

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

HEATHER JARRELL ROE

Treasurer

STAN ELDRIDGE

Trustees

JOHN P. NEWMAN II

GLORIA PETERSON

DEBBIE SWANSON

JIMMIE WILSON, JR.

November 1, 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, NOVEMBER 1, 2022

5:00pm

1. 2023 BUDGET REVIEW
 - FUND 213 BIKE, SIDEWALK, REC, AND ROADS
 - FUND 398 DEBT 2006 BOND FUND
 - FUND 249 BUILDING DEPARTMENT
 - FUND 252 HYDRO STATION
 - FUND 282 AMERICAN RESCUE PLAN ACT

2. AGENDA REVIEWSUPERVISOR STUMBO

3. OTHER DISCUSSION BOARD MEMBERS

Supervisor
BRENDA L. STUMBO
Clerk
HEATHER JARRELL ROE
Treasurer
STAN ELDRIDGE
Trustees
JOHN NEWMAN II
GLORIA PETERSON
DEBBIE SWANSON
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Civic Center
Supervisor's Office
7200 S. Huron River Drive
Ypsilanti, MI 48197
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Charter Township of Ypsilanti

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: October 26, 2022

RE: Request for work session discussion on November 1, 2022

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

1. Draft Budget discussion for Bike, Sidewalk, Rec, Roads, GF 213
2. Draft Budget discussion for Debt 2006 Bond Fund 398
3. Draft Budget discussion for Building Department 249
4. Draft Budget discussion for Hydro Station Fund 252
5. Draft Budget discussion for American Rescue Plan Act Fund 282

cc: Javonna Neel, Accounting Director

DRAFT 10-27-2022

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

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							
213-000-403.000 *	CURRENT PROPERTY TAXES	1,392,978	1,471,097	1,471,097	1,481,263	1,537,696	1,537,696
213-000-404.001 *	ESA REIMBURSEMENT OP	4,493	4,400	4,400	11,064	4,000	4,000
213-000-412.000	DELINQUENT PERS PROPERTY TAX	3,710					
213-000-414.000	CUR PROPERTY TAX ADJUSTMENTS	5,662			(1,087)		
213-000-522.001 *	COMMUNITY DEV BLOCK GRANT	152,200					318,201
213-000-566.000	MI STATE GRANT - REC&PARKS	2,500					
213-000-569.023	STATE GRANT - DNR	195,851					
213-000-569.026 *	ST GRANT - DNR - PARK COURTS			25,000			298,700
213-000-581.000	COUNTY GRANT			2,760	2,760		
213-000-581.004 *	CNTY GRANT - CONNECT HURON #1		150,000	150,000			
213-000-607.015 *	BICYCLE PATH FEE	17,927	10,000	10,000	20,257	10,000	10,000
213-000-665.000 *	INTEREST EARNED	72	200	200	8,704	1,000	1,000
213-000-674.000	CONTRIBUTIONS & DONATIONS	4,500					
213-000-675.025	ART SERAFINSKI SCHOLARSHIP FUND	240					
213-000-699.101 *	TRANSFER IN: FROM GENERAL FUND	315,000	307,500	307,500	307,500	460,000	460,000
213-000-699.999	APPROPRIATED PRIOR YEAR BAL		35,515	827,150			240,628
TOTAL ESTIMATED REVENUES		2,095,133	1,978,712	2,798,107	1,830,461	2,012,696	2,870,225
NET OF REVENUES/APPROPRIATIONS - 000 -		2,095,133	1,978,712	2,798,107	1,830,461	2,012,696	2,870,225

* NOTES TO BUDGET: DEPARTMENT 000

403.000	CURRENT PROPERTY TAXES							
	FOOTNOTE AMOUNTS:					1,537,696	1,537,696	
	BSRII Tax Revenue based on millage levy of .9930. 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:					4,000	4,000	
	State calculated reimbursement for personal property loss due to small business exemptions.							
522.001	COMMUNITY DEV BLOCK GRANT							
	FOOTNOTE AMOUNTS:						318,201	
	CDBG grant funds currently in the initial execution phase at 10/26/22 and will be brought to the Board for approval. This is for Appleridge Park playground improvements. Part of the parks master plan.							
569.026	ST GRANT - DNR - PARK COURTS							
	FOOTNOTE AMOUNTS:						298,700	
	Budgeted for two grants awarded from the Michigan Department of Natural Resources. The first grant in the amount of \$147,500 is for the park improvements to Clubview Park, \$11,500 was budgeted in 2022 for the initial engineering work and \$136,000 will be budgeted for engineering and construction in 2023. The second grant in the amount of \$176,200 is for the park improvements to Community Center Park, \$13,500 was budgeted in 2022 for the initial engineering work and \$162,700 will be budgeted for engineering and construction in 2023.							
581.004	CNTY GRANT - CONNECT HURON #1							
	This is the expected connecting communities grant from Washtenaw County Parks and Recreation for Phase 1 of Huron Street pathway for 2022. Nothing budgeted for 2023.							

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Dept 000							
607.015	BICYCLE PATH FEE						
	FOOTNOTE AMOUNTS:					10,000	10,000
	When building permits are issued, a fee is charged for bicycle paths, based on the property frontage. This line item reflects estimated revenues received for these fees.						
665.000	INTEREST EARNED						
	FOOTNOTE AMOUNTS:					1,000	1,000
	Interest earned on accounts. Figures provided by the Accounting Director.						
699.101	TRANSFER IN: FROM GENERAL FUND						
	FOOTNOTE AMOUNTS:					460,000	460,000
	Funds transferred to BSRII Fund #213 to pay for 2023 road improvements. Recommend transferring from the General Fund, \$240,000 from the ACM "In lieu of taxes" revenue and \$220,000 from Rent Lease agreement with YCUA for a total of \$460,000. Planning to request ARPA match funds for 3 years instead of obtaining bonds for roads for a total of \$920,000 per year potential road improvements. We understand the ARPA decision may not occur until early 2023.						
	DEPT '000' TOTAL					2,012,696	2,629,597

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Dept 446 - HIGHWAYS AND STREETS							
APPROPRIATIONS							
213-446-982.000 *	HIGHWAY & ST-ROAD CONSTRUCTION					760,000	760,000
213-446-982.006 *	HIGHWAYS & STREETS & SIDEWALK					50,000	50,000
TOTAL APPROPRIATIONS						810,000	810,000
NET OF REVENUES/APPROPRIATIONS - 446 - HIGHWAYS AND						(810,000)	(810,000)

* NOTES TO BUDGET: DEPARTMENT 446 HIGHWAYS AND STREETS

982.000	HIGHWAY & ST-ROAD CONSTRUCTION							
	FOOTNOTE AMOUNTS:					760,000	760,000	
	Department #446 is a new department in accordance with the State Chart of Accounts. This is for Washtenaw County road projects annual agreements to be brought before the Board for approval. General Fund will contribute \$460,000 in funds and BSRII will contribute \$300,000. This is in lieu of obtaining new bond debt.							
982.006	HIGHWAYS & STREETS & SIDEWALK							
	FOOTNOTE AMOUNTS:					50,000	50,000	
	Department #446 is a new department in accordance with the State Chart of Accounts. This is for dust control, street sweeping, limestone lift on Township roads and sidewalk replacement. Moved from 213-753-982.006							
	DEPT '446' TOTAL					810,000	810,000	

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Dept 753 - BIKE, SIDEWALK, ROAD, REC & GF							
APPROPRIATIONS							
213-753-757.775 *	OPERATING SUPP: FORD LAKE PAR	1,927	2,300	2,300	2,104	2,300	3,000
213-753-801.000 *	PROFESSIONAL SERVICES	19,511	20,000	34,000	3,873	50,000	50,000
213-753-931.004 *	REPAIRS & MAINTENANCE - PARKS	18,572	20,000	20,000	18,145	20,000	20,000
213-753-931.775 *	REPAIRS - FORD LAKE PARKS	17,325	20,000	20,000	18,647	20,000	20,000
213-753-977.000 *	EQUIPMENT		89,372	89,372	10,347	89,372	89,372
213-753-982.006 *	HIGHWAYS & STREETS & SIDEWALK	51,417	50,000	67,000	61,361		
213-753-995.230 *	TRANSFER TO: RECREATION FUND	330,000	367,800	367,800	200,000	410,619	404,884
213-753-995.584 *	CONTRIBUTION TO GOLF COURSE	15,000	208,505	177,505		212,216	203,300
TOTAL APPROPRIATIONS		453,752	777,977	777,977	314,477	804,507	790,556
NET OF REVENUES/APPROPRIATIONS - 753 - BIKE, SIDEWALK		(453,752)	(777,977)	(777,977)	(314,477)	(804,507)	(790,556)

* NOTES TO BUDGET: DEPARTMENT 753 BIKE, SIDEWALK, ROAD, REC & GF

757.775	OPERATING SUPP: FORD LAKE PAR						
	FOOTNOTE AMOUNTS:					2,300	3,000
	Cost of supplies needed to operate parks (printing of daily & seasonal permits, shirts and ranger uniforms, office supplies, etc). The increase is to reflect needing more tickets next year and the increase in material costs for shirts. This was previously budgeted in Fund 230 - Recreation.						
801.000	PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:					50,000	50,000
	This line is used for professional service for the parks such as engineering, design, grant assistance and reviews.						
931.004	REPAIRS & MAINTENANCE - PARKS						
	FOOTNOTE AMOUNTS:					20,000	20,000
	Repairs and maintenance in non-Ford Lake parks.						
931.775	REPAIRS - FORD LAKE PARKS						
	FOOTNOTE AMOUNTS:					20,000	20,000
	Repairs and maintenance in Ford Lake parks. No change from the 2021 original budget						
977.000	EQUIPMENT						
	FOOTNOTE AMOUNTS:					89,372	89,372
	This is for the purchase of a Toro groundmaster mower & cart approved at the 11/2/21 Board meeting. The purchase order has been prepared and the mower and cart will be delivered in 2022. Therefore this will be a carryforward as the equipment will not be delivered until 2022.						
982.006	HIGHWAYS & STREETS & SIDEWALK						
	Dust control, street sweeping, limestone lift on Township roads and sidewalk replacement. Moved to department 446 account 213-446-982.006 per State Chart of Accounts.						
995.230	TRANSFER TO: RECREATION FUND						
	FOOTNOTE AMOUNTS:					410,619	404,884
	Transfer made to Fund 230 - Recreation for operational expenses.						

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Dept 753 - BIKE, SIDEWALK, ROAD, REC & GF							
995.584	CONTRIBUTION TO GOLF COURSE						
	FOOTNOTE AMOUNTS:					212,216	203,300
	Transfer made to Fund 584 - Golf Course for operational expenses.						
	DEPT '753' TOTAL					804,507	790,556

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Dept 901 - CAPITAL OUTLAY APPROPRIATIONS							
213-901-974.008 *	APPLERIDGE PARK IMPROVEMENTS						318,201
213-901-974.026 *	CAPITAL /CLUBVIEW PARK IMPROVE			23,000			272,000
213-901-974.034	CAP OUTLAY/SUGARBROOK PARK	4,696		5,064	1,460		
213-901-975.520 *	COMM CTR - PARK IMPROVEMENTS			27,000			325,400
213-901-975.587 *	LOONFEATHER PARK	367,187		164,798	12,544		
213-901-975.600	CAPITAL LANDSCAPE & TREES	5,875		4,000			
213-901-976.008	CAPITAL OUTLAY - COMMUNITY CT	150,851					
213-901-986.009 *	CAPITAL - PATHWAY HURON #1	1,785	412,689	789,455	693,604	110,133	110,133
213-901-986.010 *	HURON BRIDGE PATHWAY		173,046	391,563	144,397	243,935	243,935
TOTAL APPROPRIATIONS		530,394	585,735	1,404,880	852,005	354,068	1,269,669
NET OF REVENUES/APPROPRIATIONS - 901 - CAPITAL OUTLA		(530,394)	(585,735)	(1,404,880)	(852,005)	(354,068)	(1,269,669)

* NOTES TO BUDGET: DEPARTMENT 901 CAPITAL OUTLAY

974.008	APPLERIDGE PARK IMPROVEMENTS						318,201
	FOOTNOTE AMOUNTS:						318,201
	This is for improvements to the Apple Ridge Park Playground and will be funded by a CDBG grant if awarded. This is part of the Parks Master Plan.						
974.026	CAPITAL /CLUBVIEW PARK IMPROVE						272,000
	FOOTNOTE AMOUNTS:						272,000
	This is for park improvements at Clubview Park. The project has an approved matching Michigan Department of Natural Resources Grant in the amount of \$147,500 for a total project of \$295,000. An amount of \$23,000 was approved by the Board on September 20, 2022 for the initial engineering design & bid work. An additional \$24,000 will be budgeted for construction engineering oversight and \$248,000 for park improvements.						
975.520	COMM CTR - PARK IMPROVEMENTS						325,400
	FOOTNOTE AMOUNTS:						325,400
	This is for park improvements at Community Center Park. The project has an approved matching Michigan Department of Natural Resources Grant in the amount of \$176,200 for a total project of \$352,400. An amount of \$27,000 was approved by the Board on September 20, 2022 for the initial engineering design & bid work. An additional \$25,000 will be budgeted for construction engineering oversight and \$300,400 for park improvements.						
975.587	LOONFEATHER PARK						
	Loonfeather Park completed in 2022.						
986.009	CAPITAL - PATHWAY HURON #1						110,133
	FOOTNOTE AMOUNTS:						110,133
	Carryover for constuction for the 2022 Huron Street Pathway Phase #1 project, from Joe Hall Drive south to S. Huron River Drive estimated at \$110,133						
986.010	HURON BRIDGE PATHWAY						243,935
	FOOTNOTE AMOUNTS:						243,935
	This is estimated carryover for the 2022 Huron Bridge Pathway collaboration with the City of Ypsilanti and for mast arms and span traffic signals.						

