

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE FEBRUARY 21, 2023 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: Ryan Hunter, John Newman II, Gloria Peterson and Debbie Swanson

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**4. PUBLIC COMMENTS**

No public comments were given.

**5. CONSENT AGENDA**

**A. MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR FEBRUARY 7, 2023 IN THE AMOUNT OF \$1,026,511.68**
- 2. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR JANUARY 2023 IN THE AMOUNT OF \$47,058.88**
- 3. CLARITY HEALTHCARE ADMIN FEE FOR JANUARY 2023 IN THE AMOUNT OF \$1,466.99**

**C. TREASURER'S REPORT JANUARY 2023**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to table the minutes of the February 7, 2023 Work Session and Regular Meeting and to approve the remainder of the consent agenda.

The motion passed unanimously.

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters reviewed several different issues facing the township at this time, such as updating the security for the civic center and 14B court, a county contract with Supreme Felons that states they may be patrolling the 48197 and 48198 area codes and issues with a party store located at 1100 Share.

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**NEW BUSINESS**

**1. REQUEST TO APPROVE THE PROPOSAL FROM OHM FOR CONSTRUCTION SERVICES FOR THE HEWITT RD. FIRE STATION PARKING LOT IMPROVEMENTS IN THE AMOUNT OF \$30,800.00 BUDGETED IN LINE ITEM #217-901-976-005**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve the proposal from OHM for construction services for the Hewitt Rd. Fire Station Parking Lot Improvements in the amount of \$30,800.00 budgeted in line item #217-901-976-005 (see attached).

Supervisor Stumbo stated this proposal allows for engineering services to oversee the parking lot work at the Hewitt Rd. fire station.

The motion passed unanimously

**2. REQUEST TO CREATE A FULL TIME SENIOR PLANNER POSITION**

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to approve the request to create a full time senior planner position.

There was no discussion.

The motion carried unanimously.

**3. REQUEST TO SUBMIT THE 2023 CDBG APPLICATION FOR CONTINUED ALLOCATION OF FUNDS FOR THE APPLERIDGE PARK AREA IMPROVEMENTS**

A motion was made by Treasurer Eldridge and seconded by Trustee Hunter to approve the request to submit the 2023 CDBG application for continued allocation of funds for the Appleridge Park Area Improvements.

Supervisor Stumbo stated this money would be used for a review of the existing playground structure and improvements and working on the sidewalk and ADA approaches.

Clerk Jarrell Roe reviewed the previous year's allocation and explained that if you are a municipality that received over \$20,000.00 per year, you are able to group your allocation money for five years.

The motion carried unanimously.

**4. RESOLUTION 2023-02, AUTHORIZING THE WATER RESOURCES COMMISSIONER TO EXCEED THE STATUTORY SPENDING AND ASSESSMENT LIMIT OF FIVE THOUSAND DOLLARS (\$5,000.00) PER YEAR FOR THE MAINTENANCE AND REPAIR OF THE SINES EXTENSION DRAIN IN THE AMOUNT OF \$35,000 BUDGETED IN LINE ITEM 101-445-818.025**

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Clerk Jarrell Roe read the resolution into the record.

A motion was made by Clerk Jarrell Roe and seconded by Trustee Swanson to approve Resolution 2023-02, authorizing the Water Resources Commissioner to exceed the statutory spending and assessment limit of five thousand dollars (\$5,000.00) per year for the maintenance and repair of the Sines Extension Drain in the amount of \$35,000.00 budgeted in line item #101-445-818-025 (see attached).

Supervisor Stumbo reviewed the area that is affected. She stated that when maintenance is over \$5,000.00 the Water Resource Commission has to get authorization from the township board to exceed that amount.

The motion carried unanimously.

**5. REQUEST APPOINTMENT OF POLICE SERVICES COMMITTEE TO VERIFY THE ACTUAL COSTS OF OUR POLICE SERVICES UNIT CONTRACT WITH WASHTENAW COUNTY AND WASHTENAW COUNTY SHERRIFF'S DEPARTMENT**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Hunter to approve the appointment of a Police Services Committee to verify the actual costs of our police services unit contract with Washtenaw County and the Washtenaw County Sheriff's Department.

Supervisor Stumbo stated committee members would be Trustee Newman as the chair, Trustee Hunter and Treasurer Eldridge. She added that staff members supporting this committee would be the accounting director, legal counsel and Deputy Supervisor Elizabeth Cuellar.

