN, by its Township Board, have each caused its name to be signed to this instrument by its duly authorized officers the day and year first above written.

In the presence of:

YPSILANTI COMMUNITY UTILITIES
AUTHORITY

By: _____
Chair of its Commission

By: _____
Secretary of its Commission

In the presence of:

CHARTER TOWNSHIP OF YPSILANTI

By: _____
Supervisor

By: _____
Township Clerk

37067735.1/099369.00046

**YPSILANTI COMMUNITY UTILITIES AUTHORITY
COUNTY OF WASHTENAW, MICHIGAN**

**RESOLUTION APPROVING REFUNDING CONTRACT
AND AUTHORIZING NOT TO EXCEED
\$3,150,000
2021 REFUNDING BONDS
(CHARTER TOWNSHIP OF YPSILANTI)
(LIMITED TAX GENERAL OBLIGATION)**

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), and Act 233, Public Acts of Michigan, 1955, as amended (“Act 233”) permits the Ypsilanti Community Utilities Authority (the “Authority”) to refund all or part of the funded indebtedness of the Authority; and

WHEREAS, the Charter Township of Ypsilanti (the “Township”) and the Authority entered into a Refunding Contract, dated October 25, 2011 (the “2011 Refunding Contract”) to refund the outstanding 2002 Sanitary Sewer System No. 3 Bonds (Charter Township of Ypsilanti); and

WHEREAS, bonds of the Authority were issued pursuant to the 2011 Refunding Contract, denominated 2011 Refunding Bonds (Charter Township of Ypsilanti), dated as of December 14, 2011 (the “Prior Bonds”); and

WHEREAS, the Township and the Authority have determined that it is in the best interest of the Township and the Authority to refund all or part of the Prior Bonds maturing in the years 2022 through 2026; and

WHEREAS, pursuant to the authority of Act 34 and Act 233, the Authority and the Township have or will shortly execute a contract (the “Refunding Contract”) providing for the implementation of such refunding program and for other details in connection therewith, said Refunding Contract being attached hereto in full and made a part of this resolution pursuant to

law; and

WHEREAS, all things necessary for the authorization of such refunding bonds pursuant to the provisions of law have been done, and the Authority is now empowered and desires to authorize the issuance of such refunding bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE YPSILANTI COMMUNITY UTILITIES AUTHORITY AS FOLLOWS:

Section 1. For the purpose of raising all or a portion of the money to refund all or part of the Prior Bonds maturing in the years 2022 through 2026, and pursuant to the authority of Act 34 and Act 233, there shall be issued refunding bonds of the Authority (the “Refunding Bonds”) as hereinafter set forth. The Refunding Bonds shall be designated “2021 Refunding Bonds (Charter Township of Ypsilanti) (Limited Tax General Obligation)” and shall be in the aggregate principal amount of not to exceed Three Million One Hundred Fifty Thousand Dollars (\$3,150,000), as finally determined upon sale thereof, consisting of bonds registered as to principal and interest of the denomination of \$5,000 or integral multiples of \$5,000, be dated as of their date of delivery, or such other date as provided in the sale order approving the sale of the Refunding Bonds (the “Sale Order”), and shall be numbered as determined by the Transfer Agent (hereinafter defined). The Refunding Bonds shall bear interest, mature and be payable at the times, in the amounts and in the manner set forth in Sections 6 and 7 hereof. The Refunding Bonds shall not be subject to optional redemption prior to maturity. The Refunding Bonds may be issued as serial bonds or term bonds or both, and if term bonds are designated by the original purchaser of the bonds, then such bonds will be subject to mandatory redemption in accordance with the maturity schedule as provided in the form of notice of sale as set forth in Section 7 hereof.

Interest shall be paid by check or draft drawn on the Transfer Agent, mailed to the registered owner of the Refunding Bonds at the registered address, as shown on the registration books of the Authority maintained by the Transfer Agent. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment or the first day of the month, if the payment date is the fifteenth day of the month. The date of determination of registered owner for purposes of payment for interest as provided in this paragraph may be changed by the Authority to conform to market practice in the future. The principal of the Refunding Bonds shall be payable at a bank or trust company as a registrar and transfer agent for the Refunding Bonds (the "Transfer Agent") to be selected by the Director, Chair, Secretary or Treasurer of the Authority (each, an "Authorized Officer"). The Authority may designate a new Transfer Agent by notice mailed to the registered owner of the Bonds at such time outstanding not less than sixty (60) days prior to an interest payment date.

The Refunding Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York ("DTC"), and each Authorized Officer is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Refunding Bonds in book-entry-only form and to make such changes in the bond form within the parameters of this Resolution as may be required to accomplish the foregoing.

Unless waived by any registered owner of bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the Authority. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers, and in the case of partial redemption, the called amounts of each certificate; the redemption date; the redemption price or premium; the place where bonds called for redemption are to be surrendered for payment; and that interest on bonds or

portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

Section 2. The Chair and Secretary of the Authority are hereby authorized and directed to execute said Refunding Bonds by means of their facsimile signatures when issued and sold for and on behalf of the Authority and to cause to be imprinted thereon a facsimile of the seal of the Authority. No bond of this series shall be valid until authenticated by an authorized signatory of the Transfer Agent. The bonds shall be delivered to the Transfer Agent for authentication and shall then be delivered to the purchaser upon payment of the purchase price for the Refunding Bonds. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

Section 3. The Refunding Bonds and the interest thereon shall be payable from the contractual payments of the Township received by the Authority, for the payment of which the Township has in the Refunding Contract pledged its limited tax full faith and credit pursuant to the provisions of Act 233. The Township has covenanted and agreed to levy taxes annually to the extent necessary to provide the funds to meet its contractual payments when due in anticipation of which the Refunding Bonds are issued, which taxes shall be subject to applicable constitutional, statutory and charter limits. All of such contractual payments are hereby pledged solely and only for the payment of principal of and interest on the Refunding Bonds.

Section 4. It shall be the duty of the Authority, after the adoption of this resolution

and the sale of the Refunding Bonds, to open a special depository account with a bank or trust company to be designated by the Authority to be designated DEBT RETIREMENT FUND - YPSILANTI COMMUNITY UTILITIES AUTHORITY 2021 REFUNDING BONDS (CHARTER TOWNSHIP OF YPSILANTI) (the “Debt Retirement Fund”), into which account the Authority shall deposit all contractual payments as received. The moneys from time to time on hand in the Debt Retirement Fund shall be used solely and only for the payment of the principal of and interest on the Refunding Bonds. The accrued interest received upon delivery of the Refunding Bonds shall also be deposited in the Debt Retirement Fund.

Section 5. The proceeds of the Refunding Bonds, along with certain cash to be made available pursuant to the Refunding Contract, if any, shall be used to pay the costs of issuance thereof and to secure payment of the Refunding Bonds as provided in this paragraph. Upon receipt of such proceeds the accrued interest, if any, shall be deposited in the Debt Retirement Fund. From the remaining proceeds of the Refunding Bonds there shall be set aside a sum sufficient to pay the costs of issuance of the Refunding Bonds in a fund designated BOND ISSUANCE FUND (the “Bond Issuance Fund”), which may be established by the Authority or by the Escrow Agent (hereinafter defined). Moneys in the Bond Issuance Fund shall be used solely to pay expenses of issuance of the Refunding Bonds. Any amounts remaining in the Bond Issuance Fund after payment of issuance expenses shall be transferred to the Debt Retirement Fund for the Refunding Bonds.

The balance of the proceeds of the Refunding Bonds shall be deposited in an escrow fund (the “Escrow Fund”) consisting of cash and investments in direct obligations of or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the

foregoing and used to pay principal and interest on the Refunding Bonds. The Authorized Officers are each hereby individually authorized and directed to (a) take all steps necessary to call the Refunding Bonds for redemption, including the preparation and mailing of a notice of redemption and (b) negotiate terms of an escrow agreement with a bank or trust company to be selected by an Authorized Officer to act as escrow agent and (c) execute the escrow agreement on behalf of the Authority. The amounts held in the Escrow Fund shall be such that the cash and investments and income received thereon will be sufficient without reinvestment to pay the principal of and interest on the Refunding Bonds when due at maturity or call for redemption as required by this Section. Following establishment of the Escrow Fund, any debt retirement funds held by the Authority for the Prior Bonds being refunded shall be transferred to the Debt Retirement Fund for the Refunding Bonds. The Authorized Officers are each authorized and directed to purchase or cause to be purchased, escrow securities, including United States Treasury Obligations – State and Local Government Series (SLGS), in an amount sufficient to fund the Escrow Fund.

Section 6. The Refunding Bonds shall be substantially in the following form with such changes as shall be required to conform to the final terms of the Refunding Bonds established by the Sale Order:

NO. _____

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF WASHTENAW

YPSILANTI COMMUNITY UTILITIES AUTHORITY

2021 REFUNDING BOND
(CHARTER TOWNSHIP OF YPSILANTI)
(LIMITED TAX GENERAL OBLIGATION)

<u>Interest Rate</u>	<u>Date of Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	May 1, _____	_____, 2021	

Registered Owner:

Principal Amount: _____ Dollars

The Ypsilanti Community Utilities Authority (the "Issuer"), for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America on the Date of Maturity specified above, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on November 1, 2021 and semiannually thereafter. Principal of this bond is payable at the principal _____ trust office of _____, _____, _____, or such other transfer agent as the Issuer may hereafter designate by notice mailed to the Registered Owner hereof not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable to the Registered Owner of record as of the fifteenth (15th) day of the month preceding the payment date as shown on the registration books of the Issuer maintained by the Transfer Agent, by check or draft mailed to the Registered Owner at the registered address.

The bonds of this issue are payable from the proceeds of contractual payments to be paid by the Charter Township of Ypsilanti, County of Washtenaw, Michigan, to the Issuer, pursuant to certain contracts between the Issuer and the Township, including a Refunding Contract. By the provisions of said contracts and pursuant to the authorization provided by law, the Township has pledged its limited tax full faith and credit for the payment of said contractual payments. The Issuer has irrevocably pledged to the payment of this issue of bonds the total contractual payments, which said total payments are established in the amount required to pay the principal of and interest on the bonds of this issue when due. The full faith and credit pledge of the Township is its limited tax general obligation, and the Township is required to pay its debt service commitment on the bonds as a first budget obligation from its general funds including the collection of any ad valorem taxes which it is authorized to levy subject to applicable constitutional, statutory and charter tax limitations.

This bond is one of a total authorized issue of bonds of even Date of Original Issue, aggregating the principal sum of \$ _____, issued pursuant to a resolution duly adopted by the Commission of the Issuer on January 27, 2021, and under and in full compliance with the Constitution and statutes of the State of Michigan, including specifically Act 233, Public Acts of Michigan, 1955, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of refunding part of a series of outstanding bonds of the Issuer. For a complete statement of the funds from which and the conditions under which this bond is payable, and the general covenants and provisions pursuant to which this bond is issued, reference is made to the above described resolution.

The bonds of this issue shall not be subject to redemption prior to maturity.

[Insert Term Bond Provisions, if applicable]

[In case less than the full amount of an outstanding bond is called for redemption, the Transfer Agent, upon presentation of the bond called in part for redemption, shall register, authenticate and deliver to the registered owner a new bond in the principal amount of the portion of the original bond not called for redemption.]

[Notice of redemption shall be given to the registered owner of any bond or portion thereof called for redemption by mailing of such notice not less than thirty (30) days prior to the date fixed for redemption to the registered address of the registered owner of record. A bond or portion thereof so called for redemption shall not bear interest after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the Transfer Agent to redeem said bond or portion thereof.]

Any bond may be transferred by the person in whose name it is registered, in person or by his duly authorized attorney or legal representative, upon surrender of the bond to the Transfer Agent for cancellation, together with a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer Agent shall authenticate and deliver a new bond or bonds in like aggregate principal amount, interest rate and maturity. The Transfer Agent shall require the bondholder requesting the transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent will not register the transfer of or exchange any bond selected for redemption in whole or in part, except the unredeemed portion of bonds being redeemed in part.

It is hereby certified and recited that all acts, conditions and things required by law precedent to and in the issuance of this bond, and the series of which this is one, have been done and performed in regular and due time and form as required by law.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the Ypsilanti Community Utilities Authority, by its Commission, has caused this bond to be signed in its name by the facsimile signature of its Chair and to be countersigned by the facsimile signature of its Secretary and a facsimile of the corporate seal of said Issuer to be imprinted hereon, all as of the Date of Original Issue.

YPSILANTI COMMUNITY UTILITIES AUTHORITY

By: _____
Its: Chair

[SEAL]

Countersigned:

Its: Secretary

[FORM OF TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]

Certificate of Authentication

This bond is one of the bonds described in the within-mentioned resolution.

_____, _____
Transfer Agent

By: _____
Authorized Signatory

Date of Authentication: _____

Section 7. The Director of the Authority is hereby authorized to fix a date of sale for the Refunding Bonds and to publish a notice of sale of the Refunding Bonds in The Bond Buyer, New York, New York, which notice of sale shall be in substantially the following form:

FORM OF
OFFICIAL NOTICE OF SALE

§ _____*
YPSILANTI COMMUNITY UTILITIES AUTHORITY
COUNTY OF WASHTENAW, STATE OF MICHIGAN
2021 REFUNDING BONDS
(CHARTER TOWNSHIP OF YPSILANTI)
(LIMITED TAX GENERAL OBLIGATION)

**Subject to adjustment as set forth in this Notice of Sale*

Bids for the purchase of the above bonds will be received in the manner described in this Official Notice of Sale on _____, _____, 2021 until __:00 p.m., prevailing Eastern Time, at which time and place said bids will be publicly opened and read.

ELECTRONIC BIDS: Bidders may submit bids for the purchase of the above bonds as follows:

Electronic bids may be submitted to the Municipal Advisory Council of Michigan at munibids@macmi.com; provided that electronic bids must arrive before the time of sale and the bidder bears all risks of transmission failure.

Electronic bids will also be received on the same date and until the same time by Bidcomp/Parity as agent of the undersigned. Further information about Bidcomp/Parity, including any fee charged, may be obtained from Bidcomp/Parity, Anthony Leyden or CLIENT SERVICES, 1359 Broadway, Second Floor, New York, New York 10010, (212) 849-5021. IF ANY PROVISION OF THIS NOTICE OF SALE SHALL CONFLICT WITH INFORMATION PROVIDED BY BIDCOMP/PARITY, AS THE APPROVED PROVIDER OF ELECTRONIC BIDDING SERVICES, THIS NOTICE SHALL CONTROL.

Bidders may choose any means or location to present bids but a bidder may not present a bid in more than one location or by more than one means.

BOND DETAILS: The bonds will be registered bonds in the denomination of \$5,000 or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, originally dated as of the date of delivery, numbered in order of registration, and will bear interest from their date payable on November 1, 2021 and semiannually thereafter.

The bonds will mature on the 1st day of May in each of the years, as follows:

<u>Year</u>	<u>Amount*</u>
2022	\$515,000
2023	535,000
2024	550,000
2025	570,000
2026	585,000

*ADJUSTMENT OF TOTAL PAR AMOUNT OF BONDS AND PRINCIPAL MATURITIES: The Authority reserves the right to adjust the aggregate principal amount of the bonds after receipt of the bids and prior to final award, if necessary, so that the purchase price of the bonds will provide an amount determined by the Authority to be sufficient to refund the prior bonds and to pay costs of issuance of the bonds. The adjustments, if necessary, will be in increments of \$5,000. The purchase price will be adjusted proportionately to the increase or decrease in issue size, but the interest rates specified by the successful bidder for all maturities will not change. The successful bidder may not withdraw its bid as a result of any changes made within these limits.

*ADJUSTMENT TO PURCHASE PRICE: Should any adjustment to the aggregate principal amount of the bonds be made by the Authority, the purchase price of the bonds will be adjusted by the Authority proportionally to the adjustment in principal amount of the bonds and in such manner as to maintain as comparable an underwriter spread as possible to that bid.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at rate or rates not exceeding four percent (4%) per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/100 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. The difference between the highest and lowest interest rates bid shall not exceed two percent (2%) per annum. THE INTEREST RATE BORNE BY BONDS MATURING IN ANY YEAR SHALL NOT BE LESS THAN THE INTEREST RATE BORNE BY BONDS MATURING IN THE PRECEDING YEAR. No proposal for the purchase of less than all of the bonds or at a price less than 99% or greater than 110% of their par value will be considered.

NO PRIOR OPTIONAL REDEMPTION OF BONDS: The bonds are not subject to optional redemption prior to maturity.

TERM BOND OPTION: The initial purchaser of the bonds may designate any one or more maturities as term bonds and the consecutive maturities shall be aggregated in the term bonds. The amounts of the maturities which are aggregated in a designated term bond shall be subject to mandatory redemption on May 1 of the years and in the amounts set forth in the above maturity schedule at a redemption price of par, plus accrued interest to the date of mandatory redemption. Term bonds or portions thereof mandatorily redeemed shall be selected by lot. Any such designation must be made within 24 hours of the time bids are submitted.

BOOK-ENTRY ONLY: The bonds will be issued in book-entry only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of \$5,000 or any multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. It will be the responsibility of the purchaser to obtain DTC eligibility. Failure of the purchaser to obtain DTC eligibility shall not constitute cause for a failure or refusal by the purchaser to accept delivery of and pay for the bonds.

TRANSFER AGENT AND REGISTRATION: Principal shall be payable at the

principal corporate trust office of _____, _____, Michigan, or such other transfer agent as the Authority may hereafter designate by notice mailed to the registered owner of record not less than 60 days prior to an interest payment date. Interest shall be paid by check or draft mailed to the registered owner of record as shown on the registration books of the Authority as of the 15th day of the month preceding the interest payment date. The bonds will be transferred only upon the registration books of the Authority kept by the transfer agent.

PURPOSE AND SECURITY: The bonds are being issued for the purpose of refunding all or a portion of certain outstanding bonds of the Authority. The bonds and the interest thereon shall be payable from the contractual payments of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan (the "Township") received by the Authority, for the payment of which the Township has in the Refunding Contract pledged its limited tax full faith and credit pursuant to the provisions of Act 233, Public Acts of Michigan, 1955, as amended. The Township has covenanted and agreed to levy taxes annually to the extent necessary to provide the funds to meet its contractual payments when due in anticipation of which the bonds are issued, which taxes shall be subject to applicable constitutional, statutory and charter limits. All of such contractual payments are hereby pledged solely and only for the payment of principal of and interest on the bonds.

AWARD OF BONDS-TRUE INTEREST COST: The bonds will be awarded to the bidder whose bid produces the lowest true interest cost determined in the following manner: the lowest true interest cost will be the single interest rate (compounded on November 1, 2021 and semiannually thereafter) necessary to discount the debt service payments from their respective payment date to _____, 2021, in an amount equal to the price bid, excluding accrued interest, if any.

LEGAL OPINION: Bids shall be conditioned upon the approving opinion of Miller, Canfield, Paddock and Stone, P.L.C., attorneys of Detroit, Michigan, a copy of which opinion will be furnished without expense to the purchaser of the bonds at the delivery thereof. The fees of Miller, Canfield, Paddock and Stone, P.L.C. for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to validity of the above bonds, Miller, Canfield, Paddock and Stone, P.L.C. has not been requested to examine or review and has not examined or reviewed any financial documents, statements or materials that have been or may be furnished in connection with the authorization, issuance or marketing of the bonds, and accordingly will not express any opinion with respect to the accuracy or completeness of any such financial documents, statements or materials. In submitting a bid for the bonds, the bidder agrees to the representation of the Authority by Miller, Canfield, Paddock and Stone, P.L.C., as bond counsel.

TAX MATTERS: In the opinion of Miller, Canfield, Paddock and Stone, P.L.C., bond counsel, under existing law, assuming compliance with certain covenants, interest on the bonds is excludable from gross income for federal income tax purposes as described in the opinion, and the bonds and interest thereon are exempt from all taxation by the State of Michigan or by any taxing authority within the State of Michigan except estate taxes and taxes on gains realized from the sale, payment or other disposition thereof.

QUALIFIED TAX-EXEMPT OBLIGATION. The Authority has designated this issue of

Bonds as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions as defined in Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

ISSUE PRICE: The winning bidder shall assist the Authority in establishing the issue price of the bonds and shall execute and deliver to the Authority at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form attached either as [Appendix __-1 or Appendix __-2] of the preliminary official statement, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the Authority and Bond Counsel.

The Authority intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the "Competitive Sale Requirements") because:

- a. the Authority is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
- b. all bidders shall have an equal opportunity to bid;
- c. the Authority anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
- d. the Authority anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that all of the Competitive Sale Requirements are not satisfied, the Authority shall so advise the winning bidder. The Authority will not require bidders to comply with the "hold-the-offering price rule," and therefore does not intend to use the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity, though the winning bidder, in consultation with the Authority, may elect to apply the "hold-the-offering price rule" (as described below). Bids will not be subject to cancellation in the event the Competitive Sale Requirements are not satisfied. Unless a bidder intends to apply the "hold-the-offering price rule" (as described below), bidders should prepare their bids on the assumption that all of the maturities of the bonds will be subject to the 10% Test (as described below). The winning bidder must notify the Authority of its intention to apply either the "hold-the-price rule" or the 10% Test at or prior to the time the bonds are awarded.

