

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

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**HEATHER JARRELL ROE**

*Treasurer*

**STAN ELDRIDGE**

*Trustees*

**RYAN HUNTER**

**JOHN P. NEWMAN II**

**GLORIA PETERSON**

**DEBBIE SWANSON**

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**February 7, 2023**

**Work Session – 5:00 pm**

**Regular Meeting – 7:00 p.m.**

**Ypsilanti Township Civic Center**

**7200 S. Huron River Drive**

**Ypsilanti, MI 48197**



**YPSILANTI  
TOWNSHIP**  
— WHERE YOUR FUTURE GROWS —

# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK HEATHER JARRELL ROE • TREASURER STAN  
ELDRIDGE TRUSTEES: RYAN HUNTER • JOHN P. NEWMAN II • GLORIA PETERSON • DEBBIE  
SWANSON

## WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, FEBRUARY 7, 2023

***5:00pm***

1. AGENDA REVIEW .....SUPERVISOR STUMBO
2. OTHER DISCUSSION..... BOARD MEMBERS

# REVIEW AGENDA

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- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

# OTHER DISCUSSION

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





**YPSILANTI  
TOWNSHIP**  
— WHERE YOUR FUTURE GROWS —

# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK HEATHER JARRELL ROE • TREASURER STAN  
ELDRIDGE TRUSTEES: RYAN HUNTER • JOHN P. NEWMAN II • GLORIA PETERSON • DEBBIE  
SWANSON

## **REGULAR MEETING AGENDA**

**TUESDAY, FEBRUARY 7, 2023**

**7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
  - THREE MINUTES PER PERSON
  - ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR
  - PUBLIC COMMENTS ARE ALSO WELCOME AS THE BOARD ADDRESSES EACH AGENDA ITEM
4. CONSENT AGENDA
  - A. MINUTES OF THE JANUARY 17, 2023 WORK SESSION AND REGULAR MEETING
  - B. STATEMENTS AND CHECKS
    1. STATEMENTS AND CHECKS FOR FEBRUARY 7, 2023, 2022 IN THE AMOUNT OF \$1,026,511.68
5. ATTORNEY REPORT
  - A. GENERAL LEGAL UPDATE

### **NEW BUSINESS**

1. REQUEST FROM MEN LIKE US FOR APPROVAL OF A LOCAL GOVERNING BODY RESOLUTION FOR A CHARITABLE GAMING LICENSE
2. REQUEST OF LORRIE THOMAS TO APPEAL FEES FOR A FREEDOM OF INFORMATION ACT (FOIA) REQUEST
3. REQUEST TO APPROVE THE LOW BID FROM MEI TOTAL ELEVATOR SOLUTIONS FOR REPAIRS TO THE CIVIC CENTER ELEVATOR IN THE AMOUNT OF \$25,627.62 BUDGETED IN LINE ITEM #101-265-931-020 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
4. REQUEST TO APPROVE AN AMENDMENT TO THE CONTRACT WITH WASHTENAW COUNTY FOR POLICE SERVICES WITH A TERM ENDING DECEMBER 31, 2026
5. REQUEST TO APPROVE THE PROPOSAL FROM OHM FOR A CONCEPTUAL AND FEASIBILITY STUDY FOR PACKARD ST. AND HEWITT RD IN THE AMOUNT OF \$9,500.00 BUDGETED IN LINE ITEM #213-753-801-000

6. REQUEST TO APPROVE THE PROPOSAL FROM OHM FOR THE RIDGE RD. SIDEWALK SURVEY, DESIGN AND BIDDING SERVICES IN THE AMOUNT OF \$46,500.00 BUDGETED IN LINE ITEM #213-753-801-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
7. REQUEST AUTHORIZATION TO HAVE SPARTAN DISTRIBUTORS REPAIR FIVE (5) MOWERS IN THE AMOUNT OF \$38,847.70 BUDGETED IN LINE ITEM #213-753-933-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
8. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION OF FIVE (5) SPEED HUMPS ON GRAND BOULEVARD IN THE AMOUNT OF \$53,840.00 BUDGETED IN LINE ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
9. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE REPLACEMENT OF FOUR (4) SPEED HUMPS ON SWEET RD. IN THE AMOUNT OF \$49,965.00 BUDGETED IN LINE ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
10. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE REPLACEMENT OF FOUR (4) SPEED HUMPS ON RUE WILLETTE BLVD. IN THE AMOUNT OF \$49,965.00 BUDGETED IN LINE ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
11. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE REPLACEMENT OF FOUR (4) SPEED HUMPS ON RUE DEAUVILLE BLVD. IN THE AMOUNT OF \$49,965.00 BUDGETED IN LINE ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
12. REQUEST TO ACCEPT THE RESIGNATION OF RYAN HUNTER FROM THE PLANNING COMMISSION EFFECTIVE IMMEDIATELY
13. REQUEST TO ACCEPT THE RESIGNATION OF RYAN HUNTER FROM THE AAATA BOARD EFFECTIVE IMMEDIATELY
14. REQUEST TO APPROVE THE APPOINTMENT OF MONICA ROSS WILLIAMS TO THE AAATA BOARD WITH A TERM EXPIRING APRIL 2024
15. REQUEST TO APPROVE THE REAPPOINTMENT OF LARRY DOE TO THE YPSILANTI COMMUNITY UTILITIES BOARD FOR A TERM ENDING DECEMBER 31, 2025
16. REQUEST TO CREATE FUND 284 OPIOID SETTLEMENT AND TO ADD \$19,985.00 TO REVENUE LINE ITEM #284-000-685-000 AND \$19,985.00 TO EXPENDITURE LINE ITEM #284-631-962-000
17. BUDGET AMENDMENT #1

## **OTHER BUSINESS**

# PUBLIC COMMENTS

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# **CONSENT AGENDA**

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**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 17, 2023 WORK SESSION**

Supervisor Stumbo called the meeting to order at approximately 5:00pm 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, and Debbie Swanson

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**AGENDA**

- 1. **DISCUSSION ON ALLOWING OHM TO PROVIDE DESIGN, SURVEY AND PRELIMINARY, ENGINEERING FOR SIDEWALKS AND ADA RAMPS**  
.....**SUPERVISOR STUMBO**  
**CLERK JARRELL ROE**
- 2. **AGENDA REVIEW.....SUPERVISOR STUMBO**
- 3. **OTHER DISCUSSION.....BOARD MEMBERS**

**DISCUSSION ON ALLOWING OHM TO PROVIDE DESIGN, SURVEY AND PRELIMINARY, ENGINEERING FOR SIDEWALKS AND ADA RAMPS**  
.....**SUPERVISOR STUMBO**  
**CLERK JARRELL ROE**

Supervisor Stumbo stated the areas of concern OHM would be looking at. She added that this engineering would be to provide sidewalks and ADA ramps in these areas and that the proposals would come back to the board for approval.

**AGENDA REVIEW**

**OLD BUSINESS**

- 1. **2<sup>nd</sup> READING OF RESOLUTION 2022-23, ORDINANCE 2022-502, AN ORDINANCE AMENDING ORDINANCE 74, BEING PARCEL ID K-11-32—200-055, FROM ITS CURRENT R-2 (ONE FAMILY RESIDENTIAL) DISTRICT ZONING**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 17, 2023 WORK SESSION  
PAGE 2**

**CLASSIFICATION TO R-2 (ONE FAMILY RESIDENTIAL) DISTRICT ZONING  
CLASSIFICATION WITH AN AGRICULTURAL OVERLAY**

(FIRST READING HELD AT THE DECEMBER 6, 2022 REGULAR MEETING)

Supervisor Stumbo stated this is the second and final reading for this zoning change.

**NEW BUSINESS**

**1. REQUEST TO APPOINT RYAN HUNTER TO THE VACANCY FOR TOWNSHIP  
TRUSTEE WITH THE TERM ENDING NOVEMBER 20, 2024**

Multiple comments were given on the process used to make a recommendation for the open seat.

**2. REQUEST TO APPROVE UIS AS A SINGLE SOURCE PROVIDER FOR PHASE 2 OF  
THE SLUICE GATES UPGRADE AT THE HYDRO STATION IN THE AMOUNT OF  
\$26,995.00 BUDGETED IN LINE ITEM #252-252-000-930-001**

Michael Saranen, Hydro Operator, stated that UIS originally updated the hydro dam's gate controls in 2022 and is the only provider that can service the SCADA platform used at the dam.

**3. RESOLUTION 2023-01, OWNERS DAM SAFETY**

Michael Saranen, Hydro Operator, stated this resolution needs to be approved by the board every year.

**4. REQUEST TO APPROVE THE AMENDMENT TO THE MICHIGAN DEPARTMENT  
OF NATURAL RESOURCES TRUST FUND AGREEMENT FOR LOON FEATHER  
PARK**

John Hines, Recreation Director, stated this amendment extends the length of the agreement to allow the project to be completed.

**5. REQUEST TO APPROVE MEETING DATES FOR THE BOARD OF REVIEW**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 17, 2023 WORK SESSION  
PAGE 3**

Supervisor Stumbo stated this comes to the board every year for approval.

**AUTHORIZATIONS AND BIDS**

- 1. REQUEST TO AWARD THE BID AND APPROVE THE CONTRACT WITH BECKETT & RAEDER FOR THE PARKS AND RECREATION FIVE YEAR MASTER PLAN PROJECT IN THE AMOUNT OF \$33,000.00 BUDGETED IN LINE ITEM #213-753-801-000**

Clerk Jarrell Roe stated this was the group the committee all agreed to recommend to the Board.

**ATTORNEY REPORT**

Attorney Winters detailed the recent flood at the community center and the damage. He also gave an update on Gault Village and other issues facing the township.

**The Work Session meeting was adjourned at approximately 6:16pm.**

**Respectfully Submitted,**

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

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE JANUARY 17, 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: Gloria Peterson, John Newman II, and Debbie Swanson

**Members Absent:** None

**Legal Counsel:** Wm. Douglas Winters

**3. PUBLIC HEARING**

- A. REQUEST FROM LORRIE THOMAS FOR A PRIVATE ROAD VARIANCE FOR THE PROPERTY LOCATED AT 5521 BON TERRE  
(PUBLIC HEARING SET AT THE DECEMBER 20, 2022 REGULAR MEETING)

Supervisor Stumbo opened the public hearing at 7:01pm.

Laurie Thomas read a letter she had written into the record (see attached). She asked that her letter be considered her written request to withdraw her variance request from the private road ordinance.

Colin Boyd asked if the variance request was to not pave the road or make any other improvements. Clerk Jarrell Roe stated that her understanding of the variance request from Ms. Thomas was to not have to pave the road. Mr. Boyd asked how the variance request could affect the area parcels in the future. Attorney Doug Winters responded that he could not answer the question at this time since the variance request had been withdrawn.

Danielle Desano-Smith stated that she is very concerned with the road and what more activity might do to it. She added that several times police or fire have had difficulty getting down the road.

Joshua Cowan stated that the private road ordinance was adopted after the splits of the parcels were already made and registered with the county and the rights of the landowners are not being honored.

Clerk Jarrell Roe read three comments into the record. There were two phone calls from Kalyn Sterzik and Linda Hurd and one email from Alan Guest (see attached).

Supervisor Stumbo closed the public hearing at 7:16pm

**4. PUBLIC COMMENTS**

Nine public comments were given.



**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 17, 2023 REGULAR BOARD MEETING  
PAGE 2**

**5. CONSENT AGENDA**

**A. MINUTES OF THE DECEMBER 20, 2022 WORK SESSION, CLOSED SESSION AND REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

- 1. STATEMENTS AND CHECKS FOR JANUARY 17, 2023 IN THE AMOUNT OF \$1,397,027.48**
- 2. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR DECEMBER 2022 IN THE AMOUNT OF \$33,724.55**
- 3. CLARITY HEALTHCARE ADMIN FEE FOR DECEMBER 2022 IN THE AMOUNT OF \$1,350.71**

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

The motion passed unanimously.

**ATTORNEY REPORT**

**A. GENERAL LEGAL UPDATE**

Attorney Winters detailed the history of Gault Village and gave a current status update on the property.

**OLD BUSINESS**

- 1. 2<sup>nd</sup> READING OF RESOLUTION 2022-23, ORDINANCE 2022-502, AN ORDINANCE AMENDING ORDINANCE 74, BEING PARCEL ID K-11-32—200-055, FROM ITS CURRENT R-2 (ONE FAMILY RESIDENTIAL) DISTRICT ZONING CLASSIFICATION TO R-2 (ONE FAMILY RESIDENTIAL) DISTRICT ZONING CLASSIFICATION WITH AN AGRICULTURAL OVERLAY  
(FIRST READING HELD AT THE DECEMBER 6, 2022 REGULAR MEETING)**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Swanson to approve the 2<sup>nd</sup> reading of Resolution 2022-23, Ordinance 2022-502, an ordinance amending Ordinance 74., being parcel ID K-11-32-200-055, from its current R-2 (one family residential) District Zoning Classification to R-2 (one family residential) District Zoning Class with an agricultural overlay (see attached).

Supervisor Stumbo stated this will be a roll call vote since this a change to an ordinance.

Stumbo - Yes	Newman - Yes
Jarrell Roe - Yes	Peterson - Yes
Eldridge - Yes	Swanson - Yes

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 17, 2023 REGULAR BOARD MEETING  
PAGE 3**

The motion passed unanimously.

**NEW BUSINESS**

**1. REQUEST TO APPOINT RYAN HUNTER TO THE VACANCY FOR TOWNSHIP TRUSTEE WITH THE TERM ENDING NOVEMBER 20, 2024**

Clerk Jarrell Roe read Supervisor Stumbo's recommendation into the record.

A motion was made by Clerk Jarrell Roe and seconded by Trustee Swanson to appoint Ryan Hunter to the vacancy for Township Trustee with the term ending November 20, 2024.

Treasurer Eldridge stated that he would be voting no on this item. He added that he had no issue with Mr. Hunter, but felt the process should have been more inclusive and allowed all the candidates to speak on their behalf.

Multiple audience members spoke and stated that they would like to have seen the process of choosing a candidate handled in a different format.

Stumbo - Yes	Newman - Yes
Jarrell Roe - Yes	Peterson - Yes
Eldridge - No	Swanson - Yes

The motion passed.

**2. REQUEST TO APPROVE UIS AS A SINGLE SOURCE PROVIDER FOR PHASE 2 OF THE SLUICE GATES UPGRADE AT THE HYDRO STATION IN THE AMOUNT OF \$26,995.00 BUDGETED IN LINE ITEM #252-252-000-930-001**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve UIS as a single source provider for phase 2 of the sluice gates upgrade at the Hydro Station in the amount of \$26,995.00 budgeted in line item #252-252-000-930-001.

There was no discussion.

The motion carried unanimously.

**3. RESOLUTION 2023-01, OWNERS DAM SAFETY**

Clerk Jarrell Roe read the resolution into the record.

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve Resolution 2023-01, Owners Dam Safety (see attached).

There was no discussion.

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 17, 2023 REGULAR BOARD MEETING  
PAGE 4**

The motion carried unanimously.

**4. REQUEST TO APPROVE THE AMENDMENT TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND AGREEMENT FOR LOON FEATHER PARK**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to approve the amendment to the Michigan Department of Natural Resources Trust Fund Agreement for Loon Feather Park (see attached).

There was no discussion.

The motion carried unanimously.

**5. REQUEST TO APPROVE MEETING DATES FOR THE BOARD OF REVIEW**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to approve the meeting dates for the Board of Review.

Supervisor Stumbo stated the date to appeal your taxes is March 7 and then public hearings will be held on March 13, 14 and 15.

The motion carried unanimously.

**AUTHORIZATIONS AND BIDS**

**1. REQUEST TO AWARD THE BID AND APPROVE THE CONTRACT WITH BECKETT & RAEDER FOR THE PARKS AND RECREATION FIVE YEAR MASTER PLAN PROJECT IN THE AMOUNT OF \$33,000.00 BUDGETED IN LINE ITEM #213-753-801-000**

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson award the bid and approve the contract with Beckett & Raeder for the Parks and Recreation Five Year Master Plan Project in the amount of \$33,000.00 budgeted in line item #213-753-801-000.

Clerk Jarrell Roe stated that she was on the committee that interviewed for this project and that Beckett and Raeder were the unanimous choice for recommendation. She added that Beckett & Raeder had provided a statistically significant survey and shared examples of how they have worked with other communities in the past.

The motion carried unanimously.

**BOARD MEMBER UPDATES**

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JANUARY 17, 2023 REGULAR BOARD MEETING  
PAGE 5**

Supervisor Stumbo stated that she had met with Johnny Lawrence and his concert series would return this year.

Trustee Peterson stated that she had attended the Eastern MLK Day luncheon with other board members. She added that the luncheon was very successful.

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

Motion carried unanimously.

The meeting was adjourned at approximately 8:15pm.

Respectfully Submitted,

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

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

January 17, 2023

Lorrie L. Thomas, J.D.  
 1587 S. Congress St.  
 Apartment 36  
 Ypsilanti Township, MI 48197  
 (810) 333-5754

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

**Re: Article II, Private Road Ordinance No. 97-174  
 Variance Request Withdrawn with Discussion**  
 (1) K-11-30-100-033 5473 Bon Terre Drive, James Dirkes II  
 (2) K-11-30-100-035 5505 Bon Terre Drive, Joshua W. Keown, previous owner,  
 Lorrie L. Thomas, original owner Thomas and Susan Hungerford  
 (3) K-11-30-100-036 5521 Bon Terre Drive, Lorrie L. Thomas,  
 original owner Edward Yoskovich.  
 (4) K-11-30-100-037 5537 Bon Terre Drive, Alan and Amy Guest

Dear Township Board,

Article II, Private Road Ordinance No. 97-174, Sec. 47-29 - Private Road Design Standards outlines the requirements and specifications for private roads in the Township.

It has been proposed by the Township that the private road Bon Terre Drive in Ypsilanti Township does not meet the requirements of the Private Road ordinance No. 97-174, specifically Sec. 47-29, Private Road Design Standards. The Private Road Design Standards Sec. 47-29(q), outlines the requirements for all private roads serving: (1) 4 lots or less and (2) 5 lots or more with 1 acre or greater or lots less than 1 acre.

The ten (10) parcels on Bon Terre Drive are:

- (1) K-11-30-100-026 5538 Bon Terre Drive, Cousino, Ken and Patricia
- (2) K-11-30-100-031 5600 Bon Terre Drive, Kargul, John and Carol
- (3) K-11-30-100-033 5473 Bon Terre Drive, Dirkes II, James
- (4) K-11-30-100-034 5489 Bon Terre Drive, Smith, James and Danielle,  
 original owner Yezbick, Gary and Denise
- (5) K-11-30-100-035 5505 Bon Terre Drive, Joshua W. Keown, previous owner, Lorrie L.  
 Thomas, original owner Thomas and Susan Hungerford
- (6) K-11-30-100-036 5521 Bon Terre Drive, Lorrie L. Thomas,  
 original owner Edward Yoskovich.
- (7) K-11-30-100-037 5537 Bon Terre Drive, Guest, Alan and Amy
- (8) K-11-30-100-038 5667 Bon Terre Drive, Caldwell, Eduardo and Rebecca,

original owner Bradley Cousino.

(9) K-11-30-100-029 5669 Bon Terre Drive, Lynch, John and Lisa

(10)K-11-30-100-032 5658 Bon Terre Drive Boyd, Collin and Katherine

There are 10 total parcels on Bon Terre Drive, all greater than 1 acre, thus the Township has stated that the Private Road ordinance No. 97-174, Sec. 47-29 (q) Private Road Design Standards for 5 lots of more with 1 acre or greater applies to Bon Terre Drive, as it is a private road serving 5 lots or more. Which would mean that all 10 parcels/lots would have been required to bring the road, Bon Terre Drive, up to the minimum standards set-forth by the Township, or obtain variances under Sec. 47-33, before building permits could be issued.

Of these 10 parcels, 6 had homes built on them. The remaining 4 parcels are vacant.

Unfortunately, the Township did not enforce the requirements of No. 97-174, Sec. 47-29 (q) Private Road Design Standards for 5 lots of more with 1 acre or greater to all 10 parcel owners, but allowed some of the parcel owners to obtain building permits without bringing the private road, Bon Terre Drive, up to the minimum standards set-forth by the Township, or obtaining a variance. It appears from looking at historical records, that this issue was first brought to the attention of the Township in 1988 as a land division issue. It is also worth noting that the original plot plan for *all* 10 parcels is on record at the Environmental Health Office, dated 1988.

Due to the Township allowing, in error, *any* homes to be built, on Bon Terre, before the road met the minimum standards set-forth by the Township for Private roads for 5 lots of more with 1 acre or greater, and for letting some homes to be built without variances and allowing others to receive variances, and still others be denied, has resulted in a great injustice and great economic harm to the remaining parcel owners with vacant land. If the Township would have upheld the ordinance at that time, the cost of bringing the road up to the minimum standards would have been borne by all ten parcel owners, and they all could have built homes and benefited for the last thirty-five (35) years during which time the parcels have been in existence, as opposed to the Township arbitrarily and capriciously allowing some to build and not others. I would like to emphasize that these vacant parcels were held by the original land owners for over 30 years; the land owners waiting for Township approval to build, and having been made to pay R-1 Residential property taxes for 35 years. This has resulted in over 35 years of lost equity, and enjoyment for these land owners.

Please note, that of the 10 parcels where 6 were allowed to build, at least two were allowed to build AFTER others had already received a denial for a variance, with the Township citing Private Road Ordinance No. 97-174. The last home built on Bon Terre Drive was in **2014-2015**, K-11-30-100-038 5667 Bon Terre Drive, Caldwell, Eduardo and Rebecca, original owner Bradley Cousino, which was part of the original Split 2 outlined below, and sold to Bradley Cousino by land contract in 1988, by Kenneth Cousino. (Land Contract is on record at the Township).

Due to the Township adhering to the Ordinance only in retrospect and only to the remaining 4 parcel owners, going so far as to add to the legal description of record at the Township and the tax roll in 2020, "UNBUILDABLE DUE TO TO PRIVATE ROAD ORDINANCE #97-174, and changing it to "NO BUILDING ALLOWED DUE TO PRIVATE ROAD ORDINANCE

#97-174,” in 2022, the Township has in effect made the 4 remaining parcels not only unbuildable, but unsellable. It is also worth noting that the parcels have been zoned R-1 Residential, and have always been taxed as R-1 Residential. Tonya Cole, Building Inspection & Environmental Health Administrative Supervisor, has confirmed that the parcels themselves are “buildable,” as far as Building Inspection & Environmental Health is concerned.

Under Private Road ordinance No. 97-174, Sec. 47-34, adopted 12-16-1997 Nonconforming Situation, it reads, “*Private roads, legally constructed prior to the adoption of this article may continue in use* subject to the following: (1 ) No such road shall be enlarged or extended unless the entire road is brought into compliance with the standards of this article. (2) No additional lots or home sites shall be created which are accessed by a nonconforming private road unless the entire road is brought into compliance with the standards of this article. (3) ***Lots lawfully created prior to the adoption of this article, which are accessed by a nonconforming private road may be used in accordance with the requirements of the zoning ordinance.*** [emphasis added] (Ord. No. 97-174, § 90, 12-16-97).

In 1988, Kenneth and Patricia Cousino bought the original 49 acres of land, with the intent to divide the land after purchase to friends and family, listed above, who had all agreed in advance to the arrangement. Kenneth Cousino, after purchasing the 49 acres, did in fact immediately divide his land 4 times, per the requirements of the Subdivision Control Act, PA 288 of 1967, and sold the 6 parcels created by Split 2 by land contract, on record at the Township. At this point, Kenneth Cousino had no remaining splits available under the Land Division Act of 1996, Public Act 591 amending the Subdivision Control Act, PA 288 of 1967. Outline of Splits:

- Split 1: K-11-30-100-031 5600 Bon Terre Drive, Kargul, John and Carol
- Split 2: K-11-30-100-033 5473 Bon Terre Drive, Dirkes II, James  
 K-11-30-100-034 5489 Bon Terre Drive, Smith, James and Danielle,  
 original owner Yezbick, Gary and Denise  
 K-11-30-100-035 5505 Bon Terre Drive, Lorrie L. Thomas,  
 original owner Thomas and Susan Hungerford  
 K-11-30-100-036 5521 Bon Terre Drive, Lorrie L. Thomas,  
 original owner Edward Yoskovich.  
 K-11-30-100-037 5537 Bon Terre Drive, Guest, Alan and Amy  
 K-11-30-100-038 5667 Bon Terre Drive, Caldwell, Eduardo and Rebecca,  
 original owner Bradley Cousino.
- Split 3: K-11-30-100-029 5669 Bon Terre Drive, Lynch, John and Lisa
- Split 4: K-11-30-100-032 5658 Bon Terre Drive, Boyd, Collin and Katherine

January 31, 1993, Honorable William F. Ager, Jr., Circuit Court Judge fro Washtenaw County, entered Consent Judgment of Partition, for a specific performance pursuant to MCLA Sec. 600.3301 and MCR 3.401 to obtain deeds under land contract and the judicial partition of certain lands sold by: Kenneth and Patricia Cousino, to Gary L. Yezbick and Denise J. Yezbick, James V. Dirkes, II and Deborah A. Dirkes, Thomas D. Hungerford and Susan B. Hungerford, Edward

A. Yoskovich and Kimberly Yoskovich, Alan J. Guest and Amy Guest, and Bradley J. Cousino and Wendy Cousino. The Consent Judgment of Partition and the newly created deeds were registered that same year. These documents are on record with the Township. All six parties received their respective right, title and interests in said lands, September 5, 1988.

