

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.

April 6, 2021

Work Session – 5:00pm

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK 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, APRIL 6, 2021

5:00pm

- 1. BOARD ETHICS POLICY DISCUSSION.....TRUSTEE DEBBIE SWANSON
SUPERVISOR STUMBO
- 2. AGENDA REVIEWSUPERVISOR STUMBO
- 3. OTHER DISCUSSION BOARD MEMBERS

Supervisor
BRENDA L. STUMBO
Clerk
HEATHER JARREL ROE
Treasurer
STAN ELDRIDGE
Trustees
JOHN P. NEWMAN II
GLORIA PETERSON
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**Charter Township of
Ypsilanti**

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

To: Ypsilanti Township Board
From: Debbie Swanson, Trustee
Brenda Stumbo, Supervisor

Date: March 30, 2021
RE: Request for April 6th work session discussion of Standards and Ethics policy for Board of Trustees

Please find attached a DRAFT Standards of Ethics Policy for Township Board Members for discussion, Current Attendance Policy for Township Trustees and documents previously presented to the township board in 2020 regarding this issue for your reference.

We used the Washtenaw County adopted policy as a starting point and encourage suggestions, additions deletions etc. Our goal is to present a draft policy, take input from all and with consensus bring the policy back for board adoption no later than May of this year.

Having an Ethics Policy for Board Members was an identified goal and discussion for this board, we are happy to bring it forward and look forward to the discussion and input.

Thank you for your consideration.

Cc: Lisa Stanfield, Deputy Clerk
McClain and Winters, Legal Counsel

CHARTER TOWNSHIP OF YPSILANTI
STANDARDS OF ETHICS FOR THE BOARD OF TRUSTEES
Presented to the Board of Trustees for discussion at the April 6, 2021 Work Session

ARTICLE 1 - PURPOSE

Public office requires public confidence in the integrity of government. Therefore, it is expected that all Trustees execute the duties of their office with an emphasis on fair dealing, responsibility, accountability and openness. The purpose of this policy is to set forth the standards of ethical conduct for the Charter Township's Board of Trustees.

ARTICLE 2 - STANDARDS OF CONDUCT

(2.1) Recognizing that stewardship of the public interest must be their primary concern, Trustees, when serving in their capacity as a Trustee, will work for the common good of the people of the Charter Township of Ypsilanti and not for any private or personal interest, and they will strive to provide fair and equal treatment for all persons, claims and transactions coming before the Board of Trustees.

(2.2) Commissioners shall comply with all federal and state constitutions, laws, County and Township ordinances, policies and procedures in the performance of their public duties. Trustees shall also comply with the Rules and Regulations as adopted by the Board of Trustees.

(2.3) A Trustee shall not solicit or accept a gift or loan of money, goods, services, benefits, privileges, favors or any other thing of value which tends to influence the manner in which the Trustee performs official duties. Exceptions to this standard are as follows:

(a) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(b) Anything for which the Trustee pays fair market value.

(c) A gift from a relative or family member. A relative or family member is defined as: spouse, children, parents, siblings, grandparents, grandchildren, aunts, uncles, first cousins, nieces and nephews (this definition includes "step", "adoptive", "half" and "in-law" relations).

(d) Any contribution that is lawfully made or event that is lawfully held under the Campaign Finance Laws of the State of Michigan.

(e) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Trustees.

(f) Food or refreshments not exceeding \$100.00 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

- (g) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Trustee), if the benefits have not been offered or enhanced because of the official position of the Trustee, and are customarily provided to others in similar circumstances.
- (h) Meals or beverages provided to the Trustee by a non-profit organization or a non-governmental organization during a meeting related to official Township business.
- (i) Expenses, including but not limited to admission fees, lodging, meals or transportation, that are waived or paid for by an entity other than the Township related to attending a conference, convention, presentation, or speaking engagement in the Trustee's official capacity.
- (j) Admission, regardless of value, to a charitable or civic event to which the Trustee is invited in his or her official capacity where admission is waived or paid for by an entity other than the Township.
- (k) This Section is not violated if a Trustee takes prompt and reasonable action to donate or return a prohibited gift.
- (l) Questionable situations should be referred to Township Counsel for review.

(2.4) If a Trustee is presenting his or her personal opinion or position, the Trustee shall not imply that he or she represents the opinions or positions of the Board of Trustees or the Township.

(2.5) A Trustee shall use Township resources, property, and funds under the Trustee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

(2.6) A Trustee shall not engage in a business transaction in which the Trustee may profit from his or her official position or authority or benefit financially from confidential information which the Trustee obtained by reason of that position or authority, and such information has not come into the public domain at the point at which it's indicated.

(2.7) Except as otherwise provided by law, a Trustee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the Trustee has a financial interest.

(2.8) A Trustee shall not participate in approving, disapproving, voting upon, recommending or otherwise acting upon any matter in which he or she has a direct or indirect financial interest or there is a personal conflict without disclosing the full nature and extent of the interest to the Board of Trustees on the record and complying with any other Michigan statutory requirements which may pertain to this situation.

(2.9) A Trustee may not apply for employment at the Charter Township of Ypsilanti while serving in office or for six months following the end of their term in office. The Board of Trustees may provide an exception to this six month employment application ban by a 2/3 vote, but there is no exception to a Trustee applying for a position while currently in office. This section does not apply to a Trustee's participation on another Township board, commission or committee, or to fill in vacancies in countywide elected positions.

ARTICLE 3 - ENFORCEMENT

(3.1) It is the responsibility of each Trustee to understand and comply with the ethical standards outlined herein.

(3.2) Each Trustee has a responsibility to act if he or she learns of a violation of these ethical standards by another Trustee. All suspected violations should be reported to the Township Supervisor. Any violations involving the Township Supervisor should be reported to the Township Clerk and the Township Treasurer.

(3.3) The Board of Trustees may impose sanctions on a Trustee if his or her conduct does not comply with these ethical standards. Sanctions may include reprimand, formal censure, loss of committee assignment, restrictions on budget or travel, personal reimbursement of inappropriate expenditures of Township funds and/or recommendation to the governor for removal from office in the manner and for the causes provided by law.

(3.4) A violation of these ethical standards shall not be considered a basis for challenging the validity of a decision of the Board of Trustees.

ARTICLE 4 - ACKNOWLEDGMENT

(4.1) These ethical standards shall be included in the regular orientations for new Trustees. Additionally, all other relevant federal and state laws will be included in the orientation. Township Counsel will be responsible for providing this legal education to new Trustees.

(4.2) At the first organizational meeting of the Board of Trustees in January of each year, all Trustees shall take an oath that they have read and understand these standards of ethics.

ARTICLE 5 – EFFECTIVE DATE

The effective date of this policy (insert the date policy is approved by the board of trustees).

*TBD

Ypsilanti Township Board of Trustees

Conflict of Interests Disclosure Board Policy

Whereas, The **Ypsilanti Township Board of Trustees** is a Public Body of Seven Elected Fiduciaries charged with faithfully executing duties in positions of **Public Trust for The People of Ypsilanti Township, Michigan**;

Whereas, as Public Body, the Ypsilanti Township Board of Trustees Members are bound by Attestations and Statements of the **Oath of Office in the State Constitution - Constitution of Michigan 1963 Article XI § 1**; as *“I will faithfully discharge the duties of the office of _____ according to the best of my ability”*;

Whereas, The **Ypsilanti Township Board of Trustees** adopts the **Ypsilanti Township Board of Trustees Conflict of Interests Board Policy for Term Ending _____** and each subsequently elected Fiduciary Board Term from _____ to _____

Exercise his or her obligation to vote upon the question unless a conflict of interest is present;

Adopt policy only after discussion of the issues at public Board meetings;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and the community;

Work with other Board members to establish effective policy and to delegate authority for the daily administration of the Township to the Township Supervisor, Township Clerk and Township Treasurer; in absence of a Township Superintendent/Manager;

Communicate to other Board members public reaction to Board policy and Township programs;

Become informed about current township government issues by individual study and through participation in programs providing needed information, such as those sponsored by the Michigan Townships Association and/or Michigan Municipal League;

Support the employment of those persons best qualified to serve as Township staff and insist on a regular impartial evaluation of all staff;

Avert being placed in any position of conflict of interest and refrain from using the Board position for personal, familial, or partisan gain; and;

Take no action that will compromise the Ypsilanti Township Board of Trustees and/or the Public Trust for The People of Ypsilanti Township, Michigan, under applicable State of Michigan Compiled Laws.

Ypsilanti Township Board of Trustees

Ethics Board Policy

Whereas, The **Ypsilanti Township Board of Trustees** is a Public Body of Seven Elected Fiduciaries charged with faithfully executing duties in positions of **Public Trust for The People of Ypsilanti Township, Michigan** in an ethical manner;

Whereas, as Public Body, the Ypsilanti Township Board of Trustees Members are bound by Attestations and Statements of the **Oath of Office in the State Constitution - Constitution of Michigan 1963 Article XI § 1**; as *“I will faithfully discharge the duties of the office of _____ according to the best of my ability”*;

Whereas, The **Ypsilanti Township Board of Trustees** adopts the **Ypsilanti Township Board of Trustees Board Ethics Policy for Term Ending _____** and each subsequently elected Fiduciary Board Term from _____ to _____;

Whereas, as a Public Government Trustee/Fiduciary Board Member, **in ethical service to the People of Ypsilanti Township, Michigan**, abide to;

Devote time, thought, and study to the duties and responsibilities of a Trustee/Fiduciary to the People of Ypsilanti Township rendering effective and creditable service;

Work with all Ypsilanti Township Board of Trustees members in their Trustee/Fiduciary roles in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue;

Base decisions upon all available facts in each situation; voting an honest conviction in every case, unswayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision to the Board;

Remember at all times that a singular Trustee/Fiduciary has no legal authority outside the meetings of the Board to conduct relationships of legal authority with Ypsilanti Township Staff, Citizenry, vendors, contractors and all media in the community on the basis of this fact;

Resist all temptation and outside pressure to use the position of Trustee/Fiduciary for a singular benefit or for any other individual or agency apart from the total interests of the People of Ypsilanti Township;

Bear in mind under all circumstances that the primary function of the Ypsilanti Township Board of Trustees is to establish the ordinances, budgetary and administrative policies by which Ypsilanti Township Government is administered;

Welcome, encourage and respect active cooperation by Ypsilanti Township Citizens and Staff, general organizations and the media of communication with respect to establishing governing policies, and;

Establish ideal conditions for the most effective Trustee/Fiduciary service to the People of Ypsilanti Township, in a spirit of teamwork and devotion to public service as the greatest instrument for the preservation and the perpetuation of our representative democracy.

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES
TOWNSHIP TRUSTEE'S MEETING ATTENDANCE POLICY

1. PURPOSE:

This policy is intended to provide a fair, consistent and transparent procedure that outlines the expectations and standards for all elected township trustees in regard to their attendance at regularly scheduled meetings of the Charter Township of Ypsilanti Board of Trustees.

2. POLICY STATEMENT:

This policy shall establish the guidelines regarding attendance of township trustees at regularly scheduled meetings of the Charter Township of Ypsilanti Board of Trustees. Trustees shall be compensated on a per regular scheduled meeting basis.

3. PRINCIPLES:

- A. To encourage all elected township trustees to attend as many meetings as possible.
- B. To achieve a fair balance between an elected township trustee's commitment to their elected position, their employment commitment outside of their elected position, as well as their personal and community commitments.

4. PROCEDURES:

Notification of a known absence

The elected township trustees shall contact the Charter Township of Ypsilanti Supervisor's Office in advance of the scheduled start time of the meeting to advise the Supervisor of their impending absence. This contact shall be done either via an email to the Supervisor's Township email address, or via a text message to the Supervisor's Township cell phone. A phone call can also be made to the Supervisor's office; however, an email or text message should still be sent.

5. MEETING ATTENDANCE REQUIREMENTS:

The Charter Township Board of Trustees annually determine scheduled meeting dates, which are currently the 1st and 3rd Tuesdays of each month. Trustees shall be compensated \$625.00 per meeting totaling \$15,000 annually. Meetings cancelled during the summer months (June – September); or for special events such as elections, shall be treated as meetings attended and Trustees shall be compensated the meeting rate of \$625.00. It is also understood that should a second meeting be needed during the summer months (June-September) it shall take place on the 1st Tuesday of the month. If the first Tuesday of the month falls on a holiday, another meeting date may be scheduled.

It is understood that circumstances may arise that The Charter Township Board of Trustees may need to be absent from a regularly scheduled board meeting. Trustees will be allowed a total of three (3) board meeting absences during a rolling 12-month period. Any additional absences beyond three (3) shall result in loss of the \$625.00 per meeting rate.

Bereavement Leave of one Board Meeting will be granted due to the death of an immediate family member. A member of his/her immediate family shall be: parent, step-parent, spouse, spouse's parent, spouse's step-parent, child, step-child, grand-parent, spouse's grandparent, grandchild, brother, sister, Trustees brother-in-law, sister-in-law, aunt or uncle in a direct blood relation and great grandparent. Bereavement Leave shall not be counted toward the three (3) absences.

