

# **CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES**

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**HEATHER JARRELL ROE**

*Treasurer*

**STAN ELDRIDGE**

*Trustees*

**JOHN P. NEWMAN II**

**GLORIA PETERSON**

**DEBBIE SWANSON**

**JIMMIE WILSON, JR.**

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**October 18, 2022**

**Work Session – 5:00 pm**

**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, OCTOBER 18, 2022

**5:00pm**

1. 2023 BUDGET REVIEW
  - FUND 101 GENERAL FUND
  - FUND 208 PARKS
  - FUND 250 LOCAL DEVELOPMENT FINANCE AUTHORITY
  - FUND 398 DEBT 2006 BOND FUND
  - FUND 661 MOTORPOOL/REPAIRS
2. DISCUSSION ON OHM EVALUATING ROADS AND DETERMINING PRIORITIES FOR SUBDIVISIONS BASED ON PAVEMENT CONDITIONS.....SUPERVISOR STUMBO
3. AGENDA REVIEW .....SUPERVISOR STUMBO
4. OTHER DISCUSSION ..... BOARD MEMBERS

*Supervisor*  
**BRENDA L. STUMBO**  
*Clerk*  
**HEATHER JARRELL ROE**  
*Treasurer*  
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**Civic Center**  
**Supervisor's Office**  
7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: (734) 544-4000 ext. 6  
Fax: (734) 484-0002  
[www.ytown.org](http://www.ytown.org)

*Charter Township of Ypsilanti*

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: October 12, 2022

**RE:** Request for work session discussion on October 18, 2022

The Supervisor's Office is requesting that the following budgets be placed on the work session agenda:

1. Draft Budget discussion for General Fund 101
2. Draft Budget discussion for Parks Fund 208
3. Draft Budget discussion for Local Development Finance Auth Fund 250
4. Draft Budget discussion for Debt 2006 Bond Fund 398
5. Draft Budget discussion for Motorpool/Repairs 661

cc: Javonna Neel, Accounting Director

User: ecuellar  
DB: Ypsilanti-Twp

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
LESS 2020 ACTIVITY  
THIS IS NOT A FINAL BUDGET COPY

DRAFT 10-12-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 000							
ESTIMATED REVENUES							
101-000-403.000 *	CURRENT PROPERTY TAXES	1,421,030	1,451,500	1,451,500	1,461,623	1,517,100	1,517,100
101-000-404.001 *	ESA REIMBURSEMENT OP	4,584	4,584	4,584	11,287	6,500	6,500
101-000-412.000 *	DELINQUENT PERS PROPERTY TAX	3,786	200	200			
101-000-414.000	CUR PROPERTY TAX ADJUSTMENTS	5,881			(1,083)		
101-000-427.000 *	STREETLIGHT TAX RECOGNIZED	20,559	16,821	16,821		13,900	13,900
101-000-432.000 *	IN LIEU OF TAXES - CLARK TOWERS	11,449	11,400	11,400	11,636	11,600	11,600
101-000-432.001 *	IN LIEU OF TAX - ACM	234,229	240,000	240,000	236,856	240,000	240,000
101-000-434.000 *	TRAILER TAX FEE	7,021	5,000	5,000	3,040	5,000	5,000
101-000-445.000 *	PENALTIES AND INTEREST	14,703	20,000	20,000	33,725	20,000	20,000
101-000-447.000 *	PROPERTY TAXES/ADMINST. FEES	790,328	790,000	790,000	819,833	825,000	825,000
101-000-477.000 *	FRANCHISE FEES	671,883	690,000	690,000	321,404	650,000	650,000
101-000-478.001 *	PERMITS SALVAGE YRD	150	300	300	150	150	150
101-000-478.004 *	PERMITS BIN COLLECTION FEE				100		
101-000-490.000 *	DOG LICENSES	7,494	5,000	5,000	7,323	5,000	5,000
101-000-491.004 *	PERMITS PEDDLER FEE	940	200	200	653	1,000	1,000
101-000-522.000 *	FEDERAL GRANTS - CDBG	23,878					
101-000-572.000 *	STATE METRO RIGHT OF WAY	28,376	25,000	25,000	29,916	29,000	29,000
101-000-574.000 *	STATE REVENUE SHARING	5,844,766	5,472,062	5,472,062	4,442,724	6,328,404	6,328,404
101-000-607.001 *	SITE PLAN - CHG FOR SERVICES	14,970	8,000	8,000	14,350	10,000	10,000
101-000-607.003 *	PROPERTY CHANGE APP - CHG FOR SER	1,150	100	100	1,875	1,500	1,500
101-000-607.004 *	FAX, COPY & OTHER - CHG FOR SERVI	345	50	50	4	50	50
101-000-607.006 *	ZONING FEES - CHG FOR SERVICES ZB	8,475	4,000	4,000	3,950	5,000	5,000
101-000-607.012 *	ADDRESS ASSIGN - CHG FOR SERVICES	40	50	50	50	50	50
101-000-607.014 *	CHRG-NONRECORDING PROP XFER	125	500	500	2,985	500	500
101-000-615.000 *	CHARGE FOR SERVICES-NSF FEES	570	400	400	450	240	240
101-000-626.633 *	PASSPORT SERVICES	1,706	3,000	3,000	10,842	5,000	5,000
101-000-626.637 *	ADMINISTRATION FEES/FIRE DEPT	82,125	83,289	83,289	62,467	87,140	87,140
101-000-626.638 *	ADMINISTRATION FEES/ENVIOR SVC	22,405	18,978	18,978	14,233	20,417	20,417
101-000-626.639 *	ADMINISTRATION FEES/LAW ENFOR	62,805	61,929	61,929	46,446	63,488	63,488
101-000-626.640 *	ADMINISTRATION FEES/GOLF COUR	19,981	20,593	20,593	15,445	19,903	19,903
101-000-626.641 *	ADMINISTRATIVE FEES/COMPOST	12,937	13,280	13,280	9,960	13,800	13,800
101-000-626.642 *	ADMINISTRATION FEES/BLDG DEPT	34,630	34,277	34,277	25,707	36,387	36,387
101-000-626.643 *	ADMINISTRATION FEES/RECREATIO	21,488	22,141	22,141	16,606	21,521	21,521
101-000-626.644 *	ADMINISTRATION FEES/14B COURT	41,084	42,279	42,279	31,709	44,078	44,078
101-000-642.006 *	REVENUE - VENDING COMMISSIONS		100	100			
101-000-642.645	TOWNSHIP & PRECINTS MAPS ETC.	12			52		
101-000-644.003 *	FORD LAKE HYDRO STATION	82,065	81,000	81,000	82,066	81,000	81,000
101-000-665.000 *	INTEREST EARNED	822	1,000	1,000	35,570	15,000	15,000
101-000-665.003 *	NET INTEREST EARN-CUR TAX COL	1,330	1,200	1,200	3,086	3,000	3,000
101-000-667.001 *	RENT INCOME	220,000	220,000	220,000	146,667	220,000	220,000
101-000-675.050 *	CONTRIBUTION-BEES	3,000	2,000	2,000			
101-000-676.000	REIMBURSEMENT	288			134		
101-000-676.003 *	REIMBURSEMENT - POSTAGE	496	50	50	1,544	100	100
101-000-676.006 *	REIMBURSEMENT ELECTION	8,117		20,250	20,252		
101-000-676.012 *	INSURANCE REIMBURSEMENTS	10,880	5,000	5,000	27,134	5,000	5,000
101-000-676.015 *	REIMBURSE - VIETNAM VETS MEMORIAL			5,556	5,556		
101-000-676.020 *	REIMBURSE FOR LEC BLDG	181,865	131,864	131,864	87,910		
101-000-678.000 *	SETTLEMENTS & JUDGMENTS	3,000	2,000	2,000	11,741		
101-000-681.000 *	REVENUE - RADON TEST KIT	235	250	250	205	250	250
101-000-683.000 *	OTHER INCOME-MISCELLANEOUS	11,044	1,000	1,000	11,315	5,000	5,000
101-000-693.000 *	SALE OF TOWNSHIP PROPERTIES	13,300					
101-000-693.002	SALES OF FIXED ASSESTS - EQUIP.	39					
101-000-699.999 *	APPROPRIATED PRIOR YEAR BAL		571,230	1,642,902		1,507,428	1,507,428



Fund: 101 GENERAL FUND

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Dept 000							
ESTIMATED REVENUES							
TOTAL ESTIMATED REVENUES		9,952,386	10,061,627	11,159,105	8,069,448	11,818,506	11,818,506
NET OF REVENUES/APPROPRIATIONS - 000 -		9,952,386	10,061,627	11,159,105	8,069,448	11,818,506	11,818,506
* NOTES TO BUDGET: DEPARTMENT 000							
403.000	CURRENT PROPERTY TAXES						
	FOOTNOTE AMOUNTS:					1,517,100	1,517,100
	General Fund Tax Revenue levy of .9797. The projected revenue is based on taxable value (TV) minus adjustments and renaissance zone TV. Current projected TV is 1,548,535,588 and prior year was 1,471,873,553 for percentage increase of 5.2% in the TV.						
404.001	ESA REIMBURSEMENT OP						
	FOOTNOTE AMOUNTS:					6,500	6,500
	State calculated reimbursement for personal property loss due to small business exemptions.						
412.000	DELINQUENT PERS PROPERTY TAX						
	Delinquent personal property taxes collected by the Treasurer						
427.000	STREETLIGHT TAX RECOGNIZED						
	FOOTNOTE AMOUNTS:					13,900	13,900
	These funds are Special Assessment District (SAD) tax revenue for cost of streetlight installation reimbursement to the Township. The SAD's were petitioned by the owners of the property in the specific district. SAD is collected in Winter.						
432.000	IN LIEU OF TAXES - CLARK TOWERS						
	FOOTNOTE AMOUNTS:					11,600	11,600
	Payment In Lieu of Taxes (PILOT) is an agreement with Clark East Towers, our senior housing complex.						
432.001	IN LIEU OF TAX - ACM						
	FOOTNOTE AMOUNTS:					240,000	240,000
	Payment in Lieu of Taxes (PILOT) is an agreement with ACM based on capital investments. It is recommended that this revenue be dedicated and transferred to the BSRII #213 Fund for road improvements.						
434.000	TRAILER TAX FEE						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Statutory annual fees for mobile home lots. Manufactured home park owners are taxed \$3.00 per home, \$.50 of that amount comes to the Township.						
445.000	PENALTIES AND INTEREST						
	FOOTNOTE AMOUNTS:					20,000	20,000
	Reflects penalties and interest collected from delinquent real or personal property taxes.						
447.000	PROPERTY TAXES/ADMINST. FEES						
	FOOTNOTE AMOUNTS:					825,000	825,000

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Dept 000	Represents 1% admin fee charged on property tax bills. State law mandates this revenue shall not exceed the expenditures for the collection and determination of taxable values done by our Treasurer and Assessing Departments. The two budgets equal \$942,269.						
477.000	FRANCHISE FEES						
	FOOTNOTE AMOUNTS:					650,000	650,000
	Franchise fees from Comcast and AT&T based on customer usage paid bi-monthly. The Accounting Director recommends reducing the amount to \$650,000 as usage appears to be decreasing.						
478.001	PERMITS SALVAGE YRD						
	FOOTNOTE AMOUNTS:					150	150
	Statutory annual license renewal fees for junk yards. Annual renewal fee is \$150						
478.004	PERMITS BIN COLLECTION FEE						
	Charges for collection bins in the Township that are located in the business districts. This is hard to predict. Currently there are no bins.						
490.000	DOG LICENSES						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Charge for dog licenses. Reduced based on current revenue.						
491.004	PERMITS PEDDLER FEE						
	FOOTNOTE AMOUNTS:					1,000	1,000
	Charges for Peddler Permits to allow vendors to sell door-to-door in the Township. Reduced based on current revenue.						
522.000	FEDERAL GRANTS - CDBG						
	Reflects Community Development Block Grants (CDBG) received by the Township. Estimated amount is \$335,200 per Michael Hoffmeister.						
572.000	STATE METRO RIGHT OF WAY						
	FOOTNOTE AMOUNTS:					29,000	29,000
	Annual maintenance fees from the State of Michigan Department of Energy, Labor & Economic Growth Authority's for the Metropolitan Extension Telecommunication Right-Of-Way Oversight (METRO) Act. This is for refunds for ROW maintenance and is based on use and disposition of funds received under PA 48 of 2002. Figures provided by the Accounting Director.						
574.000	STATE REVENUE SHARING						
	FOOTNOTE AMOUNTS:					6,328,404	6,328,404
	The State Shared Revenue projections issued by the State for the 6 installments are for the fiscal year October 1 to September 30. The Township is on a calendar year from January 1, to December 31. The State projected amount for FY 2022-2023 is \$5,742,738 Constitutional and \$564,369 for the Cities, Villages & Townships (CVT) payments totaling \$6,307,107. The State made adjustments to the FY 2021-2022 that increased the total by \$988,372. Adjustments due mainly to an increase in the census population going from 53,362 to 55,670 and increase in sales. State projections as of 5/26/22.						
607.001	SITE PLAN - CHG FOR SERVICES						
	FOOTNOTE AMOUNTS:					10,000	10,000
	Fees charged for site plan reviews.						

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Dept 000							
607.003	PROPERTY CHANGE APP - CHG FOR SERVICES  FOOTNOTE AMOUNTS: Fees charged for property split applications.					1,500	1,500
607.004	FAX, COPY & OTHER - CHG FOR SERVICES  FOOTNOTE AMOUNTS: Fees charged for copies.					50	50
607.006	ZONING FEES - CHG FOR SERVICES ZBA  FOOTNOTE AMOUNTS: Fees charged for the Zoning Board of Appeals.					5,000	5,000
607.012	ADDRESS ASSIGN - CHG FOR SERVICES  FOOTNOTE AMOUNTS: Fees charged for assigning an address to a vacant parcel that is not in a subdivision. This is done through the Assessing Office and Fire Department. For 1-2 lots, the fee is \$50. For 3 or more lots, the fee is \$25 per lot.					50	50
607.014	CHRG-NONRECORDING PROP XFER  FOOTNOTE AMOUNTS: Fee charges for transferring property.					500	500
607.100	CANDIDATE ELECTION FILING FEE  This is for the \$100 per candidate election fee. To be reimbursed if elected. The reimbursements were processed out of the incorrect line in 2020. See 101-000-607.101 which lists a negative 1,500.						
615.000	CHARGE FOR SERVICES-NSF FEES  FOOTNOTE AMOUNTS: Fees charged for checks that are returned for non-sufficient funds.					240	240
626.633	PASSPORT SERVICES  FOOTNOTE AMOUNTS: Fees charged for passport processing.					5,000	5,000
626.637	ADMINISTRATION FEES/FIRE DEPT  FOOTNOTE AMOUNTS: Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. Figures provided by Accounting Director.					87,140	87,140
626.638	ADMINISTRATION FEES/ENVIR SVC  FOOTNOTE AMOUNTS: Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. Figures provided by Accounting Director.					20,417	20,417
626.639	ADMINISTRATION FEES/LAW ENFOR						

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Dept 000							
	FOOTNOTE AMOUNTS:					63,488	63,488
	Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. provided by Accounting Director.						Figures
626.640	ADMINISTRATION FEES/GOLF COUR						
	FOOTNOTE AMOUNTS:					19,903	19,903
	Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. provided by Accounting Director.						Figures
626.641	ADMINISTRATIVE FEES/COMPOST						
	FOOTNOTE AMOUNTS:					13,800	13,800
	Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. provided by Accounting Director.						Figures
626.642	ADMINISTRATION FEES/BLDG DEPT						
	FOOTNOTE AMOUNTS:					36,387	36,387
	Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. provided by Accounting Director.						Figures
626.643	ADMINISTRATION FEES/RECREATIO						
	FOOTNOTE AMOUNTS:					21,521	21,521
	Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. provided by Accounting Director.						Figures
626.644	ADMINISTRATION FEES/14B COURT						
	FOOTNOTE AMOUNTS:					44,078	44,078
	Calculations for Administration Fees paid by other Funds are based on floor space, staffing levels, numbers of computers, etc. provided by Accounting Director.						Figures
642.006	REVENUE - VENDING COMMISSIONS						
	Revenues from vending machines at Civic Center.						
644.003	FORD LAKE HYDRO STATION						
	FOOTNOTE AMOUNTS:					81,000	81,000
	Contract obligation for DTE to purchase electricity generated from the Hydro Station, expires in 2027. These dollars are transferred to the Hydro Fund for future capital improvements and licensing.						
665.000	INTEREST EARNED						
	FOOTNOTE AMOUNTS:					15,000	15,000
	Interest earned on funds deposited at various banks. Figures provided by the Accounting Director.						
665.003	NET INTEREST EARN-CUR TAX COL						
	FOOTNOTE AMOUNTS:					3,000	3,000

Fund: 101 GENERAL FUND

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Dept 000	Interest earned on current tax collection funds held. Figures provided by the Accounting Director.						
667.001	RENT INCOME						
	FOOTNOTE AMOUNTS:					220,000	220,000
	Lease agreement with YCUA to rent building located at 2870 E Clark Road. This is a fixed amount. It is recommended that this revenue be dedicated and transferred to the BSRII #213 Fund for road improvements.						
675.002	CONTRIBUTE - STREETLIGHTS & CAMERAS						
	Charges for developers who pay for streetlights and cameras installation.						
675.050	CONTRIBUTION-BEES						
	Contributions made to our honeybee initiative.						
676.003	REIMBURSEMENT - POSTAGE						
	FOOTNOTE AMOUNTS:					100	100
	Postage reimbursement from individuals getting passports and from employees doing a personal mailing.						
676.006	REIMBURSEMENT ELECTION						
	Reimbursements for elections from county and state elections.						
676.009	REIMBURSEMENT - HABITAT HUMANITY						
	Reimbursement from Habitat for Humanity for properties the Township purchases under the Right of First Refusal.						
676.012	INSURANCE REIMBURSEMENTS						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Reflects reimbursement we receive from MML after their annual audit on worker's compensation and liability insurance. The insurance pool sometimes does so well that we receive funds back.						
676.015	REIMBURSE - VIETNAM VETS MEMORIAL						
	This line is for the Vietnam Vets Memorial reimbursement for work. The Township receives a letter of request from the Vietnam Veterans of America with invoice they have paid for work on the memorial. The Township sends a letter to the Ann Arbor Community Foundation where the Veterans funds are held and ask for reimbursement. When send a reimbursement check to the Vietnam Veterans of America to reimburse them. Net is Zero dollars.						
676.020	REIMBURSE FOR LEC BLDG						
	Reimbursement from Law Enforcement Fund for improvements done to the LEC building at 1501 S Huron Street COMPLETE IN 2022. The total improvement cost was \$909,324.						
676.025	REIMBURSEMENT FOR FIRE TRUCK						
	The amount in 2020 was the reimbursement received from the Motor Pool for the fire truck. The remaining amount owed to the General Fund is a receivable asset and will be reimbursed completely in 2023.						
678.000	SETTLEMENTS & JUDGMENTS						

Fund: 101 GENERAL FUND

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Dept 000	Funds received through a legal settlement.						
681.000	REVENUE - RADON TEST KIT						
	FOOTNOTE AMOUNTS:					250	250
	Fees for Radon test kits.						
683.000	OTHER INCOME-MISCELLANEOUS						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Funds received for various items such as FOIA fees, notary fees, and other miscellaneous fees and reimbursements.						
693.000	SALE OF TOWNSHIP PROPERTIES						
	Funds received for the sale of Township properties.						
699.999	APPROPRIATED PRIOR YEAR BAL						
	FOOTNOTE AMOUNTS:					1,507,428	1,507,428
	Need from prior year fund balance for capital and transfer of funds to 14B District Court and Hydro Station.						
	DEPT '000' TOTAL					11,818,506	11,818,506

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Dept 101 - TOWNSHIP BOARD							
APPROPRIATIONS							
101-101-703.000 *	SALARIES - ELECTED OFFICIALS	63,038	64,770	64,770	48,577	64,770	64,770
101-101-715.000 *	F.I.C.A./MEDICARE	4,822	4,955	4,955	3,716	4,955	4,955
101-101-719.030 *	WORKERS COMPENSATION				48	385	385
101-101-727.000 *	OFFICE SUPPLIES		300	300		300	300
101-101-801.000 *	PROFESSIONAL SERVICES	44,473	45,733	45,733	35,915	47,733	47,733
101-101-958.000 *	MEMBERSHIP AND DUES	20,851	29,500	29,500	18,115	30,000	30,000
	TOTAL APPROPRIATIONS	133,184	145,258	145,258	106,371	148,143	148,143
NET OF REVENUES/APPROPRIATIONS - 101 - TOWNSHIP BOAR		(133,184)	(145,258)	(145,258)	(106,371)	(148,143)	(148,143)
* NOTES TO BUDGET: DEPARTMENT 101 TOWNSHIP BOARD							
703.000	SALARIES - ELECTED OFFICIALS					64,770	64,770
	FOOTNOTE AMOUNTS:						
	Salaries of the Township Trustees determined by resolution of the Township Board. No increase budgeted for 2023.						
715.000	F.I.C.A./MEDICARE					4,955	4,955
	FOOTNOTE AMOUNTS:						
	Figures provided by the Accounting Director.						
719.030	WORKERS COMPENSATION					385	385
	FOOTNOTE AMOUNTS:						
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director This is a new line 2023						
727.000	OFFICE SUPPLIES					300	300
	FOOTNOTE AMOUNTS:						
	Office supplies for budget books.						
801.000	PROFESSIONAL SERVICES					47,733	47,733
	FOOTNOTE AMOUNTS:						
	Cost for our lobbyist at GCSI (\$40,821), for PFM (\$1,100) and for the annual contract with Munetrix for Citizens Dashboard transparency (\$5,200).						
958.000	MEMBERSHIP AND DUES					30,000	30,000
	FOOTNOTE AMOUNTS:						
	Membership dues for Chamber of Commerce, SEMCOG, Huron River Watershed Council, MTA, WATS, WRRMA and Arts Alliance.						
	DEPT '101' TOTAL					148,143	148,143

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
 LESS 2020 ACTIVITY  
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DRAFT 10-12-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 171 - TOWNSHIP SUPERVISOR							
APPROPRIATIONS							
101-171-703.000 *	SALARIES - ELECTED OFFICIALS	88,500	90,934	90,934	68,200	90,934	90,934
101-171-705.000 *	SALARY - SUPERVISION	61,464	65,810	65,810	30,673	67,784	67,784
101-171-706.000 *	SALARY - PERMANENT WAGES	48,400	48,422	50,982	38,517	51,482	51,482
101-171-708.009 *	AUTO ALLOWANCE	6,000	6,000	6,000	4,500	6,000	6,000
101-171-708.010 *	HEALTH INS BUYOUT	3,000	3,000	3,000	1,500	3,000	3,000
101-171-709.000 *	REG OVERTIME		100	100		100	100
101-171-715.000 *	F.I.C.A./MEDICARE	15,430	16,392	16,588	10,645	16,776	16,776
101-171-718.000 *	MERS RETIREMENT	27,690	35,076	35,150	27,853	37,783	38,643
101-171-718.001 *	RETIREMENT HEALTH CARE SAVINGS	2,520	2,600	2,600	1,599	2,600	2,600
101-171-718.003 *	OPEB - RETIREMENT HEALTH		17,726	17,726	17,726	8,333	7,700
101-171-719.000 *	HEALTH INSURANCE	32,501	32,574	32,574	6,786	19,544	17,585
101-171-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(2,175)	(2,400)	(2,400)		(1,200)	(1,200)
101-171-719.015 *	DENTAL BENEFITS	2,732	2,922	2,922	1,366	2,197	2,032
101-171-719.016 *	VISION BENEFITS	688	593	593	287	439	439
101-171-719.020 *	HEALTH CARE DEDUCTION	9,938	8,890	8,890	2,390	5,950	5,950
101-171-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	221	228	228	99	228	228
101-171-719.022 *	DISABILITY INSURANCE	351	582	582	218	581	581
101-171-719.023 *	LIFE INSURANCE	454	681	681	340	681	681
101-171-719.030 *	WORKERS COMPENSATION		504	504	251	676	676
101-171-727.000 *	OFFICE SUPPLIES	443	600	600	218	600	600
101-171-860.000 *	TRAVEL		200	200		200	200
101-171-956.000 *	MISCELLANEOUS		100	100		100	100
TOTAL APPROPRIATIONS		298,157	331,534	334,364	213,168	314,788	312,891
NET OF REVENUES/APPROPRIATIONS - 171 - TOWNSHIP SUPE		(298,157)	(331,534)	(334,364)	(213,168)	(314,788)	(312,891)

\* NOTES TO BUDGET: DEPARTMENT 171 TOWNSHIP SUPERVISOR

703.000	SALARIES - ELECTED OFFICIALS							
	FOOTNOTE AMOUNTS:					90,934	90,934	
	Salary of the Supervisor, determined by resolution of the Township Board. No increase budgeted for 2023.							
705.000	SALARY - SUPERVISION							
	FOOTNOTE AMOUNTS:					67,784	67,784	
	Salary of the Deputy Supervisor. New hire in 2022, giving step increases. Max salary is same as other deputy positions. A 3 % increase assumption was added to non union employees to match the Teamster Union contract for 2023.							
706.000	SALARY - PERMANENT WAGES							
	FOOTNOTE AMOUNTS:					51,482	51,482	
	Salary of full-time TPOAM Floater II/Clerk III who also does purchasing for all departments. A 3 % increase assumption is budgeted for 2023.							
708.004	SALARIES PAY OUT-PTO&SICKTIME							
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.							
708.009	AUTO ALLOWANCE							



Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 171 - TOWNSHIP SUPERVISOR							
	FOOTNOTE AMOUNTS:					6,000	6,000
	Auto allowance for the Supervisor, part of compensation package.						
708.010	HEALTH INS BUYOUT						
	FOOTNOTE AMOUNTS:					3,000	3,000
	Used for health insurance buyout for employees who receive health insurance through another source.						
709.000	REG OVERTIME						
	FOOTNOTE AMOUNTS:					100	100
	Overtime costs for the Floater II/Clerk III position.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					16,776	16,776
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					37,783	38,643
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS:					2,600	2,600
	Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.						
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS:					8,333	7,700
	Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000 for 2022.						
719.000	HEALTH INSURANCE						
	FOOTNOTE AMOUNTS:					19,544	17,585
	A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA						
	FOOTNOTE AMOUNTS:					(1,200)	(1,200)
	Amount employees pay toward their health care coverage.						
719.015	DENTAL BENEFITS						
	FOOTNOTE AMOUNTS:					2,197	2,032
	Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS						
	FOOTNOTE AMOUNTS:					439	439
	No change for 2023. Numbers provided by HR						

2023 REVISED BUDGET RECOMMENDED  
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DRAFT 10-12-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET	
Dept 171 - TOWNSHIP SUPERVISOR								
719.020	HEALTH CARE DEDUCTION							
	FOOTNOTE AMOUNTS:					5,950	5,950	
	Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.							
719.021	ADMIN FEE - HEALTH DEDUCTIBLE							
	FOOTNOTE AMOUNTS:					228	228	
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.							
719.022	DISABILITY INSURANCE							
	FOOTNOTE AMOUNTS:					581	581	
	No change for 2023. Numbers provided by HR							
719.023	LIFE INSURANCE							
	FOOTNOTE AMOUNTS:					681	681	
	No change for 2023. Numbers provided by HR							
719.030	WORKERS COMPENSATION							
	FOOTNOTE AMOUNTS:					676	676	
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.							
727.000	OFFICE SUPPLIES							
	FOOTNOTE AMOUNTS:					600	600	
	Supplies for Supervisor Office.							
860.000	TRAVEL							
	FOOTNOTE AMOUNTS:					200	200	
	Mileage expense for Deputy Supervisor or staff for required travel off sight.							
956.000	MISCELLANEOUS							
	FOOTNOTE AMOUNTS:					100	100	
	Miscellaneous expenses in the department.							
	DEPT '171' TOTAL						314,788	312,891

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2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 191 - ACCOUNTING							
APPROPRIATIONS							
101-191-705.000 *	SALARY - SUPERVISION	85,271	87,743	90,743	66,762	90,375	90,375
101-191-706.000 *	SALARY - PERMANENT WAGES	109,358	109,408	112,320	86,317	115,690	115,690
101-191-708.004 *	SALARIES PAY OUT-PTO&SICKTIME	4,238		4,424	4,424		
101-191-709.000 *	REG OVERTIME	48	300	300		300	300
101-191-715.000 *	F.I.C.A./MEDICARE	14,796	15,105	15,897	11,739	15,787	15,787
101-191-718.000 *	MERS RETIREMENT	67,308	88,902	88,902	73,064	96,303	96,303
101-191-718.003 *	OPEB - RETIREMENT HEALTH		53,178	53,178	53,178	24,999	23,100
101-191-719.000 *	HEALTH INSURANCE	71,972	68,406	68,406	57,004	82,086	73,858
101-191-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(4,800)	(4,800)	(4,800)		(4,800)	(4,800)
101-191-719.015 *	DENTAL BENEFITS	2,808	2,808	2,808	2,340	3,089	2,856
101-191-719.016 *	VISION BENEFITS	828	673	673	561	673	673
101-191-719.020 *	HEALTH CARE DEDUCTION	6,245	17,745	17,745	8,781	17,745	17,745
101-191-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	240	252	252	171	252	252
101-191-719.022 *	DISABILITY INSURANCE	1,054	872	872	654	872	872
101-191-719.023 *	LIFE INSURANCE	680	681	681	510	680	680
101-191-719.030 *	WORKERS COMPENSATION		601	601	306	676	676
101-191-727.000 *	OFFICE SUPPLIES	1,513	1,900	1,900	1,229	1,900	1,900
101-191-958.000 *	MEMBERSHIP AND DUES	425	500	500	120	500	500
TOTAL APPROPRIATIONS		361,984	444,274	455,402	367,160	447,127	436,767
NET OF REVENUES/APPROPRIATIONS - 191 - ACCOUNTING		(361,984)	(444,274)	(455,402)	(367,160)	(447,127)	(436,767)

\* NOTES TO BUDGET: DEPARTMENT 191 ACCOUNTING

705.000	SALARY - SUPERVISION						
	FOOTNOTE AMOUNTS:					90,375	90,375
	Salary of the Accounting Director. A 3 % increase assumption was added to non union employees to match the Teamster Union contract for 2023.						
706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					115,690	115,690
	Cost of two (2) full-time TPOAM employees in the Accounting Department. Current assumption of 3% increase in budgeted for 2023.						
708.004	SALARIES PAY OUT-PTO&SICKTIME						
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
709.000	REG OVERTIME						
	FOOTNOTE AMOUNTS:					300	300
	Overtime costs for the department.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					15,787	15,787
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					96,303	96,303

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 191 - ACCOUNTING							
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS:					24,999	23,100
	Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000						
719.000	HEALTH INSURANCE						
	FOOTNOTE AMOUNTS:					82,086	73,858
	A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA						
	FOOTNOTE AMOUNTS:					(4,800)	(4,800)
	Amount employees pay toward their health care coverage.						
719.015	DENTAL BENEFITS						
	FOOTNOTE AMOUNTS:					3,089	2,856
	Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS						
	FOOTNOTE AMOUNTS:					673	673
	No change for 2023. Numbers provided by HR						
719.020	HEALTH CARE DEDUCTION						
	FOOTNOTE AMOUNTS:					17,745	17,745
	Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.						
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						
	FOOTNOTE AMOUNTS:					252	252
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.						
719.022	DISABILITY INSURANCE						
	FOOTNOTE AMOUNTS:					872	872
	No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS:					680	680
	No change for 2023. Numbers provided by HR						
719.030	WORKERS COMPENSATION						
	FOOTNOTE AMOUNTS:					676	676
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.						

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 191 - ACCOUNTING							
727.000	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:					1,900	1,900
	Used to replenish office supplies, purchase checks, W-2 and 1099 forms.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					500	500
	Membership dues to Government Finance Officers Association - National \$350 and State \$125. An additional \$25 is budgeted to cover any increase.						
	DEPT '191' TOTAL					447,127	436,767

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Dept 215 - TOWNSHIP CLERK							
APPROPRIATIONS							
101-215-703.000 *	SALARIES - ELECTED OFFICIALS	88,500	90,934	90,934	68,200	90,934	90,934
101-215-704.000 *	APPOINTED OFFICIALS	19,641					
101-215-705.000 *	SALARY - SUPERVISION	122,017	65,810	66,810	51,439	67,784	67,784
101-215-706.000 *	SALARY - PERMANENT WAGES	101,695	96,844	101,964	69,036	102,964	102,964
101-215-708.004 *	SALARIES PAY OUT-PTO&SICKTIME		6,280	6,280	2,848	6,282	6,282
101-215-708.010 *	HEALTH INS BUYOUT	3,000					
101-215-709.000 *	REG OVERTIME	4,069	300	300	377	300	300
101-215-715.000 *	F.I.C.A./MEDICARE	23,531	19,903	20,371	14,795	20,522	20,522
101-215-718.000 *	MERS RETIREMENT	73,196	38,467	38,616	33,308	41,331	42,727
101-215-718.001 *	RETIREMENT HEALTH CARE SAVINGS	2,554	3,900	3,900	2,790	3,900	3,900
101-215-718.003 *	OPEB - RETIREMENT HEALTH		17,726	17,726	17,726	8,333	7,700
101-215-719.000 *	HEALTH INSURANCE	93,324	92,836	92,836	60,918	91,858	82,650
101-215-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(6,000)	(6,600)	(6,600)		(5,400)	(5,400)
101-215-719.015 *	DENTAL BENEFITS	5,380	4,560	4,560	2,970	3,999	3,698
101-215-719.016 *	VISION BENEFITS	1,374	922	922	615	768	768
101-215-719.020 *	HEALTH CARE DEDUCTION	21,291	23,660	23,660	16,926	20,720	20,720
101-215-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	320	336	336	193	336	336
101-215-719.022 *	DISABILITY INSURANCE	1,406	872	872	533	872	872
101-215-719.023 *	LIFE INSURANCE	1,097	907	907	595	907	907
101-215-719.030 *	WORKERS COMPENSATION		901	901	445	901	901
101-215-727.000 *	OFFICE SUPPLIES	3,347	4,000	4,000	1,536	2,000	2,000
101-215-740.001 *	Ordinance & Zoning Code Books	2,236	4,000	9,100	950	2,000	2,000
101-215-740.010 *	OFFICE SUPPLIES - ELECTIONS	13,414					
101-215-801.000 *	PROFESSIONAL SERVICES	779	3,400	3,400		1,500	1,500
101-215-860.000 *	TRAVEL	91	500	500		500	500
101-215-933.001 *	MAINTENANCE CONTRACTS	75,456			195	500	500
101-215-941.000 *	EQUIPMENT RENTAL/LEASING	4,580					
101-215-956.000 *	MISCELLANEOUS		500	500		500	500
101-215-958.000 *	MEMBERSHIP AND DUES	135	150	150		150	150
TOTAL APPROPRIATIONS		656,433	471,108	482,945	346,395	463,961	455,215
NET OF REVENUES/APPROPRIATIONS - 215 - TOWNSHIP CLER		(656,433)	(471,108)	(482,945)	(346,395)	(463,961)	(455,215)

\* NOTES TO BUDGET: DEPARTMENT 215 TOWNSHIP CLERK

703.000	SALARIES - ELECTED OFFICIALS							
	FOOTNOTE AMOUNTS:					90,934	90,934	
	Salary of the Clerk, determined by resolution of the Township Board. No increase budgeted for 2023.							
704.000	APPOINTED OFFICIALS							
	Moved to General Fund Department 262 Elections in 2022.							
705.000	SALARY - SUPERVISION							
	FOOTNOTE AMOUNTS:					67,784	67,784	
	Salary of the Deputy Clerk. A 3 % increase was added to non union employees to match the Teamster Union contract for 2023.							
706.000	SALARY - PERMANENT WAGES							
	FOOTNOTE AMOUNTS:					102,964	102,964	

Fund: 101 GENERAL FUND

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Dept 215 - TOWNSHIP CLERK	This line is used for the salary of two (2) full-time TPOAM Floater II/Clerk III positions. Current assumption of 3% increase in budgeted for 2023.						
707.000	SALARY - TEMPORARY/SEASONAL						
	Moved to General Fund Department 262 Elections						
708.004	SALARIES PAY OUT-PTO&SICKTIME						
	FOOTNOTE AMOUNTS:					6,282	6,282
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
708.010	HEALTH INS BUYOUT						
	This line item is used for the health insurance buyout for employees who receive health insurance through another source.						
709.000	REG OVERTIME						
	FOOTNOTE AMOUNTS:					300	300
	Overtime if need for additional clerical duties such a passports, FOIA requests, etc.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					20,522	20,522
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					41,331	42,727
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS:					3,900	3,900
	Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/2014.						
718.002	DEFERRED COMPENSATION						
	Moved to General Fund Department 262 Elections						
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS:					8,333	7,700
	Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000						
719.000	HEALTH INSURANCE						
	FOOTNOTE AMOUNTS:					91,858	82,650
	A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA						

Fund: 101 GENERAL FUND

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Dept 215 - TOWNSHIP CLERK							
	FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.					(5,400)	(5,400)
719.015	DENTAL BENEFITS  FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR					3,999	3,698
719.016	VISION BENEFITS  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					768	768
719.020	HEALTH CARE DEDUCTION  FOOTNOTE AMOUNTS: Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.					20,720	20,720
719.021	ADMIN FEE - HEALTH DEDUCTIBLE  FOOTNOTE AMOUNTS: Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director					336	336
719.022	DISABILITY INSURANCE  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					872	872
719.023	LIFE INSURANCE  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					907	907
719.030	WORKERS COMPENSATION  FOOTNOTE AMOUNTS: Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.					901	901
727.000	OFFICE SUPPLIES  FOOTNOTE AMOUNTS: Expenses related to the daily operations of the Clerk's Office. This is reduced based on usage, and due to elections being moved to General Fund Department 262 Elections.					2,000	2,000
730.000	POSTAGE  This line was used in 2021 to track the mailing of millage information to residents. No budget for 2022 or 2023.						
740.001	Ordinance & Zoning Code Books  FOOTNOTE AMOUNTS:					2,000	2,000



Fund: 101 GENERAL FUND

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 215 - TOWNSHIP CLERK	Expenses related to maintaining ordinance and zoning updates through Municode, and also includes Ordinance, Resolution and Minute Books.						
740.010	OFFICE SUPPLIES - ELECTIONS Moved to General Fund Department 262 Elections						
760.001	PPE & FIRST AID ELECTION SUP Moved to General Fund Department 262 Elections						
801.000	PROFESSIONAL SERVICES  FOOTNOTE AMOUNTS: Expenses for document conversion and \$1,000 for shredding costs for all departments.					1,500	1,500
801.200	PROFNLSL SRV-PROGRAMMING BALLO Moved to General Fund Department 262 Elections.						
860.000	TRAVEL  FOOTNOTE AMOUNTS: Expenses for mileage reimbursement for travel to post office, and travel to various conferences, classes and meetings.					500	500
933.001	MAINTENANCE CONTRACTS Moved to General Fund Department 262 Elections						
941.000	EQUIPMENT RENTAL/LEASING Moved to General Fund Department 262 Elections						
956.000	MISCELLANEOUS  FOOTNOTE AMOUNTS: Miscellaneous expenses for the Clerk's Office.					500	500
958.000	MEMBERSHIP AND DUES  FOOTNOTE AMOUNTS: Membership for Clerk and Deputy Clerk in the Michigan Association of Municipal Clerks. DEPT '215' TOTAL					150	150
						463,961	455,215

Fund: 101 GENERAL FUND

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 223 - INDEPENDENT AUDITING APPROPRIATIONS							
101-223-802.000 *	INDEPENDENT AUDITING	33,500	33,500	33,500		34,505	34,505
101-223-803.000 *	INDEPENDENT AUDITING OTHER	2,000	2,000	2,000		2,000	2,000
TOTAL APPROPRIATIONS		35,500	35,500	35,500		36,505	36,505
NET OF REVENUES/APPROPRIATIONS - 223 - INDEPENDENT A		(35,500)	(35,500)	(35,500)		(36,505)	(36,505)

\* NOTES TO BUDGET: DEPARTMENT 223 INDEPENDENT AUDITING

802.000	INDEPENDENT AUDITING							
	FOOTNOTE AMOUNTS:					34,505	34,505	
	This is for the audit of 2022 and the last in our contract with auditors at PSLZ LLP. Accounting director is considering obtaining quotes for this professional service in the fall of 2022.							
803.000	INDEPENDENT AUDITING OTHER							
	FOOTNOTE AMOUNTS:					2,000	2,000	
	This line is budgeted for any additional work preformed by the auditors if needed.							
	DEPT '223' TOTAL					36,505	36,505	