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Dept 901 - CAPITAL OUTLAY							
	DEPT '901' TOTAL					354,068	1,269,669

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Dept 906 - DEBT SERVICES							
APPROPRIATIONS							
213-906-991.001 *	DEBT SERVICE HIGHWAYS & STREE	600,000	600,000	600,000	600,000		
213-906-993.000 *	DEBT SRVC INTEREST-HGHWYS/STS	30,250	15,000	15,250	15,250		
TOTAL APPROPRIATIONS		630,250	615,000	615,250	615,250		
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICES		(630,250)	(615,000)	(615,250)	(615,250)		
* NOTES TO BUDGET: DEPARTMENT 906 DEBT SERVICES							
991.001	DEBT SERVICE HIGHWAYS & STREE						
	Final principal payment for road bonds was in 2022.						
993.000	DEBT SRVC INTEREST-HGHWYS/STS						
	Final interest payment due for road bonds was 2022						
ESTIMATED REVENUES - FUND 213		2,095,133	1,978,712	2,798,107	1,830,461	2,012,696	2,870,225
APPROPRIATIONS - FUND 213		1,614,396	1,978,712	2,798,107	1,781,732	1,968,575	2,870,225
NET OF REVENUES/APPROPRIATIONS - FUND 213		480,737			48,729	44,121	

Fund: 398 DEBT 2006 BOND FUND

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Dept 000							
ESTIMATED REVENUES							
398-000-665.000	INTEREST EARNED	4			128		
398-000-699.004 *	TRANSFER IN: FROM LDFA FUND	78,572	74,322	74,322	74,322	71,083	71,083
398-000-699.101 *	TRANSFER IN: FROM GENERAL FUND	39,517	159,468	159,468	159,468	163,067	163,067
398-000-699.999 *	APPROPRIATED PRIOR YEAR BAL			50			
TOTAL ESTIMATED REVENUES		118,093	233,790	233,840	233,918	234,150	234,150
NET OF REVENUES/APPROPRIATIONS - 000 -		118,093	233,790	233,840	233,918	234,150	234,150

* NOTES TO BUDGET: DEPARTMENT 000

699.004	TRANSFER IN: FROM LDFA FUND						
	FOOTNOTE AMOUNTS:					71,083	71,083
	This line item reflects the amount transferred from the LDFA Fund to pay the Improvement Bonds, Series 2006 dated June 6, 2013. The original bond debt amount was \$3,200,000, our current balance will be \$1,500,000 on 12/31/2022 and \$1,300,000 on 12/31/23. The bond payoff is scheduled out to 2029. The decrease in the LDFA funds captured is due to the elimination of personal property taxes due to sale of Bosal properties. Property sold to UNDER GROUND PRINTING in February 2022 and is the only property in the LDFA district.						
699.101	TRANSFER IN: FROM GENERAL FUND						
	FOOTNOTE AMOUNTS:					163,067	163,067
	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. The amount needed from the General Fund is \$163,067.						
699.999	APPROPRIATED PRIOR YEAR BAL						
	This line item reflects the amount that will be used from prior year fund balance to make up the payment deficiencies.						
	DEPT '000' TOTAL					234,150	234,150

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	233,918	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)			78		

Fund: 249 BUILDING DEPARTMENT

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Dept 000							
ESTIMATED REVENUES							
249-000-476.477 *	LICENSED CONTRACTOR REGISTRATION	6,579	3,000	3,000	5,825	6,000	6,000
249-000-491.000 *	BUILDING PERMIT	533,949	540,000	540,000	537,033	500,000	500,000
249-000-491.001 *	ELECTRICAL PERMIT	117,800	81,000	81,000	70,323	81,000	81,000
249-000-491.002 *	MECHANICAL PERMIT	139,531	118,800	118,800	100,023	118,000	118,000
249-000-491.003 *	PLUMBING PERMIT	79,659	54,000	54,000	55,919	54,000	54,000
249-000-491.006 *	MISC / REINSPECTION	17,625	5,000	5,000	14,500	7,500	7,500
249-000-491.007 *	SIGN PERMITS	8,780	2,000	2,000	2,100	3,000	3,000
249-000-607.010 *	ENVIRO/PLOT PLAN - CHG FOR SERVIC	1,275	2,000	2,000	3,570	4,000	4,000
249-000-607.270 *	LIQUOR INSPECT - CHG FOR SERVICES	400			150	450	450
249-000-665.000 *	INTEREST EARNED	149	50	50	11,388	1,500	1,500
249-000-676.012 *	INSURANCE REIMBURSEMENTS	732			468		
249-000-683.000	OTHER INCOME-MISCELLANEOUS	600			55		
249-000-699.101 *	TRANSFER IN: FROM GENERAL FUND			5,114	5,114		
249-000-699.999 *	APPROPRIATED PRIOR YEAR BAL		147,449	161,158		228,858	228,858
TOTAL ESTIMATED REVENUES		907,079	953,299	972,122	806,468	1,004,308	1,004,308
NET OF REVENUES/APPROPRIATIONS - 000 -		907,079	953,299	972,122	806,468	1,004,308	1,004,308

* NOTES TO BUDGET: DEPARTMENT 000

476.477	LICENSED CONTRACTOR REGISTRATION							
	FOOTNOTE AMOUNTS:					6,000	6,000	
	Fee revenue generated from new registrations of licensed contractors doing business with the Building Department.							
491.000	BUILDING PERMIT							
	FOOTNOTE AMOUNTS:					500,000	500,000	
	Fee revenue from building permits for new construction, renovation or demolition of existing structures that requires plan review and/or inspection by a state registered building inspector or plan reviewer. An decrease of 7.4% is anticipated due to the decrease in major construction projects.							
491.001	ELECTRICAL PERMIT							
	FOOTNOTE AMOUNTS:					81,000	81,000	
	Fee revenue from electrical permits for installation of new electrical circuits and equipment that requires plan review and/or inspection by a state registered electrical inspector or plan reviewer.							
491.002	MECHANICAL PERMIT							
	FOOTNOTE AMOUNTS:					118,000	118,000	
	Fee revenue from mechanical permits for installation of heating and cooling systems, refrigeration equipment, fire suppression and alarm systems, and other mechanical equipment that requires plan review and/or inspection by a state registered mechanical inspector or plan reviewer.							
491.003	PLUMBING PERMIT							
	FOOTNOTE AMOUNTS:					54,000	54,000	
	Fee revenue from plumbing permits for installation of new water/sewer lines and other equipment that requires plan review and/or inspection by a state registered plumbing inspector or plan reviewer.							
491.006	MISC / REINSPECTION							

Fund: 249 BUILDING DEPARTMENT

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

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								
	FOOTNOTE AMOUNTS:					7,500	7,500	
	Fee revenue for unplanned re-inspections done by state registered inspectors that are necessary for final approval of permitted work after the first inspection is failed. Revenue is unpredictable because it is based on contractor performance.							
491.007	SIGN PERMITS							
	FOOTNOTE AMOUNTS:					3,000	3,000	
	Fee revenue from issuance of sign permits that require building inspection when installed.							
607.010	ENVIRO/PLOT PLAN - CHG FOR SERVICES							
	FOOTNOTE AMOUNTS:					4,000	4,000	
	Fee revenue for soil erosion and sedimentation control (SESC) permits that require inspection by a trained and certified inspector after significant rain events. Trained personnel also respond to resident complaints about flooding and storm water issues.							
607.270	LIQUOR INSPECT - CHG FOR SERVICES							
	FOOTNOTE AMOUNTS:					450	450	
	Fee revenue for building code inspections conducted for annual liquor license renewal for on-premise liquor establishments.							
665.000	INTEREST EARNED							
	FOOTNOTE AMOUNTS:					1,500	1,500	
	Interest earned on the funds deposited at various banks. Figures provided by the Accounting Director.							
676.012	INSURANCE REIMBURSEMENTS							
	Some years we receive dividends back from MML Workers Comp and/or Insurance Liability.							
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:					228,858	228,858	
	Revenue from prior years used for current year operating expenses.							
	DEPT '000' TOTAL					1,004,308	1,004,308	

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 371 - BUILDING DEPARTMENT							
APPROPRIATIONS							
249-371-705.000 *	SALARY - SUPERVISION	110,589	127,700	128,950	91,950	130,194	130,194
249-371-706.000 *	SALARY - PERMANENT WAGES	64,580	76,935	79,995	60,228	80,850	80,850
249-371-706.004 *	BUILDING INSPECTION	63,661	63,690	98,256	57,594	133,000	133,000
249-371-706.005 *	ELECTRICAL INSPECTION	65,397	65,770	27,032	25,743		
249-371-706.018 *	MECHANICAL INSPECTIONS		65,770	68,684	40,639	63,458	63,458
249-371-708.004 *	SALARIES PAY OUT-PTO&SICKTIME	901			371		
249-371-709.000 *	REG OVERTIME	1,196			3,459	2,000	2,000
249-371-715.000 *	F.I.C.A./MEDICARE	22,905	30,590	31,513	21,007	31,327	31,327
249-371-718.000 *	MERS RETIREMENT	56,902	78,378	78,726	59,287	76,758	78,643
249-371-718.001 *	RETIREMENT HEALTH CARE SAVINGS	3,025	4,875	4,875	3,300	5,200	5,200
249-371-718.003 *	OPEB - RETIREMENT HEALTH		39,884	39,884	39,884	18,750	17,325
249-371-719.000 *	HEALTH INSURANCE	85,844	109,123	109,123	62,217	126,549	113,863
249-371-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(5,150)	(8,000)	(8,000)		(7,550)	(7,550)
249-371-719.015 *	DENTAL BENEFITS	3,322	4,077	4,077	2,736	4,278	3,956
249-371-719.016 *	VISION BENEFITS	872	1,043	1,043	642	949	949
249-371-719.020 *	HEALTH CARE DEDUCTION	22,503	29,610	29,610	17,865	29,610	29,610
249-371-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	340	504	504	339	504	504
249-371-719.022 *	DISABILITY INSURANCE	1,494	1,743	1,743	1,041	1,743	1,743
249-371-719.023 *	LIFE INSURANCE	981	1,361	1,361	813	1,361	1,361
249-371-719.025	UNEMPLOYMENT EXPENSE	58			141		
249-371-719.030 *	WORKERS COMPENSATION	3,426	4,500	4,500	4,071	11,398	11,398
249-371-727.000 *	OFFICE SUPPLIES	2,086	2,500	2,500	1,339	2,500	2,500
249-371-730.000 *	POSTAGE	563	10,000	10,000	289	5,000	5,000
249-371-740.001 *	Ordinance & Zoning Code Books	500	7,000	7,000	618	7,000	7,000
249-371-741.001 *	UNIFORMS-NEW AND BADGES	790	5,000	5,000	1,193	5,000	5,000
249-371-760.000 *	PPE & FIRST AID SUPPLIES	28	350	350	41	350	350
249-371-800.001 *	ADMINSTRATION FEES	34,630	34,277	34,277	25,707	36,387	36,387
249-371-801.000 *	PROFESSIONAL SERVICES	54,429	50,000	61,000	23,230	20,000	20,000
249-371-801.060 *	CONTRACTUAL - ONLINE PERMITS	1,768		5,500	766	5,500	5,500
249-371-818.000 *	CONTRACTUAL SERVICES	144,134	60,000	87,233	85,987	150,000	150,000
249-371-867.000 *	GAS & OIL	6,572	5,000	5,000	3,474	10,000	10,000
249-371-876.003 *	OPEB FUNDING- RETIREE HEALTH	31,547					
249-371-935.000 *	MOTORPOOL-MISC REPAIR	365	5,000	5,000	10	5,000	5,000
249-371-943.000 *	MOTORPOOL INTERNAL	15,140	7,244	7,244	5,433	7,244	7,244
249-371-955.001 *	INSURANCE & BONDS FLEET	2,041	2,142	2,142	1,567	2,198	2,198
249-371-958.000 *	MEMBERSHIP AND DUES	1,819	3,000	3,000	1,667	3,000	3,000
249-371-975.135 *	CAP OUTLAY - FURNITURE & FIXTURES		30,000	30,000		30,000	30,000
249-371-977.000 *	EQUIPMENT	2,162	5,000	5,000	45		
249-371-985.000 *	CAPITAL OUTLAY/VEHICLES		29,233				
TOTAL APPROPRIATIONS		801,420	953,299	972,122	644,693	999,558	987,010
NET OF REVENUES/APPROPRIATIONS - 371 - BUILDING DEPA		(801,420)	(953,299)	(972,122)	(644,693)	(999,558)	(987,010)

* NOTES TO BUDGET: DEPARTMENT 371 BUILDING DEPARTMENT

705.000 SALARY - SUPERVISION

FOOTNOTE AMOUNTS: 130,194 130,194

Salary for the Chief Building Official to administer and interpret state building codes, manage Building Department operations, and coordinate building plan review and inspection services. This line also includes 25% of the Community Compliance Director and 25% of the OCS Executive Coordinator position. A 3 % increase was added to non union employees to match the Teamster Union contract for 2023.

706.000 SALARY - PERMANENT WAGES

Fund: 249 BUILDING DEPARTMENT

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 371 - BUILDING DEPARTMENT							
	<p>FOOTNOTE AMOUNTS:</p> <p>Wages for one (1) hourly Floater II/Clerk III position, 25% of the Planning & Development Coordinator and 25% planning staff positions. Wages are determined by the TPOAM and Teamster labor contracts and H R Department. Current assumption of 3% increase in budgeted for 2023.</p>					80,850	80,850
706.004	BUILDING INSPECTION						
	<p>FOOTNOTE AMOUNTS:</p> <p>Hourly wages for two (2) state registered building inspectors who perform inspections and plan reviews for building permits. Wages are determined by the TPOAM labor contract. Current assumption of 3% increase is budgeted for 2023.</p>					133,000	133,000
706.005	ELECTRICAL INSPECTION						
	Inspections to be performed by contractual professional service for 2023.						
706.018	MECHANICAL INSPECTIONS						
	<p>FOOTNOTE AMOUNTS:</p> <p>Hourly wages for one (1) state registered mechanical inspector who performs plan reviews and inspections for mechanical permits. Wages are determined by the TPOAM labor contract. Current assumption of 3% increase in budgeted for 2023.</p>					63,458	63,458
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						
	This line item is used for the health insurance buyout for employees who receive health insurance through another source.						
709.000	REG OVERTIME						
	<p>FOOTNOTE AMOUNTS:</p> <p>Overtime wages for inspectors and clerks as necessary for emergencies, special customer requests and special projects.</p>					2,000	2,000
715.000	F.I.C.A./MEDICARE						
	<p>FOOTNOTE AMOUNTS:</p> <p>Figures provided by the Accounting Director.</p>					31,327	31,327
718.000	MERS RETIREMENT						
	<p>FOOTNOTE AMOUNTS:</p> <p>Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%</p>					76,758	78,643
718.001	RETIREMENT HEALTH CARE SAVINGS						
	<p>FOOTNOTE AMOUNTS:</p> <p>This line item reflects the 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.</p>					5,200	5,200
718.003	OPEB - RETIREMENT HEALTH						

Fund: 249 BUILDING DEPARTMENT

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 371 - BUILDING DEPARTMENT							
	FOOTNOTE AMOUNTS:					18,750	17,325
	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					126,549	113,863
	FOOTNOTE AMOUNTS:						
	A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA					(7,550)	(7,550)
	FOOTNOTE AMOUNTS:						
	Amount employees pay toward their health care coverage.						
719.015	DENTAL BENEFITS					4,278	3,956
	FOOTNOTE AMOUNTS:						
	Increase 1.72% for 2023. Provided by HR						
719.016	VISION BENEFITS					949	949
	FOOTNOTE AMOUNTS:						
	No change for 2023. Numbers provided by HR						
719.020	HEALTH CARE DEDUCTION					29,610	29,610
	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					504	504
	FOOTNOTE AMOUNTS:						
	Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.						
719.022	DISABILITY INSURANCE					1,743	1,743
	FOOTNOTE AMOUNTS:						
	No change for 2023. Numbers provided by HR						
719.023	LIFE INSURANCE					1,361	1,361
	FOOTNOTE AMOUNTS:						
	No change for 2023. Numbers provided by HR						
719.030	WORKERS COMPENSATION					11,398	11,398
	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.						
727.000	OFFICE SUPPLIES					2,500	2,500
	FOOTNOTE AMOUNTS:						