6. ON-PAYMENT TO AN ELECTED OFFICIAL:

Elected township trustees who fail to attend regularly scheduled meetings as outlined above shall not be paid for the missed meetings. The time frame that will be used to dictate this process shall be a rolling 12-month schedule that will commence on the same day the elected township trustee begins their term of office.

7. AMENDMENTS:

No amendments shall be made to this policy without the express approval of a super majority of the full Charter Township Board of Trustees. Thus, changes in any way to this policy shall require the approval of at least five (5) elected Board Members and that approval must take place at a regularly scheduled public meeting of the Charter Township of Ypsilanti Board of Trustees so that the public has prior notification of any such pending changes and also the opportunity to provide public comment.

8. EFFECTIVE DATE:

This policy shall become effective on November 20, 2016.

**CHARTER TOWNSHIP OF YPSILANTI
OCTOBER 18, 2016 REGULAR MEETING MINUTES
PAGE 10**

8. REQUEST TO APPROVE THE REVISED L-4029 AND AUTHORIZE SIGNING

A motion was made by Treasurer Doe, supported by Trustee Eldridge to Approve the Request to Approve the Revised L-4029 and Authorize Signing.

Supervisor Stumbo stated that this was slightly revised because the Township had rounded up the numbers for the millages and it was not allowed so the County asked us to revise it.

The motion carried unanimously.

9. REQUEST TO SET A PUBLIC HEARING DATE OF NOVEMBER 1, 2016 AT APPROXIMATELY 7PM FOR THE 2017 FISCAL YEAR BUDGET

A motion was made by Treasurer Doe, supported by Trustee S. Martin to Approve the Request to Set a Public Hearing Date of November 1, 2016 at Approximately 7pm for the 2017 Fiscal Year Budget.

The motion carried unanimously.

OTHER BUSINESS

TRUSTEE ATTENDANCE POLICY

A motion was made by Trustee Eldridge, supported by Trustee S. Martin to approve the Trustee Attendance Policy (see attached).

Supervisor Stumbo questioned the wording regarding attendance for meetings. She suggested it would state there would be 2 meetings a month October through May and 1 meeting a month June through September and if a 2nd meeting was necessary it would be added. Supervisor Stumbo questioned the issue of the super-majority. Trustee Eldridge explained the Trustees didn't want it to become a political issue where it could change from board to board based on whether you have four votes or not. He said it would take more than a simple majority to change something like the Trustee Attendance Policy. Trustee Eldridge said the Trustees thought it added to the credibility of it. Clerk Lovejoy Roe stated that the board always approves motions with a majority vote. Supervisor Stumbo stated that they had to have a unanimous support to put something on the agenda. Trustee Eldridge said the Trustees did not want it to become a political football because we have noticed how politics can be and we didn't want the whim of the next group of Trustees to lessen the credibility of what we are trying to do now.

Arloa Kaiser, Township Resident stated that because there would be 4 Trustees she understands why they want to implement a super majority.

The motion carried unanimously.

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, APRIL 6, 2021

7:00 P.M.

1. CALL TO ORDER
2. PUBLIC COMMENTS (THREE MINUTES PER PERSON)
3. CONSENT AGENDA
 - A. MINUTES OF THE MARCH 16, 2021 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS FOR APRIL 6, 2021 IN THE AMOUNT OF \$1,489,660.53
4. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. RESOLUTION 2021-08, CREATION OF CAMERA SPECIAL ASSESSMENT DISTRICT #076 VILLAGE GROVE APTS.
(PUBLIC HEARING HELD AT THE FEBRUARY 16, 2021 REGULAR MEETING)

NEW BUSINESS

1. RESOLUTION 2021-14, AUTHORIZING THE DIVISION OF PLATTED LOTS IN EASTLAWN SUBDIVISION
2. REQUEST TO APPROVE AN AMENDED CONTRACT WITH THE WATER RESOURCE COMMISSION FOR VERMIN MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$40,000.00 BUDGETED IN LINE ITEM #101-956-000-801-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
3. REQUEST TO APPROVE A FACILITY USAGE AGREEMENT WITH THE YPSILANTI NATIONAL LITTLE LEAGUE FOR A THREE YEAR TERM
4. REQUEST TO APPROVE A PURCHASE AGREEMENT WITH DTE FOR THE INSTALLATION OF ONE STREETLIGHT TO BE LOCATED AT S. HARRIS AND VILLAGE LANE FOR VILLAGE GROVE APARTMENTS IN THE AMOUNT OF \$1,866.02 BUDGETED IN LINE ITEM #101-956-000-926-050 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
5. REQUEST TO AUTHORIZE CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCES LOCATED AT 621 WOODLAWN AVE. AND 1093 DESOTO AVE. BUDGETED IN LINE ITEM #101-950-000-801-023
6. REQUEST TO APPROVE THE UPDATED JOB DESCRIPTION FOR RESIDENTIAL SERVICES DIRECTOR AND A WAGE INCREASE OF \$5,000.00 ANNUALLY

7. REQUEST TO APPROVE THE 2021 AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR LOCAL ROAD IMPROVEMENTS IN THE AMOUNT OF \$241,853.31 BUDGETED IN LINE ITEM #101-446-000-818-022 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
8. BUDGET AMENDMENT #4

AUTHORIZATIONS AND BIDS

1. REQUEST TO AWARD THE LOW BID FOR ANNUAL PLAYGROUND MULCH INSTALLATION TO SUPERIOR GROUNDCOVER IN THE AMOUNT OF \$12,402.50 BUDGETED IN LINE ITEM #101-774-000-818-011

OTHER BUSINESS

BOARD MEMBER UPDATES

PUBLIC COMMENTS

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:00 p.m. on a Zoom Virtual Board meeting.

Members Present: Supervisor Stumbo, Clerk Heather Jarrell Roe, and Treasurer Eldridge
Trustees: Gloria Peterson, Debbie Swanson, John Newman, Jimmie Wilson, Jr. (arrived late)

(All members stated that they were present in Ypsilanti Township)

Members Absent: none

Legal Counsel: Wm. Douglas Winters

**1. RECOMMENDATION OF TOWNSHIP MILLAGE LEVIES FOR POLICE,
FIRE, ENVIRONMENTAL SERVICES AND BSRII FOR AUGUST 2021**

.....SUPERVISOR STUMBO
CLERK JARRELL ROE
TRUSTEE NEWMAN
JAVONNA NEEL, ACCOUNTING DIRECTOR

Clerk Jarrell Roe provided an overview of the power point presentation and recommendation for a millage levy by Trustee Newman and Supervisor Stumbo. The priorities for recommending a millage for Ypsilanti Township was to continue providing essential services while maintaining the same millage rate from 2016. She explained that a millage is a levy based on property values and each ballot proposal must use the revenue for that that designated millage.

The four millage proposals, with board approval would be on the August 3, 2021 ballot and would be levied for 4 years. The environmental millage is for garbage, recycling, compost collection and disposal, water quality, alternative energy, energy conservation and environmental protection. In October of 2020 the township bid services for garbage and recycling there was a substantial increase for those services.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION
PAGE 2

The law enforcement millage includes contracting for deputies with Washtenaw County, community protection and policing, neighborhood watch, community engagement, camera security system, building security and ordinance enforcement.

The Fire Protection millage is for Fire Prevention, Rescue Services, and equipment reserve.

The BSR II millage is for recreation, park facilities, bike paths, and sidewalks. She said in this proposed millage we are asking for the same rate that was voted on in 2016 so it would not be an increase for our residents.

Supervisor Stumbo stated the existing millage is expiring and we are asking for a new millage at the same total millage levy and would like to put the request on the ballot August 3, 2021.

Trustee Peterson asked how we get the word out to the residents about the millage.

Supervisor Stumbo stated in the past we've sent out mailers indicating when a township election would be and will be discussed at all our Neighborhood Watch meetings.

Trustee Wilson asked if anything else would be on the August ballot.

Clerk Jarrell Roe stated so far this was all that will be on the ballot.

Trustee Swanson stated she appreciates the effort to try and keep the millage at the same rate. She said she would like to have a work session on the wording that will explain what the millage will include. She stated the Sheriffs' office is changing the ways they handle situations and would like input on that when we are trying to do a millage that includes police services.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION
PAGE 3**

Supervisor Stumbo stated that Sheriff Clayton is very good about informing the Board on new police strategy and will attend board meetings as well. She said this millage will retain the 38 deputies that we are approved by the board in 2018.

JoAnn McCollum, township resident stated the millage would need to be presented to residents so they understand the importance to vote yes. She said residents, because of Covid are stretched to the limit when it comes to paying taxes.

Supervisor Stumbo stated we would like these millage proposal to come back to the board as an Agenda item at the next meeting.

AGENDA REVIEW

CONSENT AGENDA

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

B. STATEMENTS AND CHECKS

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

C. TREASURER'S REPORT FEBRUARY 2021

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters explained the history over the years with Gault Village Shopping Center. He said a court order was issued by Judge Archie Brown regarding Gault

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION
PAGE 4**

Village Shopping Center. He said the order by Judge Brown was to gain compliance with the property owner.

He said he wanted to recognize the Ypsilanti Township Fire Department and Washtenaw County who have responded to a number of fires in our area in the last several months. He said there is a great cooperation between the area first responders.

OLD BUSINESS

- 1. 2ND READING OF RESOLUTION 2021-11, PROPOSED ORDINANCE 2021-495, AN ORDINANCE AMENDING ORDINANCE 2020-490 EXTENDING THE TIME PERIOD OF PROHIBITING RECREATIONAL MARIJUANA ESTABLISHMENTS IN YPSILANTI TOWNSHIP AS PROVIDED BY THE RECREATIONAL MARIJUANA**

Supervisor Stumbo stated the sunset provision is expiring and we need to extend this.

Trustee Swanson said the board would need to be clear on how community engagement would be done to discuss this within the next year so residents who feel strongly on this issue would be able to communicate that to the Board.

Supervisor Stumbo stated that Trustee Wilson requested to be involved with this issue and Trustee Swanson could be included if she would like.

Trustee Wilson asked if the sunset clause is extended for another year.

Supervisor Stumbo stated it was for one year but it does not have to be that long.

NEW BUSINESS

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION
PAGE 5**

Clerk Jarrell Roe stated she invited the property owners to be on the zoom tonight. She said they had been working on this since December 2020 and board action could approve their termination, deny their termination or we could waive our rights with the State to have comment to it.

Attorney Winters stated the Girards' receive tax credits for this property to be under the PA 116 Farmland Development rights agreement. He said in order to terminate this agreement ahead of schedule which was extended to 2028 they have to give a reason why they are seeking termination. He said the reason they are stating for the termination is that it is no longer economically viable for them to operate as a farm. He said if the Board approves the termination they will have to pay back the tax credits to the State plus 6% interest. He said the Girards' intend to sell the property to a developer. Attorney Winters said it is in proper form.

Supervisor Stumbo stated she would support termination since she believed the State would approve it.

Trustee Swanson stated we should respond in the same way the Planning Commission did.

Clerk Jarrell Roe stated she would include the suggestions from the Planning Commission.

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

Supervisor Stumbo stated this is required by MDOT. She questioned being responsible for doing the maintenance on the mast arms.

Matt Parks, OHM Advisor explained the maintenance would be about \$500.00.

Attorney Winters stated the townships' insurance carrier should be aware that the township is now the owner of these mast arms.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION
PAGE 6**

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

Attorney Winters said this amendment is required because they are changing the floor plan.

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

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

Attorney Winters said this improvement was being done to resolve a lawsuit in which the road commission over saw the improvements and this will make sure the sidewalk ramps were ADA compliant.

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

Supervisor Stumbo stated this is a Township business.

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

Supervisor Stumbo stated this was for the improvements to the tennis courts.

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION
PAGE 7**

Michael Radzik, OCS Director explained this is for padlocking because of drug transactions at the first two addresses and for firearms at 1148 Fall River.

Trustee Wilson asked if there was a time crunch that you only needed the full time officials approval.

Michael Radzik stated is was a crunch because of how long it takes to get the reports and we only have a certain amount of time to take it to court. He said they had an incident where one property owner sold the property before we could get approval to padlock.

Trustee Swanson asked if other residents were affected when they padlocked 1777 W. Michigan Ave.

Mr. Radzik stated there were 6 apartments in that building and only one was padlocked. He said the other residents were not affected by the padlocking.

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

Michael Radzik, OCS Director explained these court litigations were to abate public nuisances because at 505 Holmes Rd. there were called for a welfare check. He said they located the owner upstairs but the condition of the home was not suitable for living. He said the County Mental Health Agency helped the resident, assisting to get them another place to live. He said the public nuisance for 1636 S. Pasadena is strickly (strictly) for blight.

