

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.

March 15, 2022

Work Session – 5:00pm

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

DEPARTMENTAL REPORTS

CHARTER TOWNSHIP OF YPSILANTI FIRE DEPARTMENT

222 South Ford Boulevard, Ypsilanti, MI 48198



MONTHLY REPORT FOR FEBRUARY, 2022

Fire Department staffing levels are as follows:

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

All fire department response personnel are licensed as Emergency Medical Technicians by the State of Michigan Public Health. During the month, the fire department responded to requests **453** for assistance. Of those requests, **282** were medical emergency service calls, with the remaining **171** incidents classified as non-medical and/or fire related.

Department activities for the month of February 2022:

- 1) Smoke Alarms

- 2) Fire fighters received training in the following areas:
 - a) RTF Training @the College of Business

The Fire Marshal had these activities / events for the month of February 2022:

YTFD does not have a Fire Marshall at this time, in the process of hiring

The Fire Chief attended these meetings / events for the month of February 2022:

1. New hire on February 1, 2022 Mason Fecker
2. WAMAA
3. Fuel Reports
4. EAP presentation
5. MERS presentation
6. Nationwide presentation
7. Met with Terry Martin, re: Opticom
8. Attending the Winter Conference: Michigan Fire Inspector Society with Lt. Steve Wallgren
9. Spoke with Hutzler Plumbing and Cooling, re: Sump Pump Project @Station 1
10. Staff was offered and ordered & received the In-Home Covid testing kits
11. Reviewed grievance and replied
12. Ypsilanti Township Board Meeting
13. Department Head Meeting
14. Picked up Accountability Tags in Jackson for new hire
15. Weather Advisory Board Meeting
16. Arundel Way Addressing for 8 lots
17. Sump pump repair at Station 1 with RSD Maintenance
18. Met with Spartan Representative re: New Fire Truck
19. Fire Inspection 805 Hewitt Road
20. Fire Suppression Inspection at the Fowling Warehouse
21. In & Out Liquor Inspection
22. Bosal Inspection

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

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

This month the total fire loss, including vehicle fires, is estimated at **\$550.00**. All occurred at the following locations:

DATE OF LOSS	ADDRESS		ESTIMATED LOSS	
1) 2/04/2022	2475 Carlton	\$	0.00	(mutual aid-Pittsfield)
2) 2/04/2022	999 Putnam/Phelps	\$	0.00	(mutual aid-City)
3) 2/06/2022	847 Green	\$	0.00	(mutual aid-City)
4) 2/08/2022	2845 Bynan	\$	0.00	(cooking fire)
5) 2/12/2022	1983 Outer Lane	\$	500.00	(Chimney fire)
6) 2/21/2022	2498 Washtenaw	\$	50.00	(rubbish fire)
7) 2/27/2022	2947 Roundtree	\$	0.00	(vehicle fire)

Respectfully submitted,

Maria Batianis
Charter Township of Ypsilanti Fire Department

Attachment: Image Trend Incident Type Report (Summary): 02/01/2022 – 02/28/2022

2021 Incident Type Report

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
100 - Fire, other	1	0.22%				
111 - Building fire	3	0.66%				
113 - Cooking fire, confined to container	1	0.22%	0.00	0.00	0.00	0.00%
114 - Chimney or flue fire, confined to chimney or flue	1	0.22%		500.00	500.00	90.91%
118 - Trash or rubbish fire, contained	1	0.22%		50.00	50.00	9.09%
131 - Passenger vehicle fire	1	0.22%				
151 - Outside rubbish, trash or waste fire	1	0.22%	0.00	0.00	0.00	0.00%
Total: 9		Total: 1.99%	Total: 0.00	Total: 550.00	Total: 550.00	Total: 100.00%
Incident Type Category (FD1.21): 2 - Overpressure Rupture, Explosion, Overheat (No Fire)						
251 - Excessive heat, scorch burns with no ignition	1	0.22%				
Total: 1		Total: 0.22%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
300 - Rescue, EMS incident, other	39	8.61%				
311 - Medical assist, assist EMS crew	35	7.73%				
320 - Emergency medical service, other	35	7.73%				
321 - EMS call, excluding vehicle accident with injury	140	30.91%				
322 - Motor vehicle accident with injuries	12	2.65%				
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.22%				
324 - Motor vehicle accident with no injuries.	19	4.19%				
381 - Rescue or EMS standby	1	0.22%				
Total: 282		Total: 62.25%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
412 - Gas leak (natural gas or LPG)	1	0.22%				
424 - Carbon monoxide incident	2	0.44%				
440 - Electrical wiring/equipment problem, other	1	0.22%				
444 - Power line down	1	0.22%				
445 - Arcing, shorted electrical equipment	1	0.22%				
Total: 6		Total: 1.32%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	10	2.21%				
510 - Person in distress, other	2	0.44%				
531 - Smoke or odor removal	2	0.44%				
542 - Animal rescue	1	0.22%				
550 - Public service assistance, other	3	0.66%				
551 - Assist police or other governmental agency	3	0.66%				
552 - Police matter	1	0.22%				
553 - Public service	3	0.66%				
554 - Assist invalid	4	0.88%				
Total: 29		Total: 6.40%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
600 - Good intent call, other	1	0.22%				
611 - Dispatched and cancelled en route	90	19.87%				
622 - No incident found on arrival at dispatch address	1	0.22%				

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
651 - Smoke scare, odor of smoke	1	0.22%				
671 - HazMat release investigation w/no HazMat	1	0.22%				
Total: 94		Total: 20.75%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
700 - False alarm or false call, other	10	2.21%				
733 - Smoke detector activation due to malfunction	5	1.10%				
735 - Alarm system sounded due to malfunction	3	0.66%				
736 - CO detector activation due to malfunction	1	0.22%				
740 - Unintentional transmission of alarm, other	2	0.44%				
743 - Smoke detector activation, no fire - unintentional	4	0.88%				
744 - Detector activation, no fire - unintentional	1	0.22%				
745 - Alarm system activation, no fire - unintentional	3	0.66%				
746 - Carbon monoxide detector activation, no CO	3	0.66%				
Total: 32		Total: 7.06%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 453		Total: 100.00%	Total: 0.00	Total: 550.00	Total: 550.00	Total: 100.00%

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



**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

DATE: March 9, 2022

RE: **Departmental Update for February 11, 2022-March 9, 2022**

The following is a summary of the happenings within the Human Resource Department:

#1) Position of Assistant Director of Golf Operations was offered and accepted by Keuter Chase. Keuter will begin his new duties on Monday, March 14, 2022.

#2) Second vacant Deputy Court Clerk position within 14-B has been filled by Tina Sanchez. Tina began her new duties on February 23, 2022.

#3) Steve Wallgren was named temporary Fire Marshal effective Monday, March 7, 2022 and replaces Dan Kimball who retired on December 31, 2021. Firefighter Peter White received a promotion to Lieutenant replacing Steve Wallgren.

#4) The HR Department is preparing to advertise for the Entry-Level Application process for the Fire Department. The current eligible list has been exhausted and we currently have a firefighter vacancy with the promotions of Steve Wallgren and Peter White.

#5) Attorney Winters and I have met with TPOAM on February 16th and March 4th for negotiations. The current contract has been extended through June 30, 2022, allowing additional time for negotiations.

#6) Seasonal Employment activities have begun. A listing of seasonal opportunities is available on the Township website. Any additional questions should be directed to the HR Department.

#7) Compiled and forwarded information to Nyhart, the Actuary firm for the Firefighter Retirement Board, for the 2021 Actuarial Valuation for the Fire Department pension fund.

#8) Started compiling information for the bi-annual OPEB (Other Post Employee Benefits) valuation.

In addition to the items listed above, we have been busy with the daily HR duties as well. Should you have questions on any of these items, please feel free to contact me.

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



**Charter Township of Ypsilanti
Hydro Station**

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

www.ytown.org

Date: March 4, 2022
To: Clerk's Office
CC: Brenda Stumbo, Supervisor
From: Michael Saranen, Operation Manager
Subject: Department Report (activities in February 2022)

Activities:

Ford Lake Dam (Hydro Station)

General Operation Summary:

The Hydro Station continues to operate safely and continues to get routine safety inspections and preventive maintenance. Covid-19 has not impacted operations. Operators had 6 after hour call-ins for the month.

Average precipitation for the month of is around"2.51, this year it was about 3.19".

Regulatory:

For 2021-

- Reprint STID, **Started- completion due 12/22**
- update DSSMP, now planned for 2022
- DSSMR, **Started**
- Owners Dam Safety Program Review –
- EAP annual update and test-
- EAP Training-
- Part 12 Inspection- **Plan and Schedule have been filed with FERC. Follow-up letter to FERC**
- WQ Report – **Equipment in for service**
- Nuisance Plant Plan Report –
- Wildlife Plan Report –
- Historical Activity Report –
- Gate Certification –
- Security Review –
- FERC Security Inspection- **Postponed (COVID)**
- FERC Annual Dam Safety Inspection –
- Annual DEQ Lake Operation Monitoring Report-
- Spillway Assessment Action Plan- **Filed**

Projects:

Concrete Repairs- in planning phase, putting together bid documents to address spalling concrete on crest of the concrete spillway. Construction is planned for 2022. Field inspection was conducted on 5/6/21, an assessment report was provided by Barr. Report outlines areas that need repairs within 5 to 10 years.

Buoy Line- Design review, a new buoy line in front on the Hydro Station is proposed. This will add more safety to boater and recreationists on the lake.

Sluice Stress Analysis- in planning phase, the FERC has requested a detail study of gates. This is common industry request from FERC as they continuously look at safety involving dams. We are currently working with engineering to develop a procedure to complete this task. This task should be completed by 2024.

Powerhouse Service Power Upgrades- Replace the High voltage cable from the transformer to the transfer switch.

