

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

HEATHER JARRELL ROE

Treasurer

STAN ELDRIDGE

Trustees

RYAN HUNTER

JOHN P. NEWMAN II

GLORIA PETERSON

DEBBIE SWANSON

February 21, 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 21, 2023

5:00pm

1. AGENDA REVIEWSUPERVISOR STUMBO
2. OTHER DISCUSSION..... BOARD MEMBERS

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

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



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SWANSON

REGULAR MEETING AGENDA

TUESDAY, FEBRUARY 21, 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 FEBRUARY 7, 2023 WORK SESSION AND REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR FEBRUARY 21, 2023 IN THE AMOUNT OF \$794,250.70
 2. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR JANUARY 2023 IN THE AMOUNT OF \$ 47,058.88
 3. CLARITY HEALTHCARE ADMIN FEE FOR JANUARY 2023 IN THE AMOUNT OF \$ 1,466.99
 - C. TREASURER'S REPORT JANUARY 2023
5. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. REQUEST TO APPROVE THE PROPOSAL FROM OHM FOR CONSTRUCTION SERVICES FOR THE HEWITT ROAD FIRE STATION PARKING LOT IMPROVEMENTS IN THE AMOUNT OF \$30,800.00 BUDGETED IN LINE ITEM 217-901-976-005
2. REQUEST TO CREATE AND FILL A SENIOR PLANNER POSITION
3. REQUEST TO SUBMIT THE 2023 CDBG APPLICATION FOR CONTINUED ALLOCATION OF FUNDS FOR THE APPLERIDGE PARK AREA IMPROVEMENTS
4. RESOLUTION 2023-02, AUTHORIZING THE WATER RESOURCES COMMISSIONER TO EXCEED THE STATUORY SPENDING AND ASSESSMENT LIMIT OF FIVE THOUSAND DOLLARS (\$5,000.00) PER YEAR FOR THE MAINTENANCE AND REPAIR

OF THE SINES EXTENSION DRAIN IN THE AMOUNT OF \$35,000 BUDGETED IN LINE ITEM 101-445-818.025

5. REQUEST APPOINTMENT OF POLICE SERVICES COMMITTEE TO VERIFY THE ACTUAL COSTS OF OUR POLICE SERVICES UNIT CONTRACT WITH WASHTENAW COUNTY AND WASHTENAW COUNTY SHERIFF'S DEPARTMENT
6. REQUEST TO APPROVE 2ND AMENDMENT TO THE EXISTING AGREEMENT WITH THE COMMUNITY PUBLISHING & MARKETING FOR RESIDENT MAILER SERVICES IN THE AMOUNT OF \$19,000 BUDGETED IN LINE ITEM 226-528-900.000 AND 230-754-880.000 AND 101-267-900.000
7. REQUEST TO APPROVE RENEWAL OF MICHIGAN INDIGENT DEFENSE COMMISSION FOR THE YEARS 2022 AND 2023 AS BUDGETED IN LINE ITEM 101-287-801.007
8. REQUEST TO APPROVE TRASH CAN PURCHASE FOR PARKS IN THE AMOUNT OF \$18,998 BUDGETED IN LINE ITEMS 213-753-931.004 AND 213-753-931.775
9. BUDGET AMENDMENT #2

AUTHORIZATIONS AND BIDS

1. REQUEST AUTHORIZATION TO SEEK QUOTES FOR THE YPSILANTI TOWNSHIP SIDEWALK ANNUAL SIDEWALK REPAIR PROGRAM
2. REQUEST AUTHORIZATION TO SEEK QUOTES FOR THE YPSILANTI TOWNSHIP SIDEWALK ANNUAL SIDEWALK REPLACEMENT PROGRAM
3. REQUEST AUTHORIZATION TO SEEK QUOTES FOR THE YPSILANTI TOWNSHIP PLAYGROUND MULCH INSTALLATION PROGRAM

OTHER BUSINESS

BOARD MEMBER UPDATES

PUBLIC COMMENTS

CONSENT AGENDA

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING

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

Members Present: Supervisor Brenda Stumbo, Clerk Heather Jarrell Roe and Treasurer Stan Eldridge
Trustees: Ryan Hunter, John Newman II, Gloria Peterson and Debbie Swanson

Members Absent: None

Legal Counsel: Wm. Douglas Winters

4. PUBLIC COMMENTS

Four public comments were given.

5. 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 IN THE AMOUNT OF \$1,026,511.68**

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

The motion passed unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

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

NEW BUSINESS

- 1. REQUEST FROM MEN LIKE US FOR APPROVAL OF A LOCAL GOVERNING BODY RESOLUTION FOR A CHARITABLE GAMING LICENSE**

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to table the request from Men Like Us for approval of a Local Governing Body Resolution for a Charitable Gaming License.

The motion passed unanimously

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING
PAGE 2**

2. REQUEST OF LORRIE THOMAS TO APPEAL FEES FOR A FREEDOM OF INFORMATION ACT (FOIA) REQUEST

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to deny the request of Lorrie Thomas to appeal fees for a Freedom of Information Act (FOIA) request.

Clerk Jarrell Roe reviewed the request made by the petitioner. Supervisor Stumbo stated she supported the recommendation of the clerk.

The motion carried unanimously.

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 #101-265-931-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT

A motion was made by Treasurer Eldridge and seconded by Trustee Hunter to approve the low bid from MEI Total Elevator Solution for Repairs to the Civic Center elevator in the amount of \$25,627.62 budgeted in line item #101-265-931-000 contingent upon approval of the budget amendment.

Supervisor Stumbo stated these repairs were required by the State of Michigan from a recent inspection. She also thanked Michael Saranen for his work getting quotes for this and for getting the elevator repaired as quickly as possible.

The motion carried unanimously.

4. REQUEST TO APPROVE AN AMENDMENT TO THE CONTRACT WITH WASHTENAW COUNTY FOR POLICE SERVICES WITH A TERM ENDING DECEMBER 31, 2026

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve an amendment to the contract with Washtenaw County for police services with a term ending December 31, 2026 (see attached).

Supervisor Stumbo stated the biggest change to this contract is the county requiring the township to apply for a \$30,000.00 grant from the funds from the mental health millage and public safety millage. She stated the cost has increased significantly after not having any significant increases over the last four years. Supervisor Stumbo added she is very concerned about the change in the financial structure and how the Washtenaw County Sheriff's Department is funded from Washtenaw County. Supervisor Stumbo stated she is very happy with the deputies that are currently patrolling our community.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING
PAGE 3**

Monica Ross Williams stated that Ypsilanti Township taxpayers already pay a millage for police services and she does not understand why the township is now being asked to apply for a grant.

John Hollingsworth stated that he did not understand the need for the sheriff to use mental health funds.

Clerk Jarrell Roe stated that there is normally a meeting every Monday with representatives from the sheriff's office to discuss critical incidents in the township and that four hours before that meeting on Monday it was cancelled by Sheriff Clayton. She added that Sheriff Clayton had been invited to tonight's board meeting and that it was disappointing that he did not attend to answer questions. Clerk Jarrell Roe added that the change in how the township will receive dollars that our residents voted for in the middle of a millage does not sit right.

Trustee Swanson stated that she has concerns about the millage and what taxpayers are paying for and that it does not seem fair to change the process this far into the millage.

Trustee Hunter stated that it was disappointing that leadership from the sheriff's office was not in attendance tonight and he would encourage them to be present in the future.

Attorney Winters stated that he was concerned with the police contract and also another contract that Washtenaw County had entered into with the Supreme Felons. He added that in the contract with Supreme Felons it states that they are going to establish a regular dispatch and patrol system in the 48197 and 48198 zip codes. Attorney Winters added that no one had asked the township about patrols of this nature and that he is concerned about liability issues.

Ardis Lewis, Jr. stated that he thought it would be helpful to have patrols in the neighborhoods because of personal relationships with the kids and parents in the neighborhoods it may be more impactful.

Supervisor Stumbo stated that in the past a person doing patrol had tackled someone and that she is concerned about the liability of citizens patrolling the neighborhoods. She added that she is not sure what neighborhoods are suggested for patrol because she has not been given any information. Supervisor Stumbo stated that she had contacted Greg Dill, because he is a signatory on the Supreme Felons contract and that stated he was not aware of them patrolling.

Clerk Jarrell Roe confirmed the motion to be "to approve the amendment to the contract with the Washtenaw County Sheriff's Office for police services with the understanding the fulltime officials would meet with the county administrator and the sheriff and authorizing signing the contract".

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING
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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

A motion was made by Treasurer Eldridge and seconded by Trustee Swanson 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

There was no discussion.

The motion carried unanimously.

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

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

There was no discussion.

The motion carried unanimously.

7. REQUEST 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

A motion was made by to approve the request 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.

Supervisor Stumbo stated this was discussed in the work session

The motion passed unanimously.

8. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION OF FIVE (5) SPEED HUMPS ON GRAND BLVD. IN THE AMOUNT OF \$53,840.00 BUDGETED IN LINE ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT

**CHARTER TOWNSHIP OF YPSILANTI
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A motion was made by Clerk Jarrell Roe and seconded by Trustee Swanson to approve the agreement with the Washtenaw County Road Commission for the installation of five (five) speed humps on Grand Blvd. in the amount of \$53,840.00 budgeted in line item #101-446-982-000 contingent upon approval of the budget amendment.

The motion passed unanimously.

9. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION 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

A motion was made by Trustee Hunter and seconded by Trustee Peterson to approve the agreement with the Washtenaw County Road Commission for the installation 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.

The motion passed unanimously.

10. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION OF FOUR (4) SPEED HUMPS ON RUE WILLETTE IN THE AMOUNT OF \$49,965.00 BUDGETED IN LINE ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve the agreement with the Washtenaw County Road Commission for the installation of four (4) speed humps on Rue Willette in the amount of \$49,965.00 budgeted in line item #101-446-982-000 contingent upon approval of the budget amendment.

The motion passed unanimously.

11. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION OF FOUR (4) SPEED HUMPS ON RUE DEAUVILLE IN THE AMOUNT OF \$49,965.00 BUDGETED IN LINE ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to approve the agreement with the Washtenaw County Road Commission for the installation of four (4) speed humps on Rue Deauville in the amount of \$49,965.00 budgeted in line item #101-446-982-000 contingent upon approval of the budget amendment.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING
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The motion passed unanimously.

12. REQUEST TO ACCEPT THE RESIGNATION OF RYAN HUNTER FROM THE PLANNING COMMISSION EFFECTIVE IMMEDIATELY

A motion was made by Treasurer Eldridge and seconded by Clerk Jarrell Roe to accept the resignation of Ryan Hunter from the Planning Commission effective immediately.

The motion passed unanimously.

13. REQUEST TO ACCEPT THE RESIGNATION OF RYAN HUNTER FROM THE AAATA BOARD EFFECTIVE IMMEDIATELY

A motion was made by Clerk Jarrell Roe and seconded by Treasurer Eldridge to accept the resignation of Ryan Hunter from the AAATA Board effective immediately.

The motion passed unanimously.

14. REQUEST TO APPROVE THE APPOINTMENT OF MONICA ROSS WILLIAMS TO THE AAATA BOARD WITH A TERM EXPIRING APRIL 2024

A motion was made to approve the request to appoint Monica Ross Williams to the AAATA Board with a term expiring April 2024.

The motion passed unanimously.

15. REQUEST TO APPROVE THE REAPPOINTMENT OF LARRY DOE TO THE YPSILANTI COMMUNITY UTILITIES AUTHORITY BOARD FOR A TERM ENDING DECEMBER 31, 2025

A motion was made by Treasurer Eldridge and seconded by Trustee Swanson to approve the reappointment of Larry Doe to the Ypsilanti Community Utilities Authority Board for a term ending December 31, 2025

The motion passed unanimously.

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

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

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The motion passed unanimously.

17. Budget Amendment #1

Clerk Jarrell Roe read the budget amendment into the record.

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to approve Budget Amendment #1

The motion passed unanimously.

BOARD MEMBER UPDATES

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

Motion carried unanimously.

The meeting was adjourned at approximately 8:18pm.