AUTHORIZATIONS AND BIDS

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

The meeting ended at approximately 6:47PM

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 WORK SESSION
PAGE 8**

Respectfully Submitted,

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 REGULAR BOARD MEETING

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

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

Members Absent: none

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS (THREE MINUTES PER PERSON)

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 REGULAR BOARD MEETING
PAGE 2**

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

CONSENT AGENDA

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

B. STATEMENTS AND CHECKS

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

C. TREASURER'S REPORT FEBRUARY 2021

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

The motion carried unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE – Given in the Work Session

OLD BUSINESS

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 REGULAR BOARD MEETING
PAGE 3**

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

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

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

The motion carried.

NEW BUSINESS

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

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

The motion was carried unanimously.

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

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

The motion was carried unanimously.

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

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 REGULAR BOARD MEETING
PAGE 4**

The motion was carried unanimously.

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

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

The motion was carried unanimously.

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

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

Motion carried unanimously.

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

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

Motion carried unanimously.

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

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

Motion carried unanimously.

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 16, 2021 REGULAR BOARD MEETING
PAGE 5**

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

Motion carried unanimously.

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

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

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

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

Motion carried unanimously.

AUTHORIZATIONS AND BIDS

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

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

Motion carried unanimously.

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

Motion carried unanimously.

The meeting was adjourned at approximately 7:24PM

Respectfully Submitted,

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

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

Charter Township of Ypsilanti

RESOLUTION 2021-11

(In Reference to Proposed Ordinance Amendment 2021 - 495)

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

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

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

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

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

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

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2021-11 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on March 16, 2021.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

Charter Township of Ypsilanti

PROPOSED ORDINANCE NO. 2021-495

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

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

Effective Date

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

Severability

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

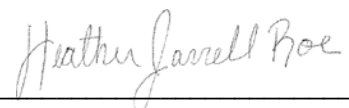
Publication

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

Effective date

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

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



Heather Jarrell Roe, Clerk

Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2020-12

CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #075 CRYSTAL POND

WHEREAS, a requirement of the planned development agreement is neighborhood cameras, the Township Board of the Charter Township of Ypsilanti proposes to install two (2) security cameras to be located at Crystal Pond and

WHEREAS, the developer has paid for the purchase and installation of the security cameras; and

WHEREAS, the Township Board proposes the creation of a special assessment district consisting of 90 parcels known as Crystal Pond, which will be benefited to defray the operation and maintenance cost of the security cameras; and

WHEREAS, the Township Board has solicited *Requests for Proposals* for the proposed project describing the security camera improvements, the proposed location of said improvements and estimated costs; and

WHEREAS, Conti Corporation, a video security company, licensed by the State of Michigan, prepared and submitted proposed plans to install, operate and maintain security cameras in public areas located within the boundaries of Crystal Pond, which consists of 90 parcels with the following estimated costs:

- Costs for purchase and installation of 2 security cameras (paid for by the developer): \$14,990.31
- Total Annual Residents' Cost for maintenance and operation of security cameras: (First three years) \$13,800.00
- Annual cost per parcel \$ 51.11
- Monthly cost per parcel \$ 4.26

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the Township Clerk for public examination and notice of the public hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the Township Clerk; and

WHEREAS, in accordance with the aforesaid notices, a hearing was held on the 15th of September, 2020 commencing at approximately 7:00pm and all persons given the opportunity to be heard in the matter; and

WHEREAS, as a result of the foregoing, the Township Board believes the project to be in the best interests of the Township and of the district proposed to be established therefore;

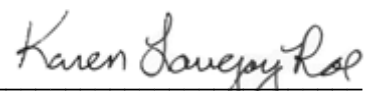
NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby approve the plans for public security cameras as prepared and presented by the Township's licensed security system contractor and its annual estimate of costs for the operation and maintenance thereof.
2. That this Township Board creates a special assessment district located within the boundaries of Crystal Pond with the district to be known as Crystal Pond Neighborhood Camera Special Assessment District No. 075 within which the costs of the operation and maintenance of the security cameras shall be assessed according to benefits.
3. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be

levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.

4. When the special assessment roll has been prepared and filed in the office of the Township Clerk, before said assessment roll has been confirmed, the Township Board shall appoint a time and place when it will meet, review and hear any objections to the assessment roll.
5. If the special assessment roll is confirmed, the Township Board intends to hold a public hearing once each year in future years, on or before September 30, to reassess property in the special assessment district for the costs in the next year, and will provide notice of such hearing in such a manner as prescribed by law.
6. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolution be and the same are hereby rescinded.

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



Karen Lovejoy Roe, Clerk
Charter Township of Ypsilanti

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



Charter Township of Ypsilanti

Clerk's Office

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

MEMORANDUM

To: Michael Hoffmeister, Residential Services Director

From: Heather Jarrell Roe, Clerk

Date: March 17, 2021

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

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

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

Should you have any questions, please contact my office.

Irs

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



March 10, 2021

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

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

Dear Ms. Stumbo:

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

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

PROJECT UNDERSTANDING

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

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

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

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

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



SCOPE

Task 1 – Design Survey/ROW Identification

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

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

Task 2 – Engineering Drawing Design

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

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

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

Task 3 – Specifications and Final Plans and Bid Package Assembly

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

Task 4 – Bidding Assistance

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



DELIVERABLES

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

KEY PERSONNEL

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

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

ASSUMPTIONS/CLARIFICATIONS

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

SCHEDULE

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



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

FEE

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

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

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

ACCEPTANCE

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

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

OHM ADVISORS
CONSULTANT

Charter Township of Ypsilanti
CLIENT

 (Signature)

Brenda Stumbo

Matthew D. Parks, P.E.
 (Name)

Ms. Brenda Stumbo

Principal in Charge
 (Title)

Township Supervisor

3-18-21
 (Date)

March 17, 2021

(Signature)

Heather Jarrell Roe

(Name)

Ms. Heather Jarrell Roe

(Title)

Township Clerk

(Date)

March 17, 2021

Charter Township of Ypsilanti

RESOLUTION NO. 2021-13

2021 LAND AND WATER CONSERVATION FUND GRANT FOR CLUBVIEW PARK

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

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

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

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

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2021-12 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on March 16, 2021.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

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

**Accounting
Department**

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

STATEMENTS AND CHECKS

APRIL 6, 2021 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	856,699.64
HAND CHECKS -	\$	632,960.89
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	1,489,660.53

Check Date	Check	Vendor Name	Amount
<i>HAND CHECKS</i>			
Bank AP AP			
03/12/2021	187554	COMCAST BUSINESS	3,582.92
03/12/2021	187555	COMCAST CABLE	108.35
03/12/2021	187556	COMCAST CABLE	151.98
03/12/2021	187557	COMCAST CABLE	234.85
03/12/2021	187558	COMCAST CABLE	34.76
03/12/2021	187559	COMCAST CABLE	120.79
03/12/2021	187560	COMCAST CABLE	8,853.13
03/12/2021	187561	GRANITE TELECOMMUNICATIONS	398.41
03/12/2021	187562	VERIZON WIRELESS	438.94
03/12/2021	187563	VERIZON WIRELESS	2,243.08
03/12/2021	187564	WASTE MANAGEMENT	415.35
03/12/2021	187565	WASTE MANAGEMENT	2,236.89
03/12/2021	187566	WASTE MANAGEMENT	261.05
03/12/2021	187567	WASTE MANAGEMENT	695.04
03/12/2021	187568	WASTE MANAGEMENT	147.02
03/12/2021	187569	WASTE MANAGEMENT	52.45
03/12/2021	187570	WASTE MANAGEMENT	620.06
03/12/2021	187571	WASTE MANAGEMENT	210,300.66
03/16/2021	187572	HOME DEPOT	238.01
03/16/2021	187573	YPSILANTI ACE HARDWARE	49.54
03/16/2021	187574	JOYCE CROCKER	1,735.20
03/17/2021	187575	AAATA	532.45
03/17/2021	187576	MICHIGAN STATE DEPT. OF TREASURY	31,211.24
03/17/2021	187577	WASHTENAW COMMUNITY COLLEGE#	2,595.52
03/17/2021	187578	WASHTENAW COUNTY TREASURER	5,491.78
03/17/2021	187579	WASHTENAW INTERMEDIATE	4,382.23
03/17/2021	187580	YPSILANTI COMMUNITY SCHOOLS - WR	12,360.17
03/17/2021	187581	YPSILANTI DISTRICT LIBRARY	1,954.26
03/18/2021	187582	AMAZON CAPITAL SERVICES	376.95
03/18/2021	187583	COMCAST CABLE	288.35
03/18/2021	187584	DTE ENERGY	7,215.01
03/18/2021	187585	DTE ENERGY	74,553.26
03/18/2021	187586	GUARDIAN ALARM	1,058.43
03/18/2021	187587	VERIZON WIRELESS	613.57
03/18/2021	187588	YPSILANTI COMMUNITY	529.63
03/25/2021	187589	WASHTENAW COUNTY TREASURER#	2,204.24
03/30/2021	187590	MIDWEST ENVIRO SOLUTIONS	3,850.00
03/30/2021	187591	UNITED STATES POST OFFICE	3,593.80
04/01/2021	187592	BLUE CROSS BLUE SHIELD OF MI	195,602.56
04/01/2021	187593	BLUE CROSS BLUE SHIELD OF MI	30,192.90
04/01/2021	187594	DEARBORN NATIONAL LIFE INSURANCE	4,853.58
04/01/2021	187595	DELTA DENTAL PLAN OF MICHIGAN	12,867.72
04/01/2021	187596	VISION SERVICE PLAN	3,714.76

AP TOTALS:

Total of 43 Checks:	632,960.89
Less 0 Void Checks:	0.00
Total of 43 Disbursements:	<u>632,960.89</u>

Check Date	Check	Vendor Name	Amount
Bank AP AP			
04/06/2021	187597	A DESIGN LINE	319.92
04/06/2021	187598	AAA AUTO PARTS & SERVICE	1,196.41
04/06/2021	187599	ACCUSHRED LLC	65.00
04/06/2021	187600	ADVANCED COMMUNICATIONS & DATA	690.91
04/06/2021	187601	ALLGRAPHICS CORPORATION	340.50
04/06/2021	187602	AMAZON CAPITAL SERVICES	3,184.26
04/06/2021	187603	ANN ARBOR CLEANING SUPPLY	1,449.34
04/06/2021	187604	ANN ARBOR WELDING SUPPLY CO	252.84
04/06/2021	187605	APOLLO FIRE EQUIPMENT CO.	3,264.00
04/06/2021	187606	APPLIED IMAGING	142.14
04/06/2021	187607	AUTO VALUE YPSILANTI	368.47
04/06/2021	187608	BANDIT INDUSTRIES	1,593.42
04/06/2021	187609	BLACK CLOVER	298.65
04/06/2021	187610	BRIDGESTONE GOLF INC	1,686.66
04/06/2021	187611	BRUCE JOHNSON	3,470.40
04/06/2021	187612	BSN SPORTS	699.89
04/06/2021	187613	BURNING INSPIRATIONS	15.00
04/06/2021	187614	CALLAWAY GOLF SALES COMPANY	904.34
04/06/2021	187615	CARLISLE/WORTMAN ASSOCIATES	9,000.02
04/06/2021	187616	CGS, INC.	1,550.00
04/06/2021	187617	CITY OF YPSILANTI	1,677.76
04/06/2021	187618	COLMAN-WOLF SANITARY SUPPLY CO	682.10
04/06/2021	187619	COMERICA BANK	129.00
04/06/2021	187620	COMPLETE BATTERY SOURCE	65.05
04/06/2021	187621	COURT INNOVATIONS INC	540.00
04/06/2021	187622	CRYSTAL FLASH, INC.	1,956.21
04/06/2021	187623	DAY ELECTRIC	15.00
04/06/2021	187624	DYNAMIC BRANDS	128.27
04/06/2021	187625	EMERGENT HEALTH PARTNERS	7,252.30
04/06/2021	187626	ESRI	3,700.00
04/06/2021	187627	FIBER LINK	8.75
04/06/2021	187628	GOVERNMENTAL CONSULTANT SERVICES	3,206.50
04/06/2021	187629	GRAINGER	1,038.78
04/06/2021	187630	GRIFFIN PEST SOLUTIONS	93.00
04/06/2021	187631	GRIND NOW SHINE LATER	754.60
04/06/2021	187632	HOME DEPOT	720.01
04/06/2021	187633	HORNUNG'S	244.74
04/06/2021	187634	JOEL ROBERTS	1,735.20
04/06/2021	187635	JTW PIPES LLC	356.00
04/06/2021	187636	JUMP-A-RAMA	1,930.60
04/06/2021	187637	KEITH APPLETON	80.00
04/06/2021	187638	KOCH & WHITE	137.00
04/06/2021	187639	LANGUAGE LINE SERVICES	1,346.50
04/06/2021	187640	LANSING SANITARY SUPPLY, INC	269.29
04/06/2021	187641	LOOKING GOOD LAWNS	1,700.00
04/06/2021	187642	LOWE'S	73.02
04/06/2021	187643	MARK MEDOS	161.12
04/06/2021	187644	MENARDS, INC.	116.48
04/06/2021	187645	METCOM	415.80
04/06/2021	187646	MICHIGAN LINEN SERVICE, INC.	1,856.24
04/06/2021	187647	MISSION CONTROL INC	366.67
04/06/2021	187648	MLIVE MEDIA GROUP	527.50
04/06/2021	187649	NAPA AUTO PARTS*	64.41
04/06/2021	187650	OFFICE EXPRESS	342.53
04/06/2021	187651	OKINAWAN KARATE CLUB	622.50
04/06/2021	187652	ONSITE SUBSTANCE ABUSE TESTING	235.00
04/06/2021	187653	ORCHARD, HILTZ & MCCLIMENT INC	1,509.00
04/06/2021	187654	PEPSI BEVERAGES COMPANY	456.64
04/06/2021	187655	PETER POWER	1,715.00
04/06/2021	187656	PNC INSTITUTIONAL INVESTMENTS	24,000.00
04/06/2021	187657	POP A LOCK ANN ARBOR	140.00
04/06/2021	187658	POWER HOME REMODELING GROUP	232.50
04/06/2021	187659	PRIORITY ONE EMERGENCY	99.99
04/06/2021	187660	QUADIEN'T LEASING USA, INC	1,058.70
04/06/2021	187661	RHETT REYES	2,847.96
04/06/2021	187662	ROBERTA KEMP	30.00
04/06/2021	187663	SAM'S CLUB DIRECT	523.32
04/06/2021	187664	SAMANTHA ALAPERT	797.66
04/06/2021	187665	SHALONDA CASANOVA	80.00
04/06/2021	187666	SHRADER TIRE & OIL	28.90
04/06/2021	187667	SITEONE LANDSCAPE SUPPLY, LLC	359.89
04/06/2021	187668	SOUTHEASTERN EQUIPMENT CO.	649.20
04/06/2021	187669	SPARTAN BARRICADING & TRAFFIC	625.00
04/06/2021	187670	SPARTAN DISTRIBUTORS	7,091.55
04/06/2021	187671	SPICER GROUP	4,943.75
04/06/2021	187672	STANTEC	9,671.50
04/06/2021	187673	STATE OF MICHIGAN	200.00
04/06/2021	187674	TAYLOR MADE GOLF COMPANY	873.60