Two public comments were given in support of the committee.

The motion carried unanimously.

**6. REQUEST TO APPROVE THE 2<sup>ND</sup> AMENDMENT TO THE EXISTING AGREEMENT WITH COMMUNITY PUBLISHING AND MARKETING FOR RESIDENT MAILER SERVICES IN THE AMOUNT OF \$19,000.00 BUDGETED IN LINE ITEM 226-528-900-000, 230-754-880-000 AND 101-267-900-000**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to approve the 2<sup>nd</sup> amendment to the existing agreement with Community Publishing and Marketing for resident mailer services in the amount of \$19,000.00 budgeted in line item #226-528-900-000, 230-754-880-000 and 101-267-900-000 (see attached).

Supervisor Stumbo stated this is for the recreation brochure that is sent out quarterly.

The motion carried unanimously.

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**7. REQUEST TO APPROVE RENEWAL OF THE MICHIGAN INDIGENT DEFENSE COMMISSION FOR THE YEARS 2022 AND 2023 AS BUDGETED IN LINE ITEM #101-287-801-007**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve the renewal of the Michigan Indigent Defense Commission for the years 2022 and 2023 budgeted in line item #101-287-801-007.

Clerk Jarrell Roe confirmed that article five will have additional language added as suggested by legal counsel.

Trustee Hunter stated his support for this proposal.

The motion passed unanimously.

**8. REQUEST TO APPROVE TRASH CAN PURCHASE FOR PARKS IN THE AMOUNT OF \$18,998.00 BUDGETED IN LINE ITEM #213-753-931-000 AND 213-753-931-775**

A motion was made by Treasurer Eldridge and seconded by Trustee Swanson to approve the trash can purchase for the parks in the amount of \$18,998.00 budgeted in line item #213-753-931-000 and 213-753-931-775.

There was no discussion.

The motion passed unanimously.

**9. BUDGET AMENDMENT #2**

Clerk Jarrell Roe read the budget amendment into the record.

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve budget amendment #2 (see attached).

Supervisor Stumbo stated the reason for the large amendment was because of the drain improvements that were completed last year but not billed until this year.

The motion passed unanimously.

**AUTHORIZATIONS AND BIDS**

**1. REQUEST AUTHORIZATION TO SEEK QUOTES FOR THE YPSILANTI TOWNSHIP ANNUAL SIDEWALK REPAIR PROGRAM**

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to authorize the request to seek quotes for the Ypsilanti Township Annual Sidewalk Repair Program and changed the term to a two year contract.

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A friendly amendment was made by Clerk Jarrell Roe and agreed to by Treasurer Eldridge to extend the contract time listed in the bid to two years.

The motion passed unanimously.

**2. REQUEST AUTHORIZATION TO SEEK QUOTES FO THE YPSILANTI TOWNSHIP ANNUAL SIDEWALK REPLACEMENT PROGRAM**

A motion was made by Treasurer Eldridge and seconded by Trustee Swanson to authorize the request to seek quotes for the Ypsilanti Township Annual Sidewalk Replacement Program.

There was no discussion.

The motion passed unanimously.

**3. REQUEST AUTHORIZATION TO SEEK QUOTES FOR THE YPSILANTI TOWNSHIP PLAYGROUND MULCH INSTALLATION PROGRAM**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Hunter to authorize the request to seek quotes for the Ypsilanti Township Playground Mulch Installation Program.

There was no discussion.

The motion passed unanimously.

**BOARD MEMBER UPDATES**

Board member updates were given during the work session.

A motion to adjourn was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge.

Motion carried unanimously.

The meeting was adjourned at approximately 7:36pm.

Respectfully Submitted,



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



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



December 1, 2022

Mr. Eric Copeland  
Ypsilanti Township Fire Chief  
222 S. Ford Blvd  
Ypsilanti, MI 48198

RE: Hewitt Street Fire Station Parking Lot Improvements  
**Proposal for Construction Services**

Dear Mr. Copeland:

OHM Advisors is pleased to submit this proposal for construction services for the Hewitt Street Fire Station Parking Lot Improvements project in the Charter Township of Ypsilanti. We are offering the same level of service and scope as we did with the previously completed Ford Blvd Fire Station that was completed by Doan Construction Co. the same company who will be performing the work at the Hewitt Station in the Spring.