If the winning bidder does not request that the "hold-the-offering price rule" apply to determine the issue price of the bonds, the following two paragraphs shall apply:

- a. The Authority shall treat the first price at which 10% of a maturity of the bonds (the

“10% Test”) is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis. The winning bidder shall advise the Authority if any maturity of the Bonds satisfies the 10% Test as of the date and time of the award of the bonds; and

- b. Until the 10% Test has been satisfied as to each maturity of the bonds, the winning bidder agrees to promptly report to the Authority the prices at which the unsold bonds of that maturity have been sold to the public. That reporting obligation shall continue, whether or not the closing date has occurred, until either (i) all bonds of that maturity have been sold or (ii) the 10% Test has been satisfied as to the bonds of that maturity, provided that, the winning bidder’s reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the Authority or bond counsel.

If the winning bidder does request that the “hold-the-offering price rule” apply to determine the issue price of the bonds, then following three paragraphs shall apply:

- a. The winning bidder, in consultation with the Authority, may determine to treat (i) pursuant to the 10% Test, the first price at which 10% of a maturity of the bonds is sold to the public as the issue price of that maturity and/or (ii) the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity (the “hold-the-offering price rule”), in each case applied on a maturity-by-maturity basis. The winning bidder shall advise the Authority if any maturity of the bonds satisfies the 10% Test as of the date and time of the award of the bonds. The winning bidder shall promptly advise the Authority, at or before the time of award of the bonds, which maturities of the bonds shall be subject to the 10% Test or shall be subject to the hold-the-offering price rule or both.
- b. By submitting a bid, the winning bidder shall (i) confirm that the underwriters have offered or will offer the bonds to the public on or before the date of the award at the offering price or prices (the “initial offering price”), or at the corresponding yield or yields, set forth in the bid submitted by the winning bidder, and (ii) if the hold-the-offering-price rule applies, agree, on behalf of the underwriters participating in the purchase of the bonds, that the underwriters will neither offer nor sell unsold bonds of any maturity to which the hold-the-offering-price rule shall apply to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:
 - i. the close of the fifth (5th) business day after the sale date; or
 - ii. the date on which the underwriters have sold at least 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public;

The winning bidder shall promptly advise the Authority when the underwriters have sold 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public, if that occurs prior to the close of the fifth (5th)

business day after the sale date.

- c. The Authority acknowledges that, in making the representation set forth above, the winning bidder will rely on (i) the agreement of each underwriter to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in an agreement among underwriters and the related pricing wires, (ii) in the event a selling group has been created in connection with the initial sale of the bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an underwriter or dealer who is a member of the selling group is a party to a third-party distribution agreement that was employed in connection with the initial sale of the bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in the third-party distribution agreement and the related pricing wires. The Authority further acknowledges that each underwriter shall be solely liable for its failure to comply with its agreement regarding the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, and that no underwriter shall be liable for the failure of any other underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a third-party distribution agreement to comply with its corresponding agreement to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds.

By submitting a bid, each bidder confirms that:

- a. any agreement among underwriters, any selling group agreement and each third-party distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such third-party distribution agreement, as applicable, (A)(i) to report the prices at which it sells to the public the unsold bonds of each maturity allocated to it, whether or not the closing date has occurred, until either all bonds of that maturity allocated to it have been sold or it is notified by the winning bidder that the 10% Test has been satisfied as to the bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the winning bidder, and (ii) to comply with the hold-the-offering-price rule, if applicable, if and for so long as directed by the winning bidder and as set forth in the related pricing wires, (B) to promptly notify the winning bidder of any sales of bonds that, to its knowledge, are made to a purchaser who is a related party to an underwriter participating in the initial sale of the bonds to the public (each such term being used as defined below), and (C)

to acknowledge that, unless otherwise advised by the underwriter, dealer or broker-dealer, the winning bidder shall assume that each order submitted by the underwriter, dealer or broker-dealer is a sale to the public.

- b. any agreement among underwriters or selling group agreement relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter or dealer that is a party to a third-party distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a party to such third-party distribution agreement to (i) report the prices at which it sells to the public the unsold bonds of each maturity allocated to it, whether or not the closing date has occurred, until either all bonds of that maturity allocated to it have been sold or it is notified by the winning bidder or such underwriter that the 10% Test has been satisfied as to the bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the winning bidder or such underwriter, and (ii) comply with the hold-the-offering-price rule, if applicable, if and for so long as directed by the winning bidder or the underwriter and as set forth in the related pricing wires.
- c. Sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale.

Further, for purposes of this Notice of Sale:

- a. “public” means any person other than an underwriter or a related party,
- b. “underwriter” means (A) any person that agrees pursuant to a written contract with the Authority (or with the lead Underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the bonds to the public);
- c. a purchaser of any of the bonds is a “related party” to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) more than 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other); and
- d. “sale date” means the date that the bonds are awarded by the Authority to the winning bidder.

DELIVERY OF BONDS: The Authority will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC in New York, New York, or such other place to be agreed upon. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of delivery of the bonds. If the bonds are not tendered for delivery by Noon, prevailing Eastern Time, on the 45th day following the date of sale, or the first business day thereafter if said 45th day is not a business day, the successful bidder may on that day, or any time thereafter until delivery of the bonds, withdraw its proposal by serving notice of cancellation, in writing, on the undersigned in which event the Authority shall promptly return the good faith deposit. Payment for the bonds shall be made in immediately available funds.

CONTINUING DISCLOSURE: As described in greater detail in the Official Statement, the Authority will agree to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, (i) on or prior to the last day of the sixth month following the end of the fiscal year of the Authority, certain annual financial information and operating data or data of substantially the same nature, including audited financial statements for the preceding fiscal year, (or if audited financial statements are not available, unaudited financial statements) generally consistent with the information contained or cross-referenced in the Official Statement relating to the bonds, (ii) timely notice of the occurrence of certain material events with respect to the bonds and (iii) timely notice of a failure by the Authority to provide the required annual financial information on or before the date specified in (i) above.

BOND INSURANCE AT PURCHASER'S OPTION: If the bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the bidder/purchaser, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser of the bonds. Any increased costs of issuance of the bonds resulting from such purchase of insurance shall be paid by the purchaser, except that, if the Authority has requested and received a rating on the bonds from a rating agency, the Authority will pay the fee for the requested rating. Any other rating agency fees shall be the responsibility of the purchaser. FAILURE OF THE MUNICIPAL BOND INSURER TO ISSUE THE POLICY AFTER THE BONDS HAVE BEEN AWARDED TO THE PURCHASER SHALL NOT CONSTITUTE CAUSE FOR FAILURE OR REFUSAL BY THE PURCHASER TO ACCEPT DELIVERY OF THE BONDS FROM THE COUNTY.

CUSIP NUMBERS: It is anticipated that CUSIP identification numbers will be printed on the bonds, but neither the failure to print such numbers on any bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the purchaser thereof to accept delivery of and pay for the bonds. All expenses in relation to the printing of CUSIP numbers on the bonds shall be paid for by the Authority; provided, however, that the CUSIP Service Bureau charge for the assignment of such numbers shall be the responsibility of and shall be paid for by the purchaser.

OFFICIAL STATEMENT: The Authority will provide the winning bidder with a reasonable number of final Official Statements within 7 business days from the date of sale so as

to permit the underwriter to comply with the Securities and Exchange Commission Rule 15c2-12. Additional copies of the Official Statement will be supplied by PFM Financial Advisors LLC, Ann Arbor, Michigan, financial advisor to the Authority, upon request and agreement by the underwriter to pay the cost of additional copies. Requests for additional copies should be made to the financial advisor within 24 hours of the date of sale.

BIDDER CERTIFICATION: NOT “IRAN-LINKED BUSINESS” By submitting a bid, the bidder shall be deemed to have certified that it is not an “Iran-Linked Business” as defined in Act 517 Michigan Public Acts of 2012, being MCL 129.311 et. seq.

FINANCIAL ADVISOR: Further information relating to the bonds may be obtained from PFM Financial Advisors LLC, 555 Briarwood Circle, Suite 333, Ann Arbor, Michigan 48108. Telephone (734) 994-9700.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

Jeff Castro
Director
Ypsilanti Community Utilities Authority

Section 8. Nothing contained in this resolution or the Refunding Contract shall be construed to prevent the Authority from issuing additional bonds under the provisions of Act 233 for any of the purposes authorized by said Act, but any such bonds shall in no way have any lien on or be payable out of the contractual payments pledged to the payment of the Refunding Bonds.

Section 9. The provisions of this resolution, together with the Refunding Contract, shall constitute a contract between the Authority and the holder or holders of the Refunding Bonds from time to time, and after the issuance of such Refunding Bonds, no change, variation or alteration of the provisions of this resolution and the Refunding Contract may be made which would lessen the security for the Refunding Bonds. The provisions of this resolution and the Refunding Contract shall be enforceable by appropriate proceedings taken by such holder either at law or in equity.

Section 10. The Authority covenants and agrees with the successive holders of the Refunding Bonds that so long as any Refunding Bonds remain outstanding and unpaid as to either principal or interest:

(a) The Authority will punctually perform all of its obligations and duties under this resolution and the Refunding Contract, including all collection, segregation and application of the contractual payments in the manner required by the provisions of this resolution.

(b) The Authority will apply and use the proceeds of the sale of the Refunding Bonds for the purposes and in the manner required by the Refunding Contract and this resolution. The Authority will maintain and keep proper books of record and account relative to the application of such proceeds and the contractual payments received

pursuant to the Refunding Contract. Not later than four (4) months after the end of each year, the Authority shall cause to be prepared a statement, in reasonable detail, sworn to by its chief accounting officer, showing the application of the proceeds of the sale of the Refunding Bonds, the cash receipts from the contractual payments and the application thereof, and such other information as may be necessary to enable any taxpayer or any holder or owner of the Refunding Bonds, or anyone acting in their behalf, to be fully informed as to all matters pertaining to the application of funds therefor or for the payment of Refunding Bonds during such year. A certified copy of said statement shall be filed with the Secretary of the Authority and the Township Clerk and a copy shall also be sent to the manager of the syndicate purchasing the Refunding Bonds.

Section 11. Each Authorized Officer is hereby authorized to (a) determine if, and when, to refund the Prior Bonds, (b) pursuant to an order awarding the sale of the Refunding Bonds (the "Sale Order"), award the sale of the Bonds to the bidder whose bid produces the lowest true interest cost to the Authority, so long as the true interest cost does not exceed 2.5% and such bid results in net present value savings of at least 2% on the Prior Bonds being refunded; (c) approve the circulation of a preliminary and a final official statement describing the Refunding Bonds if recommended or required by the Authority's financial advisor, PFM Financial Advisors LLC; (d) apply for and purchase municipal bond insurance if recommended by PFM Financial Advisors LLC; (e) apply for and secure ratings for the Refunding Bonds and (f) take all other necessary actions required to effectuate the sale, issuance and delivery of the Refunding Bonds within the parameters authorized in this resolution.

Section 12. The Authority hereby covenants that it shall comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission regarding continuing disclosure.

Section 13. Each Authorized Officer is hereby authorized to execute the Sale Order approving the sale of the Refunding Bonds to the successful bidder within the parameters set forth in this resolution and to adjust the final bond details set forth herein to the extent necessary or convenient to complete the transaction authorized herein, and in pursuance of the foregoing are authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34 including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, and other matters, provided that the terms of the Refunding Bonds shall not exceed the parameters established in this resolution.

Section 14. The Authority shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on the Refunding Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditure and investment of Refunding Bond proceeds and moneys deemed to be Refunding Bond proceeds. The Authority hereby designates the Refunding Bonds as "qualified tax exempt obligations" for purposes of deduction of interest expense by financial institutions pursuant to the Code.

Section 15. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are repealed.

Section 16. The Refunding Contract is hereby approved and the Chair and Secretary are authorized to execute the same on behalf of the Authority.

Section 17. This resolution shall become effective immediately upon its passage.

Minutes of a Regular Meeting of the Commission of the Ypsilanti Community Utilities Authority held on the 27th day of January, 2021 at which the following Commissioners were present:

_____ and the following were absent: _____.

The attached resolution was moved by Commissioner _____ and seconded by Commissioner _____. The following Commissioners voted aye: _____ and the following Commissioners voted nay: _____.

RESOLUTION DECLARED ADOPTED

Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Commission of the Ypsilanti Community Utilities Authority, at a regular meeting held on January 27, 2021, 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.

Secretary

37067992.1/099369.00046

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2021-01

POVERTY EXEMPTION GUIDELINES & APPLICATION

WHEREAS, the homestead of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Section 7u of the Michigan Property Tax Act, Public Act 206 of 1893; and

WHEREAS, pursuant to Section 211.7u, Ypsilanti Charter Township, Washtenaw County adopts the following guidelines and application for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner and occupy as a homestead (primary residence) the property for which an exemption is requested, as of Tax Day, December 31 of the proceeding year.
- 2) File a claim with the Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including property tax credit returns, filed in the current or immediately preceding year.
- 3) Meet the income threshold guidelines (maximum income) adopted by the Township Board. The income threshold as adopted is that all household income cannot exceed 30% of the median income for Ann Arbor (Washtenaw County) as published by the United States Department of Housing and Urban Development (HUD) as of December 31 of the preceding year. These income thresholds will be used as long as they are higher than the Federal Poverty Guidelines as determined annually by the United States Office of Management and Budget.
- 4) Meet the maximum asset eligibility test as follows: Assets other than the taxpayer's primary residence, standard mode of transportation and usual household goods valued at more than \$25,000 will be considered and added to the household income to determine eligibility.
- 5) Due to the P.A. 253 of 2020 changes to MCL211.7u, the guidelines will now provide for a partial exemption equal to 25% or 50% reduction in taxable value.

NOW THEREFORE, BE IT RESOLVED, that the Board of Review shall follow the above stated policy, guidelines and application in granting or denying exemptions.

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



Charter Township of Ypsilanti

Assessor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 487-4927
Fax: (734) 484-5159

TO: Ypsilanti Township Board of Trustees

FROM: Linda Gosselin
Assessor

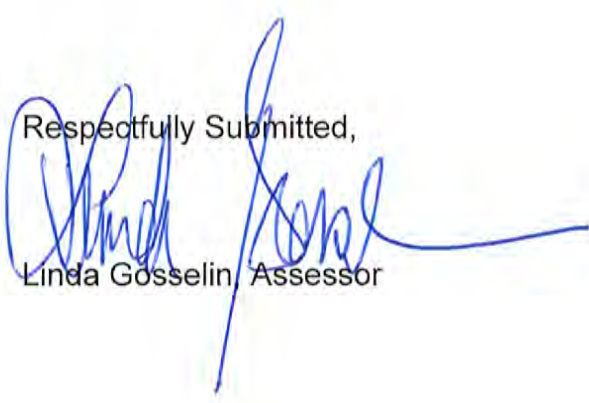
DATE: January 6, 2021

RE: Request Approval of Resolution 2021-01
2021 Poverty Exemption Guidelines and Application

Attached is Resolution 2021-01 for the approval of the 2021 Poverty Exemption Guidelines and Application. Also, attached are the proposed 2021 Poverty Exemption Guidelines and Application.

For the 2021 Poverty Exemption, I recommend the Board approve the above Resolution 2021-01 Poverty Exemption Guidelines and Application.

Respectfully Submitted,


Linda Gosselin, Assessor

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



Charter Township of Ypsilanti

Assessor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 487-4927
Fax: (734) 484-5159

Income Thresholds

2021

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
\$21,350	\$24,400	\$27,450	\$30,450	\$32,900	\$35,350	\$37,800

Find your household size; then find the annual income listed below it.

If the household income is more than that amount, you will not qualify for the poverty / hardship exemption.

These thresholds are authorized by local Resolution. These thresholds represent 30% of median income for the Ann Arbor area.

*Updated by HUD 07/01/2020

CHARTER TOWNSHIP OF YPSILANTI
PROPERTY TAX REDUCTION APPLICATION INSTRUCTIONS
Per MCL 211.7u as Amended

In granting the poverty exemption, the Board of Review realizes that this represents a shift of that portion of the tax burden to the other taxpayers of the community and state.

To be considered for a poverty exemption, the following information must be provided:

1. For a complete and legible application, all sections of the Application must be filled out. An incomplete Application will delay the process and possibly result in a Denial.
2. Please do not write in the margins of the application.
3. Please be sure to sign the Application on page 6. An application without a signature will not be taken to the Board for consideration.
4. A completed and signed copy of each of the following must be submitted:
 - Your most recent Michigan Homestead Property Tax Credit Claim (MI 1040 CR).
 - Your most recent Federal Income Tax Return (1040), if you are required to file federal income tax.
 - The Most Recent Federal Income Tax Return (1040) for all other occupants of your home.

Please do not submit original tax returns or supporting documentation, as we must keep all documents submitted.

5. If the Principle residence has been purchased recently, attach documents used to qualify for the mortgage. If there is no mortgage, explain why funds were not set aside for taxes.
6. If an occupant of your home is not employed but has income from another source, you must include the income in "Annual Household Income" on page 2 of your application.
7. If an occupant of the home is over 18 years of age but is not contributing to household income please explain why understanding that the Township cannot subsidize adult education.
8. If you completed the section on page 4 of the application indicating you have had a major or unusual out-of-pocket expenses, you must provide copies of documents verifying these expenses. This does not include everyday living expenses.
9. The primary applicant may not own any other real estate. The Board of Review can deny an application if they determine that monies spent in the past two years for unnecessary purchases and/ or unnecessary property upgrades could have been used for property taxes.

10. The Board of Review may deny any appeal, regardless of income, if the financial hardship appears to be self-created at the time of acquiring the property or thereafter.
11. Please utilize page 5 to explain any additional information that you would like the Board to consider not specifically requested within the application.

**CHARTER TOWNSHIP of YPSILANTI
APPLICATION FOR ONE YEAR PROPERTY TAX POVERTY REDUCTION**

Per MCL 211.7u as Amended

I, _____, Petitioner, being the owner and residing at the property that is listed below as my principle residence, apply for property tax relief under MCL 211.7U of the General Property Tax Act, Public Act 206 of 1893. The principle residence of persons who, in the judgment of the Township Board of Review, by reason of poverty are unable to contribute toward the public charge is eligible for exemption in whole or in part from taxation per MCL 211.7u(1).

In order to be complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

GENERAL INFORMATION:

APPLICANT'S NAME: _____ AGE: _____

NAME OF SPOUSE (if applicable): _____ AGE: _____

TELEPHONE NUMBER: _____ CELL PHONE: _____

PROPERTY ADDRESS FOR WHICH RELIEF IS BEING SOUGHT _____

DO YOU CLAIM THIS PROPERTY AS YOUR HOMESTEAD (Principal Residence)? () YES () NO

NUMBER OF LEGAL DEPENDENTS: _____ AGE OF DEPENDENTS: _____

REAL ESTATE INFORMATION:

PURCHASE DATE OF THE HOME: _____ PURCHASE PRICE: _____
(if purchased in last 3 years)

IS THERE A MORTGAGE ON THE PROPERTY? () YES () NO

NAME OF MORTGAGE COMPANY: _____

UNPAID BALANCE OWED ON THE MORTGAGE: _____

MONTHLY MORTGAGE PAYMENT: _____

IS THE MORTGAGE PAYMENT CURRENT? () YES () NO

ARE THE PROPERTY TAXES ESCROWED (Included in the Payment)? () YES () NO

ARE THE PROPERTY TAXES CURRENT (Prior Years are Paid in Full)? () YES () NO

PLEASE LIST ALL IMPROVEMENTS, CHANGES OR ADDITIONS THAT HAVE BEEN MADE TO THE PROPERTY WITHIN THE LAST TWO YEARS:

INCOME INFORMATION:

	APPLICANT	SPOUSE
WERE YOU OR YOUR SPOUSE EMPLOYED LAST YEAR?	() YES () NO	() YES () NO
ARE YOU OR YOUR SPOUSE CURRENTLY EMPLOYED?	() YES () NO	() YES () NO
ARE YOU OR YOUR SPOUSE SELF EMPLOYED?	() YES () NO	() YES () NO
IF YES, NAME OF BUSINESS & TYPE OF BUSINESS: _____		

LIST ALL PERSONS LIVING IN THIS HOME OTHER THAN YOU OR YOUR SPOUSE (Attach an Additional Sheet if Needed):

NAME:			
RELATIONSHIP:			
AGE:			
CLAIMED AS DEPENDENT:	() Yes () No	() Yes () No	() Yes () No
OCCUPATION:			

PLEASE LIST THE ANNUAL HOUSEHOLD INCOME FROM EACH SOURCE:
(This Includes Income for You and All Members of the Household)

ALL HOUSEHOLD W-2 INCOME:	\$
ALL 1099 INCOME:	\$
BUSINESS INCOME:	\$
SOCIAL SECURITY INCOME (SSI):	\$
UNEMPLOYMENT INCOME:	\$
RETIREMENT PENSION or ANNUITY BENEFITS:	\$
DISABILITY PAY (including Workers Comp):	\$
MILITARY PAY or BENEFITS:	\$
ADC, SFA, SDA, RAP/REP (attach a Copy of DSS Annual Statement):	\$
DEPARTMENT OF SOCIAL SERVICES: BRIDGE CARD:	\$
CHILD SUPPORT and/or ALLIMONY SUPPORT:	\$
COLLEGE SCHOLARSHIPS, GRANTS AND OTHER FINANCIAL AID:	\$
FINANCIAL SUPPORT FROM FAMILY & FRIENDS OUTSIDE OF THE HOME:	\$
ALL OTHER INCOME (Both Taxable & Non-Taxable):	\$
TOTAL PROJECTED HOUSEHOLD INCOME:	\$

HAS YOUR HOUSHOLD INCOME CHANGED SIGNIFICANTLY FROM THE PRIOR YEAR? () YES () NO

IF YES, PLEASE EXPLAIN: _____

ASSET INFORMATION:

DO YOU HAVE ANY OWNERSHIP INTEREST IN ANY OTHER REAL ESTATE? () YES () NO

ADDRESS: _____
(Additional Information May be Requested by the Board for Other Real Estate.)