A/P checks

Check Date	Check	Vendor Name	Amount
04/06/2021	187675	THERESE FOOTE	131.60
04/06/2021	187676	TINING BOONE-MCLEAN	650.00
04/06/2021	187677	TODD BARBER	4,240.00
04/06/2021	187678	TRACTOR SUPPLY COMPANY	397.90
04/06/2021	187679	U.S. BANK, N.A.	212,620.00
04/06/2021	187680	U.S. POSTAL SERVICE*	660.00
04/06/2021	187681	UNIFIRST CORPORATION	358.31
04/06/2021	187682	UTILITIES INSTRUMENTATION SERV	1,360.00
04/06/2021	187683	VANTAGE APPAREL	503.15
04/06/2021	187684	VELOCITY EHS	1,000.00
04/06/2021	187685	VERIZON CONNECT NWF, INC.	679.98
04/06/2021	187686	VICTORY LANE	76.35
04/06/2021	187687	W.J. O'NEIL COMPANY	9,347.60
04/06/2021	187688	WASHTENAW COUNTY LEGAL NEWS	470.00
04/06/2021	187689	WASHTENAW COUNTY ROAD COMMISSION	16,296.26
04/06/2021	187690	WASHTENAW COUNTY TREASURER#	475,591.55
04/06/2021	187691	WASHTENAW COUNTY TREASURER#	3,047.20
04/06/2021	187692	WOLVERINE FREIGHTLINER	1,748.35
04/06/2021	187693	YPSILANTI ACE HARDWARE	104.06
04/06/2021	187694	YPSILANTI COMMUNITY	1,183.44
04/06/2021	187695	ZEP SALES & SERVICE	321.23
04/06/2021	187696	ZOLL MEDICAL CORPORATION	2,938.40

AP TOTALS:

Total of 100 Checks:	856,699.64
Less 0 Void Checks:	0.00
Total of 100 Disbursements:	<u>856,699.64</u>

ATTORNEY REPORT

GENERAL LEGAL UPDATE

OLD BUSINESS

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION 2021-08

CREATION OF NEIGHBORHOOD CAMERA SPECIAL ASSESSMENT DISTRICT #076 VILLAGE GROVE APTS.

WHEREAS, the Township Board of the Charter Township of Ypsilanti proposes to install one (1) security camera to be located at Village Grove Apts. and

WHEREAS, Ypsilanti Township has paid for the purchase and installation of the security camera; and

WHEREAS, the Township Board proposes the creation of a special assessment district consisting of two (2) parcels known as Village Grove Apts., which will be benefited to defray the operation and maintenance cost of the security cameras; and

WHEREAS, the Township Board has solicited *Requests for Proposals* for the proposed project describing the security camera improvements, the proposed location of said improvements and estimated costs; and

WHEREAS, Conti Corporation, a video security company, licensed by the State of Michigan, prepared and submitted proposed plans to install, operate and maintain security cameras in public areas located within the boundaries of Village Grove Apts., which consists of two (2) parcels with the following estimated costs:

- Costs for purchase and installation of 1 security camera (paid for by Ypsilanti Township): \$7,255.00
- Total Annual Residents' Cost for maintenance and operation of security cameras: (First three years) \$7,260.72
- Annual cost per parcel \$1,210.12
- Monthly cost per parcel \$100.84

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the Township Clerk for public examination and notice of the public hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the Township Clerk; and

WHEREAS, in accordance with the aforesaid notices, a hearing was held on the 16th of February, 2021 commencing at approximately 7:00pm and all persons given the opportunity to be heard in the matter; and

WHEREAS, as a result of the foregoing, the Township Board believes the project to be in the best interests of the Township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby approve the plans for public security cameras as prepared and presented by the Township's licensed security system contractor and its annual estimate of costs for the operation and maintenance thereof.
2. That this Township Board creates a special assessment district located within the boundaries of Village Grove Apts. with the district to be known as Village Grove Apts. Neighborhood Camera Special Assessment District No. 076 within which the costs of the operation and maintenance of the security cameras shall be assessed according to benefits.
3. That on the basis of the foregoing, this Township Board does hereby direct the Supervisor and Assessing Officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which

amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the Supervisor or Assessing Officer shall affix thereto her certificate stating that it was made pursuant to this resolution and that in making such assessment roll, she has, according to her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.

4. When the special assessment roll has been prepared and filed in the office of the Township Clerk, before said assessment roll has been confirmed, the Township Board shall appoint a time and place when it will meet, review and hear any objections to the assessment roll.
5. If the special assessment roll is confirmed, the Township Board intends to hold a public hearing once each year in future years, on or before September 30, to reassess property in the special assessment district for the costs in the next year, and will provide notice of such hearing in such a manner as prescribed by law.
6. That all resolutions and parts of resolutions insofar as they conflict with the provisions of the within resolution be and the same are hereby rescinded.

January 13, 2021

Charter Township of Ypsilanti
7200 S. Huron River Dr.
Ypsilanti, MI 48197
Attn: Mike Radzik

Re: Harris at Village Lane 270-degree camera

Dear Mike,

Conti is pleased to submit our pricing for the above referenced project. Please contact me if you have any further questions regarding this proposal.

New 270-degree Camera Cost for Harris at Village Lane new pole

1. Provide and install (1) Outdoor Avigilon 15MP 270-degree multi-sensor cameras with IR and self-learning video analytics
2. Provide and install (1) Avigilon Pendant Wall Arm mounting bracket
3. Provide and install (1) Avigilon pole mount kit for multi-sensor
4. Provide and install (1) Avigilon clear dome bubble cover
5. Provide and install (1) Avigilon 60W PoE++ injector
6. Provide and install (1) Avigilon 1 channel ACC7 Enterprise license
7. Provide and install (1) Hoffman 18 x 16 x 10 enclosure with backplane
8. Provide and install (1) Hoffman Pole mount kit for enclosure
9. Provide and install (1) Hoffman 100W heater for enclosure
10. Provide and install (1) duplex outlet in enclosure with cable whip up to DTE for tapping with a shutoff switch in between
11. Provide and install misc. seal-tite, conduit and banding that may be required
12. Programming and Configuration.

Harris at Village Lane Camera Addition Pricing

\$7,255.00 _____ Initial Acceptance

Assumptions and exclusions:

1. All work is to be performed with I.B.E.W. Local 58 Union Labor. All labor is quoted at straight time rates, no holiday, weekend or off shift time is quoted for this project

Upon proposal acceptance, we can schedule the installation for the earliest possible date.

Please contact me directly with any questions, comments or desired changes.

Gary Graves



Conti Corporation
6417 Center Drive, Suite 120
Sterling Heights, Michigan 48312

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

January 28, 2021

«Owner»
«Owner_Address»
«Owner_city», «Owner_state» «Owner_Zip»

Re: Public Hearing Scheduled for Tuesday, February 16, 2021 at Approximately 7:00pm for the Creation of Neighborhood Camera Special Assessment District #076 Village Grove

Dear Property Owners:

The Charter Township of Ypsilanti Board of Trustees set a public hearing to consider the request for the creation of Neighborhood Camera Special Assessment District #076 Village Grove for the installation of one (1) camera. Please see the map on the reverse side of this notice for location information.

THE TOTAL COST PER PARCEL FOR THIS YEARLY ASSESSMENT WOULD BE \$1,210.12 PER YEAR.

This will include your property located at: «Property_Address»
«Parcel»

The public hearing will be held on Tuesday, February 16, 2021 at approximately 7:00p.m. in a virtual manner. Attached are directions to join the meeting via Zoom. Public comments may also be sent via email to hjarrellroe@ytown.org or lstanfield@ytown.org or by postal mail and will be read at the hearing. See below for information.

Installation charges for the one (1) camera is \$7,255.00 and will be paid for Ypsilanti Township. Conti Corporation and Comcast have fixed the annual charges for the first three (3) years, per agreement to \$7,260.72. This cost is divided among the two (2) parcels and equals \$1,210.12 per parcel, per year. After the third year, the costs will reflect the current rates set by Conti Corporation and Comcast.

To Legally Protest the Neighborhood Camera Special Assessment:

An owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment in person, or may file his or her appearance and protest by letter before the hearing, and in that event, personal appearance shall not be required. The owner or any person having an interest in the real property who protests in writing at or before the hearing may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

If you have any questions or need additional information, please feel free to contact my office at 734-484-4700.

Sincerely,

Heather Jarrell Roe, Clerk
hjarrellroe@ytown.org

Lisa Stanfield, Deputy Clerk
lstanfield@ytown.org

Irs

cc: File

NEW BUSINESS

CHARTER TOWNSHIP OF YPSILANTI

Resolution No. 2021-14

RESOLUTION REGARDING THE DIVISION OF A PLATTED LOT

Resolution authorizing the division of platted lots in Eastlawn Subdivision

WHEREAS, the owner of a Lots 94, 95, 96 of Eastlawn Subdivision lying N of the Highway Right of Way has made a request to change lot boundaries as previously approved and recorded; and

WHEREAS, Township ordinance no. 2000-243, Article IX, Section 11.01 states that "Upon the filing of a petition, by the owner or owners of all interest therein, with the Township Board, the platted lots, outlot, or parcels of land in existing recorded plats may be partitioned or divided upon resolution of the Township Board into not more than four (4) parts, each of which shall, in regard to width, depth and area, conform to the terms and provisions of the Charter Township of Ypsilanti Zoning Ordinance, as amended; and

WHEREAS, the Township Planning Director has reviewed the division and confirmed that the resulting parcels meet the minimum requirements for lot size and road frontage as set forth by Section 2000 of the Township Zoning Ordinance.

THEREFORE, BE IT RESOLVED, that the revised property descriptions are approved as follows:

LEGAL DESCRIPTIONS:

PARCEL 1:

LOT 96 AND THE NORTH 2' OF LOT 95 EASTLAWN SUBDIVISION.

PARCEL 2:

LOT 94 AND LOT 95 EASTLAWN SUBDIVISION, EXCLUDING THE NORTH 2' OF LOT 95 AND EXCLUDING THE PORTION OF LOT 94 CONVEYED TO THE STATE OF MICHIGAN FOR HIGHWAY RIGHT OF WAY.

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

Assessor's Office

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

Date: March 23, 2021

To: Ypsilanti Township Board

From: Brian McCleery
Deputy Assessor

Cc: Jason Iacoangeli
Planning Director

Re: Request to approve Resolution 2021-14 to Change the Platted Lot Boundary Line in Eastlawn Subdivision lots 94, 95, and 96 lying North of the Highway Right of Way, dividing the original parcel into 2 parcels.

Parcel: 641 Greenlawn St: K-11-11-362-032, Lots 94, 95 and 96 lying North of the Highway Right of Way.