#### PROJECT UNDERSTANDING

This contract was previously awarded to Doan Construction Co. for an amount of approximately \$200,000 (including contingency). The construction services will be a collaborative effort with G2 Consulting Group (G2). OHM Advisors will be responsible for the construction services including administration of the contract and construction engineering, observation, and staking and layout. G2 will be responsible for the material testing, compaction testing and mix design review.

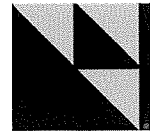
#### SCOPE

##### **Construction Layout**

It should be noted that topographical survey was NOT completed in the design phase to save money. OHM will provide construction survey layout services for the placement of the new parking lot including curb and gutter, and the two (2) drive approaches off of S Hewitt Rd and Draper Ave. Prior to demolition, a survey crew will visit the site to witness the existing elevations of the parking lot and provide stakes for the proposed work. This will include initial placement of the stakes and if removed by the contractor, one (1) additional staking. Note that this project is phased so we anticipate two trips to stake each phase.

##### **Construction Observation**

OHM Advisors will provide full time on-site construction observation services for all paving activities. For this proposal, we anticipate 2 weeks of full-time inspection (about 5 days per phase) and then only part time inspection to address punch list work, removals and base prep. This also includes supervision of inspection and coordination time prior to the project and as noted, part time inspection at the end of the project. If the contractor requires more time than this for the major items of work, additional fees may be required. Coordinating materials testing services will also be included under construction observation. Part time observation will be performed for various restoration activities (e.g. landscape, lawns, striping, etc.).



### Construction Administration

OHM Advisors will provide necessary contract administration services for the project. Contract administration services will include the following for the Township:

- ▶ Assisting the Owner in reviewing and processing periodic payment estimates for the contractor.
- ▶ Assisting with the preparation of change orders and a final balancing change order.
- ▶ Performing preliminary and final reviews of the completed project and preparing substantial completion certificates, along with the preparation of punch lists and confirmation of the resolution for punch list items
- ▶ Supplying the Owner with a project record, including inspection reports, sketches and all other pertinent information after the completion of the project.
- ▶ Other necessary correspondence such as notice to proceed and notice of award correspondence and assisting with the execution of the contract.

### Construction Engineering

OHM Advisors will provide construction engineering services for this project. Construction engineering services will include but are not limited to:

- ▶ Consulting with and advising the Owner or its designated representative during construction
- ▶ Reviewing shop drawings and material certification provided by the contractor
- ▶ Attending one (1) preconstruction meeting
- ▶ Coordination with the WCRC on paving work in the Hewitt Road ROW.
- ▶ Answering requests for information (RFIs) from the contractor
- ▶ Resolving construction conflicts (i.e. mismarked utilities, interpretation of the contract documents, etc.)
- ▶ Providing bulletin information to the contractor and/or subcontractors as well as performing any potential value engineering services
- ▶ Evaluating design changes

### FEE

OHM Advisors proposes to provide the above outlined professional services on an hourly – not to exceed basis, in accordance with our 2022 Rate Schedule. Invoices will be sent monthly as work is performed.

Construction Layout	\$6,500.00
Construction Observation	\$11,900.00
Contract Administration	\$3,900.00
Construction Engineering	\$3,600.00
G2 Services (Materials Testing)	\$4,900.00
<b>TOTAL</b>	<b>\$30,800.00 (Hourly not to exceed)</b>

### DELIVERABLES

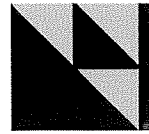
A final pay estimate and final acceptance letter will be issued upon project completion as well as copies of the IDRs (with sketches) for record information.

### ACCEPTANCE

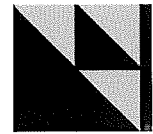
If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed.

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

Mr. Eric Copeland  
December 1, 2022  
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OHM ADVISORS  
CONSULTANT

Matthew Parks

Digitally signed by Matthew Parks  
DN: C=US, E=matt.parks@ohm-advisors.com,  
O=Principal in Charge, OU=OHM Advisors,  
CN=Matthew Parks  
Date: 2023.02.22 11:29:55-05'00'

Matthew D. Parks, P.E.