Fund: 249 BUILDING DEPARTMENT
 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 371 - BUILDING DEPARTMENT							
	Expenses for office supplies such as inspection forms, placards, pens, etc.						
730.000	POSTAGE						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Postage expenses for Building Department operations. Expenses to be used for permit expiration letters sent to customers who fail to call for inspections. Decreased due to online services.						
740.001	Ordinance & Zoning Code Books						
	FOOTNOTE AMOUNTS:					7,000	7,000
	Expenses to purchase copyrighted State of Michigan code publications required for state registered plan reviewers and inspectors. State codes are updated periodically.						
741.001	UNIFORMS-NEW AND BADGES						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Expenses for new and replacement uniform clothing apparel and other related items for Building Department field staff.						
760.000	PPE & FIRST AID SUPPLIES						
	FOOTNOTE AMOUNTS:					350	350
	Covers all PPE, first aid supplies, and other supplies required by OSHA.						
800.001	ADMINISTRATION FEES						
	FOOTNOTE AMOUNTS:					36,387	36,387
	Admin fees are paid to the General Fund for service provided by Human Resource, Accounting, Computer Tech, Auditing and other support personnel and shared expenses. Allocations are based on wages of the support and maintenance staff, floor space, staffing levels, computers, phones, etc. Provided by the Account Director.						
801.000	PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS:					20,000	20,000
	Services for special projects rendered under professional contract. Decreased due to final of the completion of the digital files.						
801.060	CONTRACTUAL - ONLINE PERMITS						
	FOOTNOTE AMOUNTS:					5,500	5,500
818.000	CONTRACTUAL SERVICES						
	FOOTNOTE AMOUNTS:					150,000	150,000
	Expenses for private contract services performed by state registered inspectors and plan reviewers on an as-needed basis. Also used to hire private contractors to cover scheduled and unscheduled leave of department employees for all trades. Increased due to the loss of our dual registered inspector and the need to hire outside professional.						
867.000	GAS & OIL						
	FOOTNOTE AMOUNTS:					10,000	10,000
	Fuel and oil expenses for vehicles assigned to building department staff. Increased due to raising fuel cost.						
876.003	OPEB FUNDING- RETIREE HEALTH						

Fund: 249 BUILDING DEPARTMENT

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 371 - BUILDING DEPARTMENT							
	Moved to 249-371-718.003						
935.000	MOTORPOOL-MISC REPAIR						
	FOOTNOTE AMOUNTS:					5,000	5,000
	Covers miscellaneous vehicle repair above normal MotorPool maintenance. Provided by Accounting Director						
943.000	MOTORPOOL INTERNAL						
	FOOTNOTE AMOUNTS:					7,244	7,244
	Vehicle & Maintenance MotorPool Allocation - Figures provided by the Accounting Director.						
955.001	INSURANCE & BONDS FLEET						
	FOOTNOTE AMOUNTS:					2,198	2,198
	Insurance for buildings, equipment, and vehicles. Provided by the Accounting Director.						
958.000	MEMBERSHIP AND DUES						
	FOOTNOTE AMOUNTS:					3,000	3,000
	Mandatory memberships and dues to professional organizations for continuing education credits required to maintain state certification for inspection staff.						
975.135	CAP OUTLAY - FURNITURE & FIXTURES						
	FOOTNOTE AMOUNTS:					30,000	30,000
	Expenses to purchase new office furniture and fixtures for restructured office space.						
977.000	EQUIPMENT						
	Expenses to purchase new equipment and to replace old equipment no longer serviceable. Equipment includes computers, printers and inspection tools used in the field.						
985.000	CAPITAL OUTLAY/VEHICLES						
	Expense to purchase a new vehicle need to replace obsolete truck.						
	DEPT '371' TOTAL					999,558	987,010
ESTIMATED REVENUES - FUND 249		907,079	953,299	972,122	806,468	1,004,308	1,004,308
APPROPRIATIONS - FUND 249		801,420	953,299	972,122	644,693	999,558	987,010
NET OF REVENUES/APPROPRIATIONS - FUND 249		105,659			161,775	4,750	17,298

Fund: 252 HYDRO STATION FUND

2023 REVISED BUDGET RECOMMENDED
 LESS 2020 ACTIVITY
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DRAFT 10-27-2022

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							
252-000-547.000 *	ST of MI EGLE GRANT					19,372	19,372
252-000-644.003 *	FORD LAKE HYDRO STATION	567,870	440,000	440,000	371,689	440,000	440,000
252-000-665.000 *	INTEREST EARNED	79			6,101	650	650
252-000-676.012 *	INSURANCE REIMBURSEMENTS	350			562		
252-000-683.000	OTHER INCOME-MISCELLANEOUS	35					
252-000-699.101 *	TRANSFER IN: FROM GENERAL FUND			164,261	2,261	81,000	81,000
252-000-699.999 *	APPROPRIATED PRIOR YEAR BAL		382,974	220,974		561,041	561,041
TOTAL ESTIMATED REVENUES		568,334	822,974	825,235	380,613	1,102,063	1,102,063
NET OF REVENUES/APPROPRIATIONS - 000 -		568,334	822,974	825,235	380,613	1,102,063	1,102,063

* NOTES TO BUDGET: DEPARTMENT 000

547.000	ST of MI EGLE GRANT						
	FOOTNOTE AMOUNTS:					19,372	19,372
	The Township was awarded a state grant to purchase new water quality equipment to help with lake management.						
644.003	FORD LAKE HYDRO STATION						
	FOOTNOTE AMOUNTS:					440,000	440,000
	Revenues from selling electricity from the Hydro Station to DTE Energy.						
665.000	INTEREST EARNED						
	FOOTNOTE AMOUNTS:					650	650
	Interest earned on funds deposited in the bank.						
676.012	INSURANCE REIMBURSEMENTS						
	Some years we receive dividends back from MML Workers Comp and/or Insurance Liability.						
699.101	TRANSFER IN: FROM GENERAL FUND						
	FOOTNOTE AMOUNTS:					81,000	81,000
	This is the annual released funds from DTE funds held in escrow and will be transferred from the General Fund to the Hydro Station for capital outlay and licensing.						
699.999	APPROPRIATED PRIOR YEAR BAL						
	FOOTNOTE AMOUNTS:					561,041	561,041
	This reflects the funds needed from the fund balance in order to balance the budget. The reason for the shortfall is due to the budgeting of two needed capital projects totaling \$570,000 for 2023.						
	DEPT '000' TOTAL					1,102,063	1,102,063

User: ecuellar
DB: Ypsilanti-Twp

Fund: 252 HYDRO STATION FUND

2023 REVISED BUDGET RECOMMENDED
LESS 2020 ACTIVITY
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DRAFT 10-27-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 535 - HYDRO STATION: FORD LAKE PARK							
APPROPRIATIONS							
252-535-705.000 *	SALARY - SUPERVISION	43,467	44,269	44,869	33,779	45,597	45,597
252-535-706.000 *	SALARY - PERMANENT WAGES	49,110	50,485	51,985	35,537	52,000	52,000
252-535-707.000 *	SALARY - TEMPORARY/SEASONAL	11,942	16,000	16,000	7,430	16,480	16,480
252-535-708.004 *	SALARIES PAY OUT-PTO&SICKTIME	3,865			676		
252-535-715.000 *	F.I.C.A./MEDICARE	8,034	7,481	7,642	5,741	7,706	7,706
252-535-718.000 *	MERS RETIREMENT	15,528	20,184	20,184	16,334	21,736	22,110
252-535-718.001 *	RETIREMENT HEALTH CARE SAVINGS	1,300	1,300	1,300	950	1,300	1,300
252-535-718.002 *	DEFERRED COMPENSATION	48	208	208	90	215	215
252-535-718.003 *	OPEB - RETIREMENT HEALTH		10,636	10,636	10,636	5,000	4,620
252-535-719.000 *	HEALTH INSURANCE	41,127	39,089	39,089	32,574	46,907	42,204
252-535-719.003 *	EMPLOYEE PAID HEALTH CONTRA	(2,880)	(2,880)	(2,880)		(2,880)	(2,880)
252-535-719.015 *	DENTAL BENEFITS	1,582	1,582	1,582	1,710	1,740	1,609
252-535-719.016 *	VISION BENEFITS	495	399	399	290	399	399
252-535-719.020 *	HEALTH CARE DEDUCTION	1,685	9,464	9,464	1,715	9,464	9,464
252-535-719.021 *	ADMIN FEE - HEALTH DEDUCTIBLE	128	135	135	103	135	135
252-535-719.022 *	DISABILITY INSURANCE	562	465	465	349	465	465
252-535-719.023 *	LIFE INSURANCE	363	363	363	272	363	363
252-535-719.030 *	WORKERS COMPENSATION	1,436	2,320	2,320	1,213	2,864	2,864
252-535-727.000 *	OFFICE SUPPLIES	225	350	350	35	350	350
252-535-730.000 *	POSTAGE	64	100	100	82	100	100
252-535-740.000 *	OPERATING SUPPLIES	63	300	300	124	300	300
252-535-741.000 *	BOOT REIMB & UNIFORMS PURCHASE	622	850	850	393	850	850
252-535-760.000 *	PPE & FIRST AID SUPPLIES	357	350	350	57	350	350
252-535-776.000 *	MAINTENANCE SUPPLIES	11,138	9,000	9,000	5,678	9,000	9,000
252-535-801.000 *	PROFESSIONAL SERVICES	66,999	75,000	135,000	108,023	151,000	151,000
252-535-818.013 *	CONTRACTUAL SERVICES/HYDRO ST	9,393	9,000	9,000	7,238	10,430	10,430
252-535-850.000 *	TELEPHONE	1,499	1,800	1,800	1,506	1,800	1,800
252-535-867.000 *	GAS & OIL	1,525	1,600	3,600	2,347	4,000	4,000
252-535-920.017 *	UTILITIES - HYDRO	474	1,800	1,800	1,055	1,800	1,800
252-535-930.000 *	REPAIRS MAINTENANCE-MACHINERY	17,465	12,000	13,000	12,941	32,500	32,500
252-535-930.001 *	REPAIRS/MAINT HYDRO INFRASTRU	48,103	20,000	104,000	47,251	40,000	40,000
252-535-935.000 *	MOTORPOOL-MISC REPAIR	396	2,500	2,500	266	2,500	2,500
252-535-943.000 *	MOTORPOOL INTERNAL	6,154	6,154	6,154	4,615	6,154	6,154
252-535-955.003 *	INSURANCE AND BONDS	2,449	2,570	2,570	1,880	2,638	2,638
252-535-956.000 *	MISCELLANEOUS	3,543	2,800	3,500	3,500	3,500	3,500
252-535-956.019 *	HYDRO-FISH STUDY-ESCROW EXPEN	7,942	8,500	8,500		8,500	8,500
252-535-956.025 *	LICENSES AND FEES/FERC	2,608	2,800	2,800	2,795	2,800	2,800
252-535-959.000 *	CITY SHARE/HYDRO STATION	56,787	44,000	44,000	37,169	44,000	44,000
252-535-971.001 *	CAPITAL OUTLAY - OTHER		270,000	180,000		500,000	500,000
252-535-971.200 *	CAPITAL OUTLAY - GRANT PROJECT		125,000	20,000		20,000	20,000
252-535-977.000 *	EQUIPMENT	6,973	25,000	72,300	53,098	50,000	50,000
TOTAL APPROPRIATIONS		422,571	822,974	825,235	439,452	1,102,063	1,097,223
NET OF REVENUES/APPROPRIATIONS - 535 - HYDRO STATION		(422,571)	(822,974)	(825,235)	(439,452)	(1,102,063)	(1,097,223)

* NOTES TO BUDGET: DEPARTMENT 535 HYDRO STATION: FORD LAKE PARK

705.000	SALARY - SUPERVISION					45,597	45,597
FOOTNOTE AMOUNTS:							
60% of the salary for Operations Manager, the other 40% is budgeted in 101-270-706.015 - Human Resources for safety compliance.							A 3 %
increase was added to non union employees to match the Teamster Union contract for 2023.							

Fund: 252 HYDRO STATION FUND

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

DRAFT 10-27-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 535 - HYDRO STATION: FORD LAKE PARK							
706.000	SALARY - PERMANENT WAGES						
	FOOTNOTE AMOUNTS:					52,000	52,000
	Wages for one full-time operator. A 3 % increase was added to non union employees to match the Teamster Union contract for 2023.						
707.000	SALARY - TEMPORARY/SEASONAL						
	FOOTNOTE AMOUNTS:					16,480	16,480
	Wages for part-time Hydro Operator. This employee is responsible for days when full-time staff are not scheduled and assists in activities related to dam O&M requiring additional staff.						
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						
	FOOTNOTE AMOUNTS:					7,706	7,706
	Figures provided by the Accounting Director.						
718.000	MERS RETIREMENT						
	FOOTNOTE AMOUNTS:					21,736	22,110
	Allocation of annual required contribution (ARC) provided by Accounting Director. Overall Township ARC increased 8%						
718.001	RETIREMENT HEALTH CARE SAVINGS						
	FOOTNOTE AMOUNTS:					1,300	1,300
	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:					215	215
	Figures provided by Accounting Director based on 1.30% of payroll.						
718.003	OPEB - RETIREMENT HEALTH						
	FOOTNOTE AMOUNTS:					5,000	4,620
	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:					46,907	42,204
	A increase of 7.97%. Provided by HR						
719.003	EMPLOYEE PAID HEALTH CONTRA						
	FOOTNOTE AMOUNTS:					(2,880)	(2,880)
	Amount employees pay toward their health care coverage.						
719.015	DENTAL BENEFITS						

Fund: 252 HYDRO STATION FUND
 2023 REVISED BUDGET RECOMMENDED
 LESS 2020 ACTIVITY
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DRAFT 10-27-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 535 - HYDRO STATION: FORD LAKE PARK							
	FOOTNOTE AMOUNTS: Increase 1.72% for 2023. Provided by HR					1,740	1,609
719.016	VISION BENEFITS FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					399	399
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.					9,464	9,464
719.021	ADMIN FEE - HEALTH DEDUCTIBLE FOOTNOTE AMOUNTS: Cost to manage card used to pay the health care deductibles, administered by Clarity Benefits.					135	135
719.022	DISABILITY INSURANCE FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					465	465
719.023	LIFE INSURANCE FOOTNOTE AMOUNTS: No change for 2023. Numbers provided by HR					363	363
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.					2,864	2,864
727.000	OFFICE SUPPLIES FOOTNOTE AMOUNTS: Cost of supplies and material used in completing reports by the department. No change for 2023					350	350
730.000	POSTAGE FOOTNOTE AMOUNTS: Cost to mail business related material. No change for 2023					100	100
740.000	OPERATING SUPPLIES FOOTNOTE AMOUNTS: Accounts for the miscellaneous cost related to operating the Hydro Station. No changes from last year.					300	300
741.000	BOOT REIMB & UNIFORMS PURCHASE FOOTNOTE AMOUNTS:					850	850

Fund: 252 HYDRO STATION FUND

2023 REVISED BUDGET RECOMMENDED
 LESS 2020 ACTIVITY
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DRAFT 10-27-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 535 - HYDRO STATION: FORD LAKE PARK							
Cost to purchase operators uniforms and boot allowance. No change for 2023							
760.000	PPE & FIRST AID SUPPLIES					350	350
	FOOTNOTE AMOUNTS:						
	Covers all PPE, first aid supplies, and other supplies required by OSHA. No change for 2023						
776.000	MAINTENANCE SUPPLIES					9,000	9,000
	FOOTNOTE AMOUNTS:						
	Cost associated with maintaining Hydro Station including housekeeping, general maintenance supplies and hand tools. No change for 2023						
801.000	PROFESSIONAL SERVICES					151,000	151,000
	FOOTNOTE AMOUNTS:						
	Cost of an independent engineering firm to perform technical engineering support related to dam safety and compliance for Ford Lake Dam. The Township does not have a professional engineer with dam experience on staff. Currently working on updating the technical document and couple of the related topic plans. In 2023, \$75K is budgeted as part of a large project planned to repair concrete and conduct an inspection of the spillway gates that will require engineering monitoring and sign-offs.						
818.013	CONTRACTUAL SERVICES/HYDRO ST					10,430	10,430
	FOOTNOTE AMOUNTS:						
	Associated cost for services routinely used by the department for operations or maintenance activities. Data hosting, software licensee/support and port-a-john rental costs associated to this line item. No change in the dollar amount is proposed						
850.000	TELEPHONE					1,800	1,800
	FOOTNOTE AMOUNTS:						
	Communication lines for Hydro Station and cell service for water quality stations deployed as part of operation plan for the department. No change in the dollar amount is proposed						
867.000	GAS & OIL					4,000	4,000
	FOOTNOTE AMOUNTS:						
	Cost of fuel used by the department for equipment and vehicles. An increase in the dollar amount is proposed due the cost of fuel have gone back up.						
920.017	UTILITIES - HYDRO					1,800	1,800
	FOOTNOTE AMOUNTS:						
	Heating costs for the powerhouse in winter months and the usage by the natural gas standby generator. No change in the dollar amount is proposed						
930.000	REPAIRS MAINTENANCE-MACHINERY					32,500	32,500
	FOOTNOTE AMOUNTS:						
	Cost of repairs and maintenance of equipment by staff and contractors. During the concrete repairs, the generating equipment will get maintenance done. An Increase in the dollar amount is proposed.						
930.001	REPAIRS/MAINT HYDRO INFRASTRU					40,000	40,000
	FOOTNOTE AMOUNTS:						