New Parcels:

Parcel 1: Lot 96 and the North 2' of lot 95

Parcel 2: Lot 94 and lot 95 excluding the North 2' of lot 95 and excluding the portion of lot 94 conveyed to the State of Michigan for Highway Right of Way

The Assessor's Office is requesting approval for the attached land division as the division would constitute a change in the original lot line in a recorded plat. The proposed division would divide lot 95, which is 60', into 2' to be maintained with lot 96 and 58' to be maintained with lot 94 in two separate parcels.

Ypsilanti Township's local ordinance requires Township Board approval if there are any revisions to the original lot line in a recorded plat. This is required as the Board has already approved the original plat and the requested division is a revision to the previously approved boundaries

Planning Director Jason Iacoangeli has verified that the Lot division will not create any non-conforming conditions.

CHARTER TOWNSHIP OF YPSILANTI
OFFICE OF THE ASSESSOR
7200 S. Huron River Drive, Ypsilanti, Michigan 48197

PARCEL DIVISION/COMBINE FOR PLATTED LOTS ONLY

AUTHORIZATION REQUEST

When submitting an application, please provide the Assessor's Office with three (3) copies of the descriptions for the parcel. If the Applicant is not the Owner of record, legal ownership must be provided.

Home Phone: 734.646.1943 Tax ID # K-11-11-362-032
Work Phone: 734.677.1558 Property Class: Residential
Name: Habitat for Humanity, Robert Nissly, Housing Director
Address: 2805 S Industrial, Suite 100
City/State/Zip: Ann Arbor, MI 48104

Proof of ownership or letter of authorization as agent
Proof that all taxes and/or special assessments are paid to current status
Township Board Approval
Attach new legal description

RECEIVED
FEB 18 2021

Combine Process:

1. All preliminary division/combines must be submitted to the Assessor's Office.
2. When dividing/combining lots in subdivision, you must provide three copies of a rough sketch to scale, and new legal descriptions.
3. The division/combine application will be processed for final approval/denial within forty-five (45) days of receipt.
4. To assure that a division/combine will appear on the following year's Assessment Roll, the Final paperwork must be submitted by December 31 of each year.
5. Division/combines received after that date would not have the assurance of appearing on the upcoming Assessment Roll.
6. There is no fee for the division/combine application of platted lots unless it involves the division/combine of a partial lot. Then a fee of \$25.00 for review and a fee of \$25.00 per lot will be charged.
7. Certificate from Washtenaw County Treasurer that all taxes and Special Assessments are paid for preceding 5 years.
8. If there is a principle residence exemption on any of the parcels involved in the division/combination, a new principle residence exemption must be re-filed for the new parcel number assigned after the division/combination has been approved.

YPSILANTI TOWNSHIP
ASSESSOR'S DEPARTMENT

I/We hereby authorize/request the Assessor's Office to divide/combine the following Parcel Number(s) after Township Board approval:

[Signature] Robert Nissly, Housing Director Date 2-9-21
Owner Signature(s) Date

Co-Owner Signature Date

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement

TO: Brian McCleery, Assistant Assessor, Charter Township of Ypsilanti
FROM: Jason Iacoangeli AICP, Planning Director
DATE: February 23, 2021
SUBJECT: Division – 641 Greenlawn K-11-11-362-032

Per your request, we have reviewed the request for a land division of the above parcel. We verify that the proposed division complies with the Zoning and Division Ordinances of the Township.

The new parcel would be zoned R-5 One Family Residential. The survey shows that the new parcel would meet the required sixty (60') feet of frontage (corner lots have to have an additional 10' feet of frontage) and the minimum of 5,400 square feet of lot area per the district. From a zoning perspective the new lot would meet the requirements. Any new home would have two (2) front yard setbacks of twenty (20) feet and a rear yard setback of thirty-five (35') and one side-yard setback of five (5') feet at a minimum. The survey provided looks like it takes this into account.

If you have any questions, or need more information, please do not hesitate contacting me.

Jason Iacoangeli

Jason Iacoangeli, AICP
Planning Director
Ypsilanti Township

03
-008
1-11-363-008

86
-007
11-11-363-007

87
-006
11-11-363-006

88
-11-11-363-022
-022
89
108
60
35

-017
K -11-11-362-017

97
-011
K -11-11-362-011

177
K 11-11-362-016
-016

96
K -11-11-362-032

178
K 11-11-362-015
-015
60

-032

108

95
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179 -015
K -11-11-362-015

94

108

50

50

60

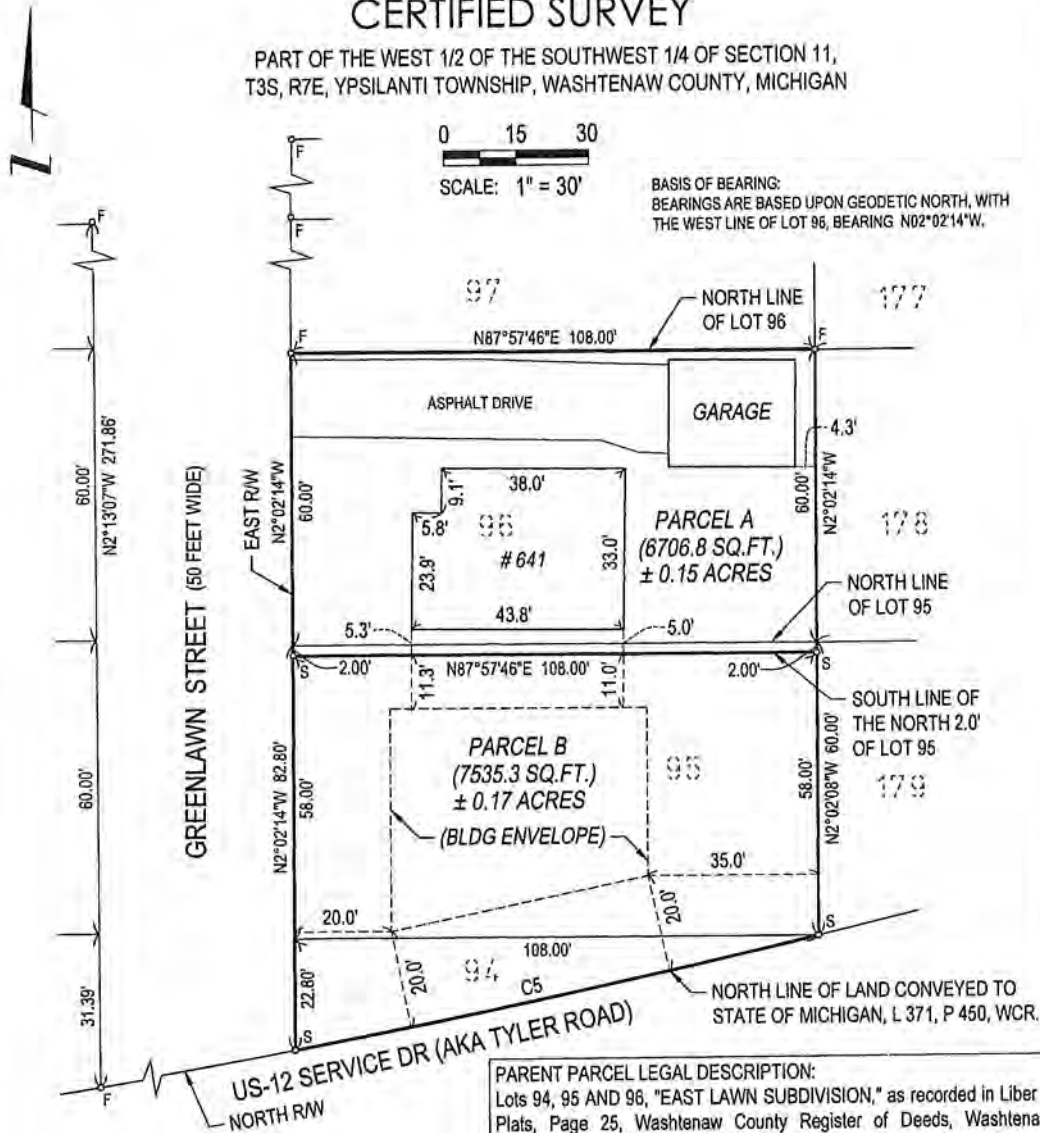
CERTIFIED SURVEY

PART OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SECTION 11,
T3S, R7E, YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

0 15 30

SCALE: 1" = 30'

BASIS OF BEARING:
BEARINGS ARE BASED UPON GEODETIC NORTH, WITH
THE WEST LINE OF LOT 96, BEARING N02°02'14"W.



PARENT PARCEL LEGAL DESCRIPTION:
Lots 94, 95 AND 96, "EAST LAWN SUBDIVISION," as recorded in Liber 6
Plats, Page 25, Washtenaw County Register of Deeds, Washtenaw
County, Michigan; lying North of land conveyed to the State of Michigan,
according to Liber 371, Page 450, Washtenaw County Records.

PARCEL A:
Lot 96 and the North 2.0 feet of Lot 95, "EAST LAWN SUBDIVISION," as
recorded in Liber 6 Plats, Page 25, Washtenaw County Records,
containing 0.15 Acres of land, more or less.

PARCEL B:
Lot 94 and Lot 95, "EAST LAWN SUBDIVISION," as recorded in Liber 6
Plats, Page 25, Washtenaw County Records; EXCLUDING the North 2.0
feet of Lot 95, and EXCLUDING that portion of Lot 94, lying South of the
North line of land conveyed to the State of Michigan, according to Liber
371, Page 450, Washtenaw County Records, containing 0.17 Acres of
land, more or less.

Curve Table					
CURVE	LENGTH	RADIUS	DELTA	CHORD BRG	CHORD
C5	110.39'	2196.86'	2°52'45"	S76° 02' 30"W	110.39'

LEGEND

- SECTION CORNER
- FOUND IRON
- SET IRON, CAP 46681
- RECORD DIMENSION
- MEASURE DIMENSION
- POINT OF BEGINNING
- EX. WELL
- SOIL BORING
- PROPERTY LINE
- PUBLIC ROAD R/W

CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE LAND ABOVE PLATTED, AND OR
DESCRIBED, AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS OF
SUCH SURVEY WAS NO GREATER THAN 1:5000, AND THAT ALL OF THE REQUIREMENTS OF P.A.
132, AS AMENDED, HAVE BEEN COMPLIED WITH.

CLIENT: HABITAT FOR HUMANITY OF HURON VALLEY

Survey of ± 0.32 Acres in
Sec 11, T3S, R7E, Ypsilanti Township,
Washtenaw County, Michigan

SCALE: 1" = 30' JOB NO. 2020-00150
DATE: 01/20/2021 SHEET: 1 OF 1



20624 Waterloo Road
Chelsea, MI 48118
(734) 730 - 8570
piattlandsurveying.com



AGREEMENT BETWEEN
THE WASHTENAW COUNTY WATER RESOURCES COMMISSIONER
AND
THE CHARTER TOWNSHIP OF YPSILANTI
FOR VERMIN MANAGEMENT SERVICES

This Agreement ("Agreement"), made and entered into on the 17th of November, 2020, amended on the ___ of _____, 2021 by and between the Washtenaw County Water Resources Commissioner's Office ("WCWRC"), and the Charter Township of Ypsilanti ("Township"), a Michigan municipal corporation, for the purpose of providing vermin management services ("Services")

The purpose of the Services are to assist in management of issues affecting the Public Health, Safety and Welfare of the Township and its residents.

Relevant details of the Program are set forth in Exhibits A and B, which are attached hereto and incorporated herein by reference. The services are broken into two different categories based on statutory authority of the WCWRC in providing Services.