Operation Summary

2022	February	YTD	5 Year Ave.
Precipitation total (inches) ¹	3.19	4.04	42.0
Days Online	28.0	58.0	359.2
Generation MWH (estimated)	938.861	1,886.935	11,040.8.5
Generation MWH lost (estimated)*	0	56.030	564.3

After Hour Call In

Water levels	6	6	43
Mechanical/Electrical	0	0	5
Other	0	0	2
Totals	6	12	50

Recent History	2017	2018	2019	2020	2021
Precipitation total (inches) ²	40.8	42.2	45.4	41.4	40.0
Days Online	362.0	364.2	350.6	359.7	360.0
Generation MWH (estimated)	10,744.9	10,635.0	12,576.7	10,722.7	10,524.5
Generation MWH lost (estimated)*	269.6	552.9	1,005.8	570.2	423.2

After Hour Call In

Water levels	31	26	30	69	33
Mechanical/Electrical	4	5	3	4	9
Other	2	3	0	2	0
Totals	37	34	33	75	42

¹ Preliminary totals from NOAA for Detroit

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

Gate Spilling Summary:

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

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

Sluice Gate Usage Summary:

Current Year 2021	Current Year Days Spilled	Current Year Lost KWh*	Current Year Lost \$*	Prior Yr. Lost \$*
January	19	0	0	0
February	9.8	0	0	0
March			0	0
April			0	0
May			0	\$ 5,852
June			0	\$ 6,624
July			0	\$ 6,147
August			0	\$ 3,067
September			0	0
October			0	0
November			0	0
December			0	0
Totals	28.8	0	\$ 0	\$ 15,838

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

Sargent Charles Dam

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



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

WORK SESSION AGENDA

1. Recycle Grants Discussion.....M. Hoffmeister
2. Huron Street and DTE Light Discussion.....M Hoffmeister
3. Agenda Review.....Supervisor Stumbo

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



**Residential Services
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Ypsilanti Township Board of Trustees

CC: Brenda Stumbo, Township Supervisor
Javonna Neel, Accounting Director

From: Mike Hoffmeister, Residential Services Director

Date: March 9, 2022

RE: WORK SESSION – Recycle Cart Grants

It is excited for me to share that Ypsilanti Township has been awarded three (3) grants to deliver and implement recycle carts for all Ypsilanti Township residents. It should not go without mentioning a “Thank You” to Bill Ernat and his team for the development of the grant applications. This memo will serve as a launching point for discussion related to this process. The goal of this project is to increase not only the participation of our recycling but also the quality of the recycling that our residents do. After last year’s “Feet on the Streets” recycling grant and audit through WRRMA and The Recycling Partnership, this is a perfect way to continue the momentum of supporting Township wide recycling efforts. Below are the grants we are receiving and the amount received by each grant. Each grant has an agreement that will be reviewed by Legal Counsel and presented to the Board of Trustees at a later meeting. These funds will be used to reimburse the Township for the expense of the recycle carts purchased for all Township residents.

The Recycling Partnership:	\$243,200
EGLE:	\$580,630
<u>Washtenaw County:</u>	<u>\$40,000</u>
TOTAL:	\$863,830

With these grants comes support and marketing materials, FAQ’s, graphics and mailers that will go to educate the residents of Ypsilanti Township about this project.

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

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



**Residential Services
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Ypsilanti Township Board of Trustees

CC: Brenda Stumbo, Township Supervisor
Javonna Neel, Accounting Director

From: Mike Hoffmeister, Residential Services Director

Date: March 9, 2022

RE: WORK SESSION – Huron Street Project Update and DTE Light Installations

Please use this letter and supporting documentation for work session discussion as an update to the Huron Street Project and related DTE light installations. Attached are supporting documents and budget items. Coming up for formal board approval will include two (2) DTE agreements that will allow installation of streetlights along the entire Huron Street corridor from I-94 to N. Huron River Drive. Below is a breakdown of those installation costs, which will be formally brought to the Board of Trustees later.

Phase 1: 29 Streetlights between N. Huron River Drive and James L. Hart: \$164,429.26
Phase 2: 21 Streetlights between James L. Hart and I-94: \$97,062.52

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



January 27, 2022

Ypsilanti Township
7200 S. Huron River Dr.
Ypsilanti, MI 48197

Re: Proposed Street Lighting: Huron St from James L. Hart Pkwy to S. Huron River Dr

I have completed the review of your request for the proposed lighting and have prepared a cost estimate for the installation of twenty-nine (29) streetlights. I am recommending the installation of twenty-nine (29) stock, 30' black steel posts on frangible transformer bases, (or twenty-nine (29) 30' direct buried fiberglass posts with black finish), and twenty-nine (29) 136w LED luminaires with black housing. Streetlights to be fed by underground cable.

The costs are based on the Option 1 Municipal Street Light rate, where DTE Energy installs, owns, and maintains the lighting system. The rate requires a portion of the construction costs be paid by the customer, which is determined by the following formula.

Option#1 Twenty-nine (29) Steel Posts:

Annual Operating Cost	\$9,583.92
Costs to Construct	\$193,180.02
3yr Revenue Credit	(\$28,751.76)
Contribution from the Ypsilanti Township	\$164,428.26

Option#2 Twenty-nine (29) Fiberglass Posts:

Annual Operating Cost	\$9,583.92
Costs to Construct	\$165,942.75
3yr Revenue Credit	(\$28,751.76)
Contribution from the Ypsilanti Township	\$137,190.99

The price quoted shall be in effect for a period of six months from the date of this letter, after which these costs will no longer be valid. Payment of the customer contribution must be made prior to the actual start of construction.

Please contact me for a Street Lighting Purchase Agreement if you would like to proceed with the above installation.

Please call if you have questions, 734-309-2937.

Sincerely,
Brandon R. Faron
Brandon R. Faron
Account Manager
Community Lighting



August 5, 2021

Ypsilanti Township
7200 S. Huron River Dr.
Ypsilanti, MI 48197

Re: Proposed Street Lighting: I-94/Huron St-Shared Use Path Lighting

I have completed the review of your request for the proposed lighting and have prepared a cost estimate for the installation of twenty-one (21) streetlights. I am recommending the installation of twenty (20) stock, 30' black steel posts on frangible transformer bases, twenty (20) 136w LED luminaires with black housing, and one (1) stock, 40' black steel post on frangible transformer base and one (1) 238w LED luminaire with black housing. Streetlights to be fed by underground cable.

The costs are based on the Option 1 Municipal Street Light rate, where DTE Energy installs, owns, and maintains the lighting system. The rate requires a portion of the construction costs be paid by the customer, which is determined by the following formula.

Twenty-One (21) Underground Fed Streetlights:

Annual Operating Cost	\$7,014.84
Costs to Construct	\$118,107.04
3yr Revenue Credit	(\$21,044.52)
Contribution from the Ypsilanti Township	\$97,062.52

The price quoted shall be in effect for a period of six months from the date of this letter, after which these costs will no longer be valid. Payment of the customer contribution must be made prior to the actual start of construction.

Please contact me for a Street Lighting Purchase Agreement if you would like to proceed with the above installation.

Please call if you have questions, 734-309-2937.