Fund: 101 GENERAL FUND

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Dept 228 - COMPUTER SUPPORT							
APPROPRIATIONS							
101-228-706.000 *	SALARY - PERMANENT WAGES	179,040	187,334	190,334	140,216	149,637	149,637
101-228-708.004 *	SALARIES PAY OUT-PTO&SICKTIME	5,140	10,357	10,357	5,282	10,357	10,357
101-228-708.010 *	HEALTH INS BUYOUT	3,000	3,000	3,000	1,500		
101-228-709.000 *	REG OVERTIME	185	1,000	1,000	61	1,000	1,000
101-228-715.000 *	F.I.C.A./MEDICARE	14,059	15,429	15,658	11,048	12,316	12,316
101-228-718.000 *	MERS RETIREMENT	26,688	34,734	34,734	27,938	35,145	35,605
101-228-718.001 *	RETIREMENT HEALTH CARE SAVINGS	1,300	2,600	2,600	1,000	1,300	1,300
101-228-718.003 *	OPEB - RETIREMENT HEALTH		17,726	17,726	17,726	8,333	7,700
101-228-719.000 *	HEALTH INSURANCE	46,267	43,975	43,975	36,646	52,770	47,480
101-228-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(3,000)	(3,000)	(3,000)		(3,000)	(3,000)
101-228-719.015 *	DENTAL BENEFITS	2,709	2,709	2,709	2,258	2,195	2,030
101-228-719.016 *	VISION BENEFITS	728	599	599	499	424	424
101-228-719.020 *	HEALTH CARE DEDUCTION	9,409	11,830	11,830	5,185	11,830	11,830
101-228-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	160	168	168	114	168	168
101-228-719.022 *	DISABILITY INSURANCE	1,054	872	872	654	582	582
101-228-719.023 *	LIFE INSURANCE	680	681	681	510	454	454
101-228-719.030 *	WORKERS COMPENSATION		601	601	306	450	450
101-228-727.000 *	OFFICE SUPPLIES	995	1,000	1,000	239	1,000	1,000
101-228-801.000 *	PROFESSIONAL SERVICES	38,040	142,100	142,100	34,649	82,100	82,100
101-228-850.000	TELEPHONE				(25)		
101-228-857.100 *	COMMUNICATIONS-INTERNET ACCES	96,080	120,710	120,710	82,517	145,584	145,584
101-228-867.000 *	GAS & OIL	111	1,500	1,500	172	1,500	1,500
101-228-933.000 *	EQUIPMENT MAINTENANCE	3,213	5,000	5,000	4,827	5,000	5,000
101-228-933.001 *	MAINTENANCE CONTRACTS	6,216	7,230	7,230	3,035	3,030	3,030
101-228-934.000 *	SOFTWARE SUPPORT & MAINT	109,973	134,762	134,762	116,691	134,971	134,971
101-228-935.000 *	MOTORPOOL-MISC REPAIR		2,500	2,500		2,500	2,500
101-228-943.000 *	MOTORPOOL INTERNAL	6,153	767	767	575	767	767
101-228-971.008 *	CAPT'L OUTLAY -IMPROVEMENT	12,340	15,000	15,000	3,778	15,000	15,000
101-228-977.000 *	EQUIPMENT	91,531	92,500	92,500	36,111	92,800	92,800
101-228-977.001 *	COMPUTER SOFTWARE	45,532	118,000	118,000	8,343	70,000	70,000
TOTAL APPROPRIATIONS		697,603	971,684	974,913	541,855	838,213	832,585
NET OF REVENUES/APPROPRIATIONS - 228 - COMPUTER SUPP		(697,603)	(971,684)	(974,913)	(541,855)	(838,213)	(832,585)

\* NOTES TO BUDGET: DEPARTMENT 228 COMPUTER SUPPORT

706.000	SALARY - PERMANENT WAGES							
	FOOTNOTE AMOUNTS:					149,637	149,637	
	Salaries of IS Manager and Assistant IS Manager. A 3% increase was approved for 2023 Teamster Union contract. Lower than 2022 due to reclassification of Web designer to the Communications department.							
708.004	SALARIES PAY OUT-PTO&SICKTIME							
	FOOTNOTE AMOUNTS:					10,357	10,357	
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.							
708.010	HEALTH INS BUYOUT							
	Used for health insurance buyout for employees who receive health insurance through another service. no budget for 2023							
709.000	REG OVERTIME							

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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Dept 228 - COMPUTER SUPPORT							
	FOOTNOTE AMOUNTS: Overtime costs for the department.					1,000	1,000
715.000	F.I.C.A./MEDICARE  FOOTNOTE AMOUNTS: Figures provided by the Accounting Director.					12,316	12,316
718.000	MERS RETIREMENT  FOOTNOTE AMOUNTS: Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%					35,145	35,605
718.001	RETIREMENT HEALTH CARE SAVINGS  FOOTNOTE AMOUNTS: Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department hired after 1/1/2014.					1,300	1,300
718.003	OPEB - RETIREMENT HEALTH  FOOTNOTE AMOUNTS: Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000.					8,333	7,700
719.000	HEALTH INSURANCE  FOOTNOTE AMOUNTS: A increase of 7.97%. Provided by HR					52,770	47,480
719.003	EMPLOYEE PAID HEALTH CONTRA  FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.					(3,000)	(3,000)
719.015	DENTAL BENEFITS  FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR					2,195	2,030
719.016	VISION BENEFITS  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					424	424
719.020	HEALTH CARE DEDUCTION  FOOTNOTE AMOUNTS: Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.					11,830	11,830
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						

Fund: 101 GENERAL FUND

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Dept 228 - COMPUTER SUPPORT								
	FOOTNOTE AMOUNTS:					168	168	
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.							
719.022	DISABILITY INSURANCE							
	FOOTNOTE AMOUNTS:					582	582	
	No change for 2023. Numbers provided by HR							
719.023	LIFE INSURANCE							
	FOOTNOTE AMOUNTS:					454	454	
	No change for 2023. Numbers provided by HR							
719.030	WORKERS COMPENSATION							
	FOOTNOTE AMOUNTS:					450	450	
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.							
727.000	OFFICE SUPPLIES							
	FOOTNOTE AMOUNTS:					1,000	1,000	
	No change for 2023.							
801.000	PROFESSIONAL SERVICES							
	FOOTNOTE AMOUNTS:					82,100	82,100	
	To be used for professional services such as Website RFP Design and Development, DarkTrace/Coffee Tree Group, Microsoft 365 Migration Services. There is a \$60,000 decrease for 2023.							
857.100	COMMUNICATIONS-INTERNET ACCES							
	FOOTNOTE AMOUNTS:					145,584	145,584	
	Internet access connection and cloud based services such as Comcast ENS, Cloud Server Hosting, Cloud Storage Services, Cloud Systems Management Solutions, Cloud base agenda management, Time and Attendance Software, Zoom.							
867.000	GAS & OIL							
	FOOTNOTE AMOUNTS:					1,500	1,500	
	Fuel costs for IT Department							
933.000	EQUIPMENT MAINTENANCE							
	FOOTNOTE AMOUNTS:					5,000	5,000	
	Unexpected repair of hardware equipment. No change							
933.001	MAINTENANCE CONTRACTS							
	FOOTNOTE AMOUNTS:					3,030	3,030	
	Hardware service and support maintenance agreements for Battery Backup Systems.							
934.000	SOFTWARE SUPPORT & MAINT							
	FOOTNOTE AMOUNTS:					134,971	134,971	

Fund: 101 GENERAL FUND

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Dept 228 - COMPUTER SUPPORT							
	Software support and annual maintenance agreements. This includes all technical support, patches, updates and upgrades for various software applications for the following: Apex Sketch Software, Barracuda, BS&A Software, ESRI GIS, Microsoft Windows and Office, Network Management Tools, Civic Rec, Server Backup Software, System Malware Protections, VMWare, HVAC System						
935.000	MOTORPOOL-MISC REPAIR						
	FOOTNOTE AMOUNTS: Covers miscellaneous vehicle repair above normal MotorPool maintenance. Provided by Accounting Director					2,500	2,500
943.000	MOTORPOOL INTERNAL						
	FOOTNOTE AMOUNTS: Vehicle & Maintenance MotorPool Allocation - Figures provided by the Accounting Director.					767	767
971.008	CAPTL OUTLAY -IMPROVEMENT						
	FOOTNOTE AMOUNTS: Network infrastructure, as needed network data runs, Miss Dig.					15,000	15,000
977.000	EQUIPMENT						
	FOOTNOTE AMOUNTS: Used for purchasing equipment as follows: Workstation Upgrades, Firewall Replacement, Unexpected Equipment (New Hires, Etc).					92,800	92,800
977.001	COMPUTER SOFTWARE						
	FOOTNOTE AMOUNTS: Used for Computer Software as follows: Switch Management Solution, Active Directory Management Software, Server Upgrade, Microsoft 365 Licensing.					70,000	70,000
	DEPT '228' TOTAL					838,213	832,585

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Dept 247 - BOARD OF REVIEW							
APPROPRIATIONS							
101-247-704.000 *	APPOINTED OFFICIALS	2,455	3,000	3,000	2,519	3,000	3,000
101-247-715.000 *	F.I.C.A./MEDICARE	34	44	44	35	44	44
101-247-718.002 *	DEFERRED COMPENSATION	31	39	39	32	39	39
TOTAL APPROPRIATIONS		<u>2,520</u>	<u>3,083</u>	<u>3,083</u>	<u>2,586</u>	<u>3,083</u>	<u>3,083</u>
NET OF REVENUES/APPROPRIATIONS - 247 - BOARD OF REVI		(2,520)	(3,083)	(3,083)	(2,586)	(3,083)	(3,083)

\* NOTES TO BUDGET: DEPARTMENT 247 BOARD OF REVIEW

704.000	APPOINTED OFFICIALS						
	FOOTNOTE AMOUNTS:					3,000	3,000
	This line item reflects the per diem amount paid to three (3) Board of Review members. Paid \$125 per day.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					44	44
	Figures provided by the Accounting Director.						
718.002	DEFERRED COMPENSATION						
	FOOTNOTE AMOUNTS:					39	39
	Figures provided by Accounting Director based on 1.30% of payroll.						
	DEPT '247' TOTAL					3,083	3,083

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Dept 253 - TREASURER							
APPROPRIATIONS							
101-253-703.000 *	SALARIES - ELECTED OFFICIALS	88,500	90,934	90,934	68,200	90,934	90,934
101-253-705.000 *	SALARY - SUPERVISION	64,918	65,810	66,810	50,323	67,784	67,784
101-253-706.000 *	SALARY - PERMANENT WAGES	96,113	96,844	101,964	70,551	102,964	102,964
101-253-708.010 *	HEALTH INS BUYOUT	3,000	3,000	3,000	1,500		
101-253-709.000 *	REG OVERTIME	1,238	1,800	1,800	1,420	1,800	1,800
101-253-715.000 *	F.I.C.A./MEDICARE	18,710	19,767	20,235	14,096	20,157	20,157
101-253-718.000 *	MERS RETIREMENT	10,474	12,108	12,257	9,072	12,456	14,341
101-253-718.001 *	RETIREMENT HEALTH CARE SAVINGS	3,865	3,900	3,900	2,914	3,900	3,900
101-253-718.003 *	OPEB - RETIREMENT HEALTH		17,726	17,726	17,726	8,333	7,700
101-253-719.000 *	HEALTH INSURANCE	50,971	68,406	68,406	43,115	85,995	77,374
101-253-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(4,800)	(4,800)	(4,800)		(4,800)	(4,800)
101-253-719.015 *	DENTAL BENEFITS	2,615	2,808	2,808	2,188	3,482	3,220
101-253-719.016 *	VISION BENEFITS	809	673	673	450	694	694
101-253-719.020 *	HEALTH CARE DEDUCTION	5,815	17,745	17,745	6,579	20,720	20,720
101-253-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	240	252	252	156	336	336
101-253-719.022 *	DISABILITY INSURANCE	639	872	872	533	872	872
101-253-719.023 *	LIFE INSURANCE	632	908	908	586	908	908
101-253-719.025	UNEMPLOYMENT EXPENSE				1,310		
101-253-719.030 *	WORKERS COMPENSATION		702	702	390	901	901
101-253-727.000 *	OFFICE SUPPLIES	1,212	1,300	1,300	325	1,500	1,500
101-253-753.000 *	DOG LICENSES	530	1,050	1,050		1,050	1,050
101-253-830.000 *	TAX PREPARATION	3,720	4,000	4,000	2,254	15,000	15,000
101-253-860.000 *	TRAVEL	39	500	500	166	500	500
101-253-931.000 *	REPAIRS AND MAINTENANCE	325	500	500	354	500	500
101-253-956.000 *	MISCELLANEOUS	75	100	100	75	100	100
TOTAL APPROPRIATIONS		349,640	406,905	413,642	294,283	436,086	428,455
NET OF REVENUES/APPROPRIATIONS - 253 - TREASURER		(349,640)	(406,905)	(413,642)	(294,283)	(436,086)	(428,455)

\* NOTES TO BUDGET: DEPARTMENT 253 TREASURER

703.000	SALARIES - ELECTED OFFICIALS						
	FOOTNOTE AMOUNTS:					90,934	90,934
	Salary of the Treasurer, determined by resolution of the Township Board. No increase budgeted for 2023.						
705.000	SALARY - SUPERVISION						
	FOOTNOTE AMOUNTS:					67,784	67,784
	Salary of the Deputy Treasurer. A 3 % increase was added to non union employees to match the Teamster Union contract for 2023.						
706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					102,964	102,964
	Wages of two (2) TPOAM Floater II/Clerk III positions. Current assumption of 3% increase in budgeted for 2023.						
708.004	SALARIES PAY OUT-PTO&SICKTIME						
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
708.010	HEALTH INS BUYOUT						



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Dept 253 - TREASURER							
	Used for health insurance buyout for employees who receive health insurance through another source.						
709.000	REG OVERTIME						
	FOOTNOTE AMOUNTS:					1,800	1,800
	Overtime during tax time and for annual dog clinic.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					20,157	20,157
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					12,456	14,341
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS:					3,900	3,900
	Amount placed in a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/2014.						
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS:					8,333	7,700
	Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000						
719.000	HEALTH INSURANCE						
	FOOTNOTE AMOUNTS:					85,995	77,374
	A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA						
	FOOTNOTE AMOUNTS:					(4,800)	(4,800)
	Amount employees pay toward their health care coverage.						
719.015	DENTAL BENEFITS						
	FOOTNOTE AMOUNTS:					3,482	3,220
	Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS						
	FOOTNOTE AMOUNTS:					694	694
	No change for 2023. Numbers provided by HR						
719.020	HEALTH CARE DEDUCTION						
	FOOTNOTE AMOUNTS:					20,720	20,720
	Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.						

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Dept 253 - TREASURER							
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						
	FOOTNOTE AMOUNTS:					336	336
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.						
719.022	DISABILITY INSURANCE						
	FOOTNOTE AMOUNTS:					872	872
	No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS:					908	908
	No change for 2023. Numbers provided by HR						
719.030	WORKERS COMPENSATION						
	FOOTNOTE AMOUNTS:					901	901
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.						
727.000	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:					1,500	1,500
	Necessary supplies including window envelopes for mailing past due notices and A/P checks.						
753.000	DOG LICENSES						
	FOOTNOTE AMOUNTS:					1,050	1,050
	Purchasing of dog tags for licensing.						
830.000	TAX PREPARATION						
	FOOTNOTE AMOUNTS:					15,000	15,000
	Printing of tax bills for summer and winter. Tax mailings to all tax payers, as well as sending tax bills to mortgage companies. An increase of \$11,000 is due to vendors charging more for paper and their services, and a new process for late notice reminders. We are now outsourcing late notice reminders to a vendor, rather than printing and mailing letters in house because it is more cost efficient.						
860.000	TRAVEL						
	FOOTNOTE AMOUNTS:					500	500
	Mileage reimbursement for Treasurer and Deputy Treasurer for travel to meetings, bank, post office, County Treasurer's Office and court cases.						
931.000	REPAIRS AND MAINTENANCE						
	FOOTNOTE AMOUNTS:					500	500
	Maintenance contracts and repairs for check signed and money counter. We did not opt for the contract on the money counter originally, but due to necessary repairs it required we did enroll in the contract to save money.						
956.000	MISCELLANEOUS						
	FOOTNOTE AMOUNTS:					100	100

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 253 - TREASURER	Unforeseen expenses not covered in any of the above, such as court fees/parking for small claims.					436,086	428,455
	DEPT '253' TOTAL						

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 257 - ASSESSING DEPARTMENT							
APPROPRIATIONS							
101-257-705.000 *	SALARY - SUPERVISION	124,043	129,700	131,200	107,782	132,087	132,087
101-257-706.000 *	SALARY - PERMANENT WAGES	165,757	166,504	174,746	130,853	176,256	176,256
101-257-708.010 *	HEALTH INS BUYOUT	6,000	6,000	6,000	3,000	6,000	6,000
101-257-709.000 *	REG OVERTIME		500	500	137	500	500
101-257-715.000 *	F.I.C.A./MEDICARE	22,096	23,157	23,902	18,091	24,085	24,085
101-257-718.000 *	MERS RETIREMENT	49,388	64,402	64,564	52,723	69,626	70,447
101-257-718.001 *	RETIREMENT HEALTH CARE SAVINGS	2,597	2,600	2,600	2,000	2,600	2,600
101-257-718.003 *	OPEB - RETIREMENT HEALTH		35,452	35,452	35,452	16,666	15,400
101-257-719.000 *	HEALTH INSURANCE	51,408	48,861	48,861	40,717	58,633	52,755
101-257-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(3,600)	(3,600)	(3,600)		(3,600)	(3,600)
101-257-719.015 *	DENTAL BENEFITS	3,847	3,846	3,846	3,206	4,231	3,913
101-257-719.016 *	VISION BENEFITS	649	747	747	622	747	747
101-257-719.020 *	HEALTH CARE DEDUCTION	11,644	11,830	11,830	12,314	11,830	11,830
101-257-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	221	228	228	156	228	228
101-257-719.022 *	DISABILITY INSURANCE	1,406	1,162	1,162	872	1,162	1,162
101-257-719.023 *	LIFE INSURANCE	907	907	907	680	907	907
101-257-719.030 *	WORKERS COMPENSATION		998	998	473	1,126	1,126
101-257-727.000 *	OFFICE SUPPLIES	2,901	3,500	3,500	2,308	3,500	3,500
101-257-730.000 *	POSTAGE	6,978	8,000	8,000	7,455	8,000	8,000
101-257-811.001 *	TAX APPEALS		3,000	3,000		1,500	1,500
101-257-867.000 *	GAS & OIL	403	720	720	113	720	720
101-257-935.000 *	MOTORPOOL-MISC REPAIR	182	2,500	2,500		2,500	2,500
101-257-943.000 *	MOTORPOOL INTERNAL	2,228	2,228	2,228	1,671	2,228	2,228
101-257-958.000 *	MEMBERSHIP AND DUES	1,060	1,500	1,500		1,500	1,500
TOTAL APPROPRIATIONS		450,115	514,742	525,391	420,625	523,032	516,391
NET OF REVENUES/APPROPRIATIONS - 257 - ASSESSING DEP		(450,115)	(514,742)	(525,391)	(420,625)	(523,032)	(516,391)

\* NOTES TO BUDGET: DEPARTMENT 257 ASSESSING DEPARTMENT

705.000	SALARY - SUPERVISION						132,087	132,087
	FOOTNOTE AMOUNTS:							
	Salaries of our part-time Level IV Assessor MMAO (Michigan Master Assessing Officer) and our Level III MAAO (Michigan Advanced Assessing Officer). A3 % increase was added to non union employees to match the Teamster Union contract for 2023.							
706.000	SALARY - PERMANENT WAGES						176,256	176,256
	FOOTNOTE AMOUNTS:							
	Salaries of two (2) Level III TPOAM MAAOs (Michigan Advanced Assessing Officer) and one MCAT (Michigan Certified Assessing Technician). Current assumption of 3% increase in budgeted for 2023. Negotiations are ongoing. Salary study for Level 2 and Level 3 assessors will occur.							
708.004	SALARIES PAY OUT-PTO&SICKTIME							
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.							
708.010	HEALTH INS BUYOUT						6,000	6,000
	FOOTNOTE AMOUNTS:							
	Used for health insurance buyout for employees who receive health insurance through another source.							

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET	
Dept 257 - ASSESSING DEPARTMENT								
709.000	REG OVERTIME							
	FOOTNOTE AMOUNTS:					500	500	
	This line item is used for March Board of Review meetings after hours.							
715.000	F.I.C.A./MEDICARE							
	FOOTNOTE AMOUNTS:					24,085	24,085	
	Figures provided by the Accounting Director.							
718.000	MERS RETIREMENT							
	FOOTNOTE AMOUNTS:					69,626	70,447	
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%							
718.001	RETIREMENT HEALTH CARE SAVINGS							
	FOOTNOTE AMOUNTS:					2,600	2,600	
	Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department hired after 1/1/2014.							
718.003	OPEB - RETIREMENT HEALTH							
	FOOTNOTE AMOUNTS:					16,666	15,400	
	Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000							
719.000	HEALTH INSURANCE							
	FOOTNOTE AMOUNTS:					58,633	52,755	
	A increase of 7.97%. Provided by HR							
719.003	EMPLOYEE PAID HEALTH CONTRA							
	FOOTNOTE AMOUNTS:					(3,600)	(3,600)	
	Amount employees pay toward their health care coverage. Provided by H. R.							
719.015	DENTAL BENEFITS							
	FOOTNOTE AMOUNTS:					4,231	3,913	
	Increase 1.72% for 2023. Provided by HR							
719.016	VISION BENEFITS							
	FOOTNOTE AMOUNTS:					747	747	
	No change for 2023. Numbers provided by HR							
719.020	HEALTH CARE DEDUCTION							
	FOOTNOTE AMOUNTS:					11,830	11,830	
	Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.							

Fund: 101 GENERAL FUND

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Dept 257 - ASSESSING DEPARTMENT							
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						
	FOOTNOTE AMOUNTS:					228	228
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.						
719.022	DISABILITY INSURANCE						
	FOOTNOTE AMOUNTS:					1,162	1,162
	No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS:					907	907
	No change for 2023. Numbers provided by HR						
719.030	WORKERS COMPENSATION						
	FOOTNOTE AMOUNTS:					1,126	1,126
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.						
727.000	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:					3,500	3,500
	Used for personal and real property assessment items and general office supplies.						
730.000	POSTAGE						
	FOOTNOTE AMOUNTS:					8,000	8,000
	Used for mailing of real and personal assessment notices, as well as general mailing.						
811.001	TAX APPEALS						
	FOOTNOTE AMOUNTS:					1,500	1,500
	Used to retain professional appraisals for full and small claims Tribunal Appeals, as well as legal expenses.						
867.000	GAS & OIL						
	FOOTNOTE AMOUNTS:					720	720
	Lease and maintenance on township vehicles assigned to our department.						
935.000	MOTORPOOL-MISC REPAIR						
	FOOTNOTE AMOUNTS:					2,500	2,500
	Covers miscellaneous vehicle repair above normal MotorPool maintenance. Provided by Accounting Director						
943.000	MOTORPOOL INTERNAL						
	FOOTNOTE AMOUNTS:					2,228	2,228
	Vehicle & Maintenance MotorPool Allocation - Figures provided by the Accounting Director.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					1,500	1,500

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Dept 257 - ASSESSING DEPARTMENT	MAAA memberships, annual certification and WAA membership.					523,032	516,391
	DEPT '257' TOTAL						

Fund: 101 GENERAL FUND

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 262 - ELECTION DEPARTMENT							
APPROPRIATIONS							
101-262-704.000 *	APPOINTED OFFICIALS		55,000	70,000	38,436		
101-262-705.000 *	SALARY - SUPERVISION		59,623	60,623	44,571	61,411	61,411
101-262-707.000 *	SALARY - TEMPORARY/SEASONAL		10,694	10,694			
101-262-708.010 *	HEALTH INS BUYOUT		3,000	3,000	1,500	3,000	3,000
101-262-709.000 *	REG OVERTIME		15,000	15,000	5,472		
101-262-715.000 *	F.I.C.A./MEDICARE		6,094	6,171	3,410	5,083	5,083
101-262-718.000 *	MERS RETIREMENT		29,634	29,634	23,215	32,101	32,101
101-262-718.002 *	DEFERRED COMPENSATION		140	140		139	139
101-262-718.003 *	OPEB - RETIREMENT HEALTH		17,726	17,726	17,726	8,333	7,700
101-262-719.015 *	DENTAL BENEFITS		1,282	1,282	1,069	1,410	1,305
101-262-719.016 *	VISION BENEFITS		249	249	207	249	249
101-262-719.022 *	DISABILITY INSURANCE		291	291	218	291	291
101-262-719.023 *	LIFE INSURANCE		227	227	180	227	227
101-262-719.030 *	WORKERS COMPENSATION				28	225	225
101-262-727.000 *	OFFICE SUPPLIES	181	25,000	28,000	22,513	2,000	2,000
101-262-730.000 *	POSTAGE		25,000	25,000	9,107	2,000	2,000
101-262-760.001 *	PPE & FIRST AID ELECTION SUP		1,000	1,000			
101-262-801.200 *	PROFNSL SRV-PROGRAMMING BALLOT		4,200	5,700	3,130		
101-262-860.000 *	TRAVEL		600	600	130		
101-262-933.001 *	MAINTENANCE CONTRACTS					10	10
101-262-941.000 *	EQUIPMENT RENTAL/LEASING		9,200	12,950	6,829		
101-262-977.000	EQUIPMENT			132,815			
TOTAL APPROPRIATIONS		181	263,960	421,102	177,741	116,479	115,741
NET OF REVENUES/APPROPRIATIONS - 262 - ELECTION DEPA		(181)	(263,960)	(421,102)	(177,741)	(116,479)	(115,741)

\* NOTES TO BUDGET: DEPARTMENT 262 ELECTION DEPARTMENT

704.000	APPOINTED OFFICIALS	There are no scheduled elections in 2023. If this changes, the Clerk's department will bring a budget amendment.						
705.000	SALARY - SUPERVISION	FOOTNOTE AMOUNTS:					61,411	61,411
		Salary of the Deputy Director of Election. A 3 % increase was added to non union employees to match the Teamster Union contract for 2023.						
707.000	SALARY - TEMPORARY/SEASONAL	There are no scheduled elections in 2023. If this changes, the Clerk's department will bring a budget amendment.						
708.010	HEALTH INS BUYOUT	FOOTNOTE AMOUNTS:					3,000	3,000
		Used for health insurance buyout for employees who receive health insurance through another source.						
709.000	REG OVERTIME	There are no scheduled elections in 2023. If this changes, the Clerk's department will bring a budget amendment.						
715.000	F.I.C.A./MEDICARE							



Fund: 101 GENERAL FUND

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Dept 262 - ELECTION DEPARTMENT							
	FOOTNOTE AMOUNTS:					5,083	5,083
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					32,101	32,101
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.002	DEFERRED COMPENSATION						
	FOOTNOTE AMOUNTS:					139	139
	Figures provided by the Accounting Director.						
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS:					8,333	7,700
	Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000						
719.015	DENTAL BENEFITS						
	FOOTNOTE AMOUNTS:					1,410	1,305
	Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS						
	FOOTNOTE AMOUNTS:					249	249
	No change for 2023. Numbers provided by HR						
719.022	DISABILITY INSURANCE						
	FOOTNOTE AMOUNTS:					291	291
	No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS:					227	227
	No change for 2023. Numbers provided by HR						
719.030	WORKERS COMPENSATION						
	FOOTNOTE AMOUNTS:					225	225
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director. This is a new line 2023						
727.000	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:					2,000	2,000
	Cost of supplies for election cards, ballot booths, etc.						
730.000	POSTAGE						
	FOOTNOTE AMOUNTS:					2,000	2,000

Fund: 101 GENERAL FUND

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Dept 262 - ELECTION DEPARTMENT										
	This is for the postage expense for elections.									
760.001	PPE & FIRST AID ELECTION SUP									
	Covers all PPE, first aid supplies, and other supplies required by OSHA.									
801.200	PROFNSL SRV-PROGRAMMING BALLOT									
	Cost of programming ballots- none as of now for 2023.									
860.000	TRAVEL									
	Reimbursement of mileage expenditures related to elections.									
933.001	MAINTENANCE CONTRACTS									
	FOOTNOTE AMOUNTS: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">10</td> <td style="text-align: right;">10</td> </tr> </table> Starting annual maintenance of \$23,600 for the Hart election scanners and software purchased in 2022. This is scheduled to begin in the sixth (6) year to the tenth (10) for a total of \$118,000. The Township can save 10% and paying before the end of the fifth (5) year which would be 2027 at \$106,200. Narrative and \$10 budget included to track for future budgeting.								10	10
	10	10								
941.000	EQUIPMENT RENTAL/LEASING									
	Rental for three polling locations - no election as of now.									
	DEPT '262' TOTAL					116,479	115,741			

Fund: 101 GENERAL FUND

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Dept 265 - RESIDENT SVCS: BLDG OPERATIONS							
APPROPRIATIONS							
101-265-705.000 *	SALARY - SUPERVISION		32,024	32,024		32,024	32,024
101-265-706.000 *	SALARY - PERMANENT WAGES	242,070	234,463	248,574	195,404	247,766	247,766
101-265-708.010 *	HEALTH INS BUYOUT	5,503	3,000	3,000	1,500	3,000	3,000
101-265-709.000 *	REG OVERTIME	3,594	5,000	5,000	3,653	5,000	5,000
101-265-715.000 *	F.I.C.A./MEDICARE	19,043	20,999	22,078	14,969	22,016	22,016
101-265-718.000 *	MERS RETIREMENT	9,334	9,656	10,066	8,517	10,216	11,761
101-265-718.001 *	RETIREMENT HEALTH CARE SAVINGS	5,107	5,850	5,850	3,967	5,850	5,850
101-265-719.000 *	HEALTH INSURANCE	48,902	75,735	75,735	56,360	90,881	81,770
101-265-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(3,200)	(5,900)	(5,900)	(100)	(5,900)	(5,900)
101-265-719.015 *	DENTAL BENEFITS	2,828	4,064	4,064	2,852	4,470	4,134
101-265-719.016 *	VISION BENEFITS	1,026	898	898	645	898	898
101-265-719.020 *	HEALTH CARE DEDUCTION	15,842	20,703	20,703	12,039	20,703	20,703
101-265-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	180	294	294	207	294	294
101-265-719.022 *	DISABILITY INSURANCE	1,390	1,308	1,308	872	1,307	1,307
101-265-719.023 *	LIFE INSURANCE	873	1,021	1,021	624	1,021	1,021
101-265-719.030 *	WORKERS COMPENSATION		4,294	4,294	2,425	6,970	6,970
101-265-727.000 *	OFFICE SUPPLIES	20	400	400	115	400	400
101-265-740.000 *	OPERATING SUPPLIES	1,824	2,000	2,000	1,253	2,500	2,500
101-265-741.000 *	BOOT REIMB & UNIFORMS PURCHASE	10,270	12,000	12,000	8,301	12,000	12,000
101-265-757.775 *	OPERATING SUPP: FORD LAKE PAR	779	1,000	1,000	492	1,000	1,000
101-265-760.000 *	PPE & FIRST AID SUPPLIES	470	500	500	66	500	500
101-265-776.001 *	MAINT SUPPLIES - CIVIC CENTER	9,316	8,200	8,200	7,085	10,000	10,000
101-265-776.002 *	MAINT SUPPLIES - GRAFFITI CON	400	1,500	1,500		1,500	1,500
101-265-776.775 *	MAINT SUPPLIES: FORD LAKE PAR	1,663	2,500	2,500	699	2,500	2,500
101-265-777.000 *	BLDG OPER EQUIP TOOLS	2,146	5,000	5,000	637	5,000	5,000
101-265-818.001 *	CONTRACTUAL SERVICES CIVIC CT	60,072	55,000	55,000	29,187	60,000	60,000
101-265-818.775 *	MAINT-CONTR SVCS - FORD LK PR	465	500	500		500	500
101-265-867.000 *	GAS & OIL	2,200	3,000	3,000	2,516	3,000	3,000
101-265-920.001 *	UTILITIES - CIVIC CENTER	68,360	70,000	70,000	56,985	70,000	70,000
101-265-931.001 *	REPAIRS CIVIC CENTER	17,169	15,000	15,000	2,881	15,000	15,000
101-265-931.020 *	NON REOCCURRING R & M - CIVIC	15,877	10,000	10,000	3,072	10,000	10,000
101-265-931.775 *	REPAIRS - FORD LAKE PARKS	1,559	2,000	2,000		2,000	2,000
101-265-935.000 *	MOTORPOOL-MISC REPAIR		2,500	2,500	252	2,500	2,500
101-265-938.000 *	EQUIPMENT CONTRACTUAL EQUIP	1,480	1,000	1,000	(540)	1,000	1,000
101-265-943.000 *	MOTORPOOL INTERNAL	8,789	3,456	3,456	2,592	3,456	3,456
101-265-956.000 *	MISCELLANEOUS	333	500	500		500	500
101-265-977.000 *	EQUIPMENT					10,000	10,000
TOTAL APPROPRIATIONS		555,684	609,465	625,065	419,527	659,872	651,970
NET OF REVENUES/APPROPRIATIONS - 265 - RESIDENT SVCS		(555,684)	(609,465)	(625,065)	(419,527)	(659,872)	(651,970)

\* NOTES TO BUDGET: DEPARTMENT 265 RESIDENT SVCS: BLDG OPERATIONS

705.000	SALARY - SUPERVISION						
	FOOTNOTE AMOUNTS:					32,024	32,024
	Salary for 50% Residential Services Department (RSD) Assistant Director with 50% in RSD Administration 101-752.						

706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					247,766	247,766

Fund: 101 GENERAL FUND

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Dept 265 - RESIDENT	SVCS: BLDG OPERATIONS						
	Cost of two (2) full-time maintenance tech staff, two full-time custodians (one at Civic Center and one at Recreation). Two (2) part-time custodians (one at Recreation and one at LEC Building), all TPOAM positions. Current assumption of 3% increase is budgeted for 2023.						
707.775	SALARY - TEMP. FORD LAKE PARK						
	This line was used for wages for seasonal employees to paint park shelters and gate houses, etc. This line went unused the last 3 years and was moved to line 705.000 for new Assistant RSD Director position in 2023.						
708.004	SALARIES PAY OUT-PTO&SICKTIME						
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
708.010	HEALTH INS BUYOUT						
	FOOTNOTE AMOUNTS:					3,000	3,000
	Health insurance buyout for employees who receive health insurance through another source.						
709.000	REG OVERTIME						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Overtime for emergencies and projects that have to done during non-work hours.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					22,016	22,016
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					10,216	11,761
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS:					5,850	5,850
	Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department hired after 1/1/2014.						
718.002	DEFERRED COMPENSATION						
	Figures provided by Accounting Director based on 1.30% of payroll.						
718.003	OPEB - RETIREMENT HEALTH						
	No employees with OPEB eligibility						
719.000	HEALTH INSURANCE						
	FOOTNOTE AMOUNTS:					90,881	81,770
	A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA						

Fund: 101 GENERAL FUND

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 265 - RESIDENT SVCS: BLDG OPERATIONS							
	FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.					(5,900)	(5,900)
719.015	DENTAL BENEFITS  FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR					4,470	4,134
719.016	VISION BENEFITS  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					898	898
719.020	HEALTH CARE DEDUCTION  FOOTNOTE AMOUNTS: Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.					20,703	20,703
719.021	ADMIN FEE - HEALTH DEDUCTIBLE  FOOTNOTE AMOUNTS: Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.					294	294
719.022	DISABILITY INSURANCE  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					1,307	1,307
719.023	LIFE INSURANCE  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					1,021	1,021
719.030	WORKERS COMPENSATION  FOOTNOTE AMOUNTS: Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.					6,970	6,970
727.000	OFFICE SUPPLIES  FOOTNOTE AMOUNTS: Office supplies for Building Superintendent and Maintenance Techs					400	400
740.000	OPERATING SUPPLIES  FOOTNOTE AMOUNTS: Used for tools and equipment for Building Maintenance employees. Recommended increase due to inflation					2,500	2,500
741.000	BOOT REIMB & UNIFORMS PURCHASE  FOOTNOTE AMOUNTS:					12,000	12,000

Fund: 101 GENERAL FUND

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Dept 265 - RESIDENT	SVCS: BLDG OPERATIONS						
	Cost for uniform rental and laundering, as well as service for mats & towels and a contractual boot reimbursement.						
757.775	OPERATING SUPP: FORD LAKE PAR						
	FOOTNOTE AMOUNTS:					1,000	1,000
	Used for tools and equipment within Ford Lake Park System.						
760.000	PPE & FIRST AID SUPPLIES						
	FOOTNOTE AMOUNTS:					500	500
	Covers all PPE, first aid supplies, and other supplies required by OSHA.						
776.001	MAINT SUPPLIES - CIVIC CENTER						
	FOOTNOTE AMOUNTS:					10,000	10,000
	Supplies for Civic Center (vacuum bags, floor finish, etc.). Recommended increase due to inflation						
776.002	MAINT SUPPLIES - GRAFFITI CON						
	FOOTNOTE AMOUNTS:					1,500	1,500
	Cost of cleaners and paints used to remove graffiti.						
776.775	MAINT SUPPLIES: FORD LAKE PAR						
	FOOTNOTE AMOUNTS:					2,500	2,500
	Various supplies necessary for repairs to park buildings, restrooms, etc.						
777.000	BLDG OPER EQUIP TOOLS						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Cost of tools, lift gates, electrical and regulatory poster.						
818.001	CONTRACTUAL SERVICES CIVIC CT						
	FOOTNOTE AMOUNTS:					60,000	60,000
	Used for alarm systems, elevator inspections, fire extinguishers, boiler inspections, building services, window washers, etc. Recommended increase due to inflation						
818.775	MAINT-CONTR SVCS - FORD LK PR						
	FOOTNOTE AMOUNTS:					500	500
	Used to contract for work in Ford Lake Park System (alarm systems, etc.)						
867.000	GAS & OIL						
	FOOTNOTE AMOUNTS:					3,000	3,000
	Cost for fuel and oil for vehicles, ERX & Fuelcloud systems.						
920.001	UTILITIES - CIVIC CENTER						
	FOOTNOTE AMOUNTS:					70,000	70,000
	Cost of utilities in the Civic Center.						
931.001	REPAIRS CIVIC CENTER						

Fund: 101 GENERAL FUND

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Dept 265 - RESIDENT SVCS: BLDG OPERATIONS							
	FOOTNOTE AMOUNTS: Used for batteries, door repairs, closers, etc. in Civic Center.					15,000	15,000
931.020	NON REOCCURRING R & M - CIVIC  FOOTNOTE AMOUNTS: Used for large unexpected item replacements, such as electric ceiling sensors.					10,000	10,000
931.775	REPAIRS - FORD LAKE PARKS  FOOTNOTE AMOUNTS: Cost of paint and maintenance staff repairs in the Ford Lake Park System.					2,000	2,000
935.000	MOTORPOOL-MISC REPAIR  FOOTNOTE AMOUNTS: Covers miscellaneous vehicle repair above normal MotorPool maintenance. Provided by Accounting Director					2,500	2,500
938.000	EQUIPMENT CONTRACTUAL EQUIP  FOOTNOTE AMOUNTS: Annual inspections on equipment: equipment rental.					1,000	1,000
943.000	MOTORPOOL INTERNAL  FOOTNOTE AMOUNTS: Vehicle & Maintenance MotorPool Allocation - Figures provided by the Accounting Director.					3,456	3,456
956.000	MISCELLANEOUS  FOOTNOTE AMOUNTS: Used for drug screenings, driving test, etc.					500	500
977.000	EQUIPMENT  FOOTNOTE AMOUNTS: PER CIP, replacement of all water fountains at Civic Center and Community Center to touchless, water bottle refillable fountains DEPT '265' TOTAL					10,000 659,872	10,000 651,970

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LESS 2020 ACTIVITY

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Dept 266 - LEGAL SERVICES							
APPROPRIATIONS							
101-266-801.002 *	LEGAL SERVICES	286,692	250,000	250,000	210,648	250,000	250,000
TOTAL APPROPRIATIONS		286,692	250,000	250,000	210,648	250,000	250,000
NET OF REVENUES/APPROPRIATIONS - 266 - LEGAL SERVICE		(286,692)	(250,000)	(250,000)	(210,648)	(250,000)	(250,000)

\* NOTES TO BUDGET: DEPARTMENT 266 LEGAL SERVICES

801.002	LEGAL SERVICES					250,000	250,000
	FOOTNOTE AMOUNTS:						
	This line item includes all legal services (with the exception of Domestic Violence, Prosecution and Nuisance Abatement cases), including providing legal opinions, preparing and reviewing documents, reviewing contracts, advising the Township on legal matters upon verbal and written request, attending internal/external meetings, Work Sessions, Board Meetings, Planning Commission, ZBA, Nuisance Abatement, development and police services meetings and conferences as requested, investigation, preparation, office time, court time, post-hearing services, etc. for all circuit court actions, representation of the Township in the appeal of any matter, including appeals from district court, circuit court, to or from the Court of Appeals and in the Supreme Court of the State of Michigan; appearances before administrative tribunals or courts other than the 14-B District Court, as well as labor consultant services. No change.						
	DEPT '266' TOTAL					250,000	250,000