In a letter on record at the Township, dated January 20, 1994, Department of Commerce, Richard E. Lomax Subdivision Control Unit, County Zoning Review Unit wrote to Eugene T. Hanlon Bilakos and Hanlon Law Office, with cc: to William Douglas Winters, "Attorney General opinion. . .these divisions provided the vendees under the land contract an equitable interest in the land. The date of the land contract is the date of the division."

All ten parcels were in fact (1) lawfully created prior to the adoption of this article, (2) accessed by a nonconforming private road, and are allowed by Private Road Ordinance No. 91-174, Sec. 47-34, nonconforming situations, to be used in accordance with the requirements of the zoning ordinance, which has zoned the parcels as R-1 Residential.

Please let this letter serve as my written withdrawal from a variance request from Private Road Ordinance No. 97-174, that was to be heard at the Township Board meeting January 17, 2023, as the Private Road Ordinance No. 97-174, does not apply to the parcels on Bon Terre Drive, as it is a lawfully constructed nonconforming Private Road.

In closing, there is currently an application for review for a building permit to build a home on one of the four remaining vacant parcels, 5521 Bon Terre Drive, and the Township is asked to assist in any confusion that may arise, due to Private Road Ordinance No. 97-174 being applied to the Bon Terre Drive in error in the past. In addition, the Township is asked to correct the legal description of record at the Township and the tax roll and remove, "NO BUILDING ALLOWED DUE TO PRIVATE ROAD ORDINANCE #97-174," as soon as possible, to allow the remaining parcel owners the rights you have afforded the other parcel owners, so that they are able to finally build their homes or sell their parcels, and to expedite the issuance of the building permit for 5521 Bon Terre Drive.

If you have any questions or concerns, please feel free to contact me.  
Thank you for your time and consideration.

Sincerely,



Lorrie L. Thomas, J.D.

C.c.

Stan Eldridge

Jimmie Wilson Jr

John P. Newman II

Gloria Peterson

Debbie Swanson

Township Clerk

Heather Jarell Roe

Township Attorney



**Fwd: 01.17.23 Private Road Variance Request Meeting**

---

**From :** Heather Jarrell Roe                      Mon, Jan 09, 2023 09:48 AM  
<hjarrellroe@ypsitownship.org>

**Subject :** Fwd: 01.17.23 Private  
Road Variance Request  
Meeting

**To :** Lisa Stanfield  
<Istanfield@ytown.org>

FYI for public hearing

Heather Jarrell Roe  
Ypsilanti Township Clerk

---

**From:** "Alan Guest" <alanjguest@gmail.com>  
**To:** hjarrellroe@ypsitownship.org  
**Sent:** Saturday, January 7, 2023 1:08:55 PM  
**Subject:** 01.17.23 Private Road Variance Request Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Hello Heather,

I am the owner of the property with the address 5537 which is adjacent to 5521 Bon Terre. I would like to say that I support her request for the private road variance. I feel that this property is unique in that there are only a small number of parcels sharing this road. The requirements for the road would be unnecessarily burdensome to her. Granting her this variance would do justice for her and the other property owners. It was not her fault that the original developer of the property did not do the road in total compliance with the ordinance. Her desire to build a home would not cause an adverse impact on the other properties in the vicinity.

Please feel free to contact me if you have any questions on my comments.

I appreciate your consideration of the above.

Take care,

Alan Guest  
989.916.5228

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**CHARTER TOWNSHIP OF YPSILANTI**

**RESOLUTION 2022-23  
In Reference to Ordinance 2022-502**

**Rezoning of 6400 MERRITT ROAD (K -11-32-200-055)**

The following resolution was offered by The Charter Township of Ypsilanti Planning Department and supported by the Charter Township of Ypsilanti Planning Commission.

**Whereas**, Ronald Eversole requested the rezoning of approximately 7.9 acres located at 6400 Merritt Road from R-2 One Family Residential to R-2 One Family Residential with an Agricultural Overlay; and

**Whereas**, at its regularly scheduled meeting held October 25, 2022, the Charter Township of Ypsilanti Planning Commission recommended that the Township Board approve a rezoning request pursuant to MCL125.3202 for a certain parcel of property comprising 7.9 acres, commonly identified as 6400 Merritt Road, Parcel ID K -11-32-200-055, from the R-2 (One Family Residential) Zoning District to the R-2 (One Family Residential) Zoning District with an Agricultural Overlay and;

**Whereas**, the purpose of the rezoning is to develop the property for the primary purpose of agriculture. The applicant would like to establish an orchard and vineyard, a use not allowed with the existing R-2 zoning. If approved, the rezoning would apply the agricultural overlay to this property and would permit the use of the property for orchard and vineyard uses and;

**Whereas**, the rezoning request is consistent with the Township's current Master Plan; and

**Whereas**, the Township Board of Trustees agrees that the rezoning is appropriate; and

**Now Therefore, Be it resolved** that the Charter Township of Ypsilanti Board hereby adopts and incorporates by reference Ordinance No. 2022-502 attached hereto, by reference, in its entirety.

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2022-23 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on January 17, 2023.



Heather Jarrell Roe, Clerk  
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI**

**ORDINANCE 2022-502**

**An Ordinance Amending Ordinance No. 74, Township Zoning Ordinance, So As To Rezone 6400 Merritt Road, being Parcel ID K-11-32-200-055, From Its Current R-2 (One Family Residential) District Zoning Classification to R-2 (One Family Residential) District Zoning Classification with an Agricultural Overlay.**

**The Charter Township of Ypsilanti hereby ordains** that Ordinance No. 74, adopted May 18, 1994, shall be amended as follows:

Real Property consisting of 7.9 acres of land located at 6400 Merritt Road, also known as Parcel ID K-11-32-200-055, and more particularly described as follows:

See attached legal description labeled "Plot Plan R. Eversole" shall be rezoned from its current R-2 (One Family Residential) District zoning classification to R-2 (One Family Residential) District zoning classification with an Agricultural Overlay.

The Zoning Map, as incorporated by reference, in the Charter Township of Ypsilanti Zoning Ordinance is hereby amended by the rezoning of the afore-described parcel of property from its R-2 One Family Residential District zoning classification to the R-2 One Family Residential District zoning classification with an Agricultural Overlay.

**Severability**

In the event that any one or more sections, provisions, phrases or words of this ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity nor the enforceability of the remaining sections, provisions, phrases or words of this Ordinance unless expressly so determined by a Court of competent jurisdiction.

**Non Exclusivity**

The prohibitions and penalties provided for in this Ordinance shall be in addition to, and not exclusive of, other prohibitions and penalties provided for by other law, ordinance, or rule/regulation.

**Publication**

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

**Effective date**

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

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2022-502 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on January 17, 2023 after first being introduced at a Regular Meeting held on December 6, 2022. The motion to approve was made by member Jarrell Roe and seconded by Swanson YES: Stumbo, Jarrell Roe, Eldridge, Newman, Swanson, and Peterson ABSENT: None NO: None ABSTAIN: None.



Heather Jarrell Roe, Clerk

Charter Township of Ypsilanti

# Charter Township of Ypsilanti

## RESOLUTION NO. 2023-01

### OWNERS DAM SAFETY PROGRAM (ODSP)

**WHEREAS**, the Charter Township of Ypsilanti, in Washtenaw County Michigan, currently holding a license with the Federal Energy Regulatory Commission (FERC) to operate the Ford Lake Hydroelectric Project (Project) #5334, and

**WHEREAS**, the FERC requires the Charter Township of Ypsilanti to develop, implement, fund and continue to support the ODSP, per the FERC guideline, for the Project until such time that the Charter Township of Ypsilanti releases ownership or the Project is no longer under the jurisdiction of the FERC, and

**WHEREAS**, the ODSP document clearly defines the responsibility for the Charter Township of Ypsilanti and its employees, and consultants, and

**WHEREAS**, the purpose of this Resolution is not new to the Charter Township of Ypsilanti, but rather a re-dedication to dam safety and the responsibilities that come with owning the Project, and

**WHEREAS**, by the action of this document, the Charter Township of Ypsilanti is showing the commitment to the FERC to operate a safe Project, prioritizing safety over any other goals, and

**NOW THEREFORE**, be it resolved that the Charter Township of Ypsilanti Board of Trustees acknowledges the Owners Dam Safety Program to maintain compliance with the FERC and define the role of Charter Township of Ypsilanti related to the Project.

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. 2023-01 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on January 17, 2023.



Heather Jarrell Roe, Clerk

Charter Township of Ypsilanti



## MICHIGAN DEPARTMENT OF NATURAL RESOURCES-GRANTS MANAGEMENT

### MICHIGAN NATURAL RESOURCES TRUST FUND AGREEMENT AMENDMENT

Organization: Ypsilanti Charter Township

Project Title: Loonfeather Point Park Development

Project Location: Washtenaw

Project Number: TF19-0135

Amendment Number: 3

This is an amendment to the Agreement entered into between the Michigan Department of Natural Resources ("DEPARTMENT") and the Ypsilanti Charter Township in the county of Washtenaw County for the Michigan Natural Resources Trust Fund grant number TF19-0135.

The purpose of this amendment is to:

- extend the end date of the project period from 02/28/2023 to 08/28/2023 to allow for more time to complete the project.
- A. The DEPARTMENT and the GRANTEE mutually agree to amend the Agreement as follows:
- The time period allowed for project completion is 08/03/2020 through 08/28/2023, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
  - Submit a complete request for final reimbursement within 90 days of project completion and no later than 11/30/2023. If the GRANTEE fails to submit a complete final request for reimbursement by 11/30/2023, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
- B. All other provisions of the Agreement shall be continued in full force and effect.
- C. The amendment may be executed separately by the parties and is not effective until both the GRANTEE and the DEPARTMENT have signed it.



D. This amendment modifies an Agreement which was approved by resolution of the GRANTEE'S governing body as evidenced by the resolution attached to the Agreement. It is the sole responsibility of the GRANTEE to determine if its laws, policies, or procedures require approval by its governing body before execution of this amendment by the GRANTEE. By signature of this amendment, the GRANTEE certifies that:

1. Approval of the amendment by its governing body is not required, or
2. The amendment has been approved by resolution (true copy attached) of the

\_\_\_\_\_ meeting of the \_\_\_\_\_  
 (date) (special or regular) (name of approving body)

GRANTEE

<p>SIGNED</p> <p>By: <u>Brenda L. Stumbo</u>  <u>Brenda L. Stumbo</u>          Title: <u>Supervisor</u></p>		<p>WITNESSED</p> <p>By: <u>Heather Jarrell Roe</u>  <u>Heather Jarrell Roe</u>          Title: <u>Clerk</u></p>
<p>By: <u>Jessal Starbield</u></p> <p>By: <u>Jessal Starbield</u></p>		
<p>Date: <u>Jan. 18, 2023</u></p>		

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

<p>SIGNED</p> <p>By: _____</p>		<p>WITNESSED</p> <p>By: _____</p>
<p>EFFECTIVE DATE: _____</p>		

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



**Accounting  
Department**

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

*Charter Township of Ypsilanti*

## STATEMENTS AND CHECKS

*FEBRUARY 7, 2023 BOARD MEETING*

ACCOUNTS PAYABLE CHECKS -	\$	384,093.92
HAND CHECKS -	\$	642,417.76
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	<b>1,026,511.68</b>



Check Date	Check	Vendor Name	Amount
<i>HAND CHECKS</i>			
Bank AP AP			
01/13/2023	192714	CLEAR RATE COMMUNICATIONS, INC	1,265.44
01/13/2023	192715	FELDMAN FORD INC	112,545.00
01/13/2023	192716	VERIZON WIRELESS	479.13
01/13/2023	192717	WASTE MANAGEMENT	944.88
01/13/2023	192718	WASTE MANAGEMENT	71.22
01/13/2023	192719	WASTE MANAGEMENT	272.10
01/13/2023	192720	WASTE MANAGEMENT	762.18
01/13/2023	192721	WASTE MANAGEMENT	165.58
01/18/2023	192722	AAATA	323.92
01/18/2023	192723	APPLIED INNOVATION	2,124.59
01/18/2023	192724	AT & T	828.07
01/18/2023	192725	AT & T	144.30
01/18/2023	192726	CINTAS CORPORATION	121.17
01/18/2023	192727	DAWN FARM	525.00
01/18/2023	192728	LINCOLN SCHOOL DISTRICT	245.36
01/18/2023	192729	MICHIGAN LINEN SERVICE, INC.	61.00
01/18/2023	192730	ONSITE SUBSTANCE ABUSE TESTING	37.00
01/18/2023	192731	UTILITIES INSTRUMENTATION SERV	1,255.00
01/18/2023	192732	VAN BUREN SCHOOL DISTRICT	125.18
01/18/2023	192733	WASHTENAW COMMUNITY COLLEGE#	1,589.99
01/18/2023	192734	WASHTENAW COUNTY TREASURER	6,102.38
01/18/2023	192735	WASHTENAW COUNTY TREASURER	5,550.00 V
01/18/2023	192736	WASHTENAW INTERMEDIATE	2,534.99
01/18/2023	192737	WAYNE ISD	72.22
01/18/2023	192738	YPSILANTI COMMUNITY	1,533.12
01/18/2023	192739	YPSILANTI COMMUNITY SCHOOLS - WR	6,036.58
01/18/2023	192740	YPSILANTI COMMUNITY SCHOOLS - YP	2,535.82
01/18/2023	192741	YPSILANTI DISTRICT LIBRARY	1,166.86
01/18/2023	192742	WASHTENAW COUNTY TREASURER	5,550.00
01/19/2023	192743	JFR ARCHITECTS, PC	5,383.00
01/27/2023	192744	BLUE CROSS BLUE SHIELD OF MI	203,722.00
01/27/2023	192745	BLUE CROSS BLUE SHIELD OF MI	28,457.15
01/27/2023	192746	COMCAST CABLE	159.31
01/27/2023	192747	DELTA DENTAL PLAN OF MICHIGAN	12,822.73
01/27/2023	192748	GUARDIAN ALARM	500.46
01/27/2023	192749	GUARDIAN ALARM	2,545.65
01/27/2023	192750	STANDARD INSURANCE COMPANY	2,800.66
01/27/2023	192751	VERIZON WIRELESS	2,619.27
01/27/2023	192752	WASTE MANAGEMENT	383.52
01/27/2023	192753	WASTE MANAGEMENT	232,000.26
01/27/2023	192754	WEX BANK	1,410.65
01/27/2023	192755	QUADIENT FINANCE	195.02

AP TOTALS:

Total of 42 Checks:	647,967.76
Less 1 Void Checks:	5,550.00
Total of 41 Disbursements:	642,417.76

User: mharris

CHECK NUMBERS 192756 - 192863

DB: Ypsilanti-Twp

Check Date	Check	Vendor Name	Amount
Bank AP AP			
02/07/2023	192756	A DESIGN LINE	633.41
02/07/2023	192757	AAA PARTS LLC	880.00
02/07/2023	192758	ACCUSHRED LLC	68.50
02/07/2023	192759	ACUSHNET COMPANY	92.77
02/07/2023	192760	ADVANCED COMMUNICATIONS & DATA	680.55
02/07/2023	192761	ALEXANDRA KUBIAK	10.00
02/07/2023	192762	ALFA PROPERTIES	1,435.50
02/07/2023	192763	ALTERA ENTERPRISE LLC	2,533.50
02/07/2023	192764	AMAZON CAPITAL SERVICES	5,570.95
02/07/2023	192765	ANN ARBOR CLEANING SUPPLY	350.83
02/07/2023	192766	APPLIED INNOVATION	185.00
02/07/2023	192767	ASCENTIS CORPORATION	287.05
02/07/2023	192768	ATCHINSON FORD	31.95
02/07/2023	192769	AUTO VALUE YPSILANTI	353.55
02/07/2023	192770	BARR ENGINEERING COMPANY	7,669.50
02/07/2023	192771	BELFOR USA GROUP INC	2,716.00
02/07/2023	192772	BS & A SOFTWARE	632.00
02/07/2023	192773	CARLISLE WORTMAN ASSOCIATES, INC.	840.00
02/07/2023	192774	CARLISLE WORTMAN ASSOCIATES, INC.	157.50
02/07/2023	192775	CARLISLE WORTMAN ASSOCIATES, INC.	157.50
02/07/2023	192776	CARLISLE WORTMAN ASSOCIATES, INC.	157.50
02/07/2023	192777	CARLISLE/WORTMAN ASSOCIATES	630.00
02/07/2023	192778	CERTASITE, LLC	654.07
02/07/2023	192779	CGS, INC.	1,610.00
02/07/2023	192780	CHARTER TOWNSHIP OF SUPERIOR	39.23
02/07/2023	192781	CINTAS CORPORATION	356.96
02/07/2023	192782	COLMAN-WOLF SANITARY SUPPLY CO	95.72
02/07/2023	192783	COMCAST BUSINESS	3,610.58
02/07/2023	192784	COMERICA BANK	3,205.14
02/07/2023	192785	COURT INNOVATIONS INC	270.00
02/07/2023	192786	CRYSTAL FLASH, INC.	2,987.26
02/07/2023	192787	CSI EMERGENCY APPARATUS, LLC	24,197.49
02/07/2023	192788	DAMRON INVESTIGATIONS, INC	4,800.00
02/07/2023	192789	DANCE WITH ELEGANCE	1,332.10
02/07/2023	192790	DANIEL KIMBALL	779.99
02/07/2023	192791	DELBERT WALTON	158.94
02/07/2023	192792	DELUX RENTAL	60.50
02/07/2023	192793	DISPUTE RESOLUTION CENTER	1,875.00
02/07/2023	192794	EMERGENT HEALTH PARTNERS	8,430.55
02/07/2023	192795	EPOCH EYEWEAR	496.38
02/07/2023	192796	FONDRIEST ENVIRONMENTAL, INC	1,550.00
02/07/2023	192797	GOVERNMENTAL CONSULTANT SERVICES	3,401.79
02/07/2023	192798	GRAINGER	801.47
02/07/2023	192799	GRANITE TELECOMMUNICATIONS	409.40
02/07/2023	192800	GRIFFIN PEST SOLUTIONS	308.00
02/07/2023	192801	HALL OF FAME	1,249.94
02/07/2023	192802	HANNAH ARNOLD	128.00
02/07/2023	192803	HOME DEPOT	1,058.14
02/07/2023	192804	INTEGRITY BUSINESS SOLUTIONS LLC	974.75
02/07/2023	192805	IPS DRUG TESTING	40.00
02/07/2023	192806	JIBRIL NAEEM	1,015.00
02/07/2023	192807	JOE HALL QUICK STOP INC	701.75
02/07/2023	192808	KBK LANDSCAPING, INC	4,710.00
02/07/2023	192809	KCI	471.30
02/07/2023	192810	LANGUAGE LINE SERVICES	615.39
02/07/2023	192811	LINDE GAS & EQUIPMENT INC	211.74
02/07/2023	192812	LOWE'S	25.60
02/07/2023	192813	LUELLE EDDINS	100.00
02/07/2023	192814	MCCALLA'S FEED SERVICE, INC.	504.00
02/07/2023	192815	MENARDS, INC.	77.33
02/07/2023	192816	METCOM	327.05
02/07/2023	192817	METROPOLITAN DETROIT FIRE	425.00
02/07/2023	192818	MICHAEL COX	450.00
02/07/2023	192819	MICHIGAN FIRE INSPECTORS SOCIETY	410.00
02/07/2023	192820	MICHIGAN LINEN SERVICE, INC.	2,155.20
02/07/2023	192821	MICHIGAN RECREATION & PARK ASSOC.	760.00
02/07/2023	192822	MINUTES SERVICES LLC	500.00
02/07/2023	192823	MISS DIG SYSTEM INC	1,153.58
02/07/2023	192824	NEXTCARE URGENT CARE MICHIGAN	60.00
02/07/2023	192825	OAKLAND COUNTY	2,036.00
02/07/2023	192826	OFFICE EXPRESS	49.69
02/07/2023	192827	OKINAWAN KARATE CLUB	730.80
02/07/2023	192828	ORCHARD, HILTZ & MCCLIMENT INC	1,340.00
02/07/2023	192829	PEARLINE DAVIS	769.83
02/07/2023	192830	PEPSI BEVERAGES COMPANY	292.45
02/07/2023	192831	PLANETIZEN	149.50
02/07/2023	192832	PRINTING SYSTEMS	595.17
02/07/2023	192833	PSYBUS	3,085.00

Check Date	Check	Vendor Name	Amount
02/07/2023	192834	RENEE SMITH	181.90
02/07/2023	192835	RHETT REYES	2,843.01
02/07/2023	192836	RICHARD ELLSWORTH	159.47
02/07/2023	192837	ROBERT ACTON	2,500.00
02/07/2023	192838	ROBIN RUSS	67.22
02/07/2023	192839	ROTO-ROOTER	1,195.00
02/07/2023	192840	S.E.M.C.A.A.	75.00
02/07/2023	192841	SALIM ABASS A KHALIFE	2,500.00
02/07/2023	192842	SALIM ABASS A KHALIFE	125,000.00
02/07/2023	192843	SAM'S CLUB DIRECT	250.38
02/07/2023	192844	SHRADER TIRE & OIL	1,007.23
02/07/2023	192845	SOUTHERN COMPUTER WAREHOUSE	1,800.23
02/07/2023	192846	SPICER GROUP	6,969.50
02/07/2023	192847	STAPLES* - ACCOUNT #1026071	646.61
02/07/2023	192848	STATE OF MICHIGAN	8,900.54
02/07/2023	192849	STATE OF MICHIGAN - MDOT	85,400.00
02/07/2023	192850	STEPHEN BROWN	1,750.00
02/07/2023	192851	STRYKER SALES LLC	10,000.00
02/07/2023	192852	ULLIANCE	1,527.20
02/07/2023	192853	UNITED STATES POSTAL SERVICE	10,000.00
02/07/2023	192854	UTILITIES INSTRUMENTATION SERV	1,310.00
02/07/2023	192855	VERIZON CONNECT NWF, INC.	1,039.89
02/07/2023	192856	VICTORY LANE	327.66
02/07/2023	192857	W.J. O'NEIL COMPANY	400.00
02/07/2023	192858	WASHTENAW COUNTY LEGAL NEWS	245.00
02/07/2023	192859	WASHTENAW COUNTY TREASURER#	450.67
02/07/2023	192860	WEINGARTZ	772.95
02/07/2023	192861	YPSILANTI ACE HARDWARE	15.95
02/07/2023	192862	YPSILANTI COMMUNITY	2,071.05
02/07/2023	192863	YPSILANTI TOWNSHIP	11.12

AP TOTALS:

Total of 108 Checks:	384,093.92
Less 0 Void Checks:	0.00
Total of 108 Disbursements:	<u>384,093.92</u>

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# **NEW BUSINESS**

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE CLERK —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Ypsilanti Township Board of Trustees  
From: Heather Jarrell Roe, Clerk

Date: January 27<sup>th</sup>, 2023

Subject: ***Request of Men Like Us for Approval of a Local Governing Body Resolution for Charitable Gaming Licenses***

The Clerk's Office has received a request from a local organization, Men Like Us, for a local governing body resolution for a charitable gaming license. Local approval is required by the State of Michigan before a non-profit group can receive their charitable gaming license to host a fundraiser.

Men Like Us has provided the attached letter of request along with documentation identifying them as a non-profit organization.

Should you have any questions, please contact my office.





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

MEN LIKE US COMMUNITY OUTREACH  
C/O ARDIS LEWIS JR  
3011 E MICHIGAN AVE  
YPSILANTI, MI 48198

Date:  
November 2, 2022  
Employer ID number:  
88-2178428  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
May 11, 2022  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053697010152

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

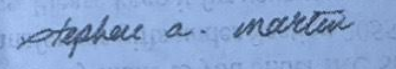
Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

  
Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Letter  
Catalog



202



Men Like Us Community Outreach  
3011 E. Michigan Ave  
Ypsilanti, MI 48198

January 19, 2023

Dear Lisa Stanfield,

Men Like Us Community Outreach is a nonprofit organization located at 3011 E. Michigan Ave, Ypsilanti, MI 48198. We would like to be able to host Michigan Millionaire, charity poker, events. The funds raised from these events will assist us with our Skilled Trades Awareness Program for the youth. Currently we do not have a date scheduled for our first event. We wanted first to seek approval from the Township before planning the event.

Please let us know the process of getting on the agenda for the approval for gaming events.

Feel free to contact me with any questions or concerns.