Sincerely,
Brandon R. Faron
Brandon R. Faron
Account Manager
Community Lighting

Huron Street Pathway Project Charter Township of Ypsilanti

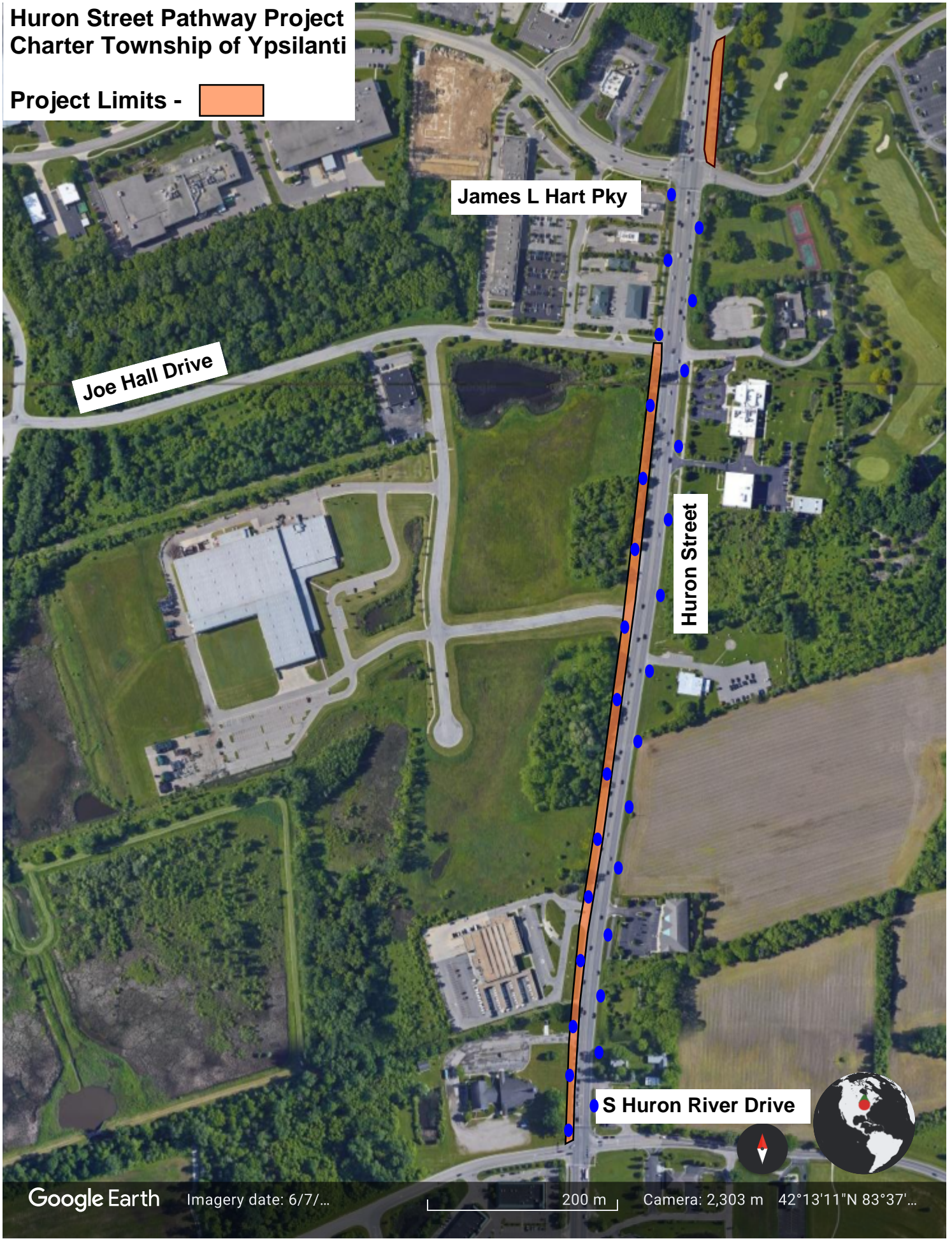
Project Limits - 

James L Hart Pky

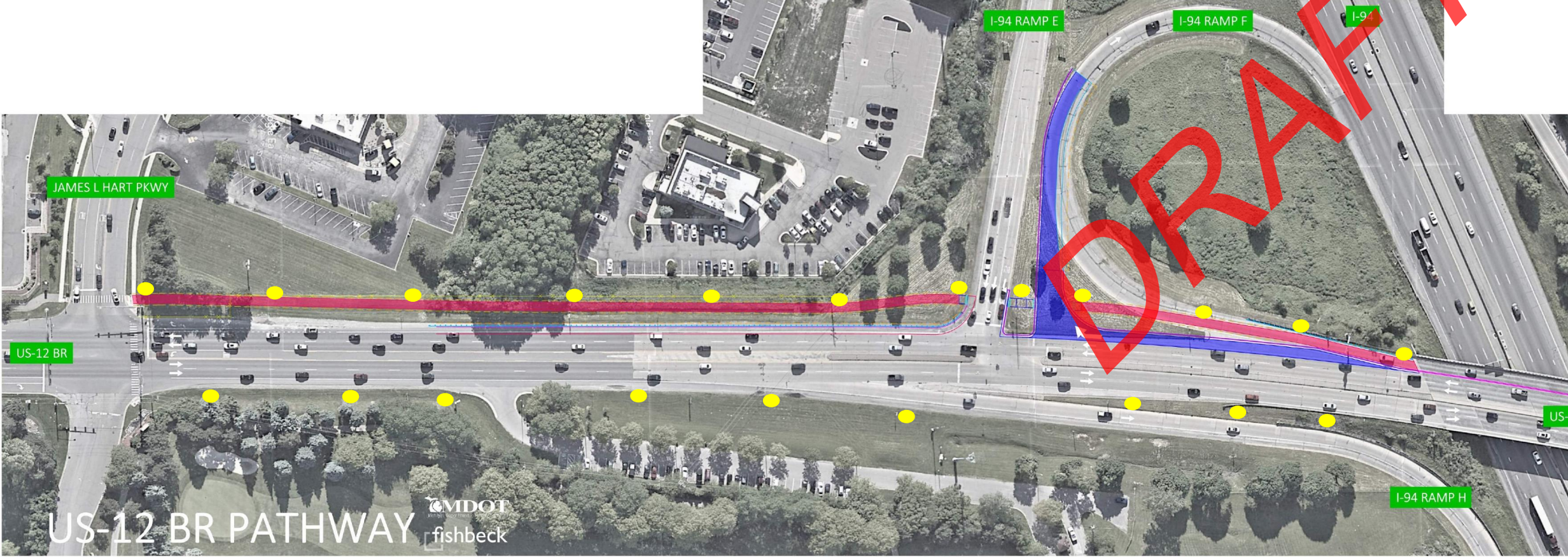
Joe Hall Drive

Huron Street

S Huron River Drive



Pathway Design South of Bridge



US-12 BR PATHWAY MDOT fishbeck

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA



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.

REGULAR MEETING AGENDA

TUESDAY, MARCH 15th 2022

7:00 P.M.

1. CALL TO ORDER
2. PUBLIC COMMENTS (THREE MINUTES PER PERSON)
3. CONSENT AGENDA
 - A. MINUTES OF THE MARCH 1, 2022 WORK SESSION AND REGULAR MEETING
 - B. STATMENTS AND CHECKS
 - i. STATEMENTS AND CHECKS FOR MARCH 15TH 2022 IN THE AMOUNT OF \$911,981.37
 - ii. CLARITY HEALTH CARE DEDUCTIBLE ACH FOR FEBRUARY 2022 IN THE AMOUNT OF \$69,308.98
 - iii. CLARITY HEALTH CARE ADMIN FEE FOR FEBRUARY 2022 IN THE AMOUNT OF \$1,308.69
 - C. TREASURER'S REPORT MARCH 2022
4. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. 1ST READING OF RESOLUTION 2022-03, PROPOSED ORDINANCE 2022-499 TO AMEND THE TOWNSHIP FIREWORK ORDINANCE
2. REQUEST FOR THE BOARD TO CONSIDER INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF YPSILANTI
3. REQUEST TO APPROVE UPDATED RECREATION DIRECTOR JOB DESCRIPTION AND APPROVE INTERIM DIRECTOR, JOHN HINES, TO THE POSTION OF RECREATION DIRECTOR
4. REQUEST TO APPROVE YPSILANTI TOWNSHIP CBDG APPLICATION FOR 2022
5. REQUEST TO FORMALLY APPROVE FORBES STAGING SITE AT 1600 DAVIS STREET
6. REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN FIRE FIGHTERS LOCAL 1830 AND THE CHARTER TOWNSHIP OF YPSILANTI TO APPOINT STEVE WALLGREN AS TEMPORARY FIRE MARSHAL
7. BUDGET AMENDMENT #4

OTHER BUSINESS

BOARD MEMBER UPDATES

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:07pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

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

Members Absent: None

Legal Counsel: Wm. Douglas Winters

PUBLIC COMMENTS

One public comment was given from a vendor

Agenda Review

3. CONSENT AGENDA

- A. MINUTES OF THE FEBRUARY 15, 2022 WORK SESSION AND REGULAR MEETING
- B. STATEMENTS AND CHECKS FOR MARCH 1, 2022 IN THE AMOUNT OF \$928,148.57

There were no questions or comments on the consent agenda.

- 1. REQUEST TO APPROVE THE PRELIMINARY SITE PLAN FOR STAGE I PLANNED DEVELOPMENT FOR RANGE USA

Planning Director Jason Iacoangeli presented an overview of the Range USA preliminary site plan. He stated that they had met all the requirements of the planned development and also were including extra items requested by the Township, such as EV parking and additional greenspace.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 WORK SESSION
PAGE 2**

Mr. Iacoangeli answered additional questions from the board and discussion was held. The final site plan and development agreement will come to the board for final approval.

Supervisor Stumbo explained the history of the property and PD. There were also two denials in the packet, and Supervisor Stumbo asked the planning director to explain those.

Mr. Iacoangeli explained that there were two denials from the Fire Marshal and the YCUA Engineer. He explained that those have since been resolved and these denials are common at first go around, so that the applicants can then have everything in order with their detailed engineering prior to going to the planning commission again. He ensured that the denials are always addressed prior to final approval.

Supervisor Stumbo asked about gun safety and education at the facility. Mr. Iacoangeli explained that education is one of companies' biggest components of business.

Mr. Iacoangeli explained that they would like to break ground in April. He also discussed the work around the buildings color and facade, as well as having coverings that appear to be glass, but are not actual glass for security purposes.

Trustee Swanson asked who the governing body is for regulating the sale of firearms.

Mr. Iacoangeli explained that those are regulated by the federal government and would obtain the license from them.

Arloa Kiaser, township resident, asked about security inside and outside the building.

Mr. Iacoangeli explained that security measures are a priority of the company.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 WORK SESSION
PAGE 3**

Trustee Wilson asked for clarification on the electric car stations and plantings.

Mr. Iacoangeli stated that native plantings would be used, and that the electric car stations are intended for use by the patrons.

Attorney Winters began his attorneys report with a discussion around neighborhood stabilization, and a number of things that the township has done over the years that have supported this cause. To try and achieve the overarching goal, a number of avenues have to be pursued. We have worked with Habitat for Humanity and utilized the right of first refusal. Especially during the time period of 2007-2008, where foreclosures were happening at a rate of 10-15 per week, this was a great effort on part of the township board to care for the community. The board has also worked with Clark East Towers to help keep our community and neighborhood stabilized.

Attorney Winters explained the process of Right of First Refusal, as well as the process that the township uses for public nuisance and padlocking cases.

Attorney Winters reports that we have also had a significant improvement with McKinley properties at the Aspen Chase Apartments. There has been a development agreement in place that the property manager was unaware of but now are. They property is installing License Plate Readers at the apartment complex, in partnership with the Washtenaw County Sheriff's Office. Sheriff Clayton has a detailed policy on the use of License Plate readers.

Attorney Winters also discussed Huron Heights and the significant improvements that are also being made there in relation to the development agreement, including maintenance of a detention pond and automatic gates for residents to enter.

Attorney Winters and Supervisor Stumbo also met with Underground Printing, who is expecting to move a significant portion of their operation over to the old Bosal site, from Scio Township in Ann Arbor.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 WORK SESSION
PAGE 4

Joe Hall Drive had been a topic of discussion and Attorney Winters office has determined that a Special Assessment District is not a legal and viable pathway forward for a developer to place a traffic light at Whittaker and Joe Hall Drive.

Supervisor Stumbo shared that her and Jason Iacoangeli had met with a company out of California to potentially come to the Joe Hall Drive area. Supervisor Stumbo expressed her excitement for the economic development that is happening. She further explained that these things bring jobs, and good paying jobs to the community and that is always a great thing, it helps lift people up.

Attorney Winters continued to describe concerns of the In and Out Liquor Store off of Harris Rd.

Attorney Winters briefly touches on the Union Contract and Negotiations, as well as AAATA and their upcoming millage. Attorney Winters explained that AAATA and the township have an agreement in place where the township is intended to be consulted with for changes or major things that would impact the township and its residents.

Trustee Peterson asked for clarification on the location of Joe Hall Drive developments as well as the gates for Huron Heights.

Attorney Winters explained that the residents would have automatic key fobs to allow them to enter off of Leforge Road. Guests would have to check in using another method.

Trustee Swanson stated that this stabilization wheel looks to have been developed when we were in a time of crisis. Now we need to move our focus to the place after crisis and that would include green space and recreation. Trustee Swanson continued to describe another municipality purchasing farm land to surround itself and that unless we think of ways to push back and maintain our own green space. Our residents deserve green space. We need to be forward thinking on the matter of eco justice.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 WORK SESSION
PAGE 5

Supervisor Stumbo stated that the AAATA proposed millage that we met on on would be a 400% increase and that it is very concerning. We have to keep putting ourselves at the table for our community and our residents, and this is not the time to increase taxes.

Trustee Swanson states that she can see the efforts of all the stabilization that has been done and is thankful for that.

Trustee Newman echoed Trustee Swanson's sentiment and also hopes that we continue to work at it.

Supervisor Stumbo explained that at the last county meeting she requested that if the county is to enter into contracts with other entities, that they would respectfully follow our processes in our township, as well as other communities. She said that it was not necessarily well received and calls for them to review their policies that continue to perpetuate the economic division and segregation in our county. The Opportunity Index shows that Washtenaw County is the 8th most economically segregated county in the country.

Supervisor Stumbo reviewed the following agenda items.

Trustee Wilson gave a report with information on Habitat for Humanity, and that he sits on the board. He also shared that he has joined a violence prevention task force that he was asked to do by Derrick Jackson. He said that he would keep the board apprised.