Whereas, The Township has a long-standing history of successful collaboration with the WCWRC; and

Whereas, It will be beneficial to all parties to collaborate on vermin management; and

Whereas, vermin issues have become a priority for the Township, resulting in an increased level of service and work effort desired by the Township from the WCWRC, and;

Whereas, WCWRC has statutory authority through PA 40 of 1956 (the Drain Code) to "purify" the flow of water in legally established County drains but requires Agreement by the Township to furnish Services not specifically included or otherwise allowed in the Drain Code, and;

Whereas, past collaboration has determined that vermin management issues require a collaborative effort of Community Standards enforcement, public outreach to affected neighborhoods and residents, adequate refuse and debris management services and infrastructure, rodent baiting in storm drains and/or sewers, and land-based rodent baiting or burrow gassing in areas of public or private property; and

Whereas, Township and WCWRC officials have determined that a holistic program of vermin management requires a collaborative effort as noted in the paragraph above; and

Whereas, the WCWRC agrees to contract on behalf of the Township for rodent baiting services in storm drains under the authority of the Drain Code AND other areas as requested by the Township on an ongoing basis; and

Whereas, Township and WCWRC officials have agreed upon the need an initial budget maximum of \$7,500 per month for a pilot program to better determine the extent of infestation and adequacy of that budget figure for rodent baiting and/or related program costs performed under authority of both the Drain Code as well as other areas specified herein; and

Whereas, one key purpose of a pilot program is to determine adequacy and should therefore be limited in duration, and;

Whereas, Township and WCWRC officials have agreed that a 3-month pilot program for no more than \$7,500 per month will be adequate to better determine long term needs; and

Whereas, the 3-month pilot program has concluded with a determination that additional time and effort would be required to have a greater impact to all areas reporting vermin; and

Whereas, this determination was made at a substantially reduced cost of less than 50% of the previously authorized amount, but additional effort would be required to have a greater impact; and

Whereas, the original total authorization was a maximum of up to \$22,500 for all services; and

Whereas, Township and WCWRC officials have agreed that the Township will provide necessary Community Standards and outreach services (similar to past vermin control programs) as determined necessary by the Township; and

Whereas, WCWRC will coordinate as needed with Washtenaw County Department of Public Health (WCDPH) to provide electronic copies of any informational flyers for distribution to residents by the Township as needed to support collaborative efforts; and

Whereas, Exhibit B is not intended to limit areas for providing Services but merely provides a depiction of current reported known vermin sightings in certain areas of the Township for reference, these areas illustrate the need and initial focus areas for the Services provided; and

Whereas, Township and WCWRC officials have agreed that regular progress meetings will be held to evaluate program effectiveness and incorporate adjustments to address new or changing program needs within the pilot program budget and timeframe specified herein; and

Whereas, Township and WCWRC officials anticipate and fully understand that due to the nature of the problem and experiences in other municipalities, the pilot program will in all likelihood result in a recommendation for a longer-term program and recommended program funding based on pilot program experiences;

Therefore, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, the Township and the WCWRC agree:

1. The Washtenaw County Water Resources Commissioner's Office shall provide resources and expertise required to administer the Services in collaboration with the Township based on Exhibits A, B, and any mutually agreed upon adjustments during implementation of Services.
2. The period of this Agreement is no more than three months from the date a vendor (selected by the WCWRC, in consultation with the Township) commences work.
3. The Township shall make payments for work noted in Exhibit A, Section 1 based on annual December invoices in accordance with regular payment procedures for annual invoices of work performed on legally established County Drains.

4. The Township shall make payments for work noted in Exhibit A, Section 2 based on monthly invoices for Services provided in areas outside of legally established County Drains. The WCWRC will be providing Section 2 services based on the authority of this Agreement due to the efficiencies of bundling Section 2 and Section 1 services in a single vendor contract with a single point of contact.
5. Either party may terminate this agreement with 30-day notification with or without cause. If vendor contracts allow a shorter timeframe for vendor termination without cause, the WCWRC shall take this into consideration with any Township request to terminate some or all Services.
6. The WCWRC assumes no additional liability beyond that normally accorded for work on public drains. WCWRC staff will not enter private property or be on-site providing services. The contracted vendor providing the Services will be the only entity with staff entering the work areas shown in Exhibit B or as otherwise mutually determined.
7. Parties agree that this contract may be amended administratively after the pilot program to extend the allowable timeframe and/or reduce the monthly expenditures.
8. Parties agree that any amendment to increase monthly charges at any time must be approved by the Township Board.

And Whereas, based on the terms and information provided above the Township Board may wish to authorize additional efforts;


Be It Therefore Resolved, that the terms of this Agreement are hereby modified to allow continued vermin control services for a total amount not to exceed \$40,000, inclusive of prior authorization and/or expenditures.

Each of the persons signing this Agreement represents and warrants that he or she has authority to sign this Agreement on behalf of the Washtenaw County Water Resources Commissioner or the Charter Township of Ypsilanti, respectively.

CHARTER TOWNSHIP OF YPSILANTI

WCWRC

By: _____
 Brenda Stumbo (DATE)
 Township Supervisor

By:  3/18/21
 Evan N. Pratt, P.E. (DATE)
 Water Resources Commissioner

By: _____
 Heather Jarrell Roe (DATE)
 Township Clerk

EXHIBIT A

For the duration of this agreement, the WCWRC will contract with a pest control vendor for services in areas agreed to by the Township and WCWRC on an ongoing basis, not to exceed billing totals of \$40,000 through December 31, 2021 inclusive of prior authorized expenditures. The intent of this agreement is to

allow flexibility between Section 1 and Section 2 costs which must be tracked separately as described in the Agreement.

Section 1

WCWRC will contract with a pest control vendor for services to bait within legally established County Drainage structures or other structures where the presence of vermin would also impact legally established County Drainage structures.

Section 2

WCWRC will contract with a pest control vendor for services to bait in other areas as needed.

**FACILITY USAGE AGREEMENT FOR
YPSILANTI NATIONAL LITTLE LEAGUE**

This Agreement is made by and between the **YPSILANTI NATIONAL LITTLE LEAGUE**, herein referred to as (**YNLL**), and the **CHARTER TOWNSHIP OF YPSILANTI**, herein referred to as (**TWP.**).

WHEREAS, the **YNLL** is a Michigan non-profit organization organized to promote youth sports activities through the operation of its youth baseball and softball program; and

WHEREAS, the **TWP.** is the administrator of certain public amenities: and

WHEREAS, the **YNLL** and the **TWP.** desire to enter into this agreement with regard to the use of the Harris Park and the facilities contained therein by the **YNLL** and respective obligations of the parties regarding the use and maintenance of the facilities;

NOW, THEREFORE in consideration of the promises and the mutual covenants and obligations contained herein; the parties agree as follows:

I. TERM

This agreement shall be for a term of **three years** (3), beginning on the date of the execution hereof; provided that the proper paperwork in regard to yearly insurance documentation is provided by the **YNLL** to the **TWP.** by April 1 of each year of the term of this agreement.

II. OPTION TO RENEW

This agreement may be renewed at the option, but not the obligation, of the parties for an additional term, conditioned upon the following:

1. If not in violation of any obligation hereunder, the **YNLL** shall be given the option to renew this agreement for a like term upon conditions set forth by the **TWP.** If the **YNLL** should desire to renew this agreement it shall do so by giving written notice to the **TWP.** prior to September 1 of the year prior for which the extension is requested.

III. USE OF FACILITIES

1. During the period of April 1, 2021 through **October 30, 2023**, the **YNLL** shall have the preferred use of the **TWP.** ball fields #1 and #2 along with the concession stand at Harris Park, as assigned by the **TWP.**, for regular season play, league playoffs, make-up games, and practices. At any time the ball fields are not being used by the **YNLL**, the **TWP.** may assign such facilities for its own baseball and softball programs. It is understood that the **TWP.** programs and certain community events may be scheduled in advance of the release of the facilities to the **YNLL.**

2. **YNLL** understands that the **TWP.** staff has the authority to deny use of the fields if they are deemed unsafe to play on
3. The **TWP.** shall at all times have the right to inspect its facilities being used by the **YNLL** and all **YNLL** sponsored activities related to the use of such facilities.
4. If the **YNLL** should desire to use the **TWP.** fields, outside of the contracted use dates, for additional tournaments, tryouts or for special events, clinics or programs, the **YNLL** shall make a written request to the **TWP.** a minimum of fourteen days prior to the start of the event. Any and all additions, tournaments or special programs shall not be included in this agreement, but shall require a separate written agreement, as mentioned above, between both parties.

IV. OBLIGATIONS OF THE YNLL

The **YNLL** shall:

1. Provide to the **TWP.** the following information two weeks prior to the start of each season (when practices commence).
 - A. Proof of insurance and indemnification naming the **CHARTER TOWNSHIP OF YPSILANTI** as an additional insured per the **TWP.** required language.
 - B. A financial report of all expenditures and revenues from the previous year, including a balance sheet. This information shall be provided to the **TWP. CLERK'S OFFICE** by September 1 of each year.
 - C. A list of current **YNLL** Officers and Board members, including home addresses, current phone numbers and email addresses (if applicable). The **TWP.** is to be notified of any and all changes within two weeks of appointments or changes.
 - D. A listing of the total number of participants in the **YNLL** program, including the number of Ypsilanti Township residents who participate and the number of participants who reside outside of Ypsilanti Township.
 - E. Execution of this agreement: The **YNLL** shall provide a copy of the official corporate resolution authorizing the **YNLL** President, or authorized designee, to execute this agreement on behalf of the **YNLL.**
2. Provide the following maintenance and repairs in a manner generally equal to the normal **YTRD** maintenance and repair of similar **TWP.** recreational facilities:
 - A. Maintain all dugouts, backstops, fences and gates in a safe and secure condition.
 - B. Maintain all turf areas on the fields.
 - C. Prepare diamonds for each game, including the lining and base placement.
 - D. Maintain the batting cages.
 - E. Operate and maintain any field irrigation system as well as the watering schedules of turf areas.
 - F. Maintain the stocking of all paper towels and toilet tissue in the restroom facilities.
 - G. Report any damages and/or vandalism found, or observed, on any structure or facility to the **TWP.** immediately (including graffiti). The safety of the park users must always remain the top priority.
 - H. Rent a dumpster and maintain it during the course of the season (contracted time period).

3. Schedule an organizational meeting with the **TWP.** representatives in **October** of each year, prior to the upcoming season, so as to go over the plans for the upcoming season.
4. Pay all utility costs (water and electric) for the use of the associated facilities (field lights, concession stand, field irrigation system) during their use of the facilities.
5. Inclement weather: The **YNLL** will follow, at a minimum, the **TWP.** established policy for postponing or cancelling practices and games due to inclement weather or threat thereof.
6. The **YNLL** will not discriminate against any person or persons because of race, color, religion, sex, height, weight, marital status, disability or national origin.
7. Prior to the start of each season, the **YNLL** shall provide documentation that a criminal history background investigation was performed on each **YNLL** coach and assistant coach (that have been reviewed and accepted in accordance with their National Little League Charter) before being assigned to coach a team. Proof of background checks shall be provided to the **TWP.** three weeks prior to the start of each season (when practices commence).
8. No persons affiliated with the **YNLL** shall engage in any business at **TWP.** facilities or perform any activity that shall be in violation of any existing state or federal law or municipal ordinance. The **TWP.** reserves the right to exclude any individual or group from its facilities based on conduct, which it determines in its discretion to be objectionable or contrary to community interests. The **YNLL** hereby consents to the exercise of such authority by the **TWP.** over its members, officials and agents.
9. The **YNLL** shall comply with all rules, regulations and township ordinances as they pertain to the use of township parks and facilities.
10. Promote **TWP.** Recreation activities and scholarship through web, email, social media, flyers, and signage at fields.
11. Allow **TWP.** to have a booth at opening day.

V. OBLIGATIONS OF THE TWP.

The **TWP.** shall:

1. Provide the use of rooms at the community center for **YNLL** registration and **YNLL** Executive Board meetings. Room requests must be made a minimum of three weeks in advance by the designated, and approved, **YNLL** representative.
2. Help promote the **YNLL** through resources mutually agreed upon between the **YNLL** and the **TWP.**
3. Maintenance:
 - A. Maintain all bleachers in a safe and secure condition.
 - B. Remove all trash that has been deposited in trash receptacles as warranted (those receptacles that are located outside of the field of play).
 - C. Maintain the structural integrity of the concession stand, restrooms, storage buildings, including the repair or replacement of damaged roofs, doors and windows.
 - D. Maintain all common areas, including the parking lot, playground equipment, field lights and the turf areas outside of the ball field areas.
4. The **TWP.** Shall not offer competing leagues during the spring/fall seasons.

It is understood and agreed upon, that the **TWP.** obligations under this Agreement will be performed as soon as, and to the extent that, budgeted funds are available for performance of its obligations. If the **TWP.** is unable to fulfill its obligations due to budget restraints, it will not be obligated to the **YNLL** for any monetary damages.

VI. ASSIGNABILITY AND EXCLUSIVITY

This Agreement is a privilege for the benefit of the **YNLL** only, and may not be assigned in whole or in part by the **YNLL** to any other person or organization. Both parties understand that the **YNLL** use of the facilities is non-exclusive.

VII. INSURANCE AND INDEMNIFICATION

The **YNLL** shall at all times during the term of this Agreement maintain in effect general public liability insurance covering the **CHARTER TOWNSHIP OF YPSILANTI**. The Charter Township of Ypsilanti ***STRICTLY*** adheres to the insurance requirements. These insurance requirements shall not be waived for any reason. The minimum amount of the policy shall be \$1,000,000 general liability per occurrence. Please read carefully the required insurance that must be obtained. The Charter Township of Ypsilanti shall be named as an additional insured on such policy and shall be entitled to at least a thirty day (30) day notice of cancellation or changes of any kind.

The wording on the policy ***MUST*** read:

“...The Charter Township of Ypsilanti and its past, present and future elected officials, trustees, appointed commissions and board, agents and employees shall be named as **“additional insured”** on the General Liability policy with respect to (event, dates, times and location).

This may require an addition to your current policy or an additional policy, either of which could result in extra cost from your insurance carrier.