Respectfully Submitted,

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

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7 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: Ryan Hunter, John Newman II, Gloria Peterson, and Debbie Swanson

Members Absent: None

Legal Counsel: Wm. Douglas Winters

AGENDA

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

AGENDA REVIEW

NEW BUSINESS

- 1. **REQUEST FROM MEN LIKE US FOPR APPROVAL OF A LOCAL GOVERNING BODY RESOLUTION FOR A CHARITABLE GAMING LICENSE**

Clerk Jarrell Roe explained that a local governing body approval is required for any petitioner looking to become qualified by the State of Michigan for a charitable gaming license. She further explained that all previous examples that she was able to locate followed the same process of coming to the board, however, this was the first Michigan Millionaires” request. Discussion among the board members led to more questions about the type of license, when the event would be held, and the location. The board members had further questions and let the petitioner know that this would likely be tabled for gather more information.

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MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION
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2. REQUEST OF LORRIE THOMAS TO APPEAL FEES FOR A FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Clerk Jarrell Roe went over the memo that was included in the packet and explained the process of how FOIA fees are determined. Supervisor Stumbo also noted that this is only the second time something like this has come before the board.

3. REQUEST TO APPROVE THE LOW BID FROM MEI TOTAL ELEVATOR SOLUTIONS FOR REPAIRS TO THE CIVIC CENTER ELEVATOR IN THE AMOUNT OF \$25,627.32 BUDGETED IN LINE ITEM #101-265-931-020 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT

Supervisor Stumbo explained the elevator repair that is required to continue operation.

4. REQUEST TO APPROVE AN AMENDMENT TO THE CONTRACT WITH WASHTENAW COUNTY FOR POLICE SERVICES WITH A TERM ENDING DECEMBER 31, 2026

Supervisor Stumbo explained the contract and expressed concern over the new grant process. The board members echoed these concerns.

5. REQUEST TO APPROVE THE PROPOSAL FROM OHM FOR A CONCEPTUAL AND FEASIBILITY STUDY FOR THE PACKARD ST. AND HEWITT RD ON THE AMOUNT OF \$9,500,00 BUDGETED IN LINE ITEM #213-753-801-000

Supervisor Stumbo explained the use of the feasibility study to receive grants for these requested infrastructure projects. Matt Parks from OHM was present and added that these studies help to identify possible issues that may arise before projects begin.

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

Supervisor Stumbo explained the need for a preliminary design in the easement in order to receive grants to build bus shelters.

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MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION
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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 ARRIVAL OF THE BUDGET AMENDMENT

Supervisor Stumbo explained repairing the Toro mowers instead of selling them and buying new ones. She expressed that the process has worked very well in the past.

8. REQUEST TO APPROVE THE AGREEMENT WITH THE WASHTENAW COUNTY ROAD COMMISSION FOR THE INSTALLATION OF FIVE (5) SPEED BUMPS 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

Supervisor Stumbo explained residents petitioned for these speed humps with the Washtenaw County Road Commission. The road commission will be bidding out the speed humps and requests the Ypsilanti Township finalize the agreements and commit to them.

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

Supervisor Stumbo introduced this agenda item to the board. The board discussed how often the speed humps typically need to be replaced and material used to construct high quality speed humps.

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

Supervisor Stumbo introduced this agenda item to the board. The board discussed how often the speed humps typically need to be replaced and material used to construct high quality speed humps. Clerk Roe mentioned a resident on Rue Willette who remembered when the speed humps were first installed.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION
PAGE 4**

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

Supervisor Stumbo introduced this agenda item to the board. The board discussed how often the speed humps typically need to be replaced and material used to construct high quality speed humps.

12. REQUEST TO ACCEPT THE RESIGNATION OF RYAN HUNTER FROM THE PLANNING COMMISSION EFFECTIVE IMMEDIATELY

Trustee Ryan Hunter resigns from the planning commission. Only one board member can serve on the planning commission at a time and Trustee Gloria Peterson is already serving in this capacity.

13. REQUEST TO ACCEPT THE RESIGNATION OF RYAN HUNTER FROM THE AAATA BOARD EFFECTIVE IMMEDIATELY

Trustee Ryan Hunter resigns from the AAATA Board due to Michigan law requiring no township board members to serve on both boards.

14. REQUEST TO APPROVE THE APPOINTMENT OF MONICA ROSS WILLIAMS TO THE AAATA BOARD WITH A TERM EXPRING APRIL 2024

Monica Ross Williams is recommended by Supervisor Stumbo to fill the place of now Trustee Ryan Hunter.

15. REQUEST TO APPROVE THE REAPPOINTMENT OF LARRY DOE TO THE YPSILANTI COMMUNITY UTILITIES BOARD FOR A TERM ENDING DECEMBER 31, 2025

Supervisor Stumbo stated there was a request to reappoint Larry Doe to the YCUA Board.

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MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION
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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

Supervisor Stumbo explained that due to the recent opioid settlements the township would need to discuss creating new places for the revenue to come in. Accounting Director Neill explained the settlement terms and mentioned Community Resource Director Laurie Lutomski who will assist in developing recommendations for the new revenue.

17. BUDGET AMENDMENT #1

Supervisor Stumbo listed the budget amendment items as the emergency elevator repair, installation of new speed humps on E. Grand Boulevard and the replacement of old speed humps on Rue Willette, Rue Deville and Sweet Rd., Toro Groundsmaster mower repairs, and professional services for sidewalks.

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 recommended.

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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**

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 21, 2023 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	396,083.84
HAND CHECKS -	\$	384,775.23
CREDIT CARD PURCHASES-	\$	<u>13,391.63</u>
GRAND TOTAL -	\$	794,250.70

Clarity Health Care Deductible –

ACH EFT -	\$47,058.88 (JAN)
ADMIN FEE -	\$1,466.99 (JAN)

02/16/2023 02:19 PM
User: mharris
DB: Ypsilanti-Twp

Check Date	Check	Vendor Name	Amount
Bank AP AP			
02/03/2023	192864	JOHN R KAAS	21.64
02/06/2023	192865	COMCAST CABLE	258.86
02/06/2023	192866	CONSTELLATION NEW ENERGY	9,690.21
02/06/2023	192867	MICHIGAN MUNICIPAL LEAGUE	213,427.00
02/06/2023	192868	STANDARD INSURANCE COMPANY	4,490.19
02/06/2023	192869	UNEMPLOYMENT INSURANCE AGENCY	7,620.00
02/06/2023	192870	YPSILANTI COMMUNITY	1,906.41
02/08/2023	192871	STATE OF MICHIGAN - MDOT	11,553.79
02/08/2023	192872	PSYBUS	4,840.00
02/10/2023	192873	COMCAST CABLE	9,620.60
02/10/2023	192874	DTE ENERGY	88,278.51
02/10/2023	192875	DTE ENERGY	13,106.98
02/10/2023	192876	HARRY'S PROPERTIES, LLC	10,000.00
02/10/2023	192877	VERIZON WIRELESS	479.21
02/10/2023	192878	VERIZON WIRELESS	3,004.76
02/10/2023	192879	WASTE MANAGEMENT	71.46
02/10/2023	192880	WASTE MANAGEMENT	166.14
02/10/2023	192881	WASTE MANAGEMENT	3,156.68
02/10/2023	192882	WASTE MANAGEMENT	26.41
02/10/2023	192883	WEX BANK	1,509.50
02/13/2023	192884	AT & T	923.56
02/13/2023	192885	AT & T	58.35
02/13/2023	192886	CLEAR RATE COMMUNICATIONS, INC	564.97

HAND CHECKS

AP TOTALS:

Total of 23 Checks:	384,775.23
Less 0 Void Checks:	0.00
Total of 23 Disbursements:	<u>384,775.23</u>

A/P CHECKS

Check Date	Check	Vendor Name	Amount
Bank AP AP			
02/21/2023	192887	AAMCO TRANSMISSIONS AND	730.61
02/21/2023	192888	ACTIVE911, INC	465.00
02/21/2023	192889	ADVANCED COMMUNICATIONS & DATA	690.76
02/21/2023	192890	ALL PRO EXERCISE	1,120.00
02/21/2023	192891	ALLGRAPHICS CORPORATION	888.90
02/21/2023	192892	AMAZON CAPITAL SERVICES	1,451.08
02/21/2023	192893	AMERIGAS - YPSILANTI	210.40
02/21/2023	192894	ANN ARBOR CLEANING SUPPLY	26.12
02/21/2023	192895	ASCENTIS CORPORATION	266.40
02/21/2023	192896	AUTO VALUE YPSILANTI	162.25
02/21/2023	192897	B-BALL SKILLS LLC	307.00
02/21/2023	192898	BARR ENGINEERING COMPANY	14,228.63
02/21/2023	192899	BSN SPORTS	547.84
02/21/2023	192900	CARLISLE/WORTMAN ASSOCIATES	125.00
02/21/2023	192901	CGS, INC.	1,300.00
02/21/2023	192902	CINTAS CORPORATION	393.10
02/21/2023	192903	CRYSTAL FLASH, INC.	2,257.53
02/21/2023	192904	CSI EMERGENCY APPARATUS, LLC	290.00
02/21/2023	192905	DANIEL KIMBALL	143.87
02/21/2023	192906	DANIELLE FIELHAUER	217.00
02/21/2023	192907	DAWN FARM	525.00
02/21/2023	192908	DMC TECHNOLOGY GROUP	202.50
02/21/2023	192909	FEMCO INVESTMENTS	15.80
02/21/2023	192910	GENE BUTMAN FORD	118.79
02/21/2023	192911	GOVERNMENTAL CONSULTANT SERVICES	3,401.79
02/21/2023	192912	GRAINGER	3,973.16
02/21/2023	192913	GRANITE TELECOMMUNICATIONS	409.35
02/21/2023	192914	GRIFFIN PEST SOLUTIONS	161.00
02/21/2023	192915	HANNAH ARNOLD	128.00
02/21/2023	192916	HECTOR CARTES	225.00
02/21/2023	192917	HOME DEPOT	650.36
02/21/2023	192918	JUMP-A-RAMA	2,566.90
02/21/2023	192919	KAMILAH DAVIS-WILSON	200.00
02/21/2023	192920	KCI	1,962.43
02/21/2023	192921	LANGUAGE LINE SERVICES	507.07
02/21/2023	192922	LEAH BARSON	160.00
02/21/2023	192923	LINDE GAS & EQUIPMENT INC	324.42
02/21/2023	192924	LOWE'S	9.46
02/21/2023	192925	MAC QUEEN EMERGENCY GROUP	1,135.00
02/21/2023	192926	MCLAIN AND WINTERS	147,646.71
02/21/2023	192927	MICHIGAN LINEN SERVICE, INC.	1,367.80
02/21/2023	192928	ONSITE SUBSTANCE ABUSE TESTING	110.00
02/21/2023	192929	ORCHARD, HILTZ & MCCLIMENT INC	1,098.25
02/21/2023	192930	PARKWAY SERVICES, INC.	130.00
02/21/2023	192931	PEARLINE DAVIS	723.45
02/21/2023	192932	PREMIER GROUP ASSOCIATES	11,519.77
02/21/2023	192933	PREMIER GROUP ASSOCIATES	4,500.00
02/21/2023	192934	PREMIER GROUP ASSOCIATES	30,548.00
02/21/2023	192935	PRIORITY ONE EMERGENCY	272.97
02/21/2023	192936	REVIZE	17,366.00
02/21/2023	192937	RHETT REYES	2,506.74
02/21/2023	192938	RICOH USA, INC.	288.07
02/21/2023	192939	ROBERT ACTON	1,800.00
02/21/2023	192940	RUSSELL GIRBACH	780.00
02/21/2023	192941	SAM'S CLUB DIRECT	263.82
02/21/2023	192942	STAPLES* - ACCOUNT #1026071	378.21
02/21/2023	192943	STATE OF MICHIGAN	500.00
02/21/2023	192944	STERICYCLE INC	244.38
02/21/2023	192945	STRYKER SALES LLC	30,630.68
02/21/2023	192946	TAYLOR MADE GOLF COMPANY	2,826.84
02/21/2023	192947	THE HENRY FORD	533.50
02/21/2023	192948	TRENSET COMMUNICATIONS GROUP	1,085.58
02/21/2023	192949	W.J. O'NEIL COMPANY	17,532.00
02/21/2023	192950	WASHTENAW AREA MUTUAL AID ASSOC.	400.00
02/21/2023	192951	WASHTENAW COUNTY SHERIFF'S OFFICE	243.00
02/21/2023	192952	WASHTENAW COUNTY TREASURER#	66,489.00
02/21/2023	192953	WASHTENAW COUNTY WATER RESOURCES	2,500.50
02/21/2023	192954	WEISSMAN'S	2,740.14
02/21/2023	192955	WONDERLAND TIRE COMPANY	5,808.67
02/21/2023	192956	YPSILANTI ACE HARDWARE	232.24
02/21/2023	192957	YPSILANTI COMMUNITY	520.00