Trustee Peterson explained that she and Supervisor Stumbo attended an event with the Governor in the City of Ypsilanti. She also attended along with Trustees Wilson, Newman and Treasurer Eldridge attended the African American Union Leadership event. She explained that they met the Director for UAW Region 1 and was pleased to see that she was the first woman to sit in that role. Trustee Peterson also gave her condolence to the Robinson Family, specifically, Angela Robinson, as she just lost her brother.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 WORK SESSION
PAGE 6

Trustee Newman explains that he is on an advisory group with AAATA and was equally disappointed in the decision related to the millage proposal.

Supervisor Stumbo says that we have to object loudly, to protect our tax payers.

Trustee Swanson explained that she is wondering how other committees that we might serve on should be reported back or what that process should look like. That way our presence doesn't come off as speaking for the township board. She explained that being informed as a board is important, as well as the dynamic of ways organizations sometimes try to work around the appropriate process.

Clerk Jarrell Roe gave an update on behalf of the ARPA Committee (Jarrell Roe, Peterson, Swanson) The Ypsilanti Township ARPA Committee continues to meet and have four committee meeting dates scheduled in March and will aim to begin scheduling public meetings in the following months. The township staff and leadership continue to distribute masks and COVID 19 test kits to residents. The areas identified on the maps below have been completed. (See attached map) In total, just over 100,000 masks have been distributed to residents at their homes. In addition to the mask distribution, approximately 2,300 COVID 19 test kits containing 2 tests per kit for a total of 4,600 tests have been delivered to residents as well. The no cost testing site at the Ypsilanti Township Community Center will also continue through the month of March because of the success and location of facility. The Ypsilanti Township ARPA Committee will be finalizing dates for public meetings that will be held both via zoom and in person, in different locations across the township. The ARPA Committee is also committed to hearing from other organized groups within the community. Any group interested in presenting to the Ypsilanti Township ARPA Committee can connect with us by emailing arpa@ytown.org, and from there we will work to set up a time that works for the group to present. Additionally, the ARPA committee continues to learn about and understand the final rule, observe the other ways that different municipalities are utilizing their funds and take in calls and emails from residents who are sharing their ideas. Each committee member has received several calls and emails from residents that have come about from the mask distribution and have had great conversations around the topic.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 WORK SESSION
PAGE 7**

Trustee Newman asked about if residents are quantifying their ideas for spending.

Clerk Jarrell Roe states that they are usually general ideas, not specifically quantified. Most of the needs we have heard of are related to infrastructure, roads and curbs and gutters.

Trustee Peterson thanked Clerk Jarrell Roe for reading the committee report. She is also so thankful and proud to be a part of a team that has really committed to such a great project. Trustee Peterson also mentioned that the committee asked for board members to send in their ARPA ideas, and she believed that Treasurer Eldridge was the only one that had responded so far and wanted to thank him for that.

Adjourned at 6:50pm.

The Work Session meeting was adjourned at approximately 6:55pm.

Respectfully Submitted,

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 REGULAR BOARD MEETING**

Supervisor Stumbo called the meeting to order at approximately 7:00PM in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township. The Pledge of Allegiance was recited followed by a moment of silent prayer.

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

Members Absent: None

Legal Counsel: Wm. Douglas Winters

2. PUBLIC COMMENTS

Four public comments were given.

3. CONSENT AGENDA

A. MINUTES OF THE FEBRUARY 15, 2022 WORK SESSION AND REGULAR MEETING

B. STATEMENTS AND CHECKS FOR MARCH 1, 2022 IN THE AMOUNT OF \$928,148.57

A motion was made by Clerk Jarrell Roe and supported by Trustee Wilson to approve the consent agenda.

The motion passed unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

The attorney report was given during the work session.

NEW BUSINESS

1. REQUEST TO APPROVE THE PRELIMINARY SITE PLAN FOR STAGE I PLANNED DEVELOPMENT APPROVAL FOR RANGE USA

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve the preliminary site plan for Stage I Planned Development for Range USA. Jason Iacoangeli, Planning Director gave an overview of the project and the changes Range USA planned to make to the parcel. He stated this will be a firearm retail establishment that will also have multiple shooting ranges.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 REGULAR BOARD MEETING
PAGE 2**

Ken Knuckles, with Development Management Group is representing Compton Addy, who is purchasing the property and will be developing it for Range USA. Mr. Knuckles gave an overview of the property and areas that will be redeveloped to accommodate Range USA.

John Zilch, with Compton Addy, stated that gun education and safety is a top priority for Range USA.

Discussion continued with the Board and both Range USA Representatives.

A roll call vote was held. Motion carried unanimously.

Swanson: Yes Newman: Yes Peterson: Yes

Jarrell Roe: Yes Stumbo: Yes Eldridge: Yes Wilson: Yes

2. REQUEST TO APPROVE AN AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION OF SIX (6) SPEED HUMPS ON GRAND BLVD. IN THE AMOUNT OF \$52,816.00 BUDGETED IN LINE ITEM #101-446-982-000

A motion was made by Clerk Jarrell Roe and seconded by Trustee Wilson to approve an amendment with the Washtenaw County Road Commission for the installation of six (6) speed humps on Grand Blvd. in the amount of \$52,816.00 budgeted in line item #101-446-982-000.

Supervisor Stumbo stated they had worked a long time on the petitions and hopefully the residents would be happy.

The motion carried unanimously.

3. REQUEST TO APPROVE CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCE BY PADLOCKING AT 1635 PARKWOOD AVE. AND 626 LYNNE AVENUE BUDGETED IN LINE ITEM #101-729-801-023

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to approve circuit court litigation to abate public nuisance by padlocking at 1635 Parkwood Ave. and 626 Lynne Ave. budgeted in line item #101-729-801-023.

Attorney Winters stated that notice of possible drug houses usually come from neighbors who see a large amount of traffic stopping by the house for only a few minutes. He added that he is appreciative for the work of the Sheriff's Department in these cases.

The motion carried unanimously.

4. REQUEST TO CANCEL THE MAY 3, 2022 TOWNSHIP BOARD MEETING DUE THE SPECIAL ELECTION BEING HELD THE SAME DAY.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE MARCH 1, 2022 REGULAR BOARD MEETING
PAGE 3**

A motion was made by Trustee Peterson and seconded by Treasurer Eldridge to approve the cancellation of the May 3, 2022 Township Board Meeting due to the Special Election being held the same day.

The motion carried unanimously.

5. BUDGET AMENDMENT #3

A motion was made by Clerk Jarrell Roe and seconded by Trustee Wilson to approve budget amendment #3.

Supervisor Stumbo stated that the budget amendment included increases for a 2.75% pay increase for unions and funds for the Grand Blvd. speed humps.

The motion carried unanimously.

OTHER BUSINESS

There was no other business discussed.

BOARD MEMBER UPDATES

There were no board member updates.

A motion was made by Trustee Peterson and supported by Trustee Wilson to Adjourn.

Motion carried unanimously.

The meeting was adjourned at approximately 7:53pm.

Respectfully Submitted,

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

**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

MARCH 15, 2022 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	601,582.55
HAND CHECKS -	\$	264,330.78
CREDIT CARD PURCHASES-	\$	<u>46,068.04</u>
GRAND TOTAL -	\$	911,981.37

Clarity Health Care Deductible –

ACH EFT -	\$69,308.98 (FEB)
ADMIN FEE -	\$1,308.69 (FEB)

Check Date	Check	Vendor Name	Amount
Bank AP AP			
02/28/2022	190126	POSTMASTER	974.16
03/01/2022	190127	BLUE CROSS BLUE SHIELD OF MI	176,640.77
03/01/2022	190128	BLUE CROSS BLUE SHIELD OF MI	28,434.20
03/01/2022	190129	DELTA DENTAL PLAN OF MICHIGAN	12,410.11
03/01/2022	190130	STANDARD INSURANCE COMPANY	4,268.64
03/01/2022	190131	STANDARD INSURANCE COMPANY	2,850.56
03/03/2022	190132	AT & T	839.58
03/03/2022	190133	AT & T	46.20
03/03/2022	190134	COMCAST BUSINESS	3,590.11
03/03/2022	190135	COMCAST CABLE	136.28
03/03/2022	190136	CONSTELLATION NEW ENERGY	21,064.91
03/03/2022	190137	DTE ENERGY	12,875.26
03/03/2022	190138	UNITED STATES POST OFFICE	200.00

HAND CHECKS

AP TOTALS:	
Total of 13 Checks:	264,330.78
Less 0 Void Checks:	0.00
Total of 13 Disbursements:	<u>264,330.78</u>