Thank you,

Ardis Lewis Jr.  
President/Founder  
Men Like Us Community Outreach  
734-846-2088





State of Michigan  
 Michigan Gaming Control Board  
 Millionaire Party Licensing  
 3062 W. Grand Blvd, Suite L-700  
 Detroit, MI 48202-6062  
 Phone: (313) 456-4940  
 Fax: (313) 456-3405  
 Email: Millionaireparty@michigan.gov  
 www.michigan.gov/mgcb

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL.432.103(k)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a nonprofit  
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be  
 considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted  
 by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL  
 meeting held on \_\_\_\_\_.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK  
 \_\_\_\_\_  
PRINTED NAME AND TITLE  
 \_\_\_\_\_  
ADDRESS

Organization Information: \_\_\_\_\_  
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP  
 \_\_\_\_\_ ( ) \_\_\_\_\_  
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE PHONE NUMBER



Board of Trustees,

Our office received the attached communication from Lorrie Thomas on 1/23/23 at 8:12pm.

Our FOIA policy states the following (full policy attached):

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor (or “clerk” or “FOIA Coordinator,” etc.).

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Lorrie Thomas **did not dispute the cost** of the FOIA originally, and paid in full at a cost of \$155.22 on 1/11/2023. 11 days later after the information had been released, Lorrie Thomas sent this appeal. While she does not outline how the required fee exceeds the amount permitted, there is clear expression of dissatisfaction with the information that was received.

Our township **does not** charge a “per page” fee for electronic documents, so therefor the duplicate pages that are outlined, were not individually charged for. Our township **does** charge

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE CLERK —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

for labor fees as outlined within our policy. The cost that the township levied was lawful and well within the FOIA procedures. The fee sheet is attached for reference.

Additionally, we have complied with all other FOIA procedures.

If you have any questions, please feel free to contact my office.

**Fwd: FOIA 5521 Bon Terre**

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**From :** Heather Jarrell Roe                      Mon, Feb 06, 2023 09:02 AM  
<hjarrellroe@ypsitownship.org>

**Subject :** Fwd: FOIA 5521 Bon  
Terre

**To :** Lisa Stanfield  
<Istanfield@ytown.org>

Please add this to the packet

and this

[Microsoft Word - DRAFT 2016 06 14 Local Civic - MP-5036 Qualification Information and Requirements Form.docx \(michigan.gov\)](#)

Heather Jarrell Roe  
Ypsilanti Township Clerk

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**From:** "Lorrie Thomas" <lthomas@usaimmigrationhelp.org>  
**To:** "Heather Jarrell Roe" <hjarrellroe@ypsitownship.org>, "Janis Riley" <jriley@ypsitownship.org>, "YT-Brenda Stumbo" <bstumbo@ytown.org>  
**Sent:** Monday, January 23, 2023 8:12:21 PM  
**Subject:** Re: FOIA 5521 Bon Terre

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you recognize the sender and know the content is safe.

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Written APPEAL -

I would like to APPEAL the fee for the **FOIA request dated November 28, 2022.**

The FOIA fee was requested by the Township clerk by letter 12/15/2022 (**17 days after the FOIA request was received**), however, the letter was not emailed to me until 12/20/2022 (**22 days after the FOIA request was received**). I further asked for an invoice for the fees per the requirements of the FOIA and my request was ignored.

The Township was CLOSED for Christmas and New Years Holiday 12/23/22 to 1/2/2/23.

With the extended holiday of the Township and still not receiving an invoice, \$155.22 was paid 1/11/2023, and the FOIA documents (461 pages) received the same day by email, via electronic download - **44 days after the Township Clerk received the FOIA request.**

There were 137 duplicates - not counting the surveys and deeds - with those, roughly 237 are duplicates out of 461 pages. Which means I have been made to pay \$155.22 for 224 pages. **I was told that the fee was for 3 hours and 15 minutes of labor- which would be \$47.76 per hour.**

Throughout the documents are duplicates, blank pages, or pages scanned incorrectly, causing the pages to be cut off at the top, bottom, or both.

(1) K-11-30-100-036\_5521 BON TERRE DR (254 pages) Over 35 are duplicates- not counting the deeds and attached

surveys which would be over 100 pages. Also, multiple pages are cut off at the top, bottom, or both

(2) K-11-30-100-036\_BON TERRE DR (25 pages) page 2-3, duplicated 3 times

(3) Parcel A- 5505 Bon Terre Dr-K-11-30-100-035 (27 pages) 21 pages duplicated elsewhere

(4) Parcel B- 5521 Bon Terre Dr-K-11-30-100-036 (27 pages) 21 pages duplicated elsewhere

(5) Parcel C- 5537 Bon Terre Dr-K-11-30-100-037 (22 pages) 20 pages scanned incorrectly, "", and in duplicate

(6) Parcel D- 5667 Bon Terre Dr-K-11-30-100-038 (31 pages) 28 pages scanned incorrectly, "", and in duplicate

(7) Parcel H- 5489 Bon Terre Dr-K-11-30-100-034 (31 pages) 26 pages scanned incorrectly, "", and in duplicate

(8) Parcel I - 5473 Bon Terre-K-11-30-100-033 (24 pages) 22 pages scanned incorrectly, "", and in duplicate

I have asked again for the documents that were scanned incorrectly, and I have been told by the Township clerk that this would be a new FOIA request and fee, AND additionally, that there is no recourse and that these are the only documents - which are worthless for the intended purpose. Due to the following, I am appealing the fee charged.

Thank you,

Lorrie L. Thomas

On Mon, Jan 23, 2023 at 4:36 PM Lorrie Thomas

<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)> wrote:

Are you telling me that the Township records are all scanned into an online platform file and some were scanned in incorrectly, with missing/deleted information, and this is the only copies? There are no originals?

On Mon, Jan 23, 2023 at 4:02 PM Heather Jarrell Roe

<[hjarrellroe@ypsitownship.org](mailto:hjarrellroe@ypsitownship.org)> wrote:

Lorrie,

Please see my other email. We do not have copies other than what we have sent you. How you received the files, are how they are on file here.

Heather Jarrell Roe  
Ypsilanti Township Clerk

---

**From:** "Lorrie Thomas" <[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)>

**To:** "Heather Jarrell Roe" <[hjarrellroe@ypsitownship.org](mailto:hjarrellroe@ypsitownship.org)>

**Cc:** "Janis Riley" <[jriley@ypsitownship.org](mailto:jriley@ypsitownship.org)>

**Sent:** Monday, January 23, 2023 3:54:25 PM

**Subject:** Re: FOIA 5521 Bon Terre

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(7) Parcel H- 5489 Bon Terre Dr-K-11-30-100-034 (31 pages)

4 records in total so far- printed incorrectly to cause the pages to be cut off.

I will need the full pages.

Thank you

On Mon, Jan 23, 2023 at 3:45 PM Lorrie Thomas

<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)> wrote:

(6) Parcel D- 5667 Bon Terre Dr-K-11-30-100-038 (31 pages)

Also, thank you

On Mon, Jan 23, 2023 at 3:35 PM Lorrie Thomas

<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)> wrote:

(5) Parcel C- 5537 Bon Terre Dr-K-11-30-100-037 (22 pages) - also on the wrong print setting, causing the documents to be cut off.

Thank you

On Mon, Jan 23, 2023 at 1:33 PM Lorrie Thomas

<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)> wrote:

Good afternoon.

Looking through the documents received through FOIA to date - there are multiple duplicates, errors in printing, etc.

I will send requests for corrections as I go through the documents further, for now-

(8) Parcel I - 5473 Bon Terre-K-11-30-100-033 (24 pages) - the pages have been scanned in the wrong direction so that the pages have been cut off. I will need the correct orientation of the pages so that the whole page is visible.

Thank you

On Fri, Jan 13, 2023 at 3:12 PM Lorrie Thomas

<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)> wrote:

FOIA - I am seeking confirmation that there are no financial records or copies of ALL financial records on the parcel.



This is not a new FOIA request as I have already requested ALL DOCUMENTATION AND RECORDS ON THE PARCEL from ALL Departments at the township. There are no financial records in the records sent.

Additionally, in the 461 pages supplied, over half are duplicate records, which I will address later with specificity.

I had asked previously and have not received a response -

Which departments supplied the following documents, furnished under your authority under the FOIA.

There were 8 files, 441 pages in total.

- (1) K-11-30-100-036\_5521 BON TERRE DR (254 pages)
- (2) K-11-30-100-036\_BON TERRE DR (25 pages)
- (3) Parcel A- 5505 Bon Terre Dr-K-11-30-100-035 (27 pages)
- (4) Parcel B- 5521 Bon Terre Dr-K-11-30-100-036 (27 pages)
- (5) Parcel C- 5537 Bon Terre Dr-K-11-30-100-037 (22 pages)
- (6) Parcel D- 5667 Bon Terre Dr-K-11-30-100-038 (31 pages)
- (7) Parcel H- 5489 Bon Terre Dr-K-11-30-100-034 (31 pages)
- (8) Parcel I - 5473 Bon Terre-K-11-30-100-033 (24 pages)

All - used to refer to the whole quantity or extent of a particular group or thing:

On Fri, Jan 13, 2023 at 2:50 PM Heather Jarrell Roe <[hjarrellroe@yepsitownship.org](mailto:hjarrellroe@yepsitownship.org)> wrote:

Lorrie,

You are certainly able to submit another, more specific FOIA, but we are unsure of what document you are seeking.

Heather Jarrell Roe  
Ypsilanti Township Clerk

---

**From:** "Lorrie Thomas"  
<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)>  
**To:** "Heather Jarrell Roe"  
<[hjarrellroe@yepsitownship.org](mailto:hjarrellroe@yepsitownship.org)>  
**Cc:** "Janis Riley" <[jriley@yepsitownship.org](mailto:jriley@yepsitownship.org)>  
**Sent:** Friday, January 13, 2023 12:26:31 PM  
**Subject:** Re: FOIA 5521 Bon Terre

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I am aware - I am asking for the financial records that have been kept on the parcel. There are none in these documents.

On Fri, Jan 13, 2023 at 11:47 AM Heather Jarrell Roe <[hjarrellroe@ypsitownship.org](mailto:hjarrellroe@ypsitownship.org)> wrote:

Ms. Thomas,  
I would ask that you please direct all future questions to me. The FOIA process requires the furnishing of documents. If a document does not exist, there is not a requirement to create one.

Heather Jarrell Roe  
Ypsilanti Township Clerk

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**From:** "Janis Riley" <[jriley@ypsitownship.org](mailto:jriley@ypsitownship.org)>  
**To:** "Heather Jarrell Roe" <[hjarrellroe@ypsitownship.org](mailto:hjarrellroe@ypsitownship.org)>  
**Sent:** Friday, January 13, 2023 11:42:59 AM  
**Subject:** Fwd: FOIA 5521 Bon Terre

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**From:** "Lorrie Thomas" <[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)>  
**To:** "Janis Riley" <[jriley@ypsitownship.org](mailto:jriley@ypsitownship.org)>  
**Sent:** Friday, January 13, 2023 11:07:07 AM  
**Subject:** Re: FOIA 5521 Bon Terre

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Good morning Janis,  
When I requested the FOIA, I was instructed to pay by check or money order. Looking through these documents - I see no financial documents of any payments made to the township from the previous owner.

There are actually no documents between the township and the original owners of 5521 Bon Terre, at all.

If the township does not keep these records, please direct me to who does.

Thank you again,  
Lorrie

On Fri, Jan 13, 2023 at 8:44 AM Janis Riley <[jriley@ypsitownship.org](mailto:jriley@ypsitownship.org)> wrote:

Yes, you received all that I have. Thank you, Janis Riley

---

**From:** "Lorrie Thomas"

<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)>

**To:** "Janis Riley" <[jriley@ypsitownship.org](mailto:jriley@ypsitownship.org)>

**Sent:** Thursday, January 12, 2023 2:18:32 PM

**Subject:** Re: FOIA 5521 Bon Terre

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Good afternoon Janis,  
It was a pleasure meeting you yesterday,  
and I really appreciate you explaining  
your role and the process to me.  
I received the drop box files yesterday,  
thank you. I wanted to confirm that I  
received them all -  
There were 8 files, 441 pages in total.

- (1) K-11-30-100-036\_5521 BON TERRE  
DR (254 pages)
- (2) K-11-30-100-036\_BON TERRE DR (25  
pages)
- (3) Parcel A- 5505 Bon Terre Dr-K-11-30-  
100-035 (27 pages)
- (4) Parcel B- 5521 Bon Terre Dr-K-11-30-  
100-036 (27 pages)
- (5) Parcel C- 5537 Bon Terre Dr-K-11-30-  
100-037 (22 pages)
- (6) Parcel D- 5667 Bon Terre Dr-K-11-30-  
100-038 (31 pages)
- (7) Parcel H- 5489 Bon Terre Dr-K-11-30-  
100-034 (31 pages)
- (8) Parcel I - 5473 Bon Terre-K-11-30-  
100-033 (24 pages)

Additionally, in file (1) K-11-30-100-  
036\_5521 BON TERRE DR (254 pages),  
on page 64-65, on 12/7/2000, Bradley  
Cousino wrote a letter to the township,

asking if the private road ordinance of 1997 applied, since the parcels were split by court order in 1993, and the Attorney General had previously ruled that divisions occur at the time of a land contract. (letter attached) I do not see a response to this inquiry. Please advise.

Again, thank you for your time. I know this can be arduous.

Lorrie L. Thomas

On Wed, Jan 11, 2023 at 1:41 PM Lorrie Thomas

<[lthomas@usaimmigrationhelp.org](mailto:lthomas@usaimmigrationhelp.org)>

wrote:

Wonderful!

Thank you,

Lorrie L. Thomas

On Wed, Jan 11, 2023 at 1:15 PM Janis Riley <[jriley@ypsitownship.org](mailto:jriley@ypsitownship.org)>

wrote:

Attached is information regarding your FOIA request.

Thank you, Janis Riley

--

Lorrie L. Thomas, J.D.

USA Immigration & Naturalization HELP

[www.usaimmigrationhelp.org](http://www.usaimmigrationhelp.org)

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Lorrie L. Thomas, J.D.  
USA Immigration & Naturalization HELP  
[www.usaimmigrationhelp.org](http://www.usaimmigrationhelp.org)

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## **Charter Township of Ypsilanti FOIA Procedures and Guidelines**

### **Preamble: Statement of Principles**

It is the policy of Charter Township of Ypsilanti that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Ypsilanti Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

### **Section 1: General Policies**

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

**The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.**

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: [ytown.org](http://ytown.org), so a link to those documents will be provided in lieu of providing paper copies of those documents.

## **Section 2: Requesting a Public Record**

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Ypsilanti Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

## **Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

***When a request is granted:***

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: [ytown.org](http://ytown.org), a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

***When a request is denied or denied in part:***

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to the office of the Township Clerk or seek judicial review in the Washtenaw County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

***Requests to inspect public records:***

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

***Requests for certified copies:***

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

#### **Section 5: Calculation of Fees**

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township’s usual FOIA requests, not compared to the township’s operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township’s website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township’s website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.



Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
  - The Township's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

## **Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## **Section 7: Discounted Fees**

### ***Indigence***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

### ***Nonprofit organization advocating for developmentally disabled or mentally ill individuals***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - Is made directly on behalf of the organization or its clients.
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
  - Is accompanied by documentation of its designation by the state, if requested by the public body.

## **Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Clerk.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Washtenaw County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

### **Section 9: Appeal of an Excessive FOIA Processing Fee**

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Clerk.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Washtenaw County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

#### **Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date**

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

#### **Section 11: Appendix of the Charter Township of Ypsilanti FOIA Forms**

- Detailed Cost Itemization Form
- Inspection of Records

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Charter Township of Ypsilanti, Washtenaw County  
 7200 South Huron River Drive  
 Ypsilanti, MI 48197  
 Phone: 734-484-4700

Detailed Cost Itemization

**Freedom of Information Act Request Detailed Cost Itemization**

Date: 12.14.22 Prepared for Request No.: 5521 BonTerre Date Request Received: 11-30-22

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.

**1. Labor Cost for Copying / Duplication**

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication. In this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 minute time increments as set by the township board (all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge*).

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_  
 OR  
 Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR  
 Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
 (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ \_\_\_\_\_

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments \_\_\_\_\_  
 x \_\_\_\_\_ = \$ 0

1. Labor Cost

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

**2. Labor Cost to Locate:**

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 minute time increments (all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge*).

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_  
 OR  
 Hourly Wage with Fringe Benefit Cost: \$ 47.76 OR  
 Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
 (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ 11.94

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments \_\_\_\_\_  
 x 13 = \$ 155.22

2. Labor Cost

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a township employee. If contracted, use No. 3b Instead).

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

This is the cost of labor of a township employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the township's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 minute time increments; (all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge).

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

OR  
 Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR  
 Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
 (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments  
 x \_\_\_\_\_ =

3a. Labor Cost  
 \$ 0

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a Instead.)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \$48.90 (currently \$8.15).

Name of contracted person or firm: McLain & Winters

These costs will be estimated and charged in 15 minute time increments; (all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge).

Hourly Cost Charged: \$48.90

Charge per increment: \$12.22

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down to: \_\_\_\_\_ increments. Enter below:

Number of increments  
 x \_\_\_\_\_ =

3b. Labor Cost  
 \$ 0

**4. Copying / Duplication Cost:**

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): 10 cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): 10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): see below per sheet\*

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: \_\_\_\_\_

\*The cost of paper copies must be calculated as a total cost per sheet of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:

X \_\_\_\_\_ II  
X \_\_\_\_\_ II

X \_\_\_\_\_ II

No. of Items:

X \_\_\_\_\_ II

Costs:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

4. Total Copy Cost

\$ 0

**5. Mailing Cost:**

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township *may* charge for the least expensive form of postal delivery confirmation.
- The township *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.\*

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp  
\$ \_\_\_\_\_ per pound  
\$ \_\_\_\_\_ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

\*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:

X \_\_\_\_\_ II

X \_\_\_\_\_ II

X \_\_\_\_\_ II

X \_\_\_\_\_ II

X \_\_\_\_\_ II

X \_\_\_\_\_ II

Costs:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

5. Total Mailing Cost

\$ 0

**6a. Copying/Duplicating Cost for Records Already on Township's Website:**

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

Number of Sheets:

Costs: 0



- Letter (8 1/2 x 11-inch, single and double-sided): 10 cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): 10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): \_\_\_\_\_ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: \_\_\_\_\_

Requestor has stipulated that some / all of the requested records that are already available on the township's website be provided in a paper or non-paper physical digital medium.

X _____	"	\$ _____
X _____	"	\$ _____
X _____	"	\$ _____
No. of Items:		\$ _____
X _____	"	\$ _____
6a. Web Copy Cost		\$ _____

**6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:**

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15 minute time increments (all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*)

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_% and add to the hourly wage for a total per hour rate.

The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments	6b. Web Labor Cost
X _____	\$ _____

**6c. Mailing Cost for Records Already on Township's Website:**

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

\*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

Number:	Costs:
X _____	\$ _____
X _____	\$ _____
X _____	\$ _____
X _____	\$ _____
6c. Web Mailing Cost	
\$ _____	

**Subtotal Fees Before Waivers, Discounts or Deposits:**

Estimated Time Frame to Provide Records: \_\_\_\_\_ (days or date)

The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

Cost estimate  
 Bill

1. Labor Cost for Copying:	\$ _____
2. Labor Cost to Locate:	\$ _____
3a. Labor Cost to Redact:	\$ _____
3b. Contract Labor Cost to Redact:	\$ _____
4. Copying/Duplication Cost:	\$ _____
5. Mailing Cost:	\$ _____
6a. Copying/Duplication of Records on Website:	\$ _____
6b. Labor Cost for Copying Records on Website:	\$ _____
6c. Mailing Costs for Records on Website:	\$ _____
<b>Subtotal Fees:</b>	\$ <u>155.22</u>

<p><b>Waiver: <u>Public Interest</u></b>  A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.</p> <p><input type="checkbox"/> All fees are waived    <u>OR</u>    <input type="checkbox"/> All fees are reduced by: _____ %</p>	<p>Subtotal Fees After Waiver: \$ <u>0</u></p>
<p><b>Discount: <u>Indigence</u></b>  A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, <u>OR</u>  2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, <u>OR</u>  (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20): \$ <u>0</u></p>
<p><b>Discount: <u>Nonprofit Organization</u></b>  A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.  (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.  (iii) Is accompanied by documentation of its designation by the state, if requested by the township.</p> <p><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20): \$ <u>0</u></p>

<p><b>Deposit: Good Faith</b>          The township may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.          Percent of Deposit: _____%</p>	Date Paid: _____	Deposit Amount Required: \$ <u>0</u>
<p><b>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</b>          After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee.          (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession.          (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.          (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing.          (e) The individual is unable to show proof of prior payment to the township.          (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the township, OR          (b) The township is subsequently paid in full for the applicable prior written request, OR          (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.</p>	Date Paid: _____	Percent Deposit Required: _____%  Deposit Required: \$ <u>0</u>
<p><b>Late Response Labor Costs Reduction</b>          If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:</p> <p>(i) The late response was willful and intentional, OR</p> <p>(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	Number of Days Over Required Response Time: _____ Multiply by 5% = Total Percent Reduction: _____	Total Labor Costs \$ _____ Minus Reduction \$ _____ = Reduced Total Labor Costs \$ <u>0</u>
<p>The Public Summary of the Township's FOIA Procedures and Guidelines is available free of charge from:          Website: ytown.org Email: lgarrett@ytown.org          Phone: 734-484-4700 Address: 7200 South Huron River Drive Ypsilanti, MI 48197</p> <p style="text-align: center;"><b>Request Will Be Processed,          But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed</b></p>	Date Paid: _____	Total Balance Due: \$ <u>155.22</u>



## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees  
From: Michael Saranen, Operation Manager  
Date: January 30, 2023

Subject: **Request to Approve MEI, of Livonia Michigan, as Low Bid to Provide Repair Services as Listed in Quote #15366-Rev 1 on the Civic Center Elevator in the Amount of \$ 25,627.62 to be charged to 101.265.931.020.**

On January 18, 2023, the State of Michigan's Department of Labor inspected the Civic Center's elevator. During that inspection, the inspector noted the power unit tank had a crack and therefore issued a Notice of Violation under the elevator code, a17.1, article 8.6. This notice indicated that repairs initially needed to be corrected by February 1, 2023.

I researched 6 contractors and 1 consultant, I called 4 contractors and received 3 proposals to replace the power unit.

Contractor's contacted;

KONE, Wyoming MI	proposal received	\$ 44,139.00 base
Otis Elevator, Livonia	no response	
Lardner, Detroit MI	proposal received	\$ 26,988.00 base
MEI, Livonia MI	proposal received	\$ 25,627.62 base

After reviewing the proposals, MEI is offering the best value over the other proposals.

KONE	Tank and motor/pump	reuse starter	1 yr warranty
Lardner	Tank and motor/pump	reuse starter	1 yr warranty
MEI	Tank and motor/pump	new starter	3 yr warranty

Since this project is being fast tracked to get the elevator back into compliance, bonding requirements for the scope of work was requested once the preferred contractor was selected. In reviewing the Financial Policy, Payment bond is not needed as they have indicated no subcontractors or suppliers are needed for this project. MEI manufacture's the power unit in their plant in Minnesota and has MEI staff install the equipment. MEI base price includes a Performance Bond as requested by the Township.

Prior to the “Notice to Proceed” being issued, verification that MEI has meet the insurance and Bond requirements to the satisfaction of the project manager and the attorney.

The MEI proposal requires a 40% payment after acceptance of the agreement of both parties.

I am asking the Board to approve MEI, Livonia MI, in the amount of \$ 25,627.62 and is budgeted in 101-265-931.020 pending a budget amendment and attorney approval.

If you have any questions please contact me.

Date: 2/01/2023

QUOTE NUMBER: 15366 - Rev 1

Elevator Repair Agreement

**EQUIPMENT LOCATION:**

Ypsilanti Township Civic Building  
7200 S Huron Dr  
Ypsilanti, MI 48192

**SUBMITTED TO:**

Ypsilanti Township Civic Building  
7200 S Huron Dr  
Ypsilanti, MI 48192

**ELEVATOR DESCRIPTION:**

**Elevator ID:** 15162

**Description:** Lardner Elevator Company

**ATTN:**

Mike Saranen  
734-368-4169  
msaranen@ypsitownship.org

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**Type of Work: Repair**

This Repair Agreement ("**Agreement**") is proposed as of this 1st day of February, 2023 ("**Effective Date**") between MEI Total Elevator Solutions ("**MEI**"), and "**Customer**": Ypsilanti Township Civic Building, 7200 S Huron Dr, Ypsilanti, MI 48192. MEI and Customer are collectively referred to herein as the "**Parties**" or individually as a "**Party**". MEI proposes to furnish certain maintenance services to Customer as provided herein.

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**Scope of Work:**

**MEI is providing this proposal to perform the following work:**

**Submersible Hydraulic Power Unit**

MEI will install a complete upgrade to the current submersible hydraulic power unit, completing the following steps:

- The car will be tagged out of service
- The car will be lowered on buffers and the disconnect will be locked in the open position
- All hydraulic fluid will be removed from the oil reservoir.
- The hydraulic oil line will be disconnected from the hydraulic system.
- The entire hydraulic power unit will be removed from the elevator machine room. Equipment to be removed would include the existing hydraulic control valve, hydraulic pump, pump motor, oil reservoir, and all metal frame work.
- A new submersible hydraulic power unit will be installed including; compact oil reservoir with removable cover, new hydraulic control valve, submersible pump and pump motor which are directly coupled to eliminate the need for tensioning and periodic replacement of drive belts and drive sheaves, an in-line oil shut off valve as required, and a new silencer.
- All hydraulic fluid will be returned to the hydraulic reservoir.
- The new hydraulic control valve will be fully adjusted for proper speeds, floor level heights, floor approach, slowdown and overall performance.
- Completion of the required full capacity safety test on the hydraulic system, as per the requirements of the Authority Having Jurisdiction (AHJ).
- MEI will turn elevator back over to normal working operation upon completion.