Fund: 101 GENERAL FUND

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Dept 267 - GENERAL SERVICES							
APPROPRIATIONS							
101-267-727.000 *	OFFICE SUPPLIES	3,905	6,000	6,000	3,955	6,000	6,000
101-267-727.200 *	OFFICE MEETING/WELC SUPPLIES	300	500	500	145	500	500
101-267-727.300 *	COVID-19 SUPPLIES & EQUIP	4,043	5,000	5,000			
101-267-730.000 *	POSTAGE	47,331	40,000	35,000	23,524	40,000	40,000
101-267-850.000 *	TELEPHONE	38,166	49,000	49,000	25,295	49,000	49,000
101-267-900.000 *	PUBLISHING	23,287	20,000	25,000	20,822	25,000	25,000
101-267-941.000 *	EQUIPMENT RENTAL/LEASING	17,122	15,000	15,000	13,650	15,000	15,000
101-267-956.000 *	MISCELLANEOUS	129	500	500	309	500	500
101-267-958.000 *	MEMBERSHIP AND DUES	499	700	700	584	700	700
TOTAL APPROPRIATIONS		134,782	136,700	136,700	88,284	136,700	136,700
NET OF REVENUES/APPROPRIATIONS - 267 - GENERAL SERVI		(134,782)	(136,700)	(136,700)	(88,284)	(136,700)	(136,700)

\* NOTES TO BUDGET: DEPARTMENT 267 GENERAL SERVICES

727.000	OFFICE SUPPLIES					6,000	6,000
	FOOTNOTE AMOUNTS:						
	General office supplies used by all departments, except 14-B Court, Golf Course, Recreation and the Fire Department. Items purchased include paper, card stock, batteries, etc.						
727.200	OFFICE MEETING/WELC SUPPLIES					500	500
	FOOTNOTE AMOUNTS:						
	Used to purchase coffee, filters, cups, creamer, sugar and water at Civic Center. Coffee and water are offered to residents and people attending meetings in the building. Revenues from the vending machines (101-000-642.006) are used for this line item.						
727.300	COVID-19 SUPPLIES & EQUIP						
	Moved to Human Resource Department 101-270-760.000 and will be allocated to each department as used.						
730.000	POSTAGE					40,000	40,000
	FOOTNOTE AMOUNTS:						
	Postage Costs.						
850.000	TELEPHONE					49,000	49,000
	FOOTNOTE AMOUNTS:						
	Cost for all desk and cell phones in the Township. Increased due to the Covid-19 purchase of additional phones, supplies and (20) additional phone lines.						
900.000	PUBLISHING					25,000	25,000
	FOOTNOTE AMOUNTS:						
	Publishing various notices in newspaper and mailers.						
933.000	EQUIPMENT MAINTENANCE						
	Maintenance on all equipment except copiers and computers.						
941.000	EQUIPMENT RENTAL/LEASING						

Fund: 101 GENERAL FUND

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Dept 267 - GENERAL SERVICES							
	FOOTNOTE AMOUNTS:					15,000	15,000
	Equipment rental of copiers and postage machine, as well as supplies. Postage machine contract with Quadient Inc 5 yr 7/1/22 to 6/30/2027 @ \$5,524/yr						
956.000	MISCELLANEOUS						
	FOOTNOTE AMOUNTS:					500	500
	Miscellaneous costs to Township.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					700	700
	Cost of Amazon and Sam's Club Memberships.						
	DEPT '267' TOTAL					136,700	136,700

Fund: 101 GENERAL FUND

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Dept 270 - HUMAN RESOURCES							
APPROPRIATIONS							
101-270-705.000 *	SALARY - SUPERVISION	73,060	73,721	74,721	56,253	75,933	75,933
101-270-706.000 *	SALARY - PERMANENT WAGES	56,035	58,987	59,987	45,210	110,756	110,756
101-270-706.015 *	SAFETY COORDINATOR	28,306	29,513	29,913	22,519	30,398	30,398
101-270-708.004 *	SALARIES PAY OUT-PTO&SICKTIME	1,552		3,190	3,190		
101-270-715.000 *	F.I.C.A./MEDICARE	11,823	12,410	12,837	9,480	16,607	16,607
101-270-718.000 *	MERS RETIREMENT	33,825	44,296	44,296	36,254	50,213	51,011
101-270-718.001 *	RETIREMENT HEALTH CARE SAVINGS	950	1,300	1,300	739	2,600	2,600
101-270-718.003 *	OPEB - RETIREMENT HEALTH		24,817	24,817	24,817	11,667	10,780
101-270-719.000 *	HEALTH INSURANCE	61,690	58,634	58,634	48,861	99,676	89,684
101-270-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(4,320)	(4,320)	(4,320)		(6,120)	(6,120)
101-270-719.005 *	HOSPITAL PHYSICALS	2,872	5,000	5,000	3,621	6,500	6,500
101-270-719.015 *	DENTAL BENEFITS	3,077	3,078	3,078	2,564	4,795	4,435
101-270-719.016 *	VISION BENEFITS	742	598	598	498	846	846
101-270-719.020 *	HEALTH CARE DEDUCTION	11,771	13,020	13,020	11,633	20,111	20,111
101-270-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	192	202	202	136	286	286
101-270-719.022 *	DISABILITY INSURANCE	843	698	698	523	988	988
101-270-719.023 *	LIFE INSURANCE	544	545	545	408	771	771
101-270-719.024 *	EMPLOYEE ASSISTANCE PROGRAM	4,426	5,400	5,400	2,497	5,400	5,400
101-270-719.030 *	WORKERS COMPENSATION		403	403	251	676	676
101-270-727.000 *	OFFICE SUPPLIES	481	500	500	99	750	750
101-270-740.000 *	OPERATING SUPPLIES		2,500	2,500		2,500	2,500
101-270-760.000 *	PPE & FIRST AID SUPPLIES	18,801	14,000	19,000	16,111	19,000	19,000
101-270-803.100 *	CONTRACT SRVS-FLEX SPENDING		100	100		100	100
101-270-958.000 *	MEMBERSHIP AND DUES	219	250	250	229	250	250
101-270-960.000 *	EDUCATION AND TRAINING	10,563	25,000	20,000	10,697	20,000	20,000
101-270-960.100 *	SAFETY TRAINING	9,377	12,000	12,000	2,120	15,000	15,000
TOTAL APPROPRIATIONS		326,829	382,652	388,669	298,710	489,703	479,262
NET OF REVENUES/APPROPRIATIONS - 270 - HUMAN RESOURC		(326,829)	(382,652)	(388,669)	(298,710)	(489,703)	(479,262)

\* NOTES TO BUDGET: DEPARTMENT 270 HUMAN RESOURCES

705.000	SALARY - SUPERVISION						
	FOOTNOTE AMOUNTS:					75,933	75,933
	Salary of the HR Manager. A 3 % increase was added to non union employees to match the Teamster Union contract for 2023.						
706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					110,756	110,756
	Salary of the Quality Assurance Specialist. A 3 % increase was added to non union employees to match the Teamster Union contract for 2023. Request a new position as HR Generalist, in preparation of retirement of HR Manager.						
706.015	SAFETY COORDINATOR						
	FOOTNOTE AMOUNTS:					30,398	30,398
	40% of the Operations Manager who works with HR coordinating Township Safety Program. A 3% increase was added for 2023 matching Teamster Union increase.						
708.004	SALARIES PAY OUT-PTO&SICKTIME						

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Dept 270 - HUMAN RESOURCES							
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
715.000	F.I.C.A./MEDICARE					16,607	16,607
	FOOTNOTE AMOUNTS: Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT					50,213	51,011
	FOOTNOTE AMOUNTS: Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS					2,600	2,600
	FOOTNOTE AMOUNTS: Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department hired after 1/1/2014.						
718.003	OPEB - RETIREMENT HEALTH					11,667	10,780
	FOOTNOTE AMOUNTS: Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000						
719.000	HEALTH INSURANCE					99,676	89,684
	FOOTNOTE AMOUNTS: A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA					(6,120)	(6,120)
	FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.						
719.005	HOSPITAL PHYSICALS					6,500	6,500
	FOOTNOTE AMOUNTS: Cost for pre-employment drug screens and physicals for new hires. Also recommending that all cost related to DOT random drug/alcohol.						
719.015	DENTAL BENEFITS					4,795	4,435
	FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS					846	846
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR						
719.020	HEALTH CARE DEDUCTION					20,111	20,111
	FOOTNOTE AMOUNTS:						

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Dept 270 - HUMAN RESOURCES							
	Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.						
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						
	FOOTNOTE AMOUNTS:					286	286
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.						
719.022	DISABILITY INSURANCE						
	FOOTNOTE AMOUNTS:					988	988
	No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS:					771	771
	No change for 2023. Numbers provided by HR						
719.024	EMPLOYEE ASSISTANCE PROGRAM						
	FOOTNOTE AMOUNTS:					5,400	5,400
	Cost of participation in Employee Assistance Program (EAP). Program helps assist employees with personal and/or work-related problems. Recommending no increase. Cost will remain the same for the 22/23 renewal year.						
719.030	WORKERS COMPENSATION						
	FOOTNOTE AMOUNTS:					676	676
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.						
727.000	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:					750	750
	Recommending an increase to \$750 to cover supplies needed for new HR Generalist.						
740.000	OPERATING SUPPLIES						
	FOOTNOTE AMOUNTS:					2,500	2,500
	Recommending no change to this line item						
760.000	PPE & FIRST AID SUPPLIES						
	FOOTNOTE AMOUNTS:					19,000	19,000
	This line covers all PPE, first aid supplies and other supplies required by OSHA. Expenses will be allocated out to departments as needed.						
803.100	CONTRACT SRVS-FLEX SPENDING						
	FOOTNOTE AMOUNTS:					100	100
	Used for unforeseen fees associated with flex spending accounts that are paid to Clarity Benefit Solutions. Recommended by the Accounting Director.						
958.000	MEMBERSHIP AND DUES						

Fund: 101 GENERAL FUND

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Dept 270 - HUMAN RESOURCES								
	FOOTNOTE AMOUNTS:					250	250	
	This line allows the HR Manager to maintain membership to SHRM (Society of Human Resource Management) that provides updates and relative information for HR professionals.							
960.000	EDUCATION AND TRAINING							
	FOOTNOTE AMOUNTS:					20,000	20,000	
	We have on-going needs for Education and Training throughout the entire employee base including: Classes for required certifications, attendance to annual professional conferences for management employees (MERS, MRPA, MFGOA, MiGMIS, MAP), and training specific to individual job duties.							
960.100	SAFETY TRAINING							
	FOOTNOTE AMOUNTS:					15,000	15,000	
	This line item is being established to cover safety related training. This training would include OSHA and MI-OSHA related classes and certification and all other safety related training. For 2023 recommending an increase of \$3,000 to cover additional training for Lock-out Tag-out.							
	DEPT '270' TOTAL					489,703	479,262	

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Dept 271 - COMMUNICATION & PUBLIC RELATIONS							
APPROPRIATIONS							
101-271-705.000 *	SALARY - SUPERVISION					70,000	70,000
101-271-706.000 *	SALARY - PERMANENT WAGES					52,402	52,402
101-271-708.010 *	HEALTH INS BUYOUT					3,000	3,000
101-271-715.000 *	F.I.C.A./MEDICARE					9,593	9,593
101-271-718.000 *	MERS RETIREMENT					5,827	6,708
101-271-718.001 *	RETIREMENT HEALTH CARE SAVINGS					1,300	1,300
101-271-718.003 *	OPEB - RETIREMENT HEALTH					8,333	7,700
101-271-719.000 *	HEALTH INSURANCE					29,317	26,378
101-271-719.003 *	EMPLOYEE PAID HEALTH CONTRA					(1,800)	(1,800)
101-271-719.015 *	DENTAL BENEFITS					2,821	2,609
101-271-719.016 *	VISION BENEFITS					498	498
101-271-719.020 *	HEALTH CARE DEDUCTION					5,915	5,915
101-271-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE					84	84
101-271-719.022 *	DISABILITY INSURANCE					582	582
101-271-719.023 *	LIFE INSURANCE					454	454
101-271-719.030 *	WORKERS COMPENSATION					901	901
101-271-727.000 *	OFFICE SUPPLIES					1,500	1,500
101-271-801.000 *	PROFESSIONAL SERVICES					6,000	6,000
101-271-860.000 *	TRAVEL					2,000	2,000
101-271-880.000 *	COMMUNITY PROMOTION					20,000	20,000
101-271-958.000 *	MEMBERSHIP AND DUES					200	200
TOTAL APPROPRIATIONS						218,927	216,024
NET OF REVENUES/APPROPRIATIONS - 271 - COMMUNICATION						(218,927)	(216,024)

\* NOTES TO BUDGET: DEPARTMENT 271 COMMUNICATION & PUBLIC RELATIONS

705.000	SALARY - SUPERVISION						
	FOOTNOTE AMOUNTS:					70,000	70,000
	New Department for Communications & Public Relations Manager's position.						
706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					52,402	52,402
	New Department for Communications & Public Relations. Web support moved from Computer Support.						
708.010	HEALTH INS BUYOUT						
	FOOTNOTE AMOUNTS:					3,000	3,000
	Health insurance buyout for employees who receive health insurance through another source.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					9,593	9,593
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					5,827	6,708
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
 LESS 2020 ACTIVITY  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 271 - COMMUNICATION & PUBLIC RELATIONS							
	FOOTNOTE AMOUNTS: Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.					1,300	1,300
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS: Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000.					8,333	7,700
719.000	HEALTH INSURANCE						
	FOOTNOTE AMOUNTS: A increase of 7.97%. Provided by HR					29,317	26,378
719.003	EMPLOYEE PAID HEALTH CONTRA						
	FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.					(1,800)	(1,800)
719.015	DENTAL BENEFITS						
	FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR					2,821	2,609
719.016	VISION BENEFITS						
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR.					498	498
719.020	HEALTH CARE DEDUCTION						
	FOOTNOTE AMOUNTS: Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.					5,915	5,915
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						
	FOOTNOTE AMOUNTS: Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.					84	84
719.022	DISABILITY INSURANCE						
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR.					582	582
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR.					454	454
719.030	WORKERS COMPENSATION						



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Dept 271 - COMMUNICATION & PUBLIC RELATIONS							
	FOOTNOTE AMOUNTS:					901	901
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.						
727.000	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:					1,500	1,500
	Office supplies for staff.						
801.000	PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:					6,000	6,000
	Cost of professional services if any are needed for the new department.						
860.000	TRAVEL						
	FOOTNOTE AMOUNTS:					2,000	2,000
	Reimbursement for business use of personal vehicles.						
880.000	COMMUNITY PROMOTION						
	FOOTNOTE AMOUNTS:					20,000	20,000
	This line will be used for promotional community branding items such as T shirts, hats, pens, etc.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					200	200
	Dues for staff membership in professional organizations.						
	DEPT '271' TOTAL					218,927	216,024

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2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 272 - OTHER FUNCTIONS							
APPROPRIATIONS							
101-272-719.010 *	HEALTH CARE TAX	457	650	650	517	650	650
101-272-719.025 *	UNEMPLOYMENT EXPENSE	(234)					
101-272-719.030 *	WORKERS COMPENSATION	13,099					
101-272-801.000 *	PROFESSIONAL SERVICES	80,337	60,000	90,556	58,300	85,000	85,000
101-272-808.000 *	BEEKEEPING - SERVICE & SUPPLIES	714	4,000	4,000	1,765	2,000	2,000
101-272-836.100 *	CONTRIBUTION WATER HARDSHIP	8,500	10,000	10,000	4,840	10,400	10,400
101-272-844.000 *	MEALS ON WHEELS	10,000	10,000	10,000	10,000	15,000	15,000
101-272-876.002 *	OTHER RETIREMENT COSTS	2,904	2,000	2,000	2,532	2,000	2,000
101-272-876.003 *	OPEB FUNDING- RETIREE HEALTH	336,286					
101-272-882.004 *	City of Ypsi-Rutherford Pool		5,000	5,000			
101-272-884.000 *	WASH DEV COUNCIL-AA SPARK	15,000	15,000	15,000		10,000	10,000
101-272-930.002 *	RIGHT OF WAY TREE TRIM - REMOVAL		10,000	10,000		10,000	10,000
101-272-955.001 *	INSURANCE & BONDS FLEET	118,432	124,261	124,261	90,850	127,467	127,467
101-272-956.000 *	MISCELLANEOUS	300	500	500	20	500	500
101-272-956.006 *	MISCELLANEOUS TAX REFUNDS	762	3,000	3,000	333	3,000	3,000
101-272-956.020 *	PROPERTY TAXES ON TWP PROPERT	4,610	10,000	10,000		10,000	10,000
101-272-956.022 *	SETTLEMENTS &/or CLAIM DEDUCTIBLE		5,000	5,000		5,000	5,000
101-272-957.000 *	BANK CHARGES	14,976	15,000	15,000	9,041	15,000	15,000
101-272-967.000 *	CAMERAS NON TAX ASSESSMENT	10,286	15,000	15,000	7,601	15,000	15,000
101-272-967.001 *	STREETLIGHTS NON SAD	119,331	195,000	195,000	136,334	202,932	202,932
101-272-972.200 *	STREET LIGHT -CONSTRUCTION	2,677					
TOTAL APPROPRIATIONS		738,437	484,411	514,967	322,133	513,949	513,949
NET OF REVENUES/APPROPRIATIONS - 272 - OTHER FUNCTIO		(738,437)	(484,411)	(514,967)	(322,133)	(513,949)	(513,949)

\* NOTES TO BUDGET: DEPARTMENT 272 OTHER FUNCTIONS

719.010	HEALTH CARE TAX					650	650
	FOOTNOTE AMOUNTS:						
	The health care taxes are now included in the monthly premiums and are allocated to the proper departments. This line is used for the annual reporting fee for the Healthcare Excise Tax. Provided by Accounting Director.						
719.025	UNEMPLOYMENT EXPENSE						
	Used for non-seasonal employees.						
719.030	WORKERS COMPENSATION						
	Workers Comp must now be allocated out of each department. No budget for 2023.						
801.000	PROFESSIONAL SERVICES					85,000	85,000
	FOOTNOTE AMOUNTS:						
	Used for various professional services the Township may need, i.e. HR services, architects, economic development, Reimagine Washtenaw, small engineering projects, grant writers, etc.						
808.000	BEEKEEPING - SERVICE & SUPPLIES					2,000	2,000
	FOOTNOTE AMOUNTS:						
	Cost of service and supplies for YTown's honeybee initiative. Donations are received to cover these costs and can be seen in 101-000-675-050.						

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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Dept 272 - OTHER FUNCTIONS							
836.100	CONTRIBUTION WATER HARDSHIP						
	FOOTNOTE AMOUNTS:					10,400	10,400
	Cost to fund our Water Subsidy Program. Increased 4% due to the rise in household rates.						
844.000	MEALS ON WHEELS						
	FOOTNOTE AMOUNTS:					15,000	15,000
	Contribution to Meals on Wheels. Increase based on needs in the community. The \$5,000 budgeted funds were shifted from Wash Dev Council - AA Spark 101-272-884.000.						
876.002	OTHER RETIREMENT COSTS						
	FOOTNOTE AMOUNTS:					2,000	2,000
	Life insurance coverage of retirees. It is not reimbursed from the OPEB retirement fund and is an expense to the Township.						
876.003	OPEB FUNDING- RETIREE HEALTH						
	The Township's Other Post-Employment Benefits (OPEB) obligations are now allocated and budgeted to each qualified department in General Fund number ending in 718.003.						
882.004	City of Ypsi-Rutherford Pool						
	No donation planned for 2023.						
884.000	WASH DEV COUNCIL-AA SPARK						
	FOOTNOTE AMOUNTS:					10,000	10,000
	\$10,000 to A2 Spark is budgeted in 2023 for this line item. Decrease \$5,000 from Ypsi Spark, moved to Meals on Wheels.						
930.002	RIGHT OF WAY TREE TRIM - REMOVAL						
	FOOTNOTE AMOUNTS:					10,000	10,000
	Cost to trim/remove trees.						
955.001	INSURANCE & BONDS FLEET						
	FOOTNOTE AMOUNTS:					127,467	127,467
	Insurance for buildings, equipment, and vehicles. Provided by the Accounting Director.						
956.000	MISCELLANEOUS						
	FOOTNOTE AMOUNTS:					500	500
	Miscellaneous expenditures incurred by department.						
956.006	MISCELLANEOUS TAX REFUNDS						
	FOOTNOTE AMOUNTS:					3,000	3,000
	Used to try to reach MTT settlements, the full settlement amounts are reserved in Fund Balance.						
956.020	PROPERTY TAXES ON TWP PROPERT						
	FOOTNOTE AMOUNTS:					10,000	10,000

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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Dept 272 - OTHER FUNCTIONS							
	When a property goes to the County Treasurer and is placed in the auction for back taxes, the Township has to pay the current year taxes if the property is not sold. Additionally, they must pay any special assessments for drains, street lights and cameras on these properties.						
956.022	SETTLEMENTS &/or CLAIM DEDUCTIBLES						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Used for any insurance claims filed against the Township and represented by the Michigan Municipal Liability legal staff.						
957.000	BANK CHARGES						
	FOOTNOTE AMOUNTS:					15,000	15,000
	Figures provided by the Accounting Director.						
967.000	CAMERAS NON TAX ASSESSMENT						
	FOOTNOTE AMOUNTS:					15,000	15,000
	Maintenance costs of cameras the Township pays for (main server, 2 cameras at Harris Park and 1 at Redwood overpass).						
967.001	STREETLIGHTS NON SAD						
	FOOTNOTE AMOUNTS:					202,932	202,932
	Cost to maintain street lights in areas where they are not part of a special assessment district. Increase due to U. S. 12 lighting improvements, and new Huron Street annual lamp charges.						
972.200	STREET LIGHT -CONSTRUCTION						
	This line has now been moved to capital outlay department 101-901-972.200						
	DEPT '272' TOTAL					513,949	513,949

Fund: 101 GENERAL FUND

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Dept 287 - COURT DUE PROCESS								
APPROPRIATIONS								
101-287-801.007 *	ATTORNEY FEES CRIMINAL	38,547	37,755	37,755		37,755	37,755	
101-287-801.014 *	LEGAL SERVICES PROSECUTION	217,213	200,000	200,000	147,452	200,000	200,000	
101-287-801.020 *	LEGAL SERVICES - DOMESTIC VIO	189,951	180,000	180,000	145,172	180,000	180,000	
TOTAL APPROPRIATIONS		445,711	417,755	417,755	292,624	417,755	417,755	
NET OF REVENUES/APPROPRIATIONS - 287 - COURT DUE PRO		(445,711)	(417,755)	(417,755)	(292,624)	(417,755)	(417,755)	
* NOTES TO BUDGET: DEPARTMENT 287 COURT DUE PROCESS								
801.007	ATTORNEY FEES CRIMINAL							
	FOOTNOTE AMOUNTS:					37,755	37,755	
	Legislation passed in 2013 requires the state to provide funding to pay for the increases in the cost for delivery of indigent defense services. This amount reflects the Township's matching local share of a grant managed by the Washtenaw County Public Defender for providing legal services. No change for 2023							
801.014	LEGAL SERVICES PROSECUTION							
	FOOTNOTE AMOUNTS:					200,000	200,000	
	Costs for Prosecution of 14B Court cases. No change for 2023							
801.020	LEGAL SERVICES - DOMESTIC VIO							
	FOOTNOTE AMOUNTS:					180,000	180,000	
	Costs for the Prosecution of Domestic Violence cases. No change for 2023							
	DEPT '287' TOTAL					417,755	417,755	

User: ecuellar

Fund: 101 GENERAL FUND

DB: Ypsilanti-Twp

2023 REVISED BUDGET RECOMMENDED

LESS 2020 ACTIVITY

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Dept 445 - STORMWATER & DRAINS AT LARGE							
APPROPRIATIONS							
101-445-801.000 *	PROFESSIONAL SERVICES	15,384	28,000	28,000	12,660	28,000	28,000
101-445-818.025 *	WASHTENAW COUNTY DRAINS-AT-LARGE		600,000	600,000	303,057	539,000	539,000
	TOTAL APPROPRIATIONS	15,384	628,000	628,000	315,717	567,000	567,000
NET OF REVENUES/APPROPRIATIONS - 445 - STORMWATER &		(15,384)	(628,000)	(628,000)	(315,717)	(567,000)	(567,000)

\* NOTES TO BUDGET: DEPARTMENT 445 STORMWATER & DRAINS AT LARGE

801.000	PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:					28,000	28,000
	Annual dues with Huron River Watershed Council for storm water management services. In addition, it also covers the permit fee to the State of Michigan and fees charged by OHM for water permit assistance.						
818.025	WASHTENAW COUNTY DRAINS-AT-LARGE						
	FOOTNOTE AMOUNTS:					539,000	539,000
	Per the estimated amount received from the Drain Commission. This is for emergency drain maintenance and proposed Asset Management Plan. Drain maintenance is budgeted in the amount of \$389,000 and \$150,000 for vermin abatement.						
	DEPT '445' TOTAL					567,000	567,000

Fund: 101 GENERAL FUND

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Dept 446 - HIGHWAYS AND STREETS								
APPROPRIATIONS								
101-446-982.000 *	HIGHWAY & ST-ROAD CONSTRUCTION	353,527	75,605	505,839	263,675	100,000	100,000	
101-446-982.003 *	HIGHWAYS, STREETS, DRAIN COST	317,594						
101-446-982.004 *	HIGHWAYS & STREETS LIFT STATI	7,701	19,000	19,000	3,876	15,000	15,000	
101-446-982.006 *	HIGHWAYS & STREETS & SIDEWALK			134,000	85,159			
TOTAL APPROPRIATIONS		678,822	94,605	658,839	352,710	115,000	115,000	
NET OF REVENUES/APPROPRIATIONS - 446 - HIGHWAYS AND		(678,822)	(94,605)	(658,839)	(352,710)	(115,000)	(115,000)	
* NOTES TO BUDGET: DEPARTMENT 446 HIGHWAYS AND STREETS								
982.000	HIGHWAY & ST-ROAD CONSTRUCTION							
	FOOTNOTE AMOUNTS:					100,000	100,000	
	Used for traffic calming devices and pedestrian crossings at \$100,000. Increase due to request for speed studies and petitions from road commission. Street improvements will be budgeted in 446 and transferred to BSRII #213.							
982.003	HIGHWAYS, STREETS, DRAIN COST							
	Per the estimated amount received from the Drain Commission. Moved to department 445 in compliance with the new chart of accounts. see 101-445-818.025							
982.004	HIGHWAYS & STREETS LIFT STATI							
	FOOTNOTE AMOUNTS:					15,000	15,000	
	Cost for YCUA to maintain and repair Township owned lift stations (Tuttle Hill, Hydro Dam, Ford Lake Park and Ford Blvd.).							
982.006	HIGHWAYS & STREETS & SIDEWALK							
	Used for State Street sidewalk project in 2022. Nothing budgeted for 2023, special projects will be brought to the board for approval.							
	DEPT '446' TOTAL					115,000	115,000	

Fund: 101 GENERAL FUND

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Dept 701 - PLANNING COMMISSION							
APPROPRIATIONS							
101-701-704.000 *	APPOINTED OFFICIALS	3,751	9,450	9,450	1,950	9,450	9,450
101-701-715.000 *	F.I.C.A./MEDICARE	129	138	138	75	138	138
101-701-718.002 *	DEFERRED COMPENSATION	33	123	123	16	123	123
101-701-958.000 *	MEMBERSHIP AND DUES	425	425	425	400	425	425
TOTAL APPROPRIATIONS		4,338	10,136	10,136	2,441	10,136	10,136
NET OF REVENUES/APPROPRIATIONS - 701 - PLANNING COMM		(4,338)	(10,136)	(10,136)	(2,441)	(10,136)	(10,136)
* NOTES TO BUDGET: DEPARTMENT 701 PLANNING COMMISSION							
704.000	APPOINTED OFFICIALS						
	FOOTNOTE AMOUNTS:					9,450	9,450
	Expenses to compensate seven (7) appointed members of the Planning Commission to attend 15 of 24 scheduled bimonthly meetings at \$75 per diem.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					138	138
	Figures provided by the Accounting Director.						
718.002	DEFERRED COMPENSATION						
	FOOTNOTE AMOUNTS:					123	123
	Figures provided by Accounting Director based on 1.30% of payroll.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					425	425
	Dues for membership in professional organizations such as American Planning Association (APA) and Michigan Association of Planning (MAP).						
	DEPT '701' TOTAL					10,136	10,136



Fund: 101 GENERAL FUND

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Dept 702 - ZONING BOARD OF APPEALS							
APPROPRIATIONS							
101-702-704.000 *	APPOINTED OFFICIALS	3,825	4,500	4,500	600	4,500	4,500
101-702-715.000 *	F.I.C.A./MEDICARE	102	66	66	13	66	66
101-702-718.002 *	DEFERRED COMPENSATION	40	59	59	7	59	59
101-702-958.000 *	MEMBERSHIP AND DUES	250	250	250	250	250	250
TOTAL APPROPRIATIONS		4,217	4,875	4,875	870	4,875	4,875
NET OF REVENUES/APPROPRIATIONS - 702 - ZONING BOARD		(4,217)	(4,875)	(4,875)	(870)	(4,875)	(4,875)

\* NOTES TO BUDGET: DEPARTMENT 702 ZONING BOARD OF APPEALS

704.000	APPOINTED OFFICIALS						
	FOOTNOTE AMOUNTS:					4,500	4,500
	Expenses to compensate five (5) appointed members of the Zoning Board of Appeals to attend 8 of the 12 scheduled monthly meetings at \$75 per diem.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					66	66
	Figures provided by the Accounting Director.						
718.002	DEFERRED COMPENSATION						
	FOOTNOTE AMOUNTS:					59	59
	Figures provided by Accounting Director based on 1.30% of payroll.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					250	250
	Dues for membership in professional organizations such as American Planning Association (APA) and Michigan Association of Planning (MAP).						
	DEPT '702' TOTAL					4,875	4,875

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Dept 703 - COMMUNITY DEVELOPMENT							
APPROPRIATIONS							
101-703-705.000 *	SALARY - SUPERVISION	98,011	101,919	102,919	74,732	104,102	104,102
101-703-706.000 *	SALARY - PERMANENT WAGES	48,540	85,540	87,040	65,130	88,106	88,106
101-703-708.004 *	SALARIES PAY OUT-PTO&SICKTIME	451			185		
101-703-715.000 *	F.I.C.A./MEDICARE	10,954	14,341	14,533	10,408	14,704	14,704
101-703-718.000 *	MERS RETIREMENT	8,639	11,218	11,218	7,871	9,150	9,319
101-703-718.001 *	RETIREMENT HEALTH CARE SAVINGS	2,244	3,250	3,250	2,500	3,250	3,250
101-703-718.003 *	OPEB - RETIREMENT HEALTH		2,216	2,216	2,216	1,042	963
101-703-719.000 *	HEALTH INSURANCE	37,567	51,915	51,915	39,888	59,855	53,855
101-703-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(2,975)	(3,825)	(3,825)		(3,825)	(3,825)
101-703-719.015 *	DENTAL BENEFITS	1,755	2,673	2,673	2,031	2,813	2,601
101-703-719.016 *	VISION BENEFITS	499	538	538	409	519	519
101-703-719.020 *	HEALTH CARE DEDUCTION	6,833	12,955	12,955	5,709	12,955	12,955
101-703-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	161	221	221	147	221	221
101-703-719.022 *	DISABILITY INSURANCE	607	763	763	681	763	763
101-703-719.023 *	LIFE INSURANCE	395	595	595	532	595	595
101-703-719.030 *	WORKERS COMPENSATION		375	375	224	901	901
101-703-727.000 *	OFFICE SUPPLIES	405	500	500		1,500	1,500
101-703-801.000 *	PROFESSIONAL SERVICES	1,389	6,000	6,000	1,880	6,000	6,000
101-703-801.003 *	TOWNSHIP PROJECTS-PLANNER	28,363	5,000	5,000	1,595	5,000	5,000
101-703-801.006 *	PROFESSIONAL PLANNING CONTRACT	11,545	8,000	8,000	858	95,000	95,000
101-703-817.000 *	TOWNSHIP PROJECTS ENGINEER	2,605	10,000	10,000	1,137	10,000	10,000
101-703-867.000 *	GAS & OIL	126	1,000	1,000	195	1,000	1,000
101-703-900.004 *	SUBSCRIPTIONS & PUBLICATIONS	136	200	200		200	200
101-703-935.000 *	MOTORPOOL-MISC REPAIR		2,500	2,500		2,500	2,500
101-703-943.000 *	MOTORPOOL INTERNAL	4,889	4,889	4,889	3,667	4,889	4,889
101-703-956.000 *	MISCELLANEOUS		250	250		250	250
101-703-958.000 *	MEMBERSHIP AND DUES	518	2,200	2,200	543	2,200	2,200
TOTAL APPROPRIATIONS		263,657	325,233	327,925	222,538	423,690	417,568
NET OF REVENUES/APPROPRIATIONS - 703 - COMMUNITY DEV		(263,657)	(325,233)	(327,925)	(222,538)	(423,690)	(417,568)

\* NOTES TO BUDGET: DEPARTMENT 703 COMMUNITY DEVELOPMENT

705.000	SALARY - SUPERVISION						
	FOOTNOTE AMOUNTS:					104,102	104,102
	This line includes the salary of the Planning Director and 12.5% of the OCS Executive Coordinator positions. to non union employees to match the Teamster Union contract for 2023.					A 3 % increase was added	
706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					88,106	88,106
	Cost for 75% of the Planning & Development Coordinator and 75% of staff planner position. Cost of 25% of their salaries is budgeted in the Building Department to offset zoning review of building permits and other support provided. Current assumption of 3% increase in budgeted for 2023.						
708.004	SALARIES PAY OUT-PTO&SICKTIME						
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
715.000	F.I.C.A./MEDICARE						

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
 LESS 2020 ACTIVITY  
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DRAFT 10-12-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 703 - COMMUNITY DEVELOPMENT							
	FOOTNOTE AMOUNTS: Figures provided by the Accounting Director.					14,704	14,704
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS: Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%					9,150	9,319
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS: Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department hired after 1/1/14.					3,250	3,250
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS: Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000					1,042	963
719.000	HEALTH INSURANCE						
	FOOTNOTE AMOUNTS: A increase of 7.97%. Provided by HR					59,855	53,855
719.003	EMPLOYEE PAID HEALTH CONTRA						
	FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.					(3,825)	(3,825)
719.015	DENTAL BENEFITS						
	FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR					2,813	2,601
719.016	VISION BENEFITS						
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					519	519
719.020	HEALTH CARE DEDUCTION						
	FOOTNOTE AMOUNTS: Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.					12,955	12,955
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						
	FOOTNOTE AMOUNTS: Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.					221	221
719.022	DISABILITY INSURANCE						

2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 703 - COMMUNITY DEVELOPMENT							
	FOOTNOTE AMOUNTS:					763	763
	No change for 2023. Numbers provided by HR.						
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS:					595	595
	No change for 2023. Numbers provided by HR.						
719.030	WORKERS COMPENSATION						
	FOOTNOTE AMOUNTS:					901	901
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.						
727.000	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS:					1,500	1,500
	Office supplies for Planning Department staff. Increase of \$1,000.00 to cover the additional two (2) members of the Planning Department Staff.						
801.000	PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:					6,000	6,000
	Cost of professional services to provide professional meeting minutes for Planning Commission and Zoning Board of Appeals. No changes from 2022.						
801.003	TOWNSHIP PROJECTS-PLANNER						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Cost of professional consulting services for outside Planning Consultant Assistance with land use options and providing technical assistance to the Planning Department. No changes from 2022.						
801.006	PROFESSIONAL PLANNING CONTRACT						
	FOOTNOTE AMOUNTS:					95,000	95,000
	The estimated cost of having a Traffic Engineering Consulting firm prepare a Township Wide Traffic Impact Study. The amount is based on professional cost opinions for such a document gathered by the Planning Department. This project will go through the Townships bidding process which will require authorization by the Township Board of Trustees. Final costs for the plan will be determined through competitive bid and will be award by the Township Board.						
817.000	TOWNSHIP PROJECTS ENGINEER						
	FOOTNOTE AMOUNTS:					10,000	10,000
	Cost of professional consulting services for engineering and community development issues; administration of the Township Engineering Standards and Design Specifications. No change from 2022.						
860.000	TRAVEL						
	No budget for 2023.						
867.000	GAS & OIL						
	FOOTNOTE AMOUNTS:					1,000	1,000

Fund: 101 GENERAL FUND

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Dept 703 - COMMUNITY DEVELOPMENT							
	Fuel & oil charges for Planning Department vehicle. No change from 2022.						
900.004	SUBSCRIPTIONS & PUBLICATIONS						
	FOOTNOTE AMOUNTS: Subscriptions to professional organizations and publications. No change.					200	200
935.000	MOTORPOOL-MISC REPAIR						
	FOOTNOTE AMOUNTS: Covers miscellaneous vehicle repair above normal MotorPool maintenance. Provided by Accounting Director					2,500	2,500
943.000	MOTORPOOL INTERNAL						
	FOOTNOTE AMOUNTS: Vehicle & Maintenance MotorPool Allocation - Figures provided by the Accounting Director.					4,889	4,889
956.000	MISCELLANEOUS						
	FOOTNOTE AMOUNTS: Cost of unexpected expenses. No change.					250	250
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS: Dues for staff membership in professional organizations such as the American Planning Association, Michigan Association of Planners, and the American Institute of Certified Planners. No change from 2022.					2,200	2,200
	DEPT '703' TOTAL					423,690	417,568

User: ecuellar

DB: Ypsilanti-Twp

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 729 - COMMUNITY STABILIZATION							
APPROPRIATIONS							
101-729-801.023 *	PUBLIC NUISANCE - LEGAL SVCS	719,700	650,000	650,000	469,874	650,000	650,000
101-729-801.024 *	LAND USE ISSUES	225,017	225,000	225,000	213,129	225,000	225,000
101-729-880.050 *	COMMUNITY ORGANIZATION	60,000	60,000	60,000		60,000	60,000
101-729-961.000 *	RIGHT OF WAY MAINT	2,365					
101-729-961.001 *	MOWING PROPERTIES	91,053	60,000	80,000	69,870	60,000	60,000
101-729-969.010 *	COMMUNITY INVESTMENT		45,000	25,000	14,500	45,000	45,000
TOTAL APPROPRIATIONS		1,098,135	1,040,000	1,040,000	767,373	1,040,000	1,040,000
NET OF REVENUES/APPROPRIATIONS - 729 - COMMUNITY STA		(1,098,135)	(1,040,000)	(1,040,000)	(767,373)	(1,040,000)	(1,040,000)

\* NOTES TO BUDGET: DEPARTMENT 729 COMMUNITY STABILIZATION

801.023	PUBLIC NUISANCE - LEGAL SVCS						
	FOOTNOTE AMOUNTS:					650,000	650,000
	Used to track legal services to abate public nuisances.						
801.024	LAND USE ISSUES						
	FOOTNOTE AMOUNTS:					225,000	225,000
	Legal expenses for land use issues, including ordinance review and any zoning challenges.						
880.050	COMMUNITY ORGANIZATION						
	FOOTNOTE AMOUNTS:					60,000	60,000
	Cost to partner with Habitat for Humanity to help enrich and organize neighborhoods. Connect residents to resources.						
961.000	RIGHT OF WAY MAINT						
	Cost of contracting with groups/seasonal workers to pick up trash along roadways, clean gutters, etc., as well as cost of bags, trash pickers, etc. Not budgeted for 2022 or 2023.						
961.001	MOWING PROPERTIES						
	FOOTNOTE AMOUNTS:					60,000	60,000
	Used for mowing of properties we receive from County through tax foreclosure and for other Township owned properties.						
969.010	COMMUNITY INVESTMENT						
	FOOTNOTE AMOUNTS:					45,000	45,000
	This could be used for public art in the business corridor, wayfinding and community investment.						
	DEPT '729' TOTAL					1,040,000	1,040,000

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 752 - RESIDENT SVCS: ADMINISTRATION							
APPROPRIATIONS							
101-752-705.000 *	SALARY - SUPERVISION		80,520	81,020	35,935	81,975	81,975
101-752-715.000 *	F.I.C.A./MEDICARE		6,160	6,199	2,615	6,272	6,272
101-752-718.000 *	MERS RETIREMENT		1,916	1,916	1,687	1,951	2,247
101-752-718.001 *	RETIREMENT HEALTH CARE SAVINGS		1,300	1,300	475	1,300	1,300
101-752-719.000 *	HEALTH INSURANCE		24,431	24,431	10,179	29,317	26,378
101-752-719.003 *	EMPLOYEE PAID HEALTH CONTRA		(1,800)	(1,800)		(1,800)	(1,800)
101-752-719.015 *	DENTAL BENEFITS		1,283	1,283	534	1,410	1,305
101-752-719.016 *	VISION BENEFITS		249	249	104	249	249
101-752-719.020 *	HEALTH CARE DEDUCTION		5,915	5,915		5,915	5,915
101-752-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE		84	84	28	84	84
101-752-719.022 *	DISABILITY INSURANCE		291	291	109	291	291
101-752-719.023 *	LIFE INSURANCE		227	227	76	227	227
101-752-719.030 *	WORKERS COMPENSATION		99	99	84	225	225
TOTAL APPROPRIATIONS			120,675	121,214	51,826	127,416	124,668
NET OF REVENUES/APPROPRIATIONS - 752 - RESIDENT SVCS			(120,675)	(121,214)	(51,826)	(127,416)	(124,668)