Check Date	Check	Vendor Name	Amount
Bank AP AP			
03/15/2022	190139	A.F. SMITH ELECTRIC	14,496.00
03/15/2022	190140	ACCUSHRED LLC	55.00
03/15/2022	190141	ALLGRAPHICS CORPORATION	673.70
03/15/2022	190142	AMAZON CAPITAL SERVICES	9,621.74
03/15/2022	190143	ANN ARBOR WELDING SUPPLY CO	417.77
03/15/2022	190144	APPLIED IMAGING	2,732.53
03/15/2022	190145	ARCHIVESOCIAL	4,788.00
03/15/2022	190146	AUTO VALUE YPSILANTI	1,200.66
03/15/2022	190147	BARR ENGINEERING COMPANY	4,960.50
03/15/2022	190148	BELFOR USA GROUP INC	471.56
03/15/2022	190149	BILL ERNAT CONSULTING	2,500.00
03/15/2022	190150	BLACK CLOVER	414.75
03/15/2022	190151	BLUEBEAM, INC.	327.00
03/15/2022	190152	BRUCE JOHNSON	3,564.00
03/15/2022	190153	CHARTER TOWNSHIP OF SUPERIOR	36.88
03/15/2022	190154	CHERYL ANN LOPEZ	487.50
03/15/2022	190155	CLEVELAND GOLF SRIXON	401.50
03/15/2022	190156	COMPLETE BATTERY SOURCE	25.46
03/15/2022	190157	CRYSTAL MOUNTAIN RESORT	813.96
03/15/2022	190158	DANIEL KIMBALL	1,187.08
03/15/2022	190159	FIBER LINK	255.50
03/15/2022	190160	GLOBAL INDUSTRIAL EQUIPMENT	106.49
03/15/2022	190161	GRAINGER	225.25
03/15/2022	190162	GRIFFIN PEST SOLUTIONS	122.00
03/15/2022	190163	HOME DEPOT	189.99
03/15/2022	190164	IPROMO	49,825.00
03/15/2022	190165	JOSHUA KUGLER	455.00
03/15/2022	190166	JUMP-A-RAMA	1,696.80
03/15/2022	190167	KAYLA CASTELOW	30.00
03/15/2022	190168	KBK LANDSCAPING, INC	7,840.00
03/15/2022	190169	LAWRENCE HENDRICKS	50.00
03/15/2022	190170	LOWE'S	247.85
03/15/2022	190171	MCLAIN AND WINTERS	140,629.93
03/15/2022	190172	MENARDS, INC.	186.34
03/15/2022	190173	MICHIGAN CAT	3,186.09
03/15/2022	190174	MICHIGAN LINEN SERVICE, INC.	1,265.95
03/15/2022	190175	MIDWEST ENVIRO SOLUTIONS	3,000.00
03/15/2022	190176	NATIONAL RECREATION & PARK	65.00
03/15/2022	190177	NEXTCARE URGENT CARE MICHIGAN	357.00
03/15/2022	190178	OFFICE EXPRESS	3,356.77
03/15/2022	190179	ORCHARD, HILTZ & MCCLIMENT INC	14,849.75
03/15/2022	190180	PARKWAY SERVICES, INC.	130.00
03/15/2022	190181	PEPSI BEVERAGES COMPANY	405.32
03/15/2022	190182	PETER POWER	1,840.00
03/15/2022	190183	PLASTIGAGE CUSTOM FABRICATION	21.00
03/15/2022	190184	PRINTING SYSTEMS	343.06
03/15/2022	190185	RHETT REYES	2,448.60
03/15/2022	190186	RICOH USA, INC.	802.00
03/15/2022	190187	ROBERT ARRICK	7,128.00
03/15/2022	190188	RUBY PHILLIPS	20.00
03/15/2022	190189	SAFELITE GLASS CORP.	252.33
03/15/2022	190190	SAM'S CLUB DIRECT	446.70
03/15/2022	190191	SHRADER TIRE & OIL	192.20
03/15/2022	190192	SOUTHERN COMPUTER WAREHOUSE	756.85
03/15/2022	190193	SPARTAN DISTRIBUTORS	70.19
03/15/2022	190194	STANTEC	10,031.39
03/15/2022	190195	STATE OF MICHIGAN	200.00
03/15/2022	190196	STERICYCLE INC	233.04
03/15/2022	190197	TAYLOR MADE GOLF COMPANY	538.02
03/15/2022	190198	TEAM GOLF	66.49
03/15/2022	190199	THOMAS STAFFORD	50.00
03/15/2022	190200	UNIFIRST CORPORATION	109.25
03/15/2022	190201	UTILITIES INSTRUMENTATION SERV	574.00
03/15/2022	190202	VERIZON CONNECT NWF, INC.	679.98
03/15/2022	190203	WASHTENAW COUNTY LEGAL NEWS	65.00
03/15/2022	190204	WASHTENAW COUNTY TREASURER#	285,658.99
03/15/2022	190205	WEX BANK	1,421.56
03/15/2022	190206	WOLVERINE FREIGHTLINER	1,290.06
03/15/2022	190207	YAMAHA MOTOR FINANCE CORPORATION	6,900.00
03/15/2022	190208	YPSILANTI ACE HARDWARE	64.98
03/15/2022	190209	YPSILANTI COMMUNITY	1,727.24

A/P Checks

AP TOTALS:

Total of 71 Checks:	601,582.55
Less 0 Void Checks:	0.00
Total of 71 Disbursements:	601,582.55

Check Date	Check	Vendor Name	Description	Amount
Bank CARDS COMERICA COMMERCIAL CARD				
03/15/2022	77(E)	COMERICA BANK	REPAIR OF WASHER MACHINE @STATION 1	376.93
			COFFEE POT FOR STATION 3	252.00
			CONFERENCE REGISTRATION FOR WILLIAM BALM	162.02
			FEDEX INVOICE - SARANEN	311.15
			FEDEX INVOICE - SARANEN	171.89
			ADSELFSERVICE SUBSCRIPTION	2,526.00
			SITE24X7 MONITORING	420.00
			FEE FOR CRIMINAL BACKGROUND THROUGH THE	50.00
			PASSPORT POSTAGE WEEK OF 02-07-22	62.65
			PASSPORT POSTAGE WEEK OF 1-31-22	71.80
			UNIFORM PANTS FOR MARK HANNA	220.00
			MICHIGAN RESIDENTIAL CODE BOOK FOR MARK	139.00
			TRADE SHOW FOR PARK & GROUNDS EMPLOYEES	175.00
			3 COUNTER HEIGHT BAR STOOLS	1,728.00
			LODGING FOR MFIS WINTER CONFERENCE - 2 R	403.20
			HALL OF FAME DANCE COMPETITION FEES	1,288.56
			WILDCARD CERTIFICATE	209.95
			FREEPBX RENEWALS	2,394.78
			ANNUAL SCREENCONNECT RENEWAL	455.11
			MONTHLY SUBSCRIPTION FEES FOR TLO SERVIC	75.00
			MONTHLY SUBSCRIPTION FEES FOR TLO SERVIC	75.00
			PURCHASE KN95 MASKS FOR THE COMMUNITY GI	34,500.00
				<u>46,068.04</u>

CARDS TOTALS:

Total of 1 Checks:
Less 0 Void Checks:

Total of 1 Disbursements:

46,068.04
0.00
46,068.04

OFFICE OF THE TREASURER
STAN ELDRIDGE



MONTHLY TREASURER'S REPORT
FEBRUARY 1, 2022 THROUGH FEBRUARY 28, 2022

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	5,478,866.98	2,423,063.61	1,451,167.45	6,450,763.14
101 - Payroll	147,171.07	698,902.14	675,761.46	170,311.75
101 - Willow Run Escrow	145,387.84	0.00	0.00	145,387.84
206 - Fire Department	767,946.86	680,147.61	319,096.45	1,128,998.02
208 - Parks Fund	16,231.49	10,000.19	385.35	25,846.33
213 - Roads/Bike Path/Rec/General Fund	724,338.26	166,250.99	53,117.05	837,472.20
216 - Fire Pension & OPEB Millage Fund	10,535.79	2,319.76	557.11	12,298.44
217 - Fire Special Millage Capital Fund	832,352.97	26.90	1,006.68	831,373.19
226 - Environmental Services	884,745.66	0.00	244,305.31	640,440.35
230 - Recreation	39,367.65	46,066.12	55,125.21	30,308.56
236 - 14-B District Court	149,882.30	63,153.95	103,594.43	109,441.82
244 - Economic Development	70,459.77	0.53	0.00	70,460.30
249 - Building Department Fund	1,554,885.13	42,635.42	51,996.40	1,545,524.15
250 - LDFA Tax	19,995.72	0.15	0.00	19,995.87
252 - Hydro Station Fund	903,888.34	128,105.94	94,499.99	937,494.29
266 - Law Enforcement Fund	5,435,093.32	22,123.30	68,272.36	5,388,944.26
282 - Cares Act Fund	4,719,748.18	2,134.73	97,014.05	4,624,868.86
287 - Nuisance Abatement Fund	52,343.07	1,193.48	2,528.26	51,008.29
398 - LDFA 2006 Bonds	2,087.76	0.02	0.00	2,087.78
584 - Green Oaks Golf Course	236,125.70	17,861.74	30,682.24	223,305.20
597 - Compost Site	842,059.70	11,444.15		853,503.85
661 - Motor Pool	418,044.34	574.21	5,582.17	413,036.38
702 - General Tax Collection	21,611.70	70,973.90	0.00	92,585.60
703 - Current Tax Collections	20,162,266.54	8,231,979.92	3,833,766.82	24,560,479.64
707 - Bonds & Escrow/GreenTop	1,539,112.70	36,433.00	5,681.50	1,569,864.20
708 - Fire Withholding Bonds	131,713.73	13,835.00	13,058.00	132,490.73
GRAND TOTAL	<u>45,306,262.57</u>	<u>12,669,226.76</u>	<u>7,107,198.29</u>	<u>50,868,291.04</u>

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



**Office of the
Supervisor**

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Supervisor

CC: Doug Winters, Township Attorney

Date: February 9, 2022

Request for work session discussion for February 15, 2022.

1. Discussion to amend Fireworks Ordinance to include Juneteenth celebrations.

Juneteenth (short for “June Nineteenth”) marks the day when federal troops arrived in Galveston, Texas in 1865 to take control of the state and ensure that all enslaved people are free. The troops’ arrival came a full two and a half years after the signing of the Emancipation Proclamation. Juneteenth is celebrated on June 19th every year and celebrates the end to slavery in the United States and considered the longest-running African American holiday. On June 17, 2021, it officially became a federal holiday.

In coordination with the Federal update last year we had our first annual Juneteenth event that included a flag raising ceremony at the Township Civic Center. Several other local municipalities and counties across our state recognized and celebrated Juneteenth as well.

Last year after the holiday, we had concerns raised by residents who were celebrating with fireworks and did not want to violate our local fireworks ordinance. Due to the significance of this holiday, we are asking that we consider amending our Ordinance to include Juneteenth (June 19) which is the only way to allow additional days for firework celebrations.

This is a great opportunity to continue providing education and celebrations around this historical African American Day in our history. If the board agrees, we will then request our attorney to prepare a formal Ordinance amendment.

RESOLUTION 2022-04

Amending the Charter Township Code of Ordinances to Amend Section 42-210(b) Entitled “Prohibition on Use of Consumer Fireworks”

Whereas, on ***February 15, 2022*** Ypsilanti Township Supervisor Brenda L. Stumbo sent a Memorandum addressed to the “***Charter Township of Ypsilanti Board of Trustees***” dated ***February 9, 2022*** (a copy of which is attached hereto and incorporated by reference) wherein she requested the Township Board to amend the Township’s “***Fireworks Ordinance***” so as to allow individuals in the Township to discharge fireworks within the Township on ***June 19*** also known as the “***Juneteenth Holiday***,” and

Whereas, Juneteenth is a Federal Holiday which recognizes and celebrates ***June 19, 1866*** which is the first day that African Americans in Texas first learned of the “***Emancipation Proclamation***” which was more than two years from when it was initially issued by President Abraham Lincoln; and

Whereas, the Ypsilanti Township Board of Trustees is in agreement with the recommendation of the Ypsilanti Township Supervisor Brenda L. Stumbo that the Township’s Fireworks Ordinance be amended so as to

allow a person to “...**ignite, discharge or use consumer fireworks within the Township on Juneteenth of each year**” commencing on **June 19, 2022**; and

Whereas, proposed Ordinance 2022-499 adds a new section (6) to Section 42-210(b) so as to allow persons in the Township to “**ignite, discharge or use consumer fireworks within the Township on June 19 after 11:00 a.m. until 1:00 a.m. on June 20,**”

Now Therefore, Be It Resolved that the Charter Township of Ypsilanti Board of Trustees hereby adopts and incorporates by reference the attached Ordinance No. 2022-04 which Ordinance amends Section 42-210(b) of Charter Township of Ypsilanti’s Code of Ordinances entitled “**Fireworks**” so as to allow persons in the Township to “**ignite, discharge or use consumer fireworks within the Township on June 19 after 11:00 a.m. until 1:00 a.m. on June 20.**”

ORDINANCE NO. 2022-499

*An Ordinance Amending the Charter Township of Ypsilanti's Code of Ordinances Entitled "**Fireworks**" and specifically Section 42-210(b) so as to Permit Persons to Ignite, Discharge or Use Consumer Fireworks within the Charter Township of Ypsilanti on June 19 of Each Year Commencing on June 19, 2022
After 11:00 a.m. Until 1:00 a.m. on June 20*

The Charter Township of Ypsilanti hereby **Ordains** that Section 42-210(b) of the Charter Township of Ypsilanti Code of Ordinances entitled "**Fireworks**" is amended as follows:

AMEND paragraph (b) entitled "**Prohibition on Use of Consumer Fireworks**" so as to allow a person to "**ignite, discharge or use consumer fireworks within the Township on Juneteenth of each year commencing on June 19, 2022.**"

ADD new paragraph (6) to section (b) entitled "**June 19 After 11:00 a.m. Until 1:00 a.m. on June 20.**"

Severability

Should any section, subsection, sentence or clause 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 that is invalidated.