REPLACE OIL AND AND SELF START CABINET TO GET NEW SUBMERSIBLE POWER UNIT IN AND TAKE OUT OLD ONE 3 Year warranty on Powerunit

Subject to the provisions of this Agreement, MEI will perform the work as described in this section. If Customer requests services not listed, Customer agrees to pay MEI for such additional work at MEI's then-current rates. The Work will be provided pursuant to the terms and conditions in this Agreement and MEI's Terms and Conditions (the "**T&C**").

---

**Price:**

**\$25,627.62**

Customer shall pay to MEI the amount of: **\$25,627.62** for the work performed per the Scope of Work as specified in Section 1 of this Agreement. The Fee is inclusive of any applicable sales tax at an estimated rate per the information provided by Customer at the time of Proposal. Any changes to tax rates due to circumstances beyond the control of MEI will remain the responsibility of Customer. The pricing in this Agreement is only valid for 45 days from the Effective Date listed above.

Date: 2/01/2023

QUOTE NUMBER: 15366 - Rev 1

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### Payment Terms:

All Repair Fees are due and payable to MEI on the following schedule:

- 40% of the Repair Fee is due at the time of signing this Agreement. Customer understands that MEI will not order parts or materials, or schedule the Work, until this payment has been received by MEI.
- 35% of the Repair Fee will be billed when a majority of the materials have been received. Customer understands that MEI will not schedule the Work until this payment has been received. Customer understands that timing issues may result in needing to expedite this payment.
- The Balance (approximately 25%) of the Actual Repair Fee will be billed upon completion of the Work. The payment terms for this portion of the Work will be due in Net 30 terms.

If Customer fails or refuses to pay MEI all or any part of the Fees when due, MEI may use any remedy specified in the T&C. Invoices issued under this Agreement for additional work will be billed as the work is performed and are due and payable to MEI on a Net 30-day basis. If, at any time, the Work is terminated by either Party, MEI will issue a final invoice to the Customer. Customer agrees to immediately issue payment to MEI for all work completed up to the termination date.

---

### Agreement Terms

The Term of this Agreement starts when fully executed by both Parties and terminates when the Work is performed by MEI and paid for by Customer. Notwithstanding the foregoing, if Customer has not made any preliminary payment required in Payment Terms within 15 days of signing this Agreement, MEI may terminate this Agreement upon notice to Customer, and without any liability to Customer.

The provision of the Work and payment therefore is subject to, and Customer agrees to be bound by the T&C as published by MEI from time to time, a current copy of which is attached hereto. This Agreement: (i) may be executed in counterparts, including electronic counterparts, each of which shall be deemed an original but all of which shall be deemed one and the same Agreement; (ii) is binding upon and inures to the benefit of MEI and Customer and their respective successors, transferees, or assignees; (iii) together with the T&C, constitutes the entire agreement between the Parties with respect to the subject matter hereof, superseding all prior agreements, representations, communications and understandings, oral or written; and (iv) may not be amended except by a written agreement signed by both Parties. If there is a conflict between the terms of this Agreement, the Proposal and the T&C, the T&C shall govern and supersede the Agreement and the Proposal.

By signing this Agreement, Customer hereby applies for credit and affirms financial responsibility, ability and willingness to pay invoices in accordance with the terms of this Agreement as well as any additional work requested by the Customer which may be done outside this Agreement. The above information is warranted to be true and complete. Customer hereby authorizes MEI to verify and collect information on Customer, including but not limited to bank references, trade credit references, consumer and/or commercial credit reports. Customer agrees to pay: (i) a monthly finance charge equal to the maximum applicable state rate on all past due balances; and (ii) all costs of collection and attorney's fees incurred by MEI arising from any default by Customer under this Agreement. Customer agrees that all decisions with respect to the extension or continuation of credit shall be in the sole discretion of MEI.

---

### Acceptance of Proposal

**IN WITNESS WHEREOF**, each Party represents that it has caused this Agreement to be executed by an authorized agent or representative who, on the date of such signing, has the necessary authority, corporate, municipal, or otherwise, to bind the Party. By signing below, Customer agrees to engage MEI to perform the Work in accordance with this Agreement and the T&C and agrees to pay for all Work.

**(CUSTOMER)**

Approved by Authorized Representative

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

Accepted by:

**MEI Total Elevator Solutions**

Approved by Authorized Representative

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: Jennifer Boyd

Title: Account Manager

Phone: 248-251-7599

Email: jennifer.boyd@meiusa.com



# MEI

TOTAL ELEVATOR SOLUTIONS

Michigan Office  
12499 Belden Ct.  
Livonia, MI 48150  
Phone: (248)486-4017 Fax: (248)446-8444  
www.meiusa.com

**Date: 2/01/2023**

**QUOTE NUMBER: 15366 - Rev 1**

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

Customer Purchase Order: \_\_\_\_\_

Principal, Owner or Authorized Representative or Owner

Agent: \_\_\_\_\_  
(Name of Principal or Owner)



# Specification for Elevator Submersible Power Unit

## 1.01 Configuration

All components will be mounted inside the tank.

## 1.02 Pumping unit tank

The storage tank shall be constructed of steel and shall be provided with a removable cover containing a removable oil dip stick. The pump and submersible motor shall be mounted on reinforced isolation. The control valve shall be mounted in the discharge line above the oil level and easily accessible from the top of the tank.

## 1.03 Pumping unit motor

The motor shall be of the submersible alternating current, squirrel cage induction type and shall be of a design adapted to electro-hydraulic requirements.

## 1.04 Pumping unit pump

The pump shall be a positive displacement screw type to give smooth operation and shall be designed and manufactured for elevator service.

## 1.05 Pumping unit control valve

The control valve shall be manifold with up, down and check valve sections. A control section including solenoid valves will direct the main valve and control up and down starting, transition from full speed to leveling speed, up and down stops, pressure relief and manual lowering. Down speed and up and down leveling shall be controlled at the main valve sections. All of these functions shall be fully adjustable for maximum smoothness and to meet contract conditions. The manual lowering feature will permit lowering the elevator at slow speed in the event of power failure or for adjusting purposes.

## 1.06 Optional silencer

An air-bladder silencer shall be provided at the control valve discharge.

## 1.07 Optional oil cooler

1. Oil cooler with heat rejection of 18,000 BTU/hr, based on ambient temperature 40 deg F cooler than oil out. Cooler may be mounted adjacent on pumping unit storage tank or remote up to 110 ft. horizontally and 55 ft. vertically.

2. To include:

- a. Single fan radiator
- b. Adjustable thermostat control
- c. Isolated radiator mounts

- d. 10 micron easily changeable filter
- e. Restriction sight glass with bypass in case of plugged filter
- f. Single plug for 115 VAC 20 amp separate circuit
- g. Fittings, hardware, and instructions

*Working Together to be the Best!*

## POWER UNITS

ONLINE QUOTING OPTION  
**GO CONFIGURE**  
[configure.meiusa.com](http://configure.meiusa.com)



**MADE IN THE USA**  
AMERICAN OWNED AND OPERATED



### SUBMERSIBLE

#### ADVANTAGES

- ▶ Cost effective
- ▶ Attractive compact design
- ▶ All components are located in the tank
- ▶ Shorter lead times

**STANDARD MANUFACTURING  
LEAD TIME = 7-10 DAYS  
EXPEDITE AVAILABLE**



### DRY

#### ADVANTAGES

- ▶ Best for heavy usage and high capacity cars
- ▶ Easy serviceability
- ▶ Can be shipped disassembled to ease installation
- ▶ Higher HP availability (up to 100 HP)

**STANDARD MANUFACTURING  
LEAD TIME = 4-6 WEEKS  
EXPEDITE AVAILABLE**

## CONTROLLERS & PRODUCTS

### HYDRAULIC CONTROLLER

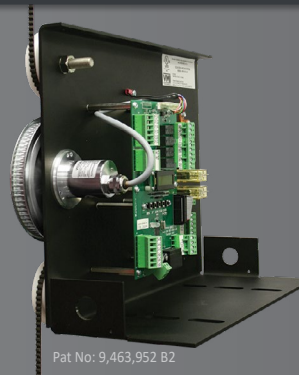


**Vertitron**

**CONTROL  
BREAKS**




- ▶ Passenger and Freight
- ▶ Non-proprietary design requires no special software or tools to troubleshoot
- ▶ Pre Mount available on MEI Power Unit

### REFLEX



Pat No: 9,463,952 B2



		
<b>QUICKER</b> Decreases floor to floor time	<b>COOLER</b> Decreases oil temperatures	<b>LOWER COSTS</b> Decreases energy and maintenance costs

Leveling times reduced to 1.5 seconds or less

Oil temperatures reduced by an average of 15°F

### ENGINEERED STARTER PANEL

- ▶ UL Labeled
- ▶ Multi-motor configuration available
- ▶ Engineered to interface with existing controllers
- ▶ Stand-alone starters available



Stand-alone starter



Multi-motor panel

Call or email MEI for a quote | 1-800-450-3060 or 507-245-4245

[www.meiusa.com](http://www.meiusa.com) | [partsales@meiusa.com](mailto:partsales@meiusa.com)

*Working Together to be the Best!*

## PASSENGER REPLACEMENT DOORS

### ENTRANCE & CAB

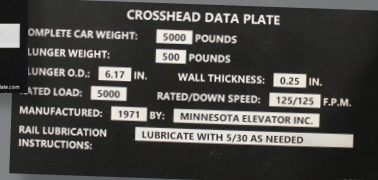
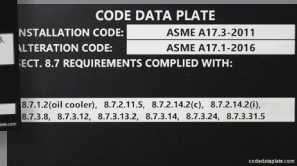
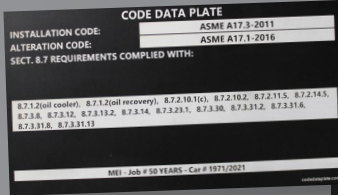
- ▶ Competitive pricing
- ▶ Heavy duty design you have come to expect from MEI
- ▶ UL labeled entrance doors
- ▶ 1 or 2 Speed
- ▶ Side or center opening
- ▶ Quality crating

**2-3 week lead time**

## CODE DATA PLATE

- ▶ Easy to use website ordering [codedataplate.com](http://codedataplate.com)

**Same day shipping available**



**Powder Coating or Stainless Finish!**

## PARTS

**Same day shipping on most parts**

### ADDITIONAL PARTS

- ▶ Power unit parts & accessories
- ▶ Oil coolers & replacement parts
- ▶ Silencer/muffler
- ▶ Piping accessories
- ▶ Limit switches
- ▶ Pully Bullys
- ▶ MEI-Wagner scavenger pump



Call or email MEI for a quote | 1-800-450-3060 or 507-245-4245

[www.meiusa.com](http://www.meiusa.com) | [partsales@meiusa.com](mailto:partsales@meiusa.com)

Date: 2/01/2023

QUOTE NUMBER: 15366 - Rev 1

### MEI TERMS AND CONDITIONS ("T&C")

**1. Purchase and Payment.** Pursuant to the applicable Repair Agreement, purchase order or quote (collectively, "Agreement"), Customer agrees to purchase the parts, machinery or equipment (collectively, "Product") or Work described in the Agreement. Except as defined herein, all capitalized terms have the meaning ascribed to them in the Agreement. Customer agrees to pay all sums specified in the Agreement within 2 days of the due date, without any deduction or setoff. MEI reserves the right to add all applicable taxes as prescribed by law. Customer shall pay any and all of Customer's third-party vendor fees, such as, but not limited to accounts receivable / payable administrators or insurance tracking. Customer agrees to receive MEI's invoices electronically, and if Customer requires other delivery, shall pay MEI's then-current delivery fee.

**2. Standard Warranty.** MEI warrants that any new Product, including materials and equipment to be furnished as part of the Product or Work, shall be of good quality, in conformance with all legal requirements, and will be free from defects in material and workmanship for twelve (12) months from the date of installation (the "Standard Warranty"). Any refurbished parts, if available, carry a warranty that such parts shall be of good quality and free from defects in materials and workmanship for a period of ninety (90) days from installation. This Standard Warranty shall not apply to: (i) any Product that has been subject to misuse, misapplication, neglect (including without limitation improper maintenance and storage), accident, improper installation, modification (including without limitation use of unauthorized parts or attachments), adjustment or repair; or (ii) damage, loss, or diminution of or to any Product related to normal wear and tear, or usage of wear parts. (iii) damage caused by disasters such as fire, flood, wind, lightning, electrical surge or power outage; (iv) corrosion from exposure to liquids or atmospheres; (v) any parts or components installed or modified by a non-MEI mechanic after the completion of the Work; or (vi) Customer's failure to properly clean or care for the Product after completion of the Work. Notwithstanding any contrary provision or agreement, MEI's maximum liability for Products, whether in contract, negligence, or strict liability in tort, is limited to the repair or replacement of the Product at issue, or the parts thereof.

**3. Repair Terms and Conditions.** Customer shall: (i) cooperate with MEI in all matters relating to the Work, and respond promptly to MEI's request to provide direction, information, approvals, authorizations and decisions; and (ii) obtain and maintain all necessary permits related to the equipment; and provide all wiring prints and diagrams and a copy or version of the controller software. Customer agrees to provide MEI with full immediate access to all areas of Customer's facility in which the elevator(s) and associated equipment is located in order to perform the Work in the Agreement. Failure to provide such access will result in the Fees being earned and payable by Customer, even if the applicable Work is not completed. Customer shall provide a clear and accessible machine room(s) and elevator pit area(s) for the Work to be completed. The machine room and elevator pits must be free from water, debris and stored materials. MEI is not responsible or liable for personal injury or property damage due to the action or failure of any part of the elevator equipment during testing. If subsequent repairs are necessary to obtain proper operation of the equipment to meet the requirements of these tests, such work will be proposed at additional cost under separate work order. Any testing of emergency/standby power systems that require immediate completion will be billed at current charge out rates and in addition to the Repair Fee.

**4. Limitations.** Unless directly resulting from MEI's gross negligence or willful misconduct, nothing herein or in the Agreement shall be construed to mean that MEI assumes any liability for any accidents or injury to persons or property. Customer retains all liability and responsibility for accidents or injuries to any person or property while riding on or being in or about the subject elevators or related equipment.

(a) **DAMAGES.** IN NO EVENT SHALL MEI OR ANY OF ITS EMPLOYEES, OFFICERS, MANAGERS, DIRECTORS, OWNERS, SUCCESSORS OR ASSIGNS BE LIABLE UNDER THE AGREEMENT OR THESE T&C TO CUSTOMER OR ANY THIRD PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES FOR BUSINESS INTERRUPTION, LOSS OF USE, DATA, REVENUE OR PROFIT, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT CUSTOMER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(b) **MAXIMUM LIABILITY.** EXCEPT WHERE A LIABILITY DIRECTLY RESULTS FROM MEI'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, WITHOUT LIMITING THE PROVISION OF SECTION 4(a), IN NO EVENT SHALL MEI'S AGGREGATE LIABILITY EXCEED, WITH RESPECT TO PRODUCTS OR SERVICES, THE GREATER OF: (I) \$25,000; OR (II) THE TOTAL AMOUNT PAID TO MEI PURSUANT TO THE AGREEMENT IN THE TWELVE-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. The prior sentence limiting liability and damages is a material part of the Agreement, and MEI would not have sold the Product or provided the Services on terms as favorable to Customer as set forth in the Agreement.

(c) **EXCLUSIVE REMEDY.** CUSTOMER'S SOLE REMEDY WITH RESPECT TO PRODUCTS SHALL BE THE STANDARD WARRANTY, AND MEI'S SOLE LIABILITY SHALL BE COMPLIANCE WITH THE STANDARD WARRANTY.

**5. Indemnification.** Each Party (as "Indemnifying Party") shall indemnify, defend and hold harmless the other Party and its officers, managers, directors, employees, successors and assigns (collectively, "Indemnified Party") against all losses, damages, liabilities, claims, actions, judgments, settlements, awards, costs, or expenses of whatever kind, including reasonable attorneys' fees, actually incurred by Indemnified Party or actually awarded against Indemnified Party, resulting from: (i) breach or non-fulfillment of any representation, warranty or covenant under the Agreement by Indemnifying Party, its employees or agents; (ii) any negligent or more culpable act or omission of Indemnifying Party and its employees and agents (including without limitation reckless or willful misconduct) in connection with the performance of its obligations under the Agreement; (iii) bodily injury, death of any person or damage to real or tangible personal property caused by the negligent or more culpable acts or omissions of Indemnifying Party, its employees or agents (including any reckless or willful misconduct); or (iv) any failure by Indemnifying Party to comply with any applicable federal, state or local laws, regulations or codes in the performance of its obligations under the Agreement. Notwithstanding the foregoing, MEI shall not be obligated to indemnify any Customer Indemnified Party if the loss or damage arises from or relates to breach of the Agreement by, or negligence or misconduct of, Customer or its employees, agents, managers, representatives or contractors.



**Date: 2/01/2023**

**QUOTE NUMBER: 15366 - Rev 1**

**6. Default.** An event of default ("**Event of Default**") under the Agreement or these T&C shall occur upon the occurrence of all or any one of the following events: (i) Customer does not pay any amount due to MEI under the Agreement; (ii) Customer ceases doing business as a going concern; (iii) Customer makes an assignment for the benefit of its creditors or admits in writing to its inability to pay its debts as they become due; (iv) Customer files, or has filed against it, a petition in bankruptcy or for its reorganization, arrangement, composition or readjustment under any state insolvency law or Customer liquidates all or a substantial part of its assets not in the ordinary course of its business, dissolves or takes other similar action; or (v) Customer shall default in the performance of any of its obligations arising under the Agreement, these T&C, any service schedule, or any other agreement between Customer and MEI, and such default is not cured within fifteen (15) days of MEI providing notice of same. MEI shall not be default of this Agreement unless and until Customer has notified MEI in writing of the alleged default, and MEI has had thirty (30) days to remedy the alleged default.

**7. Remedies.** Upon the occurrence of any Event of Default, MEI may at its option and without notice or demand, exercise all or any one of the following remedies: (a) upon written notice to Customer, terminate this Agreement and any other agreement between Customer and MEI; and/or (b) take additional action as may be appropriate to mitigate additional damages to MEI; The foregoing remedies are cumulative and may be exercised successively or concurrently.

**8. Assignment.** MEI may without the consent of Customer, assign MEI's rights and obligations under the Agreement, and may subcontract any portion of MEI's performance of the Agreement to a third-party. Customer may not assign the Agreement or otherwise transfer its rights or obligations under the Agreement to any third-party without the prior written consent of MEI. In the event of the sale, lease, assignment or other transfer of Customer's facility described herein, Customer agrees to disclose in writing to such successor the Agreement, and if all of Customers' obligations under the Agreement are not assumed in writing by such successor, Customer agrees to continue to be bound by the terms hereof.

**9. Governing Law; Venue.** The validity, construction and performance of the Agreement and these T&C shall be governed by and construed in accordance with the law of the state where the Services are performed, without reference to any choice of law principals, but the specific performance provisions and right of MEI to seek injunctive relief for Customer's breach of the covenants contained herein may also be enforced in any other state wherever such breach occurs, and in accordance with the laws of such other state, to the extent necessary to secure enforcement in such other jurisdiction.

**10. Force Majeure.** MEI shall not be liable for any failure of performance hereunder due to causes beyond its reasonable control, including but not limited to: act of God, fire, flood, earthquake, terrorist act, national emergency, war, strike, lock-out, change in law, work stoppage or other labor difficulty, action or inaction of an independent third party utilized in providing the Services, or unavailability of materials.

**11. Waiver of Jury Trial.** Each Party agrees that any controversy that may arise under the Agreement, including schedules attached to the Agreement, is likely to involve complicated and difficult issues and, therefore, each Party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to the Agreement, or the transactions contemplated hereby.

**12. General Provisions.** The following sections of the T&C shall survive termination or expiration of the Agreement: 2, 3, 4, 5, 6, 7, 9, 10, 11, and 12. The relationship of the parties created by the Agreement is that of independent contractors and not partners, joint ventures, agents, or otherwise. No waiver by either Party of any right under, or breach of, any provision of the Agreement shall be construed as a waiver of any continuing or succeeding breach of such provision or right. The Agreement these T&C: (i) are binding upon and inure to the benefit of MEI and Customer and their respective successors, transferees, or assignees; and (ii) constitute the entire agreement between the Parties with respect to the subject matter of the Agreement, superseding all prior agreements, representations, communications and understandings, oral or written. A determination that any provision of the Agreement is invalid or unenforceable shall not affect the other provisions of the Agreement. The Agreement may not be amended or modified except by a written agreement signed by both Parties. In the event of a conflict between the main body of the Agreement and these T&C, these Agreement will take precedence, and shall supersede and be controlling over the T&C. By accepting delivery of the Products or Services, Customer is also agreeing to these T&C. Except for the money due upon an open account, no action may be brought for any breach of the Agreement or these Terms and Conditions more than one (1) year after the accrual of such cause of action. Customer agrees to receive invoices, notices and other communications under this Agreement at the address listed in the Agreement until Customer notifies MEI in writing of any changes in mailing address. Failure to notify MEI of any address changes does not change the delivery status of delivered invoices or other notices. Customer agrees to promptly notify MEI of any billing errors and understands that its failure to notify MEI does not change he due date or payment status of an invoice.



January 23, 2023

Ypsilanti Charter Township  
7200 South Huron River Drive  
Ypsilanti, MI 48197

KONE Inc.  
5300 Clay Avenue SW  
Wyoming, MI 49548  
Tel 616-534-3300  
Fax 616-534-1181  
www.kone.com  
Christopher.Gustafson@kone.com

ATTN: Michael Saranen/ Operations Manager

RE: Passenger Elevator/ Equip# 44490472/ State#15152

Power Unit Replacement : We propose to furnish and install the labor, materials, tools and supervision to perform the following work on the Elevators at your facility:

- KONE will provide materials and labor to drain, remove and replace the dry power unit with a submersible power unit.
- KONE will remove the used dry power unit and used oil.
- Customer will provide a dumpster for disposal of the power unit.
- KONE will put all used oil in approved 55 gallon drums and place the oil at a location onsite that works for the Customer for disposal. Customer is responsible for their oil disposal. KONE can recommend places that will pick up the oil if needed.
- The new power unit replacement includes the motor, pump, hydraulic valve, muffler, oil reservoir tank, hydraulic fluid (110 gallons), isolation assembly and all necessary hardware and piping (piping only if required, reuse existing).
- The existing controller and oil line shall remain and be re-used
- KONE will provide all required State of Michigan permits and inspections upon completion.
- KONE will perform a full load test per State code prior to turnover.
- KONE will perform all work during regular time hours as set by the elevator industry.
- This work will take 5-6 days to complete with inspection.
- Lead time for material shipping 3-4 weeks.
- KONE will communicate with the State Inspector so he is aware of the power unit order.
- KONE has not included any potential Bond requirements for this work.



**Price (Power Unit Replacement) base proposal price**

**Our total price to perform the above-mentioned work amounts to: \$44,139.00 (Forty Four Thousand One Hundred Thirty Nine Dollars and 00/100 DOLLARS).**

**Option 1 (solid state starter upgrade) :**

KONE will remove the old mechanic starter within the controller.

KONE will order and install (1) new Siemens Solid State Starter.

KONE will install the new Solid State Starter in the existing controller/ or new cabinet and make required connections.

KONE will provide the permit and inspection within the existing power unit replacement permit.

**Benefits of a Solid State Starter- Hydraulic:**

The new Solid State Starter will protect the new power unit from the old mechanical starter failure that could potentially burn the power unit up by melting of the failed mechanic starter contacts together causing the power unit to run in overload and fry the components.

The new Solid State Starter will limit the inflow of current saving electricity costs.

The new starter shall have built in protection for overload conditions, reverse phase, and loss of phase.

The new starter will offer improved ride quality during start-ups.

Our Solid State Starter incorporates the latest technology to provide precise control of the starting and stopping of any AC induction motor. Solid State reduced voltage starting allows the motor voltage to be gradually applied, reducing potentially damaging high inrush currents and starting torque. They are simple to operate, troubleshoot, repair, and, best of all, lower operating costs.

New Siemens Starter

Old Cross the line Y Delta starter



**Option #1 (Solid State Starter)**

**Our total price to perform the above-mentioned work amounts to: \$3,921.50 (Three Thousand Nine Hundred Twenty One Dollars and 50/100 DOLLAR**

**Customer Signature \_\_\_\_\_ Date \_\_\_\_\_**



**Price (Power Unit Replacement) base proposal price**

**Our total price to perform the above-mentioned work amounts to: \$44,139.00 (Forty Four Thousand One Hundred Thirty Nine Dollars and 00/100 DOLLARS).**

Our base price includes applicable labor, material and permit fees. Pricing is subject to KONE's Terms and Conditions for tendered repairs and is valid until 30 days after the above stated proposal date.