The **YNLL** shall indemnify and hold harmless the Charter Township of Ypsilanti and its officers, agents and employees from and against any and all suits, actions or claims of any character, type or description, including all expenses of litigation, court costs and attorney’s fees, brought or made for on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by, the act or failure to act of the **YNLL** or its agents, volunteers or employees in the use of the facilities arising out of obligations of the **YNLL** as set forth in this Agreement.

VIII. PARK AND FACILITY IMPROVEMENTS

1. All improvements to Harris Park and the facilities therein that the **YNLL** would like to make must have prior approval from the **TWP.** and the Ypsilanti Township Park Commission.
2. All improvements must adhere to all requirements set forth by the Ypsilanti Township Park Commission and the Community and Economic Development Department.

IX. SEVERANCE OF AGREEMENT

1. This agreement may be terminated by the **YNLL** upon a sixty (60) day written notification to the **TWP.** The **YNLL** agrees to complete any and all outstanding obligations due to the **TWP.**

2. In the event that the **YNLL** fails to fulfill the obligations of this Agreement and/or violates the terms of this Agreement, the **TWP.** may terminate the remainder of the Agreement upon a sixty (60) written notification to the **YNLL**. If the violation of this Agreement results in a health and safety issue to the users of the park and facilities, the **TWP.** reserves the right to sever this Agreement immediately without written notice.
3. In the event the **YNLL** dissolves or no longer desires to use Harris Park, including all facilities therein, all permanent park and facility improvements made by the **YNLL** shall remain in Harris Park and shall become the property of the Charter Township of Ypsilanti.

X. NOTICES

Unless otherwise provided herein, any notice, tender or delivery to be given hereunder by either party to the other may be effected by personal delivery in writing or registered or certified mail, postage prepaid, return receipt requested. Mailed notices shall be addressed as set forth, but each party may change its address by written notice in accordance with this section.

IN WITNESS THEREOF, the parties have executed this Agreement on the day and year set forth below,

YPSILANTI NATIONAL LITTLE LEAGUE

AUTHORIZED YNLL REPRESENTATIVE	DATE
---------------------------------------	-------------

WITNESS	DATE
----------------	-------------

CHARTER TOWNSHIP OF YPSILANTI

BRENDA STUMBO, TOWNSHIP SUPERVISOR	DATE
---	-------------

HEATHER JARRELL ROE, TOWNSHIP CLERK	DATE
--	-------------

Exhibit A to Master Agreement


Purchase Agreement

This Purchase Agreement (this "Agreement") is dated as of March 25, 2021 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:	58505450	
	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:	[S. Harris and Village Ln-Village Grove Apt], as more fully described on the map attached hereto as <u>Attachment 1</u> .	
3. Total number of lights to be installed:	1	
4. Description of Equipment to be installed (the " <u>Equipment</u> "):	Install one (1) wood pole, one (1) 6' support arm, and one (1) 58w LED with gray housing.	
5. Estimated Total Annual Lamp Charges	\$170.88	
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:	\$2,378.66
	Credit for 3 years of lamp charges:	\$512.64
	CIAC Amount (cost minus revenue)	\$1,866.02
	Credit for Post Charge, if selected	\$0.00
8. Payment of CIAC Amount:	Due promptly upon execution of this Agreement \$1,866.02	
9. Term of Agreement	<p>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> <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</p> <p>If "No", Customer must sign below and acknowledge that the lighting design does not meet IESNA recommended practices</p> <p>_____ </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 warranties, 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: _____

Name: _____

Title: _____



Attachment 1 to Purchase Agreement

Map of Location

[To be attached]



S HARRIS RD

VILLAGE LN

EVELYN ST

L7240
60-69 W LED

L7239
60-69 W LED

L7238
60-69 W LED

L7241
60-69 W LED

Install new pole
and LED. Install
~180' secondary.

Camera

OPL # 529331
100W HPS

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS,

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 circuit court litigation to abate public nuisances located at 621 Woodlawn Ave and 1093 Desoto Ave funded in the amount of \$20,000 in account 101-950.000-801.023**
Copy: McLain & Winters, Township Attorneys
Date: March 31, 2021

The Office of Community Standards (OCS) has investigated public nuisances at the following locations for which authorization to engage in circuit court is requested.

621 WOODLAWN AVE

This single family house in the Ecorse Rd neighborhood watch area sustained major fire damage on March 5, 2021 after a small fire in the stove quickly spread throughout the house. The structure is a total loss and must be demolished, however the property owners state they had no insurance coverage on the home at the time of the fire and have no funds to abate it. The owner, Rodney Belcher, also sought help from Habitat for Humanity, which was unable to assist. The burned out structure and exterior blight are contributing to the rat infestation problem in the area and needs to be abated as soon as possible. Authorization is now sought to engage in circuit court to obtain an abatement order.



CHARTER TOWNSHIP OF YPSILANTI

1093 DESOTO AVE

This single family house in the West Willow neighborhood sustained significant fire damage on February 21, 2021 when a small kitchen fire spread quickly throughout the home. The ensuing investigation has led to uncertainty as to whether the owner, Mario Williams, maintained hazard insurance coverage at the time of the fire. In its current boarded up condition, the structure represents a public nuisance and must be abated. To date, the owner has not conveyed whether or when he intends to repair or demolish it. Authorization is sought to engage in circuit court to abate the nuisance as it is contributing to the ongoing rat infestation problem in the neighborhood.



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**Human Resource
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 484-0065
Fax: (734) 484-5160
ytown.org

MEMORANDUM

TO: Charter Township of Ypsilanti Board of Trustees

FROM: Karen Wallin, Human Resource Manager
Brenda Stumbo, Township Supervisor

DATE: March 30, 2021

RE: **Approval of updated job description for “Residential Services Director” and wage request for adjustment increase of \$5,000.00 annually.**

On July 15, 2019, Mike Hoffmesiter began as the Residential Services Director for the Township. At that time, the position of Residential Services Director oversaw a multi-functional department including building maintenance and operations, ground maintenance, waste and recycling contracts, motor pool fleet, capital improvement projects and other special projects as assigned. Since the time of being hired, and minus an Operations Superintendent, Mike has continued to grow in his position while taking on additional responsibilities including overseeing the Township’s Recreation and Golf Course operations. In addition to his already full plate, Mike has also been part of the safety committee during this challenging COVID-19 time.

Mike always displays a positive attitude and represents the Township and entire community with the utmost professionalism. He constantly strives to develop relationships with county, local, and state officials making him a huge asset to the Township. His rapport with other Township management and staff is good and his willingness to assist is recognized by all.

It is being recommended that the attached updated job description be approved and that the salary for the Residential Services Director be increased by \$5,000.00 to \$92,075 annually. Your consideration in this matter is appreciated. Should you have any questions, please feel free to contact HR or Supervisor Stumbo.

Charter Township of Ypsilanti

RESIDENTIAL SERVICES DIRECTOR

Non-Union Position

Summary

The Residential Services Director is a confidential executive level position directing and overseeing a multi-functional residential **and recreational** services department engaged in diverse activities including but not limited to building maintenance and operations, ground maintenance, waste and recycling contracts, motor pool fleet, capital improvement projects, and other special projects as assigned.

Supervision Received

Executive duties performed with considerable independence in conjunction with the Township Supervisor to meet established objectives and priorities

Supervision Exercised

Supervisory authority over the Operations Superintendent, Parks/Grounds Superintendent, **Recreation Services Manager, and Golf Course Director**, and other staff assigned to the residential service department. Indirectly supervises a large number of full-time and temporary employees subordinate to the above listed positions. Has authority to recommend and issue disciplinary action to all employees of the residential services department.

Responsibilities and Duties

An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)

1. Leads a diverse team of management and hourly employees responsible for the delivery of services including: waste removal and reduction, maintenance of parks, maintenance of Township buildings and gateways to buildings, and motor pool fleet.
2. Develops short and long range goals and objectives for the department and sets operating priorities. Establishes departmental policy and procedures.
3. Supervises personnel directly and through subordinate employees, maintaining an employee relation program consistent with labor agreements and good management principles.
4. Provide technical guidance, training and coaching to employees as needed to acquaint employees with policy and safety procedures and to improve work performance.

RESIDENTIAL SERVICES DIRECTOR – Page 2

5. Is responsible for the development and presentation of the Residential Services Department budget to the Township Board for approval. Facilitates division leaders in assessing present operating expenditures, future needs and revenue generators to project operating budgets.
6. Continually monitors department expenditures initiating such measures as are necessary to bring expenses into line with approved budgetary limits. Creates and maintains systems for inventory control. Approves the billing of services and materials.
7. Evaluates equipment and infrastructure of the Residential Services Department making recommendation to the Township Board.
8. Responds to inquiries relative to department policies and procedures. Analyze situations to determine solutions or options to various problems regarding residential services. Resolves citizen complaints or assists them in reaching the proper source of assistance.
9. Serves as Project Director for all capital improvement projects from inception to project completion, enlisting the assistance of consulting engineers and architects when appropriate.
 - a. Reviews project proposals to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of the project.
 - b. Participates in the development of plans, specifications and bid documents. Examines estimates of materials, equipment, production costs, performance requirements, and delivery schedules to insure completeness and accuracy.
 - c. Reviews bids for conformity to contract requirements. Analyzes price proposals, financial reports, or other data to determine reasonableness of prices. Determines acceptable bidder and makes recommendation to the Township Board for contract award.
 - d. Coordinates start-up activities to include employee notification and relocation when necessary.
 - e. Monitors and evaluates construction activities to determine necessity for amendments or extensions of contract, and compliance to contract obligations.
10. Maintains regular contact with consulting engineers, construction project engineers, Township, County, State and Federal agencies, utility companies and technical groups, and the general public regarding department activities and services.
11. Maintains records and prepares a variety of reports regarding all department activities
12. May be assigned various responsibilities and tasks in conjunction with emergency and disaster response operations.
13. Participates as a key member on committees and projects, and performs other duties as assigned by the Township Supervisor or the Township Board. May serve as staff liaison to various boards or commissions.

Essential Functions, Qualifications, and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Knowledge of the principles and practices of municipal administration and budgeting.
- Knowledge of facilities management
- Knowledge of advanced supervisory practices and employee management.
- Interpersonal skills to lead a workforce and effectively work with the Township Board, public, contractors and fellow employees.
- Ability to Multi-task
- Ability to comprehend complex issues, to identify alternative solutions, and to prepare appropriate recommendations.
- Ability to compile and analyze statistical and technical data and to present facts and recommendations effectively in written and oral form.
- Ability to perform mathematical computations.
- Ability to read and interpret specifications, blue prints, drawings and technical manuals.
- Skill in the use of the computers including spreadsheet and data base software.
- Physical mobility, good vision, hearing and speech to perform this job.
- Must be able to drive and possess a valid Michigan drivers' license.
- Education and experience requires the equivalent of a bachelor's degree from an accredited college or university in public administration, business administration or facilities management and ten years progressively responsible field experience inclusive of construction management, five years in a supervisory capacity.

Physical Demands and Work Environment

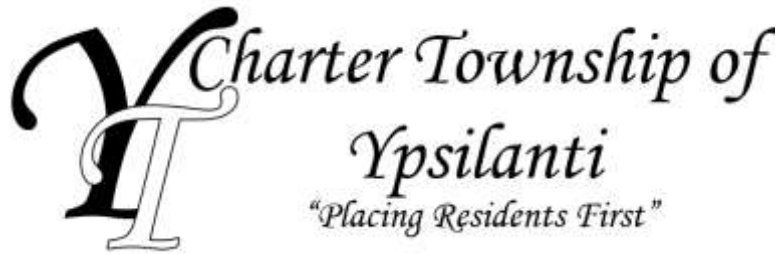
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Minimal physical effort generally required for work involved in the office; work may require employee to traverse rough or uneven territory when overseeing departmental activities; may occasionally lift and/or move objects weighing up to 75 pounds. Accesses all levels of a construction site/building/structure, traverses uneven terrain, climbs a ladder, and enters and exits from vehicles. Manually operates tools and vehicle controls. May spend the whole or a large portion of day walking and standing. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

Updated 4-2021

Wage: \$92,075

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Supervisor's Office

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

www.ytown.org

TO: Board Members
FROM: Brenda Stumbo
DATE: March 30, 2021
RE: Request to authorize signing of the Local road improvement agreement for 2021

Every year Ypsilanti Township enters into an agreement with Washtenaw Road Commission for road improvements. This is separate from the \$660,000 annual road improvement payment we pay every year for the road bonds.

The three full time officials are recommending the following road and maintenance improvements for 2021:

Sunset Trail	\$183,900
High Ridge	\$123,000
Michael Drive	\$ 89,200
Crescent Lane	\$ 34,500
Daytona	\$ 18,600
Crack sealing	\$ 23,300
Dust control	\$ 11,207.62
Total	\$483,707

The program subtracts our Road Matching Funds of \$233,029 and drainage funds of \$8,824.00, which equals 50% of the total cost. The township obligation for the road improvements is \$241,853.31

We thought it made sense to complete the roads in a centralized area.

Should you have any questions please let us know.