Effective Date

This Ordinance shall be effective upon publication of a newspaper of general circulation as provided by law.

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



**Residential Services
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: March 9, 2022

Subject: Request Authorization to approve Intergovernmental Agreement with the City of Ypsilanti for the Maintenance of the Proposed Trail over I-94.

The Residential Services Department is requesting authorization to approve the Intergovernmental Agreement with the City of Ypsilanti for the maintenance of the proposed trail over I-94. As required by mDOT and the TAP Grant Agreements and Commitments, the City of Ypsilanti and Ypsilanti Township must create a maintenance agreement for the shared, multiuse path being constructed between James L. Hart in Ypsilanti Township, over I-94 and into the City of Ypsilanti.

The agreement before you spells out, in detail, the commitments requested by both the City of Ypsilanti and Ypsilanti Township. The basics include that the City of Ypsilanti will complete snow maintenance on the trail as illustrated in the attached exhibit map. The City of Ypsilanti already has an agreement with mDOT for snow maintenance of the road bridge. Ypsilanti Township staff will complete mowing of all grass areas depicted in the attached exhibit map. This agreement was reviewed by Township Legal Counsel and all questions posed were answered by staff.

This agreement will be presented to the City of Ypsilanti, City Council as well on the evening of March 15, 2022.

Should there be any questions, please let me know.

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

INTERGOVERNMENTAL AGREEMENT FOR
I-94 PEDESTRIAN OVERPASS MAINTENANCE

This agreement, pursuant to Act 35 of 1951, MCL 124.1 et seq., is by and between the Charter Township of Ypsilanti, a Michigan Charter Township (Township) with offices at ____Huron River Drive, Ypsilanti, MI 48198 and the City of Ypsilanti, a Michigan Home Rule City (City) with offices at 1 South Huron Street, Ypsilanti, MI 48197 (the parties).

Background

Interstate highway I-94 runs east and west and is generally on the municipal boundary between the Township on the south and the City on the north. The parties worked with the Michigan Department of Transportation (MDOT) to have a pedestrian overpass installed over I-94 between the boundary of the parties. The parties have agreed on maintenance items for the overpass, such as snow removal, grass cutting and the like. This agreement sets out the agreement of the parties.

Agreement

1. The Township shall provide weekly grass cutting service of the areas north and south of the Huron Street/Interstate-94 area as depicted on Exhibit A. This agreement shall not require the Township to cut any protected areas as designated by the Michigan Department of Transportation.
2. The City shall provide snow removal within the City limits on the north side of the bridge, on the pedestrian bridge, and south of the bridge to James L Hart Parkway as depicted on Exhibit B.
3. The Township shall be responsible for any other maintenance and repair of the pathway within the Michigan Department of Transportation (MDOT) right of way which is located within the municipal boundaries of the Township, unless otherwise specified by the Michigan Department of Transportation (MDOT).
4. The City of Ypsilanti shall be responsible for any other maintenance and repair of the pathway within the Michigan Department of Transportation (MDOT) right of way which is located within the municipal boundaries of the City, unless otherwise specified by the Michigan Department of Transportation (MDOT).
5. Any costs of repairs and maintenance in which the scope of the repair or maintenance work is within both the City and the Township, shall be shared by both municipalities with each paying the specific cost of the repair and maintenance which occurred within the boundaries of their respective municipality.
6. Insurance. Neither party shall indemnify the other and each party shall obtain and maintain insurance to protect their own interests.

7. Term. The term of this agreement is 25 years and the term may be renewed by the parties for additional terms.
8. Disputes. Any disputes concerning this agreement, terms or enforcement shall first be mediated according to the Michigan Court Rules and the rules of the Washtenaw Circuit Court, before any other action is taken.
9. Notice. All notices concerning this agreement shall be served on the Township Supervisor, the City Manager, Township and City Attorneys and the head of the public service department of each party.

Dated: January ____,2022

So, Agreed:

Charter Township of Ypsilanti

By: _____
Township Supervisor

By: _____
Township Clerk

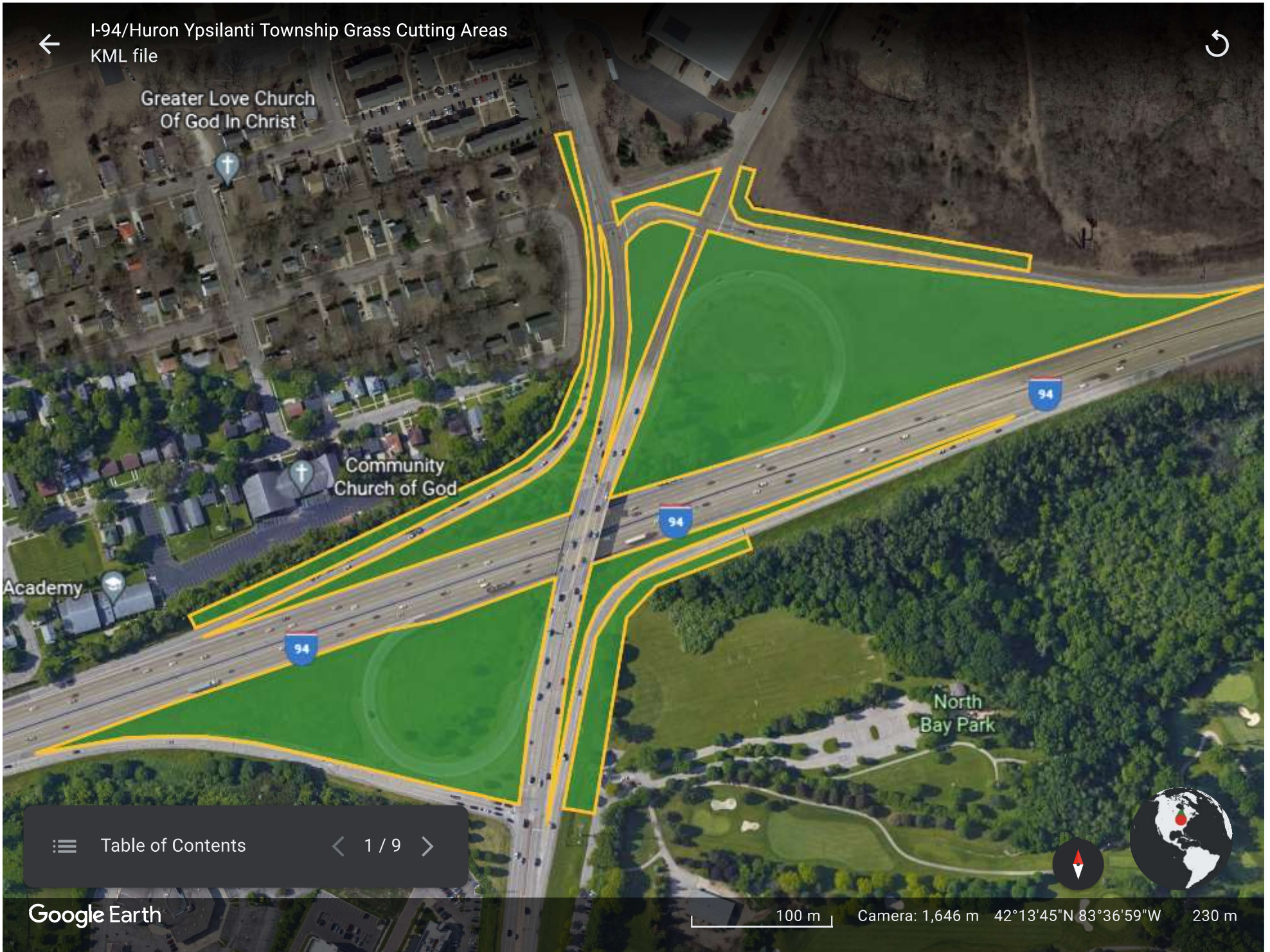
City of Ypsilanti

By: _____
Mayor

By: _____
City Clerk

Approved as to form:

John M. Barr, City Attorney



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



**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

DATE: March 9, 2022

RE: **Approval of updated “Recreation Director” job description and recommendation to name Interim Recreation Services Manager, John Hines as the new Recreation Director.**

During the December 7, 2021 regular meeting of the Charter Township of Ypsilanti Board of Trustees, the board approved naming John Hines as “Interim Recreation Services Manager”. At that meeting, I stated that we would continue to review the needs of the Recreation Department and bring back a long-term plan for consideration early in 2022. The following recommendation is being brought back for consideration.

The position of Recreation Director has been vacant since the departure of Art Serafinski in July of 2014. When Angela Verges was hired as the Recreation Services Manager, her position was to focus on the Community Center and did not include duties related to Parks and Grounds. During our review since Angela has retired, it has become clear that the relationship between the Recreation Department and Parks & Grounds needs to be reestablished. The attached “draft” job description includes functions related to Parks & Grounds as well as duties of the Recreation Services Manager.

Over the last 3-4 months, while serving as “Interim Recreation Services Manager”, John has demonstrated that he possesses the skills and abilities to lead the Recreation Department. As you will see from the attached correspondence from Residential Services Director, Mike Hoffmeister, John has worked closely with department staff, in an effort to build and support new programs offered by the Recreation Department. John has gained valuable knowledge of Township procedures and policies over the last 2 ½ years, and with his educational and prior employment background, he is the logical individual to lead the Recreation Department.