Fund: 252 HYDRO STATION FUND

2023 REVISED BUDGET RECOMMENDED
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DRAFT 10-27-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 535 - HYDRO STATION:	FORD LAKE PARK						
	Costs to maintain Hydro Station structure- powerhouse and dam. Activities include small projects and general repairs. A decrease in the dollar amount is proposed.						
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:					6,154	6,154
	Vehicle & Maintenance MotorPool Allocation - Figures provided by the Accounting Director.						
955.003	INSURANCE AND BONDS						
	FOOTNOTE AMOUNTS:					2,638	2,638
	Insurance for buildings, equipment, and vehicles. Provided by the Accounting Director.						
956.000	MISCELLANEOUS						
	FOOTNOTE AMOUNTS:					3,500	3,500
	Bank fees associated with DTE Escrow Fund and other small expenses. No change in the dollar amount is proposed.						
956.019	HYDRO-FISH STUDY-ESCROW EXPEN						
	FOOTNOTE AMOUNTS:					8,500	8,500
	Expected amount the Township will have to put into Fish Escrow for future fish enhancement. Required by the FERC License agreement.						
956.025	LICENSES AND FEES/FERC						
	FOOTNOTE AMOUNTS:					2,800	2,800
	Annual fee assessed by the Federal Energy Regulatory Commission. Cost varies each year.						
959.000	CITY SHARE/HYDRO STATION						
	FOOTNOTE AMOUNTS:					44,000	44,000
	Expected amount the Township will have to pay the City (10% gross of DTE revenue) from a judgment when JYRO was dissolved.						
971.001	CAPITAL OUTLAY - OTHER						
	FOOTNOTE AMOUNTS:					500,000	500,000
	Sluice Gate Stress Analysis - Detailed inspection of the cast iron spillway gates at the Hydro Station. Repair Spalling Concrete at the top of the arch dam to the abutment piers. This Project was submitted to the ARPA Committee for consideration and are looking for grants to help with is cost.						
971.200	CAPITAL OUTLAY - GRANT PROJECT						
	FOOTNOTE AMOUNTS:					20,000	20,000
	WQ Equipment- Received a grant from EGLE to purchase 2 WQ sondes to monitor dissolved oxygen and temperature in the lake. These will replace the sondes purchased back in 2003.						
977.000	EQUIPMENT						
	FOOTNOTE AMOUNTS:					50,000	50,000

Fund: 252 HYDRO STATION FUND

2023 REVISED BUDGET RECOMMENDED
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DRAFT 10-27-2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	2022 ACTIVITY THRU 09/30/22	2023 REQUESTED BUDGET	2023 RECOMMENDED BUDGET
Dept 535 - HYDRO STATION: FORD LAKE PARK							
New Safety Signage and buoys to improve recreational safety around the Hydro Station. A Recreational Safety Plan is required by FERC, the plan will be due for review by Dec 2022. This project was submitted to the ARPA Committee for consideration and are looking for grants to help defer the cost.							
	DEPT '535' TOTAL					1,102,063	1,097,223
ESTIMATED REVENUES - FUND 252		568,334	822,974	825,235	380,613	1,102,063	1,102,063
APPROPRIATIONS - FUND 252		422,571	822,974	825,235	439,452	1,102,063	1,097,223
NET OF REVENUES/APPROPRIATIONS - FUND 252		145,763			(58,839)		4,840

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2023 REVISED BUDGET RECOMMENDED
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Dept 000							
ESTIMATED REVENUES							
282-000-528.000	OTHER FEDERAL GRANTS		4,719,513	4,719,513	4,719,513		
282-000-665.000	INTEREST EARNED	195			53,714		
282-000-699.999 *	APPROPRIATED PRIOR YEAR BAL						600,000
TOTAL ESTIMATED REVENUES		195	4,719,513	4,719,513	4,773,227		600,000
NET OF REVENUES/APPROPRIATIONS - 000 -		195	4,719,513	4,719,513	4,773,227		600,000

* NOTES TO BUDGET: DEPARTMENT 000

699.999	APPROPRIATED PRIOR YEAR BAL						600,000
FOOTNOTE AMOUNTS:							600,000
Federal American Rescue Plan Act (ARPA) - Coronavirus State and Local Fiscal Recovery Funds. This is the second and final portion of the grant to be received. First payment of \$4,719,513 was received July 2021 and placed in an unearned revenue liability account in this new fund at the recommendation of our auditor. The revenue will be recognized as expenditures are approved by the Board. This \$600,000 is for the public health fund approved in January 2022.							
DEPT '000' TOTAL							600,000

2023 REVISED BUDGET RECOMMENDED
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DRAFT 10-27-2022

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Dept 602 - PUBLIC HEALTH APPROPRIATIONS							
282-602-840.000 *	PUBLIC HEALTH			900,000	192,802	600,000	600,000
TOTAL APPROPRIATIONS				900,000	192,802	600,000	600,000
NET OF REVENUES/APPROPRIATIONS - 602 - PUBLIC HEALTH				(900,000)	(192,802)	(600,000)	(600,000)

* NOTES TO BUDGET: DEPARTMENT 602 PUBLIC HEALTH

840.000	PUBLIC HEALTH					600,000	600,000
FOOTNOTE AMOUNTS:							
These funds will be used for the purchase of COVID test kits, N95/KN95 masks, and other measures to help prevent the spread of COVID at an estimated amount of \$600,000. This will be funded by the funds received from the America Rescue Plan Act (ARPA).							
DEPT '602' TOTAL						600,000	600,000

2023 REVISED BUDGET RECOMMENDED
 LESS 2020 ACTIVITY
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DRAFT 10-27-2022

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Dept 693 - COMMUNITY ACTION PROGRAM							
APPROPRIATIONS							
282-693-995.101 *	TRANSFER OUT TO GENERAL FUND		4,719,513	3,819,513			
TOTAL APPROPRIATIONS			4,719,513	3,819,513			
NET OF REVENUES/APPROPRIATIONS - 693 - COMMUNITY ACT			(4,719,513)	(3,819,513)			
* NOTES TO BUDGET: DEPARTMENT 693 COMMUNITY ACTION PROGRAM							
995.101	TRANSFER OUT TO GENERAL FUND						
No funds are budgeted for General Fund at this time.							
ESTIMATED REVENUES - FUND 282		195	4,719,513	4,719,513	4,773,227		600,000
APPROPRIATIONS - FUND 282			4,719,513	4,719,513	192,802	600,000	600,000
NET OF REVENUES/APPROPRIATIONS - FUND 282		195			4,580,425	(600,000)	

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

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



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

REGULAR MEETING AGENDA **TUESDAY, NOVEMBER 1, 2022** **7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PROCLAMATION HONORING DEONTE BATES
4. 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
5. CONSENT AGENDA
 - A. MINUTES OF THE OCTOBER 18, 2022 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR NOVEMBER 1, 2022 IN THE AMOUNT OF \$1,145,326.25
6. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. REQUEST TO INCREASE GOLF RATES AT GREEN OAKS GOLF COURSE FOR THE 2023 GOLF SEASON
(TABLED AT THE OCTOBER 18, 2022 REGULAR MEETING)
2. REQUEST TO APPROVE THE PROPOSAL FROM COMMUNICATION SQUARE FOR THE DESIGN, LICENSING, SUPPORT AND MIGRATION SERVICES FOR OFFICE 365
(TABLED AT THE OCTOBER 18, 2022 REGULAR MEETING)
3. 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
(TABLED AT THE OCTOBER 18, 2022 REGULAR MEETING)

NEW BUSINESS

1. REQUEST TO SET A PUBLIC HEARING DATE OF DECEMBER 6, 2022 AT APPROXIMATELY 7:00PM FOR THE 2023 FISCAL YEAR BUDGET
2. BUDGET AMENDMENT #14

AUTHORIZATIONS AND BIDS

1. REQUEST TO SEEK BIDS FOR NUISANCE VEGETATION AND CLEAN-UP ABATEMENT
2. REQUEST TO SEEK BIDS FOR VINYL FLOOR REPLACEMENT AT FIRE STATION HEADQUARTERS LOCATED AT 222 S. FORD BLVD.
3. REQUEST TO AWARD THE LOW BID FROM CONCRETE FLOOR TREATMENT TO APPLY EPOXY FLOOR FINISHING TO FIRE STATION HEADQUARTERS LOCATED AT 222 S. FORD BLVD. IN THE AMOUNT OF \$23,923.00 BUDGETED IN LINE ITEM #217-901-976-005

OTHER BUSINESS

BOARD MEMBER UPDATES

Charter Township of Ypsilanti Proclamation

In Recognition of the Heroic Acts of Mr. Deonte Bates

WHEREAS on Friday, September 30th, 2022, when a fire broke out at a residence on Willowbridge Road in the Charter Township of Ypsilanti; and

WHEREAS Deonte Bates, a Washtenaw County Jail Deputy and resident of Ypsilanti Township, sprang into action upon hearing of his neighbor's house fire; and

WHEREAS Deonte Bates bravely went into his neighbor's house amidst the flames, where he then pulled his neighbor out of the burning home; and

WHEREAS after Deonte Bates successfully removed his neighbor from his burning home, the neighbor was then treated by paramedics; and

WHEREAS the homeowner was transported to the hospital; and

WHEREAS he suffered minor injuries that were treated in the hospital; and

NOW THEREFORE BE IT RESOLVED that the Charter Township of Ypsilanti Board of Trustees recognizes and honors Deonte Bates for his selfless and heroic acts, where he helped his neighbor to safety. With a fire raging, seconds matter and Mr. Bates acted quickly and courageously, and the Charter Township of Ypsilanti is thankful for his bravery shown.

Dated and signed this 26th day of October, 2022



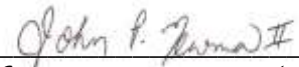
Brenda L. Stumbo, Supervisor



Heather Jarrell Roe, Clerk



Stan Eldridge, Treasurer



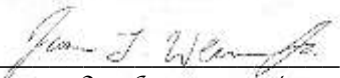
John Newman II, Trustee



Gloria Peterson, Trustee



Debra Swanson, Trustee



Jimmie Wilson Jr, Trustee

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



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

Charter Township of Ypsilanti

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: October 26, 2022

RE: Request to recognize and present proclamation to Mr. Deonte Bates for his heroic act of saving his neighbor from his burning home

Attached is a resolution, outlining the heroic acts of Mr. Deonte Bates, who upon hearing of his neighbor's burning home, went into the building and helped his neighbor to safety. Mr. Bates is a corrections deputy at the Washtenaw County jail and was off duty at the time of his neighbor's house fire.

Today, we would like to present this proclamation to Mr. Deonte Bates and thank him for his bravery in helping his neighbor.

PUBLIC COMMENTS

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 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.....JAVONNA NEEL**
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**

2023 BUDGET REVIEW.....JAVONNA NEEL

- **FUND 101 GENERAL FUND**
- **FUND 208 PARKS**
- **FUND 250 LOCAL DEVELOPMENT FINANCE AUTHORITY**
- **FUND 398 DEBT 2006 BOND FUND**
- **FUND 661 MOTORPOOL/REPAIRS**

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 2022 WORK SESSION
PAGE 2**

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

The Work Session meeting was adjourned at approximately 6:50pm.

Respectfully Submitted,

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 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

Six public comments were given.

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**

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

The motion passed unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Winters discussed the situations with the Gault Village shopping center, Green Oaks Golf Course and also detailed a new issue that has developed with a massage parlor business on Packard.

Supervisor Stumbo asked Attorney Winters to talk about how the padlock ordinance is used. Attorney Winters discussed the ordinance that has been used for the last five or six years to padlock building where drug activity has occurred.

Supervisor Stumbo stated that when a problem is identified the sheriff's department is informed and that the township cannot make the sheriff's

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 2022 REGULAR BOARD MEETING
PAGE 2**

department act. Supervisor Stumbo added that it is frustrating to pass this information on and then not receive any resolution. She said that she wants to encourage people to keep calling in and that the township will continue to forward information to the sheriff's department.

NEW BUSINESS

1. REQUEST TO INCREASE GOLF RATES AT GREEN OAKS GOLF COURSE FOR THE 2023 GOLF SEASON

Kirk Sherwood, Green Oaks Director of Golf, detailed the changes he was proposing for the 2023 season.

Supervisor Stumbo stated that she wasn't sure about the non-resident senior membership rate proposed, but was comfortable with the \$2.00 increase for nine and eighteen holes. Supervisor Stumbo asked if this proposed nonresident senior membership rate would interfere with leagues and tournaments. Mr. Sherwood responded that times are reserved for leagues and tournaments, so they would not be effected.

Treasurer Eldridge stated that even with a \$2.00 increase Green Oaks is still one of the cheapest courses in the area. He added his biggest concern would be adding a nonresident senior membership rate.

A motion was made By Treasurer Eldridge and seconded by Trustee Wilson to approve the increase for golf rates at Green Oaks Golf Course for the nine and eighteen holes and to table the nonresident senior membership rate for the 2023 golf season.

The motion carried unanimously.

2. REQUEST TO APPROVE THE PROPOSAL FROM CASCADE ENGINEERING FOR WASTE MANAGEMENT RENTAL CONTAINER REMOVAL IN AN AMOUNT OF NOT TO EXCEED \$50,000.00 BUDGETED IN LINE ITEM 226-528-818-000

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson 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.

Michael Hoffmeister, Residential Services Director, detailed the contract with Cascade Engineering to pick up rented recycle carts from homes. He stated that Cascade Engineering would be providing Waste Management a list of carts picked up and that would trigger the refund process for refunds of the rented carts.

Trustee Swanson asked about the process of swapping out the large cart for a smaller one. Mr. Hoffmeister stated that because the carts are grant funded, the larger cart has to be delivered for the township to get reimbursed. He stated then

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 2022 REGULAR BOARD MEETING
PAGE 3**

the resident would have to call Waste Management to swap out to a smaller cart and there would be a \$25.00 fee for the change. Trustee Swanson stated that she felt uncomfortable that a fee would be charged to process the swap.

Supervisor Stumbo asked if there may be a way to alleviate the \$25.00 fee. MR. Hoffmeister stated that he could start doing some research on the number of carts that may need to be swapped and contact Waste Management to see if they have any recommendations on alleviating the fee.

The motion carried unanimously.

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

A motion was made by Trustee Peterson and seconded by Treasurer Eldridge 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.

The motion carried unanimously.

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

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to confirm circuit court litigation to abate a public nuisance located at 862 Ecorse budgeted in line item #101-729-801-023.