AP TOTALS:

Total of 71 Checks:	396,083.84
Less 0 Void Checks:	0.00
Total of 71 Disbursements:	<u>396,083.84</u>

CREDIT CARDS

Check Date	Check	Vendor Name	Description	Amount
02/21/2023	91 (E)	COMERICA BANK	ZOHO APPLICATION RENEWALS	2,036.00
			SITE24X7 MONITORING	420.00
			ROOM 203 - REMAINING COST MIRROR INSTALL	1,106.24
			PASSPORT POSTAGE WEEK OF 12-16-22	103.50
			PASSPORT POSTAGE WEEK OF JAN, 3, 2023	224.10
			PASSPORT POSTAGE WEEK OF 01-09-23	55.40
			25% PAYMENT FOR WINTER 2023 DANCE COSTUM	938.69
			CONSTRUCTION STORM WATER RENEWAL FOR MIK	96.90
			SMFC JANUARY 2023 MEMBERSHIP MEETING FE	40.00
			GUTTER REPAIRS AND DOWN SPOUT INSTALLATI	850.00
			RSFORM!PRO MULTI SITE SUBSCRIPTION	176.18
			BLUEBEAM REVU 20 STANDARD RENEWAL	378.42
			COMPOST OPERATOR CERTIFICATE	325.00
			SYNCOVERY PREMIUM EDITION FIVEPACK BUSIN	317.84
			DISPOABLE GLOVES	213.00
			ZOOM TRAINING FOR INSPECTORS	140.00
			GROUND SHIPPING FOR OIL TEST TO IN	17.45
			RISEVISION RENEWAL	508.03
			GOLF WEBSITE HOSTING	59.88
			ESSENTIAL COLORS DIVERSITY TRAINING - DE	5,175.00
			MONTHLY SUBSCRIPTION FEES FOR TLO SERVIC	75.00
			MONTHLY SUBSCRIPTION FEES FOR TLO SERVIC	75.00
				13,391.63
				13,391.63

CARDS TOTALS:
 Total of 1 Checks: 13,391.63
 Less 0 Void Checks: 0.00
 Total of 1 Disbursements: 13,391.63



**YPSILANTI
TOWNSHIP**
— OFFICE OF THE TREASURER —

**MONTHLY TREASURER'S REPORT
STAN ELDRIDGE
JANUARY 1, 2023 - JANUARY 31, 2023**

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Ending Balance</u>
101 - General Fund	7,163,212.29	874,396.94	1,604,755.94	6,432,853.29
101 - Payroll	146,142.24	709,754.92	691,500.31	164,396.85
101 - Willow Run Escrow	145,664.50	49.49	0.00	145,713.99
206 - Fire Department	1,474,826.04	4,928.82	324,941.54	1,154,813.32
208 - Parks Fund	22,187.15	76.71	462.42	21,801.44
213 - Roads/Bike Path/Rec/General Fund	808,388.84	3,216.18	0.00	811,605.02
216 - Fire Pension & OPEB Millage Fund	25,125.00	88.59	0.00	25,213.59
217 - Fire Special Millage Capital Fund	1,535,826.98	5,418.06	0.00	1,541,245.04
226 - Environmental Services	572,575.88	258,242.21	252,065.87	578,752.22
230 - Recreation	60,135.15	25,841.05	31,405.06	54,571.14
236 - 14-B District Court	25,060.25	209,050.76	149,722.64	84,388.37
244 - Economic Development	71,537.86	252.81	0.00	71,790.67
249 - Building Department Fund	1,698,437.36	55,967.65	53,476.04	1,700,928.97
250 - LDFA Tax	20,302.38	71.30	0.00	20,373.68
252 - Hydro Station Fund	745,950.85	24,933.33	12,479.38	758,404.80
266 - Law Enforcement Fund	7,155,250.54	29,786.04	54,734.44	7,130,302.14
282 - Cares Act Fund	9,353,876.91	33,001.02	0.00	9,386,877.93
287 - Nuisance Abatement Fund	67,554.40	821.47	1,750.00	66,625.87
398 - LDFA 2006 Bonds	2,188.96	7.56	0.00	2,196.52
584 - Green Oaks Golf Course	233,278.56	975.83	24,555.24	209,699.15
597 - Compost Site	791,350.19	8,252.55	27,950.75	771,651.99
661 - Motor Pool	468,380.05	1,419.87	113,844.55	355,955.37
702 - General Tax Collection	44,897.91	10,359.42	31,833.30	23,424.03
703 - Current Tax Collections	18,216,508.51	5,559,005.22	4,329,354.66	19,446,159.07
707 - Bonds & Escrow/GreenTop	1,621,292.64	21,902.35	510.00	1,642,684.99
708 - Fire Withholding Bonds	109,764.61	37.29	0.00	109,801.90
GRAND TOTAL	52,579,716.05	7,837,857.44	7,705,342.14	52,712,231.35

NEW BUSINESS



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

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

MEMORANDUM

To: Charter Township of Ypsilanti Trustees

From: Ypsilanti Township Fire Chief Eric Copeland

Date: February 13, 2023

Subject: Authorization to accept the proposal from OHM for construction services for the Hewitt Street Fire Station Parking Lot Improvements project in the Charter Township of Ypsilanti for **\$30,800.00** budgeted in line: 217-901-976-005 in FY 2022 CAPITAL OUTLAY/ FIRE STATIONS.

Dear Madam Supervisor Stumbo and Trustees,

I would request for the February 21, 2023 Board of Trustees meeting authorization to accept the proposal from OHM for construction and engineering services for the Hewitt Street Fire Station Parking Lot Improvements project. The project was previously awarded to Doan Construction for **\$202,000** (including contingency) and Doan has optioned to commence the project late spring 2023. The project is budgeted in line: FY 2023 #217-901-976-005 for both the Doan and OHM expenditures.

Attached is the OHM proposal to oversee Construction Services including layout, observation, engineering, materials testing – G2, and administration services at an hourly amount not to exceed **\$30,800** I recommend accepting the OHM proposal. Please review it for construction services details, scope, summary and fees.

Thank you for your consideration, Chief Copeland



December 1, 2022

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

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

Dear Mr. Copeland:

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

PROJECT UNDERSTANDING

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

SCOPE

Construction Layout

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

Construction Observation

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



Construction Administration

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

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

Construction Engineering

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

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

FEE

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

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

DELIVERABLES

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

ACCEPTANCE

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

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





OHM ADVISORS
CONSULTANT

Charter Township of Ypsilanti
CLIENT

Matthew D. Parks, P.E.
Principal in Charge

(Signature)
(Name)
(Title)
(Date)

Ms. Brenda Stumbo
Township Supervisor

(Signature)
(Name)
(Title)
(Date)

Ms. Heather Jarrell Roe
Township Clerk

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



**YPSILANTI
TOWNSHIP**
— PLANNING & ZONING DEPARTMENT —

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Jimmie Wilson Jr

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

From: Jason Iacoangeli AICP, Planning Director

Re: **Senior Planner Job Creation / Planning Department Organization Chart**

Date: February 13, 2023

Introduction: In an effort to keep Ypsilanti Townships Planning Department staffed at a level that provides our community with the highest level of service the Planning Department is recommending the creation of a new job description. The new planning position title will be Senior Planner. The Senior Planner will have a requirement of a minimum of five (5) years of progressive planning experience in a municipal planning role. The Township will be seeking a candidate that is a Certified Planner with the American Institute of Certified Planners (AICP). This position will work directly with the Planning Director and be involved in high level planning activities that include coordinating new development projects and assisting them through the Townships entitlement process. Also, the Senior Planner will be responsible for in depth research and analysis tied to Zoning and Code Compliance issues. The draft Senior Planner job description has been provided for your review and approval.

As a part of this job creation process the Planning Department is proposing the following organizational arrangement that should serve the Township well for years to come.

Planning Intern – Seasonal Summer position extended to local planning students from Eastern Michigan and other Universities. May include students in planning related fields including engineering and architecture.

Staff Planner - Entry level planning position 0 to 2 years of experience college degree required must be able to sit for the AICP exam. (Union)

Planning and Development Coordinator - Mid level planning position that requires 2+ years of experience, college degree required. AICP preferred or must be able to site for the exam. (Union)

Senior Planner Position - Senior level planning position that requires a minimum of 5+ years of progressive planning experience and college degree. AICP preferred. (Non-Union)

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



**YPSILANTI
TOWNSHIP**
— PLANNING & ZONING DEPARTMENT —

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Jimmie Wilson Jr

Planning Director - Director of the Planning Department requires 10+ years of progressive planning and managerial experience, degree required. AICP. (Non-Union)

The Planning Department will be leaving the Intern Position and the Staff Planner position unfilled for the near term and will be evaluated in future if the need for additional staffing arises.

Request: The Planning Department is requesting that the Township Board of Trustees review and approve the creation of a new job description for the position of a Senior Planner. This position will have a salary range of \$72,000.00 to \$75,000.00 dependent on qualifications. This position would be a full-time position with the Townships benefits package. Seventy-five (75%) percent of the salary would come from the General Fund through the Community Development Department (703) and Twenty-five (25%) percent would come from the Building Department (249) to offset the zoning review and other support provided. This position would increase the Planning Department budget by \$20,768.02 if the position was hired at \$75,000.00. A budget amendment will be needed once the position is filled and final starting salary determined.

I look forward to discussing this new Planning Department position with and answering any questions that you might have about the position and the Planning Departments organization.

Jason Iacoangeli

Jason Iacoangeli, AICP
Planning Director
Charter Township of Ypsilanti

Charter Township of Ypsilanti

Senior Planner

Department: Planning

Summary

Ypsilanti Township is seeking a highly responsible and organized person to join the Township Planning Department Team. Under the direct supervision of the Planning Director, the Senior Planner performs advanced-level planning work, assists the Township administration, aids with updating Master Plan, Zoning Ordinance or other Planning related documents, generates high level planning reports and zoning reviews.

The Senior Planner works directly with local businesses and developers helping to guide candidates through the Townships entitlement process to achieve successful projects that create new jobs and help spur economic development within the Township.

This is a hands-on position that will work side by side with the Office of Community Standards that includes the Building Division, Code Compliance,. This position serves as the staff coordinator for the Planning Commission, Zoning Board or Appeals and other various Boards and Commission.

Performs responsible professional and administrative work in planning, reviewing, organizing and coordinating development activities while providing exceptional customer service in a municipal office environment.

Supervision Received

Work performed under the general guidance of the Ypsilanti Township Planning Director in accordance with Township, State, and Federal laws, ordinance and regulation applicable to specific areas of program activity. In conjunction with the Township Supervisor, work is reviewed through conferences and reports for overall program effectiveness.

Responsibilities and Duties

An employee in this position maybe called upon to do any or all of the following essential duties: (These examples do not include all duties the employee maybe expected to perform.)

1. Works in conjunction with the Planning Director in managing active development projects working directly with land developers, outside governmental agencies and non-governmental organizations toward successful projects.
2. Candidate must have a strong understanding of Michigan Planning and Zoning Law and the ability to learn and have a firm understanding of Ypsilanti Township Zoning Law.
3. Tracks and prepares Ordinance amendments as needed by the Planning Department and coordinates the necessary regulatory meetings to implement Ordinance changes.