Principal in Charge

\_\_\_\_\_

Charter Township of Ypsilanti  
CLIENT

(Signature) Brenda L. Stumbo

(Name) Ms. Brenda Stumbo

(Title) Township Supervisor

(Date) 2/24/23

(Signature) Heather Jarrell Roe

(Name) Ms. Heather Jarrell Roe

(Title) Township Clerk

(Date) 2/24/2023

# Charter Township of Ypsilanti

## Resolution 2023-02

**RESOLUTION AUTHORIZING THE WATER RESOURCES COMMISSIONER TO EXCEED THE STATUTORY SPENDING AND ASSESSMENT LIMIT OF FIVE THOUSAND DOLLARS (\$5,000.00) PER YEAR FOR THE MAINTENANCE AND REPAIR OF THE SINES EXTENSION DRAIN.**

**WHEREAS**, the Sines Extension Drain is a drain located in the municipalities of the Charter Township of Ypsilanti and Superior Charter Township, which drain was constructed in accordance with the Drain Code of 1956; and

**WHEREAS**, the Water Resources Commissioner is entrusted with the responsibility of ensuring proper maintenance and repairs are made to said drain; and

**WHEREAS**, the Water Resources Commissioner, pursuant to statute, has inspected the drain which inspection revealed that repair work is necessary inasmuch as said inspection identified significant overgrowth, debris, and obstructions in need of removal. Project will consist of selective clearing on one side, debris and obstruction removal, and SESC measures for slope protection and stabilization, and

**WHEREAS**, the Water Resources Commissioner of Washtenaw County has estimated that the repair of the drain will be approximately thirty thousand dollars (\$30,000.00); and

**WHEREAS**, pursuant to the Drain Code of 1956, the Water Resources Commissioner cannot exceed the statutory spending limit of five thousand dollars (\$5,000.00) for the maintenance and repair of the drain unless approved by a resolution of the Township Board; and

**WHEREAS**, the Water Resources Commissioner has requested the Township Board to pass such resolution authoring the office of the Water Resources Commissioner to exceed the statutory spending limit allowed on the Sines Extension Drain, to wit: five thousand dollars (\$5,000.00) per year, so as to allow repair of said drain.

**NOW THEREFORE, BE IT RESOLVED**, that the Charter Township of Ypsilanti Board of Trustees for the municipality of the Charter Township of Ypsilanti hereby approved and authorizes the office of the Water Resources Commissioner to exceed the statutory spending limit of five thousand dollars (\$5,000.00) per year for the repair of the Sines Extension Drain in the exceeded amount of thirty-five thousand dollars (\$35,000.00).

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2023-02 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on February 21, 2023.



Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti

**Community Publishing & Marketing**  
**2021 Ypsilanti Lifestyle Magazine**  
**Prepared for the Ypsilanti Township**

**2021 Ypsilanti Lifestyle Magazine**

**Strategy**

This marketing plan is to produce (create, design, layout, print, bind and mail) 3 full size full color 32 page + 4 page cover magazines each year that showcases all of Ypsilanti to its community residences. It is our mission and distinct honor to work hand and hand with the Ypsilanti Township and its Residential Services Department, to collaborate and formulate a production and marketing strategy that facilitates the entire production process for the 2021 Ypsilanti Lifestyle Magazine.

Specs:

- 15,500 magazines (approximately 15,000 mailing to residences of Ypsilanti Township per Township's mailing list and/or specifications) with postage being paid by Township. The balance will be carton packed and delivered to the township.
- 32 page + 4 page cover
- Text: 60# c2s gloss and/or matte text
- Cover: 80# c2s Satin Cover with Satin/Matte finish
- 4 color process throughout
- 8.5 x 11 trim (8.75 x 11.25 including 1/8" bleed all 4 sides)
- Saddle stitch along the 11 dimensions (vertical pub)
- CPM will print this project with a company of its choosing (parent company Printwell)
- Entire creation, design, layout will be a collaboration with Ypsilanti Township and CPM
- There will be no advertising in the publication at this time, however, CPM may be able to provide in the future and work out an appropriate deal with Township
- CPM will utilize photos/artwork provided by the Township for the magazine.
- CPM will produce a Digital Version of the magazine that will be accessible for both Android and Apple devices as well as on the Township's and CPM's website.
- The Ypsilanti Township will own all information and graphics/artwork within the 2021 Magazine (this is a Ypsilanti Township project/magazine and all content within the publication, the other material/graphics/information/text/etc. are township property and will not be used in any other context/publication/marketing material without written permission from the Ypsilanti Township).
- Final layout will be approved by the Ypsilanti Township.

Though both parties should do their very best to work out any difficulties and/or problems together, either party may opt out of the agreement with a minimum advance notice of 90 days prior to each scheduled mail date of the subsequent edition.