Supervisor Stumbo stated they believed this was a hoarding situation and that Laurie Lutomski, Community Resources, will be reaching out to try and engage the resident, but in the meantime it needed to be authorized for circuit court litigation to make sure this doesn't happen again.

The motion carried unanimously.

5. BUDGET AMENDMENT #13

Clerk Jarrell Roe read the budget amendment into the record.

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to approve budget amendment #13.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 2022 REGULAR BOARD MEETING
PAGE 4**

AUTHORIZATIONS AND BIDS

1. REQUEST TO SEEK PROPOSALS FOR UPDATING THE PARKS AND RECREATION FIVE YEAR PLAN

A motion was made by Trustee Wilson and seconded by Clerk Jarrell Roe to approve the request to seek proposals for updating the Parks and Recreation Five Year Plan.

Treasurer Eldridge asked if the Nov. 17 deadline date to submit proposals would be enough time. Michael Hoffmeister, Residential Services Director stated that usually requests for consulting like this can be completed quickly, but the date could definitely be moved back to allow more time.

Trustee Peterson asked about how it was decided what parks would get what improvements. Mr. Hoffmeister answered that there would be getting inputs from different groups including staff and the Park Commission. He added a final presentation would come to the Park Commission and Board of Trustees for review.

The motion carried unanimously.

2. REQUEST TO SEEK BIDS FOR VACANT TOWNSHIP PROPERTY MOWING AND ROADSIDE TRASH COLLECTION

A motion was made by Treasurer Eldridge and seconded by Trustee Wilson to approve the request to seek bids for vacant township property mowing and roadside trash collection.

The motion carried unanimously.

3. REQUEST TO APPROVE THE PROPOSAL FROM COMMUNICATION SQUARE FOR THE DESIGN, LICENSING, SUPPORT AND MIGRATION SERVICES FOR OFFICE 365

A motion was made by Trustee Wilson and seconded by Treasurer Eldridge to approve the proposal from Communication Square for the design, licensing, support and migration services for Office 365.

Travis McDugald, IS Manager, detailed the project and its various costs. Supervisor Stumbo asked why the price and line item numbers were not included and that she didn't think the memo was clear. Travis McDugald answered that there are multiple line items where this has been budgeted.

Clerk Jarrell Roe asked what the not to exceed amount is for this project. Mr. McDugald gave a review of the one time and annual costs.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 2022 REGULAR BOARD MEETING
PAGE 5**

Treasurer Eldridge stated that instead of voting no, because there is not clear information on the cost and budgeting of this item and since legal staff has not reviewed the contract he would make a motion to table this item until the next board meeting when more information is available. The motion was supported by Trustee Wilson.

The motion carried unanimously.

4. REQUEST TO RESCIND APPROVAL FOR THE COMCAST PROPOSAL FOR THE SIP TRUNK SERVICES PROJECT AND TO ACCEPT THE PROPOSAL FROM CLEARRATE COMMUNICATION FOR SIP TRUNK SERVICES

A motion was made by Trustee Peterson and seconded by Clerk Jarrell Roe to rescind the approval for the Comcast proposal for the SIP Trunk Services project and to accept the proposal ClearRate Communication for SIP Trunk Services.

Travis McDugald, IS Manager stated that this project is for phone services. He added that the project was originally awarded to Comcast but they have been challenging to get the project moving.

Attorney Winters asked about the contract with Comcast and if they had any objection to the township canceling the project. He added that if Comcast has stated they are willing to drop the contract with no financial penalty, he would like to have a copy of that.

A motion was made by Treasurer Eldridge and seconded by Trustee Peterson to table this item until we have all the paperwork and it is reviewed by legal.

The motion carried unanimously.

OTHER BUSINESS

A motion was made by Clerk Jarrell Roe and seconded by Trustee Swanson to approve the Commercial Underground Secondary Services for lights at the Wiard and US12 sign.

The motion carried unanimously.

BOARD MEMBER UPDATES

There were no board member updates.

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

Motion carried unanimously.

The meeting was adjourned at approximately 8:56pm.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE OCTOBER 18, 2022 REGULAR BOARD MEETING
PAGE 6**

Respectfully Submitted,

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

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

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



Charter Township of Ypsilanti

**Accounting
Department**

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

STATEMENTS AND CHECKS

NOVEMBER 1, 2022 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	670,447.01
HAND CHECKS -	\$	474,879.24
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	1,145,326.25

Check Date	Check	Vendor Name	Amount
Bank AP AP			
10/14/2022	192030	POSTMASTER	5,000.00
10/14/2022	192031	UNITED STATES POSTAL SERVICE	5,000.00
10/14/2022	192032	WASTE MANAGEMENT	1,409.34
10/14/2022	192033	WASTE MANAGEMENT	218,934.81
10/20/2022	192034	BLUE CROSS BLUE SHIELD OF MI	179,178.93
10/20/2022	192035	BLUE CROSS BLUE SHIELD OF MI	28,424.20
10/20/2022	192036	DELTA DENTAL PLAN OF MICHIGAN	12,503.04
10/20/2022	192037	DTE ENERGY	13,890.21
10/20/2022	192038	GUARDIAN ALARM	500.46
10/20/2022	192039	STANDARD INSURANCE COMPANY	2,974.38
10/20/2022	192040	WASTE MANAGEMENT	5,995.87
10/21/2022	192041	ANN ROCHELLE EISENBERG	18.00
10/21/2022	192042	BRIAN MCGIBNEY	18.00
10/21/2022	192043	CLIFFORD JONES	114.00
10/21/2022	192044	EMILY ANNE COLE	18.00
10/21/2022	192045	GIHAN DASANAYAKA	18.00
10/21/2022	192046	IDA MCFARLAND	18.00
10/21/2022	192047	IHSAN JOSEPH	66.00
10/21/2022	192048	JANET ELROD	18.00
10/21/2022	192049	JOAN ALICE WHITE	114.00
10/21/2022	192050	KAREN HAMMONDS	66.00
10/21/2022	192051	NICHOLE YATES	66.00
10/21/2022	192052	NISHA PATEL	18.00
10/21/2022	192053	RACHEL SOWARDS	66.00
10/21/2022	192054	RHONDA BANTSIMBA	66.00
10/21/2022	192055	RHONDA LEE PHILLIPS	66.00
10/21/2022	192056	RICHARD GIRBACH	66.00
10/21/2022	192057	ROBERT PAULEY	18.00
10/21/2022	192058	ROXANNE GREAVES	18.00
10/21/2022	192059	SHALONDA REEVES	66.00
10/21/2022	192060	SUNDAY ANN HIEMSTRA	18.00
10/21/2022	192061	TERESA BISHOP	66.00
10/21/2022	192062	THOMAS BIALCZYK	66.00

HAND CHECKS

AP TOTALS:

Total of 33 Checks:	474,879.24
Less 0 Void Checks:	0.00
Total of 33 Disbursements:	474,879.24

A/P Checks

Check Date	Check	Vendor Name	Amount
Bank AP AP			
11/01/2022	192063	A.F. SMITH ELECTRIC	782.90
11/01/2022	192064	ALLIE HORCHEM	78.00
11/01/2022	192065	ALPINE POWER SYSTEMS	88.00
11/01/2022	192066	AMAZON CAPITAL SERVICES	328.43
11/01/2022	192067	ANN ARBOR CLEANING SUPPLY	955.43
11/01/2022	192068	AUTO VALUE YPSILANTI	634.97
11/01/2022	192069	BARR ENGINEERING COMPANY	15,680.00
11/01/2022	192070	BELFOR USA GROUP INC	278.09
11/01/2022	192071	BIANCO TOURS	1,282.00
11/01/2022	192072	BS & A SOFTWARE	888.00
11/01/2022	192073	CARLISLE WORTMAN ASSOCIATES, INC.	577.50
11/01/2022	192074	CARLISLE WORTMAN ASSOCIATES, INC.	420.00
11/01/2022	192075	CARLISLE WORTMAN ASSOCIATES, INC.	210.00
11/01/2022	192076	CARLISLE WORTMAN ASSOCIATES, INC.	367.50
11/01/2022	192077	CARLISLE/WORTMAN ASSOCIATES	825.00
11/01/2022	192078	CERTASITE, LLC	266.35
11/01/2022	192079	COLMAN-WOLF SANITARY SUPPLY CO	618.95
11/01/2022	192080	COURT INNOVATIONS INC	270.00
11/01/2022	192081	CRYSTAL FLASH, INC.	1,434.09
11/01/2022	192082	DANIEL KIMBALL	1,001.92
11/01/2022	192083	DISPUTE RESOLUTION CENTER	1,875.00
11/01/2022	192084	EMERGENCY MEDICAL PRODUCTS	440.70
11/01/2022	192085	EMERGENT HEALTH PARTNERS	8,430.55
11/01/2022	192086	ERANE WASHINGTON	1,139.05
11/01/2022	192087	FAST SIGNS	344.30
11/01/2022	192088	GENE BUTMAN FORD	656.20
11/01/2022	192089	GOVERNMENTAL CONSULTANT SERVICES	3,302.70
11/01/2022	192090	GRAINGER	265.28
11/01/2022	192091	GRIFFIN PEST SOLUTIONS	68.00
11/01/2022	192092	HEATHER GARDNER	13,117.00
11/01/2022	192093	HOME DEPOT	356.89
11/01/2022	192094	HOME DEPOT USA	41.90
11/01/2022	192095	HUTZEL PLUMBING	8,465.00
11/01/2022	192096	IPROMO	9,210.00
11/01/2022	192097	J.F. MOORE & ASSOCIATES, LLC	20.00
11/01/2022	192098	JENNIFER SHEPARDSON	60.00
11/01/2022	192099	KARUNA BANDYOPADHYAY	13,058.00
11/01/2022	192100	KCI	4,231.50
11/01/2022	192101	LANSING SANITARY SUPPLY, INC	596.28
11/01/2022	192102	LISA SMITH	100.00
11/01/2022	192103	LOOKING GOOD LAWN	550.00
11/01/2022	192104	LOWER HURON SUPPLY	209.30
11/01/2022	192105	MARIALANA BRANCH	330.00
11/01/2022	192106	MCMASTER-CARR	669.27
11/01/2022	192107	MENARDS, INC.	19.99
11/01/2022	192108	MICHAEL COX	450.00
11/01/2022	192109	MICHIGAN CONSOLIDATED	50.00
11/01/2022	192110	MICHIGAN LINEN SERVICE, INC.	1,418.80
11/01/2022	192111	MLIVE MEDIA GROUP	2,796.00
11/01/2022	192112	NAPIER, RICHARD A	165.00
11/01/2022	192113	NEXTCARE URGENT CARE MICHIGAN	50.00
11/01/2022	192114	NYE UNIFORM EAST	142.59
11/01/2022	192115	OAKLAND COUNTY	2,036.00
11/01/2022	192116	OFFICE EXPRESS	142.23
11/01/2022	192117	PARKWAY SERVICES, INC.	300.00
11/01/2022	192118	PEARLINE DAVIS	352.45
11/01/2022	192119	PEPSI BEVERAGES COMPANY	314.72
11/01/2022	192120	PREMIER SAFETY & SERVICE	638.93
11/01/2022	192121	PRIORITY ONE EMERGENCY	104.97
11/01/2022	192122	QUADIANT INC	440.80
11/01/2022	192123	RANDAZZO MECH HEAT & COOL	77.25
11/01/2022	192124	RHETT REYES	1,620.22
11/01/2022	192125	RICK PLISICO	100.00
11/01/2022	192126	ROBERT ACTON	550.00
11/01/2022	192127	ROGER JAUSSE	540.00
11/01/2022	192128	SAM'S CLUB DIRECT	37.96
11/01/2022	192129	SITEONE LANDSCAPE SUPPLY, LLC	5,747.90
11/01/2022	192130	SME	5,924.75
11/01/2022	192131	SOLOMON DIVING INC.	4,855.00
11/01/2022	192132	SOUTHERN COMPUTER WAREHOUSE	11,874.76
11/01/2022	192133	SPARTAN DISTRIBUTORS	2,457.52
11/01/2022	192134	SPENCER MBROH	130.00
11/01/2022	192135	STANDARD PRINTING	160.00
11/01/2022	192136	STANTEC	675.63
11/01/2022	192137	STANTEC	2,540.75
11/01/2022	192138	STANTEC	1,490.00
11/01/2022	192139	STAPLES* - ACCOUNT #1026071	422.08
11/01/2022	192140	STATE OF MICHIGAN - MDOT	16,410.84

Check Date	Check	Vendor Name	Amount
11/01/2022	192141	STEPHEN BROWN	1,800.00
11/01/2022	192142	TERMINIX PROCESSING CENTER	72.00
11/01/2022	192143	TYLER SHAW	260.00
11/01/2022	192144	ULLIANCE	1,017.60
11/01/2022	192145	UNIFIRST CORPORATION	129.23
11/01/2022	192146	VERIZON CONNECT NWF, INC.	679.98
11/01/2022	192147	W.J. O'NEIL COMPANY	7,816.69
11/01/2022	192148	WASHTENAW AREA MUTAL AID ASSOC.	215.00
11/01/2022	192149	WASHTENAW COUNTY LEGAL NEWS	130.00
11/01/2022	192150	WASHTENAW COUNTY TREASURER#	482,725.95
11/01/2022	192151	WEST SHORE SERVICES, INC.	4,800.00
11/01/2022	192152	WINGMAN PEST CONTROL	139.00
11/01/2022	192153	YPSILANTI COMMUNITY	10,730.62
11/01/2022	192154	YPSILANTI TOWNSHIP PETTY CASH	369.75

AP TOTALS:

Total of 92 Checks:	670,447.01
Less 0 Void Checks:	0.00
Total of 92 Disbursements:	670,447.01

ATTORNEY REPORT

GENERAL LEGAL UPDATE

OLD BUSINESS

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



**Green Oaks
Golf Course**

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

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Director of Golf, Kirk Sherwood II, PGA

CC: Mike Hoffmeister, Residential Services Director

Date: October 26th, 2022

Subject: Request authorization to add Non-Resident Senior rate for five (5) day season pass holders for 2023 golf season at Green Oaks Golf Course.

1. Recommendation of a new Non-Resident Senior rate for a five (5) day season pass holder for \$680. Our current five (5) day rate offers residents a senior option and this rate is being introduced in order to stay consistent and offer our non-resident pass holders an option for a senior five (5) day rate.

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 or by phone at 734-890-6287 prior to the board meeting.



1775 E CLARK RD.
YPSILANTI, MI 48198
(734) 485-0881

Green Oaks Golf Course
2023 Season Pass Programs

<u>Resident</u>	<u>5 Day (Weekday only)</u>	<u>7 Day</u>
Single Golfer (Senior 60+)	\$575.00	
Single Golfer (Non-Senior)	\$625.00	\$850.00
Add Spouse/Dependent	\$250.00	\$300.00

Non-Resident

Single Golfer (Senior 60+)	\$680.00	
Single Golfer	\$740.00	\$1,050.00
Add Spouse/Dependent	\$380.00	\$400.00

<u>Season Cart Pass</u>	<u>Resident</u>	<u>Non-Resident</u>
	\$550	\$550
Add Spouse (Cart Pass)	\$225	\$225

Please Note:

- Fees can be paid in two payments: 50% at the time of sign-up and 50% due by June 30th, 2023. If 100% are not paid by June 30th, 2023 the Season Pass will be dropped.
- Season Passes are valid for green fees only. Season Pass holders who do not walk are required to pay a \$5 cart fee per person per 9 holes of play.
- 5 Day Season Passes are valid Monday-Friday only and do not include weekends or holidays.
- Season Pass holders will receive a 10% discount on select merchandise purchased in the pro shop excluding hard goods (Golf Balls and Clubs). Not to be combined with any other offer.
- Season Passes are not valid toward outing green fees or cart fees.
- 5 Day Season Pass holders may play for discounted riding only rates of \$15 w/cart for 9 holes, \$20 w/cart for 18 holes per person after 12PM on weekends or holidays.
- Any season pass holder that pays in full (No half payments) prior to April 1st may play on the season pass before April 1st if the golf course should open.