PLEASE LIST THE CURRENT VALUE FOR EACH ASSET:

CASH:	\$
CHECKING ACCOUNTS:	\$
SAVINGS ACCOUNTS:	\$
CERTIFICATES OF DEPOSIT:	\$
MONEY MARKET ACCOUNTS:	\$
STOCKS:	\$
BONDS:	\$
TREASURY BILLS:	\$
INSURANCE w/ CASH VALUE:	\$
MUTUAL FUND ACCOUNTS:	\$
IRA ACCOUNTS:	\$
KEOGH ANNUITIES:	\$
DEFERRED COMPENSATION:	\$
JEWELRY and/or GEMS:	\$
RARE COINS:	\$
ANTIQUE CARS:	\$
ANY OTHER COLLECTION:	\$
ANY OTHER ASSET:	\$

PLEASE LIST THE CURRENT VALUE FOR ALL HOUSEHOLD VEHICLES:
 (This includes Cars, Trucks, Trailers, Tractors, Campers & Boats)

MAKE:			
MODEL:			
YEAR:			
LEASED OR OWNED:			
MONTHLY PAYMENT:			
BALANCE OWED:			

EXPENSE INFORMATION

PLEASE LIST THE EXPECTED MONTHLY HOUSEHOLD EXPENSE FOR EACH ITEM:

MORTGAGE:	\$
SECOND MORTGAGE:	\$
HEATING:	\$
ELECTRIC:	\$
WATER:	\$
PHONE:	\$
CABLE:	\$
INSURANCE:	\$
TRANSPORTATION:	\$
DAYCARE:	\$
MEDICAL:	\$
OTHER:	\$
OTHER:	\$
OTHER:	\$
OTHER:	\$
TOTAL PROJECTED MONTHLY EXPENSES:	\$

HAVE YOU HAD ANY UNUSUAL OR EXTRAORDINARY EXPENSES IN THE PAST 12 MONTHS: () YES () NO

IF YES, PLEASE EXPLAIN AND PROVIDE THE TYPE AND AMOUNT OF THE EXPENSE: _____

SIGNATURE PAGE

I DECLARE UNDER THE PENALTIES OF PERJURY, THAT ALL OF THE INFORMATION SUBMITTED WITHIN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE: _____ **DATE** _____

SPOUSE SIGNATURE: _____ **DATE** _____

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

Notice: Per MCL 211.7u(2b), a copy of all household members federal income tax returns, state income tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1,2,3,4) must be attached as proof of income. Documentation for all income sources including, but not limited to credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.

IF PREPARED BY SOMEONE OTHER THAN THE APPLICANT

NAME OF PREPARER: _____

PHONE NUMBER FOR PREPARER: _____

SIGNATURE OF PREPARER: _____

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



Assessor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 487-4927
Fax: (734) 484-5159

Charter Township of Ypsilanti

TO: Ypsilanti Township Board of Trustees

FROM: Linda Gosselin
Assessor

DATE: January 6, 2021

RE: Adoption of Board of Review Schedule

Attached please find a recommended schedule of dates and compensation of the 2021 meetings, which complies with the requirements of the State of Michigan statute, MCL 211.30

The Ypsilanti Township Board has previously determined the daily rate of compensation paid to the members of the Board to be \$125. Please approve these rates as this year's maximum daily rates.

For the 2021 meetings, I recommend the Board:

- 1.) Designate the place as the First Floor Conference room,
Tilden R. Stumbo Civic Center
7200 S. Huron River Dr.
Ypsilanti, MI 48197
- 2.) Approve the attached schedule of dates and times.
- 3.) Approve the daily rate of compensation as follow: \$125 per member

Respectfully Submitted,


Linda Gosselin, Assessor

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



Charter Township of Ypsilanti

Assessor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 487-4927
Fax: (734) 484-5159

Below is the tentative schedule set by Linda Gosselin for the March 2021 Board of Review Hearings.

ORGANIZATIONAL MEETING –All Board Members Must Attend

No Public Appeals – Roll Presented to Board for Review

Tuesday March 2 9:00 AM – 10:00 AM

PUBLIC HEARINGS

Monday March 8 9:00 AM - 4:00 PM

Tuesday March 9 9:00 AM - 4:00 PM

Wednesday March 10 5:00 PM - 9:00 PM

Assessment Notices Mailed

Assessment notices will be compiled and mailed in mid-January.

Charter Township of Ypsilanti

RESOLUTION NO. 2021-02

OWNERS DAM SAFETY PROGRAM (ODSP)

WHEREAS, the Charter Township of Ypsilanti, in Washtenaw County Michigan, currently holding a license with the Federal Energy Regulatory Commission (FERC) to operate the Ford Lake Hydroelectric Project (Project) #5334, and

WHEREAS, the FERC requires the Charter Township of Ypsilanti to develop, implement, fund and continue to support the ODSP, per the FERC guideline, for the Project until such time that the Charter Township of Ypsilanti releases ownership or the Project is no longer under the jurisdiction of the FERC, and

WHEREAS, the ODSP document clearly defines the responsibility for the Charter Township of Ypsilanti and its employees, and consultants, and

WHEREAS, the purpose of this Resolution is not new to the Charter Township of Ypsilanti, but rather a re-dedication to dam safety and the responsibilities that come with owning the Project, and

WHEREAS, by the action of this document, the Charter Township of Ypsilanti is showing the commitment to the FERC to operate a safe Project, prioritizing safety over any other goals, and

NOW THEREFORE, be it resolved that the Charter Township of Ypsilanti Board of Trustees acknowledges the Owners Dam Safety Program to maintain compliance with the FERC and define the role of Charter Township of Ypsilanti related to the Project.

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



Charter Township of Ypsilanti
Hydro Station

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 544.3690
Fax: (734) 544.3626

www.ytown.org

MEMORANDUM

TO: Heather Jarrell Roe, Clerk

FROM: Michael Saranen, Operation Manager

DATE: January 5, 2021

RE: **Resolution for supporting Owner's Dam Safety Program**

Back in 2013, the Board adopted the Owners Dam Safety Program (ODSP) as part of the FERC requirements to improve dam safety at hydroelectric facilities.

As an owner and operator of the hydroelectric dam (Hydro Station) the Owner's Dam Safety Program is a document that outlines responsibilities involved that are needed to maintain a safe project.

Part of the ODSP, annually reaffirmed the dedication to the ODSP by Board Resolution.

Please place on the next available Board agenda under New Business, the 2021 ODSP Resolution.

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

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

To: Heather Jarrell Roe, Clerk

From: Michael Radzik, OCS Director

Re: **Request to authorize and sign agreements with the Washtenaw County Road Commission for the installation of traffic calming devices on Rosedale Rd in the amount of \$24,862 and on Onandaga Ave in the amount of \$9,912; both projects are budgeted in General Fund account 101-446.000-818.022.**

Copy: McLain & Winters, Township Attorneys
Javonna Neel, Accounting Director

Date: January 11, 2021

The Washtenaw County Road Commission has conducted traffic studies on two neighborhood streets in Ypsilanti Township, each of which have qualified for installation of traffic calming devices commonly known as speed humps. Funding authorization is now requested.

1. Rosedale Rd between Washtenaw Rd and Packard Rd
 - a. Three (3) speed humps
 - b. 2021 bid and construction
 - c. Estimated cost \$24,862

2. Onandaga Ave between Eugene Ave and Cayuga Ave
 - a. One (1) new speed hump in addition to three (3) existing ones
 - b. Resident requests for additional speed humps were evaluated and determined that one additional device east of Eugene Ave was appropriate and would greatly enhance traffic safety
 - c. 2021 bid and construction
 - d. Estimated cost \$9,912

When combined with signage alerting motorists to their presence, speed humps are an effective means to reduce vehicle speeds and improve traffic safety on neighborhood streets. In order to qualify for traffic calming devices, one of two conditions must be met: the 85th percentile average speed exceeds 10 mph over the residential limit; or traffic volume significantly exceeds expectations for the number of homes on the street indicating the street is used as a cut-through route between secondary roads.

I recommend approval and authorization to sign the enclosed agreements to facilitate both projects budgeted in the General Fund.

**AGREEMENT BETWEEN
CHARTER TOWNSHIP OF YPSILANTI AND
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this _____ day of _____, 2021 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install three (3) speed humps on Rosedale Road between Washtenaw Avenue and Packard Road (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare bid documents for the Project, including plan preparation and project bidding; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$24,862.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

AGREEMENT SUMMARY

Estimated Cost

Installation of three speed humps on Rosedale Road **\$24,862.00.**

FOR YPSILANTI TOWNSHIP:

_____ Witness
Brenda L. Stumbo, Supervisor

_____ Witness
Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

_____ Witness
Douglas E. Fuller, Chair

_____ Witness
Sheryl Soderholm Siddall, Managing Director


PRELIMINARY ENGINEER'S ESTIMATE

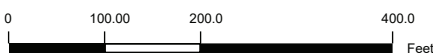
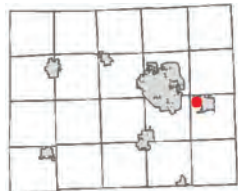
Project: Speed Hump Installation
 Location: Rosedale Rd, Ypsilanti Twp
 Date: 09/08/2020



ITEM CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	NOTES
	SPEED HUMP INSTALLATION	3	EA	\$4,950.00	\$14,850.00	<i>Contractor Install</i>
	PVMT MKGS INSTALLATION	3	EA	\$850.00	\$2,550.00	<i>Contractor Install</i>
	TRAFFIC SIGNS	8	EA	\$310.00	\$2,480.00	<i>WCRC Install</i>
				SUBTOTAL	\$19,880.00	
				CE/INCID 15%	\$2,982.00	<i>Eng./Inspect. Costs</i>
				CONST EST	\$22,862.00	
	TRAFFIC CONTROL		LS		\$2,000.00	<i>Contractor Cost</i>
				PROJECT TOTAL:	\$24,862.00	



 Proposed locations for speed humps on Rosedale Rd



1: 2,400

8/24/2020



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.

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.

**AGREEMENT BETWEEN
CHARTER TOWNSHIP OF YPSILANTI AND
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this _____ day of _____, 2021 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install one (1) additional speed hump on Onandaga Avenue east of Eugene Avenue (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare bid documents for the Project, including plan preparation and project bidding; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$9,912.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

AGREEMENT SUMMARY

Estimated Cost

Installation of one speed hump on Onandaga Avenue \$9,912.00

FOR YPSILANTI TOWNSHIP:

_____ Witness
Brenda L. Stumbo, Supervisor

_____ Witness
Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

_____ Witness
Barbara R. Fuller, Chair

_____ Witness
Sheryl Soderholm Siddall, Managing Director

PRELIMINARY ENGINEER'S ESTIMATE

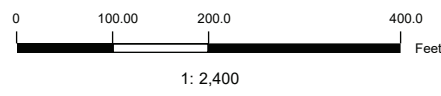
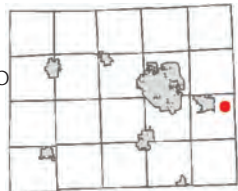
Project: Speed Hump Installation
 Location: Onandaga Ave, Ypsilanti Twp
 Date: 01/05/2020



ITEM CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	NOTES
	SPEED HUMP INSTALLATION	1	EA	\$5,100.00	\$5,100.00	<i>Contractor Install</i>
	PVMT MKGS INSTALLATION	1	EA	\$850.00	\$850.00	<i>Contractor Install</i>
	TRAFFIC SIGNS	3	EA	\$310.00	\$930.00	<i>WCRC Install</i>
				SUBTOTAL	\$6,880.00	
				CE/INCID 15%	\$1,032.00	<i>Eng./Inspect. Costs</i>
				CONST EST	\$7,912.00	
	TRAFFIC CONTROL		LS		\$2,000.00	<i>Contractor Cost</i>
				PROJECT TOTAL:	\$9,912.00	



- Existing speed hump
- Proposed speed hump



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

OFFICE OF COMMUNITY STANDARDS

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

To: Heather Jarrell Roe, Clerk
From: Jason Iacoangeli AICP, Planning Director
Re: **Request to approve the 2021 Relmage Washtenaw Work Agreement with Washtenaw County.**
Copy: McLain & Winters, Township Attorneys
Date: December 16, 2020

Request:

Ypsilanti Township has been working alongside Washtenaw County Planning in an effort to implement the Relmage Washtenaw Plan for the Washtenaw Avenue Corridor. Attached to this memo is the work plan detailing the work the County wishes to perform in 2021. This includes working with all of the municipal governments along Washtenaw Avenue to achieve various goals of the Relmage Washtenaw Plan. The Township will benefit from this work plan by receiving technical support in the development of design guidelines for midblock crossings. Pedestrian crossing no longer just occur at major intersections. Midblock crossings are utilized in areas that see a high number of pedestrian crossings in areas not located at intersections. The work plan will also include technical review of the new Ypsilanti Township Zoning Ordinance. This review will insure that new development along Washtenaw Avenue will implement the design guidelines called for in the Relmage Washtenaw Plan. This would include sidewalks, bus stops, landscaping and other pedestrian improvements. The contract language is the same as the language used for 2019-2020 contract that was approved by the Board in February 2019 that included both years. The compensation to the County for the services has also not changed from 2020 at \$3,000.00. The funds for this contract have already been budgeted for in line item 101-956-000-801-000. The Planning Department has reviewed the Work Plan for 2021 and feels that the compensation being asked for is a value based on the work being offered that would benefit Ypsilanti Township and the redevelopment of Washtenaw Ave.

Attached to this memo you will find a copy of both the Agreement and the Work Plan for 2021. If you have any questions please feel free to contact my office.

Regards,

Jason Iacoangeli, AICP
Planning Director



DRAFT 2021 Relmagine Washtenaw Work Plan

2021 Tasks:

1. Mid-Block Crossing at County Service Center – Coordinate with AAATA necessary stakeholders and funding sources to advance design of mid-block crossing and Super Stop, with construction in future year(s). Coordinate and facilitate new Park N Ride agreement between AAATA and County to support AAATA investment in Super Stop.
2. Complete the Facilitation of multi-jurisdictional working group of transportation engineers in development of common mid-block crossing design elements – A working group began in 2019 to develop standardized mid-block crossing elements to improve regional safety by providing a recognizable design for motorists and pedestrians that will serve to minimize confusion.
3. Complete GIS Based Story Map of Relmagine Washtenaw to communicate the purpose and vision of Relmagine Washtenaw to the public.
4. Support Ypsilanti Township Zoning Ordinance implementation – Provide input in the ZO Implementation to ensure consistency of Relmagine goals.
5. Plan and coordinate further Sidewalk Infill using CDBG and other funding sources, with Ypsilanti Township and City of Ypsilanti.
6. Provide support and assistance to City of Ann Arbor planning - to implement new Transit Oriented Development zoning district for various corridors including Washtenaw Ave., to advance Relmagine Washtenaw Land Use goals.
7. Coordinate acquisition of required easements for City of Ypsilanti Sidewalk Infill east of Dom Bakeries – Work City of Ypsilanti, MDOT to finalize sidewalk design and secure easements from two property owners for 2021 MDOT construction.
8. Explore feasibility of Corridor Improvement Authority – (Not discussed since 2012-2013)

On-Going Tasks:

9. Explore, support and/or Conduct feasibility studies – for specific corridor improvements that advance Relmagine goals, or specifically called for in the 2014 Corridor Improvement Study. These might include Super Stops, Mid-Block Crossings, Queue Jump Lanes, Traffic Signals, and sidewalk infill, among others.
10. Resource for local units to – A: identify future easement needs, B: coordinate with property owners and developers to acquire easements for sidewalks or adequate public access, C: assist with easement drafting/recording.
11. JTC Committee Meeting Preparation – Continue to prepare agendas, meeting materials, meeting location for monthly Joint Technical Committee meetings.
12. Sidewalk Infill – Support Local Unit efforts to complete sidewalk infill, whether through grant applications, data support, CDBG Urban County funding, etc. Seek available MDOT Safety funding for sidewalk, Prioritized list of top 6 sidewalk infill locations provided to MDOT in 2018 – follow up with MDOT on additional funding.
13. Find Opportunities to Utilize Act 381 Brownfield Tax Increment Financing Incentives – to support corridor redevelopment consistent with long-term vision for corridor.
14. Utilize Social Media and Website to Promote Project – Update social media and website with latest news, information, improvements and accomplishment. Project Manager is available to media and public for information and resources to advance and publicize the project.

CONTRACT
Charter Township of Ypsilanti

AGREEMENT is made this 1st day of January, 2021, by the Charter Township of Ypsilanti located at 7200 Huron River Drive, Ypsilanti, MI 48197 and the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The COUNTY will allocate and fully support a dedicated, approximate half-time professional project manager to lead the ReImagine Washtenaw regional planning effort, and, in addition, provide space for meetings of the Joint Technical Committee (JTC), coordinate monthly JTC meetings, coordinate submittal of grant applications, coordinate special projects, conduct research, and other tasks, as determined necessary and appropriate by the JTC.

ARTICLE II - COMPENSATION

During the period the above services are provided, the Charter Township of Ypsilanti will pay the COUNTY within 30 days of receipt of an invoice in calendar year 2021 in the amount not to exceed three thousand dollars (\$3,000).

ARTICLE III - TERM

This contract begins on the date of this agreement and ends on December 31, 2021.

ARTICLE IV - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

ARTICLE V - EQUAL ACCESS

The County shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE VI - ASSIGNS AND SUCCESSORS

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

ARTICLE VII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving one hundred eighty (180) days written notice to the other party.

ARTICLE VIII - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the Charter Township of Ypsilanti and the County, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE IX - CHOICE OF LAW AND FORUM

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

ARTICLE X - EXTENT OF CONTRACT

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

ARTICLE XI – ELECTRONIC SIGNATURES

All parties to this contract 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:

Charter Township of Ypsilanti

By: _____
Teresa Gillotti (DATE)
OCED Director

By: _____
Brenda Stumbo (DATE)
Charter Township of Ypsilanti Supervisor

APPROVED AS TO FORM BY

BY: _____
Michelle K. Billard (DATE)
Office of Corporation Counsel

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



Charter Township of Ypsilanti

Recreation Department/
Community Center

2025 East Clark Road
Ypsilanti, MI 48198
Phone: (734) 544-3800
Fax: (734) 544-3888
50 & Beyond: (734) 544-3838
www.ytownrec.org

Memorandum

TO: Heather Jarrell Roe, Ypsilanti Township Clerk

CC: Brenda Stumbo, Township Supervisor; Stan Eldridge, Township Treasurer; Doug Winters, Township Attorney; Mike Hoffmeister, Residential Services Director

FROM: Angela Verges, Recreation Services Manager; John Hines, Recreation Coordinator

DATE: January 7, 2021

RE: Board Agenda Item: Approval of Agreement with Mission Control as well as the Partnership with Pittsfield Charter Township and the City of Saline

Mission Control is a recreation platform that allows Recreation Departments and other entities to offer E-Sports opportunities to the community. YTRD agrees to collaborate with the City of Saline and Pittsfield Township to sign an agreement with Mission Control to start an E-Sports program for our three areas.

Attached is the updated agreement from Mission Control for your review and approval. Please place on the January 19th Board Agenda. When Attorney Winters originally reviewed this agreement, he asked for changes. Mission Control has made those changes. Attached is the updated copy of the agreement and the answers to the questions provided by Attorney Winters. Below are the answers provided to Attorney Winters regarding safety of users and reporting inappropriate behavior on the service.

HOW CAN USERS REPORT INAPPROPRIATE BEHAVIOR?

Users have the ability to report inappropriate behavior within the application to both mission control and the league administrators so appropriate responses can be taken by both parties.

HOW DO YOU ENSURE THE SAFETY OF YOUR GAMERS WHILE THEY PLAY?

Creating a fun and healthy culture, especially one that is counter to existing toxic gaming culture, is core to our mission of gathering community. as such, we hold all of our gamers to the community standards. given our prioritization of socialization over competition, ensuring positive player-to-player interaction is key to our mission. as a result, users can message other league members in the

application before, during, and after their games. If there are any inappropriate interactions within the app, users will have the ability to report these actions within the support section of their application. While interactions during the games themselves are not directly overseen by mission control, users will still have the ability to report any issues to us they experience while playing on their systems and address them with involved parties.