During the course of our work, should deficiencies, code violations, or other issues be discovered, we will promptly notify Purchaser and provide a separate quotation to correct these issues. KONE will provide a 90-day labor / material warranty on the work provided within this proposal.

**ACCEPTANCE: The foregoing Agreement is hereby signed and accepted in duplicate on behalf of Ypsilanti Charter Township**

**Respectfully submitted by,  
KONE Inc.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Chris Gustafson / Sales Executive

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Approved By) Authorized Representative

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
Title

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## KONE Inc. Repair Proposal

### TERMS AND CONDITIONS

This proposal is subject to the following terms and conditions, all of which are hereby agreed to:

It is expressly understood and agreed all prior agreements written or verbal regarding the subject matter herein are void and the acceptance of this Agreement shall constitute the contract for the material and work specified in this Agreement. Any changes to this Agreement must be made in writing and signed by both parties.

Unless otherwise agreed it is understood the work shall be performed during regular working hours of regular working days of the elevator trade. If overtime work is mutually agreed upon and performed, the additional price, at KONE's usual rates for such work, shall be added to the contract price herein named.

Purchaser agrees to pay, as an addition to the price herein quoted, the amount of any tax based upon the transfer, use, ownership or possession of the equipment, imposed by any law enacted after the date of this proposal or imposed upon Purchaser by any existing law.

Purchaser agrees to pay, thirty (30%) percent of the Agreement amount including any accepted options and/or alternates upon acceptance of this proposal.

KONE reserves the right to discontinue our work at any time until we have assurance, satisfactory to us, that payments will be made as agreed.

Final payment shall become due and payable upon completion of the work described in this Agreement. Failure to pay any sum due by KONE within thirty (30) days of invoice will be a material breach. A delinquent payment charge calculated at the rate of 1½ % per month, or if such rate is usurious then at the maximum rate under applicable law, shall be applied to delinquent payments. In the event of default of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, all attorney fees, collection cost or court cost in connection therewith.

The machinery, implements and apparatus furnished hereunder remain KONE's personal property and KONE retains title thereto until final payment is made, with right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.

The states requiring notice prior to filing a lien, this notice requirement is hereby complied with.

The completion of work or delivery of material specified in this Agreement is subject to delays caused directly or indirectly by embargoes, strikes, lockout, common carriers, accidents or by any other similar or dissimilar cause beyond KONE's control, for which KONE is to be held harmless.

Should conditions develop beyond KONE's control, making the building or premises in which KONE's personnel are working dangerous, KONE reserves the right to discontinue work until such dangerous conditions are corrected.

Should damage occur to KONE's material or work on the premises, where work is to be or is being performed, by fire, theft, or otherwise, the Purchaser is to compensate KONE therefore. Purchaser shall at all times and at Purchaser's own cost, maintain comprehensive bodily injury and property damage insurance (naming KONE Inc. as an additional insured), including bodily injury and property damage caused by the ownership, use or operation of the equipment described herein.

It is expressly understood, in consideration of KONE's performance of the service enumerated at the price stated, that the Purchaser assumes all liability for injury, including death, to any person or persons and for damage to property or loss of use thereof, on account of relating to or resulting from the performance of the work to be done hereunder, and agrees to defend, indemnify and hold harmless KONE, its officers, directors and employees from all damages, claims, suits, expenses and payments on account of or resulting from any such injury, death or damage to property, except that resulting from the sole negligence of KONE.

Neither KONE nor its affiliates, subsidiaries or divisions shall be responsible or liable for any damages, claims, suits, expenses and payments on account of or resulting from any injury, death or damage to property arising or resulting from the misuse, abuse or neglect of the equipment herein named or any other device covered by this contract.

The Purchaser does hereby agree the exclusive venue for any dispute between the parties shall be in the county of Rock Island, IL.

January 24, 2023

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

Re: Elevator Repair – Hydraulic Power Unit  
Elevator Serial No. 15152

Dear: Mr. Michael Saranen,

As requested, we propose to furnish and install the necessary labor, materials, tools and supervision to install a new complete hydraulic power unit as follows:

1. Furnish and install new hydraulic power unit (valve, pump, motor, tank, etc.)
2. Perform full load safety test.
3. Provide State of Michigan elevator alteration permit and final acceptance inspection.

Note: We are requesting a down-payment of twenty five percent (25%) due at acceptance of proposal. Current lead time after receipt of approval and after a final engineering survey – 4 to 5 weeks.

We are pleased to offer this quotation for all labor and material to perform the above-described repairs for the following price:

**Price: \$26,988.00 (Twenty Six Thousand Nine Hundred Eighty Eight and 00/100 Dollars)**

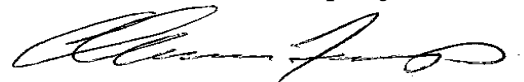
Price is subject to review if not accepted within 30 days.

To accept this quotation, please sign in the area below and return signed for Lardner Elevator.

Accepted by: \_\_\_\_\_

Lardner Elevator Company

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



Date: \_\_\_\_\_

Christopher Frump  
Senior Sales Representative

Designated Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

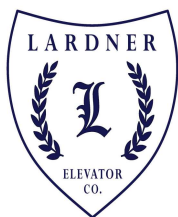
Purchase Order: \_\_\_\_\_

Mike,

Something like this:



Christopher Frump  
Senior Sales Representative  
Lardner Elevator Company  
(313) 568-1600





# WASHTENAW COUNTY OFFICE OF THE SHERIFF



2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

JERRY L. CLAYTON

MARK A. PTASZEK  
SHERIFF  
UNDERSHERIFF

December 12, 2022

CV 32854.4

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

Dear Supervisor Stumbo,

Washtenaw County wishes to amend the contract with your agency. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the Service Contract between Washtenaw County and Ypsilanti Charter Township dated January 1, 2012 as follows:

Amend ARTICLE II – COMPENSATION AND OVERTIME to extend the contract as follows:

“The price for a PSU is fixed as follows: (1) \$150,594.00 per PSU for 2012; (2) \$152,100.00 per PSU for 2013; (3) \$153,621.00 per PSU for 2014; (4) \$155,157.00 per PSU for 2015; (5) \$156,709.00 per PSU for 2016; (6) \$158,276.00 per PSU for 2017, (7) \$160,650.00 per PSU for 2018 (8) \$160,650.00 per PSU for 2019, (9) \$160,650.00 per PSU for 2020; (10) \$163,060.00 per PSU for 2021; and (11) \$165,506.00 per PSU for 2022. Since 2019, the cost for a PSU has been subsidized by the Public Safety and Mental Health Millage. Starting in 2023, that subsidy will be enumerated as follows: The full cost is (12) \$208,220.00 per PSU for 2023 with a price of \$170,471; (13) \$219,670.00 per PSU for 2024 with a price of \$177,290; (14) \$231,692.00 per PSU for 2025 with a price of \$184,825; and (15) \$244,315.00 per PSU for 2026 with a price of \$192,680.”

“Since 2014, the County reserves the right to adjust these prices as a result of significant unforeseen cost increases in line items contained the Direct Cost categories (Salary, Fringe, Uniform Allowance, Gun Allowance and Fleet). The county and Sheriff shall give each Contracting Partner six (6) months written notice of any such increase.”

Amend ARTICLE V – TERM to extend the contract as follows:

“The term of this contract shall be for one hundred sixty-eight months with an effective date of January 1, 2012 and ending on December 31, 2026.”

All other terms and conditions remain the same as in the original contract.



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

JERRY L. CLAYTON

MARK A. PTASZEK  
SHERIFF  
UNDERSHERIFF

ATTEST:

WASHTENAW COUNTY

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

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

APPROVED FOR CONTENT:

Ypsilanti Charter Township

\_\_\_\_\_  
Jerry L. Clayton (DATE)  
Sheriff

\_\_\_\_\_  
Brenda Stumbo (DATE)  
Township Supervisor

\_\_\_\_\_  
Heather Jarrell Roe (DATE)  
Clerk

Original: Clerk  
Vendor

cc: Department  
Purchasing











WASHTENAW COUNTY POLICE SERVICES CONTRACT

AGREEMENT is made this 1<sup>st</sup> day of January, 2012, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan, 48107("County"), the WASHTENAW COUNTY SHERIFF, a Michigan Constitutional Officer ("Sheriff") and YPSILANTI CHARTER TOWNSHIP, a Michigan municipal corporation located at 7200 S. Huron River Drive, Ypsilanti, Michigan 48197 ("Township").

RECITALS

WHEREAS, for the past nine years, the County and County Sheriff have provided police road patrol services to participating local governmental units pursuant to a contract between the County, County Sheriff and the local governmental entity; and

WHEREAS, the Board of Commissioners has taken the position that to receive the benefit of police services, local jurisdictions must share paying the responsibility for the service; and

WHEREAS, the County and participating local governmental entities have executed police service contracts and amendments effective through December 31, 2011 providing that the County Sheriff would provide road patrol services pursuant to the terms of the amended contracts; and

WHEREAS, it is now necessary to execute new contracts effective January 1, 2012 through December 31, 2015, to insure the seamless continuation of police services for those communities.

NOW THEREFORE, the parties agree as follows:

ARTICLE I - SCOPE OF SERVICES

A. The parties agree that the Township shall contract for **thirty-five (35)** Police Service Units ("PSU") from the Sheriff to provide road patrol and other law enforcement services to the Township. A "PSU" is defined as, "the services of one Sheriff's deputy plus all necessary support to keep that deputy on the road." The parties agree that a deputy service hour constitutes all time spent by sheriff's personnel responding to a call for service that originates from the contracting jurisdiction as well as any time spent within the boundaries of the jurisdiction. The parties further agree that a deputy hour includes all court time spent on Township cases. The parties also agree that any time spent in any jurisdiction by a deputy under this Contract who is responding to a condition red alert as defined by the Department of Homeland Security shall also be counted towards the annual contracted hours for the Township.

B. Specific deployment issues are attached as Exhibit A. The County, Sheriff and Township agree that the terms of Exhibit A, pertaining to deployment issues, may only be amended by mutual written consent of the Sheriff and Township.

## ARTICLE II – COMPENSATION AND OVERTIME

The price to the Township for the contractual police services is based upon the methodology adopted by the County's Board of Commissioners on December 1, 2010 and July 6, 2011.

The price for a PSU is fixed as follows: (1) \$150,594.00 per PSU for 2012; (2) \$152,100.00 per PSU for 2013; (3) \$153,621.00 per PSU for 2014; and (4) \$155,157.00 per PSU for 2015. Beginning in 2014, the County reserves the right to adjust these prices as a result of significant unforeseen cost increases in line items contained in the Direct Cost categories (Salary, Fringe, Uniform Allowance, Gun Allowance, Fleet). The County and Sheriff shall give each Contracting Partner six (6) months written notice of any such increase.

In addition to the compensation stated above, the Township shall also be responsible to pay for all overtime incurred by its contracted PSU's while working on Township related matters, including, but not limited to, testifying on court cases involving Township cases.

## ARTICLE III – FAILURE TO PAY

The County shall bill the Township monthly for all standard monthly and overtime costs incurred during that month. The Township must pay this bill within thirty (30) days after the date of the invoice. Failure by the Township to pay the total monthly charges shall be a material breach of this Contract and entitle the County to immediately seek remedies including, but not limited to, the following:

- Limitation of future police services to the Township to offset the amount owed;
- Complete stoppage of all contract services to the Township until the amount owed is completely paid;
- Pursuit of a court order compelling the Township to pay the amount owed.

The parties understand and agree that the above remedies are not exclusive and do not constitute progressive enforcement steps. Thus, the County may choose any of these remedies, or any other remedy to which it is legally entitled, at any time after the Township has breached its duty to pay its monthly costs. Moreover, the parties understand and agree that these remedies are in addition to those stated in Article XIV.

## ARTICLE IV – DISPUTE RESOLUTION

The parties agree that the Township may dispute any County invoice by taking the following actions within 30 days of receiving the invoice: (1) the Township must pay the disputed amount to the County; and (2) the Township must send written notice to the County Administrator that it disputes the invoice. The Township is encouraged to attach any written documentation supporting its claim to its request to County Administration for dispute resolution.

Within 30 days of receiving the Township's notice disputing the invoice, County Administration will investigate the claim. If the investigation supports the Township's claim, the disputed money will be refunded back to the Township, along with interest at an annual rate of 2 per cent pro rated to equal the length of the arbitration process. If, however, as a result of the investigation, County Administration disagrees with the Township's claim, the County and the Township shall jointly pick a mutually acceptable arbitrator to hear the positions of the Township and County. The County and the Township shall also have the right to jointly compile a list of acceptable arbitrators which, if compiled, shall be an attachment to this Contract. The arbitrator's decision on the claim shall be binding. If the arbitrator ultimately decides in favor of the Township, the County agrees to refund the money paid by the Township, along with an annual 2 per cent interest payment pro rated to equal the length of the arbitration. The cost to retain the arbitrator shall be paid by the losing party.

#### ARTICLE V - TERM

The term of this contract shall be for forty-eight months with an effective date of January 1, 2012 and ending on December 31, 2015.

#### ARTICLE VI - INSURANCE

The County agrees to maintain at its own expense during the term of this contract the following insurance:

1. Workers' compensation insurance with Michigan statutory limits and Employers Liability Insurance with a minimum of one hundred thousand (\$100,000.00) dollars each accident for any employee.
2. Public entity liability coverage, which includes general liability, law enforcement liability, auto liability and public official's liability coverage. The County's insurer will add Ypsilanti Charter Township as an additional insured under this public entity liability coverage. The County will be responsible for all expenses and loss payments within its SIR/Deductible.

The County shall submit a certificate of insurance that evidences such coverage to the Township Clerk prior to beginning services under this Contract.

#### ARTICLE VII – RESPONSIBILITY FOR EMPLOYEES AND AGENTS

The parties agree that the County is responsible for the acts and/or omissions of its PSU's and related police service personnel in providing services under this Contract.

#### ARTICLE VIII-CONFERENCES

The County and Township agree that either party may request a conference to discuss issues relating to interpretation of this Contract. Such notice shall be in writing and specify the issues to be discussed at the conference. In addition, as stated more

fully in Exhibit A, the Sheriff and the Township may convene to discuss specific deployment issues.

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

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

#### ARTICLE X - EQUAL EMPLOYMENT OPPORTUNITY

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

All parties to this Contract agree that they will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicants and the treatment of employees. Affirmative action will include, but not be limited to: employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

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

#### ARTICLE XI - EQUAL ACCESS

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

#### ARTICLE XII - ASSIGNS AND SUCCESSORS

This contract is binding on the County, Sheriff and the Township, their successors and assigns. None of the parties to this Contract will assign or transfer its interest in this contract without the written consent of the other parties.

#### ARTICLE XIII - TERMINATION OF CONTRACT

If a party breaches any provision of this Contract, the non-breaching party may serve upon the breaching party written notice of its intent to terminate this Contract. If the breaching party fails to cure such breach within thirty (30) days after having received written notice of the breach, the non-breaching party may terminate this Contract,

provided, however, that if the cure for the breach takes more than thirty (30) days to cure, the breaching party shall be given a reasonable amount of time beyond the thirty (30) day period to prosecute the cure to the breach to completion.

Notwithstanding the paragraph above, the Township, upon giving the County and the Sheriff at least six (6) months written notice, may terminate the contract effective December 31st of the year such notice is given. In addition, the township may reduce the contracted PSU level in the event of significant unforeseen budgetary changes upon six (6) months written notice.

ARTICLE XIV – CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County, Sheriff and Township will be incorporated into this Contract by written amendment signed by all parties.

ARTICLE XV - CHOICE OF LAW AND FORUM

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

ARTICLE XVI - EXTENT OF CONTRACT

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

YPSILANTI CHARTER TOWNSHIP

WASHTENAW COUNTY

By: Brenda Stumbo  
Brenda Stumbo (DATE)  
Township Supervisor 12/21/11  
Jan Jany Kap  
Clerk 12/21/11

By: Verna J. McDaniel  
Verna J. McDaniel (DATE) 1/24/2012 10:28 AM  
VERNA J. MCDANIEL  
COUNTY ADMINISTRATOR  
SIGNED BY K. BELKNAP ON BEHALF OF VERNA MCDANIEL

WASHTENAW COUNTY SHERIFF

By: Jerry Clayton  
Jerry Clayton, Sheriff (DATE) 1/10/12

APPROVED AS TO FORM:

ATTESTED TO:

By: Curtis N. Hedger  
Curtis N. Hedger (DATE)  
Office of Corporation Counsel

By: Laurena Kestenbaum  
Laurena Kestenbaum (DATE) 1/24/2012 2:13:50 PM  
County Clerk/Register

CURTIS N. HEDGER  
CORPORATION COUNSEL

## EXHIBIT A

The WASHTENAW COUNTY SHERIFF, a Michigan Constitutional officer (SHERIFF) and the CHARTER TOWNSHIP OF YPSILANTI, a municipal corporation, located at 7200 South Huron River Drive, Ypsilanti, Michigan 48197, (TOWNSHIP), agree on the following specific deployment issues which shall remain in full force and effect for the term of the Washtenaw County Services Contract between the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107, (COUNTY), SHERIFF and the TOWNSHIP. Said contract shall be in effect from January 1, 2012 to December 31, 2015, unless canceled as provided in the Washtenaw County Services Contract.

The TOWNSHIP and SHERIFF hereby enter into the following understandings and agreements as it pertains to all deployment issues:

1. The SHERIFF agrees to provide, inter alia, to the TOWNSHIP the services of 35 certified Sheriff's Deputies for the Deputy component of the 35 PSU's referenced in the main Contract for law enforcement services commencing on January 1, 2012 through December 31, 2015. It is understood that the SHERIFF will assign not less than 35 Deputies per month January 1, 2012 through December 31, 2015, to work within the boundaries of the TOWNSHIP. The TOWNSHIP recognizes that temporary fluctuations in the number of Deputies may occur due to prolonged illness, disciplinary action or other unanticipated circumstances.

The SHERIFF will avail to the TOWNSHIP a daily duty assignment roster completed by a command officer that lists the deputies assigned to work in Ypsilanti Township each shift, and a schedule of deputies assigned to Ypsilanti Township.

2. Overtime Protocol The parties agree that the Township shall have the right to discuss overtime and staffing issues with the Sheriff and to provide input on when



overtime shall be incurred under this Contract, provided, however, that the Sheriff shall ultimately determine when overtime is justified under this Contract.

3. The SHERIFF or his Command Officers shall have the right to withdraw Deputies assigned to the TOWNSHIP pursuant to the current Washtenaw County Services Contract in case of any emergency that requires additional law enforcement units in another portion of the County, or to render emergency aid to other law enforcement agencies. The TOWNSHIP reserves the right to file an objection with the SHERIFF if any unreasonable use is made of the emergency exception contained herein. The TOWNSHIP wishes to emphasize that contract personnel will be removed from the TOWNSHIP only under emergency circumstances. For the purpose of this document, emergency circumstances will be defined as an immediate threat to human life or safety (significant risk of injury), a major disaster, civil disorder or requests made pursuant to the Washtenaw County Criminal Justice Association mutual aid agreement. Further, PSU's under this contract shall only be given assignments as support or back-up, not as primary complaint responders to area outside of Ypsilanti Township.

4. The SHERIFF shall make available a monthly activity report of all requests for police services and all crimes committed within the boundaries of the TOWNSHIP, which were reported to the SHERIFF or came to the knowledge of the SHERIFF. Said report shall be broken down into major categories of criminal activity and will also include the number of traffic crashes, animal control complaints and citations issued. The SHERIFF agrees to make this report available one-week prior to the TOWNSHIP'S second regular meeting every month that the Washtenaw County Services Contract is in effect. In addition, the SHERIFF agrees to make available upon request information pertaining to the outcome or disposition of major crimes reported in the township and investigated by the SHERIFF (commonly referred to as "closure rates"). The SHERIFF and TOWNSHIP agree that a Lieutenant will serve in the SHERIFF'S stead as the primary law enforcement administrator for the TOWNSHIP, and, in that capacity, shall be invited to and attend staff meetings with TOWNSHIP officials, as well as attend

TOWNSHIP Board meetings regularly to report to the TOWNSHIP Board any relevant contract issues and/or to answer questions from the Board and Public. Acting in the role of a TOWNSHIP "department head," it is the Lieutenant's responsibility to inform the TOWNSHIP as soon as practicable regarding the following matters: (a) major events, both criminal and non-criminal, which are likely to create significant public interest, (b) major citizen complaints, particularly those involving allegations of excessive force, (c) pursuits ending in an accident or injury, (d) the discharge of a firearm by an Ypsilanti Township contract Deputy, or a Command Officer assigned to the TOWNSHIP, during the pursuit or apprehension of a suspect, (e) the actual or alleged involvement of any contract Deputy in criminal activity, (f) requests for special newspaper interviews regarding operations within the TOWNSHIP, (g) motor vehicle accident involving Ypsilanti Township contract Deputies in which any party is injured, and (h) any significant changes in operations within the TOWNSHIP, or the allocation or deployment of contract Deputies.

The TOWNSHIP recognizes that, due to the confidential nature of certain criminal and internal investigations, immediate notification may not be appropriate. The SHERIFF will make reasonable attempts to notify the TOWNSHIP before such cases are made public.

5. The parties agree that the Township shall be permitted to provide input in the selection of Sheriff's Department personnel who will be assigned in the Township, who shall fulfill the terms of this contract. To that extent, the Township shall meet with administration staff from the Sheriff's Department to work out a process whereby appropriate Township personnel may be involved in the selection process of those individuals proposed by the Sheriff to work in that Township. The amount of assigned deputies will be determined by the labor agreement between the County, Union and Sheriff. The Sheriff agrees to take any input from the Township personnel in making his final decision on personnel who will work within that Township. The Township may also request assignment of personnel to specific shifts, provided, however, the Sheriff retains the power to make final decisions regarding shift assignments.

The TOWNSHIP shall be given full consideration regarding any complaints of Deputy performance deficiencies. Contract Deputies whose overall performance is proven deficient, based upon department standards and as required by the POAM contract, may be reassigned by the SHERIFF, at the TOWNSHIP'S request.

6. The parties understand that general ordinance enforcement as requested by the TOWNSHIP shall be part of the services provided by the SHERIFF to the TOWNSHIP pursuant to this contract which includes, but is not limited to, local traffic ordinances, zoning ordinances, etc., within existing contract resources. It is also agreed that within the jurisdictional boundaries of the TOWNSHIP, Washtenaw County Sheriff's Deputies may be dispatched to any incident on any freeway, entrance and exit ramp, including the following:

- A. Take calls pending on the freeways;
- B. "Hold down calls" until Michigan State Police units become available;
- C. Use the freeways to respond to dispatches within Ypsilanti Township.

7. The SHERIFF agrees to maintain the current number of Command Officers assigned to the TOWNSHIP so as to provide adequate supervision for Deputies assigned to the TOWNSHIP, and perform other administrative duties that may be required. The TOWNSHIP recognizes and acknowledges that said Command Officers are assigned at the discretion of the SHERIFF and may from time to time be required to perform supervisor duties in other areas of the County.

8. The parties agree that this Contract does not address animal control services.

9. The TOWNSHIP and the SHERIFF agree that providing service to the community is a priority and shall be done in an efficient and effective manner. Accordingly, the SHERIFF agrees that shift staffing and unscheduled time off shall be managed in a manner to optimize police services as much as possible.

10. The TOWNSHIP requests that a Deputy be sent to every service request. The SHERIFF acknowledges this request and will endeavor to send a Deputy to service such calls

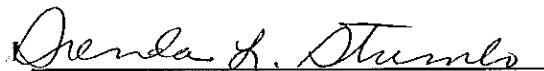
as staffing permits. The TOWNSHIP, however, recognizes and acknowledges that the SHERIFF currently bears responsibility for law enforcement service in the TOWNSHIP and the welfare of its citizens in this regard, and therefore, retains sole discretion in the allocation of personnel for that purpose, and may make such deployment decisions as are necessary for the efficient provision of law enforcement services. The SHERIFF agrees, however, that in those instances where a TOWNSHIP resident is offered alternatives to Deputy response such as telephone reporting or Community Service Officer reporting services, and refuses those services, and specifically requests a Deputy to respond to their call; a Deputy will be sent.

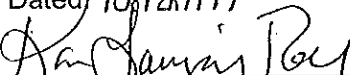
11. The SHERIFF affirms that Deputies assigned to the TOWNSHIP are trained and certified police officers, consistent with the standards established by the MICHIGAN COMMISSION on LAW ENFORCEMENT STANDARDS (MCOLES). Further, it is understood that each party to the Washtenaw County Services Contract shall be responsible for the acts and omissions of its employees and agents.

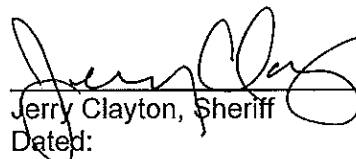
12. The SHERIFF retains the complete discretion to determine where any substation may be located to assist SHERIFF personnel in fulfilling its responsibilities under this contract. The parties agree that the TOWNSHIP shall provide and maintain any such substation, while the SHERIFF shall equip that substation.