Total amount due per edition (3 editions per year, 2 in 2021): \$10,452.50/ edition, (\$31,357.50 per year). This will be a three-year agreement from February 2, 2021 – December 2023 (all of 2021,2022, & 2023)

\*\*\*Addendum – December/January issue 3 for 2021/22 will have 13pt 1 sided magnets (6" x 6" 4/c 1 side) affixed onto either page 3 or page 5 within the publication, detailing recycling information provided by township. The additional charge for the magnets (and affixing them within publication) will be approximately \$9,547.50, thus totaling \$20,000 for the December issue.

1. \*\*\*\*Addendum #2 (proposed February 8, 2022, and finalized February 18, 2022) – Due to the tumultuous supply chain issues within our respective industry, there is a huge paper allocation shortage and thus, a paper increase for the next 3 issues for 2022 year (Spring/Summer, Fall and Winter). Due to the volatility and significant increase, we would like to only amend the 2022 year's pricing and hold off next year to determine whether a portion of the increase can go down for the 2023 year... obviously too early to determine now, but gives us flexibility to take advantage of any cost decrease in future years. \*\* per email on February 16, 2022, between Mike Hoffmeister and Mark Fisher, we have agreed to: *Honor the next magazine at the original price in the bid, amend the remaining magazines for this calendar year and then re-evaluate from there.*

Moving forward, the 2022 pricing will be:

\$10,452.50 – Spring/Summer edition (24+8)

\$13,500 – Fall edition (32+4)

\$24,000 – Winter edition (which will include magnet pricing, to the exact specifications as 2021 addendum from the December/ January issue) (32+8 + magnets production and affixing to book)

2. \*\*\*\*Addendum #3 (proposed and agreed February 15, 2023) Our updated prices for 2023 are as follows (postage directly paid to usps at additional cost):

**\$8,000 – Spring/Summer 16 page edition (60# gloss text, mailing mid/late April 2023)**

**\$11,000 – Fall edition 24 page edition (60# gloss text, mailing mid/late August 2023)**

**TBD – Winter edition will be sent out next few months for formal bid (which will include magnet pricing, to the specifications as 2021 addendum from the December/ January issue)**

We will invoice approximately 30 days prior to each publication in order to assure prompt payment upon publication mailing/shipping, as well as provide postage cost to customer from database information provided from customer, within 10 days of mailing for separate postage paid directly to USPS by Ypsilanti Township, in order to use township's postage permit indicia.

**Community Publishing & Marketing  
2021/22 Ypsilanti Lifestyle Magazine  
Prepared for the Ypsilanti Township**

**2021/22 Ypsilanti Lifestyle Magazine/ Amendment**

Signatures:

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Township Supervisor, Brenda Stumbo, Ypsilanti Township

Date

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Township Clerk, Heather Jarrell Roe, Ypsilanti Township

Date

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Director of Publishing Mark A. Fisher, Community Publishing & Marketing

Date

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #2**

February 21, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL OPERATIONS FUND**

**Total Increase \$254,931.00**

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

<b>Revenues:</b>	<b>Prior Year Fund Balance</b>	<b>101-000-699.999</b>	<b>\$1,208.00</b>
		<b>Net Revenues</b>	<b><u><u>\$1,208.00</u></u></b>
<b>Expenditures:</b>	<b>Salaries Payout PTO</b>	<b>101-191-708.004</b>	<b>\$1,122.00</b>
	<b>FICA</b>	<b>101-191-715.000</b>	<b>\$86.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$1,208.00</u></u></b>

Request to increase budget for Washtenaw County Drains at Large . The budget for 2023 was based on the capital asset drain assessment of \$389,000, however the invoice amount for 2023 includes the carry over of the 2022 projects that were not completed due to resources. This will be funded by an appropriation of prior year fund balance.

<b>Revenues:</b>	<b>Prior Year Fund Balance</b>	<b>101-000-699.999</b>	<b>\$253,723.00</b>
		<b>Net Revenues</b>	<b><u><u>\$253,723.00</u></u></b>
<b>Expenditures:</b>	<b>Washtenaw County Drains at Large</b>	<b>101-445-818.025</b>	<b>\$253,723.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$253,723.00</u></u></b>

Motion to Amend the 2023 Budget (#2)

Move to increase the General Fund budget by \$254,931 to \$12,870,975 and approve the department line item changes as outlined.