We can elaborate further or reach out to Mission Control if any further clarification is needed. However, the app that is mentioned earlier in this document is the biggest access point between the user and Mission Control on these issues. They have a support staff that looks into each issue and then would alert all three organizations of the interaction. A preventive way we are going to help mitigate any issue is to separate the leagues by youth (10-17) and adult (18+).

Mission Control GG

Organization Agreement

This Channel Partner Agreement, dated as of _____ (the "**Agreement**"), is entered into by and between Mission Control GG, Inc., a Delaware corporation ("**Mission Control**"), and _____ ("**Channel Partner**", and together with Mission Control, the "**Parties**", and each, a "**Party**").

1. **Purpose.** Mission Control is in the business of designing and operating a software-as-a-service platform which facilitates the formation of recreational esports leagues (the "**Services**"). Individuals within Channel Partner's network wish to have access to the Services and Channel Partner wishes to arrange for such access for the Authorized Users (the "**Purpose**"). In order to fulfil the Purpose, the Parties enter into this Agreement.

2. **Payment for Access to the Services.** Channel Partner shall pay Mission Control the following:

2.1 **Setup Fee.** Channel Partner shall pay Mission Control a setup fee for the on-boarding as Channel Partner joins the platform:

- Basic Setup Fee (Automated Setup Process): \$500.00
- Advanced Setup Fee (Exclusive 1on1 Setup Process): \$1,500.00

2.2 **Annual Fee.** Beginning _____, unless Channel Partner terminates this agreement by written notice to Mission Control, Channel Partner will automatically be charged a recurring annual fee for access to the Services, based upon the number of Active Authorized Users accessing the Services. "**Active Authorized Users**" are defined as users who have been registered in Channel Partner's organization on the Mission Control platform within the previous 30 days or has been active in a league associated with Channel Partner's organization on the Mission Control platform within the previous 90 days. Channel Partners will not be upgraded to a new tier (as set forth below) without its explicit consent. Partner can cancel their plan at any moment within the platform and pay for the amount of time used on the platform already. Select the tier you expect to be in (subject to change, based on size, pending approval):

- 0 – 40 Active Authorized Users: \$600.00 ("**Tier 1**")
- 41-150 Active Authorized Users: \$1,200.00 ("**Tier 2**")
- 151-500 Active Authorized Users: \$3,000.00 ("**Tier 3**")
- 500+ Mutually Agreed Upon Pricing

3. **Revenue Share.**

- Channel Partner intends to charge League Registration Fees
- Channel Partner does not intend to charge League Registration Fees

3.1 **League Registration Fee Revenue Share.** If the applicable box is checked immediately above, as directed by the Channel Partner at time of League Creation, Mission Control will charge Authorized Users a fee for participating in the Services (a "**League Registration Fee**"). Mission Control will pay to the Channel Partner 90% of League Registration Fee gross revenues

generated by the Channel Partner's Authorized Users (the "**Revenue Share Amount**"). If the applicable box is not checked immediately above, the provisions of this Section 3 shall not apply to the relationship between the Parties.

3.2 **Reporting.** Monthly, no later than the 30th day of the month following the month in which a League Registration Fee is paid, Mission Control shall send to Channel Partner a report indicating the amount of League Registration Fees paid by Channel Partner's Authorized Users and the Revenue Share Amount for the preceding month.

3.3 **Payment of Revenue Share.** Monthly, no later than the 30th day of the month following the month in which a League Registration Fee is paid, Mission Control shall pay the Revenue Share Amount to Channel Partner via ACH using the following instructions:

Bank Name: _____
Routing Number: _____
Account Number: _____

4. **Licensing of Marks.** Each of the Parties grants to the other the limited, non-transferable, revocable permission to use the other Party's trademarks, service marks or other identifying marks of the other Party (the "**Marks**") in order to achieve the Purpose. No other use of the Marks is permitted without the express written consent of the other Party. Neither Party shall depict the Marks in any manner or in any materials that would tend to denigrate, disparage, tarnish, present in a false light, or otherwise reflect negatively on the Marks, the other Party or any of its affiliates, or any of the other Party's respective products or services. The Parties may revoke the permission set forth in this Section 4 at any time by written notice. Each Party may publicly disclose the fact that an agreement between Mission Control and Channel Partner exists, however the terms of this Agreement shall be kept confidential by both Parties.

5. **Terms of Use.** The relationship between Mission Control and Channel Partner, and the use of the Services by Authorized Users shall at all times be subject to Mission Control's Terms of Use, as set forth at <https://app.termly.io/document/terms-of-use-for-website/15087e11-678e-49e8-9fb9-feff372268de>, as may be amended from time to time.

6. **Data and Privacy.** The relationship between Mission Control and Channel Partner, and the use of the Services by Authorized Users shall at all times be subject to Mission Control's Terms of Use, as set forth at <https://app.termly.io/document/privacy-policy/61d2e399-55ab-4ba8-b7bf-9c704dd6330c#infocollect>, as may be amended from time to time.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

Mission Control GG, Inc.

By: _____

Name: _____

Title: _____

Address: 401 S. Pine St.

St. Louis, MO 63102

Channel Partner: _____

By: _____

Name: _____

Title: _____

Email: _____

Partner Address: _____

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: January 13, 2021

Subject: Request Authorization to approve the agreement with Carlisle Wortman for \$13,735 to assist with community outreach, concept development and bidding of an Ypsilanti Township Dog Park budgeted in line #212-212.000-801.000

The Residential Services Department is requesting authorization to approve the agreement with Carlisle Wortman to assist with community outreach, concept development and the bidding of the Townships first dog park.

Developing a dog park was deemed a priority during the master planning process. Additionally, the Park Commission spearheaded a committee consisting of Park Commissioners and Township Trustees to assist in developing a recommendation for the location.

Staff believe that it's important that all feasibility studies and community outreach be completed prior to finalizing a location.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

December 21, 2020

Mike Hoffmeister
Residential Services Director
Ypsilanti Township
7200 S. Huron River Drive
Ypsilanti, MI 48197

RE: Proposal of Services: Dog Park Consultant

Dear Mr. Hoffmeister:

Carlisle/Wortman Associates is pleased to submit a proposal of services to act as a dog park development consultant. Our previous work with the Township and expertise in community outreach and planning makes us well-qualified to assist you with this project.

We are enclosing a proposed scope of services, timeline, and fees for your review. The dates and scope of the actions listed in this proposal are flexible, and can be adjusted to meet the needs of the Township. If adjustments are requested, we will discuss the desired changes with you and revise the proposal as necessary.

Ben Carlisle will be the Principal in Charge. Megan Masson-Minock and Chris Nordstrom will facilitate public outreach and will manage the remainder of the work.

We appreciate the opportunity to submit this proposal.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.

CARLISLE/WORTMAN ASSOC., INC.
Benjamin R. Carlisle, AICP, LEED AP
Principal

CARLISLE/WORTMAN ASSOC., INC.
Megan Masson-Minock, AICP
Planner

CARLISLE/WORTMAN ASSOC., INC.
Chris Nordstrom, PLA, ASLA
Landscape Architect

Ypsilanti Township Dog Park Consultant

Scope of Services, Timeline, and Fees

The object of this proposal is to assist Ypsilanti Township with community outreach and development of the Township's first dog park. The idea of a dog park has been under consideration for several years and is a priority for the Parks and Recreation Commission and the Township Board of Trustees. The primary goal of this project is to assist the Township with community outreach, building on existing plans and activities to ensure that park can be constructed in a timely and cost-efficient manner.

CWA will work closely with the current Dog Park Steering Committee to minimize duplication of efforts. We anticipate that the ongoing COVID-19 pandemic will make in-person meetings problematic for the near future. We have worked with numerous communities in a remote capacity over the past year, both for internal meetings and in a community outreach capacity. We will use the knowledge we have gained from that experience to develop a plan that will best fit the needs of the community. As circumstances evolve over the coming months, we will work with the Township to adjust our outreach as needed.

Project Highlights

The main tasks of this project include:

1. Evaluation of potential project sites
2. Formulation of concept plans
3. Community outreach to assist with selection of a final site
4. Development and presentation of final concept renderings and drawings, and
5. Assistance with development and administration of bid documents for construction proposal services.

The following work plan details the tasks described above. In addition, a timeline with fees further describes when each task would be completed.

W o r k P l a n

1. Evaluation of Potential Project Sites

While we understand that a preferred site has been identified, it will be critical to have full community support for the site prior to development of the park. We recommend offering no more than three (3) alternative locations for community consideration. Per our earlier discussions, locations would be limited to community parks with adequate access and parking.

- A. Meet with the Steering Committee to discuss the evaluation process.
- B. Discuss maintenance plans, noise issues, environmental sensitivity, and other potential concerns that may affect the site selection.
- C. Identify two (2) alternative sites in addition to the current preferred location.

2. Formulation of Concept Plans

- A. Develop base maps and high-level concept plans which effectively illustrate the development potential for each site.
- B. Post plans, survey link, and links to virtual meetings on the Ypsilanti Township Parks and Recreation Website for public input. Use Township's social media accounts to advertise the planning activities.
- C. OPTIONAL: CWA will develop and maintain a project website which will include all drawings, surveys, and links to meetings. The Township's social media accounts will still be used to advertise the planning activities.
- D. Prepare concept boards to be posted at Township Hall, the Community Center, and Ypsilanti District Library.

3. Community Outreach

As mentioned earlier in this proposal, we anticipate that the current pandemic will necessitate remote/virtual community outreach. Should circumstances change in the coming months, we can adjust the outreach plan as needed to include in-person meetings. CWA staff do the following:

- A. Prepare and advertise an online survey to be hosted on SoGoSurvey. CWA staff would also prepare an analysis of results for the Steering Committee to help inform the decision-making process.
- B. Host a series of virtual meetings to present the plans to the public and receive community feedback. We recommend a minimum of two (2) meetings for this initial outreach.
- C. Summarize results of survey and meeting and present to Steering Committee for final input.
- D. Communicate final site selection.

4. Development of Final Concept Plan

- A. Develop detailed plan and renderings of based on input received from Township residents and the Steering Committee.
- B. Post detailed plan on project website for community feedback.
- C. Prepare and monitor follow-up survey for community feedback.
- D. Hold minimum of one (1) virtual community meeting for community feedback.
- E. Present results of community feedback and detailed plan to the Parks and Recreation Commission and Township Board of Trustees.

- F. Revise plan as needed based on comments from Parks and Recreation Commission, Board of Trustees, and community input.
- G. Present final plan and hold Public Hearing at Township Board meeting, followed by plan adoption.

5. Develop and Administer Bid Documents

- A. Develop bid package for distribution to engineering, architecture, or other relevant organizations to create construction drawings and implement design.
- B. Evaluate received bids and assist with firm selection.

T i m e l i n e

The following timeline is designed to allow for construction by late fall 2021. Construction will depend on the availability and schedule capability of the selected firms, however, which may push construction to spring 2022. The schedule can be adjusted as needed to better meet the needs of Ypsilanti Township.

January 2021	Meetings	<ul style="list-style-type: none"> • Contract approved by Township Board
	1A	<ul style="list-style-type: none"> • Meeting with Steering Committee to discuss preliminary work and select two alternative sites
February - March 2021		<ul style="list-style-type: none"> • Develop preliminary concept plans, project website, and online survey.
	3B (2)	<ul style="list-style-type: none"> • Host a minimum of two virtual community meetings to receive input on preliminary plans.
	3C	<ul style="list-style-type: none"> • Meet with Steering Committee to discuss survey and meeting results and select final location.
April 2021		<ul style="list-style-type: none"> • Prepare detailed concept drawing and renderings for final project site. • Update webpage and create follow-up survey for feedback.
May 2021	4D	<ul style="list-style-type: none"> • Host a minimum of one virtual community meeting to receive input on detailed plan.
	4E (2)	<ul style="list-style-type: none"> • Present results of community feedback and detailed plan to Board of Trustees and Parks and Recreation Commission • Revise plan as needed based on input from community, Board of Trustees, and Parks and Recreation Commission
June 2021	4G	<ul style="list-style-type: none"> • Present final plan to Board of Trustees and hold Public Hearing. <p>Action Requested: Adoption of the final plan after the public hearing conditional upon any potential changes resulting from the public hearing.</p>
July 2021		<ul style="list-style-type: none"> • Develop bid package and distribute RFP • Assist Township with bid tabulation and selection of firm.

F e e s

The fees presented below represent the hours anticipated for the project:

Task	Principal Ben Carlisle (hours)	Project Manager Megan Masson- Minock (hours)	Landscape architect / planner Chris Nordstrom (hours)	Support Staff
Site evaluation	2	4	10	4
Formulate Concept Plans	2	4	16	
Community Outreach	4	10	28	
Develop Final Plan	4	4	24	4
Administer Bid Package	2	2	16	
Hourly Rate	14 hours @ \$105/hr	26 hours @ \$92.50/hr	96 hours @ \$92.50/hr	8 hours @ \$60/hr
Fee	\$1,100	\$2,405	\$8,880	\$480

Total Project Cost: **\$13,235**
OPTIONAL: Create and Maintain Project Website: **\$ 500**
Total Not-to-Exceed Cost: **\$13,735**

Meetings: Eight (8) meetings are included: one kickoff meeting with Steering Committee, one follow-up meeting with Steering Committee, three community input meetings, one presentation to Board of Trustees, one presentation to Parks and Recreation Commission, and one final presentation/Public Hearing with Board of Trustees. All meetings are assumed to be held virtually, pending new developments with the COVID-19 pandemic. The Township may desire additional meetings; additional meetings would be billed at the hourly rates described above.

Proposal accepted by:

Signature

Date

Brenda Stumbo
Township Supervisor
Ypsilanti Charter Township

Signature

Date

Benjamin Carlisle, AICP
Principal
Carlisle/Wortman Associates, Inc.

Signature

Date

Heather Jarrell Roe
Clerk
Ypsilanti Charter Township

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



*Residential Services
Department*

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: January 13, 2021

Subject: Request Authorization to approve the Letter Agreement with Spicer Group in the amount of \$12,000 to develop a complete concept plan and an mDNR Land and Water Conservation Fund (LWCF) grant application for Clubview Park Tennis Court renovations budgeted in line #212-212.000-801.000

The Residential Services Department is requesting authorization to approve the Letter Agreement with Spicer Group to assist with a complete concept plan and an mDNR LWCF grant application for Clubview Park Tennis Court renovations.

Spicer Group previously assisted with a grant application for Community center and Club view Parks. In late 2020, the Township was awarded a LWCF grant to upgrade the Community Center tennis courts. In 2020, Spicer Group assisted the township with applying for a Recreation Passport grant for Clubview. After discussions with mDNR staff, we feel it's a better fit to try again but for the LWCF grant.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515

December 18, 2020

Mike Hoffmeister, CPRP
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

RE: Clubview Park Tennis and Pickleball Courts
Ypsilanti Charter Township, Michigan
Letter Agreement for Professional Services

Mr. Hoffmeister:

At your request, we are furnishing you with a letter agreement to develop a complete concept plan and a Land and Water Conservation Fund (LWCF) grant application through the Michigan Department of Natural Resources (MDNR) for improvements at Clubview Park. The grant proposal will need to be completed by the grant submittal due date of April 1, 2021.

BACKGROUND

Clubview Park currently includes two tennis courts on one playing surface with a chain-link fence enclosure. The asphalt playing surface is in poor condition such that it is unusable due to risk of injury. We assisted the Township in submitting a Recreation Passport (RP) grant through MDNR this year, but unfortunately that grant program is quite competitive and your application was not recommended for award. During a conference call with an MDNR Grant Coordinator, we learned that we were very close to having enough points to get the award and we may have success applying for the same grant in 2021. However, we are likely to score well in the LWCF grant program as well, which is much less competitive. While only about 30% of RP grants applications submitted in 2020 were awarded, the vast majority of LWCF grant applications were awarded. For that reason, we understand you would like to submit an application for the LWCF grant for Clubview Park Improvements in 2021.

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.

SHPO Clearance

1. The LWCF guidelines require that applicants submit a project review request to the State Historic Preservation Office (SHPO). This includes the following:
 - Section 106 Application
 - USGS map of project site
 - Project location map of site
 - Area of Potential Effect (APE) map of site
 - Photos of site
 - Photo map of site
 - Electronic submittal to SHPO

Concept Plan and Preliminary Estimate of Cost

1. The existing concept plan and project details will be carried over from the 2020 RP grant application
2. The Preliminary Estimate of Cost will be updated based on currently available average unit prices

Grant Application

1. The application will be completed in MiRecGrants.
2. Produce the project location map and the project boundary map.
3. Review and complete the environmental checklist with the Township.
4. Write the supporting grant text.
5. Include project photos.
6. Produce and submit the Transmittal Letter and Notice of Intent form to the regional planning house and Washtenaw County.
7. Compile and upload all the requirements for the grant application in the MiRecGrants system.

SERVICES NOT INCLUDED

The following items are necessary to successful completion of the project, but are expected to be provided or performed by the Township and are not included in our Scope of Work:

- Assist with and provide information for the grant application form as needed (i.e. property deeds, plat map information, property descriptions, etc.)
- Obtain commitment letters from any cash donors.
- Obtain attorney signature on documentation of site control form.
- Include the application as an agenda item, open to discussion at a regular public meeting prior to the Township's approval of a resolution supporting the grant and committing the funds.
- Produce an Affidavit of Publication documenting proper advance notice of public meetings/hearings held for comment on the project.
- Produce signed public meeting minutes.
- Certify a resolution from Ypsilanti Charter Township, regarding the application, committing the matching funds prior to March 26, 2021.
- Solicit and collect letters of support from the community.
- Review final submittal documents.
- Submit grant through the MiRecGrants system.

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

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, any additional authorized services, and any reimbursable expenses. Unless other payment arrangements are made, we will include any of our project subconsultants costs on our invoice including a 10% fee to cover taxes, administration, and insurance.

SHPO Clearance	\$3,500
Concept Plan and Preliminary Estimate of Cost.....	\$1,500
DNR Grant Application	\$7,000
Total fee not to exceed	\$12,000

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. 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

Attachment: General Conditions

Cc: SGI File 127132PR2019

Above proposal accepted and approved by Owner.

YPSILANTI CHARTER TOWNSHIP

By: _____
Brenda Stumbo, Supervisor

Date: _____

By: _____
Heather Jarrell 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 notwithstanding 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-offs 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.

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



*Residential Services
Department*

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: January 13, 2021

Subject: Request Authorization to approve the Schooner Cove subrecipient agreement amendment with Washtenaw County

The Residential Services Department is requesting authorization to approve the Schooner Cove subrecipient agreement with Washtenaw County.

The Township Board of Trustees previously approved a subrecipient agreement amendment at the December 1, 2020 meeting. Since then, township staff received a change order due to additional labor and materials required to complete the project. This included a lack of subbase underneath the existing trail and a compromised clay base.

This subrecipient agreement moves an additional \$23,523 from the 2019 CDBG fund balance into this project to assist in covering the change order previously requested valued at \$24,977.53. There will be an additional \$1,455 in Township funds to subsidize the difference.

There is an associated budget amendment requested for this agenda item.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515



January 12, 2021

CR #52674-2

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

Dear Supervisor Stumbo,

Washtenaw County wishes to amend the contract with Charter Township of Ypsilanti for the ***Schooner Cove Bus Stop*** project. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the Agreement for Subaward of Federal Financial Assistance between Washtenaw County and Charter Township of Ypsilanti dated October 29, 2020 and CR# 52674 as follows:

Amend ARTICLE II – SCOPE OF SERVICES as follows:

The Subrecipient will agree to use Washtenaw Urban County **2019 and 2020 CDBG funds for the eligible costs of construction and construction engineering services** for a bus stop enhancement project at Schooner Cove Boulevard and S. Huron River Drive in the Charter Township of Ypsilanti. Project includes a bus bay (pull out) at the northeast corner of Schooner Cove Boulevard and S. Huron River Drive, improvements to existing storm water management system and adjacent asphalt pathway, and addition of a pedestrian crosswalk to access the bus stop from the south side of Huron River Drive. The contract will be paid for with 2019 and 2020 Urban County CDBG funding, ***not to exceed Two Hundred Thirty Thousand and Six Hundred Dollars and Zero Cents (\$230,600.00)***, in accordance with the budget in Attachment B.