2023
Green Oaks Golf Course
Season Pass Application

Name: _____

Add Spouse/Child: (Add Spouse/Child fee must match the type of Season Pass purchased)

5 Day (Res/Non Res) \$250/\$380 **7 Day** (Res/Non Res) \$300/\$400

Spouse Name if Applicable: _____

Address: _____

City: _____

Zip: _____

Phone: _____ Email: _____

Season Pass Type (Please Circle) 5 Day 7 Day

Total Cost of Season Pass: \$ _____

Total Amount Paid: \$ _____ Balance Due: \$ _____

- I agree to abide by all rules and regulations of Green Oaks Golf Course, now in effect and to future changes and additions that may be made.
- I agree to pay greens fees and cart fees if playing during out of season restricted times to include before April 1st or after November 15th.
- I will make tee times in advance and check in with Pro Shop before playing.
- I also understand that Green Oaks Golf Course does host events on occasion, or may have maintenance that require them to close the course to regular play.
- I understand that Green Oaks G.C. Season Passes are valid from April 1st, 2023 thru November 15th, 2023. Season Pass holders may play after November 15th should the golf course open weather dependent at a rate of \$10 for 9 holes with cart or \$15 for 18 holes with cart. Walking rates will be \$5 for 9 holes or \$10 for 18 holes.
- I agree to abide by the “No more than 4 golfers and two golf carts” policy, and understand that failure to comply may result in the suspension or revoking of my Season Pass without refund.
- No Refunds of any type will be given throughout the season following the purchase of a Green Oaks Season Pass.

Please initial the above boxes confirming you have read and understand the rules of this contract. By filling out and signing this application, you agree to comply with all rules and regulations of Green Oaks Golf Course.

Signature: _____

Date: _____

CHARTER TOWNSHIP OF YPSILANTI

INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

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	One Time Cost	\$51,200	101.228.801.000
Change Request Allowances	One Time Cost	\$5,200	101.228.801.000
Managed Services	Annually	\$24,000	101.228.857.100
Office365 and Windows Licensing	Annually	\$65,000	101.228.977.001

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

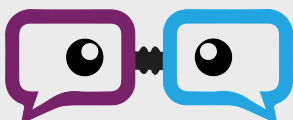
Communication Square LLC Consulting Services

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

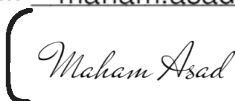
	\$
Job Total	\$51,200

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
TOTAL			\$51,200

***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 (PKT)

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., 3rd 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	

TASK C	PLAN THE DEPLOYMENT	HOURS
C.1	Gather requirements	12
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	

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

TASK E	MANAGING PASSWORDS AND AUTHENTICATION	HOURS
E.1	Configure password policy options	2
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)	

TASK F	MANAGING SECURITY GROUPS IN OFFICE 365	HOURS
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F.1	Create and configure groups	2
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F.2	Delete on-premise groups which are not required	
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TASK G	CONFIGURING ADMINISTRATIVE ACCESS	HOURS
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G.1	Review Office 365 administrator roles	4
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G.2	Assign administrator roles	
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G.3	Plan delegated administration	
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TASK H	ENABLE MFA FOR ALL USERS	HOURS
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H.1	Turn off legacy per-user MFA	4
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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

TASK D	MOBILE DEVICE MANAGEMENT	HOURS
D.1	Plan for Mobile Application Management	40
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

TASK E	IDENTITY AND ACCESS MANAGEMENT	HOURS
E.1	Identity and Access Management	30
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?	30
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.

TOTAL HOURS	252
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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 & long-lasting relationships with our customers</p> 	<p>Highly experienced in the services we provide & 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

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

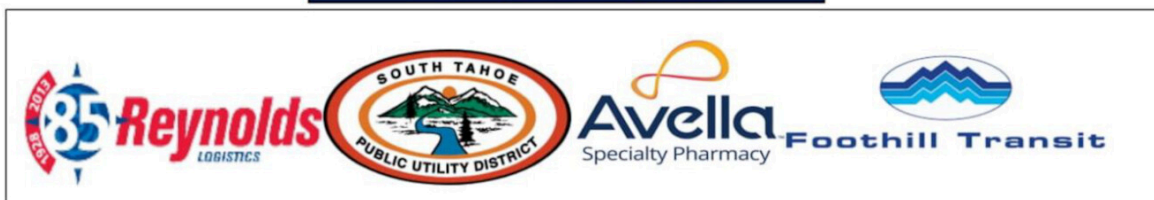
TECHNOLOGY & CONSULTING

- 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
<u>South Tahoe Public Utility District</u>						
<u>Reynolds Logistics Ltd</u>						
<u>Kuester Management Group</u>						
<u>Avella Specialty Pharmacy</u>						
<u>Town of Bluffton</u>			-			
<u>Rock Hill Schools</u>						
<u>PBS Corporation</u>						
<u>City of Boulder</u>						
<u>Corel Corporation</u>						
<u>Foothill Transit</u>						

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.

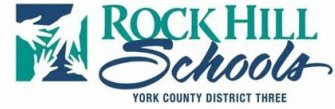
Reference 1: Rock Hill Schools Office 365

Reference Name: Ginny Hedgepath

Title: Technology Associate

Phone: +1-803-981-109

Email: ginny@rhmail.org



Reference 2: South Tahoe Public Utility District

Reference Name: Chris Skelly

Title: Information Technology Manager

Phone: (530) 603-1234

Email: 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



Reference 4: Foothill Transit

Reference Name: Gary Castro

Title: IT Specialist

Phone: +1 626-931-7263

Email: 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



AGREEMENT

FORMS | CONTRACTS

This Consulting Agreement, dated effective **10/25/2022** (this "Agreement"), is made and entered into by and among Charter Township of Ypsilanti (the "Company") and Communication Square LLC (the "Consultant").

ARTICLE 1 SCOPE OF WORK

1.1 Services

The Company has engaged a Consultant to provide services in connection with the Company's development, migration and licensing of Office 365. The consultant will provide Microsoft Office system integration and implementation, and such other services as described in the Implementation Plan.

1.2 Time and Availability

The consultant will devote 252 hours in performing the services for the Company as stated herein. Consultant shall have discretion in selecting the dates and times it performs such consulting services throughout the month giving due regard to the needs of the Company's business. If the Company deems it necessary for the Consultant to provide more than 252 hours in any month, the Consultant is not obligated to undertake such work until the Consultant and Company have agreed on a rate of compensation.

1.3 Confidentiality

In order for the Consultant to perform the consulting services, it may be necessary for the Company to provide the Consultant with Confidential Information (as defined below) regarding the Company's business and products. The Company will rely heavily upon the Consultant's integrity and prudent judgment to use this information only in the best interests of the Company.

1.4 Standard of Conduct

In rendering consulting services under this Agreement, the Consultant shall conform to high professional standards of work and business ethics. Consultant shall not use time, materials, or equipment of the Company without the prior written consent of the Company. In no event shall Consultant take any action or accept any assistance or engage in any activity that would result in any university, governmental body, research institute, or another person, entity, or organization acquiring any rights of any nature in the results of work performed by or for the Company.

1.5 Outside Services

Consultant shall not use the service of any other person, entity, or organization in the performance of Consultant's duties without the prior written consent of an officer of the Company. Should the Company consent to the use by Consultant of the services of any other person, entity, or organization, no information regarding the services to be performed under this Agreement shall be disclosed to that person, entity, or organization until such person, entity, or organization has executed an agreement to protect the confidentiality of the Company's Confidential Information (as defined in Article 5) and the Company's absolute and complete ownership of all right, title, and interest in the work performed under this Agreement.

1.6 Reports

Consultant shall periodically provide the Company with written reports of his or her observations and conclusions regarding the consulting services. Upon the termination of this Agreement, Consultant shall, upon the request of Company, prepare a final report of Consultant's activities.

ARTICLE 2

Consultant

2.1 Consultant

A consultant is an independent consultant and is not an employee, partner, or co-venturer of, or in any other service relationship with, the Company. The manner in which Consultant's services are rendered shall be within Consultant's sole control and discretion. A consultant is not authorized to speak for, represent, or obligate the Company in any manner without the prior express written authorization from an officer of the Company.

2.2 Taxes

Consultant shall be responsible for all taxes arising from compensation and other amounts paid under this Agreement and shall be responsible for all payroll taxes and fringe benefits of Consultant's employees. Neither federal, state, local income tax, nor payroll tax of any kind, shall be withheld or paid by the Company on behalf of the Consultant or his/her employees. Consultant understands that he/she is responsible to pay, according to law, Consultant's taxes, and Consultant shall, when requested by the Company, properly document to the Company that any and all federal and state taxes have been paid.

2.3 Benefits

Consultant and Consultant's employees will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan of the Company. No workers' compensation insurance shall be obtained by Company covering Consultant or Consultant's employees.

ARTICLE 3

COMPENSATION FOR CONSULTING SERVICES

3.1 Compensation

The Company shall pay to Consultant for services rendered under this Agreement. The compensation for services shall be paid after the complete implementation of the phases mentioned in the Project Timeline. All Payments must be made within 30 days of the Consultants Invoice Date.

3.2 Reimbursement

The Company agrees to reimburse the Consultant for all actual reasonable and necessary expenditures, which are directly related to the consulting services. These expenditures include, but are not limited to, expenses related to travel (i.e., airfare, hotel, temporary housing, meals, parking, taxis, mileage, etc.), telephone calls, and postal expenditures. Expenses incurred by the Consultant will be reimbursed by the Company within 30 days of the Consultant's proper written request for reimbursement.

ARTICLE 4

TERM AND TERMINATION

4.1 Term

This Agreement shall be effective as of 10/25/2022 and shall continue in full force and effect until the completion of all the services as per the Implementation Plan. The Company and Consultant may negotiate to extend the term of this Agreement and the terms and conditions under which the relationship shall continue.

4.2 Termination

The Company may terminate this Agreement for "Cause," after giving the Consultant written notice of the reason. Cause means: (1) Consultant has breached the provisions of Article 5 or 7 of this Agreement in any respect or materially breached any other provision of this Agreement and the breach continues for 30 days following receipt of a notice from the Company; (2) Consultant has committed fraud, misappropriation, or embezzlement in connection with the Company's business; (3) Consultant has been convicted of a felony; or (4) Consultant's use of narcotics, liquor or illicit drugs has a detrimental effect on the performance of his or her employment responsibilities, as determined by the Company.

4.3 Survival

The provisions of Articles 5, 6, 7, and 8 of this Agreement shall survive the termination of this Agreement and remain in full force and effect thereafter.

ARTICLE 5

CONFIDENTIAL INFORMATION

5.1 Obligation of Confidentiality

In performing consulting services under this Agreement, Consultant may be exposed to and will be required to use certain "Confidential Information" (as hereinafter defined) of the Company. Consultant agrees that Consultant will not and Consultant's employees, agents, or representatives will not use, directly or indirectly, such Confidential Information for the benefit of any person, entity, or organization other than the Company, or disclose such Confidential Information without the written authorization of the Company, either during or after the term of this Agreement, for as long as such information retains the characteristics of Confidential Information.

5.2 Definition

"Confidential Information" means information not generally known and proprietary to the Company or to a third party for whom the Company is performing work, including, without limitation, information concerning any patents or trade secrets, confidential or secret designs, processes, formulae, source codes, plans, devices or material, research and development, proprietary software, analysis, techniques, materials, or designs (whether or not patented or patentable), directly or indirectly useful in any aspect of the business of the Company, any vendor names, customer and supplier lists, databases, management systems, and sales and marketing plans of the Company, any confidential secret development or research work of the Company, or any other confidential information or proprietary aspects of the business of the Company. All information which Consultant acquires or becomes acquainted with during the period of this Agreement, whether developed by Consultant or by others, which Consultant has a reasonable basis to believe to be Confidential Information, or which is treated by the Company as being Confidential Information, shall be presumed to be Confidential Information.

5.3 Property of the Company

Consultant agrees that all plans, manuals, and specific materials developed by the Consultant on behalf of the Company in connection with services rendered under this Agreement, are and shall remain the exclusive property of the Company. Promptly upon the expiration or termination of this Agreement, or upon the request of the Company, Consultant shall return to the Company all documents and tangible items, including samples, provided to Consultant or created by Consultant for use in connection with services to be rendered hereunder, including, without limitation, all Confidential Information, together with all copies and abstracts thereof.

ARTICLE 6 RIGHTS AND DATA

All drawings, models, designs, formulas, methods, documents, and tangible items prepared for and submitted to the Company by the Consultant in connection with the services rendered under this Agreement shall belong exclusively to the Company.

ARTICLE 7 NON-SOLICITATION

7.1 Non-Solicitation

Consultant covenants and agrees that during the term of this Agreement, Consultant will not, directly or indirectly, through an existing corporation, unincorporated business, affiliated party, successor employer, or otherwise, solicit, hire for employment or work with, on a part-time, consulting, advising, or any other basis, other than on behalf of the Company any employee or the independent contractor employed by the Company while Consultant is performing services for the Company.

ARTICLE 8 RIGHT TO INJUNCTIVE RELIEF

Consultant acknowledges that the terms of Articles 5, 6, and 7 of this Agreement are reasonably necessary to protect the legitimate interests of the Company, are reasonable in scope and duration, and are not unduly restrictive. Consultant further acknowledges that a breach of any of the terms of Articles 5, 6, or 7 of this Agreement will render irreparable harm to the Company, that a remedy at law for breach of the Agreement is inadequate, and that the Company shall therefore be entitled to seek any and all equitable relief, including, but not limited to, injunctive relief, and to any other remedy that may be available under any applicable law or agreement between the parties. Consultant acknowledges that an award of damages to the Company does not preclude a court from ordering injunctive relief. Both damages and injunctive relief shall be proper modes of relief and are not to be considered alternative remedies.

ARTICLE 9

GENERAL PROVISIONS

9.1 Construction of Terms

If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.

9.2 Complete Agreement

This Agreement constitutes the complete agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.

9.3 Modification

No modification, termination, or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.

9.4 Waiver of Breach

The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any other or subsequent breach by the party in breach.

9.5 Successors and Assigns

This Agreement may not be assigned by either party without the prior written consent of the other party; provided, however, that the Agreement shall be assignable by the Company without the Consultant's consent in the event the Company is acquired by or merged into another corporation or business entity.

9.6 No Conflict

Consultant warrants that Consultant has not previously assumed any obligations inconsistent with those undertaken by Consultant under this Agreement.

ACKNOWLEDGEMENT

NEXT STEPS

1. Please read the Agreement on the previous pages to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together
3. Sign above the line with your name to make the acceptance official.
4. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
5. We'll email you a separate copy of the signed contract for your records.
6. If you'd like to speak to us by phone, don't hesitate to call +1-213-973-2823



Favad Qaisar

CEO

Travis McDugald

Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI

INFORMATION SERVICES

Computer Support • Web Content Management • Communications Services

To: Township Board
From: Travis McDugald, IS Manager
Re: Request to rescind approval for the Comcast proposal for SIP trunk services and to accept the proposal from ClearRate Communication for SIP trunk service
Date: Oct 21, 2022

On June 7th 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.