4. Attends outside meetings on behalf of Ypsilanti Township. Meetings can range from environmental coordination, mass transit, and matters pertaining to Washtenaw County and SEMCOG.
5. Conducts Zoning Compliance assessments and works with the Planning and Development Coordinator in assisting the Code Compliance Department on a range of zoning and code enforcement issues. Provides detailed reports to the Townships Legal Team at the Planning Directors request.
6. Advises the Planning Director and the Administrative Officials on planning, zoning and code enforcement matters which may require the research and preparation of reports on a wide variety of topics, including those of a technical nature.
7. Responsible for coordinating work assignments with the Townships consultants for matters relating to planning and engineering.
8. Attends Township Board, Planning Commission and Zoning Board of Appeals meetings and assists as necessary to provide staff reports and recommendations on matters under consideration.
9. Works alongside the Planning Director running the day-to-day operations of a municipal planning department, including assisting residents at the department counter, via email and the telephone.
10. Responsible for delegating office projects to other Planning Department and Office of Community standards team members.
11. Assists the Planning Director in coordinating administrative functions for the Planning Commission and Zoning Board of Appeals, including overseeing citizen notification procedures, conducting research, preparing legal publication notices, and staff reports.
12. Reviews site plans and building permit applications for compliance with Township ordinances regulating, but not limited to, zoning, building, signs, fences, property maintenance codes and subdivisions. Includes answering public inquiries, reviewing development proposals and engineering plans for compliance, and reviewing the buildable status of individual properties.

Essential Functions, Qualifications and KSA's for Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Considerable knowledge of land use principles and urban planning.
- Knowledge of zoning and site development rules, regulations, and ordinances.
- Knowledge of the principles and practices of Township government and public administration.
- Interpersonal skill to establish and maintain effective working relationships.
- Ability to compile and analyze statistical and technical data.

- Demonstrated communication skills to present facts and recommendations effectively in written and oral form.
- Ability to perform mathematical computations.
- Ability to read and interpret specifications, blueprints and drawings.
- Ability to comprehend complex issues and identify alternative solutions and prepare appropriate recommendations.
- Ability to recognize and handle stress.
- Skill in the use of computer word processing, spreadsheet, database and GIS software.
- Must have good vision, hearing, physical mobility and verbal communication.
- Must be able to drive and possess a valid driver's license with a good driving record.
- Masters or Bachelor's Degree in Urban and Regional Planning or related field required.
- Minimum of 5 years demonstrating progressive experience working in a municipal planning office or in private planning practice assisting local governments.
- AICP Credential preferred.

Ypsilanti Township
February, 2023

Salary Range: \$72,000 - \$75,000 DOQ

DRAFT



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Heather Jarrell Roe

CC: Javonna Neel, Accounting Director

Date: February 14th 2023

Subject: Request Authorization to apply for the Community Development Block Grant funds from Washtenaw County Office of Community & Economic Development for 2023.

The Recreation and Clerks office is requesting authorization to submit an application to the Washtenaw County Office of Community & Economic Development for 2023 Community Development Block Grant Funds (CDBG). The CDBG grant application is due on February 28th 2023.

Last year, the 2022 CDBG application and funding went towards Apple Ridge park improvements. As a reference, please find the 2022 CDBG application attached. With CDBG funds, municipalities are able to accumulate up to five years of funding to be used for a single project. In prior years, the Township has used that mechanism for “Re-Imagine Washtenaw” projects. Currently, the Township now has accumulated two years of funding for the Appleridge Park project. This year’s application would fund the same project, but expand the scope to include ADA sidewalks at the south west corner of Clark and Ridge. By including that scope, it would ensure that there is an ADA accessible sidewalk from the park to the bus stop. Due to the expansion of the project plan, increases in the costs of labor and construction, the additional year of funds allocated will put the township in a great position to ensure that the Appleridge project has appropriate funding. The prior year application is included in the packet for convenience, along with the 2023 application.

Please reach out if you have any questions.

John Hines, Recreation Director
Heather Jarrell Roe, Clerk

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

Application deadline: February 28, 2023

If you wish to reserve your 2023 CDBG allocation to build up funds over multiple years for a specific project or type of project, please use this Short Form instead of the full-length application. Make sure to check which Tier you fall under before making this request.

Tier	Annual Allocation Range	Maximum Reserve Period
1	Less than \$20,000	Year 5
2	\$20,000 and above	Year 2

LOCAL GOVERNMENT UNIT _____

PROJECT NAME OR TYPE OF PROJECT _____

(Note: When reserving funds over multiple years, it is acceptable if location or other details are not yet known, e.g. *Road repairs* or *Playground improvements*.)

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

PROJECT INFORMATION

Location/Address (optional)	CDBG Amount requested (For example: If you plan to reserve for 2 years, you should multiply your 2023 allocation x 2)
Census Tract Number(s) of project location (optional)	Estimated Total Project Cost (optional)
Block Group(s) (optional)	Estimated Project Start date (For Tier 1, this can be up to 5 years out. For Tier 2, this can only be 2 years out.)

PROJECT DESCRIPTION *This can be as broad or specific as you need to be, based on where you are in your local planning and decision making process.*

ATTACHMENTS (Optional)

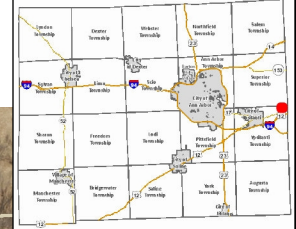
- Engineer's or other formal project cost estimates
- Map with location of project clearly shown (can use google maps)
- Preliminary engineering/building plans
- Any applicable Board/Council meeting minutes
- Proof of any matching fund commitment(s) described above
- Documentation to demonstrate compliance with zoning regulations, when applicable

**SUBMIT COMPLETED APPLICATION WITH ANY ATTACHMENTS BY FEB. 28, 2023
BY EMAIL TO: Townsendj@washtenaw.org**

ACKNOWLEDGEMENTS

- ✓ *I understand that I must inform OCED if my Township/City decides to: a) change projects, b) change the number of years over which we plan to reserve CDBG allocations, or c) forfeit these CDBG funds. _____ (initial)*
- ✓ *I understand that future funding from the CDBG program is not a guarantee and is beyond the control of Washtenaw County. _____ (initial)*
- ✓ *I understand that, per the Cooperative Agreement in effect between Washtenaw County and my City or Township, no portion of CDBG funds can be sold, traded, or transferred in exchange for any other funds, credits, or non-Federal considerations.
_____ (initial)*
- ✓ *I understand that it is not permissible to use this CDBG grant to replace local/municipal funding streams.
_____ (initial)*

Signed by: _____
UCEC member or current designee DATE



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

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

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

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



Notes

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



Residential Services
Department

7200 S. Huron River Drive
Ypsilanti, MI 48197

ytown.org

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Mike Hoffmeister, Residential Services Director

CC: Javonna Neel, Accounting Director

Date: **March 9, 2022**

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

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

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

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

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

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

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

Application due: March 4, 2022

LOCAL GOVERNMENT UNIT _____

PROJECT NAME _____

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

PROJECT INFORMATION

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

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

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

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

PROJECT BENEFIT – (NATIONAL OBJECTIVE)

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

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

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

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

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

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

PROPOSED PROJECT BUDGET

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

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

PROJECT OUTCOMES

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

(Describe outcomes below)

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

PROJECT TIMELINE

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

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

Date	Activity
	<i>Target Completion</i>

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

REQUIRED ATTACHMENTS CHECKLIST

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

SUBMIT COMPLETED APPLICATION WITH REQUIRED ATTACHMENTS

BY EMAIL TO: cohent@washtenaw.org

ACKNOWLEDGEMENTS

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

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

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 15, 2023

RE: Request to authorize the Water Resources Commissioner to exceed the statutory spending and assessment limit for the maintenance and repair of the Sines Extension Drain costing \$35,000, line item 101-445-818.025

Attached is a resolution that would authorize the Office of the Water Resources Commissioner to exceed the statutory spending limit of \$5,000 per year for the repair of the Sines Extension Drain in the exceeded amount of \$35,000.

This repair work is necessary, as the drain needs to be cleared of overgrowth, debris, and obstructions. This work would begin in the summer of 2023. The cost will be budgeted in 2024.

Please find attached the resolution to be signed, and a map of the drainage and its drainage district.

Charter Township of Ypsilanti

Resolution 2023-02

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

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

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

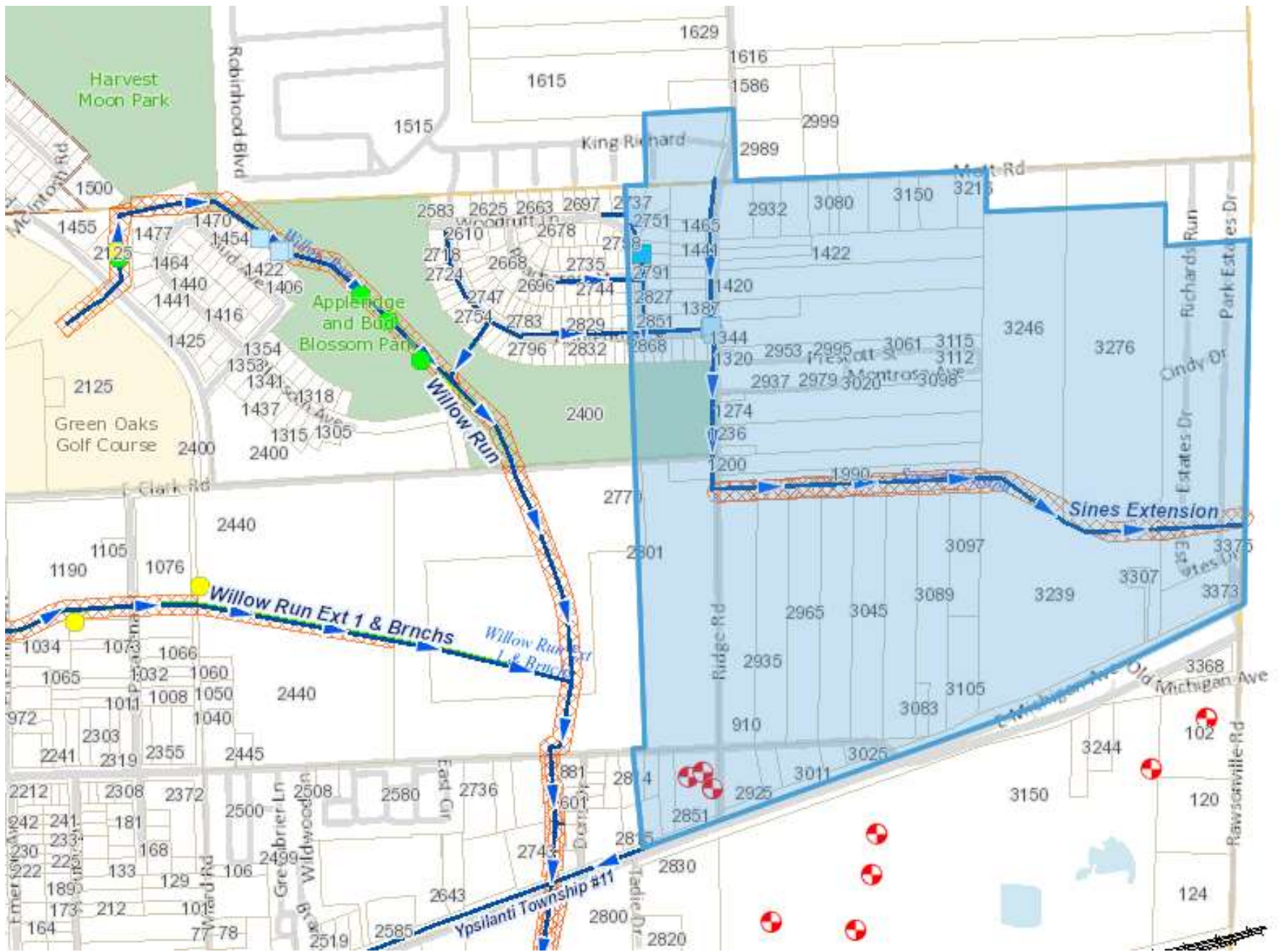
WHEREAS, the Water Resources Commissioner, pursuant to statute, has inspected the drain which inspection revealed that repair work is necessary inasmuch as said inspection identified significant overgrowth, debris, and obstructions in need of removal. Project will consist of selective clearing on one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

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

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

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

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



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 15, 2023

Re: Appointment of Police Services Committee to verify the actual costs of our Police Service Unit Contract with Washtenaw County and Washtenaw County Sheriff's Department

Our board discussed appointing a police services committee to review all costs associated with a Police Services Unit (PSU) in the recently approved four year contract with the Washtenaw County Sheriff and Washtenaw County in December 2022.