\* NOTES TO BUDGET: DEPARTMENT 752 RESIDENT SVCS: ADMINISTRATION

705.000	SALARY - SUPERVISION					81,975	81,975
	FOOTNOTE AMOUNTS:						
	Salary for the Residential Service Director which will be split 50% in General Fund and 50% in Environmental Service Fund and for a RSD Assistant Director with 50% of the salary in RSD building operations department 101-265 and 50% in RSD Administration 101-752. A 3% increase for non union employees was added for 2023 to match the Teamster Union increase. This is for the Residential Service Director, no increase for vacant RSD assistant director position.						
708.004	SALARIES PAY OUT-PTO&SICKTIME						
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
715.000	F.I.C.A./MEDICARE					6,272	6,272
	FOOTNOTE AMOUNTS:						
	Residential Service Director split 50% in General Fund and 50% in Environmental Service Fund						
718.000	MERS RETIREMENT					1,951	2,247
	FOOTNOTE AMOUNTS:						
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS					1,300	1,300
	FOOTNOTE AMOUNTS:						
	Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.						
719.000	HEALTH INSURANCE					29,317	26,378
	FOOTNOTE AMOUNTS:						
	A increase of 7.97%. Provided by HR						

Fund: 101 GENERAL FUND

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Dept 752 - RESIDENT SVCS: ADMINISTRATION							
719.003	EMPLOYEE PAID HEALTH CONTRA						
	FOOTNOTE AMOUNTS:					(1,800)	(1,800)
	Amount employees pay toward their health care coverage.						
719.015	DENTAL BENEFITS						
	FOOTNOTE AMOUNTS:					1,410	1,305
	Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS						
	FOOTNOTE AMOUNTS:					249	249
	No change for 2023. Numbers provided by HR						
719.020	HEALTH CARE DEDUCTION						
	FOOTNOTE AMOUNTS:					5,915	5,915
	Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.						
719.021	ADMIN FEE - HEALTH DEDUCTIBLE						
	FOOTNOTE AMOUNTS:					84	84
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.						
719.022	DISABILITY INSURANCE						
	FOOTNOTE AMOUNTS:					291	291
	No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE						
	FOOTNOTE AMOUNTS:					227	227
	No change for 2023. Numbers provided by HR						
719.030	WORKERS COMPENSATION						
	FOOTNOTE AMOUNTS:					225	225
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.						
	DEPT '752' TOTAL					127,416	124,668



User: ecuellar  
DB: Ypsilanti-Twp

Fund: 101 GENERAL FUND

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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 770 - RESIDENT SVCS: PARKS & GROUNDS							
APPROPRIATIONS							
101-770-706.000 *	SALARY - PERMANENT WAGES	179,512	183,998	193,083	136,182	195,269	195,269
101-770-707.000 *	SALARY - TEMPORARY/SEASONAL	60,314	90,000	83,375	54,234	90,000	90,000
101-770-707.775 *	SALARY - TEMP. FORD LAKE PARK	60,311	90,000	76,875	42,574	90,000	90,000
101-770-707.776 *	SALARY TEMP FLP GATE STAFF	16,920	20,000	20,000	12,836	20,000	20,000
101-770-708.004 *	SALARIES PAY OUT-PTO&SICKTIME	3,877	7,143	7,143		7,143	7,143
101-770-709.000 *	REG OVERTIME	7,059	10,000	10,000	5,624	10,000	10,000
101-770-715.000 *	F.I.C.A./MEDICARE	15,855	18,288	18,984	12,070	19,150	19,150
101-770-718.000 *	MERS RETIREMENT	27,939	35,709	35,903	28,826	38,558	39,535
101-770-718.001 *	RETIREMENT HEALTH CARE SAVINGS	3,255	3,250	3,250	2,501	3,250	3,250
101-770-718.002 *	DEFERRED COMPENSATION	1,789	2,600	2,600	1,433	2,600	2,600
101-770-718.003 *	OPEB - RETIREMENT HEALTH		17,726	17,726	17,726	8,333	7,700
101-770-719.000 *	HEALTH INSURANCE	87,394	83,064	83,064	69,220	99,676	89,684
101-770-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(6,000)	(6,000)	(6,000)		(6,000)	(6,000)
101-770-719.015 *	DENTAL BENEFITS	4,203	4,203	4,203	3,503	4,624	4,276
101-770-719.016 *	VISION BENEFITS	723	835	835	696	835	835
101-770-719.020 *	HEALTH CARE DEDUCTION	11,580	19,233	19,233	19,552	20,703	20,703
101-770-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	283	294	294	199	294	294
101-770-719.022 *	DISABILITY INSURANCE	1,230	1,017	1,017	763	1,017	1,017
101-770-719.023 *	LIFE INSURANCE	794	794	794	595	794	794
101-770-719.025 *	UNEMPLOYMENT EXPENSE	(65)	5,000	5,000	73	5,000	5,000
101-770-719.030 *	WORKERS COMPENSATION		5,921	5,921	2,897	6,331	6,331
101-770-727.000 *	OFFICE SUPPLIES	189	250	250	250	250	250
101-770-741.000 *	BOOT REIMB & UNIFORMS PURCHASE	3,686	6,500	6,500	2,868	6,500	6,500
101-770-741.775 *	BOOT REIMB & UNIFORMS PURCHASE -	341	800	800		800	800
101-770-757.000 *	OPERATING SUPPLIES	1,859	2,500	2,500	1,318	2,500	2,500
101-770-757.775 *	OPERATING SUPP: FORD LAKE PAR	948	2,500	2,500	625	2,500	2,500
101-770-760.000 *	PPE & FIRST AID SUPPLIES	305	500	1,500	868	1,500	1,500
101-770-776.000 *	MAINTENANCE SUPPLIES	14,483	25,000	24,000	15,708	30,000	30,000
101-770-776.010 *	CIVIC CENTER LANDSCAPING	2,597	3,000	3,000	80	3,000	3,000
101-770-776.775 *	MAINT SUPPLIES: FORD LAKE PAR	3,199	7,500	7,500	3,893	7,500	7,500
101-770-783.004 *	TREE MAINTENANCE		1,500	1,500	1,500	1,500	1,500
101-770-818.011 *	MAINTENANCE CONTRACTUAL SRVC	24,785	25,000	28,000	25,397	30,000	30,000
101-770-818.775 *	MAINT-CONTR SVCS - FORD LK PR	35,035	12,500	15,500	13,655	12,500	12,500
101-770-850.775	TELEPHONE - FORD LAKE PARK			250	127		
101-770-867.000 *	GAS & OIL	14,246	15,000	18,500	16,004	15,000	15,000
101-770-867.775 *	GAS & OIL - FORD LAKE PARK	5,698	5,000	9,000	6,401	5,000	5,000
101-770-920.000 *	UTILITIES - PARKS	4,163	14,000	14,000	3,709	14,000	14,000
101-770-920.775 *	UTILITIES - FORD LAKE PARKS	12,825	18,500	18,500	11,519	18,500	18,500
101-770-935.000 *	MOTORPOOL-MISC REPAIR	7,350	5,000	5,000	2,816	5,000	5,000
101-770-939.010 *	SMALL EQUIPMENT & PARTS	22,758	12,000	18,000	15,562	16,000	16,000
101-770-939.011 *	Parks Equipment Labor	137	1,000	1,000		1,000	1,000
101-770-939.030 *	LABOR/FLUID CHRGS - MOTORPOOL		1,200	1,200		1,200	1,200
101-770-941.000 *	EQUIPMENT RENTAL/LEASING	3,470	4,300	4,300	3,430	4,300	4,300
101-770-943.000 *	MOTORPOOL INTERNAL	26,331	26,331	26,331	19,748	22,451	22,451
101-770-943.775 *	MOTORPOOL INTERNAL-FORD L P	26,331	26,331	26,331	19,748	22,450	22,450
101-770-956.000 *	MISCELLANEOUS	155	500	500	70	500	500
101-770-958.000 *	MEMBERSHIP AND DUES	66	250	250		250	250
101-770-977.000 *	EQUIPMENT	17,021		31,346	31,346	90,000	90,000
TOTAL APPROPRIATIONS		704,951	810,037	851,358	608,146	931,778	921,782
NET OF REVENUES/APPROPRIATIONS - 770 - RESIDENT SVCS		(704,951)	(810,037)	(851,358)	(608,146)	(931,778)	(921,782)

\* NOTES TO BUDGET: DEPARTMENT 770 RESIDENT SVCS: PARKS & GROUNDS

Fund: 101 GENERAL FUND

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Dept 770 - RESIDENT SVCS: PARKS & GROUNDS							
706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					195,269	195,269
	Salaries for two (2) Crew Leaders, one (1) Laborer and 50% of Mechanic/Equipment Operator, all AFSCME positions. Current assumption of 3% increase in budgeted for 2023.						
707.000	SALARY - TEMPORARY/SEASONAL						
	FOOTNOTE AMOUNTS:					90,000	90,000
	Wages of seasonal employees.						
707.775	SALARY - TEMP. FORD LAKE PARK						
	FOOTNOTE AMOUNTS:					90,000	90,000
	Wages of seasonal employees working within the Ford Lake Park system.						
707.776	SALARY TEMP FLP GATE STAFF						
	FOOTNOTE AMOUNTS:					20,000	20,000
	Wages of park gate staff.						
708.004	SALARIES PAY OUT-PTO&SICKTIME						
	FOOTNOTE AMOUNTS:					7,143	7,143
	Used for payout of PTO time for employees that have available hours accumulated or request a payout due to an emergency. Amounts are paid at 75%.						
709.000	REG OVERTIME						
	FOOTNOTE AMOUNTS:					10,000	10,000
	Overtime costs, (plowing snow, mowing, etc.)						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					19,150	19,150
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					38,558	39,535
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS:					3,250	3,250
	Amount placed into a health care savings account for future use in health care expenses. This is for employees in the department who were hired after 1/1/14.						
718.002	DEFERRED COMPENSATION						
	FOOTNOTE AMOUNTS:					2,600	2,600
	Figures provided by Accounting Director based on 1.30% of payroll.						

Fund: 101 GENERAL FUND

2023 REVISED BUDGET RECOMMENDED  
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GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 770 - RESIDENT SVCS: PARKS & GROUNDS							
718.003	OPEB - RETIREMENT HEALTH					8,333	7,700
	FOOTNOTE AMOUNTS: Liability for the Other Post-Employment Benefits (OPEB) obligation of employees hired before 1/1/2014. Overall OPEB assumption decreased 60% from \$496,331 to \$200,000						
719.000	HEALTH INSURANCE					99,676	89,684
	FOOTNOTE AMOUNTS: A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA					(6,000)	(6,000)
	FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.						
719.015	DENTAL BENEFITS					4,624	4,276
	FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS					835	835
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR						
719.020	HEALTH CARE DEDUCTION					20,703	20,703
	FOOTNOTE AMOUNTS: Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.						
719.021	ADMIN FEE - HEALTH DEDUCTIBLE					294	294
	FOOTNOTE AMOUNTS: Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits. Provided by Accounting Director.						
719.022	DISABILITY INSURANCE					1,017	1,017
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE					794	794
	FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR						
719.025	UNEMPLOYMENT EXPENSE					5,000	5,000
	FOOTNOTE AMOUNTS: Figures provided by the Accounting Director.						
719.030	WORKERS COMPENSATION						

Fund: 101 GENERAL FUND

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Dept 770 - RESIDENT SVCS: PARKS & GROUNDS								
	FOOTNOTE AMOUNTS:					6,331	6,331	
	Workers Comp allocation based on type work performed and number of employees in the department. Budget was based on a percentage of the full 2023 workers comp estimate of \$166,276. A credit is usually given at year end - Not guaranteed. Provided by Accounting Director.							
727.000	OFFICE SUPPLIES							
	FOOTNOTE AMOUNTS:					250	250	
	Office supplies for the department.							
741.000	BOOT REIMB & UNIFORMS PURCHASE							
	FOOTNOTE AMOUNTS:					6,500	6,500	
	Cost for uniform purchase and cleaning, as well as boot reimbursement for employees within department.							
741.775	BOOT REIMB & UNIFORMS PURCHASE - FLP							
	FOOTNOTE AMOUNTS:					800	800	
	Cost of boot reimbursement for employees within department, as well as T-shirts for seasonal employees during the season.							
757.000	OPERATING SUPPLIES							
	FOOTNOTE AMOUNTS:					2,500	2,500	
	Used to purchase safety supplies needed for the parks, as well as trash bags, cans, etc.							
757.775	OPERATING SUPP: FORD LAKE PAR							
	FOOTNOTE AMOUNTS:					2,500	2,500	
	Used to purchase safety supplies needed for Ford Lake Park system.							
760.000	PPE & FIRST AID SUPPLIES							
	FOOTNOTE AMOUNTS:					1,500	1,500	
	Covers all PPE, first aid supplies, and other supplies required by OSHA.							
776.000	MAINTENANCE SUPPLIES							
	FOOTNOTE AMOUNTS:					30,000	30,000	
	Cost of athletic field paint, rock salt, signs, fall zone material for playgrounds and trailer/equipment tires. Recommended increase due to inflation							
776.010	CIVIC CENTER LANDSCAPING							
	FOOTNOTE AMOUNTS:					3,000	3,000	
	Used to plant flowers around areas of Township Civic Center.							
776.775	MAINT SUPPLIES: FORD LAKE PAR							
	FOOTNOTE AMOUNTS:					7,500	7,500	
	Used for maintenance supplies (lumber, bolts, stone, signs, etc.) for Ford Lake Park system.							
783.004	TREE MAINTENANCE							
	FOOTNOTE AMOUNTS:					1,500	1,500	
	Cost for maintenance and removal of trees.							

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Dept 770 - RESIDENT SVCS: PARKS & GROUNDS							
818.011	MAINTENANCE CONTRACTUAL SRVC						
	FOOTNOTE AMOUNTS:					30,000	30,000
	Used for electrical contractors, weeding/feeding soccer/ball parks and tree removal. Recommended increase due to inflation						
818.775	MAINT-CONTR SVCS - FORD LK PR						
	FOOTNOTE AMOUNTS:					12,500	12,500
	Used for electrical contractors, YCUA hydrant usage, Ford Lake Park weeding/feeding soccer/ball parks, tree removal, alarm system, etc.						
867.000	GAS & OIL						
	FOOTNOTE AMOUNTS:					15,000	15,000
	WEX, Fuelcloud, cost of fuel for work done in parks.						
867.775	GAS & OIL - FORD LAKE PARK						
	FOOTNOTE AMOUNTS:					5,000	5,000
	WEX, Fuelcloud, cost of fuel for work done in Ford Lake Park System.						
920.000	UTILITIES - PARKS						
	FOOTNOTE AMOUNTS:					14,000	14,000
	Cost of utilities in parks.						
920.775	UTILITIES - FORD LAKE PARKS						
	FOOTNOTE AMOUNTS:					18,500	18,500
	Cost of utilities in Ford Lake Park system.						
935.000	MOTORPOOL-MISC REPAIR						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Covers miscellaneous vehicle repair above normal MotorPool maintenance. Provided by Accounting Director						
939.010	SMALL EQUIPMENT & PARTS						
	FOOTNOTE AMOUNTS:					16,000	16,000
	Cost to purchase parts for mowers, weed whips, etc. Recommended increase due to inflation						
939.011	Parks Equipment Labor						
	FOOTNOTE AMOUNTS:					1,000	1,000
	Cost of labor to repair tractors for field maintenance.						
939.030	LABOR/FLUID CHRGS - MOTORPOOL						
	FOOTNOTE AMOUNTS:					1,200	1,200
	Cost of antifreeze and other fuel charges from Motorpool. Figures provided by the Accounting Director.						
941.000	EQUIPMENT RENTAL/LEASING						
	FOOTNOTE AMOUNTS:					4,300	4,300

Fund: 101 GENERAL FUND

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Dept 770 - RESIDENT	SVCS: PARKS & GROUNDS						
	Cost to rent equipment (rototillers, concrete saws, etc.).						
943.000	MOTORPOOL INTERNAL						
	FOOTNOTE AMOUNTS:					22,451	22,451
	Vehicle & Maintenance MotorPool Allocation - Figures provided by the Accounting Director.						
943.775	MOTORPOOL INTERNAL-FORD L P						
	FOOTNOTE AMOUNTS:					22,450	22,450
	Vehicle & Maintenance MotorPool Allocation - Ford Lake Park system. Figures provided by the Accounting Director.						
956.000	MISCELLANEOUS						
	FOOTNOTE AMOUNTS:					500	500
	Cost of drug screening and driving records						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					250	250
	Cost of pesticide licensing.						
977.000	EQUIPMENT						
	FOOTNOTE AMOUNTS:					90,000	90,000
	CIP Recommendation for a new top dresser, utility vehicle and loader bucket for John Deere Tractor, new picnic tables and trash cans						
	DEPT '770' TOTAL					931,778	921,782

Fund: 101 GENERAL FUND

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Dept 901 - CAPITAL OUTLAY							
APPROPRIATIONS							
101-901-972.200 *	STREET LIGHT -CONSTRUCTION	1,088	10	10		800,000	800,000
101-901-974.100	BUS SHELTER -CAPITAL OUTLAY	24,978					
101-901-975.106	CIVIC CENTER - IMPROVEMENTS	69,950					
101-901-975.135 *	CAP OUTLAY - FURNITURE & FIXTURES		10,000	10,000		200,000	200,000
TOTAL APPROPRIATIONS		96,016	10,010	10,010		1,000,000	1,000,000
NET OF REVENUES/APPROPRIATIONS - 901 - CAPITAL OUTLA		(96,016)	(10,010)	(10,010)		(1,000,000)	(1,000,000)

\* NOTES TO BUDGET: DEPARTMENT 901 CAPITAL OUTLAY

972.200	STREET LIGHT -CONSTRUCTION							
	FOOTNOTE AMOUNTS:					800,000	800,000	
	This line is for the cost and installation of streetlights approved by the Board. This activity was in 101-272 "Other Functions" moved to 101-901 "Capital Outlay". This budget is for the conversion of the remaining streetlights in the Township from high pressure sodium to LED lights. To be brought to the Board for approval when we get the contract from DTE. Planning to ask ARPA for 50% of cost.							
975.135	CAP OUTLAY - FURNITURE & FIXTURES							
	FOOTNOTE AMOUNTS:					200,000	200,000	
	This will be used for furniture and fixture replace upon Civic office reconfiguration. To be brought before the Board.							
	DEPT '901' TOTAL					1,000,000	1,000,000	

Fund: 101 GENERAL FUND

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Dept 999 - OTHER FINANCING USES							
APPROPRIATIONS							
101-999-995.004 *	TRANSFER TO: 398 DEBT 06 BONDS	39,517	159,468	159,468	159,468	163,067	163,067
101-999-995.206 *	TRANSFER TO: FIRE FUND			26,912	26,912		
101-999-995.213 *	TRANSFER TO BSRII Fund 212	315,000	307,500	307,500	307,500	460,000	460,000
101-999-995.226 *	TRANSFER TO: ENVIRONMENTAL FUND			2,691	2,691		
101-999-995.230 *	TRANSFER TO: RECREATION FUND			5,306	4,306		
101-999-995.236 *	TRANSFER TO COURT 236	688,109	682,057	696,513	613,456	880,221	852,350
101-999-995.249 *	TRANSFER TO BUILDING DEPT FUN			5,114	5,114		
101-999-995.252 *	TRANSFER TO HYDRO STATION			164,261	2,261	81,000	81,000
101-999-995.266 *	TRANSFER TO LAW ENFORCEMENT			9,382	8,882		
101-999-995.584 *	CONTRIBUTION TO GOLF COURSE			2,153	2,153		
101-999-995.597 *	TRANSFER TO: COMPOST			2,423	2,423		
101-999-995.661 *	TRANSFER TO MOTOR POOL			269	269		
TOTAL APPROPRIATIONS		1,042,626	1,149,025	1,381,992	1,135,435	1,584,288	1,556,417
NET OF REVENUES/APPROPRIATIONS - 999 - OTHER FINANCI		(1,042,626)	(1,149,025)	(1,381,992)	(1,135,435)	(1,584,288)	(1,556,417)

\* NOTES TO BUDGET: DEPARTMENT 999 OTHER FINANCING USES

995.004	TRANSFER TO: 398 DEBT 06 BONDS					163,067	163,067	
	FOOTNOTE AMOUNTS:							
	This line reflects the amount needed from the General Fund for payment deficiencies created by the loss of LDFA captured taxes in order to pay the bond debt obligation in the General Obligation Bond Fund 398. The amount needed from the General Fund is \$163,067							
995.206	TRANSFER TO: FIRE FUND							
	This cost was for the 2022 employee appreciation bonus. No budget for 2023							
995.213	TRANSFER TO BSRII Fund 212					460,000	460,000	
	FOOTNOTE AMOUNTS:							
	Transfer funds to BSRII Fund #213 to pay for 2023 road improvements. Recommend transferring \$240,000 from the amount to be received from 2023 ACM "In lieu of taxes" revenue and \$220,000 from Rent Lease agreement with YCUA for a total of \$460,000							
995.226	TRANSFER TO: ENVIRONMENTAL FUND							
	This cost was for the 2022 employee appreciation bonus. No budget for 2023							
995.230	TRANSFER TO: RECREATION FUND							
	This cost was for the 2022 employee appreciation bonus. No budget for 2023							
995.236	TRANSFER TO COURT 236					880,221	852,350	
	FOOTNOTE AMOUNTS:							
	THIS IS THE AMOUNT THE COURT HAS REQUESTED FROM THE GENERAL FUND IN ORDER TO BALANCE. The 14B District Court provided monthly statistics for revenues and caseloads. The percentage comparison from January to July 2021 to 2022 show a decrease in revenue of 16% and an increase in caseload of 15%. This is the major reason for operating funds needing to be transferred from the General Fund to 14B Court.							
995.249	TRANSFER TO BUILDING DEPT FUN							



Fund: 101 GENERAL FUND

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Dept 999 - OTHER FINANCING USES							
	This cost was for the 2022 employee appreciation bonus. No budget for 2023						
995.252	TRANSFER TO HYDRO STATION						
	FOOTNOTE AMOUNTS:					81,000	81,000
	This is the annual released funds from DTE funds held in escrow and will be transferred to the Hydro Station for capital outlay and licensing.						
995.266	TRANSFER TO LAW ENFORCEMENT						
	This cost was for the 2022 employee appreciation bonus. No budget for 2023						
995.584	CONTRIBUTION TO GOLF COURSE						
	This cost was for the 2022 employee appreciation bonus. No budget for 2023						
995.597	TRANSFER TO: COMPOST						
	This cost was for the 2022 employee appreciation bonus. No budget for 2023						
995.661	TRANSFER TO MOTOR POOL						
	This cost was for the 2022 employee appreciation bonus. No budget for 2023						
	DEPT '999' TOTAL					1,584,288	1,556,417
ESTIMATED REVENUES - FUND 101		9,952,386	10,061,627	11,159,105	8,069,448	11,818,506	11,818,506
APPROPRIATIONS - FUND 101		9,381,598	10,061,627	11,159,105	7,559,166	11,818,506	11,708,882
NET OF REVENUES/APPROPRIATIONS - FUND 101		570,788			510,282		109,624

Fund: 208 PARKS FUND

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Dept 000							
ESTIMATED REVENUES							
208-000-637.007 *	HANDBALL COURT FEES	2,289	5,000	5,000	2,282	4,000	4,000
208-000-665.000 *	INTEREST EARNED	2			109		
208-000-699.999 *	APPROPRIATED PRIOR YEAR BAL		3,822	3,822		4,823	4,823
	TOTAL ESTIMATED REVENUES	<u>2,291</u>	<u>8,822</u>	<u>8,822</u>	<u>2,391</u>	<u>8,823</u>	<u>8,823</u>
	NET OF REVENUES/APPROPRIATIONS - 000 -	<u>2,291</u>	<u>8,822</u>	<u>8,822</u>	<u>2,391</u>	<u>8,823</u>	<u>8,823</u>
* NOTES TO BUDGET: DEPARTMENT 000							
637.007	HANDBALL COURT FEES						
	FOOTNOTE AMOUNTS:					4,000	4,000
	Funds generated by the rental of the racquetball/wallyball courts located at the Community Center.						
665.000	INTEREST EARNED						
	Interest earned on funds deposited in the bank.						
699.999	APPROPRIATED PRIOR YEAR BAL						
	FOOTNOTE AMOUNTS:					4,822	4,822
	Amount needed from Fund Balance.						
	DEPT '000' TOTAL					8,822	8,822

Fund: 208 PARKS FUND

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Dept 751 - PARKS							
APPROPRIATIONS							
208-751-703.000 *	SALARIES - ELECTED OFFICIALS	6,075	8,100	8,100	3,675	8,100	8,100
208-751-715.000 *	F.I.C.A./MEDICARE	88	117	117	53	117	117
208-751-718.002 *	DEFERRED COMPENSATION	79	105	105	48	106	106
208-751-958.000 *	MEMBERSHIP AND DUES	500	500	500		500	500
TOTAL APPROPRIATIONS		6,742	8,822	8,822	3,776	8,823	8,823
NET OF REVENUES/APPROPRIATIONS - 751 - PARKS		(6,742)	(8,822)	(8,822)	(3,776)	(8,823)	(8,823)
* NOTES TO BUDGET: DEPARTMENT 751 PARKS							
703.000	SALARIES - ELECTED OFFICIALS						
	FOOTNOTE AMOUNTS:					8,100	8,100
	Per diem compensation for the seven elected Park Commissioners.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					117	117
	Figures provided by the Accounting Director.						
718.002	DEFERRED COMPENSATION						
	FOOTNOTE AMOUNTS:					106	106
	Figures provided by Accounting Director based on 1.30% of payroll.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					500	500
	This line item covers the annual membership with the Michigan Parks and Recreation Association.						
	DEPT '751' TOTAL					8,823	8,823
ESTIMATED REVENUES - FUND 208		2,291	8,822	8,822	2,391	8,823	8,823
APPROPRIATIONS - FUND 208		6,742	8,822	8,822	3,776	8,823	8,823
NET OF REVENUES/APPROPRIATIONS - FUND 208		(4,451)			(1,385)		

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Dept 000							
ESTIMATED REVENUES							
250-000-403.250 *	CURRENT TAX REVENUE - LDFA	78,572	74,322	74,322	74,323	71,083	71,083
250-000-665.000	INTEREST EARNED	2			92		
	TOTAL ESTIMATED REVENUES	<u>78,574</u>	<u>74,322</u>	<u>74,322</u>	<u>74,415</u>	<u>71,083</u>	<u>71,083</u>
	NET OF REVENUES/APPROPRIATIONS - 000 -	<u>78,574</u>	<u>74,322</u>	<u>74,322</u>	<u>74,415</u>	<u>71,083</u>	<u>71,083</u>

\* NOTES TO BUDGET: DEPARTMENT 000

403.250	CURRENT TAX REVENUE - LDFA						
	FOOTNOTE AMOUNTS:					71,083	71,083
	The 2023 revenues are based on the 2022 property tax values for the LDFA district. The captured funds are transferred to Fund 398 - General Obligation Bonds for Seaver Farms Infrastructure to cover the bond payments for the infrastructure improvements. The 2023 Bond principal of \$200,000, interest of \$33,600, admin cost \$550 totals \$234,150. The LDFA will only collect \$71,083. The difference of \$163,067 will be transferred from the General Fund to the General Obligation Debt Fond Fund 398. The reduction of revenue is due to the elimination of personal property. Property sold to UNDER GROUND PRINTING in February 2022.						
	DEPT '000' TOTAL					71,083	71,083

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Dept 906 - DEBT SERVICES							
APPROPRIATIONS							
250-906-995.398 *	TRANSFER TO: GEN OBLIG 2013 BOND	78,572	74,322	74,322	74,322	71,083	71,083
TOTAL APPROPRIATIONS		78,572	74,322	74,322	74,322	71,083	71,083
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICES		(78,572)	(74,322)	(74,322)	(74,322)	(71,083)	(71,083)
* NOTES TO BUDGET: DEPARTMENT 906 DEBT SERVICES							
995.398	TRANSFER TO: GEN OBLIG 2013 BOND						
	FOOTNOTE AMOUNTS:					71,083	71,083
	This line item reflects captured funds to be transferred to Fund 398 General Obligation Bond for Seaver Farms to cover the bond payments for the infrastructure improvements.						
	DEPT '906' TOTAL					71,083	71,083
ESTIMATED REVENUES - FUND 250		78,574	74,322	74,322	74,415	71,083	71,083
APPROPRIATIONS - FUND 250		78,572	74,322	74,322	74,322	71,083	71,083
NET OF REVENUES/APPROPRIATIONS - FUND 250		2			93		

Fund: 398 DEBT 2006 BOND FUND

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Dept 906 - DEBT SERVICES							
APPROPRIATIONS							
398-906-991.020 *	DEBT REPAYMENT- BONDS-SEAVER	190,000	195,000	195,000	195,000	200,000	200,000
398-906-993.003 *	DEBT INTEREST BONDS-SEAVER	42,960	38,340	38,340	38,340	33,600	33,600
398-906-993.008 *	BOND COST OF ISSUANCE	450	450	500	500	550	550
TOTAL APPROPRIATIONS		233,410	233,790	233,840	233,840	234,150	234,150
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICES		(233,410)	(233,790)	(233,840)	(233,840)	(234,150)	(234,150)
* NOTES TO BUDGET: DEPARTMENT 906 DEBT SERVICES							
991.020	DEBT REPAYMENT- BONDS-SEAVER						
	FOOTNOTE AMOUNTS:					200,000	200,000
	This line item reflects our annual bond principal payment of \$200,000.						
993.003	DEBT INTEREST BONDS-SEAVER						
	FOOTNOTE AMOUNTS:					33,600	33,600
	This line item reflects the annual bond interest payment of \$33,600.						
993.008	BOND COST OF ISSUANCE						
	FOOTNOTE AMOUNTS:					550	550
	This line item reflects the cost of issuing bond.						
	DEPT '906' TOTAL					234,150	234,150
ESTIMATED REVENUES - FUND 398		118,093	233,790	233,840	233,878	234,150	234,150
APPROPRIATIONS - FUND 398		233,410	233,790	233,840	233,840	234,150	234,150
NET OF REVENUES/APPROPRIATIONS - FUND 398		(115,317)			38		

Fund: 661 MOTORPOOL / REPAIRS

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Dept 000							
ESTIMATED REVENUES							
661-000-607.515 *	COMBINED LEASE/REPAIR REVENUE	206,330	181,218	181,218	130,953	175,367	175,367
661-000-607.520 *	FUEL AND FLUIDS REVENUE	28,183	21,000	21,000	35,131	30,000	30,000
661-000-665.000 *	INTEREST EARNED	33			1,607	300	300
661-000-693.002	SALES OF FIXED ASSETS - EQUIP.	7,711					
661-000-699.101 *	TRANSFER IN: FROM GENERAL FUND			269	269		
661-000-699.999 *	APPROPRIATED PRIOR YEAR BAL		26,755	177,254		211,015	211,015
TOTAL ESTIMATED REVENUES		242,257	228,973	379,741	167,960	416,682	416,682
NET OF REVENUES/APPROPRIATIONS - 000 -		242,257	228,973	379,741	167,960	416,682	416,682
* NOTES TO BUDGET: DEPARTMENT 000							
607.502	Flat Fee-Parks MotorpoolMnthl						
	Monthly fee no longer charged to parks as they are now paying any extra expenses directly.						
607.515	COMBINED LEASE/REPAIR REVENUE						
	FOOTNOTE AMOUNTS:					175,367	175,367
	Lease revenue from other departments, now includes repair. Figures provided by the Accounting Director.						
607.520	FUEL AND FLUIDS REVENUE						
	FOOTNOTE AMOUNTS:					30,000	30,000
	Fuelcloud; fuel surcharge received from other departments.						
665.000	INTEREST EARNED						
	FOOTNOTE AMOUNTS:					300	300
	Interest earned on funds deposited at the bank						
699.101	TRANSFER IN: FROM GENERAL FUND						
	Not budgeted for 2023. One time use in 2022 for employee appreciation.						
699.999	APPROPRIATED PRIOR YEAR BAL						
	FOOTNOTE AMOUNTS:					211,015	211,015
	Amount need from Fund Balance for capital outlay - vehicles.						
	DEPT '000' TOTAL					416,682	416,682

Fund: 661 MOTORPOOL / REPAIRS

2023 REVISED BUDGET RECOMMENDED  
 LESS 2020 ACTIVITY  
 THIS IS NOT A FINAL BUDGET COPY

DRAFT 10-12-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 268 - GENERAL SERVICES - MOTORPOOL APPROPRIATIONS							
661-268-706.000 *	SALARY - PERMANENT WAGES	12,053	12,105	12,745	9,630	12,496	12,496
661-268-715.000 *	F.I.C.A./MEDICARE	908	927	976	720	956	956
661-268-718.000 *	MERS RETIREMENT	506	577	596	458	595	685
661-268-718.001 *	RETIREMENT HEALTH CARE SAVINGS		325	325		325	325
661-268-719.000 *	HEALTH INSURANCE	2,142	2,036	2,036	1,697	2,443	2,199
661-268-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(150)	(150)	(150)		(150)	(150)
661-268-719.015 *	DENTAL BENEFITS	89	90	90	75	98	91
661-268-719.016 *	VISION BENEFITS	27	24	24	20	24	24
661-268-719.020 *	HEALTH CARE DEDUCTION	337	744	744	53	744	744
661-268-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	20	84	84	14	21	21
661-268-719.022 *	DISABILITY INSURANCE	88	96	96	55	73	73
661-268-719.023 *	LIFE INSURANCE	57	57	57	43	57	57
661-268-776.500 *	AUTO PARTS		3,000	3,000		3,000	3,000
661-268-776.550 *	SHOP SUPPLIES	254	1,500	1,500		1,500	1,500
661-268-818.000 *	CONTRACTUAL SERVICES	8,650	12,000	10,500	5,440	12,000	12,000
661-268-818.032 *	CONTRACT'L SRV-FUEL TANK REPA	2,304	15,000	9,000	7,489	15,000	15,000
661-268-818.033 *	CONTRACT'L SRV-AUTO/EQUIP MAI	13,794	10,500	16,500	14,204	15,000	15,000
661-268-867.000 *	GAS & OIL	30,576	35,000	36,500	34,790	40,000	40,000
661-268-935.000 *	MOTORPOOL-MISC REPAIR	250	2,500	2,500	8	2,500	2,500
661-268-968.000 *	DEPRECIATION EXPENSE	119,634	104,558	104,558	104,557	110,000	110,000
661-268-985.000 *	CAPITAL OUTLAY/VEHICLES	65	28,000	178,060	27,629	200,000	200,000
TOTAL APPROPRIATIONS		191,604	228,973	379,741	206,882	416,682	416,521
NET OF REVENUES/APPROPRIATIONS - 268 - GENERAL SERVI		(191,604)	(228,973)	(379,741)	(206,882)	(416,682)	(416,521)

\* NOTES TO BUDGET: DEPARTMENT 268 GENERAL SERVICES - MOTORPOOL

706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					12,496	12,496
	25% of salary for Floater II/Clerk III position. Current assumption of 3% increase in budgeted for 2023.						
715.000	F.I.C.A./MEDICARE						
	FOOTNOTE AMOUNTS:					956	956
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					595	685
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS:					325	325
	Amount placed into a health care savings account for future use in health care expense for employees hired after 1/1/2014. The annual amount per employee per contract is \$1,300						
718.003	OPEB - RETIREMENT HEALTH						
	No employees with OPEB eligibility						
719.000	HEALTH INSURANCE						



Fund: 661 MOTORPOOL / REPAIRS

2023 REVISED BUDGET RECOMMENDED  
 LESS 2020 ACTIVITY  
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DRAFT 10-12-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 268 - GENERAL SERVICES - MOTORPOOL							
	FOOTNOTE AMOUNTS: A increase of 7.97%. Provided by HR					2,443	2,199
719.003	EMPLOYEE PAID HEALTH CONTRA  FOOTNOTE AMOUNTS: Amount employees pay toward their health care coverage.					(150)	(150)
719.015	DENTAL BENEFITS  FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR					98	91
719.016	VISION BENEFITS  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					24	24
719.020	HEALTH CARE DEDUCTION  FOOTNOTE AMOUNTS: Cost to fund the Clarity Benefits card associated with the health insurance plan. Health care deductible accounts are budgeted at 70% of the total that could possibly be expended. Provided by Accounting Director.					744	744
719.021	ADMIN FEE - HEALTH DEDUCTIBLE  FOOTNOTE AMOUNTS: Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.					21	21
719.022	DISABILITY INSURANCE  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					73	73
719.023	LIFE INSURANCE  FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					57	57
776.500	AUTO PARTS  FOOTNOTE AMOUNTS: Used to purchase small items for automobiles.					3,000	3,000
776.550	SHOP SUPPLIES  FOOTNOTE AMOUNTS: Cost of rags and other small items.					1,500	1,500
818.000	CONTRACTUAL SERVICES  FOOTNOTE AMOUNTS: Cost of GPS Vehicle System.					12,000	12,000

Fund: 661 MOTORPOOL / REPAIRS

2023 REVISED BUDGET RECOMMENDED  
 LESS 2020 ACTIVITY  
 THIS IS NOT A FINAL BUDGET COPY

DRAFT 10-12-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 268 - GENERAL SERVICES - MOTORPOOL							
818.032	CONTRACT'L SRV-FUEL TANK REPA						
	FOOTNOTE AMOUNTS:					15,000	15,000
	Used for Tank Repair and monitoring fuel tanks per State regulations.						
818.033	CONTRACT'L SRV-AUTO/EQUIP MAI						
	FOOTNOTE AMOUNTS:					15,000	15,000
	Contractual service for Equipment Maintenance and work on vehicles. Recommended increase due to inflation.						
867.000	GAS & OIL						
	FOOTNOTE AMOUNTS:					40,000	40,000
	Cost of fuel. Recommending increase due to inflation						
935.000	MOTORPOOL-MISC REPAIR						
	FOOTNOTE AMOUNTS:					2,500	2,500
	Covers miscellaneous vehicle repair above normal MotorPool maintenance. Provided by Accounting Director						
968.000	DEPRECIATION EXPENSE						
	FOOTNOTE AMOUNTS:					110,000	110,000
	Cost of vehicle depreciation, figures provided by the Accounting Director.						
985.000	CAPITAL OUTLAY/VEHICLES						
	FOOTNOTE AMOUNTS:					200,000	200,000
	Annual vehicle replacement for 3-4 Parks & Grounds plow trucks per CIP						
	DEPT '268' TOTAL					416,682	416,521
ESTIMATED REVENUES - FUND 661		242,257	228,973	379,741	167,960	416,682	416,682
APPROPRIATIONS - FUND 661		191,604	228,973	379,741	206,882	416,682	416,521
NET OF REVENUES/APPROPRIATIONS - FUND 661		50,653			(38,922)		161

# REVIEW AGENDA

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- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

# OTHER BUSINESS

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# 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, OCTOBER 18, 2022**

**7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
  - THREE MINUTES PER PERSON
  - ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR
  - PUBLIC COMMENTS ARE ALSO WELCOME AS THE BOARD ADDRESSES EACH AGENDA ITEM
4. CONSENT AGENDA
  - A. MINUTES OF THE OCTOBER 4, 2022 WORK SESSION AND REGULAR MEETING
  - B. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR OCTOBER 18, 2022 IN THE AMOUNT OF \$704,596.31
    2. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR SEPTEMBER 2022 IN THE AMOUNT OF \$25,422.32
    3. CLARITY HEALTHCARE ADMIN FEE FOR SEPTEMBER 2022 IN THE AMOUNT OF \$1,377.18
  - C. TREASURER'S REPORT SEPTEMBER 2022
5. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **NEW BUSINESS**

1. REQUEST TO INCREASE GOLF RATES AT GREEN OAKS GOLF COURSE FOR THE 2023 GOLF SEASON
2. REQUEST TO APPROVE THE PROPOSAL FROM CASCADE ENGINEERING FOR WASTE MANAGEMENT RENTAL CONTAINER REMOVAL IN AN AMOUNT NOT TO EXCEED \$50,000.00 BUDGETED IN LINE ITEM #226-528-818-000
3. REQUEST AUTHORIZATION TO APPROVE AN AGREEMENT WITH VERIZON CONNECT NFW FOR VEHICLE TRACKING SERVICES ON FORTY THREE (43) TOWNSHIP VEHICLES IN THE AMOUNT OF \$9,004.20 BUDGETED IN LINE ITEM #661-268-818-000

4. REQUEST TO CONFIRM CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE LOCATED AT 862 ECORSE BUDGETED IN LINE ITEM #101-729-801-023
5. BUDGET AMENDMENT #13

#### **AUTHORIZATIONS AND BIDS**

1. REQUEST TO SEEK PROPOSALS FOR UPDATING THE PARKS AND RECREATION FIVE YEAR PLAN
2. REQUEST TO SEEK BIDS FOR VACANT TOWNSHIP PROPERTY MOWING AND ROADSIDE TRASH COLLECTION
3. REQUEST TO APPROVE THE PROPOSAL FROM COMMUNICATION SQUARE FOR THE DESIGN, LICENSING, SUPPORT AND MIGRATION SERVICES FOR OFFICE 365
4. REQUEST TO RESCIND APPROVAL FOR THE COMCAST PROPOSAL FOR THE SIP TRUNK PROJECT AND TO ACCEPT THE PROPOSAL FROM CLEARRATE COMMUNICATION FOR SIP TRUNK SERVICE

#### **OTHER BUSINESS**

#### **BOARD MEMBER UPDATES**

# PUBLIC COMMENTS

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# **CONSENT AGENDA**

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**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:04pm 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

**AGENDA**

- 1. 2023 BUDGET REVIEW.....SUPERVISOR STUMBO**
- 2. AGENDA REVIEW.....SUPERVISOR STUMBO**
- 3. OTHER DISCUSSION.....BOARD MEMBERS**

**2023 BUDGET REVIEW.....SUPERVISOR STUMBO**

- FUND 206 FIRE**
- FUND 216 FIRE PENSION AND OPEB MILLAGE**
- FUND 217 FIRE SPECIAL MILLAGE AND CAPITAL FUND**
- FUND 213 BIKE, SIDEWALK, REC, ROADS, GF**
- FUND 226 ENVIRONMENTAL SERVICES**
- FUND 230 RECREATION**
- FUND 584 GOLF COURSE**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 WORK SESSION  
PAGE 2**

- **FUND 597**

Javonna Neel, Accounting Director gave a review of each fund. Discussion continued on the budget presentation.