CHARTER TOWNSHIP OF YPSILANTI

WASHTENAW COUNTY SHERIFF

  
Brenda Stumbo, Supervisor  
Dated: 12/21/11

  
Karen Lovejoy Roe, Clerk  
Dated: 12/21/11

  
Jerry Clayton, Sheriff  
Dated: 1/12/12

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: OHM Proposal for Packard St and Hewitt Rd Sidewalk Conceptual and Feasibility Report for \$9,500 budgeted in account 213-753-801.000**

The Supervisor's Office is requesting for the board to authorize OHM to perform Professional Engineering and Design Services to determine if sidewalks will be feasible on the primary roads of Packard Street and Hewitt Street. There were requests from residents to have these non-motorized paths added.

The cost for these Professional Engineering Design Services is \$9,500. This cost is budgeted in the professional services line, 213-753-801.000. The work would be begin immediately following authorization, and would allow the Township to apply for grants.

Thank you for your consideration.



January 12, 2023

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

RE: Proposal for Packard St and Hewitt Rd Sidewalk Conceptual and Feasibility Report.  
**Professional Engineering Services**

Dear Ms. Stumbo:

Thank you for the opportunity to submit this proposal to provide Professional Engineering Services for the feasibility study of sidewalk along Packard Street and Hewitt Road. These primary roads in the Township do not currently have nonmotorized pedestrian facilities and the Township has requested OHM Advisors review Packard Street and Hewitt Road for feasibility of sidewalks and provide preliminary engineering. It's our understanding that the Township is also working with DTE on street lighting within the same limits.

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

## **PROJECT UNDERSTANDING**

The Charter Township of Ypsilanti has requested OHM Advisors review Packard from Golfside Rd to Hewitt Rd and Hewitt Rd from Packard St to W Michigan Ave for viability of a ADA compliant sidewalk. The Township is looking to increase bus service in 2024 with these corridors in mind. We offer the following scope of services for the conceptual layout and feasibility of sidewalk along Packard St and Hewitt Rd. Note this doesn't include preparation of engineering construction drawings, survey or geotechnical work at this stage as this is only conceptual and being performed for budgeting and feasibility purposes.

## **SCOPE**

### **Packard St and Hewitt Rd Conceptual and Feasibility Report**

OHM Advisors will utilize available information to determine the feasibility of a 5-foot-wide sidewalk along Packard St from Golfside Rd to Hewitt Rd and Hewitt Rd from Packard St to W Michigan Ave. We will review opportunities and challenges for designing and constructing sidewalks on both sides of the roads along these limits. Our initial review will determine if a 5-foot-wide sidewalk is viable with or without easements and major utility relocation and generate a preliminary sidewalk alignment. OHM will perform a dashboard survey along Packard St and Hewitt Rd to identify visual conflicts to incorporate into the proposed alignment. Although some conflicts may be identified at this early stage, not all conflicts can be fully evaluated at this stage and will likely require topographical survey and soil borings to further review difficult areas and to obtain appropriate permits.

Our team will utilize GIS information and aerial images to draw a preliminary alignment and create a high-level concept sketch and cost estimate as well as identify potential easements that may be necessary.

### **OHM Advisors**

34000 PLYMOUTH ROAD  
LIVONIA, MICHIGAN 48150

T 734.522.6711  
F 734.522.6427

[OHM-Advisors.com](http://OHM-Advisors.com)



Additionally, we will attend one (1) meeting with the Township and DTE coordinate on their efforts for lighting feasibility and consider their findings into our work. OHM will meet with the Township to present our findings and discuss next steps and deliver a report and a conceptual level estimate so the Township can secure funds and budget accordingly.

### **DELIVERABLES**

OHM will deliver a conceptual sketch of the proposed sidewalk alignment, a conceptual level cost estimate, and a memorandum detailing opportunities and challenges as well as a list of the potential easements our team believes may be required.

If it is decided to move forward, OHM will prepare a separate proposal for professional survey, geotechnical and design services. OHM would also be happy to discuss funding and other opportunities that may be available to enhance the corridor as they arise.

### **ASSUMPTIONS/CLARIFICATIONS**

- ▶ The preliminary and final design for Packard Street and Hewitt Road will not be conducted within this scope and all sketches and estimates will be conceptual in nature. Packard St and Hewitt Road final design plans and bid book are not included in this scope of services.
- ▶ Any additional tasks outside of the above scope of services can be conducted at an hourly rate or as negotiated between the Township and OHM Advisors. Additional work will not be conducted prior to Township written authorization.
- ▶ No construction phase services are included in the proposal.
- ▶ Any meetings in addition to the meetings outlined in the above scope are not included in the scope of services but can be attended upon request. Time spent for these meetings will be charged on an hourly basis.

### **FEE**

OHM Advisors will invoice the Charter Township of Ypsilanti for the above stated services on an hourly not-to-exceed basis, in accordance with our 2023 Rate Schedule. Invoices will be sent monthly as work is performed.

<b>Tasks</b>	<b>Fee</b>
Packard St and Hewitt Rd Conceptual and Feasibility Report	\$9,500.00

The total fee is estimated to be \$9,500.00. Additional services can be provided on an hourly basis, as requested.

### **SCHEDULE**

OHM Advisors is available to start work on this project immediately upon authorization. We anticipate our scope of services will take approximately one (1) month to complete. If significant snow cover becomes a factor, then this could delay the deliverable.

### **ACCEPTANCE**

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

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



OHM ADVISORS  
CONSULTANT

Charter Township of Ypsilanti  
CLIENT

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Matthew D. Parks, P.E.

(Name)

Ms. Brenda Stumbo

Principal in Charge

(Title)

Township Supervisor

\_\_\_\_\_

(Date)

\_\_\_\_\_





## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Request to authorize OHM Proposal for Ridge Road Sidewalk Survey, Design & Bidding Services contingent on budget amendment in the amount of \$46,500 from line 213-753-801.000**

The Supervisor's Office is requesting for the board to authorize OHM to perform Professional Engineering Design Services to install new sidewalks on Ridge Road to make the non-motorized path continuous and compliant with ADA standards along both sides of the road. This will also allow for AAATA to install a bus shelter.

The cost for these Professional Engineering Design Services is \$46,500, with the breakdown of costs laid out in the proposal:

<b>Design Tasks</b>	<b>Design Fee</b>
Task 1 – Prelim Design	\$18,900
Task 2 – Final Design	
East Side	\$9,900
West Side	\$9,900
Task 3 – Bidding Services	\$4,800
Easement Allowance	\$3,000 (if necessary)

This project would be paid from the professional services line, 213-753-801.000, contingent on budget amendment. The work would be begin immediately following authorization, and would allow the Township to apply for grants.

Thank you for your consideration.



January 12, 2023

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

RE: Proposal for Ridge Road Sidewalk Survey, Design & Bidding Services  
**Professional Engineering Design Services**

Dear Ms. Stumbo:

Thank you for the opportunity to submit this proposal to provide Professional Engineering Design Services for the Ridge Road sidewalk design and bidding services. Ridge Road does not currently have continuous and compliant pedestrian facilities and the Township has requested OHM Advisors to provide a proposal for design of new sidewalk along one or both sides of the road from the Township limits to Michigan Ave.

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

## **PROJECT UNDERSTANDING**

The Charter Township of Ypsilanti has requested OHM Advisors prepare design and bidding documents to install new sidewalk along Ridge Road from Township limits to Michigan Ave. OHM has prepared this proposal to include design of ADA compliant sidewalk along both sides (east and west) for the Township's consideration. OHM Advisors has previously assisted with other sidewalk and pathway projects in the Township as well as neighboring communities. We offer the following scope of services for the completion of the design and bidding of this project.

## **SCOPE**

### **Task 1 – Ridge Road Sidewalk Design Survey & Preliminary Engineering**

OHM Advisors will evaluate the corridor and begin preliminary design survey on both sides of Ridge Road from Mott Rd (Township limits) to Michigan Avenue upon authorization to proceed. The focus will be to identify critical areas where conflicts (trees, structures, utility, or drainage) may impact design. We will also identify areas where obtaining temporary or permanent easements could be necessary. Performing this while looking at an updated topographical survey can identify opportunities and challenges and can typically lead to construction cost savings as well as fully understand efforts needed to save trees and minimize impacts to residents. Tasks to be accomplished include:

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



The data gathered in the survey will allow us to create a set of preliminary base drawings and aerial imagery. These drawings and maps will be further developed to show the 5-foot-wide sidewalk locations on either side of the road.

At this point we will meet with the Township and decide if both sides of the road are to include a sidewalk or one side or the other or some combination of the two and discuss budget.

Following this meeting, we will complete preliminary design making sure ADA compliance is taken into account (approximately 30% drawings). The preliminary design will again be shared with the Township for input prior to starting final engineering. We will also share these drawings with the WCRC as permits will be necessary. This will allow us to identify any major issues they may have at this time.

Easements identified and deemed necessary can be created on a time and material as-needed basis. A budget allowance is included for this effort assuming up to 3 unique easements are needed. If additional easements are necessary, then we can quote the township prior to moving forward.

### **Task 2 – Ridge Road Final Design and Bidding Documents**

Once feedback is received on the preliminary engineering package from the Township, we will look to obtain geotechnical information that will be required for permit work within the Right-of-way. Geotechnical information will also be gathered at this stage and will be performed by G2 Consulting Group (G2). We anticipate that up to eight (8) shallow hand auger soil borings will need to be obtained for the proposed sidewalk alignment.

The final plans will include construction notes and details necessary for specific design elements as well as cross-sections of the path. These documents will serve as the construction plans for the project and include detailed grading at ADA ramps.

OHM will create and finalize bidding documents using standard OHM format including front-end documents, bidding forms, contract forms, technical/general specifications, method of payment, and supplemental specifications. In order to develop the necessary specifications, OHM will follow the Charter Township of Ypsilanti Engineering Standards and Design Specifications. These specifications will reference contractual items, specifically supplemental specifications and a method of payment for the contractor to follow. After completion of the design, the Township will be provided with two (2) hard copies of the package for review along with an updated final engineer's opinion of probable cost. OHM will also assist and submit for permits, including an SESC permit and WCRC permit, as part of this task.

### **Task 3 – Bidding Services**

OHM will assist the Township in posting the bid to BidNet (formerly MITN). During bidding, OHM will answer Contractor questions and prepare addenda to post on BidNet.

- ▶ Attend bid opening and evaluate the submissions. This includes the following responsibilities:
  1. Prepare and review bid tab. The tab shall include all Contractors' total project bid and unit price breakdown,
  2. Check references for the three lowest bidding Contractors (if necessary),
  3. Provide the bid results and discuss recommendation for award to the Township.
- ▶ Execute the Contract books:
  1. After approval by the Township, OHM will prepare a Notice of Award letter for the awarded Contractor,
  2. Coordinate the execution of four copies of the Contract book,
  3. Supply two executed copies of Contract documents for the Township. Both copies will be delivered to the Township.



## KEY PERSONNEL

This project team has been specifically selected to best meet the technical aspects of the design and facilitate coordination with the Township. G2 Consulting Group will offer geotechnical services. Below is a list of key personnel and their role on this project.

Project Team Members	Role on Project	Specific Duties
Matthew Parks, PE	Project Manager	Management, Utility Coordination, & Public Liaison
Rachel Jackson, P.E.	Lead Design Engineer	Concepts, Design Development, ADA Issues, & QA/QC
Andrew Schripsema, PE, PS	Surveyor	Design Survey (Control, Topography, Easements & Right-of-Way)
G2 Consulting Group	Geotechnical Engineer	Soils Report Development

## ASSUMPTIONS/CLARIFICATIONS

- ▶ Any additional tasks outside of the above scope of services can be conducted at an hourly rate or as negotiated between the Township and OHM Advisors. Additional work will not be conducted prior to Township written authorization.
- ▶ Up to 3 easements are included for Ridge Road sidewalk and additional easements can be provided for approximately \$1,000 each. Meetings with residents to obtain appropriate signatures and meetings with the Township Attorney are also not included.
- ▶ No construction phase services are included in the proposal.
- ▶ Any meetings in addition to the meetings outlined in the above scope are not included in the scope of services but can be attended upon request. Time spent for these meetings will be charged on an hourly basis.

## FEE

OHM Advisors will invoice the Charter Township of Ypsilanti for the above stated services on an hourly not-to-exceed basis, in accordance with our 2023 Rate Schedule. Invoices will be sent monthly as work is performed.

Design Tasks	Design Fee
Task 1 - Prelim Design	\$18,900.00
Task 2 – Final Design	
East Side	\$9,900.00
West Side	\$9,900.00
Task 3 – Bidding Services	\$4,800.00
<u>Easement Allowance*</u>	<u>\$3,000.00*</u>
<b>Total</b>	<b>\$46,500.00</b>

The total fee is estimated to be \$43,500.00 plus an easement allowance of \$3,000\* (if necessary). Additional services can be provided on an hourly basis, as requested.

## SCHEDULE

OHM Advisors is available to start work on this project immediately upon authorization. We anticipate two (2) months to complete Task 1 (weather dependent) and an additional two (2) months for Task 2. Bidding may shift depending on Board Schedules and permit turnaround times. It would be our goal to have this bid and awarded by summer so the contractor could construct this either in late summer or fall of 2023 or early 2024.



**ACCEPTANCE**

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

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

OHM ADVISORS  
CONSULTANT

Charter Township of Ypsilanti  
CLIENT

\_\_\_\_\_

(Signature)

\_\_\_\_\_

Matthew D. Parks, P.E.

(Name)

Ms. Brenda Stumbo

Principal in Charge

(Title)

Township Supervisor

\_\_\_\_\_

(Date)

\_\_\_\_\_



# MEMORANDUM

To: Board of Trustees

From: Brenda Stumbo, Township Supervisor  
John Hines, Recreation Director

Date: January 31, 2023

**Re: Request to repair mowers for Parks and Grounds contingent upon budget amendment in the amount of \$38,847.70 from line 213-753-933.000**

Five mowers were sent to Spartan Distributing to determine what needs to be replaced or repaired using their diagnostic tools/computers. Fixing the following mowers: 314, 316, 317, 318, and 319 instead of purchasing new equipment will extend the use of the mowers for several years. It will also allow us to budget for new equipment in the future while saving money. This approach was used in 2017 for the Green Oaks Golf Course mowers.

Mower 314	2014 Toro Groundsmaster 4100-D	\$4,190.04
Mower 316	2014 Toro Groundsmaster 4100-D	\$20,078.04*
Mower 317	2014 Toro Groundsmaster 4100-D	\$4,904.24
Mower 318	2017 Toro Groundsmaster 4100-D	\$5,527.54
Mower 319	2017 Toro Groundsmaster 4100-D	\$4,147.84
	Total:	\$38,847.70

\*Hood replacement \$ 3,094.25; traction unit \$2,895.29; hydraulic unit \$2,780.60; Deck repairs \$10,157.90

The life expectancy varies with each piece of equipment because some are used more than others.

To get an idea of costs, the 2017 Toro mower was purchased new for \$60,815.36; with inflation this would cost much more today.

The Parks and Grounds department uses specialized equipment to maintain the appearance of Ypsilanti Township buildings and parks. It is imperative that this equipment is in working order.

# 314

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001601  
Location# 02  
Date 01/25/23  
Page 1 OF 6

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/25/23 Phone: 734.740.5735  
Exp Date:01/26/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

```

=====
Model : 30449N
      TORO GROUNDSMASTER 4100-D
Serial#: 314000118
Engine Info:
Make : Kubota
Model : V2403-T
Spec : 1J403-24000
Serial : 7DY4769
PrevHrs: 1596 HoursIn: 2598 HoursOut:
Purchase Date: 09/29/14 Failed Date: 01/25/23
  0 C NYLON CHECKERED 0 CPO
  0 C NYLON CHECKERED
=====

```

-----> Description Of Repair Job A <-----  
01 CUSTOMER BILLABLE  
>> WINTER SERVICE <<  
WINTER SERVICE

023-01-000	1 HR	965.00	965.00
MAINTENANCE DEFAULT LABOR OPER ATION			
-----> Job A Total ----->>>			965.00

-----> Description Of Repair Job B <-----  
20 CUSTOMER BILLABLE  
>> TRANSPORTATION <<  
TRANSPORTATION

PICKUP-DEL	1 EA	150.00	150.00
------------	------	--------	--------

Continued

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001601  
Location# 02  
Date 01/25/23  
Page 2 OF 6

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/25/23 Phone: 734.740.5735  
Exp Date:01/26/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

=====

PICKUP AND DELIVERY

-----> Job B Total ----->>> 150.00

-----> Description Of Repair Job C <-----

01 CUSTOMER BILLABLE  
>> TRACTION UNIT <<  
INCLUDES HYDRAULIC OIL AND FILTERS

-----

115-8599	1 EA	59.77	59.77
ALTERNATOR BELT, GROUNDSMASTER 4000, 4100, 4500, 4700, 09 UP			

-----

023-07-002	0.30 HR	130.00	39.00
BELT WATER PUMP R&R			

-----

119-8313	1 EA	179.98	179.98
TIRE, GM4000D / 4100D, 2011 UP KENDA (26 X 12-12) TURF 505			

-----

5108	1 EA	5.85	5.85
VALVE			

-----

023-12-019	0.5 HR	130.00	65.00
TIRE R&R			

-----> Job C Total ----->>> 349.60

-----> Description Of Repair Job D <-----

Continued



Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001601  
 Location# 02  
 Date 01/25/23  
 Page 3 OF 6

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/25/23 Phone: 734.740.5735  
 Exp Date:01/26/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

=====

14 CUSTOMER BILLABLE  
 >> DECK REPAIRS <<  
 DECK REPAIRS

SHOP-STOCK CASTOR WHEELS TAKE OFFS	2 EA	50.00	100.00
120-3366 STAINLESS STEEL BEARING WITH IMPROVED SEAL PACKAGE	8 EA	25.30	202.40
023-14-024 CASTOR WHEEL R&R	0.6 HR	130.00	78.00
023-14-024 CASTOR WHEEL R&R	2 HR	130.00	260.00
327-24 SCREW	2 EA	3.59	7.18
106-2047 ROD-TENSION	2 EA	9.59	19.18
104-8301 NUT-FLANGE, NI	2 EA	1.02	2.04
3256-3 CUT WASHER 5/16	2 EA	0.15	0.30
107-0183 GUIDE-HOSE, LH	1 EA	120.90	120.90

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001601  
 Location# 02  
 Date 01/25/23  
 Page 4 OF 6

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/25/23 Phone: 734.740.5735  
 Exp Date:01/26/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

Part Number	Description	Quantity	Unit	Price	Total
023-14-000	CUTTING UNIT OR IMPLEMENT DEFA ULT LABOR OPERATION	0.2	HR	130.00	26.00
108-8077	V-BELT, DECK GM-4100	4	EA	45.01	180.04
023-14-012	BELT DECK WING R&R	2.4	HR	130.00	312.00
132-9421	PULLEY-FLAT IDLER OLD # 110-9596	2	EA	35.42	70.84
023-14-050	PULLEY IDLER (EA.) R&R	0.8	HR	130.00	104.00
256-76	BUSHING..	8	EA	4.16	33.28
3-6498	WASHER..	4	EA	4.52	18.08
023-14-044	PIVOT ASSEMBLY R&R	1.6	HR	130.00	208.00
106-4334	SHIELD-FLEX	2	EA	62.22	124.44
131-4293	PIN PIVOT	1	EA	62.52	62.52

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001601  
 Location# 02  
 Date 01/25/23  
 Page 5 OF 6

\*\* Quotation \*\*

Y70000  
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 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/25/23 Phone: 734.740.5735  
 Exp Date:01/26/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

Part Number	Description	Quantity	Unit	Price	Total
105-7468	STUD-TAPERED	2	EA	41.31	82.62
105-7441	BEARING-SPHERICAL	2	EA	50.81	101.62
32128-42	NUT	2	EA	1.15	2.30
32151-34	RET RING 1	2	EA	1.23	2.46
74-5950	LATCH, INCLUDES HANDLE, NUT, BUSHING	4	EA	15.56	62.24
106-7166-03	BLADE- STANDARD 19" GM4100	7	EA	26.91	188.37
100-5569	PIN-CLEVIS	1	EA	17.88	17.88
3290-343	HAIR PIN..	1	EA	0.75	0.75
023-08-006	CYLINDER LIFT RECONDITION OR R ESEAL	1.40	HR	130.00	182.00
023-14-000	CUTTING UNIT OR IMPLEMENT DEFA ULT LABOR OPERATION	1.2	HR	130.00	156.00

Continued

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001601  
Location# 02  
Date 01/25/23  
Page 6 OF 6

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/25/23 Phone: 734.740.5735  
Exp Date:01/26/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

-----> Job D Total ----->>> 2,725.44

Parts	Labor	Misc.	Sublet	Tax	Quote Total
1,545.04	2,395.00	250.00	0.00	0.00	4,190.04

Accepted:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Batwing

#316

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001602  
Location# 02  
Date 01/30/23  
Page 1 OF 9

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
Exp Date:01/31/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

=====  
Model : 30449N  
TORO GROUNDSMASTER 4100-D  
Serial#: 314000136  
Engine Info:  
Make : Kubota  
Model : V2403-T  
Spec : 1J403-24000  
Serial : 7EB2389  
PrevHrs: 1739 HoursIn: 3177 HoursOut:  
Purchase Date: 09/29/14 Failed Date: 01/30/23  
=====

SST:1.0  
Transmission Info:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----> Description Of Repair Job A <-----  
01 CUSTOMER BILLABLE  
>> WINTER SERVICE <<  
WINTER SERVICE

-----  
023-01-000 1 HR 965.00 965.00  
MAINTENANCE DEFAULT LABOR OPER  
ATION

-----> Job A Total ----->>> 965.00

-----> Description Of Repair Job B <-----  
20 CUSTOMER BILLABLE  
>> TRANSPORTATION <<  
TRANSPORTATION

-----  
PICKUP-DEL 1 EA 185.00 185.00  
PICKUP AND DELIVERY

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001602  
 Location# 02  
 Date 01/30/23  
 Page 2 OF 9

\*\* Quotation \*\*

Y70000  
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 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

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 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
 Exp Date:01/31/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

-----> Job B Total ----->>> 185.00

-----> Description Of Repair Job C <-----

01 CUSTOMER BILLABLE  
 >> TRACTION UNIT <<  
 TRACTION UNIT

115-8599	1 EA	59.77	59.77
ALTERNATOR BELT, GROUNDSMASTER 4000, 4100, 4500, 4700, 09 UP			
023-07-002	0.5 HR	130.00	65.00
BELT WATER PUMP R&R			
68-6150	1 EA	18.68	18.68
BREATHER..			
115-7766	1 EA	42.54	42.54
CAP-RADIATOR			
87-7050	1 EA	21.38	21.38
CAP-RESERVOIR			
119-8313	2 EA	179.98	359.96
TIRE, GM4000D / 4100D, 2011 UP KENDA (26 X 12-12) TURF 505			
94-5236	2 EA	141.37	282.74
MULTI TRAC C/S 6PLY 20 X 10.00-10			

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
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ShopQuote# 28001602  
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 Exp Date:01/31/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

5108	4 EA	5.85	23.40
VALVE			
242-50	1 EA	1.62	1.62
LUG NUT..			
023-12-019	1.6 HR	130.00	208.00
TIRE R&R			
139-0958	2 EA	808.60	1,617.20
CYLINDER-HYD			
023-08-005	1.5 HR	130.00	195.00
CYLINDER LIFT (ANY) R&R			
-----> Job C Total ----->>>			2,895.29

-----> Description Of Repair Job D <-----  
 02 CUSTOMER BILLABLE  
 >> HOOD REPLACEMENT <<  
 HOOD REPLACEMENT

119-0056	1 EA	2938.25	2,938.25
HOOD ASM			
023-02-007	1.2 HR	130.00	156.00
COVER ENGINE (HOOD) REPLACE			
-----> Job D Total ----->>>			3,094.25

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001602  
 Location# 02  
 Date 01/30/23  
 Page 4 OF 9

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
 Exp Date:01/31/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

-----> Description Of Repair Job E <-----  
 08 CUSTOMER BILLABLE  
 >> HYDRAULIC HOSE REPLACEMENT <<  
 HYDRAULIC HOSE REPLACEMENT

105-7461 HOSE ASM	2 EA	292.09	584.18
105-7460 HOSE ASM	2 EA	273.86	547.72
105-7462 HOSE ASM	2 EA	173.10	346.20
112-9121 HOSE ASM	1 EA	114.91	114.91
105-7459 HOSE ASM	1 EA	238.96	238.96
98-7404 HOSE ASM	1 EA	182.12	182.12
104-2234 HOSE ASM	1 EA	99.07	99.07
237-58 O'RING	12 EA	0.96	11.52
237-22 O'RING..	8 EA	0.74	5.92

Continued



Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001602  
 Location# 02  
 Date 01/30/23  
 Page 5 OF 9

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
 Exp Date:01/31/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

Part Number	Description	Quantity	Unit	Price	Total
023-08-000	HYDRAULIC OR PNEUMATIC COMPONE NTS DEFAULT LABOR OPERATION	5	HR	130.00	650.00