Amend ATTACHMENT B – PROJECT BUDGET as follows:

SUMMARY OF TERMS: The COUNTY agrees to pay to or on behalf of the TOWNSHIP an amount not to exceed ***Two Hundred Thirty Thousand and Six Hundred Dollars and Zero Cents (\$230,600.00)***, in 2019 and 2020 CDBG Funds according to the budget on the following page:

PROJECT BUDGET:

Schooner Cove Bus Stop Improvements Project Construction Budget	
REVENUE SOURCE(S):	TOTAL
Grant Amounts CDBG (2019) – Allocation	\$70,137.00
Grant Amounts CDBG (2020) – Allocation	\$160,463.00
Other Support (In-Kind)	
Status of Funds	
Total Revenues	\$230,600.00
PROGRAM EXPENSES	TOTAL
Personnel, Taxes & Fringe Benefits	
Consultant & Contractual Fees	\$24,577.00
Other – construction	\$206,023.00
Total Expenditures	\$230,600.00

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

ATTEST:

WASHTENAW COUNTY (Pass-Through Entity)

Lawrence Kestenbaum DATE
County Clerk/Register

Gregory Dill DATE
County Administrator

APPROVED FOR CONTENT:

CHARTER TOWNSHIP OF YPSILANTI (Subrecipient)

Teresa Gillotti DATE
OCED Director

Brenda Stumbo DATE
Supervisor

Original: Clerk
 Contractor
 cc: Department
 Purchasing

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



*Residential Services
Department*

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0073

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: January 13, 2021

Subject: Request Authorization to approve the change order for the Schooner Cove Bus Stop project

The Residential Services Department is requesting authorization to approve the change order for Schooner Cove Bus Stop project. This project is substantially completed with only the bus shelter to be installed.

While soil borings and cores were performed in areas of expected heavy excavation, additional geotechnical information was not obtained for the additional pathway. It was discovered that the north side of the project did not have an existing subbase beneath the pathway which consequently compromised the clay grading. Because of this, additional labor, earthwork, subbase material, HMA and restoration was needed. OHM worked with Best Asphalt to help save money in other parts of the project and negotiate this additional \$24,977.53 down as far as possible.

This change order is also directly related to the amendment to the subrecipient agreement and associated budget amendment request at this board meeting.

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515



memorandum

Date: December 17, 2020

To: Michael Hoffmeister

cc: Brenda Stumbo, Stan Eldridge, Heather Jarrell Roe, Tara Cohen

From: Elliot Smith

Re: Schooner Cove Bus Stop – Change Order

Mr. Michael Hoffmeister,

The Schooner Cove Bus Stop project is substantially complete with only landscape restoration remaining. Restoration is scheduled to be completed in the spring of 2021. On August 18, 2020, the Township authorized a construction budget up to \$182,500.00 for Best Asphalt to perform the work.

As you know, this project was assisted with federal CDBG funds and coordinated with the Washtenaw County Office of Community and Economic Development (OCED). The project was originally bid and awarded in September of 2019; however, the original contractor could not provide the required federal funding paperwork and the project was consequently rebid and awarded to Best Asphalt for 2020 construction.

The Schooner Cove Bus Stop project was a long awaited and needed improvement for the Township residents within the vicinity. For the residents that use AAATA or The Ride as their main form of transportation, this project is an immense benefit. Not only did this project provide a much-needed shelter, but it also improved deteriorated pathways that were long overdue for maintenance. The constructed pathway allows residents in the area to access transportation in a safe and ADA compliant manner. We are elated to help bring this project to fruition with the Township, OCED, WCRC, and AAATA coordination.

This memo is written regarding the attached Change Order. During design, it was desired to replace additional deteriorated segments of pathway that extend from west to east and utilize available CDBG funds to help improve access to the new bus shelter. While soil borings and cores were performed in the area of expected heavy excavation and roadway widening, additional geotechnical information was not obtained in the area of added pathway. It was assumed that the existing path had the Township's standard (or similar) cross section. During construction this fall, it was discovered that the north side of the project did not have any existing subbase beneath the pathway and consequently the pathway had been paved on an existing compromised clay grade. The pathway on the southside of Huron River Drive was built closer to the Township standard. The original plan for the pathway was to use the existing subbase, crush and shape the existing asphalt, and use the crushed material to supplement the base for the pathway – in doing so would help save money for the project – something we have successfully done on other Township projects in the past. Nevertheless, this strategy was not an option based on existing site conditions. The resulting work required substantially more earth work, subbase material, HMA, and restoration. OHM worked with Best Asphalt to help save money in other parts of the project and negotiated what was possible to keep costs in check.

That said, providing access to this path and making sure the new path was built in a manner that is compliant with ADA standards, and maintains compliance by not prematurely deteriorating, was a decision we made in the field while the project had a capable contractor mobilized. OHM worked with the WCRC (this project lies within the Public Road ROW), AAATA, as well as the OCS department to ensure the originally intended design was completed. Unfortunately, this brought on some additional costs beyond what was authorized.

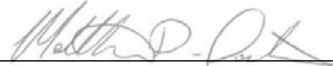
We would be happy to walk the Township through this change order and will also provide the Township with the data we recorded for the pathway in this area to ensure that future projects which rehabilitate adjacent pathway assumes full




base replacement. This project had various unforeseen abnormalities and is not typical. OHM is sensitive to Change Orders and understands that funding can be limited on these smaller projects; however, everything considered, it turned out to be a successful project that will pay dividends to the surrounding residents and promote their livelihood.

We are fortunate to have been part of this project and are thankful to have been given the opportunity to administer coordination efforts between the Township, OCED, WCRC, and AAATA.

Sincerely,
OHM Advisors


Matthew D. Parks, P.E.


Elliot R. Smith

CHANGE ORDER



Project: Ypsilanti Township - Schooner Cove Bus Stop

Job Number: 0098-18-0040

Owner: Ypsilanti Township
7200 S. Huron River Dr.
Ypsilanti, MI 48197
(734) 484-4700

Change Order Number: 1

Date: 12/14/2020

Print Date: 12/15/2020

Contractor: Charter Township of Ypsilanti
7200 S Huron River Drive
Ypsilanti, MI 48197
(734) 544-3651

Note:

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$41,674.53
Original Contract Amount:	\$165,803.00
Contract Amount Including Previous Change Orders:	\$165,803.00
Amount of this Change Order:	<u>\$41,674.53</u>
REVISED CONTRACT AMOUNT:	\$207,477.53

Accepted By

Best Asphalt, Inc. _____ Date _____

Approved By

Mike Hoffmeister - Resident Services
Director - Ypsilanti Township _____ Date _____

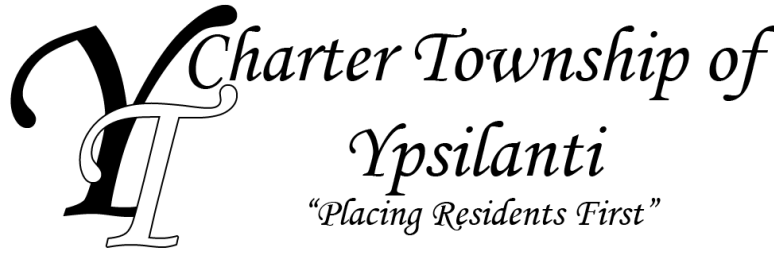
Recommended By

Matt Parks, Principal _____ Date _____

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorized Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A - 1 - Overall Project						
Additional Items to the Contract:						
41	Extra Concrete Curb Work Extra curb needed to be removed and replaced at entrance of apartment complex due to ADA.	0.00 Ls	1.00	1.00	\$875.00	\$875.00
42	Milling along Roadway Per OHM, extra curb needed to be removed and replaced at entrance of apartment complex due to ADA	0.00 Ls	1.00	1.00	\$1,404.00	\$1,404.00
43	Extra Topsoil for North Path Due to having to raise the north path 6', extra topsoil needed to match new path grade	0.00 Ls	1.00	1.00	\$525.00	\$525.00
44	Paving North Path Due to the soft grade on North path, had to use 2 skid loaders and 2 operators to feed the paver to pave the North path as well as extra crew time	0.00 Ls	1.00	1.00	\$1,140.00	\$1,140.00
SUB-TOTAL INCREASES DIVISION A - 1 - Overall Project:						\$3,944.00
Division: B - 2 - Project Removal/ SESC						
11	Erosion Control, Silt Fence	712.00 Ft	69.00	781.00	\$1.50	\$103.50
SUB-TOTAL INCREASES DIVISION B - 2 - Project Removal/ SESC:						\$103.50
Division: C - 3 - Project Construction						
19	Aggregate Base, 21AA Limestone, 10 inch	129.00 Ton	323.98	452.98	\$67.00	\$21,706.66
28	HMA, 4E1 Base, 2 inch	19.00 Ton	4.53	23.53	\$233.00	\$1,055.49
29	HMA, 5E1 Wear, 2 inch	19.00 Ton	13.69	32.69	\$236.00	\$3,230.84
30	HMA, LVSP, Pathway, 3 inch	34.00 Ton	104.60	138.60	\$176.00	\$18,409.60
31	HMA, 4E1 Level, 2 inch	19.00 Ton	2.95	21.95	\$236.00	\$696.20
32	Curb and Gutter, Conc, Det F4	150.00 Ft	19.00	169.00	\$44.00	\$836.00
35	Sidewalk, Conc, 4 inch	1060.00 Sft	536.73	1596.73	\$8.30	\$4,454.86
39	Riprap, Plain	16.00 Ton	8.62	24.62	\$40.00	\$344.80
40	Slope Restoration	223.00 Syd	652.77	875.77	\$14.00	\$9,138.78
SUB-TOTAL INCREASES DIVISION C - 3 - Project Construction:						\$59,873.23
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT						
Division: C - 3 - Project Construction						
14	Structure Adj.	5.00 Ea	-4.00	1.00	\$400.00	(\$1,600.00)
17	Maintenance Aggregate	35.00 Ton	-35.00	0.00	\$60.00	(\$2,100.00)
20	Storm Structure, Reconstruction	3.00 Ft	-1.00	2.00	\$500.00	(\$500.00)
21	Trench Undercut and Backfill	150.00 Cyd	-150.00	0.00	\$90.00	(\$13,500.00)
27	Hand Patching	10.00 Ton	-7.00	3.00	\$350.00	(\$2,450.00)
33	Mountable Curb, Conc, 1 inch	140.00 Ft	-17.80	122.20	\$49.00	(\$872.20)
34	Sidewalk Ramp, Conc, 6 inch	1017.00 Sft	-102.00	915.00	\$12.00	(\$1,224.00)
SUB-TOTAL DECREASES DIVISION C - 3 - Project Construction:						(\$22,246.20)

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



Supervisor's Office

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 481-0617
Fax: (734) 484-0002

www.ytown.org

MEMORANDUM

To: Heather Jarrell Roe, Clerk
Lisa Stanfield, Deputy Clerk

From: Brenda Stumbo, Supervisor
Corey Rippey, Clerk

Date: January 12, 2021

RE: Washtenaw Area Transportation Study Committee Appointments

Approve of John P. Newman to Washtenaw Area Transportation Study Committee, term ending 11/20/2024. We missed the appointment of this Committee at the December 1st board meeting. Trustee Newman will replace Trustee Monica Ross Williams.

Thank you for your consideration.

Should you have any questions, please contact our office.

cdr

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: Ypsilanti Township Board of Trustees

From: Heather Jarrell Roe, Clerk

Date: January 7th, 2021

Subject: ***Request to Set a Public Hearing for the Creation of a street light Special Assessment District for Village Grove Apartments, more formally known as Village Grove 18 LLC, on February 16, 2021 at approximately 7:00 PM***

This request is to set a public hearing for February 16th, 2021 at approximately 7:00pm to create a streetlight special assessment district for the Village Grove Apartments, more formally known as Village Grove LLC 18. Installation of this streetlight is required to have a functional camera at this location per the settlement agreement between The Charter Township of Ypsilanti and Village Grove 18 LLC. The Village Grove 18 LLC will be responsible for the annual cost for operation of the light. Operation costs will be assessed to property owner(s) through the special assessment district.

1115 S. Harris Rd K-11-14-241-001
1428 Village Ln K-11-14-241-003

Should you have any questions, please contact my office.

cc: Files

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: Ypsilanti Township Board of Trustees

From: Heather Jarrell Roe, Clerk

Date: January 7th, 2021

Subject: ***Request to Set a Public Hearing for the Creation of a camera Special Assessment District for Village Grove Apartments, more formally known as Village Grove 18 LLC, on February 16, 2021 at approximately 7:00 PM***

This request is to set a public hearing for February 16th, 2021 at approximately 7:00pm to create a streetlight special assessment district for the Village Grove Apartments, more formally known as Village Grove LLC 18. Installation of this camera is required per the settlement agreement between The Charter Township of Ypsilanti and Village Grove 18 LLC. Ypsilanti Township will be responsible for the cost of installation of the camera. Operation costs will be assessed to property owner(s) through the special assessment district.

1115 S. Harris Rd K-11-14-241-001
1428 Village Ln K-11-14-241-003

Should you have any questions, please contact my office.

cc: Files

**CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #1**

January 19, 2021

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$205,357.00

Request to increase the budget for PTO payout request of 80 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	\$243.00
		Net Revenues	<u><u>\$243.00</u></u>
Expenditures:	Salaries Pay Out - PTO & Sick	101-371-000-708.004	\$226.00
	FICA	101-371-000-715.000	\$17.00
		Net Expenditures	<u><u>\$243.00</u></u>

Request to re-budget for the 2020 Textile Road at Cherrywood Drive Pedestrian installation by Washtenaw County Road Commission approved by the Board on March 3, 2020. The project was push forward to 2021, but was not included in the 2021 budget. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$25,605.00
		Net Revenues	<u><u>\$25,605.00</u></u>
Expenditures:	Highway, Street, & Road Construction	101-446-000-818.022	\$25,605.00
		Net Expenditures	<u><u>\$25,605.00</u></u>

Request to re-budget for the 2020 Township's grant match for the relocation of the Hewitt Road pedestrian crossing at Burns Avenue to Harding Avenue by Washtenaw County Road Commission approved by the Board on April 21, 2020. The project was push forward to 2021, but was not included in the 2021 budget. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$79,185.00
		Net Revenues	<u><u>\$79,185.00</u></u>
Expenditures:	Highway, Street, & Road Construction	101-446-000-818.022	\$79,185.00
		Net Expenditures	<u><u>\$79,185.00</u></u>

Request to re-budget the available remaining funds for the 2020 installation of 2 Cameras at Crystal Ponds Special Assessment District by Conti - approved by the Board on September 19, 2020. The cameras were purchased in 2020 but the installation will not be completed until 2021. The cameras and installation costs were paid by Lombardo Homes, the developer in 2020. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$5,396.00
		Net Revenues	<u><u>\$5,396.00</u></u>
Expenditures:	CAPO Neighborhood Camera System	101-970-000-972.000	\$5,396.00
		Net Expenditures	<u><u>\$5,396.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #1**

January 19, 2021

101 - GENERAL OPERATIONS FUND

Request to increase the budget for a 2021 change order for the Schooner Cove Bus Shelter Project. The change order for Best Asphalt was due to additional work because of unsuitable soil. This will be funded by a Community Development Block Grant (CDBG) for \$23,523 and an appropriation of prior year fund balance for \$1,455.

Revenues:	Federal Grants - CDBG	101-000-000-522.000	\$23,523.00
	Prior Year Fund Balance	101-000-000-699.000	\$1,455.00
		Net Revenues	<u><u>\$24,978.00</u></u>
Expenditures:	Bus Shelter - Capital Outlay	101-970-000-974.100	\$24,978.00
		Net Expenditures	<u><u>\$24,978.00</u></u>

Request to increase the budget for the renovation of the 2nd floor restrooms. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$69,950.00
		Net Revenues	<u><u>\$69,950.00</u></u>
Expenditures:	Civic Center Improvements	101-970-000-975.106	\$69,950.00
		Net Expenditures	<u><u>\$69,950.00</u></u>

212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)	Total Increase	<u><u>\$224,665.00</u></u>
--	-----------------------	----------------------------

Request to re-budget the remaining \$44,992 from 2020 budget for professional engineering services of Stantec for the Loonfeather Park improvements. The original \$58,696 was Board approved on September 15, 2020. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$44,992.00
		Net Revenues	<u><u>\$44,992.00</u></u>
Expenditures:	Loonfeather Park	212-970-000-975.587	\$44,992.00
		Net Expenditures	<u><u>\$44,992.00</u></u>

Request to increase budget for the professional services of Spicer Group to assist with grant application for the Clubview Park tennis courts. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$12,000.00
		Net Revenues	<u><u>\$12,000.00</u></u>
Expenditures:	Professional Services	212-212-000-801.000	\$12,000.00
		Net Expenditures	<u><u>\$12,000.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #1**

January 19, 2021

212 - BIKE, SIDEWALK, REC, ROADS GENERAL FUND (BSRII)

Request to increase budget for the professional services of Carlisle Wortman to assist with outreach, development and design of a community dog park. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$13,735.00
		Net Revenues	<u>\$13,735.00</u>
Expenditures:	Professional Services	212-212-000-801.000	\$13,735.00
		Net Expenditures	<u>\$13,735.00</u>

Request to re-budget the remaining available funds from the 2020 Huron Pathway project for the bid engineering service of OHM approved by the Board on October 20, 2020. The original amount approved was \$6,800 and the remaining available amount is \$1,738. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	212-000-000-699.000	\$1,738.00
		Net Revenues	<u>\$1,738.00</u>
Expenditures:	Capital - Pathway Huron #1	212-970-000-997.250	\$1,738.00
		Net Expenditures	<u>\$1,738.00</u>

Request to re-budget the remaining available funds from the 2020 Community Center Floor Project and increase the 2021 budget for Spicer Group construction engineering service. The original amount of \$7,300 was approved on December 1, 2020. This will be funded by a Community Development Block Grant (CDBG).

Revenues:	Community Dev Block Grant (CDBG)	212-000-000-531.000	\$7,300.00
		Net Revenues	<u>\$7,300.00</u>
Expenditures:	Cap Outlay - Community Center	212-970-000-976.008	\$7,300.00
		Net Expenditures	<u>\$7,300.00</u>

Request to re-budget the 2020 Community Center Floor Project and increase the 2021 budget for installation of the flooring to begin in 2021. The original amount approved of \$144,900 was approved on December 1, 2020. There were no 2020 expenditures, as the installation will start in 2021. This will be funded by a Community Development Block Grant (CDBG).

Revenues:	Community Dev Block Grant (CDBG)	212-000-000-531.000	\$144,900.00
		Net Revenues	<u>\$144,900.00</u>
Expenditures:	Cap Outlay - Community Center	212-970-000-976.008	\$144,900.00
		Net Expenditures	<u>\$144,900.00</u>

**CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #1**

January 19, 2021

230 - RECREATION FUND	Total Increase	<u><u>\$1,000.00</u></u>
------------------------------	-----------------------	---------------------------------

Request to increase the budget for an award of \$1,000 received from Blue Cross Blue Shield and the Healthy Recreation Catalyst Award Program to be used by the Recreation Center for pickleball equipment. This is funded by an award from Blue Cross Blue Shield of Michigan.

Revenues:	Contributions & Donations	230-000-000-675.000	\$1,000.00
		Net Revenues	<u><u>\$1,000.00</u></u>

Revenues:	Rec Enrichment Programs	230-751-000-740.400	\$1,000.00
		Net Expenditures	<u><u>\$1,000.00</u></u>

249 - BUILDING DEPARTMENT FUND	Total Increase	<u><u>\$485.00</u></u>
---------------------------------------	-----------------------	-------------------------------

Request to increase the budget for PTO payout request of 80 hours to be paid at 75%. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	249-000-000-699.000	\$485.00
		Net Revenues	<u><u>\$485.00</u></u>

Expenditures:	Salaries Pay Out - PTO & Sick	249-249-000-708.004	\$451.00
	FICA	249-249-000-715.000	\$34.00
		Net Expenditures	<u><u>\$485.00</u></u>

266 - LAW ENFORCEMENT FUND	Total Increase	<u><u>\$1,213.00</u></u>
-----------------------------------	-----------------------	---------------------------------

Request to increase the budget for PTO payout request of 80 hours to be paid at 75%. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	266-000-000-699.000	\$1,213.00
		Net Revenues	<u><u>\$1,213.00</u></u>

Expenditures:	Salaries pay out - PTO	266-301-000-708.004	\$451.00
	FICA	266-301-000-715.000	\$34.00
	Salaries pay out - PTO	266-304-000-708.004	\$676.00
	FICA	266-304-000-715.000	\$52.00
		Net Expenditures	<u><u>\$1,213.00</u></u>

Motion to Amend the 2021 Budget (#1)

Move to increase the General Fund budget by \$205,357 to \$9,181,862 and approve the department line item changes as outlined.

Move to increase the BSRII Fund budget by \$224,665 to \$1,934,248 and approve the department line item changes as outlined.

Move to increase the Recreation Fund budget by \$1,000 to \$787,290 and approve the department line item changes as outlined.

Move to increase the Building Department Fund budget by \$485 to \$773,229 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$1,213 to \$8,537,294 and approve the department line item changes as outlined.

AUTHORIZATIONS AND BIDS



INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

To: Township Board
From: Travis McDugald, IS Manager
Re: Request to the Township Board to approve the proposal for professional services from CNC Consulting for building a Website Revamp RFP.
Date: January 4th, 2021

On August 18th the Township Board approved a request to seek qualification for consulting services to assist the Township in developing, publish and review response for a Website revamp Request for Proposal (RFP)

Township IT published a RFQ to the MITN website and received six responses. Of the six, IT staff found one response that best understood our goals and could provide the best service.

Township IT would like to recommend to the Township Board the professional services of CNC Consulting, Inc. from of Englewood, New Jersey. The proposed cost for consulting services is \$135 per hour.