I would like to recommend approval of the attached “Recreation Director” job description and that John Hines be awarded the director position with a salary of \$75,000 annually upon budget amendment approval of an additional \$4,202.17 to line item 230-754-705.000.

Charter Township of Ypsilanti

RECREATION DIRECTOR

Non-Union Position

Salaried - Exempt

Summary

Oversee, plan, organize and administer a diversified program of recreation within the Township utilizing the parks, the community center building and related facilities. Participate in master planning for parks & recreation and programs. Responsible for day-to-day operational functions including building maintenance, administration, and supervision of Recreation Department personnel. Responsible for all financial management functions of the department.

Supervision Received

The Residential Services Director or designee

Supervision Exercised

This employee supervises directly and indirectly a large staff of full-time, part-time and seasonal employees within the Recreation 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. Direct the department and the associated staff responsible for providing diversified recreation programs and services.
2. Participate in establishing short and long-term goals for the department through the master planning process.
3. Monitor and evaluate recreation programs and community needs to maximize benefit to the community.
4. Participate in the recruitment, selection and evaluation of staff.
5. Provide technical guidance, training and coaching to employees as needed to acquaint employees with policy and procedures and to enhance work performance.
6. Supervise personnel directly or through subordinate employees, maintaining an employee relations program consistent with labor agreements and good management practices.
7. Prepare the Recreation Department Budget and participate in presenting the budget to the Township Board for approval. Monitor division spending and initiate measures to stay within approved budgetary limits. Approve the billing of services and recommend payment for division purchases.

8. Develop and maintain partnerships with local businesses, community groups and other organizations to improve recreation opportunities within the Township.
9. Maintain records and make periodic reports accounting for services utilized and revenues received.
10. Lead the department in a marketing effort to promote recreation services and general community support for leisure programming, parks, recreation, arts and cultural and other areas as assigned.
11. Maintain records, compiles statistics and prepares reports related to program participation and operations. Monitors program efficiency and effectiveness and develops recommendations for continuation, expansion, modification or elimination.
12. Investigate work problems, complaints and program irregularities and take appropriate action.
13. Responsible for maintaining an accurate written inventory of equipment and materials within the recreation department.
14. Attend the Township Park Commission meetings as liaison between the Township and Park Commission.
15. Researches grant and alternative funding opportunities, prepares grant applications and makes presentations. Oversees the expenditure and accounting of grant funds and ensures compliance with grant requirements.
16. Support the Residential Services Director with park management, park maintenance, park improvements or other duties as assigned with the park system.
17. Serves as the Residential Services Director in his/her absence.
18. Perform related work as required.

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.

- Considerable knowledge of the principles and practices of recreation management.
- Knowledge of the principles and practices of business management.
- Skill to plan, organize, supervise and coordinate the activities of employees engaged in a variety of recreation programs.
- Interpersonal skill to develop and maintain effective working relationships with the public, elected officials, employees, and consultants.
- Ability to work with numbers to prepare budget and analyze department programming.

RECREATION DIRECTOR – Page 3

- Analytical ability to evaluate financial reports and usage data.
- Skill in the use of computers and knowledge of recreation software programs.
- Written and oral communication skills to complete duties.
- Must be physically mobile and be able to climb and stoop.
- Bachelor's Degree in Recreation Management, Sports Management or equivalent with a minimum of five years of progressively responsible experience required.
- Certified Park & Recreation Professional Certification preferred.
- Employee must be available to work evenings and weekends.
- Must possess a valid Michigan Driver License with a good driving record.

March 2022

Wage: \$75,000/annually

DRAFT

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



**Residential Services
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Karen Wallin, Human Resources Manager

CC: Brenda Stumbo, Township Supervisor

From: Mike Hoffmeister, Residential Services Director

Date: March 9, 2022

RE: Recreation Director Position

HR Manager Wallin,

Please use this letter of support and recommendation to promote John Hines into the Recreation Director position with the Ypsilanti Township Recreation Department. He has served as the Interim Recreation Services Manager position since the retirement of former employee Angie Verges. John has succeeded greatly during his time as Interim manager by bringing more and new users to the Community Center, worked closely with our senior programs Recreation Coordinator to write and receive a grant from the National Recreation & Parks Association, integrated new staff members into the department, created new long-term relationships and partnerships and supported Residential Services Department efforts. I would also like to support and recommended that we change the job title from Recreation Services Manger to Recreation Director to match the newly developed job description. This job description has changed and duties assigned are broader and include additional RSD and Parks support.

Should there be any questions, please let me know. Thank you.

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

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



Residential Services
Department

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

CC: Javonna Neel, Accounting Director

Date: March 9, 2022

Subject: Request Authorization to apply for the 2022 Community Development Block Grant for \$335,200 to complete design, bidding and construction of Appleridge Park to improve the playground, play surface and park accessibility

The Residential Services Department is requesting authorization to apply for the 2022 Community Development Block Grant (CDBG) for \$335,200 to complete design, bidding and construction of Appleridge Park to renovate the playground structure, play surface and park accessibility including transforming the gravel perimeter park trail into an asphalt or concrete trail. This grant application was due Friday, March 4, 2022 and we turned it in on time.

As you may know, in 2021, staff recommended using CDBG funds for sidewalk and infill gap improvements along Washtenaw Avenue as part of ReImainge Washtenaw. Since then, it was discovered through Washtenaw County partnerships that mDOT is applying for COVID funds to do a Washtenaw Avenue reconstruction (east of US-23 to the water tower) in the coming years. Because of this, staff decided to pause our previously prioritized scope and related CDBG funds for Washtenaw Avenue. This pausing of previous scope has allowed us to re-prioritize those funds into Appleridge Park. This project was noted in the most recent Parks & Recreation Master Plan as a priority project.

The 2022 application includes a Letter Agreement from Spicer Group (which will formally come back to the board later) for design, bidding and construction services for this project.

Should there be any questions, please do not hesitate to ask at any time.

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

Washtenaw Urban County Community Development Block Grant (CDBG) Fillable Application

Application due: March 4, 2022

LOCAL GOVERNMENT UNIT _____

PROJECT NAME _____

APPLICANT (Urban County Representative)	CONTACT PERSON (Project Lead) <i>If Different from Applicant</i>
Name	Name/Title
Phone Number (Work)	Phone Number (Work)
Address (Work)	Address (Work)
E-mail Address	E-mail Address

PROJECT INFORMATION

Location/Address	CDBG Amount requested
	Estimated Total Project Cost
Census Tract Number(s) of project location	
Estimated Project Start date	Block Group(s)

Have you already started the **planning/engineering/design** phase of this project?

- Yes → You must include a design proposal (with outlined tasks and cost for those services) with this application, or prior to any environmental review associated with this project.
- No → Do you intend to use a portion of the CDBG amount requested toward planning/engineering/design? Yes No
- Not applicable

PROJECT DESCRIPTION (please attach another page if you need more space)

PROJECT BENEFIT – (NATIONAL OBJECTIVE)

To be eligible for CDBG funding, a project must qualify within one of the three following categories. Check the box next to the letter under which the project qualifies:

- A - Located within low/mod target area
- B - Presumed benefit clientele*
- C - Slum/Blight elimination (e.g. spot-basis demolition)

***If you checked “B”, you must answer question 1-2 below:**

1) Is your program/project primarily designed to serve:

Presumed Benefit Clientele	Mark any that apply
Elderly	
Disabled	
Homeless Persons	
Domestic Violence Victims	
Child Survivors of Abuse	
Persons Living with HIV/AIDS	
Illiterate Adults	

2) Does the facility/program have income eligibility requirements? Yes No

PROPOSED PROJECT BUDGET

For infrastructure projects, attach any cost estimates from an engineer or otherwise.

ADMINISTRATION	CDBG PORTION	COMMITTED MATCH SUPPORT <i>Identify specific federal/state/local/in-kind sources</i>	TOTAL PROJECT BUDGET (include CDBG)
Professional Services	\$	\$	\$
Construction	\$	\$	\$
Engineering & Design	\$	\$	\$
Supplies	\$	\$	\$
Other	\$	\$	\$
TOTAL PROJECT COST	\$	\$	\$

PROJECT OUTCOMES

Describe specific benefits or improvements to be achieved by participants and/or the communit(ies). Discuss how the outcomes above will be measured and assessed. Also note any connection to a Capital Improvement Plan, Master Plan, Parks plan, Regional plans, adopted policies, or other formal community goals:

(Describe outcomes below)

How many low-income persons OR households will benefit from this project?	___ persons OR ___ households
How many linear feet will be built or improved (sidewalk/road projects only)	___ linear feet
How many square feet of blight does the project remove? (demolition only)	___ square feet
How many jobs will the project create?	___ jobs
How many units of affordable housing are created or supported by this project?	___ units

PROJECT TIMELINE

Provide Your Expected Project Timeline from project planning/design/engineering to contracting to implementation, to target completion date. Keep in mind the following:

- ✓ you can opt to carry out your project in a specific Fiscal Year, up to 5 years out for Tier 1 Local Units or up to 2 years out for Tier 2 Local Units.
- ✓ you will have 2 years from the date of your project’s environmental clearance, as communicated by OCED, to achieve substantial completion of your project; OCED staff will prioritize environmental reviews based on completeness of application and the specific timeline provided.

Date	Activity
	<i>Target Completion</i>

Use additional paper if you need more space for your project timeline.

REQUIRED ATTACHMENTS CHECKLIST

- Engineer's or other formal project cost estimates
- Map with location of project clearly shown (can use google maps)
- Preliminary engineering/building plans (**exception: if you indicated that some or all of this CDBG funding request will go toward planning/engineering/design, no plans required at this time – see p.1)**)
- Any applicable Board/Council meeting minutes
- Proof of any matching fund commitment(s) described above
- Documentation to demonstrate compliance with zoning regulations, when applicable

SUBMIT COMPLETED APPLICATION WITH REQUIRED ATTACHMENTS

BY EMAIL TO: cohent@washtenaw.org

ACKNOWLEDGEMENTS

- ✓ *I understand that an incomplete application may result in a delay of environmental review process by OCED, and therefore the requested timeline for my project may be delayed.*
BS _____ (initial)
- ✓ *I understand that my Township/City has 2 years from the date of environmental clearance from HUD (as communicated by OCED) to achieve substantial completion of construction.*
BS _____ (initial)
- ✓ *I understand that, per the Cooperative Agreement in effect between Washtenaw County and my City or Township, no portion of CDBG funds can be sold, traded, or transferred in exchange for any other funds, credits, or non-Federal considerations.*
BS _____ (initial)
- ✓ *I understand that it is not permissible to use this CDBG grant to replace local/municipal funding streams.*
BS _____ (initial)

Signed by: *Paul A. Thomas* *3.4.2022*
UCEC member or current designee DATE

March 10, 2022

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

RE: Appleridge Park Improvements
Ypsilanti Charter Township, Michigan
Letter Agreement for Professional Services

Mike:

At your request, we are furnishing you with a letter agreement to provide you with professional services for improvements at Appleridge Park.