**AGENDA REVIEW.....SUPERVISOR STUMBO**

**3. CONSENT AGENDA**

**A. MINUTES OF THE AUGUST 16, 2022 WORK SESSION AND REGULAR MEETING  
(TABLED AT THE SEPTEMBER 20, 2022 REGULAR MEETING)**

**B. MINUTES OF THE SEPTEMBER 20, 2022 WORK SESSION AND REGULAR  
MEETING**

**C. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR OCTOBER 4, 2022 IN THE AMOUNT  
OF \$836,790.46**

There was no discussion on the consent agenda.

**NEW BUSINESS**

- 1. REQUEST TO APPROVE THE CREATION OF AN APPOINTED PILOT NON-UNION  
SALARIED COMMUNITY RESOURCE COORDINATOR POSITION AND TO WAIVE  
THE HIRING PROCESS AND APPOINT LAURIE LUTOMSKI**

Karen Wallin, Human Resources Manager, stated that this position came about because of the increased number of calls the three full time officials have been receiving from residents who need help but don't know where to find it. Ms. Wallin added that Ms. Lutomski had recently interviewed for an ordinance enforcement position, but had declined that position.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 WORK SESSION  
PAGE 3**

Treasurer Eldridge stated that the township has recently been dealing with homeless camps recently. He added that township officials have not been able to get in contact with resources to help and that he felt this position would be able to speed this process.

Trustee Peterson stated that she has had many calls from residents who are struggling with mental health and paying for food and utilities. She added that she agreed with this position and hiring someone who already has contacts and is familiar with resources would be the best.

Trustee Newman asked why the request was made to waive the hiring policy. Ms. Wallin stated the request was being made because when Ms. Lutomski was interviewed for the ordinance position, it was clear that she had the background and skills for this new position that had been discussed.

**2. REQUEST TO APPROVE THE INSTALLATION OF ONE STREETLIGHT AT THE CORNER OF BELLERS CT. AND N. PROSPECT**

Supervisor Stumbo stated that this light is being installed due to multiple accidents at this corner and that DTE is hopeful this light can be installed soon since there is a pole already in the location.

**3. REQUEST TO APPROVE THE CONTRACT WITH WASHTENAW COUNTY FOR THE 2022-2023 SENIOR NUTRITION PROGRAM**

Trustee Swanson stated that she would like to know what could be done to bring this program back to the pre-COVID levels. John Hines, Recreation Director, stated that the contract is still listed at the pre-COVID levels and they plan to work to try and raise the number of seniors utilizing the program.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 WORK SESSION  
PAGE 4**

- 4. REQUEST AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE PUBLIC NUISANCES LOCATED AT 1255 W. MICHIGAN AVE. AND 2715 WOODRUFF LANE BUDGETED IN LINE ITEM #101-729-801-023**

Attorney Winters detailed the two locations that are being requested for circuit court litigation.

**The Work Session meeting was adjourned at approximately 6:29pm.**

**Respectfully Submitted,**

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

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 REGULAR BOARD MEETING**

Supervisor Brenda 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

**3. PUBLIC COMMENTS**

Ten public comments were given.

**4. CONSENT AGENDA**

**A. MINUTES OF THE AUGUST 16, 2022 WORK SESSION AND REGULAR MEETING  
(TABLED AT THE SEPTEMBER 20, 2022 REGULAR MEETING)**

**B. MINUTES OF THE SEPTEMBER 20, 2022 WORK SESSION AND REGULAR MEETING**

**C. STATEMENTS AND CHECKS**

**1. STATEMENTS AND CHECKS FOR OCTOBER 4, 2022 IN THE AMOUNT OF \$836,790.46**

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

The motion passed unanimously.

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters reviewed the housing crisis from 2008 and discussed steps the township had taken to combat poor rental conditions during that time. He also discussed the Gault Village Shopping Center and the LynxDx Covid testing site.

Attorney Winters stated that he is concerned that the township may be headed in the direction of another economic downturn similar to 2008 and that the township will continue to monitor public nuisances in the township and he encouraged residents to continue to inform the township when they see issues.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 REGULAR BOARD MEETING  
PAGE 2**

Treasurer Eldridge stated that he had met with Karen Wilson, a resident who had spoken earlier about difficulties in her neighborhood. He added that he had contacted the sheriff's department about her issues. Treasurer Eldridge also asked if a meeting could be held between a couple of board members, the community compliance coordinator and legal staff to discuss tightening up ordinances to make sure they are current with the times.

Treasurer Eldridge stated that they are meeting with a financial institution to see what help can be provided to Pastor Crout in his endeavor to building a recreation center at his church.

Supervisor Stumbo stated that that the township does have a problem getting the police to respond to enforcement. She said she had heard the comments from the residents of West Willow and understood they wanted good people renting homes, landlords being held accountable, and zero tolerances for ordinances. She added that zero tolerance for ordinances would be for everyone in the community.

Supervisor Stumbo stated that the township receives conflicting information from the residents and the sheriff's department. She added for example, she has received calls about fights in a neighborhood, but when she asks the sheriff's department about it, she is told that there were no calls.

**NEW BUSINESS**

**1. REQUEST TO APPROVE THE CREATION OF AN APPOINTED PILOT NON-UNION SALARIED COMMUNITY RESOURCE COORDINATOR POSITION AND TO WAIVE THE HIRING PROCESS AND APPOINT LAURIE LUTOMSKI**

A motion was made by Trustee Swanson and seconded by Clerk Jarrell Roe to approve the creation of an appointed pilot non-union salaried Community Resource Coordinator position and to waive the hiring process and appoint Laurie Lutomski.

Supervisor Stumbo stated that Ms. Lutomski was originally interviewed for an ordinance position but she declined the position because she wants to help people instead of enforcing ordinances.

Supervisor Stumbo spoke about a homeless tent community that had recently been setup in the township and that she, Clerk Jarrell Roe and Treasurer Eldridge had been trying to find assistance for. She stated that the county had been contacted six weeks ago but had not responded, but Ms. Lutomski had been able to reach out to a contact to get some assistance.

Supervisor Stumbo stated this position needs to be filled as soon as possible and if we waited to go through the process it would be December or January before someone could be in place.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 REGULAR BOARD MEETING  
PAGE 3**

Ms. Lutomski stated that she had been a social worker in the community for 40 years with the last 33 years being for Community Services and additionally 16 years with the hoarding task force. She added that she had recently retired and applied for the ordinance position because she thought it would be an opportunity to continue to help people. Ms. Lutomski said that you can offer people help but you cannot make them take the help and that sometimes the ordinance position is needed to make the people understand that it needs to happen.

Treasurer Eldridge stated that he had just met Ms. Lutomski tonight. He added that he normally would not be in favor of waiving the hiring policy but felt the position needed to be filled as soon as possible.

Trustee Swanson stated she did not feel the board waived a lot policies. She added that when it happens it is to move something faster that is needed urgently. Trustee Swanson stated that she was appreciative that Ms. Lutomski had been through the hiring process for the ordinance position.

Trustee Wilson stated that he was in agreement with Treasurer Eldridge's sentiments. He added that he would normally never be in favor a waiving the hiring policy but felt it was needed this time. Trustee Wilson added that if this becomes a permanent position, he would like to see it go through an official hiring process.

The motion carried unanimously.

**2. REQUEST TO APPROVE THE INSTALLATION OF ONE STREETLIGHT AT THE CORNER OF BELLERS CT. AND N. PROSPECT.**

A motion was made By Treasurer Eldridge and seconded by Clerk Jarrell Roe to approve the installation of one streetlight at the corner of Bellers Ct. and N. Prospect (see attached).

Supervisor Stumbo stated there had been several accidents at the areas and that she hoped this light would be installed quickly since a pole is already in place.

The motion carried unanimously.

**3. REQUEST TO APPROVE THE CONTRACT WITH WASHTENAW COUNTY FOR THE 2022-2023 SENIOR NUTRITION PROGRAM**

A motion was made by Trustee Peterson and seconded by Treasurer Eldridge approve the contract with Washtenaw County for the 2022-2023 Senior Nutrition program (see attached).

Supervisor Stumbo stated this program works out of the community center and is a partnership with the county to feed nutritious meals to our senior residents.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 4, 2022 REGULAR BOARD MEETING  
PAGE 4**

**4. REQUEST AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE  
PUBLIC NUISANCES LOCATED AT 1255 W. MICHIGAN AVE. AND 2715  
WOODRUFF LANE BUDGETED IN LINE ITEM #101-729-801-023**

A motion was made by Treasurer Eldridge and seconded by Trustee Wilson to authorize circuit court litigation to abate public nuisances located at 1255 W. Michigan Ave. and 2715 Woodruff Lane budgeted in line item #101-729-801-023.

The motion carried unanimously.

**OTHER BUSINESS**

There was no other business discussed.

**BOARD MEMBER UPDATES**

Treasurer Eldridge gave an update on the construction for US12. He stated that he had met with the engineers today and they had done a walkthrough of the area. Treasurer Eldridge said that there are still many items to complete but they hope to have it done by the end of the month. He also added that the streetlights were projected to be installed before the end of the year.

Trustee Peterson announced that State Representative Ronnie Peterson would be holding a final meeting about the Whittaker Rd. construction project on October 20, 2022 from 5pm-7pm in the lobby of the Civic Center.

Clerk Jarrell Roe stated that the Clerk's office had sent out 67% of the absentee ballot requests and that there are just under 10,000 ballots to be sent out. Clerk Jarrell Roe stated that residents are always able to call the office with any questions.

A motion to adjourn was made by Treasurer Eldridge and seconded by Trustee Wilson.

Motion carried unanimously.

The meeting was adjourned at approximately 8:28pm.

Respectfully Submitted,

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

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



**Exhibit A to Master Agreement****Purchase Agreement**

This Purchase Agreement (this "Agreement") is dated as of September 27, 2022 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 March 22, 2022 (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 Company to furnish, install, operate and maintain street lighting equipment as set forth below:

1. DTE Work Order Number:	66438175	
	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:	[Bellers Ct at N. Prospect], 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 (1) 58w LED and (1) 6' support arm on existing pole.	
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:	\$482.98
	Revenue credit:	\$482.98
	<b>CIAC Amount (cost minus revenue)</b>	<b>\$0.00</b>
	Credit for Post Charge, if selected	\$0.00
8. Payment of CIAC Amount:	Due promptly upon execution of this Agreement <b>\$0.00</b>	
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" 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>	

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

SIGN HERE

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 as provided in Section B below. When replacement equipment or spare parts are installed from Customer's inventory, Company will credit Customer in the amount of the then-current material cost of Company standard street lighting equipment in lieu of which the SOM is being used.

B. Customer will maintain an inventory of at least 0 posts and 0 luminaires and any other materials agreed to by Company and Customer, and will replenish the stock by ordering materials no later than thirty (30) calendar days after the materials are drawn from inventory. Costs of initial inventory are included in this Agreement. 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 its costs (including the labor costs associated with Company's management of the supply chain for the SOM) no later than thirty (30) calendar days after receipt of Company's invoice 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 Customer's 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. If Company is unable to access the site during such hours for any reason, Company (i) shall be relieved from any obligation or commitment to complete the work as scheduled, and (ii) may, at its option, procure the inventory itself and have Customer to reimburse Company's costs for doing so. Customer shall name an authorized representative to contact regarding inventory: levels, access, usage, transactions, and provide the following contact information to Company:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

D. In the event that SOM is damaged by a third party, Company may (but is not required to) pursue a damage claim against such third party for all of Company's costs incurred because of the claim, including all labor and replacement materials. Company will notify Customer as to whether Company will pursue such claim within a reasonable time of the SOM being damaged.

E. In the event that SOM becomes obsolete, discontinued, or incompatible with Company's infrastructure, Customer shall select new alternate SOM that is compatible with Company's then-existing infrastructure. If Customer does not select compatible alternate SOM, Company reserves the right to select compatible SOM that is, in its reasonable judgment, substantially similar, or replace the SOM with standard materials, in either case being entitled to reimbursement from Customer for Company's costs in providing such transition of supply (including internal overhead and labor costs).

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

\*\*\*\*\*

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

Company:

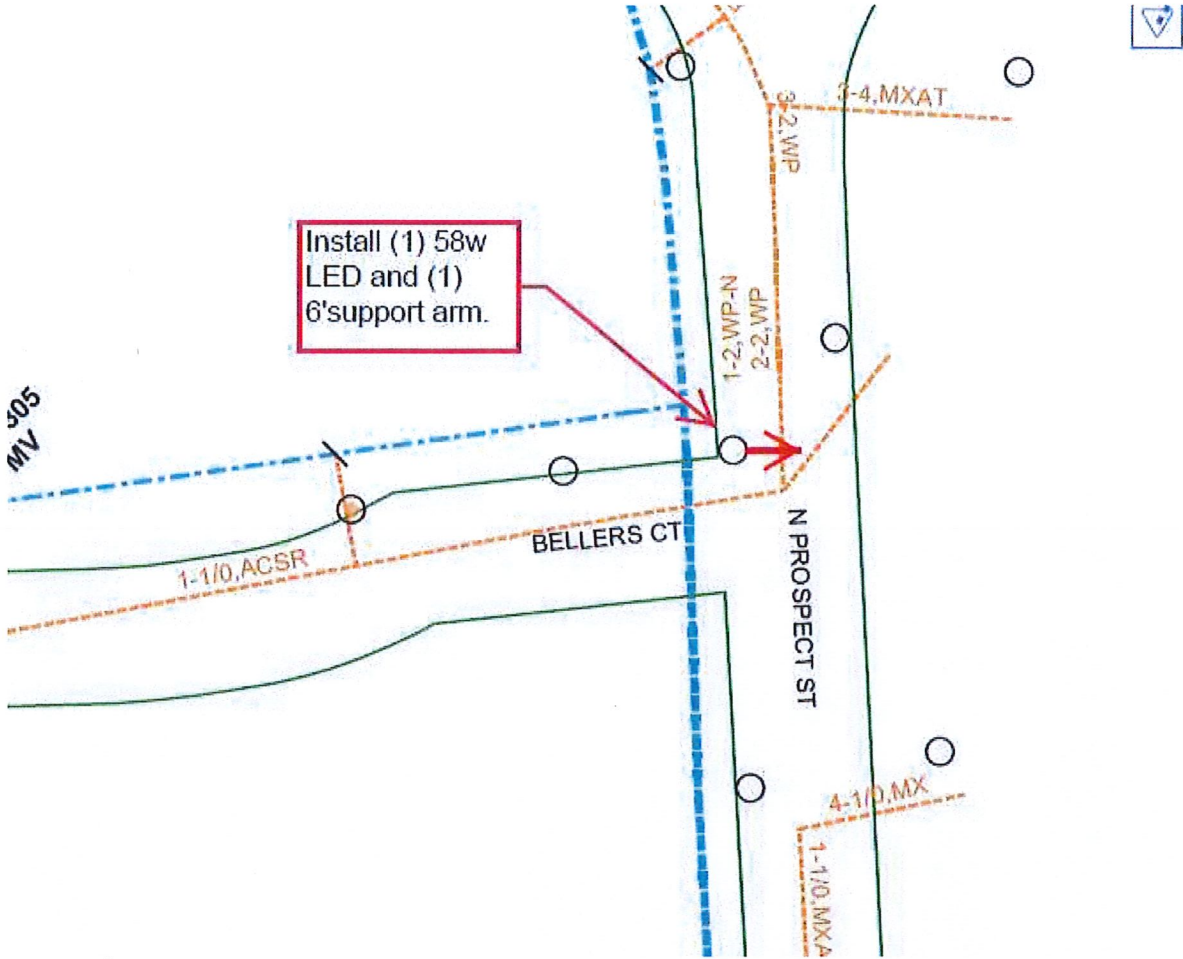
DTE Electric Company  
By: Christopher J Hartley  
Name: Christopher J Hartley  
Title: Manager-Sales & Business Development  
Date: 9/27/2022

Customer:

Charter Township of Ypsilanti  
By: Brenda L. Stumbo | Heather Jarrell Roe  
Name: Brenda L. Stumbo | Heather Jarrell Roe  
Title: Supervisor | Clerk  
Date: 10-5-2022

### Attachment 1 to Purchase Agreement

### Map of Location



**SERVICE CONTRACT - FEDERAL FUNDED**

AGREEMENT is made this 1st day of October, 2022, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 (“County”) and **Charter Township of Ypsilanti** located at **2025 E. Clark,, Ypsilanti, MI 48198** (“Contractor”).

Federal Awarding Agency	Administration on Aging, Office of Services to the Aging
Federal / State Contract Number	14-9052-01
Federal Program Title	“Special Programs for the Aging Title III, Part C_ Nutrition Services”
CFDA Number	93.045
Federal Funding %	100%

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

ARTICLE I - SCOPE OF SERVICES

The Contractor will be responsible for administering the congregate and/or home delivered meals programs for the designated service area within Washtenaw County in accordance with local, state, and federal requirements as outlined in:

- AAA1-B Request for Proposals and Operating Standards Manual FY 2023, 2024 & 2025. <https://aaa1b.org/wp-content/uploads/2022/03/AAA1B-and-ACLS-Operating-Standards-FINAL.pdf>
- Senior Nutrition Program Policies & Procedures Manual
- Washtenaw County Staff & Volunteer Handbook
- Attachment A: Senior Café/Congregate Meals and Attachment B: Home Delivered Meals

ARTICLE II - COMPENSATION

The County will pay the Contractor an amount not to exceed **\$13,375, Thirteen Thousand Three Hundred Seventy Five Dollars** annually. The County agrees to make payments in monthly installments in accordance with the budget and timeline in Attachment A and/or B, unless otherwise approved in writing by the parties. If at the end of the term of this Agreement there are unexpended portions of the contract amount, the unexpended funds will be retained by the County for reallocation to other purposes.

Your site will be reimbursed by Meal/Unit distributed as follows:

Senior Café – 5,944 Meals/Units at \$2.25 per Meal/Unit = \$13,375.

Total Grant Amount = \$13,375

Per unit reimbursement rate is planned for the first year of this contract only. With the options of the 2nd and 3rd year renewal, the County will be working with sites to become more autonomous with their funding for needs beyond the meal components. The County will review this on an annual basis. The County will work to help programs with marketing and with accessing grants and other means of support for future years.

No funds shall be disbursed under this Agreement by the Contractor or any other subcontractor except under a written contract and unless the subcontractor is in compliance with all County and Federal requirements regarding fiscal matters and civil rights to the extent these requirements are applicable. The Contractor shall provide the County with copies of the contracts with subcontractors.

### ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the OCED Human Services Manager and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies. Documentation shall include payments for purchases, vouchers and other official documentation that show in proper detail the nature and propriety of such expenditures. All documents must be clearly identifiable and readily accessible. Where any expenditure is allocable only in part to services under this Agreement, the Contractor shall maintain and make available on request sufficient documentation to demonstrate the reasonableness of the allocation.

The Contractor agrees to securely maintain its records for a period of five (5) years after the final disbursement to the Contractor. The Contractor shall permit the County to examine these records upon giving reasonable notice to the Contractor. The County may, at a reasonable time after giving reasonable notice, cause an audit of the records of the Contractor.

### ARTICLE IV - TERM

This contract begins on the date of this agreement and ends on September 30, 2023 *with an option to extend for two (2) additional one (1) year periods.*

### ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

### ARTICLE VI-INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

### ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

### ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County and the Area Agency on Aging 1-B shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.



4. Fidelity Bonding covering employee theft from employer.
5. Third Party Fidelity (Crime Bond) with a minimum of \$50,000, covering employee theft from participant.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: Office of Community and Economic Development & **Contract # \_\_\_\_\_**, 110 N. Fourth Ave, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

#### ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

#### ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

#### ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

#### ARTICLE XII – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

#### ARTICLE XIII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### ARTICLE XIV - DRUG-FREE WORKPLACE

##### Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
  - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's

- workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an on-going drug-free awareness program to inform employees about—
    - 1) The dangers of drug abuse in the workplace;
    - 2) The grantee's policy of maintaining a drug-free workplace;
    - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
    - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    - 1) Abide by the terms of the statement; and
    - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
  - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
    - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

#### Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

#### ARTICLE XV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

#### ARTICLE XVI - EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

#### ARTICLE XVII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$14.82 per hour with benefits or \$ 16.52 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2023 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

#### ARTICLE XVIII - EQUAL ACCESS

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

#### ARTICLE XIX - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

#### ARTICLE XX - ASSIGNS AND SUCCESSORS

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

#### ARTICLE XXI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

Section 2 - In the event of any breach or default by the County or the Contractor of the terms and conditions of this Agreement, the party not in default will give written notice to the party in default specifying the acts and/or omissions constituting the alleged default or breach; if within fifteen (15) working days after issuance of such notice, the party in default has failed to cure such default, then in

that event, the party not in default may terminate this Agreement and exercise such other rights as are provided herein and by law for breach of contract; provided, however, that if the alleged default can be cured by the performance of work or repairs or by some act, the performance of which requires a period of time, such default will be determined to have been cured if, within the above-referenced fifteen (15) working days, the party allegedly in default has begun to cure the default and continues until such default is cured within a reasonable time.

#### ARTICLE XXII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

#### ARTICLE XXIII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

#### ARTICLE XXIV- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

#### ARTICLE XXV - CHOICE OF LAW AND FORUM

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

#### ARTICLE XXVI-FEDERALLY REQUIRED PROVISIONS

When applicable, the following provisions shall apply to contracts funded in whole, or in part, by federal award monies:

For "federally assisted construction contracts" as defined by 41 CFR Part 60-1.3, Contractor must comply with the equal opportunity clause provided under 41 CFR 60—1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR Part, 1964—1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

For all prime construction contracts exceeding \$2,000.00 awarded by non-Federal entities, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3144, and 3146—3148), as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must be paid wages not less than once a week. The parties agree that the County will report all suspected or reported violations of this provision to the Federal awarding agency.

In addition, Contractor must also comply with the Copeland "Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Bidding or Public Work Financed in Whole or in Part by Loans or Grants from the United States") which prohibits Contractor or Subrecipient from inducing, by any means, any person employed in the

construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. County shall report all suspected or reported violations to the Federal awarding agency.

If this contract exceeds \$100,000.00 and involves the employment of mechanics or laborers, Contractor shall comply with U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). To that extent, Contractor must compute the wages of each mechanic and laborer on the basis of a standard forty (40) hour work week with hours exceeding this standard to be paid at one and one half the standard hourly rate. In addition, Contractor agrees that no mechanic or laborer shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

If the Federal award funding this Agreement meets the definition of "funding agreement" under 37 CFR, Sec. 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental or research work under that funding agreement, the recipient or subrecipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

If this Agreement and/or subgrant exceeds \$150,000.00, Contractor shall comply with all applicable standards, orders and/or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). The parties agree that the County shall report all violations of these Acts to the Federal awarding agency and the Regional Office of the Environmental Protection Agency ("EPA").

Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the State of Michigan's energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201).

Contractor agrees to comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), which prohibits the use of federal funds by the Contractor or subcontractor of a Federal contract, grant, loan or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the federal funds awarded under this Agreement.

The parties agree that County and Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include, for those items where the purchase price exceeds \$10,000.00 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.00, procuring only items designated in guidelines of the EPA at 40 CFR, Part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program to procuring recovered materials identified in the EPA guidelines.

ARTICLE XXVII - EXTENT OF CONTRACT

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

ATTESTED TO:

WASHTENAW COUNTY

By \_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

\_\_\_\_\_  
Gregory Dill (DATE)  
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: \_\_\_\_\_  
Teresa Gillotti (DATE)  
Director, Office of Community  
And Economic Development

\_\_\_\_\_  
Brenda Stumbo (DATE)  
Supervisor, Ypsilanti Charter Township

\_\_\_\_\_  
Heather Jarrell Roe (DATE)  
Clerk, Ypsilanti Charter Township

APPROVED AS TO FORM:

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

Original: Clerk  
Contractor  
cc: Department  
Purchasing

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



**Accounting  
Department**

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

*Charter Township of Ypsilanti*

## STATEMENTS AND CHECKS

OCTOBER 18, 2022 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	462,235.07
HAND CHECKS -	\$	241,743.61
CREDIT CARD PURCHASES-	\$	<u>617.63</u>
GRAND TOTAL -	\$	<b>704,596.31</b>

Clarity Health Care Deductible –

ACH EFT -	\$25,422.31 (SEPT)
ADMIN FEE -	\$1,377.18 (SEPT)



10/12/2022 05:55 PM  
User: mharris  
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 1/1  
CHECK NUMBERS 191893 - 191914

*HAND CHECKS*

Check Date	Check	Vendor Name	Amount
Bank AP AP			
09/30/2022	191893	YPSILANTI COMMUNITY	2,089.74
10/04/2022	191894	COMCAST BUSINESS	3,560.73
10/04/2022	191895	CONSTELLATION NEW ENERGY	773.69
10/04/2022	191896	GUARDIAN ALARM	1,673.16
10/04/2022	191897	STANDARD INSURANCE COMPANY	4,172.22
10/10/2022	191899	AT & T	903.22
10/10/2022	191900	AT & T	42.51
10/10/2022	191901	COMCAST CABLE	92.88
10/10/2022	191902	COMCAST CABLE	38.56
10/10/2022	191903	COMCAST CABLE	9,490.60
10/10/2022	191904	POSTMASTER	275.00
10/10/2022	191905	ULLIANCE	979.20
10/10/2022	191906	VERIZON WIRELESS	479.41
10/10/2022	191907	WASTE MANAGEMENT	799.01
10/10/2022	191908	WASTE MANAGEMENT	277.38
10/12/2022	191909	COMCAST CABLE	38.56
10/12/2022	191910	DTE ENERGY	77,375.28
10/12/2022	191911	HART INTERCIVIC	132,815.00
10/12/2022	191912	VERIZON WIRELESS	5,626.07
10/12/2022	191913	WASTE MANAGEMENT	72.60
10/12/2022	191914	WASTE MANAGEMENT	168.79

AP TOTALS:

Total of 21 Checks:	241,743.61
Less 0 Void Checks:	0.00
Total of 21 Disbursements:	241,743.61

*A/P Checks*

Check Date	Check	Vendor Name	Amount
Bank AP AP			
10/18/2022	191915	ACCUSHRED LLC	68.50
10/18/2022	191916	ADVANCED COMMUNICATIONS & DATA	680.55
10/18/2022	191917	ALEXIA CLEVELAND	208.00
10/18/2022	191918	ALLIE HORCHEM	234.00
10/18/2022	191919	AMAZON CAPITAL SERVICES	1,483.20
10/18/2022	191920	ANN ARBOR CLEANING SUPPLY	587.97
10/18/2022	191921	APOLLO FIRE EQUIPMENT CO.	375.00
10/18/2022	191922	ASCENTIS CORPORATION	4,327.57
10/18/2022	191923	ATCHINSON FORD	678.49
10/18/2022	191924	B-BALL SKILLS LLC	1,142.00
10/18/2022	191925	CDW GOVERNMENT INC	9,081.03
10/18/2022	191926	CENTRACOMM	857.00
10/18/2022	191927	CHERYL ANN LOPEZ	1,162.50
10/18/2022	191928	CINTAS CORPORATION	213.33
10/18/2022	191929	COLD CUT KRUISE	45.60
10/18/2022	191930	COLMAN-WOLF SANITARY SUPPLY CO	477.52
10/18/2022	191931	COURT INNOVATIONS INC	270.00
10/18/2022	191932	CRYSTAL FLASH, INC.	6,319.89
10/18/2022	191933	DANCE WITH ELEGANCE	2,535.40
10/18/2022	191934	DANIEL KIMBALL	1,127.40
10/18/2022	191935	EMERGENCY MEDICAL PRODUCTS	261.50
10/18/2022	191936	ERANE WASHINGTON	225.00
10/18/2022	191937	FOUNDATION SYSTEMS OF MICHIGAN	75.00
10/18/2022	191938	FOUNDATION SYSTEMS OF MICHIGAN	127.50
10/18/2022	191939	GENE BUTMAN FORD	67.26
10/18/2022	191940	GEORGIE EIFERT	95.00
10/18/2022	191941	GLOBAL INDUSTRIAL EQUIPMENT COMPANY	364.45
10/18/2022	191942	GOOSE BUSTERS OF MICHIGAN, LLC	455.00
10/18/2022	191943	GORDON FOOD SERVICE INC.	39.49
10/18/2022	191944	GRAINGER	132.64
10/18/2022	191945	GRANITE TELECOMMUNICATIONS	398.52
10/18/2022	191946	GRIFFIN PEST SOLUTIONS	325.00
10/18/2022	191947	HANNAH ARNOLD	128.00
10/18/2022	191948	HASTINGS AIR-ENERGY CONTROL	3,381.32
10/18/2022	191949	HOME DEPOT	921.73
10/18/2022	191950	IAFC MEMBERSHIP	215.00
10/18/2022	191951	IMAGE TREND	4,107.91
10/18/2022	191952	J.F. MOORE & ASSOCIATES, LLC	118.00
10/18/2022	191953	JIBRIL NAEEM	546.00
10/18/2022	191954	JUMP-A-RAMA	1,171.45
10/18/2022	191955	JUNGA'S ACE HARDWARE	150.14
10/18/2022	191956	KCI	361.87
10/18/2022	191957	LANSING SANITARY SUPPLY, INC	298.14
10/18/2022	191958	LODI FARMS	3,937.25
10/18/2022	191959	LOOKING GOOD LAWNS	16,144.00
10/18/2022	191960	LOWER HURON SUPPLY	78.10
10/18/2022	191961	MADISON KLEINHENZ	195.00
10/18/2022	191962	MARK NELSON	315.00
10/18/2022	191963	MCLAIN AND WINTERS	148,780.30
10/18/2022	191964	MCMASTER-CARR	74.19
10/18/2022	191965	MEGAN WRIGHT-JONES	1,785.00
10/18/2022	191966	MICHIGAN ASSOC. OF PLANNING	605.00
10/18/2022	191967	MICHIGAN LINEN SERVICE, INC.	1,100.55
10/18/2022	191968	MLIVE MEDIA GROUP	98.00
10/18/2022	191969	OKINAWAN KARATE CLUB	777.70
10/18/2022	191970	OLIVER JOHNSON	130.00
10/18/2022	191971	ONSITE SUBSTANCE ABUSE TESTING	96.00
10/18/2022	191972	ORCHARD, HILTZ & MCCLIMENT INC	326.25
10/18/2022	191973	OSCAR W. LARSON CO.	555.00
10/18/2022	191974	PARKWAY SERVICES, INC.	310.00
10/18/2022	191975	PEARLINE DAVIS	556.50
10/18/2022	191976	PEPSI BEVERAGES COMPANY	367.29
10/18/2022	191977	PET WASTE ELIMINATOR	182.99
10/18/2022	191978	PREMIER SAFETY & SERVICE	11.69
10/18/2022	191979	PRIORITY ONE EMERGENCY	373.48
10/18/2022	191980	RHETT REYES	1,961.55
10/18/2022	191981	RICK PLISICO	150.00
10/18/2022	191982	ROBERT ACTON	1,000.00
10/18/2022	191983	SALLY JOHNSON	100.00
10/18/2022	191984	SAM'S CLUB DIRECT	749.96
10/18/2022	191985	SE MICHIGAN LAND HOLDING, LLC	8,154.00
10/18/2022	191986	SE MICHIGAN LAND HOLDING, LLC	3,350.00
10/18/2022	191987	SE MICHIGAN LAND HOLDING, LLC	8,046.00
10/18/2022	191988	SE MICHIGAN LAND HOLDING, LLC	3,350.00
10/18/2022	191989	SE MICHIGAN LAND HOLDING, LLC	7,966.00
10/18/2022	191990	SE MICHIGAN LAND HOLDING, LLC	4,626.00
10/18/2022	191991	SE MICHIGAN LAND HOLDING, LLC	4,606.00
10/18/2022	191992	SE MICHIGAN LAND HOLDING, LLC	7,542.00

Check Date	Check	Vendor Name	Amount
10/18/2022	191993	SE MICHIGAN LAND HOLDING, LLC	8,378.00
10/18/2022	191994	SE MICHIGAN LAND HOLDING, LLC	7,550.00
10/18/2022	191995	SE MICHIGAN LAND HOLDING, LLC	7,154.00
10/18/2022	191996	SE MICHIGAN LAND HOLDING, LLC	4,558.00
10/18/2022	191997	SE MICHIGAN LAND HOLDING, LLC	8,042.00
10/18/2022	191998	SE MICHIGAN LAND HOLDING, LLC	7,254.00
10/18/2022	191999	SE MICHIGAN LAND HOLDING, LLC	7,894.00
10/18/2022	192000	SE MICHIGAN LAND HOLDING, LLC	7,032.00
10/18/2022	192001	SE MICHIGAN LAND HOLDING, LLC	7,762.00
10/18/2022	192002	SE MICHIGAN LAND HOLDING, LLC	3,000.00
10/18/2022	192003	SE MICHIGAN LAND HOLDING, LLC	3,350.00
10/18/2022	192004	SE MICHIGAN LAND HOLDING, LLC	13,734.00
10/18/2022	192005	SE MICHIGAN LAND HOLDING, LLC	7,350.00
10/18/2022	192006	SE MICHIGAN LAND HOLDING, LLC	7,218.00
10/18/2022	192007	SE MICHIGAN LAND HOLDING, LLC	4,874.00
10/18/2022	192008	SE MICHIGAN LAND HOLDING, LLC	7,646.00
10/18/2022	192009	SE MICHIGAN LAND HOLDING, LLC	7,654.00
10/18/2022	192010	SE MICHIGAN LAND HOLDING, LLC	7,194.00
10/18/2022	192011	SE MICHIGAN LAND HOLDING, LLC	7,958.00
10/18/2022	192012	SHRADER TIRE & OIL	325.24
10/18/2022	192013	SPENCER MBROH	104.00
10/18/2022	192014	STEPHEN BROWN	1,800.00
10/18/2022	192015	STERICYCLE INC	244.38
10/18/2022	192016	TIMOTHY THOMPSON	900.00
10/18/2022	192017	ULINE	473.19
10/18/2022	192018	UNIFIRST CORPORATION	387.69
10/18/2022	192019	UNIMEASURE	315.02
10/18/2022	192020	UNITED STATES POSTAL SERVICE	10,000.00
10/18/2022	192021	USA SOFTBALL OF MICHIGAN	180.00
10/18/2022	192022	VERMEER OF MICHIGAN, INC.	949.75
10/18/2022	192023	VICTORY LANE	48.88
10/18/2022	192024	VIETNAM VETERANS OF AMERICA 310	5,555.75
10/18/2022	192025	VPRIME TECH INC	4,688.00
10/18/2022	192026	W.J. O'NEIL COMPANY	460.00
10/18/2022	192027	WASHTENAW COUNTY SHERIFF'S OFFICE	279.00
10/18/2022	192028	WASHTENAW COUNTY TREASURER#	23,328.50
10/18/2022	192029	WASHTENAW COUNTY WATER RESOURCES	2,352.00

AP TOTALS:

Total of 115 Checks:	462,235.07
Less 0 Void Checks:	0.00
Total of 115 Disbursements:	<u>462,235.07</u>

10/12/2022 05:25 PM  
User: mharris  
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI  
CHECK NUMBERS 85 - 85

Check Date	Check	Vendor Name	Description	Amount
Bank CARDS COMERICA COMMERICAL CARD				
10/18/2022	85 (E)	COMERICA BANK	SHIPPING FOR ZEP 50 - LEC	27.35
			OPERATING SUPPLIES AND FOOD AND BEVERAGE	285.28
			ANNUAL MEMEBERSHIP JAVONNA & ANDREW	305.00
				<u>617.63</u>
CARDS TOTALS:				
Total of 1 Checks:				617.63
Less 0 Void Checks:				0.00
Total of 1 Disbursements:				<u>617.63</u>



OFFICE OF THE TREASURER  
STAN ELDRIDGE



MONTHLY TREASURER'S REPORT  
SEPTEMBER 1, 2022 THROUGH SEPTEMBER 30, 2022

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	7,882,376.60	1,205,674.36	2,134,659.50	6,953,391.46
101 - Payroll	233,107.65	1,081,244.16	1,026,134.32	288,217.49
101 - Willow Run Escrow	145,469.91	47.83	0.00	145,517.74
206 - Fire Department	3,389,479.60	6,422.70	479,110.42	2,916,791.88
208 - Parks Fund	23,334.89	44.70	308.27	23,071.32
213 - Roads/Bike Path/Rec/General Fund	967,309.55	3,435.58	32,309.50	938,435.63
216 - Fire Pension & OPEB Millage Fund	20,918.32	41.04	0.00	20,959.36
217 - Fire Special Millage Capital Fund	1,526,383.70	2,981.71	0.00	1,529,365.41
226 - Environmental Services	2,504,215.84	3,566.06	247,781.10	2,260,000.80
230 - Recreation	146,022.83	36,299.77	88,550.96	93,771.64
236 - 14-B District Court	74,732.00	79,566.11	152,405.24	1,892.87
244 - Economic Development	70,781.71	138.50	0.00	70,920.21
249 - Building Department Fund	1,751,621.66	81,910.22	71,544.04	1,761,987.84
250 - LDFA Tax	20,088.57	39.57	0.00	20,128.14
252 - Hydro Station Fund	929,372.84	22,650.78	49,431.48	902,592.14
266 - Law Enforcement Fund	10,001,789.27	37,549.34	614,879.44	9,424,459.17
282 - Cares Act Fund	9,281,999.79	18,133.57	0.00	9,300,133.36
287 - Nuisance Abatement Fund	70,535.75	3,582.36	1,871.00	72,247.11
398 - LDFA 2006 Bonds	20,126.22	39.57	0.00	20,165.79
584 - Green Oaks Golf Course	351,602.96	57,444.30	72,893.02	336,154.24
597 - Compost Site	737,110.03	25,149.00	48,404.76	713,854.27
661 - Motor Pool	335,653.95	631.66	16,985.82	319,299.79
702 - General Tax Collection	50,064.70	7,817.59	0.00	57,882.29
703 - Current Tax Collections	10,451,499.42	38,155,631.51	46,302,842.33	2,304,288.60
707 - Bonds & Escrow/GreenTop	1,622,204.88	8,133.21	5,437.25	1,624,900.84
708 - Fire Withholding Bonds	148,547.91	48.69	0.00	148,596.60
<b>GRAND TOTAL</b>	<b>52,756,350.55</b>	<b>40,838,223.89</b>	<b>51,345,548.45</b>	<b>42,249,025.99</b>

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# **NEW BUSINESS**

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*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
STAN ELDRIDGE  
HEATHER JARRELL ROE  
MONICA ROSS WILLIAMS  
JIMMIE WILSON JR.



**Green Oaks  
Golf Course**

1775 E. Clark Road  
Ypsilanti, MI 48198  
Phone: (734) 485-0881  
Fax: (734) 485-1992

[ytown.org](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Director of Golf, Kirk Sherwood II, PGA

CC: Mike Hoffmeister, Residential Services Director

Date: October 12<sup>th</sup>, 2022

**Subject: Request authorization to increase golfing rates for the 2023 golf season at Green Oaks Golf Course.**

After much consideration and reviewing the rates of other local golf courses, the Green Oaks Golf Course staff are proposing the below changes for 2023 golf rates:

1. Recommendation to increase the rate by \$1.00 per player for 9 holes and \$2.00 per player for 18 holes for all golf rates. The league rate per player per week is also included in these rates and would change from \$19 to \$20 per player per week including cart.
2. Recommendation of a new Non-Resident Senior rate for a five (5) day season pass holder for \$680. This is in order to stay consistent with our current Resident Senior five (5) day rate.

These price changes at Green Oaks Golf Course are being made in an effort to stay competitive with other local courses, and continue to combat increasing operation, labor, and equipment costs. In addition we would like to continue to show the value that is being received at Green Oaks Golf Course.