Costs for service are 199.00 one time installation charge, charged to 101.267.850.000 and \$250 per month (plus taxes and utility fees) for 24 months. Departments are charged based on the number of handsets assigned. Current average monthly cost per handset is \$15.20. Under the new proposal, the estimate rate will be \$2.00

<u>Dept</u>	<u>Fund</u>	<u>Units</u>
General Services	101.267.850.000	61
14B Court	236-286-850.000	24
Hydro Station	252-535-850.000	2
Fire Dept	206-336-920.006	33
Recreation	230-754-850.000	10
Compost	597-590-850.000	2
Green Oaks Pro	584-784-920.013	3
Green Oaks Maint	584-784-920.010	1
Total		136

I respectfully request to rescind approval for the Comcast proposal for SIP trunk services and to accept the proposal from ClearRate Communication for SIP trunk service, and approve the signing of any necessary agreement pending attorney review.

Thank you for your consideration.

Travis McDugald
IS Manager, Charter Township of Ypsilanti



PROPOSAL

By:

Presented to:



C L E A R R A T E
B U S I N E S S



Bank of America Building
2600 W. Big Beaver Rd., Ste. 450
Troy MI 48084

Zachary Matthews
zmatthews@clearrate.com
248.556.4518



Scope of Service

Company Name:

Charter Twp of Ypsilanti

Service Installation Address:

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

Proposal Date: 10/12/22

Agreement Term: 24 Months

Proposal Expiration: 11/12/22

Proposed Services

<u>Service Name</u>	<u>Units</u>	<u>Local</u>	<u>Long Distance</u>	<u>Cost</u>	<u>Install</u>	<u>Total Install</u>	<u>Total</u>
<u>Clear Connect SIP Trunk Pkg**Bring Your Own Bandwidth</u>	1			\$250.00	\$199.00	\$199.00	\$250.00
DID Block - 100	8			\$0.00	\$0.00	\$0.00	\$0.00
SIP Trunks	15			\$0.00	\$0.00	\$0.00	\$0.00
Local Calls	15	<i>Unlimited*</i>		\$0.00	\$0.00	\$0.00	\$0.00
Long Distance/Local Toll	15		<i>Unlimited*</i>	\$0.00	\$0.00	\$0.00	\$0.00
<u>u-Fax Service</u>	20			\$0.00	\$0.00	\$0.00	\$0.00
Inbound /Outound	1			\$0.00	\$0.00	\$0.00	\$0.00
<u>Install Total</u>						<u>\$199.00</u>	
<u>Monthly Total</u>							<u>\$250.00</u>

*The Unlimited Calling Plan is for voice services only. Customers may incur additional charges if any unlimited plan is used for the following applications but not limited to: telemarketing, mass marketing, auto dialer, mass faxing, or any other high usisage application deemed excessive.

** Clear Rate Communications can not guarantee the Quality of Service when SIP trunks are utilized over another provider's internet connection.

Initial: _____

TERMS OF SERVICE



Sign to begin receiving superior service from Clear Rate Communications!

Billing Info:

Customer Name:

Address:

Tax ID:

This Business Service Order Agreement sets forth the terms and conditions under which Clear Rate Communications, Inc. and its operating affiliates ("Clear Rate") will provide the Services described in the attached proposal to Customer. This Agreement consists of this document, the standard Clear Rate Business Terms and Conditions ("Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of this Agreement. The Agreement shall terminate as set forth in the Terms and Conditions (<https://www.clearrate.com/business-services-terms-conditions>).

Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by both parties. All other attempts to modify the Agreement shall be void and non-binding on Clear Rate **Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.**

Initial Term: This Agreement is effective and the parties' obligations commence upon the date of execution by Clear Rate ("Effective Date") and continues in effect for a period of 24 months ("Initial Term") from the earlier of the date any of the services are first utilized by Customer (as determined by Clear Rate's records), or the 180th day after the Effective Date, which date shall be deemed "Start of Service Date."

Termination: Upon Expiration of Initial Term, the term shall be converted to a month to month commitment. If on a month to month term, Customer understands and agrees that any promotional pricing provided under the previous term may increase to Clear Rate's regular price for the services being provided. If Customer is on a month to month term, the customer must provide at least thirty (30) days written notice on company letterhead, signed by an offer of said company, if it wishes to terminate this Agreement and all services being provided.

This Agreement shall be effective and binding upon full execution by both parties. In signing below the customer is certifying he or she has the authority to legally bind Customer to this Agreement. By signing this Agreement, Customer represents, warrants, and agrees to be bound by the terms within this document, any Amendments, the terms and conditions at <https://www.clearrate.com/business-services-terms-conditions>. By signing below the parties agree that this Agreement, which incorporates other terms by reference, is the complete agreement between the parties, and there are no other representations, warranties, terms, or conditions that govern the parties relationship, rights, and/or remedies.

Company

Signature _____

Print _____

Title _____

Date _____

Clear Rate Communications

Signature _____

Print _____

Title _____

Date _____

www.clearrate.com

877.877.4899

bizsales@clearrate.com

Clear Rate Communications, Inc., 2600 W. Big Beaver Rd. Ste. 450, Troy, MI, 48084



MSA Addendum

On _____ 2022 the parties, Clear Rate Communications, Inc. located at 2600 W. Big Beaver Rd., Suite 450, Troy, MI 48084 (“Clear Rate”) and Charter Township of Ypsilanti, located at 7200 S. Huron River Dr. Ypsilanti, MI 48197 (“Customer”), agree to amend or otherwise add terms of the Master Service Agreement executed between them as described below. In consideration of the mutual covenants and promises between Clear Rate and Customer, the parties AMEND/ADD to the Master Service Agreement as follows:

a.) Paragraph 4 of the Terms of Service and Section 4.2 of the terms and conditions of the Master Service Agreement found at <https://www.clearrate.com/business-services-terms-conditions/> is hereby deleted in its entirety and replaced with the following.

Upon Expiration of the initial term, the term shall be converted to a month to month contract terminable upon thirty (30) days’ written notice by either party. Customer understands and agrees that any promotional pricing provided under the initial term may increase to Clear Rate’s standard price for the services being provided without notice. If either party wishes to terminate the Master Service Agreement or any services provided under the Master Service Agreement, written notice must be provided on company letterhead, with an unequivocal statement indicating the date at which services will be terminated, and signed by an officer of said company.

By signing below, you agree that you have read, acknowledged, and understand the terms and conditions set forth above and have the authority to bind Customer to this Agreement.

CUSTOMER:

CLEAR RATE:

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

NEW BUSINESS

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



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

Charter Township of Ypsilanti

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: October 25, 2022

RE: Request to set public hearing for 2023 Fiscal Year Budget

Please place the following on the November 1, 2022 agenda:

1. Request to set public hearing on Tuesday, December 6, 2022 at approximately 7:00 p.m. for 2023 Fiscal Year Budget.

cc: Javonna Neel, Accounting Director

**CHARTER TOWNSHIP OF YPSILANTI
2022 BUDGET AMENDMENT #14**

November 1, 2022

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$13,000.00

Request to increase budget for postage due to rate increases, passport processing, sending late tax notice postcards twice a year and more mailings in general. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$13,000.00
		Net Revenues	<u><u>\$13,000.00</u></u>
Expenditures:	Postage	101-267-730.000	\$13,000.00
		Net Expenditures	<u><u>\$13,000.00</u></u>

206 - FIRE FUND

Total Increase \$68,441.00

Request to increase the budget for retiree time (terminal) payouts. This is for 2 firefighters who opted to leave the drop program early and accrued enough sick and vacation time. Time is paid out at 100% if paid over a period of time. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	206-000-699.999	\$68,441.00
		Net Revenues	<u><u>\$68,441.00</u></u>
Expenditures:	Retiree Time Payouts	206-336-708.008	\$68,441.00
		Net Expenditures	<u><u>\$68,441.00</u></u>

**CHARTER TOWNSHIP OF YPSILANTI
2022 BUDGET AMENDMENT #14**

November 1, 2022

230- RECREATION FUND

Total Increase \$3,000.00

Request to increase the budget for a private grant received from NRPA in June for our senior program and the expenditure line for the Seniors Program.

Revenues:	Contributions and Donations	230-000-674.000	\$3,000.00
		Net Revenues	<u><u>\$3,000.00</u></u>
Expenditures:	Seniors Program	230-754-963.500	\$3,000.00
		Net Expenditures	<u><u>\$3,000.00</u></u>

597 - COMPOST FUND

Total Increase \$4,695.00

Request to increase budget for PTO payout of 180 hours to be paid at 75%. This will be funded by an appropriation for prior year fund balance.

Revenues:	Prior Year Fund Balance	597-000-699.999	\$4,695.00
		Net Revenues	<u><u>\$4,695.00</u></u>
Expenditures:	Salaries Pay Out PTO & Sick Time	597-590-708.004	\$4,361.00
	FICA	597-590-715.000	\$334.00
		Net Expenditures	<u><u>\$4,695.00</u></u>

Motion to Amend the 2022 Budget (#14)

Move to increase the General Fund budget by \$13,000 to \$11,172,105 and approve the department line item changes as outlined.

Move to increase the Fire Fund budget by \$68,441 to \$4,693,486 and approve the department line item changes as outlined.

Move to increase the Recreation Fund budget by \$3,000 to \$756,141 and approve the department line item changes as outlined.

Move to increase the Compost Fund budget by \$4,695 to \$757,764 and approve the department line item changes as outlined.

AUTHORIZATIONS AND BIDS

CHARTER TOWNSHIP OF YPSILANTI

OFFICE OF COMMUNITY STANDARDS

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

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Belinda Kingsley, Community Compliance Director

Date: October 20, 2022

Subject: Request Authorization to seek bid proposals for Nuisance Vegetation and Clean-Up Abatement

The Office of Community Standards Department is requesting authorization to seek bid proposals for nuisance abatement services for vegetation/noxious weed abatement and special project debris and trash clean-up and removal.

The OCS Department is currently operating under an expired contract with a local vendor, Looking Good Lawn and Landscape, for nuisance vegetation and clean-up abatement. This RFP will be open to any and all bidders that wish to submit a proposal for services outlined in the RFP.

We are asking for year-round assistance with vegetation/noxious weed abatement and special project debris and trash clean-up and removal. Upon receipt of an email/work order from Ordinance the contractor will perform the services required and submit an invoice for payment.

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.

Belinda Kingsley
Community Compliance Director
bkingsley@ytown.org
734-544-3651

INVITATION TO PROVIDE WRITTEN BID PROPOSALS

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

**Nuisance Abatement Services for Vegetation/Noxious Weed and
Special Project Debris/Trash Clean-Up and Removal**

Sealed bids will be accepted until **Thursday, November 28, 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:

Ypsilanti Township Clerk
7200 S Huron River Drive
Ypsilanti, MI 48197

Sealed bids must be plainly marked "**Bid: Vegetation & Cleanup Abatement**".

Bid specifications and the required bid form are available on BIDNET or at ytown.org, at the Township Clerk's Office. Questions about bid specifications or format may be directed to Belinda Kingsley at the Ordinance Department by calling (734) 544-4000 or by email at bkingsley@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
VEGETATION & CLEAN-UP ABATEMENT PROGRAM

INSTRUCTIONS TO BIDDERS

PROPOSALS

The Charter Township of Ypsilanti desires to receive bid pricing for nuisance abatement services for vegetation/noxious weed abatement and special project debris/trash clean-up and removal. All bids must be submitted on the bid form provided and must include all required attachments listed below. The contract duration will be for up to 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 I: 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 Ordinance Department will issue written work orders and directions for the mowing and cleanup of properties, in accordance with Charter Township of Ypsilanti Code of Ordinances, Chapter 26, Articles II & III, Chapter 48, Article II, and Chapter 66, Articles II & III.

The Contractor must complete each work order within three (3) working days after the date of notification to commence work. For purposes of this contract, Saturday is considered a working day.

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 hold 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, appointed commissions and boards, agents and employees*" 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 to them, 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: Vegetation & Cleanup Abatement " 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 Ordinances, Sec. 2-201, "Living Wage", may be obtained from the Clerk's Office or on-line at www.ytown.org.

(End of Instructions to Bidders)

**CHARTER TOWNSHIP OF YPSILANTI
VEGETATION & CLEAN-UP ABATEMENT PROGRAM
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 Ordinance Department, the "Vegetation & Clean-Up Abatement Program" shall include:
1. Mowing of vacant and developed properties
 2. Cleanup of vacant and developed properties
 3. Clean-up and hauling of trash and debris to an approved disposal site
- C.** The Ordinance Department will submit authorized work orders by electronic mail (e-mail) to the Contractor which shall include:
1. The address of the property to be mowed or cleaned-up
 - Parcel number and physical description may be substituted where no street address has been assigned
 2. A description of the work to be performed and authorized
 3. A lot size and pre-determined pricing code for invoicing purposes
- D.** The following scope of work standards will apply for authorization of work:

Improved Lots

Mowing of improved lots (containing homes, commercial buildings and/or accessory structures) of various sizes in the following increments:

- Improved lots under 6,000 sf. (represents typical lot size in older neighborhoods)
- Improved lots 6,000 sf. to 12,000 sf. (represents typical lot size in newer neighborhoods)
- Improved lots over 12,000 sf.

*Scope includes sweeping and/or blowing of cuttings from paved areas; includes clean-up and removal of up to one (1) 13-gallon trash bag of trash/debris prior to cutting.

Unimproved Lots

Mowing of unimproved lots of various sizes in the following increments:

- Unimproved lots under 6,000 sf. (represents typical lot size in older neighborhoods)
- Unimproved lots 6,000 sf. to 12,000 sf. (represents typical lot size in newer neighborhoods)
- Unimproved lots over 12,000 sf.

*Scope includes sweeping and/or blowing of cuttings from paved areas; includes clean-up and removal of up to one (1) 13-gallon trash bag of debris prior to cutting.

Margin Only

Mowing of "right-of-way" margin only (typically the area between the sidewalk and street).

*Scope includes sweeping and/or blowing of cuttings from paved areas; includes clean-up and removal of up to one (1) 13-gallon trash bag of debris prior to cutting.

Premium Surcharge

An additional "premium" surcharge shall be allowed for mowing vegetation substantially in excess of 10" in height with prior approval of the Ordinance Department. In the event the majority of the vegetation on a parcel exceeds 10" in height, the Ordinance Department may approve payment of a surcharge included in this bid proposal. This surcharge must be approved in writing prior to the start of work. Typically, the Ordinance Officer placing the work order will pre-approve a surcharge based on personal observation of conditions at the time the order is placed.

The price to complete work orders to mow parcels where the majority of vegetation is substantially higher than 14" shall be negotiated and agreed upon in advance on a case-by-case basis.

Extra Large Parcels

Mowing lots that are substantially larger than ½ -acre (21,780 sf.) will be negotiated and agreed upon in advance by the Ordinance Department on a case-by-case basis as needed.

Excess Debris Clean-Up per 13-gallon Trash Bag

Vegetation mowing will include clean-up of debris and litter from the area to be mowed prior to cutting the area to avoid scattering paper and other debris. When the volume of debris is in excess of one (1) 13-gallon trash bag, the Ordinance Department will determine if it is necessary for the contractor to collect the excess debris prior to cutting. The contractor will be compensated at a rate approved in the bid for each additional 13-gallon trash bag of debris. The contractor shall properly dispose of any and all collected debris at the Township's compost site and forward the invoice to the Ordinance Department for payment.