Fiscal responsibility in reviewing the actual costs is imperative as the contract for Police Services is for 35 deputies at a cost of \$208,220 per police service unit. In 2026, the contract increases to \$244,315 per deputy, increased over 16% from 2022 costs. A review of costs has been done in the past but it has been over 10 years.

Therefore I would like to recommend a committee of the board to include Trustee John Newman, Trustee Ryan Hunter, and Treasurer Stan Eldridge. Other committee staff members would include Accounting Director Javonna Neel, Legal Counsel Doug Winters, and Deputy Supervisor Elizabeth Cuellar.

Thank you for your consideration for these board appointments.



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

Date: February 15, 2023

RE: Request to approve a 2nd amendment to the existing agreement with Community Publishing & Marketing for Resident Mailer Services in the amount of \$19,000 budgeted in lines #226-528-900.000, #230-754-880.000 and #101-267-900.000

The Recreation Department and staff requesting the board of trustees approve the 2nd amendment that will extend the existing agreement with Community publishing & Marketing related to the resident magazines through 2023.

At the February 2, 2021 regular Board of Trustees meeting, approval was granted to go into contract with Community Publishing and Marketing to create and mail a Township Magazine and Recreation Guide three times a year. This process was vetted through the bidding process.

At the November 2nd, 2021 regular Board of Trustees meeting, approval was granted for a 1st amendment that was needed due to Staff not including the very important detail of a trash and recycling schedule magnet within the original RFP.

This amendment ads in the price for the spring and fall 2023 editions of the Township Magazine and Recreation programming guide. The magazines are budgeted and will cost less than originally budgeted for.

After the conclusion of this agreement, it will be brought back to the board of trustees to go back out to bid for the winter 2024 handbook and recreation guides as it has not been bid out in three years which is when the original agreement was signed in 2021.

John Hines
Recreation Director
jhines@ypsitownship.org
734-544-3817

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

2021 Ypsilanti Lifestyle Magazine

Strategy

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

Specs:

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

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

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

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

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

Moving forward, the 2022 pricing will be:

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

\$13,500 – Fall edition (32+4)

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

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

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

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

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

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

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

2021/22 Ypsilanti Lifestyle Magazine/ Amendment

Signatures:

Township Supervisor, Brenda Stumbo, Ypsilanti Township

Date

Township Clerk, Heather Jarrell Roe, Ypsilanti Township

Date

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

Date



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099

CRIMINAL/TRAFFIC (734) 483-1333
CIVIL (734) 483-5300
FAX (734) 483-3630



HON. ERANE C. WASHINGTON
DISTRICT COURT JUDGE

MARK W. NELSON
MAGISTRATE

To: Heather Jarell Roe, Clerk

From: Mark Nelson, Magistrate / Court Administrator

Re: Request to authorize renewal of Michigan Indigent Defense Commission compliant criminal defense services with the Washtenaw County Public Defender's office/ Washtenaw County for fiscal years 2022 and 2023 in the amounts of \$37,775.00 and \$41,435.00 respectively. These amounts are budgeted for in line item 101 287 801.007 for each of the years requested.

Date: February 15, 2023

This request is to meet the required standards set forth by the Michigan Legislature when it established the Michigan Indigent Defense Commission. The services provided are no cost legal representation for indigent defendants charged with misdemeanors in the 14B District Court. These are renewals of these service contracts. The contracts have been reviewed by the Township Attorney and OK'd to be presented to the board for approval.

The contracts are attached. If any additional information is needed, please do not hesitate to contact me.

PROFESSIONAL SERVICE CONTRACT RENEWAL

AGREEMENT is made this _____ day of _____, 2022 by the **COUNTY OF WASHTENAW**, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan ("County") and the **CHARTER TOWNSHIP OF YPSILANTI**, with offices located at 7200 S. Huron River Dr. Ypsilanti, MI 48197, hereinafter identified as "**TOWNSHIP**". In consideration of the promises below, the parties mutually agree as follows:

The parties desire to enter a contract for the purposes of providing public defense services in compliance with Michigan Indigent Defense Commission standards and as identified in the Compliance Plan accepted and approved by MIDC for grant fiscal year 2021-2022 and to set forth the terms, conditions, and obligations of the parties.

ARTICLE I - SCOPE

Section 1 - That the **COUNTY** will provide indigent public services to the **TOWNSHIP** as described by the Michigan Indigent Defense Commission hereinafter identified as "MIDC" through the approved Washtenaw County Compliance Plan. Specifically, MIDC Standards 1-4.

Section 2 - The terms, of this Agreement will consist of the **COUNTY** providing public defense services for all indigent and partially indigent defendants in the 14B District Court located in Ypsilanti Township.

Section 3 - The **COUNTY** as stated in the Compliance Plan, will be responsible for the administration of the MIDC grant.

Section 4 - The **TOWNSHIP** shall collaborate with and act in conformance with the **COUNTY** in submitting and complying with the standard, conditions, requirements, and statutes promulgated by MIDC Standards. The collaboration and oversight of compliance with these standards for the **TOWNSHIP** will be performed by the 14B District Court Administrator or designee of the 14B District Court Chief Judge.

Section 5 - The **COUNTY** will be responsible for providing public defense service to all indigent criminal defendants that appear in the 14B District Court with new criminal matters and matters that are in bench warrant status.

Section 6 - Due to MIDC Standard 5, the Washtenaw County Public Defender Office's Managed Assigned Counsel shall be responsible for assigning attorneys to cases where the County Public Defender has determined there to be a conflict of interests. The **COUNTY** will be responsible for payment to the assigned attorney once the Managed Assigned Counsel verifies that the services have been provided in accordance with the MIDC standards.

Section 7 - In the performance of this Agreement, all parties agree to abide by the approved MIDC Standards and MIDC approved Compliance Plan for Washtenaw County. Breach of this covenant may be regarded as material breach of contract.

Section - As part of the MIDC Compliance Plan the **TOWNSHIP** will continue to provide confidential office space for the Washtenaw County Public Defender Office.

ARTICLE II - COMPENSATION

Section 1 - The **TOWNSHIP** will contribute their FY22 certified local share to the County Indigent Defense Fund in the amount of \$37,755.00.

Section 2 - The parties shall be obligated to contribute only their MIDC certified local share toward the expense for said services under this Agreement, as stated in the MIDC Compliance Plan and the MIDC statute.

ARTICLE III – TERM

The terms of this Agreement will consist of the **COUNTY** providing public defense services for all indigent and partially indigent defendants in the 14B District Court located in Ypsilanti Township. This Agreement begins on October 1, 2021 and ends on September 20, 2022. The terms of this Agreement shall apply from October 1, 2021, through any extension, unless otherwise terminated or extended as provided therein.

ARTICLE IV-INDEPENDENT CONTRACTOR

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

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

Township shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees.

ARTICLE V - INDEMNIFICATION AGREEMENT

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

ARTICLE VI - COMPLIANCE WITH LAWS AND REGULATIONS

The Township 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 VII - EQUAL EMPLOYMENT OPPORTUNITY

In the performance of this Agreement, all parties agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment except as a bona fide occupational qualification because of race, sex, sexual preference, color, religion, national origin, ancestry, handicap, age, marital status, height, weight, or other criteria made illegal by the State, Federal, or local law. Breach of this covenant may be regarded as material breach of contract.

ARTICLE VIII - ASSIGNS AND SUCCESSORS

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

ARTICLE IX - TERMINATION OF CONTRACT

Section 1 – This contract may be terminated without cause by any of the parties here to upon sixty (60) calendar days written notice to all parties to this contract.

Section 2 – At the time of said notice, the **COUNTY** will continue representation of the cases for the sixty (60) calendar days in which the County Public Defender's Appearance has been entered and the **TOWNSHIP** will begin representation on all new matters.

Section 3 – If the MIDC grant does not provide funding for the **COUNTY's** representation during the sixty (60) calendar day termination period, the **TOWNSHIP** will reimburse the **COUNTY** for the services provided.

ARTICLE X – SURVIVAL CLAUSE

All rights, duties, and responsibilities of the **COUNTY** and the **TOWNSHIP** under this Agreement that either expressly or by their nature extend into the future, shall extend beyond, and survive the end of the term or termination of this Agreement.

ARTICLE XI- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

ARTICLE XII - CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity, and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience. This contract is governed by the laws of the State of Michigan.

ARTICLE XIII - EXTENT OF CONTRACT

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

ARTICLE XIV – ELECTRONIC SIGNATURES

The parties agree that signatures on this Agreement may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to the Agreement. This Agreement may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other parties.

ATTESTED TO:

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____ (DATE)
Gregory Dill
County Administrator

By: _____ (DATE)
Heather Jarrell Roe
Ypsilanti Township Clerk

By: _____ (DATE)
Brenda L. Stumbo
Ypsilanti Township Supervisor

APPROVED AS TO CONTENT:

By: _____ (DATE)
Delphia T. Simpson
Chief Public Defender

BY: _____ (DATE)
Magistrate Mark Nelson
14B District Court Administrator

APPROVED AS TO FORM:

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

BY: _____ (DATE)
Wm. Douglas Winters
Ypsilanti Township Attorney

PROFESSIONAL SERVICE CONTRACT RENEWAL

AGREEMENT is made this ____ day of ____, 2022 by the **COUNTY OF WASHTENAW**, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan ("County") and the **CHARTER TOWNSHIP OF YPSILANTI**, with offices located at 7200 S. Huron River Dr. Ypsilanti, MI 48197, hereinafter identified as "**TOWNSHIP**". In consideration of the promises below, the parties mutually agree as follows:

The parties desire to enter a contract for the purposes of providing public defense services in compliance with Michigan Indigent Defense Commission standards and as identified in the Compliance Plan accepted and approved by MIDC for grant fiscal year **2022-2023** and to set forth the terms, conditions, and obligations of the parties.

ARTICLE I - SCOPE

Section 1 - That the **COUNTY** will provide indigent public services to the **TOWNSHIP** as described by the Michigan Indigent Defense Commission hereinafter identified as "MIDC" through the approved Washtenaw County Compliance Plan. Specifically, MIDC Standards 1-4.

Section 2 - The terms, of this Agreement will consist of the **COUNTY** providing public defense services for all indigent and partially indigent defendants in the 14B District Court located in Ypsilanti Township.

Section 3 - The **COUNTY** as stated in the Compliance Plan, will be responsible for the administration of the MIDC grant.

Section 4 - The **TOWNSHIP** shall collaborate with and act in conformance with the **COUNTY** in submitting and complying with the standard, conditions, requirements, and statutes promulgated by MIDC Standards. The collaboration and oversight of compliance with these standards for the **TOWNSHIP** will be performed by the 14B District Court Administrator or designee of the 14B District Court Chief Judge.

Section 5 - The **COUNTY** will be responsible for providing public defense service to all indigent criminal defendants that appear in the 14B District Court with new criminal matters and matters that are in bench warrant status.

Section 6 - Due to MIDC Standard 5, the Washtenaw County Public Defender Office's Managed Assigned Counsel shall be responsible for assigning attorneys to cases where the County Public Defender has determined there to be a conflict of interests. The **COUNTY** will be responsible for payment to the assigned attorney once the Managed Assigned Counsel verifies that the services have been provided in accordance with the MIDC standards.

Section 7 - In the performance of this Agreement, all parties agree to abide by the approved MIDC Standards and MIDC approved Compliance Plan for Washtenaw County. Breach of this covenant may be regarded as material breach of contract.

Section - As part of the MIDC Compliance Plan the **TOWNSHIP** will continue to provide confidential office space for the Washtenaw County Public Defender Office.