Thank you for your time in consideration of these matters. If you have any questions in regard to this matter please feel free to contact me by email at [ksherwood@ytown.org](mailto:ksherwood@ytown.org) or by phone at 734-890-6287 prior to the board meeting.



Course	Weekday	9 w/cart	18 w/cart	Weekend	9 w/cart	18 w/cart	Membership/ Season Pass	5 Day (Res)	Senior 5 Day (Res)	5 Day (Non Res)	7 Day (Res)	7 Day (Non Res)
Pierce Lake Senior/Student		\$32 \$28	\$46 \$36		\$38	\$53		\$1125 w/cart	\$900 w/cart		\$1375 w/cart	
Pine View Senior		\$22.50 \$19	\$38 \$32		\$22.50 after 11AM	\$42		\$1095 w/cart	\$1225 w/cart		\$1495 w/cart	
Leslie Park Senior/Junior		\$26 \$23	\$41 \$34		\$38	\$55		\$1295 w/cart	\$1095 w/cart		\$1495 w/cart	
Pheasant Run Senior		\$36 \$26	\$55 \$37		\$46	\$69		N/A	N/A		2700 w/cart	3000 w/cart
Hickory Creek Senior		\$27 N/A	\$39 \$34		\$27	\$49		N/A	N/A		N/A	N/A
Fellows Creek Senior		\$30 \$22	\$45 \$28		\$32	\$52		N/A	N/A		\$1500 w/cart	\$1700 w/cart
Glenhurst Senior		\$26 \$18	\$36 \$27		\$27	\$40		N/A	N/A		N/A	N/A

Green Oaks Senior		\$21 \$17	\$32 \$27		\$24	\$37	Walking With cart	\$625 \$1,175	\$575 \$1,125	\$740 \$1,290	\$850 \$1,400	\$1,050 \$1,600
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Green Oaks Round Revenue	2017	2018	2019	2020	2021	2022*
18 Holes	\$197,467.00	\$191,977	\$235,628	\$233,184	\$271,206	\$210,704
9 Holes	\$39,102	\$45,423	\$54,285	\$101,512	\$119,286	\$92,951

\*2022 revenue is through 10/12/2022

Based on an average of 25,000 rounds the price increase of \$1 (9 holes)/\$2 (18 holes) will generate an estimated \$25,000 to \$30,000 in additional revenue for 2023

<u>Seasonal Rate (Before May 1st , After Sept 30)</u>	<u>2022 Rates</u>		<u>2023 Rates</u>	
	<u>9 Holes</u>	<u>18 Holes</u>	<u>9 Holes</u>	<u>18 Holes</u>
Weekday	\$14.00	\$17.00	\$15.00	\$19.00
Weekday (Senior/Student)	\$11.00	\$15.00	\$12.00	\$17.00
Weekend	\$15.00	\$18.00	\$16.00	\$20.00
Cart Fees	\$5.00	\$10.00	\$5.00	\$10.00
<u>In Season Rate (May 1st through Sept 30th)</u>	<u>9 Holes</u>	<u>18 Holes</u>	<u>9 Holes</u>	<u>18 Holes</u>
Weekday	\$16.00	\$22.00	\$17.00	\$24.00
Weekday (Senior/Student)	\$12.00	\$17.00	\$13.00	\$19.00
Weekday Twilight 6:30 p.m. -CL	\$18 w/cart		\$19 w/cart	
Weekend	\$19.00	\$27.00	\$20.00	\$29.00
Weekend 1 p.m. -3:00 p.m.	\$18.00	\$21.00	\$19.00	\$23.00
Weekend Twilight 3:00 p.m. -CL		\$24.00 w/cart		\$24.00 w/cart
Replay Rate	\$10.00	\$20.00	\$10.00	\$20.00
Cart Fees	\$5.00	\$10.00	\$5.00	\$10.00
League Fees Including Cart (9 Holes)	\$19		\$20	

\*Ypsilanti Residents Deduct \$2 with ID on In-Season Rates (18 holes only)

	<u>Resident</u>	<u>Non Resident</u>	<u>Resident</u>	<u>Non Resident</u>
7 Day Season Pass	\$850	\$1,050	\$850	\$1,050
Add Spouse/Child	\$300	\$400	\$300	\$400
5 Day Season Pass	\$575 (SR 60+)		\$575 (SR 60+)	\$680 (SR 60+)
	\$625	\$740	\$625	\$740
Add Spouse/Child	\$250	\$380	\$250	\$380
Season Cart Pass	\$550	\$550	\$550	\$550
Add Spouse	\$225	\$225	\$225	\$225
Cart Storage Fee-Grandfathered-In Only	\$350		\$350	

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



Residential Services  
Department

7200 S. Huron River Drive  
Ypsilanti, MI 48197

[ytown.org](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: October 12, 2022

**Subject: Request Authorization to approve the proposal from Cascade Engineering for WM Rental Container Removal in an amount not to exceed \$50,000 budgeted in #226-528-818.000**

The Residential Services Department is requesting authorization to approve the proposal from Cascade Engineering for WM Rental Container Removal in an amount not to exceed \$50,000.

On August 16<sup>th</sup> 2022, the Board of Trustees accepted grant funding to secure recycle carts at no cost to resident. At that time that board also approved Cascade Cart Solutions to deploy the new 96 gallon recycle carts to homes. There are currently 3,200 residents in Ypsilanti Township that rent recycle carts directly from Waste Management at \$49.92/year. As a part of the terms and conditions of the grant funding, the old rented carts need to be swapped out by the new carts that come at no cost to residents.

In an effort to simplify the new recycle cart rollout and the old cart recovery, we needed to find a way to efficiently remove the rented carts. Waste Management currently charges a \$25 recovery fee to residents who need their carts to be recovered. Waste Management also expressed to the township that recovering that number of carts is not something they are currently able to do. In seeing this potential barrier for a smooth cart roll out, Cascade Solutions has provided a proposal to assist the Township in these removals. Cascade Solutions proposes rental cart recovery for \$7,000.00 per day. This would get the carts from the 3,200 residential homes back to the Waste Management facility in Whitmore Lake. At this time, the proposal from Cascade Solutions would allow for greater continuity of the project, direct cost savings for our residents and aid in an efficient rollout of the recycle carts.

Additional communication will be provided to the residents that currently rent carts from Waste Management, in order to inform them of this process. Rental cart recovery will take place November 14 – 19. If the project is completed before the 19<sup>th</sup> of November, the township would be charged accordingly.

This agenda item is contingent upon a budget amendment.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515



October 10, 2022

Mike Hoffmeister  
Ypsilanti Township  
7200 South Huron River Drive  
Ypsilanti, MI 48197  
734-544-3515

**Subject: WM Rental Container Removal Proposal of Ypsilanti Twp**

Mike,

I want to thank you for the opportunity to provide you a quotation for container removal services required for Ypsilanti Township. Per our conversations it is understood the Ypsilanti Township would like the approximately 3,500 WM recycling carts in township removed from service after those residents receive a new recycling container as part of the Township-wide deployment. It is our understanding that the removal project will take the week after the deployment is finished. It is understood that WM collects recycling M-F in Ypsilanti Twp. Our crews will be required to recover the carts on service day to ensure the carts are present as the curb and are empty for removal. Crews will follow the WM collection vehicles on service day. Carts are to be removed from the street/alley after they are serviced by the WM collection vehicles and brought back to a staging yard at the Ford Lake Park in Ypsilanti Twp.

**Cart Recovery Proposal: \$3,750 per day per crew (2 recovery crews working each day or \$7,000 total per day)**

Our contractor is willing to keep the 2 cart delivery crews in Ypsilanti Township after the cart delivery project is complete to recover the WM recycling rental carts. Recovery crews will make one pass of the Township on service day collecting recycling containers left curbside or in the alleyway. Crews will be required to follow the WM collection vehicles in order to ensure the containers are empty. Containers will be collected and brought back to the staging yard at Ford Lake Park.

Should the carts need to be transported to WM-Whitmore Lake site from the Ford Lake Park site, the above day rates will also apply to the container movement if required.

If you have any questions with the proposal or if I can provide you with any additional information regarding any of Cascade's products and services that would be beneficial for this project, please let me know. I look forward to the opportunity to work with you on this exciting project.

Best Regards,

Brian L. Miller  
CASCADe CART SOLUTIONS - Sales Manager  
Cell: 616-915-1693  
Email: brian.miller@cascadeng.com

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



**Residential Services  
Department**

*7200 S. Huron River Drive  
Ypsilanti, MI 48197*

[ytown.org](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: October 12, 2022

**Subject: Request Authorization to approve 12-month agreements with Verizon Connect NFW for vehicle tracking services on 43 Township fleet vehicles for \$9,004.20 budgeted in #661-268-818.000**

The Residential Services Department is requesting authorization to approve the 12-month agreements with Verizon Connect NFW for vehicle tracking services on Township fleet vehicles in the amount of \$9,004.20 budgeted in line #661-268-818.000.

The current 3G Verizon vehicle GPS tracking systems that are on our Township vehicles now have an end of life date of December 31, 2022. Staff recommend that it be a priority that we continue utilizing the Verizon GPS services. With that, we must upgrade to 4G services and related hardware by the start of 2023. These agreements lock us into that new technology and a new online platform, Reveal. Township staff will complete the physical parts upgrade in each vehicle. These 4G upgrades are an increase of \$856.20 annually or \$71.35 per month or \$1.66 per fleet vehicle. No additional funds will need to be budgeted in the 2023 budget.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515



2002 Summit Blvd., Suite 1800  
 Atlanta, GA 30319  
 Fax: (781) 577-4793

**SERVICES ORDER FORM**



**Customer Service: 1-844-617-1100**  
**Customer Service:**  
[reveal.support@verizonconnect.com](mailto:reveal.support@verizonconnect.com)  
[www.verizonconnect.com](http://www.verizonconnect.com)

GENERAL INFORMATION				
Order Date: October 7, 2022	Customer Reference Number:		VCF Salesperson Name: Daric Schroeder	Region: CA
Company Name: Charter Township of Ypsilanti		Officer or Owner: Shawna Waibel		Telephone: +17345444000
Address (Mailing or Invoicing Address): 7200 S HURON RIVER DR		Officer/Owner Email Address: swaibel@ytown.org		Cell Phone:
City: YPSILANTI	State: MI	Zip Code: 48197-7007	Installation Contact if other than Officer/Owner:	Telephone:
<i>Please advise your VCF scheduler if there are multiple shipping or installation addresses</i>			Accounts Payable Contact, if other than Officer/Owner:	Telephone:
			Email:	

SUBSCRIPTION SERVICES:			
QUANTITY	DESCRIPTION	MONTHLY PER UNIT FEE	MONTHLY TOTALS
20	Vehicle Tracking Subscription	17.45 USD	349.00 USD
20	Engine Connect Data Subscription	0.00 USD	0.00 USD

TOTAL Monthly AMOUNT		349.00 USD
<p><b>Agreement Length:</b> 12 Months from the Subscription Start Date.</p> <p>The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p> <p>The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p> <p>The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p>		<p><b>Excludes Applicable Taxes and Fees</b></p>

ONE-TIME FEES (per Occurrence):			
QUANTITY	DESCRIPTION	AMOUNT	EXTENDED PRICE
<b>Total One-Time Fees</b>			<b>0.00 USD</b>
<b>COVERT INSTALLATION:</b> Unknown		<b>EXCLUDES APPLICABLE TAXES AND FEES</b>	

ORDER TERMS:
<p>Customer agrees that the purchase and/or licensing of the products and/or services set forth in this order is subject to the terms and conditions in the contract between Verizon Connect NWF Inc.(VCN) (formerly Networkfleet, Inc.) and Sourcewell (formerly NJPA) (Contract #020221-NWF) that are in effect as of the date the order was received by VCN ("Sourcewell Contract"). The Sourcewell Contract terms and conditions are available at <a href="https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf">https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf</a>. If, in accordance with the terms of the Sourcewell Contract, Customer and VCN have executed an additional separate written agreement ("Customer Addendum") with respect to the products and/or services set forth in this order, the terms and conditions set forth in the Customer Addendum shall also apply with respect to the products and/or services set forth in this order.</p>

2002 Summit Blvd., Suite 1800  
Atlanta, GA 30319  
Fax: (781) 577-4793

**SERVICES ORDER FORM**



**Customer Service: 1-844-617-1100**  
**Customer Service:**  
[reveal.support@verizonconnect.com](mailto:reveal.support@verizonconnect.com)  
[www.verizonconnect.com](http://www.verizonconnect.com)

<b>INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):</b>

Customer Name: Charter Township of Ypsilanti	
By (signature)	Date:

2002 Summit Blvd., Suite 1800  
 Atlanta, GA 30319  
 Fax: (781) 577-4793

**SERVICES ORDER FORM**



**Customer Service: 1-844-617-1100**  
**Customer Service:**  
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GENERAL INFORMATION				
Order Date: October 7, 2022	Customer Reference Number:		VCF Salesperson Name: Daric Schroeder	Region: CA
Company Name: Charter Township of Ypsilanti		Officer or Owner: Shawna Waibel		Telephone: +17345444000
Address (Mailing or Invoicing Address): 7200 S HURON RIVER DR		Officer/Owner Email Address: swaibel@ytown.org		Cell Phone:
City: YPSILANTI	State: MI	Zip Code: 48197-7007	Installation Contact if other than Officer/Owner:	Telephone:
<i>Please advise your VCF scheduler if there are multiple shipping or installation addresses</i>			Accounts Payable Contact, if other than Officer/Owner:	Telephone:
			Email:	

SUBSCRIPTION SERVICES:			
QUANTITY	DESCRIPTION	MONTHLY PER UNIT FEE	MONTHLY TOTALS
23	Vehicle Tracking Subscription	17.45 USD	401.35 USD
23	Engine Connect Data Subscription	0.00 USD	0.00 USD

TOTAL Monthly AMOUNT		401.35 USD
<p><b>Agreement Length:</b> 12 Months from the Subscription Start Date.</p> <p>The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p> <p>The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p> <p>The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p>		<p><b>Excludes Applicable Taxes and Fees</b></p>

ONE-TIME FEES (per Occurrence):				
QUANTITY	DESCRIPTION	AMOUNT	EXTENDED PRICE	
<b>Total One-Time Fees</b>			<b>0.00 USD</b>	
<b>COVERT INSTALLATION:</b> Unknown			<b>EXCLUDES APPLICABLE TAXES AND FEES</b>	

ORDER TERMS:
<p>Customer agrees that the purchase and/or licensing of the products and/or services set forth in this order is subject to the terms and conditions in the contract between Verizon Connect NWF Inc.(VCN) (formerly Networkfleet, Inc.) and Sourcewell (formerly NJPA) (Contract #020221-NWF) that are in effect as of the date the order was received by VCN ("Sourcewell Contract"). The Sourcewell Contract terms and conditions are available at <a href="https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf">https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf</a>. If, in accordance with the terms of the Sourcewell Contract, Customer and VCN have executed an additional separate written agreement ("Customer Addendum") with respect to the products and/or services set forth in this order, the terms and conditions set forth in the Customer Addendum shall also apply with respect to the products and/or services set forth in this order.</p>



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[www.verizonconnect.com](http://www.verizonconnect.com)

<b>INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):</b>

Customer Name: Charter Township of Ypsilanti	
By (signature)	Date:

# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

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

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To: Heather Jarrell Roe, Clerk  
From: Belinda Kingsley, Community Compliance Director  
Re: **Request to confirm authorization for Circuit Court litigation to abate a public nuisance at 862 Ecorse; funded in the amount of \$10,000 each in account 101-729-801.023.**  
Copy: McLain & Winters, Township Attorneys  
Date: October 11, 2022

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The Office of Community Standards has investigated public nuisance complaints at 862 Ecorse Road, for which authorization to engage Circuit Court is now requested.

### **862 ECORSE ROAD**



## CHARTER TOWNSHIP OF YPSILANTI

The house located at 862 Ecorse Road, between Maus Ave and Oaklawn Ave, is zoned NC – Neighborhood Corridor, as is being used as an owner occupied single-family residential house. The property owner, Abigail Schlaff, has been cited several times for excessively tall grass and blight since purchasing the property in June 2020.

In June of 2021 Ms. Schlaff was provided a Notice of Violation for blight, and after a series of at least ten (10) inspections and several court appearances, by August it had been cleaned up.

On July 1, 2022, Ordinance investigated a complaint that the property once again had a large accumulation of trash and blight, along with excessively tall grass. A Notice of Violation was issued, with a notation that no extension would be provided. On July 8, 2022, informal hearing citations were issued for the grass and blight. After a series of court appearances and extensions provided by the Magistrate to clean up, the violation has not been resolved.

Currently, the house has trash/garbage piled on the porch, spilling out into the driveway. There is an unlicensed vehicle in the driveway behind a long term U-Haul pod and old toilets being used as planters in the front yard. At this time, legal action is requested to abate this public nuisance.

Thank you for your consideration and your continued support for our public nuisance abatement efforts.



October 5, 2022



CHARTER TOWNSHIP OF YPSILANTI



October 5, 2022 - Close Up

CHARTER TOWNSHIP OF YPSILANTI



**July 8, 2022 - Date Citation Issued**

**CHARTER TOWNSHIP OF YPSILANTI  
2022 BUDGET AMENDMENT #13**

October 18, 2022

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**226 - ENVIRONMENTAL SERVICES FUND**

**Total Increase \$26,000.00**

Request to increase the budget for Cascade Engineering to complete the recovery of recycling rental carts through out the township. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	226-000-699.999	\$26,000.00
		Net Revenues	<u><u>\$26,000.00</u></u>
Expenditures:	Contractual Services	226-528-818.000	\$26,000.00
		Net Expenditures	<u><u>\$26,000.00</u></u>

**230- RECREATION FUND**

**Total Increase \$1,000.00**

Request to increase the budget for funds donated from DTE for the seniors dinner event and the expenditure line for the Seniors Program for the event. This is funded by a donation.

Revenues:	Contributions and Donations	230-000-674.000	\$1,000.00
		Net Revenues	<u><u>\$1,000.00</u></u>
Expenditures:	Seniors Program	230-754-963.500	\$1,000.00
		Net Expenditures	<u><u>\$1,000.00</u></u>

**252 - HYDRO STATION FUND**

**Total Increase \$3,437.00**

Request to increase budget for PTO payout of 120 hours to be paid at 75%. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	252-000-699.999	\$3,437.00
		Net Revenues	<u><u>\$3,437.00</u></u>
Revenues:	Salaries Pay Out - PTO & Sick time	252-535-708.004	\$3,193.00
	FICA	252-535-715.000	\$244.00
		Net Expenditures	<u><u>\$3,437.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI  
2022 BUDGET AMENDMENT #13**

**October 18, 2022**

**584 - GOLF COURSE FUND**

**Total Increase \$20,071.00**

Request to increase the budget for insurance to be received for damages to the Golf course and increase the expenditure for repairs. This will be funded by the receipt of the insurance check.

<b>Revenues:</b>	<b>Insurance Reimbursements</b>	<b>584-000-676.012</b>	<b>\$20,071.00</b>
		<b>Net Revenues</b>	<b><u><u>\$20,071.00</u></u></b>
<b>Expenditures:</b>	<b>Capital Outlay - Irrigation System</b>	<b>584-784-971.023</b>	<b>\$20,071.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$20,071.00</u></u></b>

Motion to Amend the 2022 Budget (#13)

Move to increase the Environmental Service Fund budget by \$26,000 to \$4,450,882 and approve the department line item changes as outlined.

Move to increase the Recreation Fund budget by \$1,000 to \$753,141 and approve the department line item changes as outlined.

Move to increase the Hydro Station Fund budget by \$3,437 to \$825,672 and approve the department line item changes as outlined.

Move to increase the Golf Course Fund budget by \$20,071 to \$897,129 and approve the department line item changes as outlined.



# **AUTHORIZATIONS AND BIDS**

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



**Residential Services  
Department**

*7200 S. Huron River Drive  
Ypsilanti, MI 48197*

[ytown.org](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

Date: October 12, 2022

**Subject: Request Authorization to seek bid proposals for an update to the Parks & Recreation Five Year Master Plan**

The Residential Services Department is requesting authorization to seek bid proposals for the update of the Parks & Recreation Five Year Master Plan.

Ypsilanti Township's current five year Parks & Recreation master plan expires at the end of 2023. This RFP allows staff to go to bid for a consultant to update our master plan prior to its expiration. A master plan is required by mDNR in order to be eligible for future grant funds such as Trust Fund, Land Water Conservation Fund and Recreation Passport grant funds.

Staff will interview firms and return to the Board of Trustees with a recommendation to award and contract sometime after the New Year. As part of the master plan process, a number of meetings, presentations and public input sessions will be asked of the consultant. This includes possible surveys, participation by residents, the Park Commission, Board of Trustees and staff.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515

**Request for Proposal (RFP)**  
**Parks & Recreation Five Year Master Plan**

The Charter Township of Ypsilanti is accepting written proposals from qualified firms to provide Parks & Recreation Five Year Master Plan services

Sealed RFP proposals shall be submitted no later than **Thursday, November 17, 2022 at 2:00 p.m.**

**OWNER**

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

If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable an exact interpretation of provisions of this RFP, an addendum will be issued to all vendors known to have received a proposal. It is the responsibility of the proposer to ensure that he/she has received and signed all addendums prior to submitting a proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a proposer shall be binding.

**Any questions concerning this RFP must be submitted via e-mail on or before November 10, 2022 at 2:00PM to:**

Lisa Stanfield, Deputy Clerk  
[lstanfield@ytown.org](mailto:lstanfield@ytown.org)

Responses to this RFP shall be received by the Township no later than **2:00 PM on November 17, 2022.** Two (2) copies of your proposal are requested. Submissions received via MITN by the date and time specified will be accepted.

Heather Jarrell Roe, Township Clerk  
Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, Mi 48197

**Proposals shall be clearly marked on the envelope as “Ypsilanti Township Parks & Recreation Master Plan” and shall clearly identify the firm submitting the proposal.**

Proposals received after the date and time specified will be returned unopened. All proposals will become property of the Charter Township of Ypsilanti.

**I. Purpose and Objective**

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified firms in contracting with the Charter Township of Ypsilanti (herein referred to as "Township") to provide desired services to update the Parks & Recreation Five Year Master Plan.

**II. Background**

Ypsilanti Township currently has a recreation department and parks department. The recreation department operates out of the Ypsilanti Township Community Center where it hosts recreation programs, special events, summer camps, 50 & beyond program and more. The Township owns and maintains 26 parks, totaling over 900 acres. The Parks range in size from 0.3 acres to 190 acres and provide wonderful areas for informal play, organized programs and passive recreation and nature areas.

**III. Scope of Services**

Provide professional services, including staff meetings, surveys, public meetings and all deliverables in order to update the Parks & Recreation Five Year Master Plan.

**A. Meetings and Presentations**

- a. Kickoff meeting with staff
- b. Work session meetings with the Park Commission, Plan Commission and Board of Trustees, as needed
- c. Public input sessions, focus groups or surveys as desired
- d. Staff input sessions as desired
- e. Public hearing & presentation to the Park Commission
- f. Public hearing & presentation to the Township Board of Trustees

**B. Master Plan Elements as defined by the Michigan Department of Natural Resources**

- a. Community Description
- b. Administrative Structure
- c. Recreation Inventory
- d. Natural Resources Inventory (Optional)
- e. Description of Planning Process
- f. Description of Public Input Process
- g. Goals and Objectives
- h. Action Program
- i. Supporting Documentation

**IV. RFP Timeline**

RFP Issued	October 19, 2022
Last date/time to submit pre-proposal RFIs	November 10, 2022, 2:00 p.m.
Proposals due to Township	November 17, 2022, 2:00 p.m.
Notification of invitation to participate in interview	November 29, 2022
Interviews	Week of December 5, 2022
Notification to selected firm for project	December 20, 2022
Approval of Contract by Charter Township of Ypsilanti	January 2023

**V. Proposal Content**

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Letter stating the firms area of interest of generalized scope of work including company name, address, telephone number and email address
- b. Qualifications of staff to be utilized
- c. Provide a fee including any possible additional related costs and/or fees (not included in your base fee)
- d. Description of how the firm will organize and perform the work in the scope of services section.
- e. Project descriptions which demonstrate similar work
- f. List of previous municipal clients, their phones numbers and other information

**VI. Proposal Response**

By submitting a proposal, the firm certifies that he/she has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under any subsequent agreement with respect to this RFP.

Proposals may be withdrawn prior to the date and time specified for proposal submission with a formal written notice by an authorized representative of the proposer. No proposer may withdraw a proposal after the opening for a minimum period of 90 days.

The proposal price must be firm for Township acceptance for ninety (90) days from the proposal opening date unless the proposer specifically notes otherwise.

The firm will be required to assume responsibility for all services offered in the proposal whether they possess them within their organization. Furthermore, the Township will consider the selected firm to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.

**VII. Proposal Evaluation, Selection Process, and Agreement Award**

The responses will be reviewed an evaluation panel consisting of individuals selected by the Township. Responding firms will bear all costs of this RFP and interviews, if any.

Proposals will be reviewed using the following criteria /elements:

- a. Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outline in the RFP
- b. Consultant
- c. Fee Proposal / Cost: Lump Sum
- d. Prior experience, Qualifications, References, Past Performance of firm
- e. Experience / Expertise in Municipal Projects
- f. Firms Technological Capabilities (to manage this project in a paperless or almost paperless manner)

At the Townships discretion, to further assist in evaluation, some, one, or all of the responding firms and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for the Township.

Firms shall submit fee proposal. At the Townships discretion, it may directly negotiate with the best qualified firm on final scope and fee.

The Township may investigate the qualification of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The Township also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all the proposals.
- b. Issue subsequent Requests for Proposals.
- c. Cancel the entire Request for Proposal.
- d. Remedy technical errors in the Request for Proposal process.
- e. Appoint evaluation committees to review qualifications and proposals.
- f. Seek the assistance of outside technical experts in evaluation.
- g. Approve or disapprove the use of particular subcontractors.
- h. Establish a short list of firms eligible for discussions after review of RFP.
- i. Negotiate with any, all, or none of the firms
- j. Solicit best and final offers from all, some, or one of the firms
- k. Waive informalities and irregularities in RFP.
- l. Award without discussion.

Selection will be based upon a determination as to which proposal is in the best interest of the Charter Township of Ypsilanti. Any decision made by the Township, including the selection of a firm, shall be final and is NOT subject to appeal.

This RFP shall not, in any manner, be construed to be an obligation on the Township to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Agreement. Upon the completion of the selection process, the Township shall notify all firms of the selection and the successful firm shall enter into an agreement. The firms Proposal and Fee shall be based on the terms of the Agreement as contained herein and the General Conditions without qualification or exception.

*Supervisor*  
BRENDA L. STUMBO  
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HEATHER JARRELL ROE  
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**Residential Services  
Department**

*7200 S. Huron River Drive  
Ypsilanti, MI 48197*

[ytown.org](http://ytown.org)

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees  
From: Mike Hoffmeister, Residential Services Director  
Date: October 12, 2022

**Subject: Request Authorization to seek bid proposals for Vacant Township Property Mowing and Roadside Trash Collection**

The Residential Services Department is requesting authorization to seek bid proposals for Vacant Township Property Mowing and Roadside Trash Collection.

Ypsilanti Township currently contracts with Lookin' Good Lawns to mow our vacant properties and collect roadside trash. Both current contracts with Lookin' Good for mowing and trash collection terminate at the end of 2022. This RFP will be open to any and all bidders that wish to submit proposals for these services.

We are asking for assistance in mowing 38 properties and collecting roadside trash on the Township's primary roads between the months of April – November each year. This RFP shows detailed maps and a listing of all 38 parcels which we expect to be maintained. Additionally, we are asking for the contractor to be flexible for "request based" work in case something comes up outside of the pre-arranged items in the RFP. We are recommending a two (2) year contract with the vendor; which staff will return to the Board of Trustees at a future meeting for formal approval.

Mike Hoffmeister  
Residential Services Director  
[mhoffmeister@ytown.org](mailto:mhoffmeister@ytown.org)  
734-544-3515

## INVITATION TO PROVIDE WRITTEN BID PROPOSALS

The Charter Township of Ypsilanti is accepting written bid proposals for the following:

### **Vacant Township Property Mowing and Roadside Trash Collection**

Sealed bids will be accepted until **Thursday, November 10, 2022 at 2:00 p.m.** at which time all bids will be opened and read aloud. Bid proposals may be submitted by USPS mail or hand delivered. Bids submitted by facsimile or email will not be accepted. Please provide two (2) sealed copies of the bid proposal to:

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

Sealed bids must be plainly marked "**Bid: Mowing and Roadside Trash Collection**".

Bid specifications and the required bid form are available on BIDNET or at [ytown.org](http://ytown.org), at the Township Clerk's Office. Questions about bid specifications or format may be directed to Lisa Stanfield at the Clerks Office by calling (734) 544-4000 or by email at [lstanfield@ytown.org](mailto:lstanfield@ytown.org).

The Charter Township of Ypsilanti reserves the right to reject any or all bids and to waive any irregularities in the best interest of the Township.



## **CHARTER TOWNSHIP OF YPSILANTI**

### **MOWING OF VACANT PROPERTIES AND ROADSIDE TRASH COLLECTION**

#### **INSTRUCTIONS TO BIDDERS**

##### **PROPOSALS**

The Charter Township of Ypsilanti desires to receive bid pricing for the mowing of vacant property and roadside trash collection. All bids must be submitted on the bid form provided and must include all required attachments listed below. The contract duration will be for two (2) years with an option for negotiated annual renewals at rates to be determined. The Township is not obligated to negotiate a renewal and may seek new bid pricing.

The Township reserves the right to reject any and/or all bids and to waive any informalities and technicalities and to accept the bid which it deems most favorable to the interest of the Township.

##### **All bids must include:**

- BID FORM with complete pricing for all bid categories for which the bidder wishes to be considered (enclosed here)
- ATTACHMENT 1: Company name, address, telephone number and email address; a statement indicating the number of persons employed by the Contractor (include copies of driver's licenses or state ID cards)
- ATTACHMENT 2: A complete list of available equipment owned by the company to be used to fulfill this contract
- ATTACHMENT 3: History of similar work experience
- ATTACHMENT 4: References including names, address and telephone numbers

##### **SCOPE OF WORK**

The Residential Services Department will provide a mowing list for all areas to be mowed weekly.

##### **HOLD HARMLESS**

The Contractor shall assume full responsibility for the protection of all pavements, curbs, bridges, railroads, poles and any other surface structures and all water mains, sewers, telephones lines, gas mains and any other underground services and structures along and near the work which may be affected by his/her operations and shall indemnify, defend and save harmless the Charter Township of Ypsilanti against all damages or alleged damages to any structure or injury to any individuals as a result of his/her operations. No tree or shrubbery of any kind shall be removed or destroyed by the Contractor without the consent of the Charter Township of Ypsilanti.

## **INSURANCE**

The Contractor shall not commence work under this contract until he has obtained all insurance as required by the Charter Township of Ypsilanti financial policy and provided for in the Contract Documents. All insurance certificates must name "*The Charter Township of Ypsilanti and its past, present, and future elected officials*" as **additional named insured** on the general liability policy with respect to the services provided under this contract.

## **SUB-CONTRACTS**

The Contractor shall not sublet, assign or transfer this contract or any portion thereof or any payment due him, without the written consent of the Charter Township of Ypsilanti.

## **INTERPRETATION OF BIDDING DOCUMENTS**

The Owner will not give verbal answers to any inquiries regarding the meaning of drawings or specifications. All explanations by bidders must be requested of the Township in writing, and if an explanation is necessary, a reply will be made in the form of an addendum to each Bidder who has received a set of the contract documents.

All addenda issued to bidders prior to date of receipt of bids shall become a part of the specifications.

## **WITHDRAWING BID**

Once a bid is submitted, it may be withdrawn when a request is made in writing and prior to the time designated in the advertisement for the opening of bids.

## **BID DEADLINE**

Bids must be submitted in a sealed envelope marked "Bid: Mowing of Vacant Properties and Roadside Trash Cleanup " either by mail, hand delivered or through BIDNET and must be received at the Clerk's Office at 7200 S Huron River Dr, Ypsilanti, MI 48197 no later than **Thursday, November 10, 2022 by 2:00 p.m. (EST)**.

The Charter Township of Ypsilanti Code of Residential Services, Sec. 2-201, "Living Wage", may be obtained from the Clerk's Office or on-line at [www.ytown.org](http://www.ytown.org).

*(End of Instructions to Bidders)*

**CHARTER TOWNSHIP OF YPSILANTI**  
**MOWING OF VACANT PROPERTIES AND ROADSIDE TRASH COLLECTION**  
**GENERAL CONDITIONS**

**SPECIFICATIONS**

- A. The intent of the Contract Documents is to include in the contract price the cost of all labor and materials, water, fuel, tools, plant, equipment, light, transportation and all other expenses as may be necessary for the proper execution and completion of the work.
- B. Under the direction of the Residential Services Department, the "Mowing of Vacant Properties and Roadside Trash Collection" shall include:
1. Weekly, bi-weekly or monthly mowing of Township owned vacant properties, ROW, roundabouts, etc. as specified in the attached maps, pricing sheet and mowing list.
  2. 24 hours per month, 192 hours total (April-November) of dedicated service time to roadside trash cleanup on Township properties or road right of way areas including but not limited to:
    - I-94 Highway east and west shoulder from Michigan Avenue to Rawsonville Road
    - Willow Run exist from I-94 to Michigan Avenue
    - Wiard Road from US-12 to Rawsonville Road
    - Whittaker Road from I-94 to Merrit
    - Harris Road and bridge
    - Ford Boulevard and bridge
    - Grove Road and bridge
  3. Work order response to special mowing or cleanups
- C. The following scope of work standards will apply for authorization of work:

**Special Ordered Trash/Debris Clean-Up & Removal**

The contractor may on occasion be called upon to perform one-time mowing, weed whacking or clean-up jobs unrelated to mowing services within this RFP as directed by the Residential Services Department. This work may include mowing, weed whacking, cleanup or general landscape work on Township properties, vacant properties or one-time projects. This work shall be invoiced separately from the regular mowing and trash collection services provided as part of this RFP.

**Garbage Disposal**

Trash shall be disposed at the Ypsilanti Township Compost Site located at 2600 E. Clark Road. Scrap tires shall be disposed at the contractor's facility.

**Timeliness and Invoices**

All work shall be completed within a timely manner. Contractor shall notify Township of the start day and completion day of monthly service including pictures and any related reports from the Township Compost Site. Saturday shall be considered a working day. Inclement weather, including but not limited to excessive heat, rain and lightning may be taken into consideration for timely completion of work. After weekly work is completed, the Contractor shall submit a detailed invoice to the Residential Services Department. The invoice shall include details for all weekly mowing and trash collection including hours worked. The Residential Services Department will inspect completed work and authorize payment on all jobs.

**GENERAL REQUIREMENTS FOR MATERIALS AND WORKMANSHIP**

The Contractor shall furnish suitable vehicles, equipment, tools and labor to perform the work to be done. The Contractor shall also provide a valid electronic mail (email) address to the Township that can be relied upon to transmit and receive work orders. All work orders will be submitted to the Contractor via email; and a reply from the Contractor acknowledging receipt of each work order/email is required in a timely manner.

**PERMITS**

The Contractor shall, at all times, observe and comply with, and shall cause all of his agents and employees to observe and comply with, all existing and future laws of Ypsilanti Township.

**PROTECTION OF WORK AND PROPERTY**

The Contractor shall maintain adequate protection of all his work from damage and shall protect all public property and private abutting property from injury or loss arising from its fulfillment of this contract. He/she shall, without delay, make good any such damages, injury or loss, and shall defend and save the Charter Township of Ypsilanti from all such damages or injuries occurring because of his/her work. He/she shall furnish and maintain any passageways, barricades, guard fences, lights and danger signals, watchmen and other facilities for protection required by the public authority or by local conditions, all at no additional cost to the Owner. In an emergency affecting the safety of life or of the work or of adjoining property, the Contractor without special instruction or authorization from the Owner, shall take such action as may be necessary to prevent such threatened damage, injury or loss.

**MAINTENANCE OF SERVICE**

Drainage through existing sewers and drains shall be maintained at all times and all nearby gutters shall be kept open for drainage.

**STORAGE OF MATERIALS**

Materials and equipment owned by the contractor shall not be stored on Township property at any time.

**MINIMUM WAGE**

All employees involved with this contract must be paid in accordance with the Charter Township of Ypsilanti Code of Residential Services Sec. 2-201, "Living Wage". A copy of this can be obtained through the Charter Township of Ypsilanti Clerk's Office by calling (734) 444-4000.

## INSURANCE

The Contractor agrees to provide the Township with Certificates of insurance for General Liability, Vehicle Liability, and Statutory Workers Compensation, according to the limits provided in the Charter Township of Ypsilanti Financial Policy. The Certificates of insurance must be provided to the Township prior to the execution of the contract documents. *Examples of said insurances should be included in your bid.*

The Contractor will maintain at its own expense during the term of the Contract, the following insurances:

- a. Worker's Compensation insurance with Michigan statutory limits and employers liability insurance of \$ 1,000,000.00 minimum each accident.
- b. Broad Form Comprehensive General Liability Insurance with a combined single limits of \$1,000,000.00 each occurrence for bodily injury and property damage. Policy to include products and completed operations, independent contractors and contractual liability coverage. Policy shall be endorsed to provide 60 day written notice to the Risk Manager of any material change of coverage, cancellation or non-renewal of coverage.
- c. Township's protective policy shall be in the name of "Charter Township of Ypsilanti". Policy shall provide property damage per occurrence. **"The Charter Township of Ypsilanti and its past, present, and future elected Officials"** shall be named as **"additional named insured"** on the General Liability policy with respect to the services provided under this contract.
- d. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with provisions of the Michigan No Fault Insurance Law. Including residual liability insurance with a minimum combined single limit of \$ 1,000,000.00 each accident for bodily injury and property damage.
- e. An umbrella policy may be used to meet some of the above requirements.
- f. All insurance policies must be held by companies licensed to do business in Michigan and such companies must be well rated and acceptable to the Charter Township of Ypsilanti.
- g. If the required insurance is not maintained at any time during the term of this Contract, the Contract shall be subject to cancellation immediately or at any time thereafter, at the sole discretion of the Charter Township of Ypsilanti. If the Township elects to exercise its option to cancel on these grounds, the Township shall so notify the Contractor of its election.
- h. All Certificates of insurance are subject to the final approval of the Ypsilanti Township Attorney.