-----> Job E Total ----->>> 2,780.60

-----> Description Of Repair Job F <-----

14 CUSTOMER BILLABLE  
 >> DECK REPAIRS <<  
 DECK REPAIRS

110-3299	LH DECK ASM	1	EA	3260.82	3,260.82
105-7437-01	LH SKID ASM	1	EA	169.06	169.06
105-7429	SIDE CASTOR ARM ASM	1	EA	533.08	533.08
323-15	CAPSCREW	5	EA	1.59	7.95
104-8301	NUT-FLANGE, NI	5	EA	1.02	5.10
106-4334	SHIELD-FLEX	2	EA	62.22	124.44
32104-95	SCREW	12	EA	0.82	9.84

Continued

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001602  
Location# 02  
Date 01/30/23  
Page 6 OF 9

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
Exp Date:01/31/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

112-9117 LINK ASSEMBLY KIT	4 EA	361.49	1,445.96
131-4293 PIN PIVOT	4 EA	62.52	250.08
105-7469 LATCH ONLY - LESS ROLLERS - WITH BUSHINGS	2 EA	171.47	342.94
105-7482 PIN-LATCH	2 EA	41.31	82.62
32120-93 SNAP RING..	4 EA	1.27	5.08
86-2120 ROLLER	4 EA	15.42	61.68
86-2090 BUSHING	4 EA	2.10	8.40
29-4820 ROLLER..	2 EA	9.71	19.42
325-17 CAPSCREW	2 EA	3.07	6.14
3296-45 STOP NUT	2 EA	1.97	3.94
92-7750-01	2 EA	174.73	349.46

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001602  
 Location# 02  
 Date 01/30/23  
 Page 7 OF 9

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
 Exp Date:01/31/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

=====			
FORK			
-----			
69-6470	8 EA	6.56	52.48
BUSHING..			
-----			
69-6860	8 EA	2.13	17.04
WASHER..			
-----			
120-3366	12 EA	25.30	303.60
STAINLESS STEEL BEARING WITH IMPROVED SEAL PACKAGE			
-----			
327-24	6 EA	3.59	21.54
SCREW			
-----			
3296-53	6 EA	1.98	11.88
LOCKNUT			
-----			
74-5950	12 EA	15.56	186.72
LATCH, INCLUDES HANDLE, NUT, BUSHING			
-----			
132-9421	2 EA	35.42	70.84
PULLEY-FLAT IDLER OLD # 110-9596			
-----			
256-76	8 EA	4.16	33.28
BUSHING..			
-----			
3-6498	8 EA	4.52	36.16
WASHER..			
-----			
107-0183	1 EA	120.90	120.90

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001602  
 Location# 02  
 Date 01/30/23  
 Page 8 OF 9

\*\* Quotation \*\*

Y70000  
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 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

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 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
 Exp Date:01/31/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

=====			
GUIDE-HOSE, LH			
106-2047	2 EA	9.59	19.18
ROD-TENSION			
104-8301	2 EA	1.02	2.04
NUT-FLANGE, NI			
3256-3	2 EA	0.15	0.30
CUT WASHER 5/16			
105-7468	2 EA	41.31	82.62
STUD-TAPERED			
105-7441	2 EA	50.81	101.62
BEARING-SPHERICAL			
32128-42	2 EA	1.15	2.30
NUT			
32151-34	4 EA	1.23	4.92
RET RING 1			
105-3249	2 EA	133.05	266.10
DAMPER, GROUNDSMASTER, PROCORE NO ENDS			
106-7166-03	7 EA	26.91	188.37
BLADE- STANDARD 19" GM4100			
023-14-000	15 HR	130.00	1,950.00
CUTTING UNIT OR IMPLEMENT DEFA			

Continued

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001602  
Location# 02  
Date 01/30/23  
Page 9 OF 9

\*\* Quotation \*\*

Y70000  
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7200 HURON RIVER DR  
YPSILANTI, MI 48197

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YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/30/23 Phone: 734.740.5735  
Exp Date:01/31/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

=====

ULT LABOR OPERATION

-----> Job F Total ----->>>

10,157.90

=====

Parts	Labor	Misc.	Sublet	Tax	Quote Total
15,704.04	4,189.00	185.00	0.00	0.00	20,078.04

-----

Accepted:

By: \_\_\_\_\_

Date: \_\_\_\_\_

#317

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001596  
Location# 02  
Date 01/13/23  
Page 1 OF 6

\*\* Quotation \*\*

Y70000  
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7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/13/23 Phone: 734.740.5735  
Exp Date:01/14/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

Model : 30449N  
TORO GROUNDSMASTER 4100-D

Serial#: 314000142

SST:1.0  
Transmission Info:

Engine Info:

Make : Kubota

Model : V2403-T

Spec : 1J403-24000

Serial : 7EB2621

PrevHrs: 2237.7 HoursIn: 3034 HoursOut:

Purchase Date: 09/29/14 Failed Date: 01/13/23

-----> Description Of Repair Job A <-----

01 CUSTOMER BILLABLE  
>> WINTER SERVICE PACKAGE <<  
WINTER SERVICE PACKAGE

023-01-000	1 HR	965.00	965.00
MAINTENANCE DEFAULT LABOR OPER ATION			

-----> Job A Total ----->>> 965.00

-----> Description Of Repair Job B <-----

20 CUSTOMER BILLABLE  
>> TRANSPORTATION <<  
TRANSPORTATION

PICKUP-DEL	1 EA	185.00	185.00
PICKUP AND DELIVERY			

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001596  
 Location# 02  
 Date 01/13/23  
 Page 2 OF 6

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/13/23 Phone: 734.740.5735  
 Exp Date:01/14/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

-----> Job B Total ----->>> 185.00

-----> Description Of Repair Job C <-----

01 CUSTOMER BILLABLE

>> TRACTION UNIT <<

LF TIRE HAS HOLE IN SIDE WALL. ALTERNATOR BELT IS BAD. BOTH  
 STEERING CYLINDER BALL JOINTS ARE BAD.

119-8313	1 EA	179.98	179.98
TIRE, GM4000D / 4100D, 2011 UP KENDA (26 X 12-12) TURF 505			
5108	1 EA	5.85	5.85
VALVE			
023-12-019	0.5 HR	130.00	65.00
TIRE R&R			
115-8599	1 EA	59.77	59.77
ALTERNATOR BELT, GROUNDMASTER 4000, 4100, 4500, 4700, 09 UP			
023-07-002	0.4 HR	130.00	52.00
BELT WATER PUMP R&R			
106-6774	1 EA	61.42	61.42
BALL JOINT - LESS NUT - REPLACES 92-5838			
100-3795	1 EA	65.58	65.58
BALL JOINT			

Continued



Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001596  
 Location# 02  
 Date 01/13/23  
 Page 3 OF 6

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/13/23 Phone: 734.740.5735  
 Exp Date:01/14/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

=====			
LESS NUT			
023-08-008	1.40 HR	130.00	182.00
CYLINDER STEERING RECONDITION OR RESEAL			
-----> Job C Total ----->>>			671.60

-----> Description Of Repair Job D <-----

14 CUSTOMER BILLABLE

>> DECK REPAIRS <<

DECK REPAIRS

108-8077	4 EA	45.01	180.04
V-BELT, DECK GM-4100			
106-7166-03	7 EA	26.91	188.37
BLADE- STANDARD 19" GM4100			
110-8297	2 EA	42.11	84.22
BEARING ASM ASM IS 2 BEARINGS ONLY			
120-5577	2 EA	36.13	72.26
SPACER SET-BEARING			
253-154	4 EA	4.70	18.80
SEAL..			

Continued



Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001596  
Location# 02  
Date 01/13/23  
Page 4 OF 6

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/13/23 Phone: 734.740.5735  
Exp Date:01/14/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

106-7159 O-RING	2 EA	0.84	1.68
29-4820 ROLLER..	2 EA	9.71	19.42
325-17 CAPSCREW	2 EA	3.07	6.14
106-4334 SHIELD-FLEX	2 EA	62.22	124.44
107-0183 GUIDE-HOSE, LH	1 EA	120.90	120.90
92-2324 BRACKET-PIVOT	1 EA	31.23	31.23
256-76 BUSHING..	8 EA	4.16	33.28
32120-72 SNAP RING	2 EA	0.55	1.10
3-6498 WASHER..	4 EA	4.52	18.08
93-9938 8" WHEEL ASM. AIR	4 EA	103.02	412.08
327-24 SCREW	4 EA	3.59	14.36

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001596  
 Location# 02  
 Date 01/13/23  
 Page 5 OF 6

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/13/23 Phone: 734.740.5735  
 Exp Date:01/14/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

120-3366 STAINLESS STEEL BEARING WITH IMPROVED SEAL PACKAGE	2 EA	25.30	50.60
92-9727 CASTOR CAP ASM	3 EA	66.61	199.83
69-6860 WASHER..	4 EA	2.13	8.52
106-2047 ROD-TENSION	2 EA	9.59	19.18
104-8301 NUT-FLANGE, NI	2 EA	1.02	2.04
3256-3 CUT WASHER 5/16	2 EA	0.15	0.30
86-2120 ROLLER	4 EA	15.42	61.68
86-2090 BUSHING	4 EA	2.10	8.40
74-5950 LATCH, INCLUDES HANDLE, NUT, BUSHING	4 EA	15.56	62.24
104-3542 SPIDER	1 EA	47.03	47.03

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001596  
 Location# 02  
 Date 01/13/23  
 Page 6 OF 6

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/13/23 Phone: 734.740.5735  
 Exp Date:01/14/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

Item Description	Quantity	Unit	Rate	Total
132-9421 PULLEY-FLAT IDLER OLD # 110-9596	1	EA	35.42	35.42
023-14-000 CUTTING UNIT OR IMPLEMENT DEFA ULT LABOR OPERATION	2	HR	130.00	260.00
023-14-012 BELT DECK WING R&R	2.4	HR	130.00	312.00
023-14-014 BLADES (ALL) R&R	0.50	HR	130.00	65.00
023-14-024 CASTOR WHEEL R&R	1.2	HR	130.00	156.00
023-14-043 PIN PIVOT R&R	1	HR	130.00	130.00
023-14-050 PULLEY IDLER (EA.) R&R	0.40	HR	130.00	52.00
023-14-054 ROLLER ANTI-SCALP R&R	0.6	HR	130.00	78.00
023-14-065 SPINDLE ASSEMBLY RECONDITION	1.6	HR	130.00	208.00
-----> Job D Total ----->>>				3,082.64

Parts	Labor	Misc.	Sublet	Tax	Quote Total
2,194.24	2,525.00	185.00	0.00	0.00	4,904.24

Accepted: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_

# 318

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001597  
Location# 02  
Date 01/20/23  
Page 1 OF 5

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/20/23 Phone: 734.740.5735  
Exp Date:01/21/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

=====  
Model : 30608  
TORO GROUNDSMASTER 4100-D (TIER 4 COMPLIANT)  
Serial#: 316000104  
Engine Info: Transmission Info:  
Make : Yanmar  
Model : 4TNV-86CT  
Spec :  
Serial : YD2100DTCPEC  
PrevHrs: 749 HoursIn: 2290.4 HoursOut:  
Purchase Date: 04/11/17 Failed Date: 01/20/23  
=====

-----> Description Of Repair Job A <-----  
01 CUSTOMER BILLABLE  
>> WINTER SERVICE PACKAGE <<  
WINTER SERVICE PACKAGE

-----  
085-01-000 1 HR 965.00 965.00  
MAINTENANCE DEFAULT LABOR OPER  
ATION

-----> Job A Total ----->>> 965.00

-----> Description Of Repair Job B <-----  
03 CUSTOMER BILLABLE  
>> OIL LEAK <<  
OIL LEAK

-----  
127-3029 1 EA 757.68 757.68  
SENSOR-PRESSURE

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001597  
 Location# 02  
 Date 01/20/23  
 Page 2 OF 5

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/20/23 Phone: 734.740.5735  
 Exp Date:01/21/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

Part Number	Description	Quantity	Unit Price	Total Price
085-16-039	SWITCH (ANY) R&R	0.5 HR	130.00	65.00
-----> Job B Total ----->>>				822.68

-----> Description Of Repair Job C <-----  
 14 CUSTOMER BILLABLE  
 >> DECK REPAIRS <<  
 DECK REPAIRS

106-2047	ROD-TENSION	2 EA	9.59	19.18
104-8301	NUT-FLANGE, NI	2 EA	1.02	2.04
3256-3	CUT WASHER 5/16	2 EA	0.15	0.30
100-5569	PIN-CLEVIS	2 EA	17.88	35.76
108-8077	V-BELT, DECK GM-4100	1 EA	45.01	45.01
256-76	BUSHING..	8 EA	4.16	33.28
132-9421	PULLEY-FLAT IDLER	1 EA	35.42	35.42

Continued



Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001597  
 Location# 02  
 Date 01/20/23  
 Page 3 OF 5

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/20/23 Phone: 734.740.5735  
 Exp Date:01/21/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

=====			
OLD # 110-9596			
106-7166-03	7 EA	26.91	188.37
-----			
BLADE- STANDARD 19" GM4100			
72-9361	3 EA	25.22	75.66
-----			
ANTI-SCALP CUP..			
SHOP-STOCK	6 EA	50.00	300.00
-----			
CASTOR WHEELS TAKE OFFS			
085-14-000	2 HR	130.00	260.00
-----			
CUTTING UNIT OR IMPLEMENT DEFA ULT LABOR OPERATION			
085-14-011	0.70 HR	130.00	91.00
-----			
BELT DECK FRONT R&R			
085-14-014	0.50 HR	130.00	65.00
-----			
BLADES (ALL) R&R			
085-14-050	0.40 HR	130.00	52.00
-----			
PULLEY IDLER (EA.) R&R			
085-14-005	1.4 HR	130.00	182.00
-----			
ARM PIVOT R&R			
-----> Job C Total ----->>>			1,385.02

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001597  
 Location# 02  
 Date 01/20/23  
 Page 4 OF 5

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/20/23 Phone: 734.740.5735  
 Exp Date:01/21/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

=====			
-----> Description Of Repair Job D <-----			
09	CUSTOMER BILLABLE		
>>	REAR AXLE	<<	
	REAR AXLE		
95-7537	BUSHING-FLANGED	2 EA	47.40 94.80
95-7508	SUPPORT-AXLE	1 EA	861.50 861.50
106-1068	O-RING	2 EA	7.10 14.20
106-1067	O-RING	1 EA	17.70 17.70
98-7077	PIN-REAR AXLE	1 EA	179.40 179.40
92-1765	WASHER	1 EA	2.42 2.42
237-166	O'RING	1 EA	10.21 10.21
99-8431	WASHER-THRUST	1 EA	13.43 13.43
99-8432	WASHER-THRUST	1 EA	7.18 7.18
106-6774		1 EA	61.42 61.42

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001597  
 Location# 02  
 Date 01/20/23  
 Page 5 OF 5

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/20/23 Phone: 734.740.5735  
 Exp Date:01/21/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

```

=====
BALL JOINT - LESS NUT -
REPLACES 92-5838
-----
100-3795                1 EA                65.58                65.58
  BALL JOINT
  LESS NUT
-----
085-09-008              1.50 HR              130.00               195.00
  AXLE REAR DRIVE ASSEMBLY R&R
-----
085-09-000              5 HR                 130.00               650.00
  MECH. TRANS. DIFFERENTIAL & AX
  LE DEFAULT LABOR OPERATION
-----
085-08-008              1.40 HR              130.00               182.00
  CYLINDER STEERING RECONDITION
  OR RESEAL
-----
-----> Job D Total ----->>>                                2,354.84
  
```

```

=====
Parts      Labor      Misc.      Sublet      Tax      Quote Total
=====
2,520.54   2,707.00   300.00     0.00        0.00     5,527.54
-----
  
```

Accepted:

By: \_\_\_\_\_

Date: \_\_\_\_\_



#319

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001598  
Location# 02  
Date 01/23/23  
Page 1 OF 5

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/23/23 Phone: 734.740.5735  
Exp Date:01/24/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

Model : 30608  
TORO GROUNDSMASTER 4100-D (TIER 4 COMPLIANT)

Serial#: 316000106

Engine Info:

Transmission Info:

Make : Yanmar

Model : 4TNV86CT

Spec :

Serial : 03943

PrevHrs: 1450

HoursIn: 2191

HoursOut:

Purchase Date: 08/23/17 Failed Date: 01/23/23

-----> Description Of Repair Job A <-----

01 CUSTOMER BILLABLE

>> WINTER SERVICE <<

WINTER SERVICE

085-01-000	1 HR	965.00	965.00
MAINTENANCE DEFAULT LABOR OPER ATION			

-----> Job A Total ----->>> 965.00

-----> Description Of Repair Job B <-----

01 CUSTOMER BILLABLE

>> TRACTION UNIT <<

TRACTION UNIT

127-2998	1 EA	17.54	17.54
V-BELT			

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001598  
 Location# 02  
 Date 01/23/23  
 Page 2 OF 5

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/23/23 Phone: 734.740.5735  
 Exp Date:01/24/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

Part Number	Description	Quantity	Unit	Price	Total
114-3823	SEAL-BULB	1	EA	61.21	61.21
115-7766	CAP-RADIATOR	1	EA	42.54	42.54
085-07-000	COOLING SYSTEM DEFALT LABOR OP ERATION	0.2	HR	130.00	26.00
085-07-002	BELT WATER PUMP R&R	0.5	HR	130.00	65.00
-----> Job B Total ----->>>					212.29

-----> Description Of Repair Job C <-----

08 CUSTOMER BILLABLE  
 >> LEAKING LIFT CYLINDER <<  
 LEAKING LIFT CYLINDER

139-0957	HYD CYLINDER ASM	1	EA	968.78	968.78
32151-34	RET RING 1	2	EA	1.23	2.46
32128-42	NUT	2	EA	1.15	2.30
105-7441		2	EA	50.81	101.62

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
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ShopQuote# 28001598  
 Location# 02  
 Date 01/23/23  
 Page 3 OF 5

\*\* Quotation \*\*

Y70000  
 CHARTER TOWNSHIP OF YPSILANTI  
 7200 HURON RIVER DR  
 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/23/23 Phone: 734.740.5735  
 Exp Date:01/24/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

=====			
BEARING-SPHERICAL			
-----			
105-7468	1 EA	41.31	41.31
STUD-TAPERED			
-----			
105-7443	2 EA	25.47	50.94
SPACER-PILOT			
-----			
085-08-005	1.2 HR	130.00	156.00
CYLINDER LIFT (ANY) R&R			
-----> Job C Total ----->>>			1,323.41

-----> Description Of Repair Job D <-----  
 14 CUSTOMER BILLABLE  
 >> DECK REPAIRS <<  
 DECK REPAIRS

106-4334	2 EA	62.22	124.44
SHIELD-FLEX			
-----			
132-9421	1 EA	35.42	35.42
PULLEY-FLAT IDLER OLD # 110-9596			
-----			
256-76	2 EA	4.16	8.32
BUSHING..			
-----			
3-6498	2 EA	4.52	9.04
WASHER..			
-----			

Continued

Spartan Distributors Auburn  
 1050 N. Opdyke Rd  
 Auburn Hills, MI 48326

ShopQuote# 28001598  
 Location# 02  
 Date 01/23/23  
 Page 4 OF 5

\*\* Quotation \*\*

Y70000  
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 YPSILANTI, MI 48197

Ship To:  
 YPSILANTI TOWNSHIP PARKS DEPT  
 7200 HURON RIVER DR.  
 GARAGE  
 YPSILANTI, MI 48197

Qte Date:01/23/23 Phone: 734.740.5735  
 Exp Date:01/24/23 Contact:JEFF  
 W/B:Tom L. Burke

Terms:Net 10th  
 Reps :34 /  
 Ship-Via:UPS

Part Number	Description	Quantity	Unit	Price	Total
108-8077	V-BELT, DECK GM-4100	3	EA	45.01	135.03
120-3366	STAINLESS STEEL BEARING WITH IMPROVED SEAL PACKAGE	8	EA	25.30	202.40
74-5950	LATCH, INCLUDES HANDLE, NUT, BUSHING	2	EA	15.56	31.12
106-7166-03	BLADE- STANDARD 19" GM4100	7	EA	26.91	188.37
085-14-012	BELT DECK WING R&R	1.8	HR	130.00	234.00
085-14-014	BLADES (ALL) R&R	0.50	HR	130.00	65.00
085-14-024	CASTOR WHEEL R&R	1.5	HR	130.00	195.00
085-14-040	LATCH R&R	0.6	HR	130.00	78.00
085-14-044	PIVOT ASSEMBLY R&R	0.80	HR	130.00	104.00
085-14-050	PULLEY IDLER (EA.) R&R	0.40	HR	130.00	52.00

Continued

Spartan Distributors Auburn  
1050 N. Opdyke Rd  
Auburn Hills, MI 48326

ShopQuote# 28001598  
Location# 02  
Date 01/23/23  
Page 5 OF 5

\*\* Quotation \*\*

Y70000  
CHARTER TOWNSHIP OF YPSILANTI  
7200 HURON RIVER DR  
YPSILANTI, MI 48197

Ship To:  
YPSILANTI TOWNSHIP PARKS DEPT  
7200 HURON RIVER DR.  
GARAGE  
YPSILANTI, MI 48197

Qte Date:01/23/23 Phone: 734.740.5735  
Exp Date:01/24/23 Contact:JEFF  
W/B:Tom L. Burke

Terms:Net 10th  
Reps :34 /  
Ship-Via:UPS

-----> Job D Total ----->>> 1,462.14

-----> Description Of Repair Job E <-----  
20 CUSTOMER BILLABLE  
>> TRANSPORTATION <<  
TRANSPORTATION

PICKUP-DEL 1 EA 185.00 185.00  
PICKUP AND DELIVERY

-----> Job E Total ----->>> 185.00

Parts	Labor	Misc.	Sublet	Tax	Quote Total
2,022.84	1,940.00	185.00	0.00	0.00	4,147.84

Accepted:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Township Supervisor  
Brenda L. Stumbo  
Township Clerk  
Heather Jarrell Roe  
Township Treasurer  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

Trustees  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Request to authorize the agreement with the Washtenaw County Road Commission (WCRC) for the installation of 5 (five) speed bumps on Grand Boulevard for \$53,840 from account 101-446-982.000 contingent on budget amendment**

The Supervisor's Office is requesting for the board to authorize an agreement with the Washtenaw County Road Commission to install five speed bumps on Grand Boulevard between Forest Avenue and Holmes Road.

On December 6, 2022, the WCRC received and submitted to the Township petition signatures from residents of Grand Boulevard. Per WCRC rules, at least 51% must sign the petition to move forward. On December 21, 2022, Deputy Assessor Brian McCleery confirmed that the petition met this requirement.

On January 12, 2023, the WCRC sent an agreement, cost estimate, and proposed layout, attached.

Thank you for your consideration.

**AGREEMENT BETWEEN  
CHARTER TOWNSHIP OF YPSILANTI AND  
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install five (5) speed humps on Grand Boulevard between Forest Avenue and Michigan Avenue (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare documents for the Project; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$53,840.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

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**AGREEMENT SUMMARY**

Estimated Cost

**Installation of five speed humps on Grand Boulevard** **\$53,840.00**

FOR YPSILANTI TOWNSHIP:

\_\_\_\_\_  
Brenda L. Stumbo, Supervisor

\_\_\_\_\_  
Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

\_\_\_\_\_  
Barbara R. Fuller, Chair

\_\_\_\_\_  
Sheryl Soderholm Siddall, Managing Director

## PRELIMINARY ENGINEER'S ESTIMATE

Project: Speed Humps Installation  
 Location: Grand Blvd, Forest to Michigan, Ypsilanti Twp  
 Date: 01/11/2023



ITEM CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	NOTES
	SPEED HUMP INSTALLATION	5	EA	\$6,000.00	\$30,000.00	<i>Contractor Install</i>
	PVMT MKGS INSTALLATION	5	EA	\$1,750.00	\$8,750.00	<i>Contractor Install</i>
	TRAFFIC SIGNS	12	EA	\$310.00	\$3,720.00	<i>WCRC Install</i>
				SUBTOTAL	\$42,470.00	
				CE/INCID 15%	\$6,370.00	<i>Eng./Inspect. Costs</i>
				CONST EST	\$48,840.00	
	TRAFFIC CONTROL		LS		\$5,000.00	<i>Contractor Cost</i>
<b>PROJECT TOTAL:</b>					<b>\$53,840.00</b>	



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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Request to authorize the agreement with the Washtenaw County Road Commission (WCRC) for the replacement of 4 (four) speed bumps on Sweet Road in the amount of \$49,965 from account 101-446-982.000 contingent on budget amendment**

The Supervisor's Office is requesting for the board to authorize an agreement with the Washtenaw County Road Commission to replace four speed bumps on Sweet Road between Holmes Road and Clark Road.

These are 4 old HMA speed bumps, and replacement has been requested. Attached is an agreement from the WCRC to authorize the new speed bump installation for \$49,965.

Thank you for your consideration.