While the Township has significant internal talent, we simply do not know what we do not know. While IT staff may find the current site easy to navigate, we have heard from others they find it difficult. Other departments may have a difficult time seeing past their own needs, and we simply cannot put everything on the home page.

The Township currently provides a significant amount of content on its Website. With roughly 600 active menu items, developing an intuitive system to accommodate such a large range of site visitors can be cumbersome.

CNC Consulting will assist the Township in several key points in developing an RFP, which will provide the Township new and fresh Website:

- Assist in the discovery of services the Township can provide through its public Website
- Assist in defining and prioritizes the services a new Website should provide to its users
- Assist in the development of design specification to be used in a formal RFP for a rebuild of the Township's Website

- Assist in the development of “Content Creation and Posting Guidelines” for Township staff
- Assist in the promotion of its published RFP to increase the number of qualified responses
- Assist in the review of qualified responses to the RFP
- Work with various Township departments to ensure each department’s needs are heard and evaluated
- Assist in building guidelines and policies for publishing data on website.

While the consultant will assist the Township in all the steps to build, publish, and review an RFP, this project will still require every department works with the consultant and IT staff This group effect is necessary to ensure our goals and expectations are conveyed within the published RFP.

I respectfully request the Township Board approval the proposal for professional services from CNC Consulting for building a Website Revamp RFP.

Thank you for your consideration.

Travis McDugald
IS Manager, Charter Township of Ypsilanti

Thank you for your consideration.

Travis McDugald
IS Manager, Charter Township of Ypsilanti

Cover Letter

09/29/2020

Travis McDugald
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

Dear Mr. McDugald,

CNC Consulting Inc. appreciates the opportunity to submit a proposal in response to **RFP for Website Revamp Consultant**. Our response fully addresses the understanding, the requirements and the services to be performed for this solicitation.

We have summarized our key qualification in the proposal below. We are not using any subcontractor for this project neither are doing a joint venture arrangement.

CNC hereby acknowledges its commitment to perform the services within the period specified. We have no exception to the terms or scope of required services.

The details of the contact person within CNC Consulting is given below:

CONTACTS:

President: Andy Charlery

Phone: 201-541-9121

Fax: 201-541-9128

acharlery@cncconsulting.com

Should you have any questions or require additional information, please do not hesitate to contact me at 201-541-9121.

Sincerely,



Andy Charlery

Proposal

for

Website Revamp Consultant

for

Charter Township of Ypsilanti

RFQ-2020-08-Website

September 29, 2020

CNC Consulting, Inc.

50 East Palisade Avenue, Suite 422
Englewood, New Jersey 07631

Table of Contents

Cover Letter.....	i
1. Background	1
2. CNC Consulting – Introduction	1
2.1. CNC Summary	2
3. Scope of Services	3
3.1. Methodology.....	3
Phase 1: Website Needs Assessment	3
4. References	5
5. Project Team	6
6. Price/Cost	6
Appendix - I: CV of Key Personnel.....	10

1. Background

The Charter Township of Ypsilanti (Township) has a need for contractor support for services related to overseeing the creation, publications, and review of a Request for Proposals (RFP) to rebuild the Township's public Website.

The Township has a need for a qualified vendor to conduct a comprehensive site requirement and needs assessment analysis and assist with the development of a Request for Proposal (RFP) to rebuild its website.

CNC Consulting being a qualified vendor wishes to submit this response to the RFQ to provide the required services. We are in the business of creating value for our clients which means more than delivering a set of requirements. It means identifying with the client and understanding their vision. It means bringing the best ideas, solutions and approaches to the engagement. If we create value for our clients, if our clients succeed, we succeed.

2. CNC Consulting – Introduction

CNC Consulting, Inc. (CNC) is a certified multi-state MBE that provides a wide range of innovative and scalable IT solutions and services to its clients. CNC specializes in the Financial, Pharmaceutical and Government sectors. CNC holds multiple contracts for the Federal, State and Town Governments.

CNC as an organization values the following:

- Demonstrably exceptional excellence in delivering customer satisfaction
- People are the greatest asset for the company. They should be respected and motivated to give their best performance.
- We must strive for excellent performance both individually and collectively.
- CNC core objectives include:
- To make a significant impact on our client's business ecosystem by deploying latest and relevant IT systems and services.
- To develop and provide the most cost-effective and high-quality IT products and services to our clients.
- To ensure supreme confidence among end - users upon completing tasks and gathering information from our client's websites, digital products, applications, print materials etc.

We believe in conferring the best and latest technology to our customers at cost effective prices. ***We establish a partnership relationship with our customers where our team believes in the success of our partner as our success.***

CNC Value Proposition is:

- Mature Development Processes ensuring best Industry practices and quality.
- Offer End-to-end services and customized solutions to meet customer's diverse needs.
- Close and constant customer interaction and support to ensure customer expectations are met or exceeded.
- Highly skilled manpower resources.
- Domain knowledge and expertise of various industries.
- Expertise to deliver latest and cross technology cutting edge solutions.

CNC has identified state, county, local and federal governments as one of the fastest growing sectors of business for the company.

CNC is providing services to its customers from different industries. Some of our major customers are:

Major Customers		
➤ Sanofi-Aventis ➤ Computer Corporation ➤ Pfizer ➤ Bank of Tokyo ➤ Merrill Lynch ➤ Deutsche Bank ➤ JP Morgan	Sciences	➤ NYC Dept of Social Services ➤ JP Morgan Chase ➤ New York Power Authority ➤ NYS Department of Health ➤ NYC Housing Authority ➤ New York Power Authority
		➤ NYS DOL ➤ NYS Office of Technology ➤ NYS Workmen's Compensation Board ➤ Unisys ➤ IBM Global Services ➤ NYS DOT ➤ FL DMS ➤ FL DOH ➤ PA DOT ➤ RI DOT

2.1. CNC Summary

Srl	Subject	Response
1	Company Name	CNC Consulting Inc
2	Year Founded	1995

4	Location from where services will be performed	CNC location/Offsite
5	Address	50 East Palisade Avenue, Suite 422 Englewood, NJ 07631
6	Contact name	Andy Charlery
7	Title	President
8	Contact Name's direct Phone	201-541-9121
9	Contact email address	acharlery@cncBotProtecting.com

3. Scope of Services

This section describes the understanding of CNC Consulting in terms of the nature of the project and the services required to achieve the following project phases. Our approach to the scope of work includes four project phases: a needs assessment, RFP development, vendor vetting and selection, contract negotiations. Additional scope can be provided if required for project management service through system implementation. The CNC team will provide all professional, technical, consultative, managerial, administrative and other services necessary for a new website solution that is user-friendly, easy to adopt within the County, cost-effective to maintain, and improves operations and services to internal and external stakeholders. The team will lead the analysis and discovery of all facets including but not limited to the County’s existing website and advise the County on the alignment of the new website to their needs, the path to take, the steps involved, estimated budgetary expense, the website technology to be procured and the best possible implementation strategy.

3.1. Methodology

Phase 1: Website Needs Assessment

The team will conduct a needs assessment of the existing system focusing on the broader perspective to identify gaps throughout the system. The purpose, goals and scope of the assessment will be crucial and will be performed with framework process and will include, but is not be limited to, the following:

- a) Document all interviews undertaken with internal and/or external stakeholders.

- b) Review all existing services provided by the Township and recommend a plan that will incorporate which services are best suited and prioritize to provide through the website.
- c) Develop strategies for improving business processes and integration via website. Recommend specific steps/methods for improvement.
- d) Building on the completed needs assessment, stakeholder interviews and available Website solutions, prepare an analysis that identifies potential website framework that the Township might deploy and the advantages and disadvantages of each solution. Lay out an objective comparison of the capabilities against key criteria such as website framework capability and features, ease of user experience, implementation timeline, operational complexity, and rough order of magnitude costs.
- e) Based on the need's assessments explained above, develop a design specification to be used in the RFP for the rebuilding of the Township website.
- f) Assist the Township in the promotion of its published RFP to increase the number of qualified responses.
- g) Build a Requirements register with information gathered during the need's assessment, categorizing requirements and/or services as 'Must have for day to day working', 'Should have', and 'Nice to have/Could have'.
- h) Work with various Township departments to ensure each department's needs are heard, evaluated and incorporated in website functionalities.
- i) Provide the Township solutions adhering to state and federal regulations for Public Website and related laws, regulations and best practices to include in RFP.

Phase 2: RFP Development

- Process Analysis Documentation
- RFP Requirements Elicitation
- RFP Construction

- a) The tools used for needs assessment includes strategic planning (SWOT) and or Porter's 5 Forces Analysis where each department participates and provides there "Important criteria" list to be added to the list of emerging requirements. Once those requirements are approved by the Township, they will be incorporated in the RFP.

- b) The development of the RFP would be in accordance with the procurement requirements defined for the Township to the extent that such material is available. The outline and format of the RFP would follow those requirements as prescribed.
- c) The essential components that each vendor needs in order to properly develop an RFP response includes requirements and format for pricing and other information.

Phase III: Vendor Vetting


- Proposal Evaluation
- Vendor Down-select
- Vendor Demonstrations
- Reference Checking
- Final Vendor Selection

- a) Presumably, only viable vendors will have submitted RFPs based upon the RFP request. Proposal evaluation is determined by the organization and only organizational participants should be involved in this phase of the effort. Vendor proposal evaluation includes an assessment of the degree to which the vendor responded to and addresses specific questions outlined in the RFP and an assessment of the reasonableness and viability of their pricing and pricing model.
- b) Vendor down selection is based upon a criterion established at the time the RFP is developed to determine which vendors receive further consideration. Based upon the overall performance of the vendor (e.g. RFP responses, pricing, etc.) a final contract award may be made.

4. References

Below are the references of our Lead Consultant on previous projects:

REFERENCE 1

Mario E. Zarate
Former Manager
CTR Project Manager
GeoNorth Information Systems
Web Center of Excellence (WCoE)
Joint Service Provider (JSP)
Defense Information System Agency (DISA)
US Dept of Defense (DOD)
Office: (703) 545-9257
Cell: (703) 789-5128
Mario.e.zarate.ctr@r 

REFERENCE 2

Chineme Aghazu
Odellus, Inc
9701 Apollo Drive, Suite 253

Largo MD 20774
Office: (877) 888-1194
Cell: (240) 423-9155
aghazuc@alBotProtect.n

REFERENCE 3

Rodney Sherman

Former colleague at OCTO, DC.gov

Cell: (703) 927-7340

rodney.sherman@alBotProtect.u

5. Project Team

We have proposed Julie Swetnick (Lead Digital Products SME) as the team resource to handle the complete project. Julie has vast experience in development of websites and as a Senior Consultant with the District of Columbia, she was involved with the development and management of the Agency's RFPs, RFIs and IFBs. Our Lead Digital Products SME has a comprehensive background in successfully deploying countless highly functional, robust, interactive, data-driven and state-of-the-art websites that inspire the highest of confidence from the end-users. It does not end with a beautiful site that works well, as we are tight collaborators with our stakeholders to ensure everything down to the last period and line of code is something that contributes directly to the success that you will demand from our engagement. As the lead Digital Products SME, she can, and will, implement the scope of the project via a highly advanced skill set and project management paradigm. If selected, she will be available to start within 30 days of such selection date.

6. Price/Cost

Form B: Details Costs

Labor Costs

Line	Item	Qty	Price
1	Base Hourly Rate	Per Hour	\$135.00
2	Billed Increments	Per Minute	\$2.250

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Form C: Proposal Cost Analysis.

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- It can obtain insurance certificates as required within 23 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

Based on the costs within Form B what would total costs for a job that consisted of:

- 20.5 Consulting Hours.

\$ 2,767.50

Job Total

(Please attach a detailed cost sheet with this cost form page)

Company Name: CNC Consulting, Inc.
Address: 50 E Palisade Ave, Suite 422
Address: _____
City, State, Zip: Englewood NJ 07631
Telephone Number: 201-541-9121
Federal Employer Identification Number: 22-3400677
eMail: acharley@BotProtect.com

By: _____

(Signature)

Title: President

(Typed or printed name)

Date: 10/1/2020

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Unsigned proposals will not be considered.

Form D: Iran Business Relationship Affidavit.

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS, as defined by law.

Vendor	
Legal Name	CNC Consulting, Inc.
Street Address	50 E Palisade Ave, Suite 422
City	Englewood
State	NJ
Zip	07631
Corporate I.D. Number / State	
Taxpayer I.D. #	22-3400677

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Charter Township of Ypsilanti.

I have reviewed the terms and conditions and insurance requirements prior to submitting this bid solicitation.



 Signature

President

 Title

CNC Consulting, Inc.

 Company

10/1/2020

 Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

Appendix - I: CV of Key Personnel

Julie Swetnick

PROFESSIONAL SUMMARY

Julie Swetnick has accumulated over two decades of Web/IT experience and achievements, including being one of the first 100 women in the world to attain a Microsoft Certified Systems Engineering Certification (MCSE).

Having grown up in Washington, DC; a dynamic and multicultural city, Julie developed into a curious, free-thinking, and compelling individual. She has an innate ability to make friends with people from disparate backgrounds, walks-of-life, and cultures, which is especially useful in today's society and world, considering that IT teams can be quite diverse, and more frequently located off-shore.

Though Julie has previously worked on Agile projects as a Webmaster, Web Production Manager and Team Lead, nowadays, she enjoys putting her more specialized talents to good use in one, all, or a combination of the following roles:

- Accessibility SME - Section 508 and WCAG 2.1 Standards, Guidelines, and Techniques (includes testing using JAWS, NVDA, Keyboard, TalkBack, Voiceover, WAVE, WAT, aXe (Chrome, Firefox), WAT, WAVE, Microsoft Accessibility Inspector, Worldspace, AInspector, W3C Code Validators, Color Contrast Analyzer, etc.)
- Digital Analytics SME - Adobe (Omniture), Google, and IBM Digital Analytics (Coremetrics), creation of executive reports, dashboards, and strategic recommendations
- CMS SME - Microsoft CRM, Drupal 7 & 8/Modules, and WordPress/Plugins
- Customer Hub Personalization SME
- Cordova Hybrid Mobile SME
- JS Libraries and Frameworks SME - Zurb Foundation, Bootstrap 3 & 4, Boilerplate, D3, jQuery/AJAX, JSON, and some Angular, Vue and React
- UI/UX Dev- Wireframes, Mockups, Interactive Prototypes (create from scratch), Skins/Reskins, Styleguides, Customization of Themes/Sub-Themes/Stylesheets, and designs to enhance User Journeys
- Expert developing using Semantic HTML5, CSS3, ARIA, PHP, and JavaScript Libraries, Flex and Grid Dev
- QA/Functional Regression and Integration Tester
- Agile (Kanban) Lead - Daily scrums, PI Planning sessions, sprints, backlogs, grooming sessions, identification of and solutions to spikes, etc. using VersionOne, Jira, Confluence, MS Teams
- Web Security Critical Controls SME

- Apigee Edge, Apigee Bootstrap Theme Customization, and OAuth Front End Design Integration
- Business and Functional Analyst
- Digital Analytics SME (Google, Adobe, and IBM/Coremetrics)
- Tech Writer
- Senior Content Editor/Producer
- Taxonomy, Custom Vocabulary/Context SME
- Search Engine Optimization (SEO)/Search Engine Results Page (SERP) SME
- Information Architect (IA)
- Senior Wiki Editor (MediaWiki and Azure DevOps)
- Senior Systems Engineer/MCSE

TECHNICAL EXPERIENCE

DRUPAL TEAM LEAD

U.S Department of State, Office of Inspector General

Rosslyn, VA and 100% Remote during Covid-19

Contractor with Prime - PacArctic/Koniag Government Services (FT/Perm)

01/23/2020 — Present-2020

- Drupal 8 Lead Designer responsible for eliciting requirements from the client, and then creating all project wireframes for the stateoig.gov website's migration/redesign
- Drupal Module identification, research, selection, installation configuration, and customization (files including .yml, .css, [.js](#), etc.)
- Involved in recommending, testing, submitting to the CRB, installing/upgrading, and configuring of Drupal modules
- Create Drupal 8 sitewide theme customization based upon the Barrio Bootstrap 4 Sub-theme, w/Bootstrap installed locally, not from a CDN
- Configured and developed the site's custom views, content types, and custom blocks.
- Installed and configured local Font Awesome Pro 5.x integration (upgraded from using the FA CDN)
- Working with Granicus to integrate GovDelivery Subscription Services for the OIG's Reports and Recommendations Alerts/Bulletin Feeds
- Accessible customization of Site-wide Theme, Stylesheets, Forms, and UIs
- Migrated/Integrated Google Analytics sitewide
- Accessibility and functional Tester/QA. Ensure that the Dev Portal functions as specified in the BRs and FRs, and that it complies with Section 508 and WCAG 2.1 standards and guidelines (Expert A11y Tester using JAWS, NVDA, WAVE, WAT, W3C Code Validators, Color Contrast Analyzer, etc.)
- Utilize VS Code, MySQL Workbench, WampServer for Development (on Local, Dev and Staging environments in AzureDevOps)
- Experience with using Composer and Drush

- Participate in Agile (Kanban) PI Planning, daily scrums, sprints, stories, backlogs, grooming sessions, identify and solve spikes
- Integrate 2 Factor Authentication (2FA)
- Assist UI/UX Team members to write/enhance/correct Technical Docs (style guides, prototype notes, accessibility guides, and other user-related docs and guides)
- Integrate Google Search for internal content and sitewide searches
- Translate prototypes into fully functional, branded front-end UIs
- Create and manage all Azure DevOps Boards for the team/project
- Translate prototypes into fully functional, branded front-end UIs
- Create/Manage the Team's SharePoint online document repos and created the site's technical documentation
- Host/facilitate the team's daily scrums, management and client meetings, and weekly roundup meetings, and coordinated, collated, and posted all status reports for the team
- Work with 3rd-party Developers for the OIG's Investigative forms and XML Feeds

SENIOR UI/UX LEAD DESIGNER, BA, AND ACCESSIBILITY SME

APHIS MIMS

USDA

100% Remote

Contractor with Prime - PacArctic/Koniag Government Services (FT/Perm)

11/13/2019 — 03/13/2019

- Tasked by Koniag to assist with this project while awaiting my Interim Secret clearance for my U.S. Dept of State /OIG position. They did not want me to leave the project, so I worked with them evenings and weekends after I joined the OIG project
- Sr UI/US Designer for the APHIS MIMS migration from stand-alone, hardware-specific application to Mobile-first responsive web
- Recreated and updated the current App's functionality into highly detailed wireframes and interactive UI prototypes for mobile and desktop using Figma
- Participate in the daily agile scrum meetings and PI Planning sessions
- Work with the client to elicit outstanding functional requirements and suggest new functionalities
- Create technical documentation for the project managers
- Lead demonstrations for the clients to showcase new development, as well as to illicit feedback
- Conduct accessibility testing in all new interface development
- Mentor to junior level designers

SENIOR UI DEVELOPER AND ACCESSIBILITY SME

Developer Portal

Freddie Mac

Vienna, VA

Sub-contractor with Tekfortune for Capco

06/11/2019 — 08/09/2019

- Sr Drupal 7 & 8 Responsive Web Dev.
- Drupal Module identification / Research / Selection / Installation / Configuration / and Customization
- Work with the Google Apigee Edge Theme, and Bootstrap 3 & 4 Frameworks for the Freddie Mac Developer Portal (OAuth, RESTful APIs, security keys, etc.).
- Re-skinned the Freddie Mac Dev Portal. Identified the conflicting/unnecessary Zurb Foundation framework and removed it from the Portal. Replaced with clean Bootstrap framework 3 to better optimize the responsive styling of components for Apigee Edge on Drupal 7, and removed conflicting/unnecessary/non-global “inline” component styling.
- Identified and created custom styling to be utilized upon upgrade to Drupal 8, using Bootstrap 4 Semantic HTML and “Card” styling of components.
- Accessible customization of Site-wide Theme, Stylesheets, and UIs.
- Expert UI Dev using HTML5, CSS3, ARIA, PHP, JavaScript (jQuery, AJAX), and some Angular io
- Accessibility and functional Tester/QA. Ensure that the Dev Portal functions as specified in the BRs and FRs, and that it complies with Section 508 and WCAG 2.1 standards and guidelines (Expert A11y Tester using JAWS, NVDA, Keyboard only , TalkBack, Voiceover, Mobile Screen Gestures, WAVE, WAT, aXe, Worldspace, AInspector, W3C Code Validators, Color Contrast Analyzer, etc.)
- Utilize Visual Studio and VS Code for Dev (on Prod and Non-Prod VDI environments).
- Participate in Agile (Kanban) for PI Planning, daily scrums, sprints, stories, backlogs, grooming sessions, identify and solve spikes, etc. in VersionOne, Jira, Confluence, and MS Teams.
- Tester for Security Critical Controls related to user accounts (credentials / logins).
- Advise and assist the Dev team regarding optimization of SEO and SERPs.
- Analyze / Leverage Site and user metrics to improve the UI/UX using Digital Analytics (Google and IBM/Coremetrics).
- Assist UI/UX Team members to write/enhance/correct Technical Docs (style guides, prototype notes, accessibility guides, and other user-related docs and guides).
- Translate prototypes into fully functional, branded front-end UIs.
- Suggest Drupal modules to supplement the need to develop new portal functionalities.