*(End of General Conditions)*

**CHARTER TOWNSHIP OF YPSILANTI**  
**Township Mowing and Trash Collection**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PRICING SHEET DETAILS FOR SERVICES**

1. Trash Collection

- a. 24 hours per month, 192 hours annually for the months of April – November
- b. Hourly Rate: \_\_\_\_\_
- c. Annual Cost: \_\_\_\_\_

2. Township Property Mowing:

- a. Please use the attached mowing list and maps
- b. Please provide costs for each mowing location on the mowing list provided
- c. Annual Cost: \_\_\_\_\_

Map #	Address #	Street	Acreage	Frequency	Price
1		Tyler Road South ROW, north of soundwall (Gill to Greenlawn)	0.670	Weekly	
2		Tyler Road/Sound Wall ROW (north of 94 from Dubie to Grove)	5.380	Weekly	
3		Tyler Rd. lots (from Dubie to Glenwood)	1.450	Weekly	
4		Service Drive North ROW (south of 94 from Share to Grove)	3.130	Weekly	
5 & 6		Service Drive South ROW (from Share to Emerick)	1.040	Weekly	
7		Glenwood field: outside edge K -11-10-407-046	1.650	Weekly	
8	117	S. Harris (east & west - Ford Blvd Trailer Park front & Back entrance)	0.730	Weekly	
9	138	S. Harris	0.910	Weekly	
10	3053	Grove Rd. North (west of Bradly)K -11-24-136-012	0.200	Weekly	
11		Grove Rd. South (at corner of Snow - just to Clear sight line) ROW	0.125	Weekly	
12		Liberty Square (north of Grove - front Median)	0.490	Weekly	
13	1751	Smith K -11-14-483-010	0.120	Weekly	
14	743	Oswego lot	0.260	Weekly	
15		Dodge Ct. K -11-11-490-800	0.440	Weekly	
16		Calder & Tyler lot (Alley south of 839 CALDER AVE)	0.070	Weekly	
17	101	Lamay\Jerome	0.390	Weekly	
18	142	Devonshire K -11-11-242-026	0.150	Weekly	
19	724	N. Ford Blvd.	0.200	Weekly	
20	599	Grand Blvd.	0.200	Weekly	
21		Median at Grand Blvd. & Forest north (down to church lot)	0.410	Weekly	
22		Median at Grand Blvd. & Forest south	0.220	Weekly	
23	953	E. Michigan Ave.	0.540	Weekly	
24	2084	E. Michigan Ave.	0.520	Weekly	
24	2094	E. Michigan Ave.	0.320	Weekly	
25	2403	E. Michigan Ave.	0.260	Weekly	
26	2421	E. Michigan Ave.	0.090	Weekly	
27	2485	E. Michigan Ave. (lot between Greenbriar & party store)	0.590	Weekly	
28	2590	E. Michigan Ave. (Trailer Park across from Gabriel's)	5.350	Weekly	
29	40	Wiard (vacant lot across from 55 Wiard) K -11-01-340-019	0.270	Weekly	
30		Stony Creek & Whittaker roundabout	0.080	Weekly	
31		Soundwall at State St. & Desoto	0.310	Weekly	
32	1501	S. Huron Street -LEC	3.280	Weekly	
33	475 & 481	Greenlawn (S of 469 Greenlawn) K -11-11-332-028 & 029	0.290	Weekly	
34		Merrit\Whittaker Roundabout ROW	0.060	Weekly	
35	114	Jerome (@ Whitman)	0.150	Weekly	
36	2404 & 2500	Lakeview	0.590	Weekly	
37		Lot between 1489 and 1515 Foley	0.180	Weekly	
38		Lot between 1543 and 1573 Foley	0.180	Weekly	
39		Lot at Edison and Valley	0.210	Weekly	
40		US-12 Green Section	25.200	Monthly	
40		US-12 Red Section	3.200	Weekly	
40		US-12 Blue Section (Trash collection ONLY)	4.100	Monthly	
40		US-12 Pink Section (Gardening & Weeding ONLY)	0.200	Frequent Maintenance	

Northside of Soundwall (east from Gill to Greenlawn) 0.57ac





Northside of Soundwall (north from Dubie to Grove) 1.52+3.86=5.38ac





Tyler Rd. lots (from Dubie to Glenwood)  $0.64+0.52+0.39=1.45$ ac





Southside of Soundwall (south from Share to Grove)  $1.41+1.72=3.13$





Service Drive (from Share to Emerick)  $0.84+0.25+0.27+0.26+0.26+0.20+0.11+0.08+0.07+0.26=2.6$









Glenwood field (Harris rd; between parkwood & davis; outside edges)  $7.48 - 5.83 = 1.65$



S. Harris (east & west - Ford Blvd Trailer Park)  $0.19+0.07+0.29+0.18=0.73$ ac









3053 Grove Rd. North (west of Brady) .20ac



Grove Rd. South (at corner of Snow) – (just doing a visual path for traffic)





Liberty Square (north of Grove)  $0.12+0.25+0.12=0.49$



Smith lot (next to 1755 Smith) 0.15ac











Calder & Tyler lot 0.07ac







142 Devonshire  
K-11-11-242-026

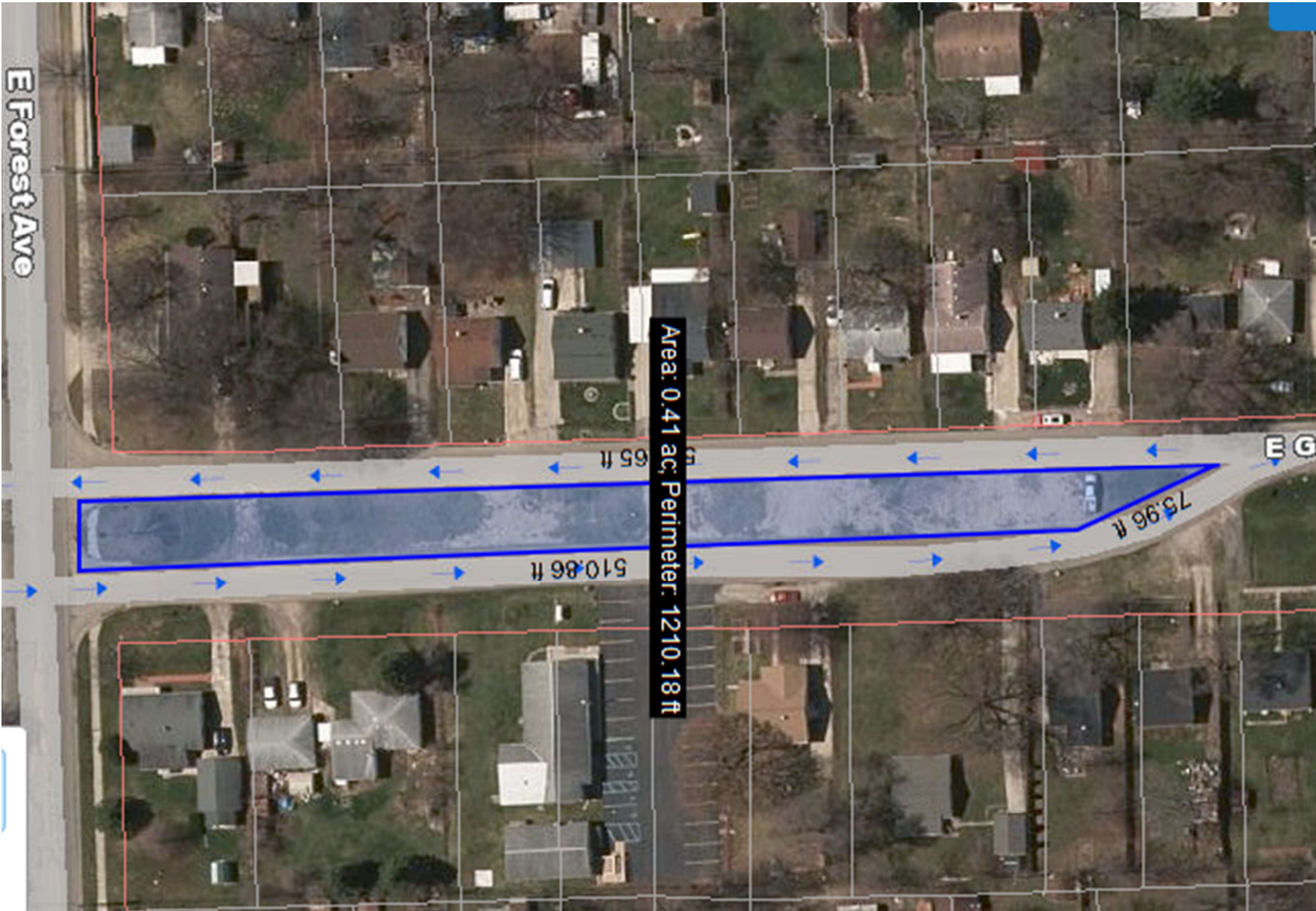








Median at Grand Blvd. & Forest north (down to church lot) 0.41ac





Median at Grand Blvd. & Forest south 0.22ac



953 E. Michigan Ave.  $0.03+0.22+0.29=0.54$

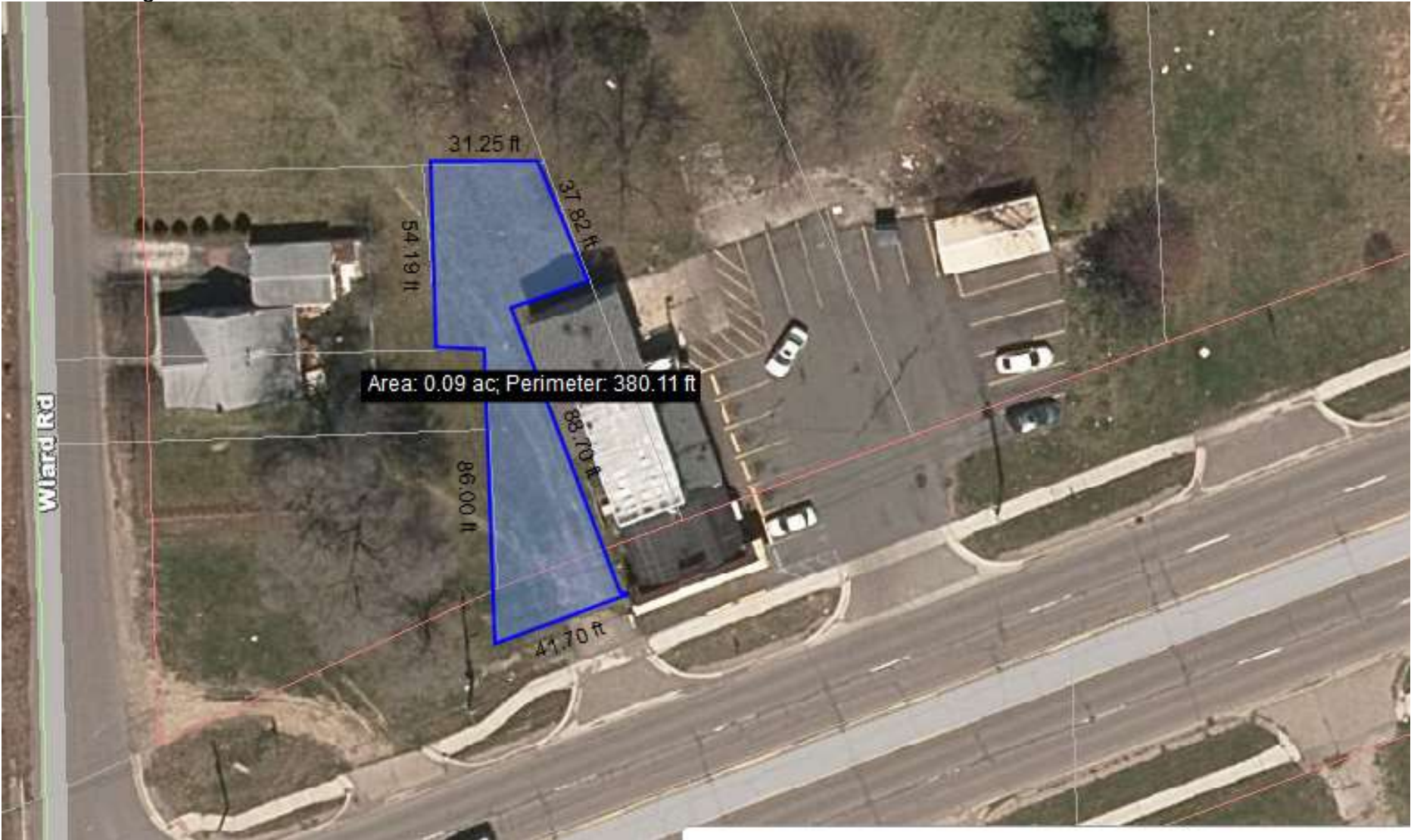
















2590 E. Michigan Avenue



198.49 ft

234.06 ft

159.50 ft

652.12 ft

230.43 ft

Area: 5.35 ac  
Perimeter: 2,296.20 ft

K-1-SW

Harvey Pl





Stony Creek & Whittaker roundabout



Soundwall at State St.







1501 S. Huron Street - Township LEC Building

Area: 3.28 ac  
Perimeter: 1,661.37 ft

530.04 ft

292.31 ft

297.09 ft

540.92 ft

Huron St



Woodlawn Ave

Greenlawn St



447

448

453

454

463

479

107.31 ft

475 & 481 Greenlawn

33

119.15 ft

Area: 0.29 ac  
Perimeter: 449.41 ft

115.15 ft

476

481

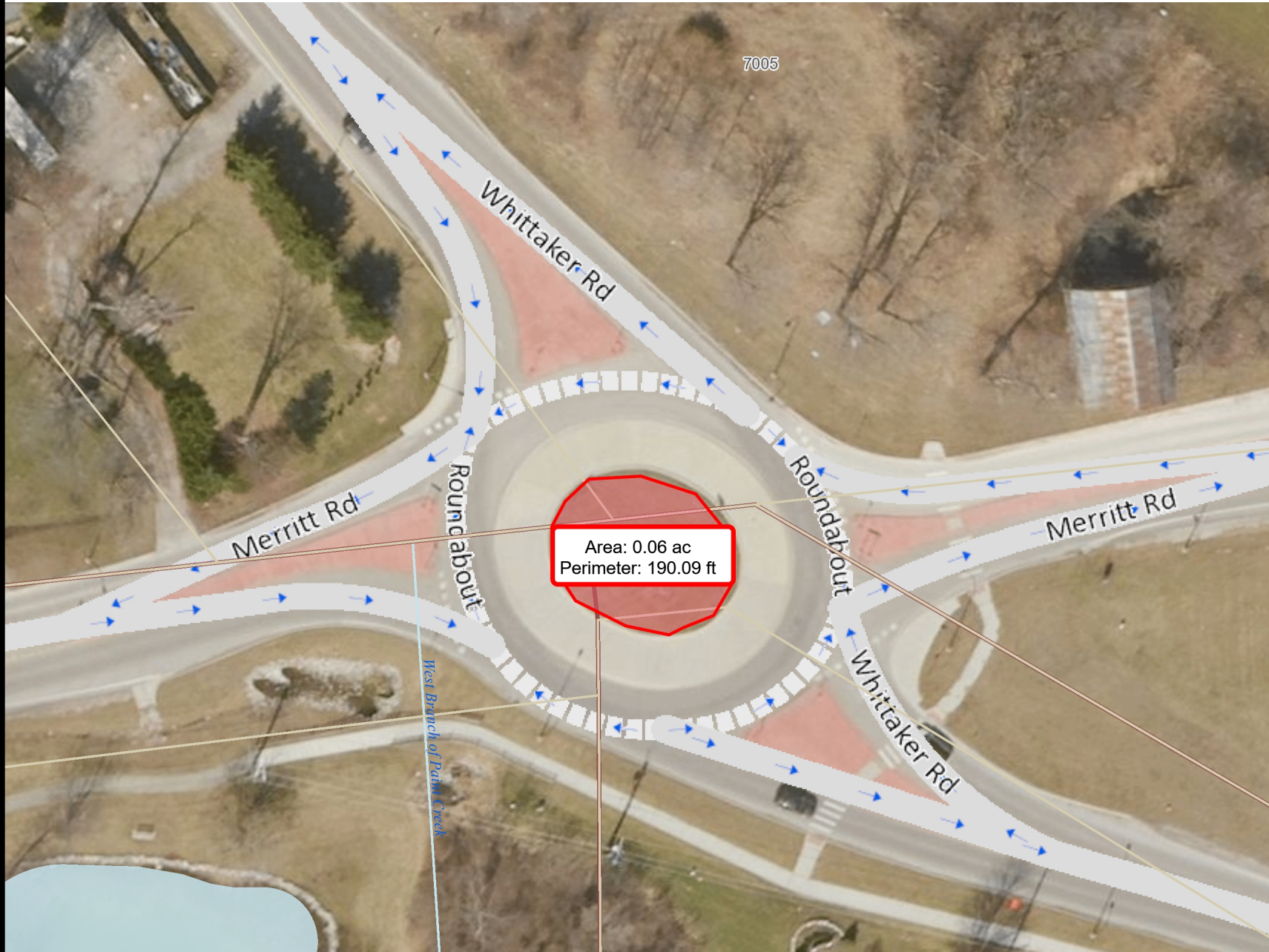
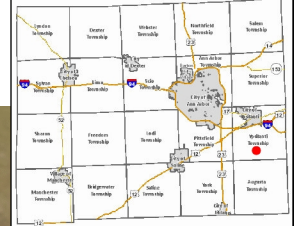
480

107.32 ft

33



# Merritt & Whitaker Roundabout



Area: 0.06 ac  
 Perimeter: 190.09 ft

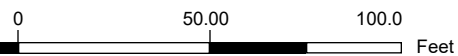
## Legend

- TaxParcel
- Lot and Units
- Quarter Sections
- Sections
- University and College
- K12 Schools
- Police Stations
- Fire Stations
- County Buildings
- Local Unit Offices
- Railroad
- Extra Close OneWay
- To-From
- From-To
- Road Centerlines\_1K
  - <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.  
 10/10/2022



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

## Notes



Jerome Ave

156

148

140

132

122

135

133.00 ft

114 Jerome

48.12 ft

Area: 0.15 ac  
Perimeter: 364.61 ft

47.99 ft

133.96 ft

Whitman St

35

2404

2013

2404 & 2500 Lakeview

167.97 ft

148.46 ft

155.36 ft

Area: 0.59 ac  
Perimeter: 644.99 ft

36172.41 ft

Heartside Dr



Village Ln

68.78 ft

**Lot Between 1489  
& 1515 Foley**

Area: 0.18 ac  
Perimeter: 372.52 ft

60.94 ft

37

65.14 ft

**Lot between 1543  
& 1573 Foley**

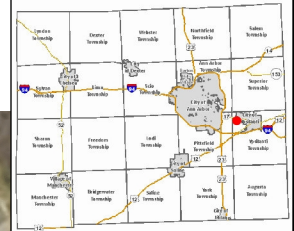
Area: 0.18 ac  
Perimeter: 374.44 ft

62.50 ft

























38

Foley Ave





**Legend**

-  TaxParcel
-  Lot and Units
-  Quarter Sections
-  Sections
-  University and College
-  K12 Schools
-  Police Stations
-  Fire Stations
-  County Buildings
-  Local Unit Offices
-  Railroad
-  Extra Close OneWay
-  To-From
-  From-To
-  Road Centerlines\_1K
-  <all other values>
-  Collector
-  Freeway
-  Highway
-  Local
-  Major Arterial
-  Minor Arterial
-  Ramp
-  O2020\_boundary

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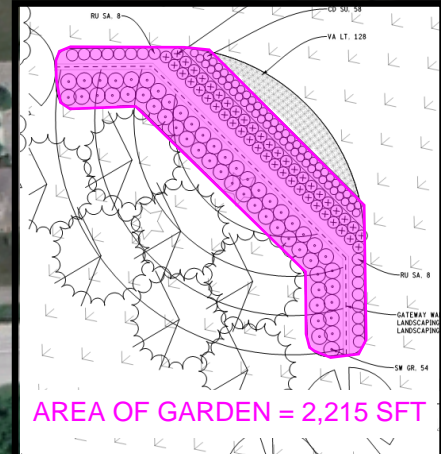
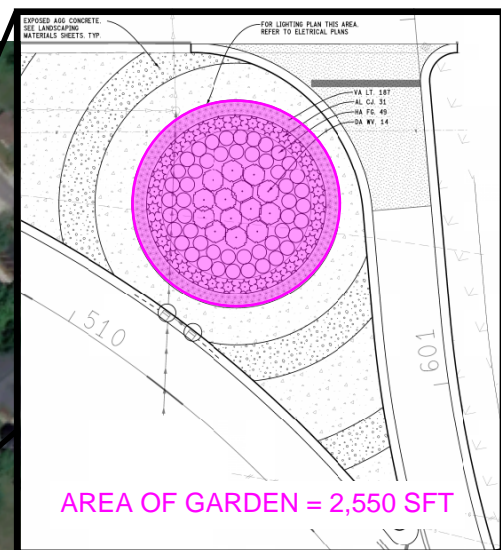
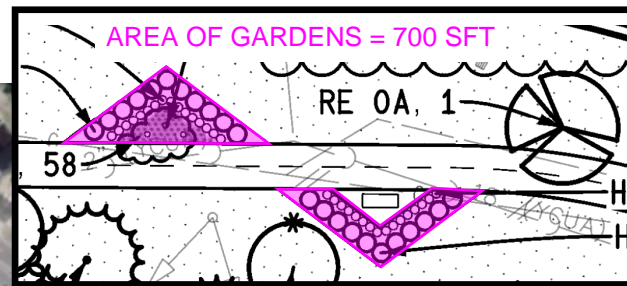
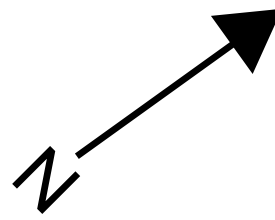
NOTE: Parcels may not be to scale.  
10/10/2022



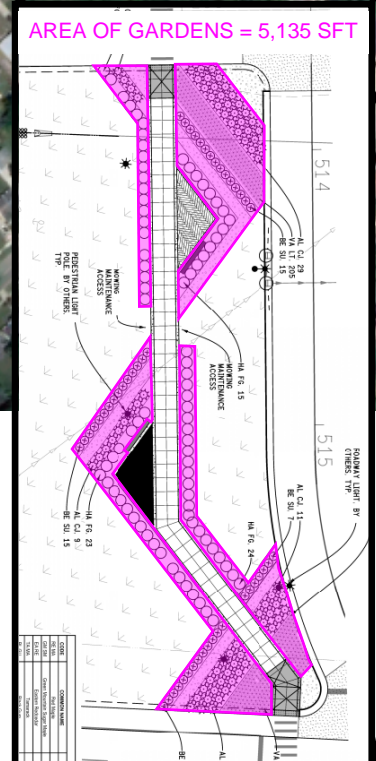
**Notes**



# US-12 IMPROVEMENTS - LAWN & GARDEN MAINTENANCE EXHIBIT



"VERY LIMITED" MOWING EXTENDS TO I-94 (NOT SHOWN) (AREA ACCOUNTED FOR BELOW)



"FREQUENT" MOWING (EVERY 7-10 DAYS)  
TOTAL AREA = 138,500 Sft (3.2 Acres)



"LIMITED" MOWING (MONTHLY)  
TOTAL AREA = 1,095,720 Sft (25.2<sup>4</sup> Acres)



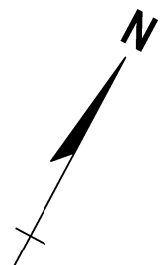
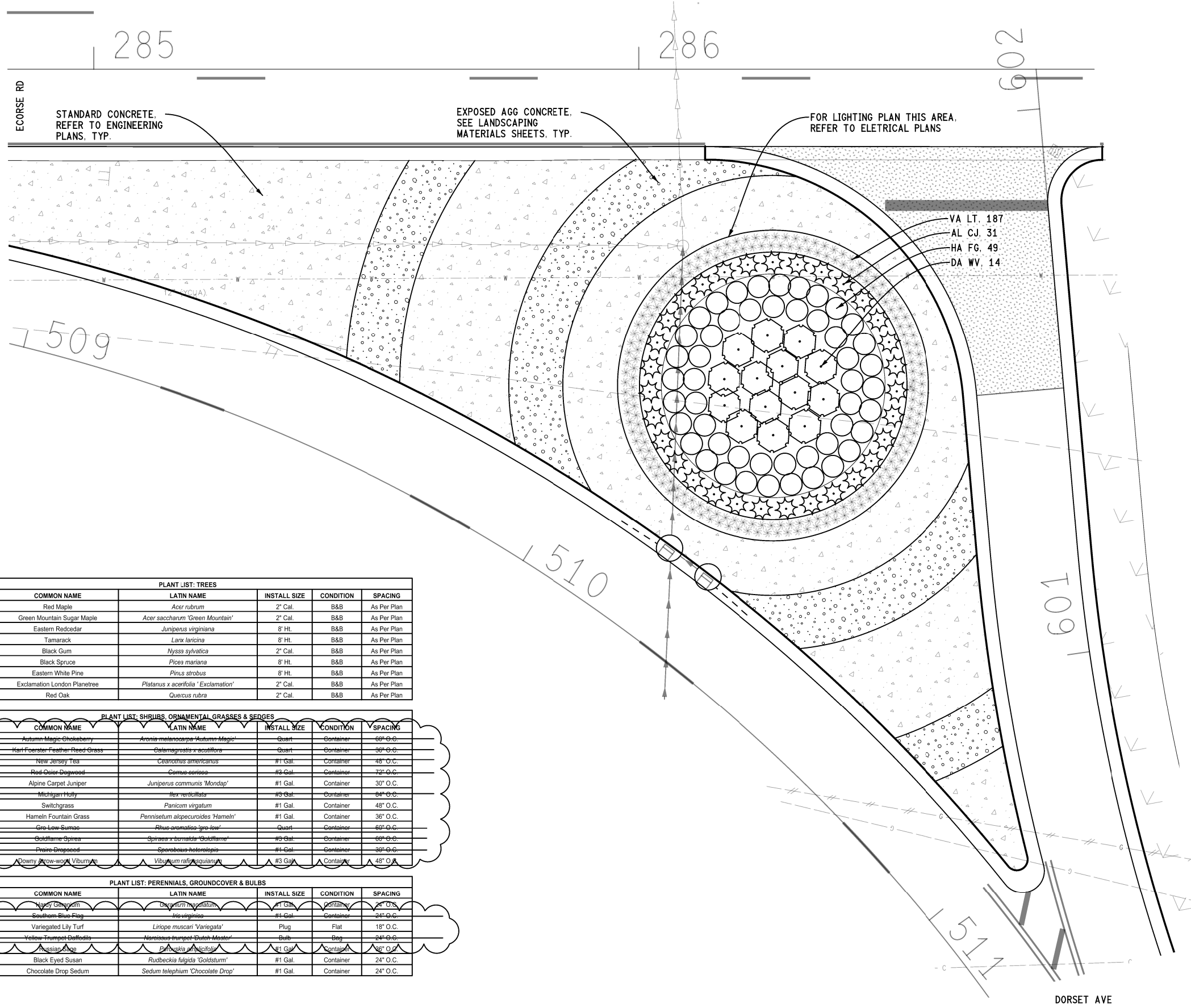
"NATURAL" AREAS - NO MOWING REQUIRED  
MONTHLY TRASH PICK-UP RECOMMENDED  
TOTAL AREA = 177,405 Sft (4.1 Acres)



GARDEN AREAS - "FREQUENT" MAINTENANCE\* (7-10 DAYS)  
TOTAL AREA = 10,600 Sft (0.2 Acres)

\*INCLUDES WATERING, CULTIVATING, PRUNING, DEAD-HEADING, TRIMMING, WEEDING, AND ANY OTHER TREATMENT REQUIRED TO ENSURE THE LANDSCAPE IS MAINTAINED IN A FASHION THAT GUARANTEES THE HEALTH AND VIABILITY OF THE PLANT MATERIAL.





**PLANT LIST: TREES**

CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
RE MA	Red Maple	<i>Acer rubrum</i>	2' Cal.	B&B	As Per Plan
GM SM	Green Mountain Sugar Maple	<i>Acer saccharum</i> 'Green Mountain'	2' Cal.	B&B	As Per Plan
EA RE	Eastern Redcedar	<i>Juniperus virginiana</i>	8' Ht.	B&B	As Per Plan
TA MA	Tamarack	<i>Larix laricina</i>	8' Ht.	B&B	As Per Plan
BL GU	Black Gum	<i>Nyssa sylvatica</i>	2' Cal.	B&B	As Per Plan
BL SP	Black Spruce	<i>Picea mariana</i>	8' Ht.	B&B	As Per Plan
EA WP	Eastern White Pine	<i>Pinus strobus</i>	8' Ht.	B&B	As Per Plan
EX LP	Exclamation London Planetree	<i>Platanus x acerifolia</i> 'Exclamation'	2' Cal.	B&B	As Per Plan
RE OA	Red Oak	<i>Quercus rubra</i>	2' Cal.	B&B	As Per Plan

**PLANT LIST: SHRUBS, ORNAMENTAL GRASSES & SEDGES**

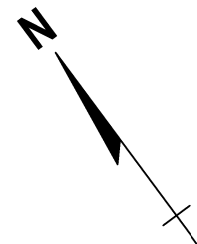
CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
AM GH	Autumn Magic Chokeberry	<i>Aronia melanocarpa</i> 'Autumn Magic'	Quart	Container	60" O.C.
HF FR	Hart Foerster Feather Reed Grass	<i>Calamagrostis x scutiflora</i>	Quart	Container	36" O.C.
NE JT	New Jersey Tea	<i>Ceanothus americanus</i>	#1 Gal.	Container	48" O.C.
RO DO	Red-Osier Dogwood	<i>Cornus sericea</i>	#2 Gal.	Container	72" O.C.
AL CJ	Alpine Carpet Juniper	<i>Juniperus communis</i> 'Mondap'	#1 Gal.	Container	30" O.C.
MI HO	Michigan Holly	<i>Ilex verticillata</i>	#9 Gal.	Container	64" O.C.
SW GR	Switchgrass	<i>Panicum virgatum</i>	#1 Gal.	Container	48" O.C.
HA FG	Hamel Fountain Grass	<i>Pennisetum alpecuroides</i> 'Hamel'	#1 Gal.	Container	36" O.C.
GL SU	Gre-Low Sumac	<i>Rhus aromatica</i> 'gre-low'	Quart	Container	60" O.C.
GO SP	Golfstraw Spirea	<i>Spiraea x bumalda</i> 'Golfstraw'	#8 Gal.	Container	66" O.C.
PR BR	Prairie Dropseed	<i>Sporobolus heterolepis</i>	#1 Gal.	Container	36" O.C.
DA WVA	Downy Broom-vet Viburnum	<i>Viburnum rafinianum</i>	#3 Gal.	Container	48" O.C.

**PLANT LIST: PERENNIALS, GROUND COVER & BULBS**

CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
RD OR	Red Orange	<i>Oxycodon nigricaudum</i>	#1 Gal.	Container	24" O.C.
SB FL	Southern Blue Flag	<i>Yucca virginica</i>	#4 Gal.	Container	24" O.C.
VA LT	Variegated Lily Turf	<i>Liriope muscari</i> 'Variegata'	Plug	Flat	18" O.C.
DA AF	Yellow Trumpet Daffodil	<i>Narcissus trumpet</i> 'Dutch Master'	Bulb	Bag	24" O.C.
RU SA	Rudbeckia	<i>Rudbeckia hirtellifolia</i>	#1 Gal.	Container	36" O.C.
BE SU	Black Eyed Susan	<i>Rudbeckia fulgida</i> 'Goldsturm'	#1 Gal.	Container	24" O.C.
CD SU	Chocolate Drop Sedum	<i>Sedum telephium</i> 'Chocolate Drop'	#1 Gal.	Container	24" O.C.

7

7

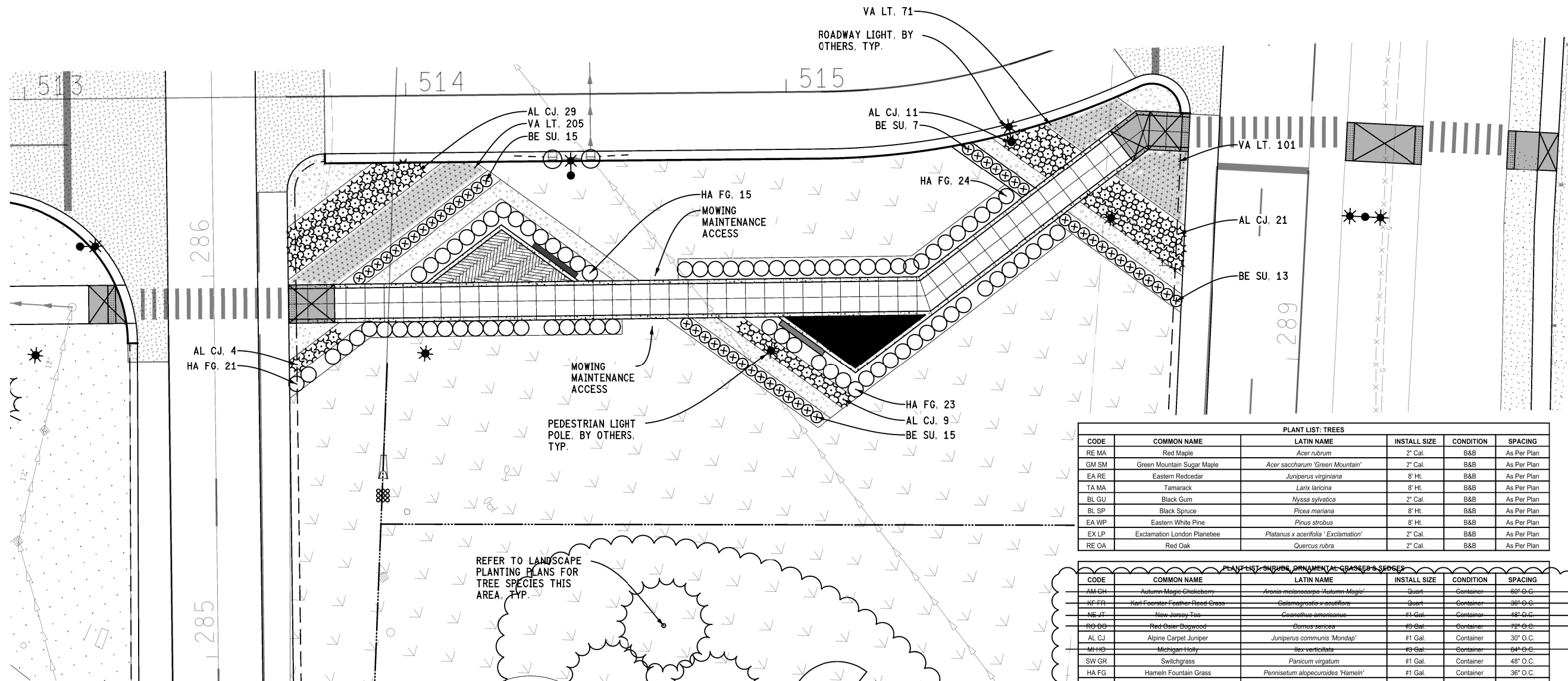


WB US-12

EB US-12

I-94 SERVICE DRIVE

ECORSE RD



PLANT LIST: SHRUBS, ORNAMENTAL GRASSES & SEDGES					
CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
AM GH	Autumn Magic Chokeberry	<i>Aronia melanocarpa 'Autumn Magic'</i>	Quart	Container	60" O.C.
KF FR	Karl Foerster Feather Reed Grass	<i>Calamagrostis x acutiflora</i>	Quart	Container	36" O.C.
NE JT	New Jersey Tea	<i>Ceanothus americanus</i>	#1 Gal.	Container	48" O.C.
RD DO	Red Oyster Dogwood	<i>Cornus sericea</i>	#3 Gal.	Container	72" O.C.
AL CJ	Alpine Carpet Juniper	<i>Juniperus communis 'Mondap'</i>	#1 Gal.	Container	30" O.C.
MI HO	Michigan Holly	<i>Ilex verticillata</i>	#3 Gal.	Container	64" O.C.
SW GR	Switchgrass	<i>Panicum virgatum</i>	#1 Gal.	Container	48" O.C.
HA FG	Hamelin Fountain Grass	<i>Pennisetum alopecuroides 'Hamelin'</i>	#1 Gal.	Container	36" O.C.
GL SU	Gre-Low Sumac	<i>Rhus aromatica 'gre-low'</i>	Quart	Container	60" O.C.
GO SP	Goldflame Spirea	<i>Spiraea x bumalda 'Goldflame'</i>	#3 Gal.	Container	60" O.C.
PR DR	Prairie Dropseed	<i>Sporobolus heterolepis</i>	#1 Gal.	Container	30" O.C.
DA WV	Dowry Arrow-wood Viburnum	<i>Viburnum rafinesquianum</i>	#3 Gal.	Container	48" O.C.

PLANT LIST: PERENNIALS, GROUNDCOVER & BULBS					
CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
HD GR	Hardy Geranium	<i>Geranium maculatum</i>	#1 Gal.	Container	24" O.C.
SB FL	Southern Blue Flag	<i>Iris virginica</i>	#1 Gal.	Container	24" O.C.
VA LT	Variegated Lily Turf	<i>Liriope muscari 'Variegata'</i>	Plug	Flat	18" O.C.
DA AF	Yellow Trumpet Daffodil	<i>Narcissus trumpet 'Dutch Master'</i>	Bulb	Bag	24" O.C.
RU SA	Russian Sage	<i>Perovskia atriplicifolia</i>	#1 Gal.	Container	36" O.C.
BE SU	Black Eyed Susan	<i>Rudbeckia fulgida 'Goldsturm'</i>	#1 Gal.	Container	24" O.C.
CD SU	Chocolate Drop Sedum	<i>Sedum telephium 'Chocolate Drop'</i>	#1 Gal.	Container	24" O.C.

FINAL ROW PLAN REVISIONS (SUBMITTAL DATE: )							
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION
2	5/25/21	OHM	WORK ORDER #7				



42  
FILE: 190080\_DETO3.dgn

DATE: 02/19/21  
DESIGN UNIT: HODGES  
TSC: BRIGHTON

CS: 8106301  
JN: 205493  
518-812-99962

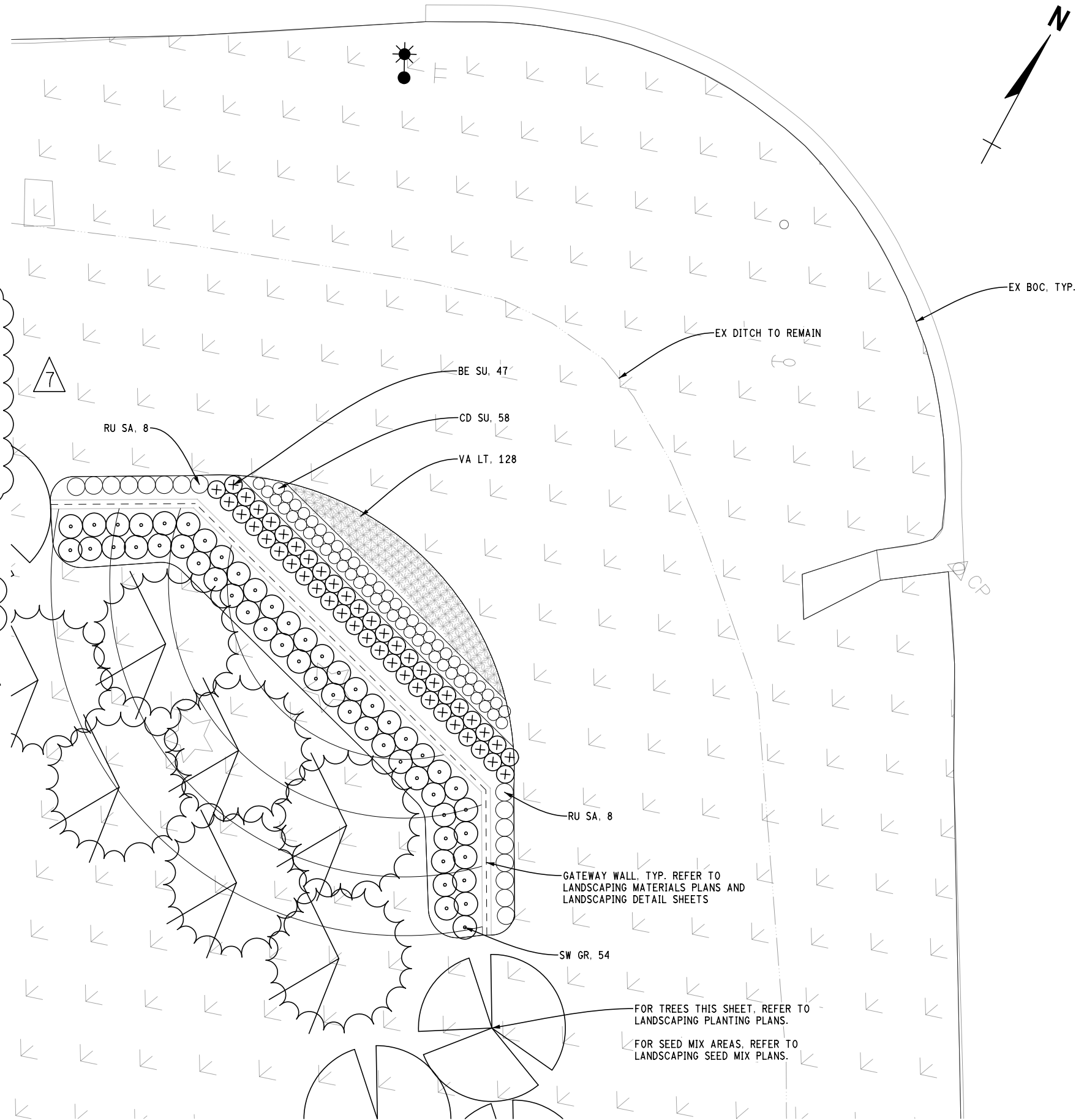
LANDSCAPING PLANTING ENLARGEMENTS  
US-12 & M-17 IMPROVEMENTS

DRAWING SHEET  
IIS-12  
LNDS CP  
003  
100

PLANT LIST: TREES					
CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
RE MA	Red Maple	<i>Acer rubrum</i>	2" Cal.	B&B	As Per Plan
GM SM	Green Mountain Sugar Maple	<i>Acer saccharum 'Green Mountain'</i>	2" Cal.	B&B	As Per Plan
EA RE	Eastern Redcedar	<i>Juniperus virginiana</i>	8' Ht.	B&B	As Per Plan
TA MA	Tamarack	<i>Larix laricina</i>	8' Ht.	B&B	As Per Plan
BL GU	Black Gum	<i>Nyssa sylvatica</i>	2" Cal.	B&B	As Per Plan
BL SP	Black Spruce	<i>Picea mariana</i>	8' Ht.	B&B	As Per Plan
EA WP	Eastern White Pine	<i>Pinus strobus</i>	8' Ht.	B&B	As Per Plan
EX LP	Exclamation London Planetree	<i>Platanus x acerifolia 'Exclamation'</i>	2" Cal.	B&B	As Per Plan
RE OA	Red Oak	<i>Quercus rubra</i>	2" Cal.	B&B	As Per Plan

PLANT LIST: SHRUBS, ORNAMENTAL GRASSES & SEDGES					
CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
AM CH	Autumn Magic Chokeberry	<i>Aronia melanocarpa 'Autumn Magic'</i>	Quart	Container	60" O.C.
KF FR	Karl Foerster Feather Reed Grass	<i>Calamagrostis x acutiflora</i>	Quart	Container	36" O.C.
NE JT	New Jersey Tea	<i>Ceanothus americanus</i>	#1 Gal.	Container	48" O.C.
RO DO	Red Osier Dogwood	<i>Cornus sericea</i>	#3 Gal.	Container	72" O.C.
AL CJ	Alpine Carpet Juniper	<i>Juniperus communis 'Mondap'</i>	#1 Gal.	Container	30" O.C.
MI HO	Michigan Holly	<i>Ilex verticillata</i>	#3 Gal.	Container	84" O.C.
SW GR	Switchgrass	<i>Panicum virgatum</i>	#1 Gal.	Container	48" O.C.
HA FG	Hamelin Fountain Grass	<i>Pennisetum alopecuroides 'Hamelin'</i>	#1 Gal.	Container	36" O.C.
GL SU	Gro-Low Sumac	<i>Rhus aromatica 'gro-low'</i>	Quart	Container	60" O.C.
GO SP	Goldflame Spirea	<i>Spiraea x bumalda 'Goldflame'</i>	#3 Gal.	Container	60" O.C.
PR DR	Prairie Dropseed	<i>Sporobolus heterolepis</i>	#1 Gal.	Container	30" O.C.
DA WV	Downy Arrow-wood Viburnum	<i>Viburnum rafinesquianum</i>	#3 Gal.	Container	48" O.C.