ARTICLE II - COMPENSATION

Section 1 - The **TOWNSHIP** will contribute their fiscal year 2022-2023 certified local share to the County Indigent Defense Fund in the amount of **\$41,434.85**.

Section 2 - The parties shall be obligated to contribute only their MIDC certified local share toward the expense for said services under this Agreement, as stated in the MIDC Compliance Plan and the MIDC statute.

ARTICLE III – TERM

The terms of this Agreement will consist of the **COUNTY** providing public defense services for all indigent and partially indigent defendants in the 14B District Court located in Ypsilanti Township. This Agreement begins on **October 1, 2022 and ends on September 30, 2023**.

ARTICLE IV-INDEPENDENT CONTRACTOR

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

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

Township shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees.

ARTICLE V - INDEMNIFICATION AGREEMENT

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

ARTICLE VI - COMPLIANCE WITH LAWS AND REGULATIONS

The Township 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 VII - EQUAL EMPLOYMENT OPPORTUNITY

In the performance of this Agreement, all parties agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment except as a bona fide occupational qualification because of race, sex, sexual preference, color, religion, national origin, ancestry, handicap, age, marital status, height, weight, or other criteria made illegal by the State, Federal, or local law. Breach of this covenant may be regarded as material breach of contract.

ARTICLE VIII - ASSIGNS AND SUCCESSORS

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

ARTICLE IX - TERMINATION OF CONTRACT

Section 1 – This contract may be terminated without cause by any of the parties here to upon sixty (60) calendar days written notice to all parties to this contract.

Section 2 – At the time of said notice, the **COUNTY** will continue representation of the cases for the sixty (60) calendar days in which the County Public Defender's Appearance has been entered and the **TOWNSHIP** will begin representation on all new matters.

Section 3 – If the MIDC grant does not provide funding for the **COUNTY's** representation during the sixty (60) calendar day termination period, the **TOWNSHIP** will reimburse the **COUNTY** for the services provided.

ARTICLE X – SURVIVAL CLAUSE

All rights, duties, and responsibilities of the **COUNTY** and the **TOWNSHIP** under this Agreement that either expressly or by their nature extend into the future, shall extend beyond, and survive the end of the term or termination of this Agreement.

ARTICLE XI- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

ARTICLE XII - CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity, and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience. This contract is governed by the laws of the State of Michigan.

ARTICLE XIII - EXTENT OF CONTRACT

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

ARTICLE XIV – ELECTRONIC SIGNATURES

The parties agree that signatures on this Agreement may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to the Agreement. This Agreement may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other parties.

ATTESTED TO:

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____ (DATE)
Gregory Dill
County Administrator

By: _____ (DATE)
Heather Jarrell Roe
Ypsilanti Township Clerk

By: _____ (DATE)
Brenda L. Stumbo
Ypsilanti Township Supervisor

APPROVED AS TO CONTENT:

By: _____ (DATE)
Delphia T. Simpson
Chief Public Defender

BY: _____ (DATE)
Magistrate Mark Nelson
14B District Court Administrator

APPROVED AS TO FORM:

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

BY: _____ (DATE)
Wm. Douglas Winters
Ypsilanti Township Attorney

ARTICLE II - COMPENSATION

Section 1 - The **TOWNSHIP** will contribute their fiscal year 2022-2023 certified local share to the County Indigent Defense Fund in the amount of **\$41,435.00**.

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

ARTICLE VI - COMPLIANCE WITH LAWS AND REGULATIONS

The Township 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 VII - EQUAL EMPLOYMENT OPPORTUNITY

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



**YPSILANTI
TOWNSHIP**
— RECREATION DEPARTMENT —

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Ryan Tucker

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

Date: February 15, 2023

RE: Request to approve trash can purchase for parks for the amount of \$18,998 budgeted in lines #213-753-931.004 and #213-753-931.775.

The Recreation Department and staff requesting the board of trustees approve the purchase of thirty (30) new trashcans, lids, liners and ground anchors for Ypsilanti Township Parks. These new cans are expanded metal cans with dome lids that will replace most of the barrels used in the parks. In 2022, the Residential Services Department purchased 25 sets of trashcans, lids and liners to begin to replace the 55-gallon barrels in the parks.

This order would complete the plan to replace most of the trashcans throughout the Township Park System. The benefit to the 32-gallon cans compared to the standard 55 gallon drum is ease of ability to change the trash for staff. These also come with a lid that will help keep trash from being blown away with the wind. This order will also include ground anchors, which will allow maintenance to securely install the receptacles near common use areas, which will reduce the worry about them being knocked over or damaged. Multiple 55-gallon drums will still be utilized in the parks because they hold bigger waste items and are commonly needed for Shelter Rentals.

Staff are asking to approve the purchase of these cans through Pilot Rock. The quotes received are below:

Belson Outdoors: \$20,383.73
AAA State of Play: \$22,073.00
Pilot Rock: \$18,988.00

Should you have any questions, please don't hesitate to ask. Thank you.

John Hines
Recreation Director
jhines@ypsitownship.org
734-544-3817

RJ Thomas Mfg Co Inc
 PO Box 946
 Cherokee, IA 51012-0946
 Tel 712-225-5115 800-762-5002
 Fax 712-225-5796
 www.pilotrock.com
 customerservice@rjthomas.com

PRICE QUOTATION



Page 1
 Customer No MI 986
 Quote No 92511
 Quote Date 02/13/2023
 Slspn 2550

Bill To
 Ypsilanti, Charter Township of
 John Hines
 7200 S Huron River Dr
 Ypsilanti MI 48197-7099
 US

John Hines
 jhines@ypsitownship.org
 734-544-3800

Ship To
 Ypsilanti, Charter Twp of
 John Hines
 7200 S Huron River Dr
 734-544-3800
 Ypsilanti MI 48197-7099
 US

Ship Via
 ECHO

Qty Ordered	UOM	Item No	Unit Price	Extended Price
30	EA	CN-R/DN-32 TRASH RECEPTACLE ROUND 32 GAL GRN THRM CT/EXP-MTL	321.10	\$9,633.00
30	EA	CN/B-1827 CAN LINER 36 GAL HEAVY DUTY RIGID PLSTC 21"ODx28"H BLK	95.00	\$2,850.00
30	EA	CN-SDR/N-24 LID DOME PLSTC 24" ID SO GRN DOOR FOR TRH-32 & 55 GAL BRL	130.15	\$3,904.50
30	EA	CK-6 CHAIN KIT 24" 1/8"WELDED CHAIN EYSCW w/4 VARIABLE "S" HOOKS	11.40	\$342.00
30	EA	M2/G PEDESTAL MOUNT EMBD TRASH REC GLV PLEASE VERIFY MOUNTING OPTION	56.05	\$1,681.50
1	EA	FREIGHT TO ZIP CODE 48197 FOB CHEROKEE, IA 51012	587.00	\$587.00

Any changes to the above quoted models, quantities or destination require a NEW quote.

Terms:

Quote Total \$18,998.00

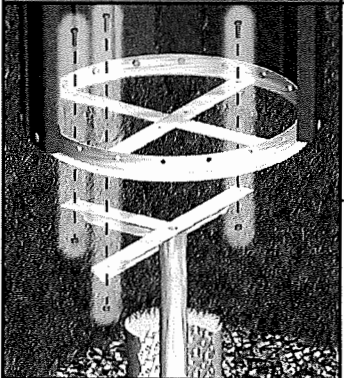

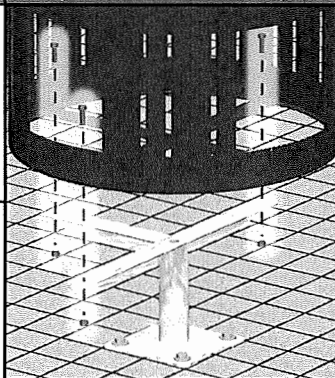

Purchasing by catalog or internet does NOT make this purchase exempt from sales tax.
 Sales tax NOT INCLUDED unless otherwise stated.
 CUSTOMER TO UNLOAD FREIGHT FROM TRUCK. SOME ASSEMBLY REQUIRED.
 PRICES FIRM 30 DAYS.
 ALL MAJOR CREDIT CARDS ACCEPTED

SHIPPING WITHIN 45 DAYS
 SHIPPED KNOCKED DOWN
 CUSTOMER TO UNLOAD

NOTE: All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on the date of quotation and are subject to change by the Seller before final acceptance. Typographical errors are subject to correction. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the Purchaser, ample allowances must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production. Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated which may appear on Purchaser's formal order will NOT be binding on the Seller.

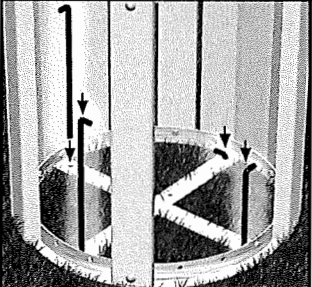
Mounts for Trash Receptacles — Elevated

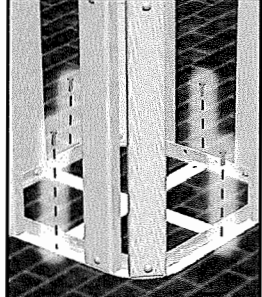
- A 2-3/8" OD steel pipe base post, welded to structural steel angle cross arms, bolts to the cross braces in the receptacle base ring (fasteners included).
- Elevated Pedestal Mounts supports receptacles 8" above ground.
- Standard hot dip galvanized finish (/G).
- Optional powder coat finish. See Specification Bulletin #SPC-CO-001.

Embedded Pedestal Mount The post is embedded into a concrete footing.	Model No.	Support	Use with these Receptacle Holders	Model No.	Surface Pedestal Mount Includes a welded 1/4" x 8" x 8" base plate anchored to surface (anchor bolts not included).
	M2	3 Crossarms 	TRH-32, TRQ-32, CN-R/R32, CN-R/D-32, CN-Q/D-32, CN-R/SS2-36, CN-R/SS2-36D, CN-R/SP2-32, CN-R/SS3-36, CN-Q/SS4-36D	M3	
	M8	4 Crossarms 	TRH-55, CN-AMR, CN-AMQ, CN-R/D-52, CN-R/D-55, CN-R/R-52, CN-R/R-55	M7	

Mounts for Trash Receptacles — Ground Level

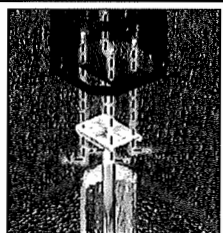
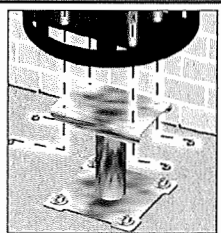
- Seasonal Anchors for ground level installation of all TRH's and TRQ's. Four black enamel (/B) steel rods install through holes in cross braces of bottom frame ring and into ground. Allows for relocation of receptacle.

Seasonal Ground Level Mount	Model No.	Receptacle Mount	Use with these Receptacle Holders
	M6/B, CN-R-SS2-36D, CN-Q-SS4-36D	Steel Rods	TRH-32, TRH-55, TRH-55/SO, TRQ-32, CN-AMR, CN/AMQ, CN-EXP52, CN-Q/D-32/2, CN-R/R-32, CN-R/D-32, CN-R/SP2-32, CN-R/SS2-36, CN-R/SS3-36, CN-R/R-52, CN-R/D-52, CN-R/R-55, CN-R/D-55, CN-R-SS2-36D, CN-Q-SS4-36D Included with RA Arrays.

Permanent Surface Anchoring
 <p>TRH and TRQ receptacle base frames include (3 or 4) 9/32" dia. holes in flange to allow anchoring to a concrete surface using 1/4" x 2-1/4" concrete screws. Anchor bolts are not provided. NOTE: use same size anchors for TRH-ASH and TRQ-ASH receptacles, and P-10 planters.</p>

Mounts for Ash Receptacles — Elevated

- 1.90" OD x 11 ga. steel tube post welded to a 10 ga. steel formed mounting plate, four 7/16" bolt holes match plate in the bottom of each ash receptacle (fasteners included).
- Elevated Pedestal Mounts supports receptacles 8" above ground.
- Standard hot dip galvanized finish (/G).
- Optional powder coat finish. See Specification Bulletin #SPC-CO-001.