SENIOR ACCESSIBILITY SME

Microsoft AI+R Division
Microsoft Corporation
Redmond, WA (100% Remote)
Contractor with Computer Futures

03/13/2019 — 04/24/2019

- The Senior Accessibility SME, responsible for Validating offshore Bugs for the AI+R Division of Microsoft (Bing Search, Bing EDU, and MSN Apps such as MSN Sports).
- Validate Accessibility issues, related to lawsuits against Microsoft Bing Search and MSN, and recommend mitigation techniques.
- Leverage knowledge of WCAG 2.1, HTML5, ARIA, CSS3, Accessible design, and aid with formulating compliant remediation techniques for the Bing and MSN Responsive JavaScript Code Libraries.
- Participate in Agile dev meetings to help facilitate completion of Bugs remediation within defined timelines.
- Validate Bugs identified and documented by 5000 Off-Shore (HCL) Web and App Testers uploaded into the MS Azure Bugs Query Lists.
- Participate in, and several times host, weekly Microsoft AI+R Space Lab Dev and Design inter-team 'lunch and learn'-type discussions.
- Provide testing, documentation, validation, and suggested fixes when the offshore testers insufficiently identified and documented Bugs.
- Utilize the new Microsoft collaboration with Deque aXe open source accessibility browser plugin.
- Tested websites (in development, and in production), as well as Web Apps such as MSN Sports, Bing EDU, and Bing Search.

SENIOR FRONT-END DEVELOPER AND ACCESSIBILITY SME

Regions.com, Investor Relations, and SpeedPass
Regions Financial Corporation
Birmingham, AL (95% Remote)
Contractor with Apex Systems

05/21/2018 — 11/20/2018

- The Senior Accessibility SME, responsible for identifying and detailing Section 508 and WCAG 2.0 Level A and AA compliance issues occurring within all public-facing Regions.com web domains, using AT's and other accessibility testing methods (manual and automated).
- Participate in Agile planning and development, including attending PI Planning and Inspect and Adapt meetings at the Birmingham, AL Regions Bank T HQ, once a quarter.
- After identifying bugs, Incorporate accessibility bugs/issues into the Alpha and Omega web team JIRA backlog boards
- Participate in providing Regions.com Dev and Design team lunch and learns.

- Provide testing, documentation, validation, and suggested fixes for 3rd party identified non-compliance website-related accessibility lawsuits.
- Expert at testing using Assistive Technologies (AT's) including such tools as JAWS, NVDA, ZoomText, VoiceOver, and more.
- Helping to create the standardized/global accessible dev and design libraries for Regions.com
- Best Practices SME for HTML5, CSS3, ARIA, plus
- Skilled at configuring/creating automated and manual Deque WorldSpace Assure test cases, test runs, and reports.
- Validate A11y non-compliance issues, whenever lawsuits filed against Regions Bank's public-facing websites.

SENIOR DRUPAL FRONT-END DEVELOPER AND ACCESSIBILITY SME

Vietnam War Commemoration (VWC), Joint Services Providers (JSP)

U.S. Department of Defense (DOD)

Arlington, VA (20% Remote)

Contractor with GeoNorth, a Tatitlek Subsidiary

11/13/2017 — 02/15/2018

- The Vietnam War Commemoration Agency's Digital Accessibility (A11y) SME, responsible for identifying and detailing Section 508 and WCAG 2.0 Level A and AA compliance issues occurring within the VWC web assets, using AT's and other accessibility testing methods (manual and automated).
- Recommend automated and manual accessibility tools and testing methods for VWC Govt. in-house team to maintain Section 508 and WCAG 2.0 A and AA compliance post project launch.
- Suggest best A11y remediation techniques/methods for the Public-facing (PF), Partner Portal (PP), and Staff Portal (SP) sites to comply with Section 508 accessibility compliance guidelines.
- Share my knowledge with project designers and Devs to test their respective work themselves, using Assistive Technologies (AT's) (e.g., screen readers, magnifiers, alternative input, etc.).
- Test to confirm, then document all Drupal module admin settings are correctly configured for all user types (rights and capabilities) for the Agency's website/portals for proper site access and security purposes.
- Break-out the websites' business requirements into discrete Excel spreadsheet documented line- items, used to in the validation process to ensure BRD and FRD compliance (both design- and dev- related).
- Train content editors in the correct usage of the Drupal WYSIWYG CKEditor to incorporate site-wide consistent accessibility standards.
- Customized the CKEditor and associated CSS3 for usage within the VWC sites
- Taxonomy SME, assisting the VWC with creating and utilizing consistent terminology across the PF, PP, and SP websites.
- Document the Drupal modules and configuration settings.
- Compile a VWC website style guide, which includes accepted web accessibility patterns and best practices (UI/UX- and code-related).

- Communicate accessibility findings and remediation strategies to a range of project stakeholders (e.g., Executives, Managers, Designers, Developers, etc.)
- When needed, work hands-on to create and remediate designs and code for Agency’s digital products and web content.
- Guide and coach colleagues and clients to use Best Practice Web editorial standards, in one-on-one, small group, or large forum environments.
- Act as an accessibility consultant and a web engineer.
- Leverage my accessibility expertise using various desktop platforms (including Windows and MacOS), as well as using various mobile platforms (including Android and IOS).
- Incorporate accessibility best practices for Video and other digital media presented on the site.
- Create and promote agency-wide accessibility standards and guidelines for PDF and other digital documents.
- Work with designers and Devs to prepare for ‘next-gen’ accessibility APIs.
- Work with the Devs to clean-up/re-architect the sites’ confusing, redundant, and outdated IA and navigation structures.
- Work with designers to create a more consistent look and feel and consistent taxonomy for all the VWC digital assets.

SENIOR WORDPRESS DEVELOPER AND WEB ACCESSIBILITY SME

ITD Office, U.S. Mint

U.S. Department of Treasury

Washington, DC

Sub-contractor with Evolver’s Group, for Leidos

06/01/2016 — 08/15/2017

- The U.S. Mint’s WCMS Digital Accessibility SME, responsible for developer and site adherence to W3C WCAG 2.0 guidelines and standards, and Section 508 compliance for all ITD WCMS websites (including usmint.gov, the Apollo 11 Coin Design Competition, the U.S. Mint Kids site, the U.S. Mint Educators site, CCAC, and the Denver Mint Tour booking site).
- Taxonomy SME, assisting the Mint with creating a classification system for keywords, consisting of three distinct classes - navigational, informational and transactional keywords, that helps facilitate internal and SEO, in addition to helping to define Mint standards and guidelines for optimizing copy and landing pages for optimizing SEO, by performing ongoing keyword research including discovery and expansion of keyword opportunities, and through research and implementation of content recommendations for organic SEO success.
- Software developer, who works with a small and code-savvy team to move the U.S. Mint’s legacy info- and micro-sites from ColdFusion to a new WCMS – utilizing WordPress as the new, open source, responsive platform; mirroring the look and feel of the newly migrated U.S. Mint catalog (e-commerce) site utilizing Demandware, thus furthering an integrated ‘look and feel’ for the Agency’s digital properties. Coding includes PHP, CSS, JavaScript, HTML5, ARIA, jQuery, and theme, plugin code modifications/customizations, etc.

- Tasked with recommending, testing, submitting to the CRB, installing/upgrading, and configuring of WP plugins, as well as customizing WP themes, WP security critical controls implementation
- Participate in troubleshooting/fixing defects, providing timely technical research/reports, technical implementations, testing, configuration, code modifications, migration assistance, and new or improved functionality/features delivery for each sprint release.
- Attends and contributes to daily checkpoint meetings, which are attended by senior developers/team leads, contractors, and U.S Mint ITD management.
- Participate in leading the U.S. Mint's Dev, QA, and Prod WCMS environments' HA and Performance testing, including working with dozens of Apache WordPress web servers, WAFs, file servers, DB servers (MariaDB master and slaves / HyperDB), MaxScale servers, F5s, and more.
- Assist with flattening the U.S. Mint's legacy ColdFusion datacenter-hosted websites and migrate them to the new responsive WCMS WordPress environment.
- Help to QA test and migrate the U.S. Mint's 'Artist Portal' for Coins & Medals Design Competitions, including functionality for collecting artist submissions, judging, and competition administration to the U.S. Mint's WCMS.
- Assisted with migrating the U.S Mint's Sales & Production Figures website to the new WCMS environment from a legacy Cold Fusion site
- Collaborate and recommend solutions for implementing a new U.S. Mint Denver Tour Booking site
- Research, create, implement, and document custom user 'Roles and Capabilities' within Oasis
- Workflow Pro WP plugin.
- Senior technical writer and editor for many of the projects' test scripts, SOPs, SOWs, and WordPress plugin Wikis, utilizing SharePoint and MediaWiki.

SENIOR IT 508 AND WCAG 2.0 SHAREPOINT ACCESSIBILITY SME

IRAP Office, U.S. Internal Revenue Service (IRS)

U.S. Department of Treasury

Lanham, MD

Sub-contractor with Odellus, Inc. for Chickasaw National Industries (CNI)

11/01/2015 — 05/30/2016

- Sole IRAP liaison, auditor, and accessible code SME for the IRS Source Intranet Redesign project (migration of IRWeb Intranet).
- Provide recommendations to improve the agency's 508 service offerings, processes and artifacts
- Author advisory documents.
- Review and analyze systems engineering/design/requirements documentation so that Section 508 requirements are included where appropriate.
- Participate in solution evaluation process, providing input and advice on architecture.
- Support requirements elicitation and validate high level system requirements development.

- Provide guidance on the pending changes to 508 regulations (Access Board, WCAG 2.0)/impact assessment.
- Develop project-level standardized checklist of Section 508 activities and deliverables to be used during sprint planning and sprint end of checkpoint reviews, such as iterative development sprint support.
- Advise project managers and staff on Section 508 best practices as well as AT and site testing procedures, remediation techniques and suggestions, and implementations.
- Participate in project- and program-related stakeholder meetings
- Assist with technical support related to Section 508 and assistive technology, including, but not limited to training, and hands-on development assistance/clinics.
- 508 compliance and accessibility testing using assistive technologies.
- Prepare and present reviews for Agency websites and applications Section 508 compliance reports
- Work with management and staff in evolving accessibility regulations and performance criteria for 508 Refresh and WCAG 2.0 across the agency websites.
- Develop and maintain quality standards for all testing activities, test reports, and other artifacts
- Provide technical writing expertise and document review as needed.
- Plan daily activities within the guidelines of the job description and supervisor's instruction to maximize personal and project output.

WEB ACCESSIBILITY SPECIALIST

JPMorgan Chase & Company

Wilmington, DE

Contractor with Experis

06/01/2015 — 08/01/2015

- Responsible for identifying and suggesting potential solutions to deliver accessible apps and content on mobile platforms based on the W3C WCAG 2.0 standards and Mobile Web Best Practices, as well as compliance with the ADA, Section 508, Twenty First Century Communication and Video Accessibility Act (CCVA) and other accessibility related laws.
- Accessibility auditor, educator, and advisor for assigned to J.P. Morgan Chase digital commercial banking Web and application developers, designers, and QA team members (including Global Trade Services Group Application Team in Hong Kong and Bangalore for APAR, TCFE, and BIRXT).
- Work with each assigned LOB (domestic and offshore) to determine a representative sample set of pages, covering site templates and different types of content and features for review.
- Work with each LOB to educate how to use the JPMC specific W3C WCAG 2.0-based Accessibility Checklist and Accessibility Tools, and techniques to validate W3C WCAG 2.0 compliance through a number of human checks, testing with the tools that people with disabilities use such as JAWS, ZoomText, and Dragon Naturally Speaking, reviewing color contrast, checking keyboard access, evaluating the underlying code, etc.
- After implementing the changes identified through the web accessibility audit, conduct a review of each website/web app to facilitate offshore meetings and present non-compliant artifacts for each tested JPMC digital property.

- Provide hands-on, training, manages online role-specific CBTs and educational resources, and promote best practices, standards, and guidelines for JPMC web developers, designers, and QA testers.
- Accessible PDF file SME, including providing training resources and guidance for PDF file and MS Office document accessible file creation and conversion

IBM DIGITAL ANALYTICS, eCOMMERCE, SEO, AND DIGITAL ACCESSIBILITY SME

OMS II COE, OCIO-OIT, U.S. Mint

U.S. Department of the Treasury

Washington, DC

Sub-contractor with The Goal, Inc. for Deloitte Government Services

11/01/2014 — 05/31/2015

- Utilize my experience to advise management on the sales and marketing teams on how they might increase conversions on the U.S. Mint's government eCommerce website, by interpretation of digital reporting, analytics and web strategy, UX/UI, keyword optimization, site performance, taxonomy creation and compliance.
- Maintain up-to-date integration of the Mint's eCommerce site with the latest trends and best practices in SEO and SEM, incorporating qualitative, quantitative and problem-solving skills.
- Track, report, and analyze website analytics for the U.S. Mint's eCommerce and Infosite, by pulling data from web analytics tools and other reporting applications, to create reports, workbooks, and data dashboards required by various agency users using Google Analytics and IBM Digital Analytics.
- Solid understanding of performance marketing, conversion, and online customer acquisition.
- Compare, correlate, and interpret site usage, customer, and eCommerce/sales data from Business Analytics reports and insights collected from SiteCore reports, generated during U.S. Mint's eCommerce solution search.
- Leverage usability analytics and experience with complying and implementing ADA Section 508, WCAG 2.0 guidelines and standards to optimize and improve U.S. Mint websites and mobile apps.
- Contribute recommendations for improvement of the agency's web style guide, SOPs, and help identify and analyze web related KPIs for the agency.
- Analyze various data pieces including competitive, qualitative, web analytics, social media, and financial data, to help drive positive business changes.
- Work with executive-level management, stakeholders, developers, and staff to help deliver actionable insights and recommendations to improve the agency's online presence and to create a more '21st century' eMarketing strategy, such as applying analytical, and 'outside-the-box' thinking to better optimize multi-channel marketing.
- Execute UAT and QA testing to identify issues, and recommend potential optimizations and improvements to the agency's eCommerce (catalog.usmint.gov) website and agency-related social media websites
- Provide business recommendations to the agency's implementation developers to optimize Agency analytics tags.

- Assist the U.S. Mint’s Sales and Marketing (SAM) team with AgilOne reporting data analysis for the Mint’s multichannel sales platform: eCommerce site (Demandware), social media sites, chat service, call centers, stores/kiosks, and inventory control, distribution and production facilities.
- Create training workshop agendas and materials for the U.S. Mint’s ITD, SAM, and OCC teams, to educate them on how to best utilize and interpret IBM Digital Analytics (Coremetrics) data.

[WEBMASTER, DRUPAL WEB PRODUCER, SENIOR WEB CONTENT EDITOR III, AND MOBILE APP DEV MANAGER](#)

Government Affairs and Communications Department, and the DC Department of General Services (DGS)

Government of the District of Columbia (DC.Gov)

Washington, DC

Sub-contractor with CSZNet for ITSA

01/01/2014 — 09/01/2014

- Drupal subject matter expert (SME) and executive consultant working independently to proactively work with managers to promote positive agency website strategies and processes.
- Sole POC for all CMS web-editing and publishing (posts, issues, etc.) related to the DGS.DC.Gov website
- Utilize HTML5 in Drupal to edit copy and refresh content to keep text and images relevant and current depending upon DGS’s needs.
- Contribute ideas and feedback on current and future editorial content based on DGS’s goals and trends.
- Help define, document, and communicate content processes, timelines, and style guidelines for DGS.
- Conduct scheduled maintenance content reviews and site optimization to uphold standards compliance in collaboration with the Office of the Chief Technology Officer (OCTO) lead web maintenance editor and the Department of General Services (DGS) Government Affairs and Communications Deputy Director.
- Partner with DGS's Communications Director and team members to better liaise with DGS's deputy directors and key stakeholders to identify existing areas of the website that need content supplementation and/or optimization and define strategy to meet DGS’s communications and utilization optimization goals.
- ADA Section 508 SME and trainer for agency content contributors on how to correctly implement and adhere to DCGov’s strict accessibility standards and guidelines.
- Define SEO and Section 508 best practices for DGS website and mobile app content in conjunction with OCTO.
- Conduct keyword integration and optimization tests.
- Train DGS’s editorial team to enhance the agency’s SEO rankings by integrating appropriate and strategic keywords and enforce adherence to communications industry best practices.
- Create detailed weekly Google Analytics reports for the Director of DGS, and review, analyze, and integrate with DGS’s Social Media websites’ analytics.
- Technical adviser and decision-maker related to the new DGS Mobile Application (including APIs, RSS/

- XML /ATOM feeds, filtering and parsing of website data).
- Graphic designer and editor for all Agency web postings
- Publish all Agency events to the Agency website, including ceremonies, community meetings, outreach presentations, and solicitations.
- Manage and maintain all DSG Contract and Procurement Division’s solicitations (RFPs, IFBs, etc.) and associated documentation on a daily basis.
- POCforallcontractandprocurementstafftopostallContractSolicitationsfortheDistrictofColumbia.
- Schedule and implement DGS’s website for search engine index crawls.
- Participate in requirements gathering, creation, testing, and deployment of the DGS Mobile App.

SENIOR WEB EDITOR III (DRUPAL), WEB ACCESSIBILITY SME

Office of the Chief Technology Officer (OCTO)

Government of the District of Columbia (DC.Gov)

Washington, DC

Sub-contractor with CSZNet for ITSA

10/13/2012 — 12/31/2013

- Web Content Editor (migration expert) for more than 140 District Agency websites during the District's transition from a legacy content management system (DSF) and a second content management system (Vignette/OpenText) to the District's permanent unified content management system (Drupal 7).
- Member of the Web production team at OCTO who helped the DC.Gov win a national award recognizing excellence in government and municipal websites; “Best of the Web 2013” Runner Up, and winner of “Best of the Web 2015” for government websites.
- Collaborate with OCTO BA's and Agency's content owners and key stakeholders to refine migration sitemaps and update site content.
- Manage website content migration publication workflow.
- Acquire, create, edit and/or optimize images and publications to comply with DCGov’s web standards and guidelines as well as accessibility requirements.
- Customize and optimize HTML code, thus reducing errors and increasing site performance.
- Provide editorial and standards oversight for migrated content utilizing the Web Style Guide for the District of Columbia.
- The Agency’s website Section 508 and WCAG 2.0 Web Accessibility SME.
- Assist with Drupal training for District Agency content owners in preparation for site launches/handovers.
- Utilize OCTO's JIRA trouble ticketing system to report and track DCGov’s global Drupal-related web defects.
- Interact daily with District Agency web contacts and content owners.

OPEN-TEXT WEB PRODUCTION MANAGER

Customs and Border Protection (CBP)
U.S. Department of Homeland Security
Washington, DC
Contractor with KForce

09/01/2009 — 9/1/2012

- Web Production Manager for the CBP's Intranet Web Content Production Team of 10 content editors.
- Delegate tasks, manage training, and helped mentor team members.
- Manage the daily production workflow of internal CBP web content utilizing Vignette CMS on a SharePoint web platform.
- In charge of quality control, best practices implementation, and oversight of the production of the CBP intranet site.
- Created a training manual and SOP's for the team.
- Part of a 3-person team to evaluate, test, select, and implement the CPS's Intranet Search software.
- Manager for the CBP Intranet KPI's and other Wiki updates on the Web production team's SharePoint site.
- POC for Section 508 accessibility for the CBP's Intranet Web production site/team after Certification as a Trusted Tester through the DHS program.
- Direct report to CBP's Director of IT web services.

WEB ANALYTICS PROFESSIONAL SERVICES ENGINEER

Merck Sharp & Dohme Pharmaceuticals (MSD)
Merck Pharmaceuticals Intl.
Brussels, BE
Consultant

2005 — 2006

- Perform in-depth customer needs analysis to support the MSD UNIVADIS country- and region-specific Web portals and customized dashboards, researched existing and potential MSD clients and their respective working environments to obtain insight into current business and technological capabilities and gaps, identify and established necessary points of contact, managed data extraction and analysis expectations, provided on-time reporting, assisted with scorecard deliverables, and documented future needs.
- Integrated clients' CRM applications into useful Google Web analytics reports.
- Organize and document research findings into a comprehensive Customer Needs Assessment document
- Provide recommendations for strategic alignment of in-house and Akamai/partner consulting capabilities to meet current and future identified customer needs.

- Developed strategic plans and business process to support the alignment of consulting capabilities and customer needs.
- Manage the Akamai OnDemand services for all of MSD's international Web Portals.
- Monitor, analyze, and make recommendations for web portal application load testing and benchmarking
- Troubleshoot web network and server-side application performance problems.