PLANT LIST: PERENNIALS, GROUNDCOVER & BULBS					
CODE	COMMON NAME	LATIN NAME	INSTALL SIZE	CONDITION	SPACING
HD GR	Hardy Geranium	<i>Geranium maculatum</i>	#1 Gal.	Container	24" O.C.
SB FL	Southern Blue Flag	<i>Iris virginica</i>	#1 Gal.	Container	24" O.C.
VA LT	Variiegated Lily Turf	<i>Liriope muscari 'Variegata'</i>	Plug	Flat	18" O.C.
DA AF	Yellow Trumpet Daffodils	<i>Narcissus trumpet 'Dutch Master'</i>	Bulb	Bag	24" O.C.
RU SA	Russian Sage	<i>Perovskia atriplicifolia</i>	#1 Gal.	Container	36" O.C.
BE SU	Black Eyed Susan	<i>Rudbeckia fulgida 'Goldsturm'</i>	#1 Gal.	Container	24" O.C.
CD SU	Chocolate Drop Sedum	<i>Sedum telephium 'Chocolate Drop'</i>	#1 Gal.	Container	24" O.C.



# CHARTER TOWNSHIP OF YPSILANTI

## INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

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To: Township Board  
From: Travis McDugald, IS Manager  
Re: Request to approve the project design plan and proposal to purchase licensing, support, and migrations services for Office 365 from Communication Square.  
Date: October 12, 2022

In an effort to stay modern and adaptive to change, I would like to recommend the Township to migrate several of its current software applications to the Microsoft Office365 platform.

The largest of these applications is email. For many years, the Township has used Zimbra as its email collaboration platform. While this system is still maintained, it does not receive as much support from third party integrators. This lack of support has created some integration issues in the past.

The Township received five responses. The review team interviewed three and then narrowed to two. After several Question and Answer emails, the review committee selected Communication Square as its project partner.

### Project Overview

The most noticeable change for Township staff will be the change in the email system. However, there is a lot more to the project than just email. Some key features of the project include:

- Upgrade to the latest version of Microsoft Office
- Migrate the email system from On-Premise Zimbra to Exchange Online
- Upgrade the current chat platform to Microsoft Teams
- Allow the use of cloud storage such as OneDrive
- Allow for more secure remote access to internal resources
- Migrate our Mobile Device Manager tool away from Sophos Mobile On-Premise which hits End of Life July 2023
- Support for “Single Sign-On” to many applications.

The projects purpose is to better prepare the Township for the demands of tomorrow. Currently our environment is relatively closed-off to the Internet. While this provides better security, it has limited some improvements to provide better collaboration between Township staff and partners.



The Township will approach each step of the project with a Security First framework. This will result in some “nice to have” features being disabled at first. More information is included in the Project Security section.

One requirement of the project is that the Township shall be setup as a GovCloud tenant of Office365. This environment within Office365 is intended for government organizations such as the Township. It provides more security than a commercial tenant. As Microsoft adds new features to its Office 365 platform, these features often come later to the GovCloud than Commercial, allowing the features to mature.

Township IT has placed several projects on hold in anticipation of the migration. The thought is rather than implementing multiple solutions, all with their own system requirements and management protocols, we would simplify implementation and management overhead by adding them through Office365.

### Project Costs

Below is a table of the expected project costs.

Services	Terms	Costs
General Setup and Migration Costs	Fixed - One Time	\$51,200
Change Request Allowances	Up to – One Time	\$5,200
Managed Services	Fixed - Annually	\$24,000
Office365 and Windows Licensing	Up to – Annually	\$65,000

#### General Setup and Migration Costs

This is a one-time expense from the project partner to get the Township properly setup and secure our Azure environment, migrate our existing email, and provide training for Township Staff. A full copy of their proposals is included.

#### Change Request Allowances

The initial proposal was based on the design requirements of the published Request for Qualifications (RFQ). These requirements were taken from current IT staff knowledge and samples of other similar projects from Government Organizations across the country. As the Township has never gone through this migration, it is difficult to know everything that we may require or wish to implement. This allowance allows the project team to adjust the project scope to best fit the needs of the Township.

#### Managed Services

This is an additional expense, which adds both admin (Township IT staff) and user (Township Employees) support for one year. Communication Square will provide 24x7x365 service desk support for issues that may arise. These can be from IT needing assistance allocating licensing to an employee asking “How Do I?”

While this expense is not required for the project it is strongly recommend for at least the first 2 years.

### Office365 and Windows Licensing

With most software, you no longer purchase the application. You ultimately “lease” the software. As more vendors move to cloud, environments we found ourselves with more “Pay to Play” software than “Buy Once, Use Forever”

Microsoft licensing can be difficult to understand at times. They offer both bundled and al-a-carte. They also allow you to mix and match to allow us to find the best licensing for the use case.

The value presented here is an “Up to” annual expense. This would allow Township IT staff to mix-n-match, add, remove, and modify licensing as needed.

This cost will also include our current costs for Windows Desktop Enterprise license.

### Cost Recovery

The costs for licensing and support for Office365 will be more than the current costs of existing solutions. There are systems we currently fund which could be migrated to Azure.

It is difficult to determine the full cost recovery. For instance, the licensing for email alone is higher in Office 365. For instance, a basic Exchange Online account (without any added security protections) is around \$72/year. Whereas our last Zimbra renewal was under \$9/year.

Currently the Township pays about \$10,500 for Microsoft Office On-Premise software maintenance. Office365 will remove this expense.

Other application support costs will be eliminated as those services are moved to Office365. Currently there is not a defined list.

### Project Security and Risk

With any type of data migration (in our case email), there is a risk of data loss. Most of the responses utilizes the same solution as Communication Square. This is the same application recommended by others, which have gone through similar migrations. We feel confident that the risk of data loss is low. However, it is still worth mentioning the risk.

By moving to Office 365, the Township will become far more vulnerable to compromise then we currently are. The attack surface goes from relatively small to huge.

To combat this the Township has setup a Cyber Threat Advisory Team (CTAT) that reviewed all the received proposals and will determine which features are enabled and how they are implemented.

The Township currently enforces Multifactor authentication across many systems which are either accessible from the Internet, or require admin level access. This security practice will continue with Office365 services.

Over the last couple of years, the Township has made investments in detection of compromise. While I would love to say the Township is “fully protected”, it is not. The sad reality we live in today; “It is not a matter of if you get hacked; it’s when and how bad?”

## Employee Training

Going into this project, we knew training was important. Most important was the training of the new mail system to all Township staff.

The proposal includes four 60-minute online live training sessions. These training sessions will be done through Microsoft Teams. This will allow Township Staff to interact with a live instructor.

I have also requested the approval for additional managed services. This would allow Township staff to email the Township Help Desk, or Communication Square help desk with any “How do I..?” type questions.

## Project Plan

If approved, the Township Cyber Threat Advisory Team (CTAT) will meet with Communication Square and finalize the Project Timeline. We anticipate some changes made to the RFQs proposed timeline.

The CTAT will determine which features are enabled first. Along with determining which features may be enabled later.

CTAT will determine standards for which Township staff are granted external access to any Township Data, along with determining security settings regarding the sharing of services.

CTAT will determine data retention policies for Office 365 applications, which include but are not limited to: Email, Teams, OneDrive, and Sharepoint.

CTAT will determine what data is migrated to Office 365. I have heard from others that historical calendar data can be problematic to migrate.

CTAT will work with department heads to define an effective training program.

## Conclusion

This project will determine the path the Township takes moving forward. We could continue our existing systems; however, this will limit our abilities in the future.

Years ago, the Township moved from Novell GroupWise, to Zimbra. Another option at the time was to move to Exchange. It was recommended to use Zimbra as it had a better security track record, better performance, and was significantly less expensive.

Many organizations have been using Exchange (Microsoft's Email Program) for well over a decade. Exchange is and has been the dominant email platform for many years, while Zimbra has continued to lose users.

As many users of the on-premise version of Exchange migrated to Office365, their initial costs were not as large of an increase as ours will be. We are also going in with the intent to implement the security measures other organizations wish they had prior to compromise.

Thank you for your consideration.

Travis McDugald  
IS Manager, Charter Township of Ypsilanti

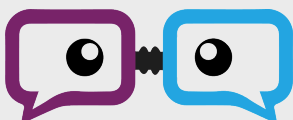
Communication Square LLC Consulting Services

# RFQ-2022-05-M365 OFFICE 365 MIGRATION FIRM

**Charter Township of Ypsilanti**

Delivered on 07/15/2022

Submitted by **Communication Square LLC**



Communication Square



# LETTER OF TRANSMITTAL

Attn: Travis McDugald

rfp@ytown.org

Dear Travis,



Thank you for providing my company, **Communication Square LLC**, the opportunity to participate in the **REQUEST FOR PROPOSAL** for providing **Charter Township of Ypsilanti** with **Office 365 Migration**. We understand how important this contract is for your town, we will make sure that we provide the best services to the town in a timely and effective manner, hence we appreciate your consideration of Communication Square's response.

Communication Square LLC was **founded in 2015**, our company was successfully known in the market in its early years of establishment. Our company is recognized as a **Microsoft Gold Partner for over 7 years**, it helps small and medium-sized



businesses to get more secure and productive in the cloud. Our company holds **10 Gold and 12 Silver competencies** and we are based in Florida, United States.

Being a leading **Microsoft Partner across the globe**, Communication Square drives firms to data-driven horizons. With an increasing dependence on IT assets for improved business productivity and the demand for cloud-based managed services, IT Managed services are the need of the hour for most organizations. Therefore, our done-for-you **Office 365 migration services** will help you get a seamless transition and adoption. Our focus lies in helping you in getting the best business value for all the related information technologies.

I, Maham Asad, am a Marketing Officer at Communication Square and I am legally authorized by my company to sign any form or letter on the behalf of the company.

Our team will look forward to meet with you to discuss the next steps.

Sincerely,

**Maham Asad**

*Marketing Officer*

Communication Square LLC



2022-07-14 18:19:07 (PKT)



## Form B: Details Costs

### Labor Costs

Line	Item	Qty	Price
1	Base Hourly Rate	Per Hour	\$200
2	Office 365 Government G3	Per Year	\$420
3	Office 365 Government G5	Per Year	\$654
4	Windows 10 Enterprise Renewal	Per Year	\$80

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.**

## Form C: Proposal Cost Analysis.

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- It can obtain insurance certificates as required within 23 calendar days after notice of award.
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.
- Estimated Project Cost

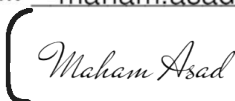
	\$
<b>Job Total</b>	\$51,200

For details, please see the costing table below.

(It is understood this number may change as the Scope of Work is finalized.) This Form is only here to simplify the Bid Opening process)

***(Please attach a detailed cost sheet with this cost form page)***

Company Name: Communication Square LLC  
Address: 30 N Gould St, Ste 20333, Sheridan, Wyoming, 82801  
Address: 7108 S Kanner, Hwy, Stuart, Florida, 34997  
City, State, Zip: Sheridan, WY, 82801  
Telephone Number: 772-210-1040  
Federal Employer Identification Number: 35-2536011  
eMail: maham.asad@communicationsquare.com



By: 2022-07-14 18:19:07 (PKT)  
*(Signature)*

Title: Marketing Officer  
*(Typed or printed name)*

Maham Asad  
*(Typed or printed name)*

Date: 07/15/2022

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.**

Unsigned proposals will not be considered.

# COSTING

Communication Square LLC provides the following estimate based on the project summary provided:

## ONE-TIME COSTS

DESCRIPTION	PRICE	QTY	SUBTOTAL
Phase 1: Discovery and Planning	\$200	48	\$9,600
Phase 2: Implementation and Rollout	\$200	150	\$30,000
Phase 3: Training and Documentation	\$200	40	\$8,000
Phase 4: Managed services, operation and maintenance	\$24,000	0	\$0
Office 365 backup cost per user	\$30	120	\$3,600
<b>TOTAL</b>			<b>\$51,200</b>

**\*Complimentary 15 days full support will be provided, Managed Service per annum cost is \$24,000.**

*Communication Square LLC bills at the end of each month for fees and expenses incurred during that month. Payment is due within 30 days.*

## Form D: Iran Business Relationship Affidavit.

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS, as defined by law.

Vendor	
Legal Name	Communication Square LLC
Street Address	30 N Gould St, Ste 20333
City	Sheridan
State	Wyoming
Zip	82801
Corporate I.D. Number / State	
Taxpayer I.D. #	35-2536011

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Charter Township of Ypsilanti.

I have reviewed the terms and conditions and insurance requirements prior to submitting this bid solicitation.



2022-07-14 18:19:07 (PK1)

Signature

Marketing Officer

Title

Communication Square LLC

Company

07/15/2022

Date

**THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.**

# IMPLEMENTATION

Many organizations are looking to replace their legacy on-premises environments and platforms. The foremost step of the migration plan is evaluating your content and migration priorities. Communication Square LLC needs to know what are the important data that need to be moved first. Additionally, data backup plans too need to be in place to avoid extreme losses in case of any failure.

## Phases of Implementation

Communication Square will create a premigration checklist keeping in mind all your data and further requirements. This will ensure a smooth migration process to follow. Due to many other same types of migrations Communication Square is aware of the difference in Zimbra and Office 365 content structure to avoid any post-migration delay or loss of access to content. Additionally, we will keep a track of your change management as well. Communication Square LLC will use a different phased approach to complete the migration.

**Office 365 provides anywhere access** to familiar Office tools, enterprise-grade email, web conferencing, document management, and business process workflows.

### What is Office 365 ?

Experience the same Office look and feel on your PC and all major browsers and tablet devices, including iPad.

### Office 365 is Powerful Collaboration.

- Work on documents together in real-time.
- Instant virtual meetings. Simply click to call, IM, video, and share desktops.
- Edit documents at the same time without version control issues.
- Share calendars with ease.

### Office 365 is Trusted Security.

- Premium anti-virus and anti-spam technology with rigorous security and privacy standards.
- Control who can access, read, and share information and documents.
- Financially backed 99.9% uptime guarantee.
- Lost your phone? Remotely wipe data.

### Office 365 is Built For Efficiency.

- No need for IT staff. Microsoft handles server maintenance.
- Office 365 is cloud based. Access your email and files anytime, and from anywhere.
- Automatic data backup and IT level phone support is included.
- Reduce costs. Never buy another upgrade. Pay-as-you-go licensing. Scale up and down based on your business needs.

## Phase 1 - Discovery & Planning

1. **Get Everyone on Board** – Schedule an “Implement Exchange Online and Other Office 365 Components” kickoff meeting to familiarize your team members with the overall goals and scope of the project. Use this meeting to clarify and communicate responsibilities.
2. **Discover your IT Infrastructure** – A major step in pre-migration is to collect facts and figures about your existing IT environment to understand the technology solutions implemented by your town.
  - a. Mail and other client applications
  - b. Mail archiving and compliance
  - c. Journaling
  - d. Integrations
  - e. Mail routing
  - f. Mail flows
  - g. Retention Policies
  - h. Archiving and other policies
  - i. Authentication solutions
  - j. Network and Security
3. **Assessment** – Communication Square LLC will provide actionable advice, speed up the IT infrastructure planning process, and collect data on assets within your current environment.
  1. Assess mailbox size and item counts, considering the network bandwidths.
  2. Identify existing business-related content that needs to migrate.
  3. Access different options for user identity and account provisioning.
  4. Access and define your email coexistence strategy.
4. **Licensing** – As part of our Discovery process we would help optimize any existing licenses and recommend new licensing as needed that brings maximum value to your organization. The proposed Licensing will be based on the information about your currently available Licensing, ensuring you can save on a lot of licensing costs.
5. **Timeline** – Tentative timeline will be provided before the beginning of the project, so it gets easy for the Project manager on both ends to review progress as well as identify challenges. The same would be revised after the Discovery Phase to satisfaction of both parties. We expect to complete the project within 4 months.



## Phase 2 - Implementation & Rollout

1. **Core Solution** – The core Solution we would deploy based on the proposed timeline provided at the end of Phase 1 will be Migration to Exchange Online with basic security – Please refer to the respective sections below for a detailed feature explanation. This would include Core Deployment of Emailing Solution including implementation of basic Security and Compliance.
2. **Establish coexistence** – To avoid this risk, Communication Square will establish coexistence between your Zimbra and Exchange online users for a smooth, functional transition and will ensure end-users, support staff and management are all satisfied with the end results.
3. **Map out your policies to replicate to the target** – All the policies will be replicated on the destination tenant, from regulating the size of the mailbox, to how long items are kept, or even if some data may be deleted. Communication Square will define
  - a. Recipient size limits
  - b. Send limitations on amount and size
  - c. Retention tags that a user may assign to individual folders or items.
  - d. Sensitivity Labels
  - e. Advanced Threat Protection
  - f. Conditional Access Policies
4. **Final Testing and Rollout** – Our team would ensure we have everything working as requested and appropriate QoS standards are met based on the recommendations in the discovery and planning section.

## Phase 3 - Training & Documentation

1. **User Onboarding Training** – A Seasoned trainer would help users onboard using a department-specific approach based on the findings in the Discovery & Planning session
2. **Administration and Operations Training** – This would be a knowledge transfer session for the admin where they would be given hands-on for day-to-day administration and tasks – so only the complex and troubleshooting requests need to be raised to Managed Services Desk
3. **Documentation & Guides** – These are primarily Microsoft’s Video Guides and PDFs. They are very easy to refer to and an important checklist for any resource. This will include electronic versions of “Quick Reference Guides” for each phone

## Phase 4 - Managed Services, Operations, and Maintenance

1. **Service Desk** - We provide **24x7x365** Service Desk to Service Desk support for the Customer's Exchange Online as well as other services the Customer may avail in due course of time. We will carry out standard administration tasks from adding or removing users, to making required changes to the tenant.  
We will regularly check to see if the current state of the Exchange Online is in good working order with no existing issues as this will have an impact on Email delivery.
2. **Administration** - Communication Square LLC will provide a fully managed service, including planning and implementing, supporting, and training employees. Requirements continue to change with time and our support team ensures we are there to help you through the journey. This includes onboarding & training new employees, as well as planning assistance in integrating additional things into the system i.e., 3<sup>rd</sup> party solutions whose needs may arise with time.

# PROJECT TIMELINE

## Phase 1: Discovery and Planning

TASK A	DISCOVERY	HOURS
A.1	Discover Identities - User and Groups	16
A.2	Discover Microsoft 365 workloads - Applications	
A.3	Discover Microsoft 365 Data - Data in the Applications	
A.4	Discover the Active Directory	
A.5	Discover the Zimbra Solution	
A.6	Discover the Domain Controllers	
A.7	Discover the Network Topology	
A.8	Discover the Security and Compliance applied	
A.9	Discover the duplicate products for the same function	
A.10	Planning Out Migration	
A.11	Planning sync of AD to Office 365 Tenant	

TASK B	PROVISION AN OFFICE 365 TENANT	HOURS
B.1	Create an Office 365 tenant	4
B.2	Add a custom domain for Office 365	
B.3	Plan DNS zones for custom domains	
B.4	Configure DNS records for custom domains	
B.5	Manage feature updates	

<b>TASK C</b>	<b>PLAN THE DEPLOYMENT</b>	<b>HOURS</b>
C.1	Gather requirements	<b>12</b>
C.2	Identify customer constraints	
C.3	Identify pilot users	
C.4	Evaluate the pilot deployment	
C.5	Plan the production deployment	
C.6	Review of deployment tools	
C.7	Determine if Microsoft FastTrack will be used for Office 365 onboarding	

<b>TASK D</b>	<b>MANAGING USER ACCOUNTS AND LICENSES</b>	<b>HOURS</b>
D.1	Create user accounts	<b>4</b>
D.2	Manage user licenses	
D.3	Manage user accounts	
D.4	Review deleting and recovering user accounts	

<b>TASK E</b>	<b>MANAGING PASSWORDS AND AUTHENTICATION</b>	<b>HOURS</b>
E.1	Configure password policy options	<b>2</b>
E.2	Configure self-service password management	
E.3	Plan password policies and authentication	
E.4	Configure and enable multi-factor authentication	
E.5	Enable Modern Authentication across all services	
E.6	Block Legacy Authentication (through Conditional Access Policies)	

<b>TASK F</b>	<b>MANAGING SECURITY GROUPS IN OFFICE 365</b>	<b>HOURS</b>
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F.1	Create and configure groups	<b>2</b>
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F.2	Delete on-premise groups which are not required	
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<b>TASK G</b>	<b>CONFIGURING ADMINISTRATIVE ACCESS</b>	<b>HOURS</b>
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G.1	Review Office 365 administrator roles	<b>4</b>
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G.2	Assign administrator roles	
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G.3	Plan delegated administration	
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<b>TASK H</b>	<b>ENABLE MFA FOR ALL USERS</b>	<b>HOURS</b>
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H.1	Turn off legacy per-user MFA	<b>4</b>
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H.2	Turn Security defaults on or off	
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H.3	Setup Conditional Access policies	
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H.4	Turn on Modern authentication	
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## Phase 2: Implementation and Roll out

TASK A	AD CONNECT INSTALLATION ON AGENT SERVER AND CONNECT WITH TENANT	HOURS
A.1	Install and Configure Azure AD Connect with Windows Server AD	2
A.2	Setup Password Hash Synchronization	
A.3	Enable OU Filtering exactly as Source AD Sync	
A.4	Enable single sign-on for Internal Domain Joined Users	
A.5	Run Full Sync the On-premises AD with Azure AD	
A.6	Verifying Azure AD Connect Sync as well as Cloud Users	

TASK B	MANAGING PASSWORDS AND AUTHENTICATION	HOURS
B.1	Match password policy on new tenant with new On-Premises AD	2
B.2	Configure self-service password management after syncing user authentication methods info onto Azure AD	
B.3	Configure and enable multi-factor authentication for Admins	
B.4	Enable Modern Authentication across all services	
B.5	Block Legacy Authentication (through Conditional Access Policies)	
B.6	Assign Delegate Permissions on User Level for Power Apps / Power Automate and Site Level Permissions on SharePoint on Source Tenant	
B.7	Assign administrator roles in Destination Tenant exactly as Source Tenant	

TASK C	MIGRATING MAILBOXES USING BITTITAN	HOURS
C.1	Verify all the required users are created for mailbox migration	60
C.2	Create the Customer in Migration Tool	
C.3	Create a Mailbox Migration Project in MigrationWiz	



C.4	Create Source and Destination Endpoints using Global Admins with Exchange Name to identify them easily
C.5	Use the prepared Excel file for bulk User Mapping for this Migration
C.6	License all the Users with respective MigrationWiz licenses
C.7	Initiate a Verify Credentials Migration to check for any errors
C.8	Initiate a Pre-Stage Migration

<b>TASK D</b>	<b>MOBILE DEVICE MANAGEMENT</b>	<b>HOURS</b>
D.1	Plan for Mobile Application Management	<b>40</b>
D.2	Plan for MAM using Enterprise Mobility + Security / Microsoft Endpoint Manager	
D.3	(Intune)	
D.4	Plan Mobile Device Management	
D.5	Plan for MDM using Microsoft Enterprise Mobility + Security / Microsoft Endpoint Manager (Intune)	
D.6	Plan Policy Settings for Mobile Devices	
D.7	Require advanced security configurations	
D.8	Require password/PIN code of at least 6 characters with complexity	
D.9	Prohibit mobile device password reuse	
D.10	Set mobile device passwords to never expire	
D.11	Prevent access from jailbroken/rooted devices	
D.12	Lock device after period of inactivity	
D.13	Require Encryption	
D.14	Require antivirus and firewall be enabled	
D.15	Require MDM policies for email profiles	

D.16	Plan for Controlling Email and Document Access
D.17	Deploy Mobile Device Management
D.18	Activate Mobile Device Management Services
D.19	Deploy Mobile Device Management
D.20	Configure Domains for MDM
D.21	Configure an APNs Certificate for iOS devices
D.22	Manage Device Security Policies
D.23	Define Corporate Device Enrollment Policy
D.24	Enrolling Devices to Mobile Device Management
D.25	Enroll Windows 10 devices
D.26	Enroll Android devices
D.27	Enroll iOS devices
D.28	Configure Enrollment Rules
D.29	Ensure Users Enroll their Devices
D.30	Configure a Device Enrollment Manager Role
D.31	Review Multifactor Authentication Considerations

<b>TASK E</b>	<b>IDENTITY AND ACCESS MANAGEMENT</b>	<b>HOURS</b>
E.1	Identity and Access Management	<b>30</b>
E.2	Establish Identity governance process	
E.3	Review integration with existing Single Sign-On / Multifactor Authentication solution	
E.4	User Accounts in Microsoft 365	

E.5	Review of User Identities
E.6	Review creation of User Accounts
E.7	Review management of User Accounts and Licenses
E.8	Review removing and recovering User Accounts
E.9	Administrator Roles and Security Groups in Microsoft 365
E.10	Review and configure Administrator Roles in Microsoft 365
E.11	Review and configure Groups in Microsoft 365
E.12	Review, configure and implement Privileged Identity Management (PIM) in Azure AD
E.13	Configure auditing for Privileged Identity Management (PIM)
E.14	Password Management in Microsoft 365
E.15	Plan Password Policies and Authentication
E.16	Implement Multi-factor Authentication (review potential integration with existing MFA Solution).
E.17	Plan and Implement Self-service Password Management (if applicable)
E.18	Plan, configure and implement Windows Hello for Business
E.19	Perform Azure Active Directory Access Reviews
E.20	Review Azure Active Directory Security Defaults
E.21	Azure AD Identity Protection
E.22	Review Azure Identity Protection
E.23	Enable Azure Identity Protection
E.24	Review Detecting Vulnerabilities and Risk Events
E.25	Review how to conduct an Investigation

TASK F	DEPLOYING APPLICATIONS USING GPO OR INTUNE	HOURS
F.1	Do we need per user office suite installation or per computer using automation via GPO?	<b>30</b>
F.2	Do we need a customized image (with Office suite) of Windows OS separately apart from the GPO automation?	
F.3	Creating Deployment File Shares	
F.4	Creating the XML File (Scripting)	
F.5	Building Deployment Package	
F.6	Creating Office 365 ProPlus Click To Run Binaries	
F.7	Create a CMD file to script the install	
F.8	Create a distribution point	
F.9	Create a Group Policy Object	
F.10	Assign a package	
F.11	Redeploy a package if needed	

### Phase 3: Training and Documentation

TASK A	TRAINING GUIDES AND WORKSHOPS	HOURS
A.1	Managing user accounts and licenses	40
A.2	Managing passwords and authentication	
A.3	Managing security groups in Office 365	
A.4	Managing Office 365 users and groups with Windows PowerShell	
A.5	Configuring administrative access	
A.6	Intro to Microsoft 365 Pro Plus	
A.7	Create and save	
A.8	Share and collaborate	
A.9	Work with Microsoft Teams	
A.10	Get the most out of Windows	
A.11	Work from anywhere	
A.12	Cool Microsoft 365 features	
A.13	Information Rights Management	
A.14	Secure Multipurpose Internet Mail Extension	
A.15	Office 365 Message Encryption	
A.16	Azure Information Protection	
A.17	Advanced Information Protection	
A.18	Windows Information Protection	
A.19	Manage the mobile devices and PCs your workforce uses to access company data.	
A.20	Manage the mobile apps your workforce uses.	

A.21	Protect your company information by helping to control the way your workforce accesses and shares it.
A.22	Ensure devices and apps are compliant with company security requirements.
A.23	Set rules and configure settings on personal and organization-owned devices to access data and networks.
A.24	Deploy and authenticate apps on devices -- on-premises and mobile.
A.25	Protect your company information by controlling the way users access and share information.
A.26	Be sure devices and apps are compliant with your security requirements.
A.27	Plan for Mobile Application Management
A.28	Plan for Mobile Device Management
A.29	Deploy Mobile Device Management
A.30	Enroll Devices to Mobile Device Management
A.31	Administer user and group security in Microsoft 365.
A.32	Manage passwords in Microsoft 365.
A.33	Describe Azure Identity Protection features.
A.34	Plan and implement Azure AD Connect.
A.35	Manage synchronized identities.
A.36	Plan implement federated identities.
A.37	Describe and use conditional access.



## Phase 4: Managed services, Operations and Maintenance

Communication Square LLC will provide 24x7x365 Service Desk to Service Desk support for the Customer's Microsoft 365 tenant as well as other services the client may have availed. We will directly fix things on the admin side while assist the Customer Service Desk teams for any user side issues. We will verify new Tenant is in good working order and contains everything from the source tenant before giving a final go ahead that source tenant can be decommissioned.

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<b>TOTAL HOURS</b>	<b>252</b>
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# COMPANY BACKGROUND

FIRM HISTORY | VALUE PROPOSITION | CASE STUDY | PARTNERS | ACHIEVEMENTS | CAPABILITY STATEMENT

## Firm History






Communication Square was established in **2015** and has been operating in the market for the past 7 years now. It is a limited Liability Company. Since the early years of establishment, our company has achieved recognition in the market. We are a team of 20-25 people in total. We provide IT services to different sectors around the globe. These sectors include:

- Government & State Agencies
- HealthCare
- Non-Profits
- Commercial Entities
- Educational institutions

Communication Square is incorporated in **Wyoming**, USA with employees based in **Florida**, USA, **Islamabad**, Pakistan, and **Madrid**, Spain. We have a qualified team of Microsoft Certified Professionals at each location with extensive experience in **Microsoft 365 workloads** including **Exchange Online, Azure Active Directory, SharePoint, OneDrive, Microsoft Teams, Intune**, etc.

Communication Square is solely owned by Favad Qaisar since the establishment and it has never been merged with any other company. It has never been bankrupted and we never failed to complete any of our projects.

## Value Proposition - Our Key Differentiators

<p>Our customers are satisfied with our services</p>	<p>We have a strong &amp; long-lasting relationships with our customers</p>	<p>Highly experienced in the services we provide &amp; have a good business insight</p>	<p>Certified as a Microsoft Gold Partner</p>
			
<p>Serve Public and Private sectors</p>	<p>We Hold 10 Gold and 12 Silver competencies</p>	<p>Moved 7 million people to the Microsoft Cloud worldwide</p>	<p>Microsoft published a case study on Communication Square</p>
			

# Achievements

## 7 million+ Cloud Seats Sold

Ever since we started, we have successfully helped move 7 million people into Microsoft Cloud, while having deployed 8.55K seats worldwide.



## Microsoft Co-Sell Ready Partner

As a Microsoft Co-Sell Ready Partner, Microsoft has preferred us as one of the Select Go-to-Partners, not only in USA but worldwide.

Microsoft invites us to participate in opportunities identified by their own Sales Team.



## Tier-1 CSP Partner

Communication Square is a Tier 1 Cloud Solution Provider. We work directly with Microsoft as a Distributor and a Solution Provider.



## FastTrack Enabled Partner

Being a Fast-Track Enabled Partner, Communication Square has direct access to Microsoft Advisory, Planning, and Deployment Team as well as a variety of tools and resources limited to select partners.



## Licenses

- Gold Cloud Productivity
- Gold Collaboration & Content
- Gold Communications
- Gold Data Analytics
- Gold Data Platform
- Gold Data Center
- Gold Messaging
- Gold Windows & Devices
- Gold Independent Software Vendor
- Gold Cloud Platform
- Silver Application Development
- Silver Small & Mid-Market Cloud Solutions

## Microsoft Published a Case Study about Communication Square

As a trusted **Microsoft partner for over 7 years**, Communication Square is committed to maintaining the highest status and relationship with Microsoft. Being a valued partner of Microsoft, Communication Square works carefully to enhance reliability, growth, and passion for itself and its esteemed clients.

A remarkable and esteemed achievement has been [Microsoft 365 - Firstline Worker Partner Case Study](#), published by Microsoft itself. The case study highlighted and recognized Communication Square's capabilities to cater to the specific needs of



each customer, using Microsoft Cloud technologies to improve processes and collaborations. Moreover, it focused on how Communication Square helps its customers' Firstline Workers achieve more by introducing secure digital tools to complement their remote workplace routines.

You can Read the Full Case Study here [https://www.communicationsquare.com/wp-content/uploads/2019/10/Microsoft-365-FLW\\_Communication\\_Square.pdf](https://www.communicationsquare.com/wp-content/uploads/2019/10/Microsoft-365-FLW_Communication_Square.pdf)

## Our Partners



# Capability Statement



## CAPABILITIES STATEMENT



Communication Square

### ABOUT US

*Founded in 2015, Communication Square has succeeded in achieving recognition in its early years. A Microsoft Gold Partner for over 7 years, Communication Square takes pride in holding 10 Gold and 12 Silver Competencies. We are based in the United States, Europe, and Southeast Asia. Our goal is to provide risk free migration with zero downtime and effective change management, ensuring a seamless transition and adoption by end users that helps grow your business*

### CORE COMPETENCIES

- Gold Cloud Productivity
- Gold Collaboration and Content
- Gold Communications
- Gold Data Analytics
- Gold Data Platform
- Gold Data Centre
- Gold Messaging
- Gold Windows and Devices
- Gold Independent Software Vendor
- Gold Cloud Platform
- Silver Application Development
- Silver Small and Mid-market Cloud Solutions



### DIFFERENTIATORS

- 10 Microsoft Gold Competencies
- Fast tracked Enabled Microsoft Partner
- 7 Million+ Microsoft Seats Sold
- Microsoft Co-Sell Ready Partner
- Microsoft Direct CSP (Cloud Solutions Provider).
- Client Relationship Management
- Strategic Mix of Technology and Business
- No. 1 recommended Partner on Microsoft Firstline Workforce Homepage

### CORPORATE DATA

- **Address:** 7108 S Kanner Hwy, Stuart, FL 34997
- **Phone Number:** 772-210-1040
- **Website:** <https://www.communicationsquare.com/>
- **Fax Number:** 347-823-6223
- **CAGE** 8WAS1
- **DUNS** 080188460
- **NAICS CODES**
  - 541512 - Computer Systems Design Services
  - 541519 - Other Computer Related Services
- **UNSPSC CODE**
  - 80101507- Information technology consultation services

### SERVICE OFFERINGS

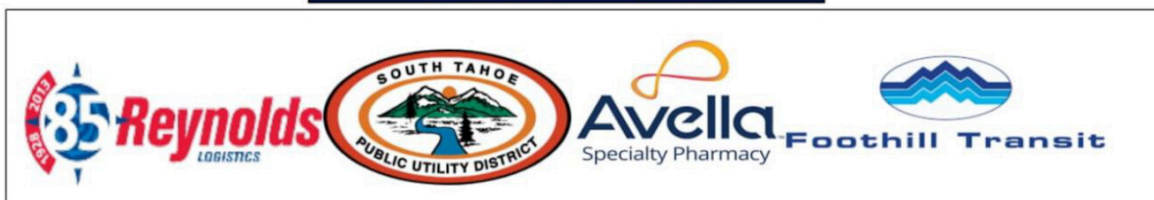
#### TECHNOLOGY & CONSULTING

- Office 365 Consulting
- Microsoft Teams Consulting
- Microsoft Intune Consulting
- Microsoft Azure Consulting

#### MANAGED SERVICES

- Microsoft 365 workloads
- Support & Security Services
- Remote management of IT infrastructure and systems
- Backup and Disaster Recovery
- Cost Optimization

### PAST PERFORMANCES



# REFERENCES

References	SharePoint DMS & Teams Collab	Exchange Migration	Teams Phone System	Security & Compliance	Azure Infrastructure	Manage Services
<a href="#"><u>South Tahoe Public Utility District</u></a>						
<a href="#"><u>Reynolds Logistics Ltd</u></a>						
<a href="#"><u>Kuester Management Group</u></a>						
<a href="#"><u>Avella Specialty Pharmacy</u></a>						
<a href="#"><u>Town of Bluffton</u></a>			-			
<a href="#"><u>Rock Hill Schools</u></a>						
<a href="#"><u>PBS Corporation</u></a>						
<a href="#"><u>City of Boulder</u></a>						
<a href="#"><u>Corel Corporation</u></a>						
<a href="#"><u>Foothill Transit</u></a>						



## Case Study



### Executive Summary

**Company:** South Tahoe Public Utility District

**Industry:** Utilities

**Employees:** 300

**Overview:** Migration and implementation from District's current server and PC-based environment to Microsoft Office 365

**Solution:** Microsoft Office 365



### Opportunity

Being a public agency, South Tahoe had to make sure it remained updated on the technical front to improve business efficiency and resilience while minimizing IT costs. That's when they requested competitive proposals from qualified companies regularly and continuously engaged in the business to present and manage a Microsoft Office 365 solution Transition Project. The project was eventually awarded to **Communication Square**, a [Microsoft Gold partner](#), to help South Tahoe implement and absorb the new technology efficiently.

### Challenges

Introducing a technological change into an organization presents a different set of challenges. Moreover, the plan for the transfer of knowledge from the old operation to the new process is equally critical. Taking care of some of the challenges posed by this project, along with our team of [Office 365 consultants](#), we overcame those challenges and completed the migration smoothly.

### Solution

By working with Communication Square, South Tahoe Public Utility District is now moving towards a digital workplace. Having employees on one platform has helped everyone work more efficiently. Microsoft Office 365 has helped them increase work productivity, team collaboration, project management, and data analysis and provided other standard benefits of the cloud.

**Reference 1: Rock Hill Schools Office 365**

**Reference Name:** Ginny Hedgepath

**Title:** Technology Associate

**Phone:** +1-803-981-109

**Email:** [ginny@rhmail.org](mailto:ginny@rhmail.org)



**Reference 2: South Tahoe Public Utility District**

**Reference Name:** Chris Skelly

**Title:** Information Technology Manager

**Phone:** (530) 603-1234

**Email:** [cskelly@stpud.us](mailto:cskelly@stpud.us)



**Reference 3: Town of Bluffton**

**Reference Name:** Tommy Sunday

**Title:** Chief Technology Officer President of MTASC 2021-22

**Phone:** 843-706-4580

**Email:** [tsunday@townofbluffton.com](mailto:tsunday@townofbluffton.com)



**Reference 4: Foothill Transit**

**Reference Name:** Gary Castro

**Title:** IT Specialist

**Phone:** +1 626-931-7263

**Email:** [gcastro@foothilltransit.org](mailto:gcastro@foothilltransit.org)



**Reference 5: City of Boulder**

**Reference Name:** David Kulhanek

**Title:** IT Project Manager

**Phone:** + 1 303-919-3916

**Email:** [kulhanekd@bouldercolorado.gov](mailto:kulhanekd@bouldercolorado.gov)



# CHARTER TOWNSHIP OF YPSILANTI

## INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

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To: Township Board  
From: Travis McDugald, IS Manager  
Re: Request to cancel the Comcast SIP Trunk project and accept the proposal from ClearRate Communications for SIP Trunk service.  
Date: May 31, 2022

On June 7<sup>th</sup> 2022 The Township Board approve the request to migrate phone service to Comcast. Due to multiple delays, the service has not been migrated.

At the time of the request, it was felt the migration would be quick and simple to implement. This has not been the case. Several challenges arise where information submitted to us was incorrect. There has also been a difference between what was expected and how Comcast wants to implement it.

ClearRate Communication is our current phone service provided. This updated proposal would keep our numbers with then, but rather than out of date technology such as a copper T1 line, voice traffic will travel over our existing Internet connection. This migration will also have less downtime involved.

This would provide more flexibility in case of service disruption. In Early September, the Township Civic Center experienced major phone issue, which lasted a week. While the determined cause was due to faulty AT&T system, it cause many issues for Township Staff our customers. Had the Township migrated phone service, none of those problems would have occurred.

The cost of phone service will also decrease from the Comcast proposal. Revised ClearRate proposal is \$300 per month while Comcast was \$530 per month.

I respectfully request the Township cancel the original Comcast approval, approve the proposal from ClearRate Communication, and approve the signing of any necessary agreement pending attorney review.

Thank you for your consideration.

Travis McDugald  
IS Manager, Charter Township of Ypsilanti

# OTHER BUSINESS

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# **BOARD MEMBER UPDATES**

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