Special Ordered Trash/Debris Clean-Up & Removal

The contractor may on occasion be called upon to perform larger clean-up jobs unrelated to mowing services as directed by the Ordinance Department. This work may include removal of furniture, household goods, debris, trash, junk, rubbish, litter, yard waste, goods, materials, noxious weeds, vegetation, trees, tree stumps, fences and construction materials. It may also include, but not be limited to, parts of machinery or motor vehicles, appliances, remnants of wood, metal or other castoff material. The contractor will be compensated per cubic yards of debris as approved in the bid proposal.

*Scope includes raking and/or sweeping as necessary to completely clean-up to broom clean standard; additional disposal charges allowed for tires, batteries, televisions, CRT's, refrigerant recovery, etc.; additional costs for specialized rental equipment must be approved in writing by the Ordinance Department prior to the start of work.

Show-Up Fees

No "show up fees" will be authorized or paid if the property has been brought into compliance with Ordinance by some other means prior to the contractor arriving at the property to start work.

Before and After Photos

In order to document that the work requested is both warranted and performed, before and after photos will be taken and forwarded to the Township. Photos must be time and date stamped, and will be retained by the Township.

Timeliness and Invoices

All work shall be completed within three (3) working days after the date of notification to commence work unless otherwise specified for special circumstances. 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 work is completed, the Contractor shall submit a detailed invoice to the Ordinance Department Director. The invoice shall include all necessary documentation of expenses incurred to complete the job. The Ordinance 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 and ordinances.

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 Township. 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 Township, 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 distributed, stored and placed upon or near the site of the work shall, at all times, be so disposed as not to interfere with work being executed by other contractors in the employ of the Township, or with street drainage, or with fire hydrants or with access thereto, and not hinder any more than may be necessary for the ordinary traffic of the street.

MINIMUM WAGE

All employees involved with this contract must be paid in accordance with the Charter Township of Ypsilanti Code of Ordinances Sec. 2-201, "Living Wage". A copy of this ordinance can be obtained through the Charter Township of Ypsilanti Clerk's Office by calling (734) 544-4000.

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
VEGETATION & CLEAN-UP ABATEMENT PROGRAM**

Company Name: _____

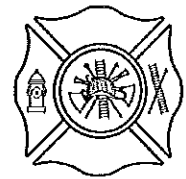
Improved Lots under 6,000 sf		Premium surcharge over 10"	
Improved Lots 6,000 sf to 12,000 sf Improved		Premium surcharge over 10"	
Lots over 12,000 sf		Premium surcharge over 10"	

Unimproved Lots under 6,000 sf		Premium surcharge over 10"	
Unimproved Lots 6,000 sf to < 12,000 sf		Premium surcharge over 10"	
Unimproved Lots over 12,000 sf		Premium surcharge over 10"	

Margin Area Only (right-of-way area)		Premium surcharge over 10"	
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Pick-up and disposal of excess trash & debris per 13-gallon trash bag (ea.)	
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Special Order Trash/Debris Clean-Up and Removal:	.00 - .25 Cubic Yards	
	.25 - .50 Cubic Yards	
	.50 - .75 Cubic Yards	
	.75 - 1.0 Cubic Yards	
Additional quantities:	per .50 Cubic Yards	




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

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

MEMORANDUM

To: Charter Township of Ypsilanti Trustees

From: Fire Chief Eric Copeland 

Date: October 26, 2022

Subject: Authorization to accept bids for replacement of vinyl composite tile in the Administration Wing of Fire HQ located at 222 S. Ford Blvd budgeted in line: #217-901-976-005 in FY 2022 CAPITAL OUTLAY/ FIRE STATION.

Dear Madam Supervisor and Trustees,

I would like to request at the November 2, 2022 Board of Trustees meeting authorization to accept bids for the replacement of vinyl composite tile (VCT) in the Administration Wing of Fire HQ located at 222 S. Ford Blvd. The Fire HQ - VCT replacement project consists of two main hallways (east & west), with an adjoining hallway between with three – bathrooms (men/women/unisex), dispatch room bathroom, vestibule/entry area, basement/attic stairway landing, and utility/maintenance closet to replace the existing / original install tile from 1991. This project is budgeted in line item: FY 2022 CAPITAL OUTLAY / FIRE STATION #217-901-976-005 in an amount not to exceed \$20,000.

Thank you,

Chief Copeland

ERC



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

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

Fire Headquarters Vinyl flooring removal and replacement SPECIFICATIONS

The Charter Township of Ypsilanti requirements for this project are as follows:

ADHERENCE TO CONTRACT PROVISION CHECKLIST:

- **Prevailing Wage Provision** (If Applicable).
- **Bonds:** (If project/bid is over \$25,000.00)
- **Performance Bond:** (If required usually equal to amount of the bid)
- **Maintenance & Guarantee Bond:** (If required)
- **Bid Bond or Surety Bond:** (If required usually 5% of bid)
- **Insurance Certificates:** Workers Compensation - \$500,000 limit each accident. General Liability – (combined single limit of \$1,000,000.00 each occurrence for bodily injury & property damage) must include 60 day written notice for change of coverage cancellation or non-renewable coverage
- **Protective Policy:** (combined single limit of \$1,000,000.00 each occurrence for bodily injury & property damage) Must Name **“The Charter Township of Ypsilanti and it’s past, present, and future elected Officials, Appointed Commissions and Boards, Agents and Employees shall be named as “Additional named Insured” (unless otherwise approved by the Township Attorney) on the General Liability Policy with respect to the services provided under this Contract”**.
- **Automobile Liability:** covers owned, hired and non-owned vehicles with personal protection insurance and property protection. Includes residual liability insurance with a combined single limit of \$1,000,000.00 each accident for bodily injury and property damage.
- **Builder’s Risk:** (Required if over \$25,000.00)
- **Umbrella Policy/Excess Coverage:** (Optional)
- **Correct Coverage Amounts – Township Named as “Additional Named Insured”**

- 1) Pre-bid meeting on **TBD** at 222 S. Ford Blvd from 8:30 am to 10:00 am (Optional)
- 2) 2 to 3 copies of bid

The Charter Township of Ypsilanti general requirements for this project are as follows:

- PERMITS: The Contractor shall furnish and pay for all permits and inspections required for his work.
- CODES: All work performed shall comply with all applicable codes and ordinances including all Building Codes, Mechanical Codes, Plumbing Codes, Electrical Codes and Fire Codes. If required by the local codes the building systems affected by this work shall be brought up to current code unless grandfathered under the code.
- EQUIPMENT/ PRODUCT SIZING: All contractors are responsible for determining the appropriate equipment/product sizing. It is required that the contractor have a licensed professional engineer verify the equipment/product size or measurements at openings/transits.
- CONTRACTOR to provide a detailed list including specifics for removal/disposal, vinyl tile type and warranty, floor preparation where required, vinyl tile installation specifics including cove base-transits-vinyl bars-glue strips and/or moving of furniture.

PRICING SHALL INCLUDE:

- Performance and Payment Bond costs
- Prevailing Wage Labor Rates
- Costs of all Permits and required inspections
- Costs of all Engineering and Architectural drawings and seals if required
- All applicable taxes. Include all special taxes that may be assessed locally on contract work such as a “Business Tax” or “Contractor tax” for the privilege of doing business in the City, County or other Government jurisdiction.

PROPOSAL DELIVERY:

- Ypsilanti Township Clerk’s Office, at 734-484-5156
- Follow fax or e-mail with a hard copy of the proposal mailed to :

Charter Township of Ypsilanti Clerk’s Office
Attention: L. Garrett
7200 South Huron River Drive
Ypsilanti, MI 48197

- Please direct any questions to Fire Chief Eric Copeland (734) 368-6769, email at ecopeland@ytown.org or Lieutenant Scott Gehringer (734) 368-5342 or email at sgehringer@ytown.org .

Due Date of Bids (TBD) prior to 11:00 a.m.

VINYL TILE SPECIFICATIONS:

- Installation of Commercial grade vinyl composite tile (12" x 12") squares – color TBD.
- Three (3) hallways, 5 – bathrooms, 1 – vestibule area, 1 – utility closet, 1 – attic/basement stair landing for replacement: see below of estimated room sizes.
- Estimate of 1600 square feet of VCT and underlayment (luan) to complete the project.
- Pre-bid meeting to access building for exact measurements TBD.

***Estimate measurements for Vinyl Tile Installation project at Fire HQ :**

Area #1	East Hallway	86.5 X 5.5	476 sq/ft
Area #2	Chief Office (bath/closet)	15 X 7	105 sq/ft
Area #3	East hall – Men’s bath	8.5 X 7	60 sq/ft
Area #4	East hall – Women’s bath	8.5 X 7	60 sq/ft
Area #5	East hall – Drink fountain	2 X 3	6 sq/ft
Area #6	East hall – Utility room	7 X 4	28 sq/ft
Area #7	East hall – Vestibule	10 X 11	110 sq/ft
Area #8	East hall – Bsmt landing	8.5 X 4.5	39 sq/ft
Area #9	East hall – Dispatch bath	8 X 6	48 sq/ft
Area #10	Middle Hallway	46 X 5	230 sq/ft
Area #11	West Hallway	77 X 5	385 sq/ft
Area #12	West hall – Unisex bath	8 X 5	40 sq/ft
Areas 1-12 Total of all rooms/space		=	*1587 square feet (estimated)

VINYL TILE REPLACEMENT:

1. Remove and legally dispose of existing vinyl tiles, sub-flooring and cove base.
2. Floor preparation including leveling where necessary, removal and remounting of toilets (optional), and installation of new sub floor (luan).
3. Install new vinyl tile (VCT) color TBD at least one week prior to project start.
4. Install new cove base (4" or 6"), stair nose(s), trim/laminate, and transitions strips where needed.
5. Reinstall/Remount of toilets (optional).
6. Finishing prep and cleansing.

7. Provide copies of product & installation warranty.

Project shall adhere to any applicable Michigan Building Code or IFC requirements and specifications related to this project.

- 1) All workmanship according to any Michigan Building Code 2018 or IFC 2018 requirements.
- 2) Floor preparation or alterations per the Michigan Building Code 2015 requirements.
- 3) Secure any or all required permits from Ypsilanti Township.

For any questions about the specifications, please contact Fire Chief Eric Copeland (734) 368-6769, email at ecopeland@ytown.org or Lieutenant Scott Gehringer (734) 368-5342 or email at sgehringer@ytown.org .



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

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

MEMORANDUM

To: Charter Township of Ypsilanti Trustees

From: Ypsilanti Township Fire Chief Eric Copeland

Date: October 28, 2022

Subject: Authorization to accept the proposal of Concrete Floor Treatment, Inc. (CFT, Inc.) according to project specifications to apply epoxy floor finishing to garage areas including storage/tool/equipment/bath rooms and walkways at Fire HQ located at 222 S. Ford Blvd. This project is budgeted in FY 2022 line 217-901-976-005 CAPITAL OUTLAY/ FIRE STATIONS in the amount of \$23,923.00

Dear Madam Supervisor Stumbo and Trustees,

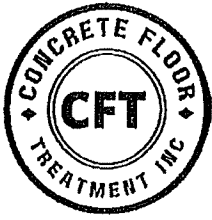
I would request for the November 2, 2022 Board of Trustees meeting authorization to accept the bid by CFT, Inc. to remove and repair surfaces to apply epoxy floor finish to garage area, walkways and adjacent storage & tool rooms in the amount of \$23,923.00.

A summary of the bids follows:

- Concrete Floor Treatment, Inc. - **\$23,923.00** is under the budgeted amount of \$45,000 and the proposal is based off bid documents.
- Concrete Craft – presented three bid options based on the percentage of patching and traffic lines: **Option 1 - \$23,170.80 at 30% total area, Option 2 - \$34,971.00 at 50% total area**, is under the budgeted amount of \$45,000, **Option 3 - \$64,464.00 at 100% of total area is OVER BUDGET.**

Concrete Floor Treatment, Inc. proposal is under the budget and the other proposal from Concrete Craft had more costly options (#2 & #3) with Option #1 having limited patching coverage of 30% of total area. See attachments. I would recommend accepting Concrete Flooring Treatment, Inc. proposal for the Fire HQ Garage Floor Epoxy project.

Thank you for your consideration, Chief Copeland



Concrete Floor Treatment, Inc.

38257 Abruzzi Dr., Westland, MI 48185
734-721-4640



October 6, 2022

Charter Township of Ypsilanti Clerk's Office
Attention: Deputy Clerk L. Stanfield
7200 South Huron River Drive
Ypsilanti, MI 48197

Project: Fire HQ Garage Floor Epoxy Project

Concrete Floor Treatment, Inc. is pleased to submit the following proposal based off the bid documents.

Colored Paint Chlp Epoxy Floor System

1. Mechanically prepare existing coating
2. Fix cracks and imperfections
3. Apply 1 coat colored epoxy flooring
4. Broadcast paint chips to rejection
5. Apply 1 coat clear epoxy topcoat

Total cost.....\$23,923.00

If you should have any questions, feel free to contact me by calling 313-218-5383

Sincerely,
CARNACCHI,JEFFREY,
SCOTT.1211036040
Jeff Carnacchi
President
Concrete Floor Treatment, Inc.
Cell: 313-218-5383
Office: 734-721-4640



Concrete Craft of Ann Arbor
 PO BOX 130843
 ANN ARBOR, MI 48113
 (734) 234-3088
 www.concretecraft.com

Quote #: 1352

Date: 10/05/2022

Quote valid until: 11/6/2022

Sales rep: Joe O'Connell

[Email: joe.oconnell@concretecraft.com]

Dear Ypsilanti Township Fire Department,

This bid describes the work requested in the solicitation to repair the floors at the Ypsilanti Township Fire Department. Installation Address: 222 S. Ford Blvd. Ypsilanti, MI 48198.

The project can be completed within the timeframe requested. Upon acceptance of the bid and initial deposit, expected timeframe to begin the project is within two weeks. We require 50% down payment prior to beginning the work. Remaining balance is due upon completion of the project. It is important to mention that color matching with the current floor is not a guarantee. Please don't hesitate to reach out to Joe O'Connell with any questions.

Cost description:

	Option 1 Patching (30% of total area +Traffic lines)	Option 2 Patching (50% of total area +Traffic lines)	Option 3 Patching (100% of total area + Traffic lines)
Resurface area (sqft)	1,966	3,277	6,554
Minimal Bid Total Cost	\$ 19,195.80	\$ 30,993.00	\$ 60,486.00
Optional workshop area	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00
Optional combustible area	\$ 918.00	\$ 918.00	\$ 918.00
Total Cost with Optional Rooms	\$ 23,173.80	\$ 34,971.00	\$ 64,464.00

DESCRIPTION OF WORK

Step 1: Preparation: Extreme care is taken to prep every concrete slab to ensure the application process meets our standards.

A thorough cleaning and exfoliation of the areas needing repair will ensure an extreme bond every time, utilizing our exclusive process and products.

- Plastic and tape all walls and baseboards around repair areas (as necessary)
- Remove existing coatings, paint, or glue if needed
- Prepare surface as required to ensure structural integrity
- Chase, clean and fill cracks and smooth rough spots as necessary
- Grind at 40 grit
- Clean surface and remove contaminants

Step 2: Application:

- Apply base coat
- Broadcast chip system (Decorative Flakes) color selected by township representative
- Apply two layers of topcoat 90% Solids polyurethane or poly-aspartic clear with TruGrip (80/120 Mesh Slip Additive to add traction to the floor)
- Re-apply yellow back-up paint lines as requested

Step 3: Project completion:

- Pick up and cleanup of our work areas
- Provide Maintenance & Care Sheet

OTHER BUSINESS

BOARD MEMBER UPDATES