SENIOR PRODUCTION WEBMASTER

Offices of RM/EX/ISSO

U.S. Department of State (DOS)

Washington, DC

Contractor for HireNetworks

2004 — 2005

- Perform Project Management Leadership and oversight for business process analysis of three DOS Bureaus (Resource Management, Executive Offices, and the Information Security Systems Office - RM/EX/ISSO) unclassified Website efforts.
- Manage the day-to-day operations team members who architect, analyze, automate, build, configure, deploy, document, fix, install, integrate, prototype, load test, migrate, monitor, optimize, scale, script, support, troubleshoot, and tune all U.S. Department of State Web servers.
- Discover, document and assess current as-is customer processes, workflows, and instrumentation.
- Collaborate with customer leads and team members to identify process improvement opportunities and implement approved changes.
- Design, build, and scale customer and application specific web hosting environments.
- Collaborate with the technology developers to identify and manage all design, development, testing, evaluation, and re-engineering tasks for the unclassified RM/EX/ISSO Website efforts.
- Develop and manage detailed project plans, as well as resulting artifacts and task deliverables.
- Manage all Section 508 development projects, as well as monitor and enforce implementation.
- Execute quality assurance measures to ensure the completeness and delivery of all deliverables on time or ahead of schedule.
- Monitor, enforce, recommend, and document best practices efforts.
- Assist with the development and implementation of Webtrends reports, views, templates, and scorecards for all three Bureaus.
- Manage the teams responsible for the Web Data Center's daily operations.
- Execute quality assurance measures to ensure the completeness and delivery of all deliverables on time (or ahead of schedule), and on budget.
- Scope, network architect, and recommend hardware and software applications necessary to fulfill a directive to implement a redundant blade server array in an onsite data center hosting all US Embassy and Consulate websites.

- Instrumental in championing secure collocated and replicated Web servers in various secure U.S. Government data centers, for U.S. Embassy and Consulates websites.
- Mentor team members.
- Brief senior executives on the status of all projects and deliverables.
- Member of the U.S. Department of States' Internet Best Practices and New Initiatives Steering Committee.

SENIOR WEB PROJECTS MANAGER, WEB PROJECTS TEAMS LEAD, AND WEB ANALYTICS MANAGER

Cable & Wireless, Intl.

Vienna, VA

FT/Perm

1999 – 2004

- Responsible for managing all Web teams and projects involved with the site-wide redesign, artistic interpretation, deployment, testing, and optimization of 250 portal sites (developed in 8 languages).
- Manage the Accenture Team contracted to develop the code required to migrate all of the Global Internet Group's (GIG) .html and .asp pages to a standardized .jsp platform.
- Web Hosting Solutions Architect, who manages the software development life cycle of the Internet architecture framework by facilitating, detailed communication between the Internet application developers, web designers, quality assurance testers, and architecture developers (Software O&M).
- Host inside-team, 3rd party contractors, and Exec level meetings, and lead the site-wide migration's GAP analysis reviews.
- Document all issues, delegate tasks, set deadlines, review and test solutions required to migrate from static Web pages to customizable Web portals and dashboards.
- Implement Web Analytics reporting across all segments and channels of the GIG Websites, and utilized the results to create monthly
- usage reports and scorecards, as well as lead weekly analytics interpretation meetings with marketers, designers, key- departmental managers and other executive stakeholders.
- Lead measurement, tagging strategy and implementation for the redesign of the multi-million Ecommerce platform consisting of dozens of managed hosting services, with segment marketing to 157 countries and customized sites developed and produced in 11 different languages.
- Collect analytical requirements in support of business goals.
- Define Measurement Strategies, and Key Performance Indicators (KPIs).
- Formulate consistent tagging requirements based on business requirements
- Work closely with the Development team to ensure tagging implementation including tag testing/QA.
- Design/Set up necessary reports into the reporting interface, included scheduled as well as responsible for ad-hoc reporting requests.
- Provide analysis and insights for post-launch testing and performance.
- Ecommerce analytical support including conversion analysis, A/B testing, site optimization, customer satisfaction, and on-line

- campaign optimization.
- Modeling and integration of new data sources, i.e., weblogs.
- Partner closely with multiple stakeholders including Product, Usability, Content, Design, Demand Generation, and Ecommerce teams to establish shared analysis goals and deliver insights into customer behavior leading to online performance improvement.

INTRANET WEBMASTER

Host Marriott Services Corporation

Bethesda, MD

FT/PERM Employee

1997 — 1999

- Install, configure, administer, secure, and maintain the HMSHost Intranet Server (IIS).
- Design, maintain, develop, and deploy the Intranet Website.
- Web server and Intranet Administrator, Web Developer/Programmer, Content Editor, GUI and IA.
- Engineer, Publisher, Software Integration Evaluator, Liaison to non-technical sales teams, Site Administrator, CRM, Trainer, and Graphic Artist).
- Prepare technical proposals, initiated new directives for hardware and software systems, and provided vendor/subcontractor coordination and support for third-party projects.
- Post all corporate and departmental documentation and communication, deploy and manage all internal web- based training, gather/analyze all related digital web usage statistics, and include in a monthly executive report/scorecard.
- Enforce project governance and comply with project delivery controls and responsibility.
- Determine structure of project teams, identify resources required, and staff appropriately.
- Create and maintain project schedules.
- Identify, track, and resolve project issues.
- Communicate project status through written reports.
- Manage and control the creation, use, and retention of all project artifacts.

TECHNICAL SKILLS

OPERATING SYSTEMS

Windows NT through Windows 10, Apache and MySQL (web and file servers), Apple iOS, and Android OS

MICROSOFT

MS Office 2019 and Office 365, Visio, Project, and SharePoint

ADOBE

Acrobat Pro and DC, PageMaker, Illustrator, Photoshop, and XD

DEVELOPMENT

HTML5, ARIA, CSS3, JavaScript, jQuery, AJAX, Bootstrap, 4, Zurb Foundation, D3, PHP

DESIGN AND UI/UX

UXPin, Figma, Adobe XD, InVision, Sketch, Justitime, and Balsamiq

DIGITAL ANALYTICS-RELATED

Google Analytics, and Website Optimizer, IBM Digital Analytics (Coremetrics), Adobe AEM and Analytics Cloud, Hootsuite and various other social media analytics apps

VERSION CONTROL AND PROJECT MANAGEMENT

GIT, and Agile PM using JIRA, Axure Confluence, AzureDevOps, VersionOne, using Skype for Business, Slack, and Teams.

ACCESSIBILITY (A11Y)-RELATED (W3C WCAG 2.1 - A, AA, AAA, AND SECTION 508)

Automated Testing/Reporting Platforms

Deque WorldSpace (Assure, Attest, Attain, and Comply), OdellusComplyFirst Pro 2012, and Level Access AMP

Manual Testing Tools

Microsoft Accessibility Inspector (AI), Deque's aXe, FireEyes (Firefox), WAT for Internet Explorer/Edge, Color Contrast Analyzer (FireFox), WAVE toolbar, W3C HTML Validator, AInspector, JuicyStudio Accessibility Toolbar, Accessibility Evaluation Toolbar (Chrome), DOM Inspector (Firefox), Firebug, ARIA Validator (Chrome), Inspect Object,

Assistive Technologies (ATs)

Freedom Scientific's Magic Adapted Keyboard and JAWS, Narrator, NVDA, ZoomText, VoiceOver (Mac / iPhone), Dragon Naturally Speaking, TalkBack (Android), ChromeVox (Chrome), keyboard-only, etc.

ORACLE

OpenOffice, Oracle 8i, Oracle Reports, Forms Builder certification

IT-RELATED EDUCATION AND CERTIFICATIONS

DEQUE UNIVERSITY, WORLDSPACE AND A11Y CERTIFICATION

Deque, Inc.
(Online Certification)
2018

BLOCKCHAIN IN GOVERNMENT WORKSHOP SERIES - BLOCKCHAIN AND ITS USE IN GOVERNMENT TRAINING WORKSHOP
II: AN ADVANCED TUTORIAL FOR GOVERNMENT EXECUTIVES, MANAGERS, AND STAFF

Potomac Forum
Washington, DC
2018

COMPLYFIRST PRO CERTIFICATION

Odellus, Inc.
Washington, DC
2016

HELLO DRUPAL TRAINING

FigLeaf Software Education Center
Washington, DC
2013

DHS TRUSTED TESTER PROGRAM - SECTION 508 ACCESSIBILITY CERTIFICATION

U.S. Federal Government
Washington, DC
2012

PMP BOOTCAMP TRAINING GRADUATE

Velociteach, Inc.
Arlington, VA
2011

LICENSED LIFE INSURANCE AGENT

New York Life, and MassMutual
DC, MD and VA Licensed
Registered Rep Certification, and Certified Long-Term Care Training
(Series 6, 63, CLTC Training, and CE Credits)
Bethesda, MD
2007-2013

MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE), COMPTIA A+ CERTIFICATIONS GRADUATE, ORACLE DBA/DBD, ASP,
JAVASCRIPT DEV TRAINING

Computer Institute
Rockville, MD
1996-2002

MACROMEDIA APPLICATIONS, HOMESITE, AND COLDFUSION TRAINING

FigLeaf Software Education Center, Washington, DC
2004-2005

MACROMEDIA APPLICATIONS, HOMESITE, AND COLDFUSION CERTIFICATION TRAINING

FigLeaf Software Education Center
Washington, DC
2003

PRE-MED STUDIES

Biology, Organic and Inorganic Chemistry, Microbiology, Genetics), Computer Science, Astrophysics, Advanced Mathematics, and Economics
Montgomery County Community College
Germantown, MD
1979-1985

MD ACADEMY OF SCIENCES HONORS PROGRAM FELLOW

Physics Department Internship in Optics, Lasers, Holography
University of Maryland
College Park, MD
Summer 1978

AMERICAN AIRLINES FLIGHT ACADEMY – SABRE CERTIFIED

SABRE Reservation System Training
Las Colinas, TX
1996

AMERICAN HEART ASSOCIATION COMPETITIVE FELLOWSHIP AWARD WINNER AND NIH SUMMER INTERN / CANCER RESEARCHER

Heart, Lung, and Blood Institute, Cellular Metabolism Lab, National Institutes of Health (NIH)
Bethesda, MD
Summers 1977, 1979, and 1980

GAITHERSBURG HIGH SCHOOL GRADUATE

Gaithersburg, MD
1977-1980

PERSONAL INTERESTS

- Thai Kwon Do (Black Belt)
- Cooking
- Traveling
- Scuba Diving
- Gardening
- Sailing

PROFESSIONAL ASSOCIATIONS

- Web Analytics Association (WAA)
- Women in Technology International (WITI)
- Association for Computing Machinery (ACM)
- Association of Internet Technology Professionals (AITP)

- CompTIA - ITPRO
- Institute of Electrical and Electronics Engineers (IEEE)
- Women in Computing (WIC)
- National Association of Professional Women (NAPW) Project Management Institute (PMI)
- United States Access Board Contributor
- 18F Contributor
- W3C WCAG 2.0 Web Content Accessibility Working Group Contributor
- DHS Trusted Tester Program Contributor

U.S. GOVERNMENT CLEARANCES

ACTIVE CLEARANCES

- **Interim Secret** (Secret in Progress since Dec 2019) - U.S Department of State, Office of Inspector General (OIG)
- **OPM SSBI Public Trust (Level 5C)** - U.S. Department of Treasury (DOT), U.S. Mint (USM), OPM SSBI
- **OPM SSBI Public Trust (Level 5C)** - U.S. Department of Treasury (DOT), Internal Revenue Service (IRS)

INACTIVE CLEARANCES

- **Secret** - U.S. Department of State (DOS)
- **Secret** - U.S. Department of Justice (DOJ)
- **OPM SSBI / Public Trust (Level 5C)** - U.S. Department of Homeland Security (DHS), Customs and Border Protection (CBP)

CONTRACT FOR PROFESSIONAL SERVICES

1. **Parties.** This is a contract for services between, _Charter Township of Ypsilanti_____ (hereinafter called "Township"), and _ CNC Consulting, Inc. _____, with a principal place of business in _50 E Palisade Ave, Suite 422, Englewood, NJ 07631_____, (hereinafter called "Contractor"). Contractor's form of business organization is _a Corporation____.
2. **Subject Matter.** The subject matter of this contract is services generally on the subject of _Website Revamp Consulting_____. Detailed services to be provided by Contractor are described in Attachment A.
3. **Compensation Amount.** In consideration of the services to be performed by Contractor, the Township agrees to pay Contractor, an hourly rate of \$ _135.00.
4. **Contract Term.** The period of Contractor's performance shall begin on _____, 20__ and end on _____, 20__.
5. **Prior Approvals.** This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.
6. **Amendment.** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the Township and Contractor.
7. **Termination for Convenience.** This contract may be terminated by the Township at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the Township prior to the effective date of termination.
8. **Attachments.** This contract consists of _1__ page including the following attachments which are incorporated herein:

Attachment A - Statement of Work
9. **Order of Precedence.** Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:
 - (1) Standard Contract
 - (2) Attachment A

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the Charter Township of Ypsilanti:

By the Contractor: CNC Consulting, Inc.

Date:

Date:

Signature:

Signature:

Name:

Name:

Title:

Title:

Attachment A - Statement of Work

Assist in the discovery of services the Township can provide through its public Website

Assist in defining and prioritizes the services a new Website should provide to its users

Assist in the development of design specification to be used in a formal RFP for a rebuild of the Township's Website

Assist in the development of "Content Creation and Posting Guideless" for Township staff

Assist in the promotion of its published RFP to increase the number of qualified responses

Assist in the review of qualified responses to the RFP

Work with various Township departments to ensure each department's needs are heard and evaluated

Assist in building guidelines and policies for publishing data on website.

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: January 13, 2021

Subject: Request Authorization to accept the low bid for \$69,950 to The Peterson Companies for the renovation of the Civic Center 2nd Floor Restroom budgeted in line #101-970.000-975.106 and to authorize the signing of the agreement subject to attorney approval.

The Residential Services Department is requesting authorization to accept the low bid and authorize the signing of the construction agreement subject to attorney approval.

The Board of Trustees previously approved staff to accept bids to renovate the Civic Center 2nd floor restrooms. This restroom is currently not ADA accessible. Township staff accepted and opened three bids were opened on Wednesday, December 16th. Those three bids and the bid tabulation sheet are attached for your reference.

The Peterson Companies:	\$69,949.94
Davenport Construction:	\$98,000.00
Allied Building:	\$109,995.00

Mike Hoffmeister
Residential Services Director
mhoffmeister@ytown.org
734-544-3515

SECTION 010050 - PROPOSAL FORM

PART 1 - GENERAL

Name of Bidder: The Petersen Companies, Inc.

Address: 47904 Anna Ct. Suite B

Telephone: 248-305-7004

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:

Sixty Nine Thousand, Nine Hundred Forty Nine Dollars 94/100 Dollars (\$ 69,949.94)

TIME OF COMPLETION

The undersigned agrees to complete the total work and achieve substantial completion and to deliver a certificate of occupancy within 70 Days (Including lead time of Partitions, 2 week Construction) 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	<u>10</u>	Percent
Involving Deductions	<u>10</u>	Percent

For work under subcontract:

Involving Additions	<u>5</u>	Percent
Involving Deductions	<u>5</u>	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 Tile Work as Specified is Included Dollars ()

Change in time of completion: Pending Final Specification 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 Not Applicable 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. 1 - Dated 11/23/2020

Addendum No.: Dated: Addendum No. 2 - Dated 12/3/2020

Addendum No.: Dated: Addendum No. 3 - Dated 12/8/2020

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: Patrick C. Petersen (Print Name)

By:  (Signature)

Date: 12/16/2020

END OF SECTION 010050

APPLICATION AND CERTIFICATE FOR PAYMENT

DOCUMENT G702

PAGE 1 OF 2 PAGES

TO: Ypsilanti Charter Township
 7200 S. Huron River Drive
 Ypsilanti, MI 48197

PROJECT: Toilet Renovations
 Civic Center
 Architect Number: 2012

From: The Petersen Companies, Inc.
 47904 Anna Ct., Suite B
 Wixom, MI 48393

APPLICATION NO: 1

PERIOD TO: TBD

PROJECT NO: 2012

CONTRACT DATE: TBD

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR REPAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, Document G703, is attached.

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved This Month			
Number	Date Approved		
Totals		0.00	0
Net change by Change Orders			0

1. ORIGINAL CONTRACT SUM	\$69,949.94
2. Net change by Change Orders	\$0.00
3. CONTRACT SUM TO DATE (line 1±2)	\$0.00
4. TOTAL COMPLETED & STORED TO DATE (column G on G703)	\$0.00
5. RETAINAGE:	
10% (Column D+E on G703)	\$0.00
b. % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a+5b or Total in Column I of G703)	
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$0.00
8. CURRENT PAYMENT DUE	\$0.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown herein is now due.

Contractor: The Petersen Companies, Inc.

State of: _____ County of: _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public:

My Commission expires:

By: _____ Date: TBD

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Contractor certifies to the Owner that to the best of the Contractor's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED
 (Attach explanation if amount certified differs from the amount applied for.)

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION FOR PAYMENT - CONTINUATION SHEET

Document G703

PAGE 2 OF 2 PAGES

FROM: The Petersen Companies, Inc. 47904 Anna Ct. Suite B Wixom, MI 48393	TO: Ypsilanti Charter Township 7200 S. Huron River Drive Ypsilanti, MI 48197	PROJECT: Toilet Renovations Civic Center Architect Number: 2012	Application No.: 1 Application Date: TBD Period To: TBD Contract Date: TBD Architect's Project #: 2012
Phone: 248 305-7004 Fax: 248 305-7006			

ITEM NO.	DESCRIPTION OF WORK	CONTRACT AMOUNT	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1	Building Permits	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$850.00	
2	Selective Demolition	\$7,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,200.00	
3	Dumpsters	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$300.00	
4	Carpentry	\$10,480.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,480.00	
5	Electrical	\$5,520.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,520.00	
6	Plumbing	\$7,240.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,240.00	
7	HVAC (Mechanical)	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	
8	Tile	\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,800.00	
9	Bathroom Partitions	\$5,690.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,690.00	
10	Doors Frames & Hardware	\$3,690.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,690.00	
11	Flooring (Carpet)	\$2,812.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,812.00	
12	Interior Finishes (Painting)	\$2,910.25	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,910.25	
13	Final Cleaning	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$250.00	
14	General Conditions	\$2,195.98	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,195.98	
15	Contractor Fee	\$3,896.29	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,896.29	
16	Bond	\$627.42	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$627.42	
17	Insurances	\$488.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$488.00	
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
Totals:		\$69,949.94	\$0.00	\$0.00	\$0.00	\$0.00	0	\$69,949.94	\$0.00

AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

The Petersen Companies, Inc.
47904 Anna Ct, Suite B
Wixom, MI 48393

SURETY:

(Name, legal status and principal place of business)

Western Surety Company
One Towne Square, Suite 1075
Southfield, MI 48076

OWNER:

(Name, legal status and address)

Ypsilanti Charter Township
7200 S Huron River Drive
Ypsilanti, MI 48197

BOND AMOUNT: Five Percent of Accompanying Bid ----- (5%)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT:

(Name, location or address, and Project number, if any)

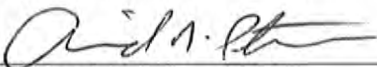
Toilet Renovations for the Ypsilanti Charter Township Civic Center

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner 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. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **9th** day of **December, 2020**


(Witness)

The Petersen Companies, Inc.
(Principal)  (Seal)

(Title) **PATRICK C. PETERSEN - PRESIDENT**


(Witness)

Western Surety Company
(Surety)  (Seal)

(Title) **John L. Budde, Attorney-in-Fact**

init.

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Steven K Brandon, T J Griffin, John L Budde, Susan L Small, Patrick Williams, Terence J Griffin, Alan P Chandler, Individually

of Farmington Hills, MI, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 13th day of May, 2019.



WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 13th day of May, 2019, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
June 23, 2021



J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of December, 2020.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.



December 16, 2020

Ypsilanti Charter Township

Re: The Petersen Companies Inc
Toilet Renovations for the Ypsilanti Charter Township Civic Center project
To Whom It May Concern,

It has been the privilege of VTC Insurance Group and Western Surety Company to provide surety bonds on behalf of The Petersen Companies Inc for over twenty three (23) years, during which time The Petersen Companies Inc has performed and we have issued performance and payment bonds for contracts valued in the range of \$5,000,000.00. In our opinion, The Petersen Companies Inc remains properly financed, well equipped, and capably managed.

At the present time, Western Surety Company provides a \$5,000,000.00 single project and a \$15,000,000.00 aggregate surety program to The Petersen Companies Inc. Western Surety Company is prepared to issue the necessary performance and payment bond for the Toilet Renovations for the Ypsilanti Charter Township Civic Center project if/when requested.

Western Surety Company is listed on the U.S. Treasury Department's Listing of Approved Sureties, and is rated A (XIII) by the A.M. Best Company.

Very truly yours,

A handwritten signature in blue ink, appearing to read "John L. Budde", is written over the closing text.

John L. Budde
Attorney-in-fact

Confidence. For What's Next.™

CHARTER TOWNSHIP OF YPSILANTI
2nd Floor Bathroom Renovation
Bid Opening: Wednesday, December 16, 2020 at 2:00pm

COMPANY NAME	BID AMOUNT	INSURANCE	BOND – IF APPLICABLE
Davenport Construction	\$ 98,000		
Allied Building	109,995.08		
Peterson Companies	69,949.94		

OTHER BUSINESS

BOARD MEMBER UPDATES