**AGREEMENT BETWEEN  
CHARTER TOWNSHIP OF YPSILANTI AND  
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install four (4) speed humps on Sweet Road between Holmes Road and Clark Road (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare documents for the Project; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$49,965.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

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**AGREEMENT SUMMARY**

Estimated Cost

**Installation of four speed humps on Sweet Road** **\$49,965.00**

FOR YPSILANTI TOWNSHIP:

\_\_\_\_\_  
Brenda L. Stumbo, Supervisor

\_\_\_\_\_  
Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

\_\_\_\_\_  
Barbara R. Fuller, Chair

\_\_\_\_\_  
Sheryl Soderholm Siddall, Managing Director

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Township Supervisor  
Brenda L. Stumbo  
Township Clerk  
Heather Jarrell Roe  
Township Treasurer  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Request to authorize the agreement with the Washtenaw County Road Commission (WCRC) for the replacement of 4 (four) speed bumps on Rue Willette Boulevard in the amount of \$49,965 from account 101-446-982.000 contingent on budget amendment**

The Supervisor's Office is requesting for the board to authorize an agreement with the Washtenaw County Road Commission to replace four speed bumps on Rue Willette Boulevard between Rue Deauville Boulevard and Clark Road.

These are 4 old HMA speed bumps, and replacement has been requested. Attached is an agreement from the WCRC to authorize the new speed bump installation for \$49,965.

Thank you for your consideration.

**AGREEMENT BETWEEN  
CHARTER TOWNSHIP OF YPSILANTI AND  
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install four (4) speed humps on Rue Willette Boulevard between Rue Deauville Boulevard and Clark Road (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare documents for the Project; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$49,965.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

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**AGREEMENT SUMMARY**

Estimated Cost

**Installation of four speed humps on Rue Willette Boulevard** **\$49,965.00**

FOR YPSILANTI TOWNSHIP:

\_\_\_\_\_  
Brenda L. Stumbo, Supervisor

\_\_\_\_\_  
Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

\_\_\_\_\_  
Barbara R. Fuller, Chair

\_\_\_\_\_  
Sheryl Soderholm Siddall, Managing Director

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Request to authorize the agreement with the Washtenaw County Road Commission (WCRC) for the replacement of 4 (four) speed bumps on Rue Deauville Boulevard in the amount of \$49,965 from account 101-446-982.000 contingent on budget amendment**

The Supervisor's Office is requesting for the board to authorize an agreement with the Washtenaw County Road Commission to replace four speed bumps on Rue Deauville Boulevard between Holmes Road and Clark Road.

These are 4 old HMA speed bumps, and replacement has been requested. Attached is an agreement from the WCRC to authorize the new speed bump installation for \$49,965.

Thank you for your consideration.



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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Request to accept the resignation of Ryan Hunter from the Planning Commission effective immediately**

Attached is Ryan Hunter's resignation from the Planning Commission. Ryan has been sworn in to the Township Board of Trustees, and the Planning Commission cannot have two Township Trustees. Gloria Peterson will continue to be the Township Trustee on the Planning Commission.

To fill vacancies on the Planning Commission, we will be posting them on our website and encouraging residents to apply by sending a resume and letter of interest.

Thank you for your consideration.

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**Fwd: Ypsilanti Township Planning Commission Resignation**

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**From :** Brenda Stumbo <bstumbo@ypsitownship.org>  
**Subject :** Fwd: Ypsilanti Township Planning Commission Resignation  
**To :** Elizabeth Cuellar <ecuellar@ypsitownship.org>

Wed, Feb 01, 2023 03:56 PM



**Brenda Stumbo**  
Township Supervisor  
Charter Township of Ypsilanti  
734.544.4000 Option 6  
ypsitownship.org

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Where Your Future Grows

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**From:** "Ryan Hunter" <rhunte12@gmail.com>  
**To:** "Brenda Stumbo" <bstumbo@ytown.org>  
**Sent:** Wednesday, February 1, 2023 3:42:32 PM  
**Subject:** Ypsilanti Township Planning Commission Resignation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Supervisor Stumbo,  
I am writing to communicate due to my recent appointment to Ypsilanti Township Board of Trustees I must regretfully resign my current position on Ypsilanti Township Planning Commission, effective immediately. I want to thank my fellow members of the commission for the opportunity to serve alongside them, and wish them every success for the future of our community. Thank you for the opportunity to learn and participate.

Best regards,  
Ryan Hunter

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Acceptance of the resignation of Ryan Hunter from the AAATA Board due to appointment on the Ypsilanti Township Board of Trustees**

Per AAATA CEO and their attorney since Ryan Hunter was appointed as Ypsilanti Township Trustee, the Michigan's Incompatible Public Office Act 566 of 1978 means he must resign from the AAATA board. Please see attached emails from Ryan Hunter and Matt Carpenter stating this reason for his resignation.

Thank you for your consideration.

**Fwd: Michigan's Incompatible Public Office Act 566 of 1978**

**From :** Brenda Stumbo <bstumbo@ypsitownship.org>  
**Subject :** Fwd: Michigan's Incompatible Public Office Act 566 of 1978  
**To :** Elizabeth Cuellar <ecuellar@ypsitownship.org>

Wed, Feb 01, 2023 03:22 PM  
📎 1 attachment



**Brenda Stumbo**  
Township Supervisor  
Charter Township of Ypsilanti  
734.544.4000 Option 6  
ypsitownship.org

Where Your Future Grows

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**From:** "Ryan Hunter" <rhunte12@gmail.com>  
**To:** "Brenda Stumbo" <bstumbo@ytown.org>  
**Sent:** Friday, January 27, 2023 11:56:55 AM  
**Subject:** Michigan's Incompatible Public Office Act 566 of 1978


CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Brenda,  
I have attached here the Michigan Law that states the incompatibility of public offices act. This is what was cited to me by Matt Carpenter, via Dykema, as the reason why I needed to resign from the AATA. In short; *Under Michigan's Incompatible Public Offices Act (MCL 15.181 et seq.), one cannot hold two offices at the same time that are incompatible with each other. One must resign from one of the two offices.*

Best,  
Ryan Hunter

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 **mcl-Act-566-of-1978.pdf**  
16 KB

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**Fwd: Township appointment vacancy on TheRide's board**

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**From :** Elizabeth Cuellar <ecuellar@ypsitownship.org> Thu, Feb 02, 2023 01:39 PM  
**Subject :** Fwd: Township appointment vacancy on TheRide's board 1 attachment  
**To :** Elizabeth Cuellar <ecuellar@ypsitownship.org>

**From:** "Matt Carpenter" <MCarpenter@theride.org>  
**To:** "Brenda Stumbo (bstumbo@ytown.org)" <bstumbo@ytown.org>  
**Cc:** "Ryan Hunter" <rhunte12@gmail.com>  
**Sent:** Thursday, January 26, 2023 5:33:57 PM  
**Subject:** Township appointment vacancy on TheRide's board

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Supervisor Stumbo,

We are happy for Ryan Hunter as he begins his new role with the Ypsilanti Township Board of Trustees. However, due to the state's [Incompatible Public Offices Act](#), Ryan will need to resign from our board. This means that the Township's position on our board will be vacant. You and your Board now have an opportunity to appoint a new member to the TheRide's Board of Directors. I should note that you will be appointing someone to finish the remainder of Ryan's current 5-year term which expires at the end of April 2024. This is how all partial terms are handled. After 2024, you will have a full 5-year appointment. We will seat your next appointee as soon as possible after your decision is finalized.

We look forward to hearing from the Township about your appointment process. I'll note that TheRide often assists with recruitment of new board members in Ann Arbor and Ypsilanti, and we would be happy to assist the Township as well, upon your request. Please let us know if we can be of any assistance.

Thank you,

-Matt



**Matt Carpenter**

Chief Executive Officer

TheRide // Ann Arbor Area Transportation Authority

Dawn Gabay Operations Center, 2700 S. Industrial Hwy., Ann Arbor, MI 48104

**Email:** [mcarpenter@theride.org](mailto:mcarpenter@theride.org) // **Web:** [TheRide.org](http://TheRide.org)

Ph: (734) 794-1767

Fx: (734) 973-6338

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

---

**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Recommend appointment of Monica Ross-Williams to AAATA Board to finish the remainder of Ryan Hunter's term expiring April 2024**

I would like to recommend the appointment of Monica Ross-Williams to serve on the AAATA board for the remainder of Ryan Hunter's current 5 year term, expiring at the end of April 2024. Monica has experience on various boards and committees and has goals she will be bringing to the AAATA board that will serve Ypsilanti Township as a whole. Attached please find Monica Ross-Williams' letter of interest and resume.

Thank you for your consideration.

**Fwd: AAATA Transportation Board Representative | Letter of Interest | Ypsilanti Charter Township Government**

**From :** Brenda Stumbo <bstumbo@ypsitownship.org>

Wed, Feb 01, 2023 03:20 PM

**Subject :** Fwd: AAATA Transportation Board Representative | Letter of Interest | Ypsilanti Charter Township Government

📎 1 attachment

**To :** Elizabeth Cuellar <ecuellar@ypsitownship.org>



**Brenda Stumbo**  
Township Supervisor  
Charter Township of Ypsilanti  
734.544.4000 Option 6  
ypsitownship.org

Where Your Future Grows

---

**From:** "Monica Ross-Williams, MBA; LIA" <monicarw@mrwsolutionsgroup.com>  
**To:** "Brenda Stumbo" <bstumbo@ytown.org>  
**Sent:** Tuesday, January 31, 2023 10:49:53 PM  
**Subject:** AAATA Transportation Board Representative | Letter of Interest | Ypsilanti Charter Township Government

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

-----  
Supervisor Stumbo,

Good day!

I would like to express interest in an appointment for the Ann Arbor Area Transportation Authority Board Representative on behalf of Ypsilanti Charter Township Board of Trustees.

On behalf for interest for this position, I have served previously on the following Boards or Committees:

- Washtenaw Area Transportation Authority (WATS) - Policy Committee - Term 2016-2020.
- Southeastern Michigan Council of Governments (SEMCOG) - Committee Member - SEMCOG Regional Master Plan - Published in 2019 - Committee Member 2018-2019.

- Ypsilanti Charter Township - Ypsilanti Township Board of Trustees - Trustee - Term 2016-2020.

While serving as a Policy Committee Member of (WATS) for Ypsilanti Township, I successfully lobbied for inclusion inside the 2040 Washtenaw Area Transportation Master Plan two areas where road and pedestrian safety improvements were needed at that time in Ypsilanti Township:

- US-12 Freeway between the I-94 (Entry/Exit) to the Border Line of Wayne County including improved sight of vision landscaping, H.A.W.K. - High Intensity Activated CrossWalk, reduction of speed limit for safe pedestrian traffic across US-12 and increased pedestrian signage connecting communities to Ford Blvd & Ecorse and increased lighting.
- For the Huron/Whittaker/I-94 Street Bypass into South Ypsilanti Township to and from the City of Ypsilanti for safe pedestrian walkways and crosswalks, safety barriers on the I-94 Bypass for pedestrian traffic and walkways leading from the City of Ypsilanti to the Paint Creek Shopping Center.

Additionally, both projects were included inside the SEMCOG Regional Area Master Plan for necessary improvements after over 30 years of the areas not receiving the proper highlights for Transportation and Pedestrian safety.

The goal(s) if appointed to serve the Citizens of Ypsilanti Charter Township as the AAATA Transportation Board Representative are as followed:

- Increase A-Ride Transportation availability to the South Side Area of Ypsilanti Township.
- Create a Public Transportation Route to cover Textile Road to Whittaker Road in the South Area of Ypsilanti Township
- Initiate a Public Transportation Route to cover Lincoln Consolidated High School during the Public School Year - as it is the only Public High School without a Public Transportation Route connection.
- Propose a Public Transportation Route on Holmes Road to River Prospect Road on the North Side Area of Ypsilanti Township.
- Constitute a Public Transportation Route on Hewitt Road to Huron River Drive for the West Side Area of Ypsilanti Township.

Please review the attached CV/Resume below. Thank You in advance for consideration with the AAATA Transportation Board Representative position for Ypsilanti Charter Township and please let me know if you have any questions.

Monica Ross-Williams, MBA; LIA | **Founding Partner - [MRW Solutions Group](#)**  
Licensed Life, Health & Wealth Management Consultant (MI, OH, NY, TX, VA, NC, SC & AZ)  
**NATIONAL:** 866-630-6338 | **LOCAL:** 734-328-3025 | **FAX:** 844.320.3428



Sender notified by  
[Mailtrack](#)

# Monica Ross-Williams

2150 Chevrolet Street Ypsilanti, Michigan 48198 - EMail: [info@mrwsolutionsgroup.com](mailto:info@mrwsolutionsgroup.com)

Phone-734-328-3025

## Skills Summary

- **Fifteen Years of Municipal Government, 501c3-Non Profit Community Association Board & Leadership Experience** – Honorable Elected Official - Trustee, Organizational Leadership Manager, Strategic Director and Treasurer.
- **Twenty years Promotional Sales/Brand Marketing/Field Management** experience with Marketing, Sales, Retail and Business Development Areas.
- **Seventeen years of Human Resources experience with Payroll, Bookkeeping Recruitment, Training, Promotion**, Performance Reviews and Termination with increasing responsibility.
- **Licensed Life, Health and Accident Insurance Producer** NPN 19605151 (Michigan, Ohio, Virginia, North Carolina, South Carolina, Texas, Arizona & New York) & **General Agency** - NPN 0141295 (Michigan).
- **Strong computer skills in Office 365, Linux (Chrome) operating systems, Google Drive Suite, Hubspot, Salesforce, Zoom & Google Hangouts Remote Conferencing, Redash, Slack, Linked in Sales Navigator, Intercom, PeopleSoft, Quickbooks & Freshbooks Payroll Software, Salesforce & Microsoft 365 CRM Systems.**

## Employment History

### **Founding Partner/Owner/Executive Director**

Belleville, Michigan

Founding Partner and Owner of MRW Solutions Group, LLC a Life, Wealth and Health Management Consultant firm servicing Michigan, Ohio, South Carolina, Virginia, New York, Texas & Arizona; General Agency in the State of Michigan.

### **MRW Solutions Group, LLC**

September 2020-Present

### **Accomplishments**

- Building relationships with clients as Full Service Insurance Brokerage for Life Insurance, Annuities, Wealth Management, Health Insurance, Medicare, Medicare Supplements/Advantage, Indemnity Product Lines.
- Licensed National Producer (LNPN) for Life, Health and Wealth Insurance Products in eight States Michigan, Ohio, New York, North Carolina, South Carolina, Virginia, Texas & Arizona - NPN 19605151 & General Agency in Michigan NPN 0141295.
- Executive Director of the MRW Solutions Group, LLC affiliated Educate. | Seminar Series & Events providing Insurance, Life, Health, Wealth and Technology Education with over 20 Community Partners in Southern Michigan.

### **Community Relations Manager**

Dearborn Heights, Michigan

Community Relations & Communications Manager for a Nationwide rapidly growing company of primary care centers for adults on Medicare in medically-underserved communities.

### **Oak Street Health**

Jan. 2020- August 2020

### **Accomplishments**

- Establishing connections and building relationships with community leaders that have access to our patient population of older adults on Medicare.
- Creating print materials, marketing strategy, outreach methodology to reach out to civic leaders, business community, seniors housing & activity coordinators and community partners.
- Contact community leaders to create events and opportunities for our Outreach Associates to present the values of Oak Street Health to the community, and to bring eligible prospective patients into our centers.
- Regular prospecting service coordinators at senior buildings, police districts, libraries, churches, park districts, senior groups, social services organizations, food pantries, and other community resource centers serving seniors.
- Coordinating all details of the events with Oak Street employees to ensure that catering, materials, scheduling are all in sync.

### **Account Executive**

Farmington Hills, Michigan

Account Executive for a Southeastern Michigan based software and digital products (cloud based) service organization enhancing client development and account management.

### **Softura LLC/Digital Signup**

Dec. 2018- January 2020

### **Accomplishments**

- Qualifying C-Level prospects to illustrate the value of products and services to create growth opportunities; compile and analyze data to identify trends via presentation of software products.
- Acquiring information on decision makers at Public, Charter and Private school Organizations, Child Care Facilities and Community Education using targeted procurement methods to reach decision makers using a consultative selling model.



- Using a strategic sales campaign methodology combining making contacts via email, phone call (cold/warm) for video conference and/or in person software product demonstrations with territory management.
- Procuring upwards of \$1M of renewal revenue for the Company, using systematic sales methodologies with scheduled callbacks and email follow ups in Dynamics CRM.

### **Senior Business Development Representative**

Redwood City, CA (Remote)

**Hapara.com**

May 2016-Nov. 2018

Lead Business Development Representative for Redwood City, CA based International K-12 Technology Company providing business intelligence and decision support platform for educators using a Consultative Selling model

### **Accomplishments**

- Acquiring information and engagement of C-Level decision-makers of Public, Charter and Private School Organizations introducing the Hapara Platform, achieved 85% cold/warm call conversion ratio setting appointments at Educational Conferences.
- Procuring upwards of \$2.5 M and renewal revenue for the Company, using systematic sales methodologies with scheduled callbacks and email follow ups in Salesforce CRM and Zoom Presentation for qualifying prospects.
- Identify emerging markets along with market shifts, while being fully aware of new products' educational competitors status.
- Promote strong, long-lasting customer relationships with school administrators, business managers, buyers and key decision makers and understanding their needs with client accounts.

### **Community Market Manager**

Detroit, Michigan

**Nextdoor.com (Contractual)**

Jan. 2014-April 2016

Community Organization Specialist for a Silicon Valley, CA based Technology Company, focused on growing web based interpersonal communication amongst defined neighborhoods in the Northwest Detroit region.

### **Accomplishments**

- Exceeded the Contractual Role goal of starting new growth neighborhoods within the eight months assignments by adding 160 new community boundaries from the initial expectation of 65 – achieving 170% to goal ratio.
- Daily One-on-One meetings, Neighborhood Watch or Associations Organizations events, informational sessions with Elected Public Officials and Small/Medium Sized Business Partners, presented Nextdoor.com as the Premier, Secure web based tool to expand as an informational resource for communities.
- Actively engaged residents of the Northwest Detroit Community by leading as a Peer Trainer educational learning sessions at local libraries on a weekly basis, the features, benefits and advantages of using the Nextdoor.com website and how to encourage fellow neighborhood residents' interest in joining the site.

## **Education**

**Master of Business Administration (M.B.A.)** - Organizational Leadership-Cleary University- 3.7 Grade Point Average.

**Licensed Insurance Producer/Agent (L.I.A.)** - Michigan Department of Insurance & Financial Services (DIFS) & in Ohio, South Carolina, Virginia, New York, Texas & Arizona.

**Licensed General Producer (Agency) (L.G.P.)** - Michigan Department of Insurance & Financial Services (DIFS) in Michigan

## **Community & Volunteer**

**Elected Official - Ypsilanti Township Government - Trustee** - Ypsilanti Township, Michigan - November 2016 - November 2020 | **Elected Official - Park Commissioner** - May 2011 - November 2016

Current Elected Trustee for Ypsilanti Township, Michigan, the 7th largest Township Municipally in the State of Michigan with a population of approximately 57,000 residents. Fiduciary for a \$40-45 Million Municipal Unit Annual Budget, Facilitator and Project Manager on the following public works and recreational projects:

- YpsiCOMMUNITY Skatepark w/ Capital Funding partnerships from Ralph J. Wilson & Tony Hawk Foundation
- Iron Belle/Washtenaw County Border-to-Border Trail Expansion in Ypsilanti Township - \$3.5 M
- Green Oaks Golf Course Upgrades - \$750K
- US-12/I-94 Huron Street Transportation Safety Project in Partnership w/ Michigan Department of Transportation & Washtenaw County Road Commission (Phase I & II) - \$16 M
- Ypsilanti Township 2040 - Economic Development Plan - Municipal/Parks & Recreation - \$400K
- Southeastern Michigan Council of Governments (SEMCOG) - Seven County Regional Parks & Recreation & 21st Century Job Skills Master Plans 2018-2023 - \$1.5M

**Cleary University Alumni Board of Directors - V.P. of Graduate Population - Howell,  
Michigan - 2020 - Present | Treasurer - 2018-2020**

Current Elected V.P. of Graduation Population on the Cleary University Alumni Board of Directors serving over 40,000 Alumnus of the Higher Education institution, founded in 1883.

**Ann Arbor Area YMCA Board of Directors - Board Member - Ann Arbor, Michigan March  
2019 - 2021**

Current Board Member of the Ann Arbor Area YMCA servicing the Washtenaw County, Michigan region with a population of over 367,000 residents.

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE SUPERVISOR —

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**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

**RE: Recommend reappointment of Larry Doe to Ypsilanti Community Utilities Authority (YCUA) Board for 3 years ending 12/31/2025**

I would like to recommend the reappointment of Larry Doe to serve on the Ypsilanti Community Utilities Authority for a 3 year term ending 12/31/2025.

Thank you for your consideration.

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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— ACCOUNTING DEPARTMENT —

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**Trustees**  
John Newman II  
Gloria Peterson  
Debbie Swanson

**TO:** The Charter Township of Ypsilanti

**FROM:** Javonna Neel, Accounting Director

**DATE:** February 2, 2023

**SUBJECT:** **Request to open a new fund for the Opioid Settlement. This would be Fund 284 Opioid Settlement fund with revenue line 284-000-685.000 Opioid Settlement revenue and expenditure line 284-631-962.000 Opioid Remediation.**

**Request to add budget of \$19,985 to revenue line 284-000-685.000 for Opioid Settlement and \$19,985 to expenditure line 284-631-962.000 for Opioid Remediation.**

Last year the Township applied through the Michigan Attorney General's Office to be participants of the National Opioid Settlement. The Township was awarded settlement funds for multiple Janssen payment of 5 years for a total of \$14,946.62 and funds for multiple Distributor payments of 2 years for a total of \$5,037.45. The settlement payment schedule shows 18 year payment periods. I will inform the Board when I have more information.

Respectfully,

Javonna Neel  
Accounting Director

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #1**

February 7, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

<b>101 - GENERAL OPERATIONS FUND</b>	<b>Total Increase</b>	<b>\$228,735.00</b>
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Request to increase the budget for emergency repairs to the elevator at the Civic Center . This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$25,000.00
		<b>Net Revenues</b>	<b>\$25,000.00</b>
Expenditures:	Non Reoccurring R & M - Civic	101-265-931.020	\$25,000.00
		<b>Net Expenditures</b>	<b>\$25,000.00</b>

Request to increase the budget for the installation of 4 speed humps on Sweet Road to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$49,965.00
		<b>Net Revenues</b>	<b>\$49,965.00</b>
Expenditures:	Highway & ST-Road Construction	101-446-982.000	\$49,965.00
		<b>Net Expenditures</b>	<b>\$49,965.00</b>

Request to increase the budget for the installation of 4 speed humps on Rue Willette Boulevard to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$49,965.00
		<b>Net Revenues</b>	<b>\$49,965.00</b>
Expenditures:	Highway & ST-Road Construction	101-446-982.000	\$49,965.00
		<b>Net Expenditures</b>	<b>\$49,965.00</b>

Request to increase the budget for the installation of 4 speed humps on Rue Deauville Boulevard to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$49,965.00
		<b>Net Revenues</b>	<b>\$49,965.00</b>
Expenditures:	Highway & ST-Road Construction	101-446-982.000	\$49,965.00
		<b>Net Expenditures</b>	<b>\$49,965.00</b>

**CHARTER TOWNSHIP OF YPSILANTI  
2023 BUDGET AMENDMENT #1**

February 7, 2023

**101 - GENERAL OPERATIONS FUND**

Request to increase the budget for the installation of 5 speed humps on Grand Boulevard to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	<u>\$53,840.00</u>
		Net Revenues	<u><u>\$53,840.00</u></u>
Expenditures:	Highway & ST-Road Construction	101-446-982.000	<u>\$53,840.00</u>
		Net Expenditures	<u><u>\$53,840.00</u></u>

**213 - BIKE, SIDEWALK, REC, ROADS FUND (BSRII)**

**Total Increase \$85,348.00**

Request to add an equipment maintenance line and increase the budget for repair of Parks and Ground 5 Toro Groundsmaster mowers. This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	213-000-699.999	<u>\$38,848.00</u>
		Net Revenues	<u><u>\$38,848.00</u></u>
Expenditures:	Equipment Maintenance	213-753-933.000	<u>\$38,848.00</u>
		Net Expenditures	<u><u>\$38,848.00</u></u>

Request to increase the budget for professional engineering service of OHM for Ridge Road Sidewalk Survey . This will be funded by an Appropriation of Prior Year Fund Balance.

Revenues:	Prior Year Fund Balance	213-000-699.999	<u>\$46,500.00</u>
		Net Revenues	<u><u>\$46,500.00</u></u>
Expenditures:	Professional Services	213-753-801.000	<u>\$46,500.00</u>
		Net Expenditures	<u><u>\$46,500.00</u></u>

Motion to Amend the 2023 Budget (#1)

Move to increase the General Fund budget by \$228,735 to \$12,616,044 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads (BSRII) Fund budget by \$85,348 to \$2,932,222 and approve the department line item changes as outlined.

# OTHER BUSINESS

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# **BOARD MEMBER UPDATES**

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