Embedded Pedestal Mount The post is embedded into a concrete footing.	Model No.	Support	Use with these Receptacle Holders	Model No.	Surface Pedestal Mount Includes a welded 1/4" x 8" x 8" base plate anchored to surface (anchor bolts not included).
	M10	Plate	TRH-ASH, TRQ-ASH, AMR-ASH, AMQ-ASH, CN-R/SS3-ASH	M11	

RJ Thomas Mfg. Co., Inc.

PO Box 946 • Cherokee, IA 51012-0946 • PH: 712-225-5115 • 800-762-5002 • FAX: 712-225-5796
 E-mail: pilotrock@rjthomas.com • Web Site: <https://www.pilotrock.com>

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STATE OF PLAY®

Quote #806040

Customer ID: 27926

NVB Playgrounds
d/b/a AAA State of Play
10859 E Washington St. Ste 100
Indianapolis, IN 46229
Phone: (877) 826-2776
Local: (317) 826-2777
Fax: (317) 245-2375

Ship Via: Freight
Request By: William
Quote Out: 2/8/2023
Tax Exempt #: TAXCERT

Visit:
www.AAASTATEOFPLAY.com
for more great deals

Bill To

Turner Township of Ypsilanti
John Hines
7200 South Huron River Drive
Ypsilanti, MI 48197 USA
jhines@ypsitownship.org
Ph: (734) 544-3800
Fax:

Ship To:

Turner Township of Ypsilanti
John Hines
7200 South Huron River Drive
Ypsilanti, MI 48197 USA
Ph: (734) 544-3800

Product ID	Description	Weight	Qty	Price	Amount
RRD32A00000	MyTCoat 32 Gallon Expanded Metal Trash Receptacle - Advantage Coating	77 lbs	30	\$383.00	\$11,490.00
LINER32BLACK	32 Gallon Rigid Plastic Liner for Trash Receptacles - Black	7 lbs	30	\$69.00	\$2,070.00
RDT32S00000	MyTCoat 32 Gallon Steel Trash Receptacle Lid - Advantage Coating	10 lbs	30	\$153.00	\$4,590.00
RIM32S00000	MyTCoat Trash Receptacle - In-ground Mount	3 lbs	30	\$75.00	\$2,250.00

Estimated lead time: 8 to 10 weeks

Subtotal: \$20,400.00

Shipping: \$1,673.00

**QUOTE ONLY
VALID FOR 30 DAYS FROM DATE OF ISSUE**

Sales Tax: \$0.00

Total Weight: 2,910 lbs

Installation:

Total: \$22,073.00

If submitting a PO: Please CC orders@aaastateofplay.com and your sales person with reference to your quote number in the subject line. POS ONLY ACCEPTED FROM GOVERNMENT ENTITIES UNLESS OTHERWISE APPROVED.

Due to supply chain issues industry wide, we are currently experiencing longer than average lead times from most manufacturers.

It is the customer's responsibility to provide a valid phone number for deliveries. In the event that a courier cannot reach you, or changes are made to delivery services, all additional fees will be paid by the customer.

Customer ID: 27926

Quote ID: 806040

Customer Order Number:

Product ID	Description	Weight	Qty	Price	Amount
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Notes

Ships via freight by appointment from Texas with lift gate
Customer responsible for receiving and unloading material
Current estimated lead time 10-14 weeks typical

Lead times are very fluid right now in the wake of Covid

Quote #
WQ 337634

Here is the Quote as per your request. The 'Shipping' total has been applied.
To place an order, simply click 'Submit Order Confirmation' below.
Please print this page for your records.
Customer Order Confirmation is **required** to process order.



627 Amersale Drive
Naperville, IL. 60563
sales@belson.com

Toll Free: 1-800-323-5664
Phone: 1-630-897-8489
Fax: 1-630-897-0573

QUOTE #
WQ 337634

Expires 2/24/2023

Model #	Description	Lbs	Quantity	Unit Price	Unit Total
RR32-ES	32 Gallon Trash Receptacle (Lid And Liner Sold Separately), Expanded Metal - Standard Thermoplastic Coating Green Discount Applied	77	30	\$319.00	\$9,570.00
SD32-S	32 Gallon Steel Dome Lid - Industry Standard Coating Black Discount Applied	10	30	\$168.00	\$5,040.00
RLN32	32 Gallon Plastic Liner Discount Applied	8	30	\$56.00	\$1,680.00
RIM-32	In-ground Mount Pedestal For Trash Receptacles	3	30	\$84.00	\$2,520.00

Subtotal	2,940	Subtotal	\$18,810.00
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0.0000% Tax \$0.00

Customer Order Confirmation is required to process order.

Shipping \$1,573.73

Your Order will not be shipped without your "Order Confirmation"

Grand Total \$20,383.73

Bill To:

Ship To:

First/Last Name John Hines

Company Charter Township of Ypsilanti

Ship To Charter Township of Ypsilanti

Address 1 7200 S Huron River Dr

Address 1 7200 S Huron River Dr

Address 2

Address 2

City Ypsilanti

City Ypsilanti

State MI

State MI

Zip Code 48197

Zip Code 48197

Country USA

Country USA

Phone 734-544-3800

Phone 734-544-3800

Fax

Contact John Hines

Email jhines@ypsitownship.org

Email jhines@ypsitownship.org

Additional Delivery Services

Phone Call 24 Hours Prior to Delivery

Delivery to Residential or Non-Commercial Truck Route Addresses

Power Liftgate Service - Driver will lower shipment from the truck to the ground (Only)

Order Power Liftgate Service if — You will be unable to unload the shipment from the truck.

◊ Does Not apply to UPS shipments

Special Instructions

MJ-E

Intended Payment Method



Visa



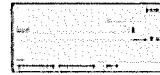
MasterCard



American Express



Discover



Check with Order



On Account

Order Confirmation Method — Customer Confirmation is Required to Complete Order

Email Order Confirmation

jhines@ypsitownship.org

Fax Order Confirmation

Customer Service Representative Call (M-F 8:00am - 4:30pm CST)

What is the best day and time to call?

Contact Name (If Different than 'Sold To')

Phone

Submit Order Confirmation

Cancel Order

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

February 21, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$254,931.00

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

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

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

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

Motion to Amend the 2023 Budget (#2)

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

AUTHORIZATIONS AND BIDS

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



**YPSILANTI
TOWNSHIP**
— RECREATION DEPARTMENT —

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Ryan Tucker

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

Date: February 13, 2022

RE: **Request authorization to seek quotes for the Ypsilanti Township annual sidewalk repair program**

The Recreation Department and staff are requesting approval to seek quotes through the Request for Quotation process for Ypsilanti Township's annual sidewalk repair program. This RFQ goes out annually to seek a contractor for repairing sidewalks throughout the Township. Sidewalks that qualify for repair are those that are not level or create a tripping hazard. The RFQ will be posted on MITN and quotes can be delivered in person or through MITN.

RFQ's will be accepted through March 8, 2023.

John Hines
Recreation Director
jhines@ypsitownship.org
734-544-3817



**Request for Quotation: Sidewalk Repair Contractor
Charter Township of Ypsilanti**

INTRODUCTION

This document sets forth the general specifications, requirements and responsibilities for a Sidewalk Repair Contractor in providing sidewalk repair services for the Charter Township of Ypsilanti in Ypsilanti, Michigan.

GENERAL CONDITIONS AND SCOPE OF WORK

A. Qualifications

Contractor must be duly licensed in accordance with all Federal, State and local laws governing the sidewalk repair business.

B. Quality

The sidewalk repair contractor, hereinafter, referred to as “Contractor”, will provide and perform all sidewalk repair services in a professional and timely manner as further address in Section – Sidewalk Repair Specifications.

C. Coverage

The Contractor is responsible for the repair and finishing of all sidewalks that are deemed as “trip hazards” as described in this project and throughout the Township. All work shall be performed in a professional manner, using quality equipment and materials, all of which must be maintained and operated by the contractor.

D. General Conditions

The Contractor will supply all labor, sidewalk repair equipment and safety equipment in good working condition as to be able to perform all aspects of the sidewalk repair.

Contractor shall hold and save harmless the Charter Township of Ypsilanti, hereinafter referred to as “Ypsilanti Township”, from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors including but not limited to the use of equipment or materials.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of Ypsilanti Township, for any damages for which the Contractor is liable, of which Ypsilanti Township shall be sole judge.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor's operations. Contractor will be responsible for regularly informing its employees of all Federal, State and/or local safety regulations.

Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

Contractor shall at all times maintain good order among its employees and shall ensure compliance with Ypsilanti Township rules and regulations.

Project inspections shall be made by the Contractor after each sidewalk repair project is completed and reviewed with an Ypsilanti Township, Residential Services Department representative at his or her request.

SIDEWALK REPAIR SPECIFICATIONS

According to the Ypsilanti Charter Township Municipal Code, the Township will correct sidewalks that are considered "trip hazards" and have been measured to have a 2" hazard. These specifications include plans to level sidewalks throughout Ypsilanti Township for which the Township is responsible. These repair projects are identified by Township staff and/or resident reports. Any sidewalk slabs that are deemed in need of a full demolition and replacement will not be requested under this Request for Quotations. Ypsilanti Township traditionally levels between **twenty to thirty (20-30)** slabs per year. Please note that additional sidewalk repair projects may be added throughout the year based on resident reports and staff findings and the Contractor would be expected to assist. Addresses will be provided when the Contractor is awarded.

A. General

- a. Ypsilanti Township recognizes that unforeseen and unpredictable items occur and must be addressed. It is the Contractor's responsibility to bring these items to the attention of Ypsilanti Township.
- b. All work shall be performed by properly supervised, trained personnel in accordance with accepted sidewalk and concrete practices.
- c. Materials shall be applied in accordance with manufacturer's directions.
- d. Adequate personnel and equipment shall be provided to permit the timely completion of all projects.
- e. Any extra debris or material debris shall be removed from project areas at the end of each project day at no additional charge. Contractor shall not leave or place any debris or material debris in public or private dumpsters or trash receptacles.
- f. Contractor is responsible for damage to any private property while completing sidewalk repair projects (i.e. signs, lights, lawns, irrigation lines, etc.) resulting from the Contractor's services. The Contractor is responsible for reporting all damages to Ypsilanti Township in writing within seventy-two (72) hours of each occurrence.
- g. Contractor will provide phone numbers for foreman, supervisors and/or other pertinent staff to Ypsilanti Township when work is being done.
- h. Contractor will provide reports to Ypsilanti Township of work completion.

STANDARDS AND OTHER CONDITIONS

A. Independent Contractor

The Contractor agrees to perform the work described in the quotation as an Independent contractor and not as a subcontractor, agent, or employee of the Charter Township of Ypsilanti.

B. Assignment and Subcontracting

The contract shall not be assigned or subcontracted by the Contractor without Ypsilanti Township's prior written consent, which may be withheld at Ypsilanti Township's sole discretion.

C. Revisions to original contract

Ypsilanti Township shall have the right to make any changes in, additions or delete services from the work described in the contract and may direct the Contractor to perform extra work and the Contractor shall implement such changes and perform extra work. Should any such changes increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and Ypsilanti Township.

D. Standards of work – General

All services shall be performed to the highest standard and in accordance with all Federal, State and local laws. The Contractor will be responsible for ensuring that its staff are familiar with and accomplishes the functions and tasks as outlined in the Specifications.

E. Contractor informed as to conditions

It is agreed that the Contractor is familiar with all physical and other conditions existing at Ypsilanti Township and all other matters in connection with the work to be performed under this contract.

F. Storage and security of equipment and supplies

The Contractor shall have full responsibility for storing equipment and supplies used in connection with the work. No storage space will be provided by Ypsilanti Township.

G. Inspection

Ypsilanti Township contemplates and the Contractor hereby agrees to a thorough inspection by Ypsilanti Township of all work and equipment furnished under this contract.