BACKGROUND

Appleridge Park is a neighborhood park that currently includes a playground, ball diamond, basketball courts, horseshoe pits, a small shelter, picnic areas, benches, trails, a wooded area and a small parking lot. The park is located in the northeast part of the Township on East Clark Road; the Willow Run Drain runs north-south on the west side of the park, where it is also adjacent to Bud & Blossom Park.

The Township would like to replace the playground equipment, improve the existing gravel path, and make other ADA accessibility improvements to Appleridge Park. The Township has secured approximately \$355,000 in CDBG funds for the project, which will include not only construction of the improvements, but also the professional services.

Listed below is our proposed scope of work to assist you with the design, bidding, construction administration, and SHPO (State Historic Preservation Office) clearance for the project.

SCOPE OF BASIC PROFESSIONAL SERVICES

Spicer Group's proposed services follow. They are phased to reflect the orderly and reasonable progress of the project and, unless otherwise directed by you, we will only proceed from one phase to the next with your concurrence and approval. This proposal will remain valid for 90 days.

I. Topographical Survey

The following tasks will be completed in the Survey phase of the project, to give us an accurate base drawing for the design. This phase will include:

- A. Set control points and benchmarks for construction.
- B. Collect topographic mapping data throughout the park, concentrating on the proposed areas of improvement.
- C. Survey in features, such as park features, utilities, power poles, driveways, walkways, and trees within the project area.
- D. Prepare a base map with the topographical survey data.

II. Design Phase

During the Design Phase we will develop plans and specifications for the park improvements. More specifically, we will:

- A. Meet with the Township to kick-off the project.
- B. Design the dimensional layout requirements for the new playground. We will work with a playground provider to design the play equipment for age appropriateness.
- C. Design the required safety surfacing and edging for the new playground for ADA access. This will include engineered wood fiber surfacing with wear pads in areas of higher traffic or kick-out.
- D. Design the HMA path along the existing gravel path route while adding additional path spurs for ADA accessibility, approximately $\frac{3}{4}$ mile. The path width is proposed to be 8-feet wide.
- E. Determine the grading and drainage requirements for the above improvements. A drainage layer will be included under the safety surfacing with perforated pipe, a 4-inch layer of peastone and geotextile fabric.
- F. Determine the placement of benches, picnic tables, trash receptacles and age-appropriate signage for the new playground area.
- G. Develop a Soil Erosion and Sedimentation Control Plan meeting the requirements of the County, if required.
- H. Prepare a preliminary estimate of cost for the proposed improvements.
- I. Meet with the Township at approximately 50% and 90% completion to review the project.
- J. Incorporate feedback and review comments into the project.
- K. Submit a final set of plans, bid documents and preliminary estimate of cost to the Township.

III. Bidding Phase

During the bidding phase we will assist you with the bidding process including:

- A. Provide plans and bidding documents for availability online. We will produce paper sets of plans and bidding documents to bidders if needed.
- B. Maintain the Planholders list.
- C. Prepare the advertisement for placing in the newspaper.
- D. Answer any questions from contractors preparing their bids.
- E. Issue addenda if required.
- F. Hold the pre-bid meeting.
- G. Open bids with you.

IV. Construction Administration

During the Construction Administration phase, we will assist you with the following tasks:

- A. Prepare a tabulation of the bids received and prepare a letter of recommendation of award to the Township.
- B. Prepare contracts and circulate for signatures.
- C. Make periodic site visits to observe the construction process, estimated at approximately one (1) time per week.
- D. Prepare the progress payments and any change orders necessary for the project.
- E. Attend a final walk through of the project and develop the final construction punch list.
- F. Review contract closeout.

SERVICES NOT INCLUDED

The following services are not included in this proposal, however, may be necessary to complete. If we find this to be the case, we will notify you, discuss it and seek your approval prior to commencing with the work.

- A. GEOTECHNICAL INVESTIGATION: Soil borings are not included in this proposal.
- B. CDBG ADMINISTRATION: Administration for the CDBG funding, including SHPO clearance and environmental clearance, has not been included in our proposal. This work will be the responsibility of the Township.
- C. PERMIT FEES: Permit fees are not included in this proposal. Any permit fees would be paid by the Township.

ADDITIONAL SERVICES

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

FEE SCHEDULE

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

Topographical Survey:	An estimated hourly amount of \$12,000
Design Phase:	An estimated hourly amount of \$23,800
Bidding Phase:	An estimated hourly amount of \$ 4,500
<u>Construction Administration Phase:</u>	<u>An estimated hourly amount of \$15,400</u>
	TOTAL, not to exceed \$55,700

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes, or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

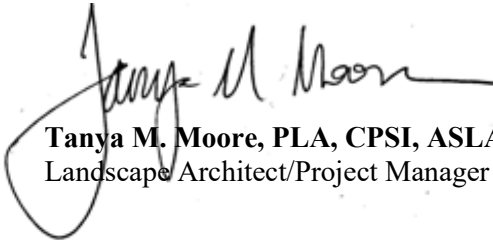
If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Cindy A. Todd, PLA
Director of Planning



Tanya M. Moore, PLA, CPSI, ASLA
Landscape Architect/Project Manager

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717
Fax: (989) 754-4440
mailto: tanyam@spicergroup.com

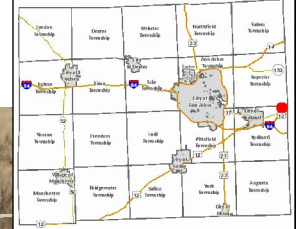
Above proposal accepted and approved by Owner.

YPSILANTI CHARTER TOWNSHIP

By: _____
Authorized Signature

Date: _____

Cc: SGI File
ALE, SGI Accounting



Legend

- TaxParcel
- Lot and Units
- Quarter Sections
- Sections
- University and College
- K12 Schools
- Police Stations
- Fire Stations
- County Buildings
- Local Unit Offices
- Railroad
- Close Roads OneWay**
- To-From
- From-To
- Road Centerlines_2K**
- <all other values>
- Collector
- Freeway
- Highway
- Local
- Major Arterial
- Minor Arterial
- Ramp
- O2020_boundary

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

NOTE: Parcels may not be to scale.
3/4/2022



Notes

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



MEMORANDUM

TO: Board of Trustees

FROM: Heather Jarrell Roe

SUBJECT: 1160 Davis Street

Board of Trustees,

EGLE has been working to remediate the old Forbes Dry Cleaner site and are nearly complete with that work. In order to finish, the contract needs a place to stage some essential equipment. EGLE is requesting that Ypsilanti Township allow the contractor to use the property located at 1160 Davis. This property is owned by the township. We have also requested that the contractors use Pinewood as much as practicable so as to minimize disruption to the neighboring homes.

Attached you will find the agreement that has been reviewed by our legal counsel and has been administratively processed but formal board action and approval is requested. Please let me know if you have any questions.





Office (734) 544-4225
Fire Chief (734) 544-4110
Fire Marshal (734) 544-4107
Fax (734) 544-4195

FIRE DEPARTMENT
222 SOUTH FORD BOULEVARD
YPSILANTI, MICHIGAN 48198-6067

March 9, 2022

Charter Township of Ypsilanti
Supervisor Brenda Stumbo and Trustee Board
7200 S. Huron River Drive

Dear Madam Supervisor and Trustee Board,

In service to the Township, I am requesting for the March 15, 2022 Township board meeting to present the following item(s) for consideration:

- 1) Approval and signee to a Letter of Agreement between the Charter Township of Ypsilanti Fire Chief and Fire Fighters Local 1830 for promotion to Fire Marshal for the lone candidate, Steve Wallgren. Steve is currently temporarily assigned Fire Marshal and will be appointed Fire Marshal provided completion of the Fire Inspector II testing. Steve has Fire Inspector I, plan review, fire investigation – basic & advanced credentials required for the position.

Thank You,

Chief Copeland

ERC;

LETTER OF AGREEMENT

(Fire Marshal Promotion - March 3, 2022)

This Letter of Agreement is entered into between Fire Fighters Local 1830 and the Charter Township of Ypsilanti on behalf of Lieutenant Steve Wallgren.

Lieutenant Steve Wallgren is the only applicant for the position of Fire Marshal with the Ypsilanti Township Fire Department and has exceeded the position requirements in the current Local 1830 contract. Lt. Wallgren is to be temporarily assigned to the position of Fire Marshal effective March 5th, 2022. This assignment shall be temporary until Inspector II is passed and all current promotional testing shall be suspended. Upon completion of Inspector II the appointment to Fire Marshal shall be made and all further promotional testing shall be canceled. This assignment will create an open Lieutenant position to be filled off the current promotional list on the same date and become permanent with the appointment to Fire Marshal.

This agreement does not set precedent to future circumstances or other Fire Fighters. The issue of Fire Marshal requirements is to be further discussed in the next negotiations.

YPSILANTI TOWNSHIP FIRE DEPARTMENT, LOCAL 1830

Eric Copeland, Fire Chief

Date

Brenda Stumbo, Township Supervisor

Date

Heather Jarrell Roe, Township Clerk

Date

FIRE FIGHTERS LOCAL 1830

Zachary Roland, President

Date

Jeremiah Hamilton, Treasurer

Date

**CHARTER TOWNSHIP OF YPSILANTI
2022 BUDGET AMENDMENT #4**

March 15, 2022

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

230- RECREATION FUND

Total Increase \$4,725.00

Request to increase budget for an increase of salary for the newly appointed Recreation Director position upon Board approval. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	230-000-699.999	<u>\$4,725.00</u>
		Net Revenues	<u><u>\$4,725.00</u></u>
Expenditures:	Salary & Wage	230-754-705.000	\$4,203.00
	FICA	230-754-715.000	\$322.00
	MERS	230-754-718.000	<u>\$200.00</u>
		Net Expenditures	<u><u>\$4,725.00</u></u>

Motion to Amend the 2022 Budget (#4)

Move to increase the Recreation Fund budget by \$4,725 to \$721,335 and approve the department line item changes as outlined.

OTHER BUSINESS

BOARD MEMBER UPDATES