2021 YPSILANTI TOWNSHIP AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2021, by and between the Township Board of Ypsilanti Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, the parties of the first part desire that certain improvements be made upon the local roads in the Township of Ypsilanti, and

WHEREAS, proper authority is provided to the parties of the agreement under the provisions in Act 51 of Public Acts of 1951 as amended,

IT IS NOW THEREFORE AGREED, the parties of the second part will accomplish the improvements as specified herein, all in accordance with the standards of the parties of the second part.

1. **Dust Control (497-11-108):**

Work to include placement of three (3) solid applications of contract brine on all certified local gravel/limestone roads within the township. Estimated 59,580 gallons @ \$0.189 per gallon.
Estimated cost of contract brine: \$ 11,206.62

2. **Sunset Trail, New Meadow Drive to Princeton Place:**

Work to include milling the existing pavement, aggregate base undercutting, the placement of 2" HMA resurfacing, structure adjustments, ADA sidewalk ramps updates, and associated project restoration.
Estimated project cost: \$ 183,900.00

3. **High Ridge Drive, Farm Lane to Huron River Drive:**

Work to include milling the existing pavement, the placement of 2" HMA resurfacing, structure adjustments, ADA sidewalk ramps updates, and associated project restoration.
Estimated project cost: \$ 123,000.00

4. **Michael Drive, High Ridge Drive to Huron River Drive:**

Work to include milling the existing pavement, the placement of 2" HMA resurfacing, ADA sidewalk ramps updates, and associated project restoration.
Estimated project cost: \$ 89,200.00

5. **Crescent Lane, High Ridge Drive easterly 200 feet:**

Work to include milling the existing pavement, the placement of 2" HMA resurfacing, ADA sidewalk ramps updates, and associated project restoration.
Estimated project cost: \$ 34,500.00

6. **Section 10, Various Local Roads:**

Work to include cracksealing. Roads to include:
Dubie Avenue, Ecorse Road to Tyler Road
Kennedy Avenue, Ecorse Road to Tyler Road
Wharton Avenue, Ecorse Road to Tyler Road
Glenwood Avenue, Ecorse Road to Tyler Road
Pinewood Avenue, Ecorse Road to Tyler Road
Rosewood Avenue, Tyler Road to Hawthorne Avenue
Redwood Avenue, Ecorse Road to Tyler Road

Oaklawn Boulevard, Tyler Road to Hawthorne Avenue
Montreal Street, Tyler Road to Auburndale Avenue
Auburndale Avenue, Emerick Street to Oaklawn Boulevard
Ottawa Avenue, Montreal Street to Oaklawn Boulevard
Estimated project cost: \$ 16,600.00

7. **Daytona Avenue, Huron River Drive to end of road:**
Work to include heavy brushing, ditching, shaping the existing surface, placement of a 4" (C.I.P.)
23a limestone (approximately 400 tons) with associated dust control and project restoration.
Estimated project cost \$ 18,600.00

8. **Section 11, Various Local Roads:**
Work to include cracksealing. Roads to include:
Kansas Avenue, Parkwood Avenue to end of road
Oregon Avenue, Parkwood Avenue to end of road
Ohio Avenue, Parkwood Avenue to end of road
Dakota Avenue, Parkwood Avenue to Russell Street
Estimated project cost: \$ 6,700.00

AGREEMENT SUMMARY

2021 LOCAL ROAD PROGRAM	
Dust Control	\$ 11,206.62
Sunset Trail, New Meadow Drive to Princeton Place	\$ 183,900.00
High Ridge Drive, Farm Lane to Huron River Drive	\$ 123,000.00
Michael Drive, High Ridge Drive to Huron River Drive	\$ 89,200.00
Crescent Lane, High Ridge Drive easterly 200 feet	\$ 34,500.00
Section 10, Various Local Roads	\$ 16,600.00
Daytona Avenue, Huron River Drive to end of road	\$ 18,600.00
Section 11, Various Local Roads	<u>\$ 6,700.00</u>
Subtotal	\$ 483,706.62
Less WCRC 2021 Conventional Matching Funds	\$ 98,158.24
Less WCRC 2020 Conventional Matching Funds (carryover)	\$ 138,195.07
Less WCRC 2021 Drainage Matching Funds	\$ 1,088.00
Less WCRC 2020 Drainage Matching Funds (carryover)	\$ 4,412.00

ESTIMATED AMOUNT TO BE PAID BY YPSILANTI TOWNSHIP
UNDER THIS AGREEMENT DURING 2021: **\$ 241,853.31**

FOR YPSILANTI TOWNSHIP:

Brenda L. Stumbo, Supervisor

Witness

Heather Jarrell Roe, Clerk

Witness

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara Ryan Fuller, Chair

Witness

Sheryl Soderholm Siddall, Managing Director

Witness

**CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #4**

April 6, 2021

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$284,028.00

Request to increase the budget for PTO payout of 80 hours to be paid at 75%. This will be funded by an appropriation of 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 increase the budget for Washtenaw County Road Commission agreement for road improvements at Sunset Trail, High Ridge, Michael Dr, Crescent Ln, Daytona, Crack sealing on various local roads listed in the agreement. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$241,853.00
		Net Revenues	<u><u>\$241,853.00</u></u>
Expenditures:	Highway, Street, & Road Construction	101-446-000-818.022	\$241,853.00
		Net Expenditures	<u><u>\$241,853.00</u></u>

Request to increase the budget for vermin management services to be provided by the Washtenaw County Water Resources Commissioner's Office (WCWRC). This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$40,000.00
		Net Revenues	<u><u>\$40,000.00</u></u>
Expenditures:	Professional Service	101-956-000-801.000	\$40,000.00
		Net Expenditures	<u><u>\$40,000.00</u></u>

Request to increase the budget for streetlight installations at S Harris and Village Land - Village Grove Apartments to be paid by the Township. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-000-699.000	\$1,932.00
		Net Revenues	<u><u>\$1,932.00</u></u>
Expenditures:	Streetlight Construction	101-956-000-926.050	\$1,932.00
		Net Expenditures	<u><u>\$1,932.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2021 BUDGET AMENDMENT #4**

April 6, 2021

249 - BUILDING DEPARTMENT FUND

Total Increase \$485.00

Request to increase the budget for PTO payout of 80 hours to be paid at 75%. This will be funded by an appropriation of 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 \$1,213.00

Request to increase the budget for PTO payout of 80 hours to be paid at 75%. This will be funded by an appropriation of 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 (#4)

Move to increase the General Fund budget by \$284,028 to \$9,465,890 and approve the department line item changes as outlined.

Move to increase the Building Department Fund budget by \$485 to \$873,714 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$1,213 to \$8,538,507 and approve the department line item changes as outlined.

AUTHORIZATIONS AND BIDS

Supervisor
BRENDA L. STUMBO
Clerk
HEATHER JARRELL ROE
Treasurer
STAN ELDRIDGE
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GLORIA PETERSON
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Office of the
Supervisor

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

CC: Mike Hoffmeister, Residential Services Director
Doug Winters, Attorney

From: John Hines, Deputy Supervisor

Date: March 31, 2021

Subject: Request Authorization to accept the low bid of \$12,402.50 to Superior Groundcover Inc., for our annual playground mulch installation at Township parks budgeted in line #101-774.000-818.011.

The Supervisor's Office is requesting authorization to accept the low bid with Superior Groundcover, Inc. for the annual playground mulch service.

The Township was previously under a one (1) year agreement with Superior Groundcover, Inc. for the playground mulch for 2020. Township staff accepted four (4) bids at the bid opening in early 2021. They are listed below:

Superior Groundcover Inc.: \$12,402.50 per year
Unique Clips, LLC: \$12,628.00 per year
A.M. Services, Inc.: \$32,645.00 per year
Abled Vets Construction, LLC: \$58,655 per year

John Hines
Deputy Supervisor
jhines@ytown.org
734-544-3646

Attachment A

**ESTIMATE FORM
2021 PLAYGROUND MULCH SERVICES**

Contractor: Superior Groundcover Inc.
Primary Contact: Terry Oykstra
Telephone #: 616-293-3156
Date Submitted: 3-22-2021

Pricing Schedule

Bud and Blossom Park: 39 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,072.50</u>
Burns Park: 55 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,512.50</u>
Clubview Park: 59 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,622.50</u>
Community Center Park: 43 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,182.50</u>
Ford Lake Park (3 playgrounds): 69 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,897.50</u>
Lakeside Park: 61 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,672.50</u>
Nancy Park: 57 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,567.50</u>
North Bay Park: 29 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>797.50</u>
Rambling Road Park: 39 cubic yards	\$ <u>27.50</u> per cubic yard = \$ <u>1,072.50</u>

TOTAL CUBIC YARDS: 451 cubic yards

TOTAL ESTIMATE FOR PLAYGROUND MULCH SERVICES: \$12,402.50

Attachment A

ESTIMATE FORM
2021 PLAYGROUND MULCH SERVICES

Contractor: Unique Clips LLC
Primary Contact: Maryn Piconke
Telephone #: 586 863 8649
Date Submitted: 3/9/21

Pricing Schedule

Bud and Blossom Park: 39 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1092.00</u>
Burns Park: 55 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1540.00</u>
Clubview Park: 59 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1652.00</u>
Community Center Park: 43 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1204.00</u>
Ford Lake Park (3 playgrounds): 69 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1932.00</u>
Lakeside Park: 61 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1708.00</u>
Nancy Park: 57 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1596.00</u>
North Bay Park: 29 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>812.00</u>
Rambling Road Park: 39 cubic yards	\$ <u>28</u> per cubic yard = \$ <u>1092.00</u>

TOTAL CUBIC YARDS: 451 cubic yards

TOTAL ESTIMATE FOR PLAYGROUND MULCH SERVICES: \$ 12,628.00

Attachment A

ESTIMATE FORM
2021 PLAYGROUND MULCH SERVICES

Contractor: A.M. Services, Inc.
Primary Contact: Peter Lawrence / Sales Manager
Telephone #: 734-973-0930
Date Submitted: 03/25/2021

Pricing Schedule

Bud and Blossom Park: 39 cubic yards	<u>\$ 74.06</u> per cubic yard = <u>\$ 2,888.00</u>
Burns Park: 55 cubic yards	<u>\$ 71.90</u> per cubic yard = <u>\$ 3,954.00</u>
Clubview Park: 59 cubic yards	<u>\$ 71.50</u> per cubic yard = <u>\$ 4,218.00</u>
Community Center Park: 43 cubic yards	<u>\$ 73.45</u> per cubic yard = <u>\$ 3,158.00</u>
Ford Lake Park (3 playgrounds): 69 cubic yards	<u>\$ 70.70</u> per cubic yard = <u>\$ 4,878.00</u>
Lakeside Park: 61 cubic yards	<u>\$ 71.35</u> per cubic yard = <u>\$ 4,352.00</u>
Nancy Park: 57 cubic yards	<u>\$ 71.62</u> per cubic yard = <u>\$ 4,082.00</u>
North Bay Park: 29 cubic yards	<u>\$ 76.80</u> per cubic yard = <u>\$ 2,227.00</u>
Rambling Road Park: 39 cubic yards	<u>\$ 74.06</u> per cubic yard = <u>\$ 2,888.00</u>

TOTAL CUBIC YARDS: 451 cubic yards

TOTAL ESTIMATE FOR PLAYGROUND MULCH SERVICES: \$ 32,645.00

Attachment A

ESTIMATE FORM
2021 PLAYGROUND MULCH SERVICES

Contractor: ABLED VETS CONSTRUCTION LLC
Primary Contact: YOUNG, NATHANAL
Telephone #: (676) 235-1055
Date Submitted: 24 MAR 2021

Pricing Schedule

Bud and Blossom Park: 39 cubic yards	<u>\$ 130</u> per cubic yard = \$ <u>5070</u> ⁰²
Burns Park: 55 cubic yards	<u>\$ 130</u> per cubic yard = \$ <u>7150</u> ⁰²
Clubview Park: 59 cubic yards	<u>\$ 130</u> per cubic yard = \$ <u>7670</u> ⁰²
Community Center Park: 43 cubic yards	<u>\$ 130</u> per cubic yard = \$ <u>5590</u> ⁰²
Ford Lake Park (3 playgrounds): 69 cubic yards	<u>\$ 135</u> per cubic yard = \$ <u>9315</u> ⁰²
Lakeside Park: 61 cubic yards	<u>\$ 130</u> per cubic yard = \$ <u>7930</u> ⁰²
Nancy Park: 57 cubic yards	<u>\$ 130</u> per cubic yard = \$ <u>7410</u> ⁰²
North Bay Park: 29 cubic yards	<u>\$ 120</u> per cubic yard = \$ <u>3480</u> ⁰²
Rambling Road Park: 39 cubic yards	<u>\$ 130</u> per cubic yard = \$ <u>5070</u> ⁰²

TOTAL CUBIC YARDS: 451 cubic yards

TOTAL ESTIMATE FOR PLAYGROUND MULCH SERVICES: \$ 58655⁰²

OTHER BUSINESS

BOARD MEMBER UPDATES