H. Health and Safety

The Contractor shall observe all Federal, State and local laws and regulations pertaining to health and safety. The Contractor shall take all precautions necessary and shall be responsible for all safety of all work to be performed by Contractor's employees. The Contractor shall not require any person employed by the Contractor to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to this or her health or safety as determined under safety and health

standards promulgated by the U.S. Secretary of Labor. The importance of safety of all workers shall be recognized and accident prevention shall be an integral part of the Contractor's operation. The Contractor shall conduct the work in a safe and practical manner, in conformance with the safety and health standards made applicable to the work by the Federal Occupational Safety and Health Act.

I. Training

The Contractor will be solely responsible for ensuring that its employees are trained and competent in the performance of their duties as outlined in the Specifications.

J. Billing

Sidewalk repair services will be priced on an annual basis and shall include all equipment and supplies needed to perform within the contract. All contractors are required to complete and submit the Estimate Form (Attachments A).

The Contractor shall submit invoices according to the work being done by the Contractor. Work must be completed in order for Ypsilanti Township to process invoices.

Payments for approved invoices shall be made by Ypsilanti Township within 30-45 days following the billing date of such invoice. Should Ypsilanti Township dispute the contractor's invoice, Ypsilanti Township shall advise the Contractor in writing of the disputed invoice and withhold payment until the dispute is settled by both parties.

K. Equipment

The Contractor shall provide all equipment necessary for the effective and efficient sidewalk repair services throughout Ypsilanti Township in accordance with the intent of the Specifications. All equipment shall be state-of-the-art and consistent with good work practices. All equipment shall be kept in working order at all times.

L. References

Each submission will provide at least two client references whose properties are comparable in size, profile and services. The information that is to be included for each references includes the property description and address, the Contractor's length of service at the location and a contact name with job title and telephone number.

M. Insurance and Indemnity

Contractor will be responsible for the following insurance certificates per the Ypsilanti Township contract provision checklist:

- A. **Workers Compensation** - \$1,000,000 Limit Each Accident
- B. **General Liability** – Combined single limit of \$1,000,000 each occurrence for bodily injury & property damage. Must include 60 day written notice for change of coverage, cancellation or non-renewal of coverage. Additional insured language shall state: **“The Charter Township of Ypsilanti and its past, present and future elected officials shall be named as additional named insured’ on the General Liability Policy with respect to the services provided under this contract”**
- C. **Automobile Liability** – Covers owned, hired and non-owned vehicles with personal protection insurance and property protection. Includes residual liability

insurances with a combined single limit of \$1,000,000 each accident for bodily injury and property damage.

D. **Umbrella Policy/Excess Coverage** – May be used to cover everything

N. Contract Provisions

It is the intention of Ypsilanti Township to execute a one (1) year contract. Ypsilanti Township may terminate Contractor within 48 hours' notice if Contract fails or refuses to perform services as described in this Request for Quotation.

The contract must be reviewed by Ypsilanti Township legal counsel review and be approved by the Ypsilanti Township Board of Directors. If the Township asses any addenda, it will be posted on both ytown.org and MITN.

O. Rejection of Quotation

The award will be made to that responsible vendor whose quotation, conforming to this Request for Quotation, will be most advantageous to Ypsilanti Township, price and other factors considered. The Board of Trustees for the Charter Township of Ypsilanti reserves the right to reject any and all responses to this Request for Quotation, in whole or in part, and to waive informalities and minor irregularities in quotations received.

P. Minimum Quotation Response

By 2:00 p.m. on Wednesday, March 8, 2023, the Contractor shall remit two (2) originals or remit via MITN of its Quotation response to:

**Ypsilanti Township Clerk's Office
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197**

No fax copies will be accepted

Quotation Responses must include Attachment A along with a current insurance certificate and list of references as described below.

Questions regarding this Request for Quotations should be directed to Ypsilanti Township Clerk Heather Jarrell Roe at 734-544-4000 or hjarrellroe@ypsitownship.org by Friday, March 4, 2023.

Attachment A

**ESTIMATE FORM
2023 SIDEWALK REPAIR SERVICES**

Contractor: _____

Primary Contact: _____

Telephone #: _____

Date Submitted: _____

Pricing Schedule

Contractor's Per Slab Fee: \$ _____/slab

Contractor's Minimum Slab per project _____

TOTAL ESTIMATE FOR REPAIR SERVICES: \$ _____

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



**YPSILANTI
TOWNSHIP**
— RECREATION DEPARTMENT —

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Ryan Tucker

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

Date: February 15, 2022

RE: **Request authorization to seek quotes for the Ypsilanti Township annual sidewalk replacement program**

The Recreation Department and staff are requesting approval to seek quotes through the Request for Quotation process for Ypsilanti Township's annual sidewalk repair program. This RFQ goes out annually to seek a contractor for replacing sidewalks throughout the Township. Sidewalks that qualify for replacement are those that are cracked, disintegrating or create a tripping hazard or are unsafe to pass. The RFQ will be posted on MITN and quotes can be delivered in person or through MITN.

RFQ's will be accepted through March 8, 2023.

John Hines
Recreation Director
jhines@ypsitownship.org
734-544-3817



**Request for Quotation: Sidewalk Replacement Contractor
Charter Township of Ypsilanti**

INTRODUCTION

This document sets forth the general specifications, requirements and responsibilities for a Sidewalk Replacement Contractor in providing Sidewalk Replacement services for the Charter Township of Ypsilanti in Ypsilanti, Michigan.

GENERAL CONDITIONS AND SCOPE OF WORK

A. Qualifications

Contractor must be duly licensed in accordance with all Federal, State and local laws governing the Sidewalk Replacement business.

B. Quality

The Sidewalk Replacement contractor, hereinafter, referred to as "Contractor", will provide and perform all Sidewalk Replacement services in a professional and timely manner as further address in Section – Sidewalk Replacement Specifications.

C. Coverage

The contractor is responsible for the demolition and removal of the old slab, forming, pouring and finishing of all sidewalk trip hazards as described in this project and throughout the Township. All work shall be performed in a professional manner, using quality equipment and materials, all of which must be maintained and operated by the contractor.

D. General Conditions

The contractor will supply all labor, sidewalk replacement equipment and safety equipment in good working condition as to be able to perform all aspects of the sidewalk replacement.

Contractor shall hold and save harmless the Charter Township of Ypsilanti, hereinafter referred to as "Ypsilanti Township", from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors including, but not limited to, the use of equipment or materials.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of Ypsilanti Township, for any damages for which the Contractor is liable, of which Ypsilanti Township shall be sole judge.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor's operations. Contractor will be responsible for regularly informing its employees of all Federal, State and/or local safety regulations.

Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

Contractor shall at all times maintain good order among its employees and shall ensure compliance with Ypsilanti Township rules and regulations.

Project inspections shall be made by the Contractor after each Sidewalk Replacement project is completed and reviewed with an Ypsilanti Township, Residential Services Department representative at his or her request.

SIDEWALK REPLACEMENT SPECIFICATIONS

According to the Ypsilanti Charter Township Municipal Code, the Township will correct sidewalks that are considered "trip hazards" and have been measured to have a 2" hazard or are visibly falling apart and are unsafe. These specifications include plans to replace sidewalks throughout Ypsilanti Township for which the Township is responsible. These replacement projects are identified by Township staff and/or resident reports. Any sidewalk slabs that are deemed in need of a slab leveling will not be requested under this Request for Quotations. The Contractor is responsible for the demolition and removal of the old slab, forming, pouring and finishing of all sidewalk trip hazards as described in this project. Ypsilanti Township traditionally replaces **ten to thirty (10-30)** slabs per year. Please note that additional replacement projects may be added throughout the year based on resident reports and staff findings and the Contractor would be expected to assist. Addresses will be provided when the Contractor is awarded. Additional slab construction needs, if agreed upon are listed below.

A. General

- a. Ypsilanti Township recognizes that unforeseen and unpredictable items occur and must be addressed. It is the Contractor's responsibility to bring these items to the attention of Ypsilanti Township.
- b. All work shall be performed by properly supervised, trained personnel in accordance with accepted sidewalk and concrete practices.
- c. Materials shall be applied in accordance with manufacturer's directions.
- d. Adequate personnel and equipment shall be provided to permit the timely completion of all projects.
- e. Any extra debris or material debris shall be removed from project areas at the end of each project day at no additional charge. Contractor shall not leave or place any debris or material debris in public or private dumpsters or trash receptacles.

- f. Contractor is responsible for damage to any private property while completing Sidewalk Replacement projects (i.e. signs, lights, lawns, irrigation lines, etc.) resulting from the Contractor's services. The Contractor is responsible for reporting all damages to Ypsilanti Township in writing within seventy-two (72) hours of each occurrence.
- g. Contractor will provide phone numbers for foreman, supervisors and/or other pertinent staff to Ypsilanti Township when work is being done.
- h. Contractor will provide reports to Ypsilanti Township of work completion.

STANDARDS AND OTHER CONDITIONS

A. Independent Contractor

The Contractor agrees to perform the work described in the quotation as an Independent contractor and not as a subcontractor, agent, or employee of the Charter Township of Ypsilanti.

B. Assignment and Subcontracting

The contract shall not be assigned or subcontracted by the Contractor without Ypsilanti Township's prior written consent, which may be withheld at Ypsilanti Township's sole discretion.

C. Revisions to original contract

Ypsilanti Township shall have the right to make any changes in, additions or delete services from the work described in the contract and may direct the Contractor to perform extra work and the Contractor shall implement such changes and perform extra work. Should any such changes increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and Ypsilanti Township.

D. Standards of work – General

All services shall be performed to the highest standard and in accordance with all Federal, State and local laws. The Contractor will be responsible for ensuring that its staff are familiar with and accomplishes the functions and tasks as outlined in the Specifications.

E. Contractor informed as to conditions

It is agreed that the Contractor is familiar with all physical and other conditions existing at Ypsilanti Township and all other matters in connection with the work to be performed under this contract.

F. Storage and security of equipment and supplies

The Contractor shall have full responsibility for storing equipment and supplies used in connection with the work. No storage space will be provided by Ypsilanti Township.

G. Inspection

Ypsilanti Township contemplates and the Contractor hereby agrees to a thorough inspection by Ypsilanti Township of all work and equipment furnished under this contract.

H. Health and Safety

The Contractor shall observe all Federal, State and local laws and regulations pertaining to health and safety. The Contractor shall take all precautions necessary and shall be responsible for all safety of all work to be performed by Contractor's employees. The Contractor shall not require any person employed by the Contractor to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to this or her health or safety as determined under safety and health standards promulgated by the U.S. Secretary of Labor. The importance of safety of all workers shall be recognized and accident prevention shall be an integral part of the Contractor's operation. The Contractor shall conduct the work in a safe and practical manner, in conformance with the safety and health standards made applicable to the work by the Federal Occupational Safety and Health Act.

I. Training

The Contractor will be solely responsible for ensuring that its employees are trained and competent in the performance of their duties as outlined in the Specifications.

J. Billing

Sidewalk replacement services will be priced on an annual basis and shall include all equipment and supplies needed to perform within the contract. All contractors are required to complete and submit the Estimate Form (Attachments A).

The Contractor shall submit invoices according to the work being done by the Contractor. Work must be completed in order for Ypsilanti Township to process invoices.

Payments for approved invoices shall be made by Ypsilanti Township within 30-45 days following the billing date of such invoice. Should Ypsilanti Township dispute the contractor's invoice, Ypsilanti Township shall advise the Contractor in writing of the disputed invoice and withhold payment until the dispute is settled by both parties.

K. Equipment

The Contractor shall provide all equipment necessary for the effective and efficient sidewalk replacement services throughout Ypsilanti Township in accordance with the intent of the Specifications. All equipment shall be state-of-the-art and consistent with good work practices. All equipment shall be kept in working order at all times.

L. References

Each submission will provide at least two client references whose properties are comparable in size, profile and services. The information that is to be included for each references includes the property description and address, the Contractor's length of service at the location and a contact name with job title and telephone number.

M. Insurance and Indemnity

Contractor will be responsible for the following insurance certificates per the Ypsilanti Township contract provision checklist:

- A. **Workers Compensation** - \$1,000,000 Limit Each Accident
- B. **General Liability** – Combined single limit of \$1,000,000 each occurrence for bodily injury & property damage. Must include 60 day written notice for change of coverage, cancellation or non-renewal of coverage. Additional insured language shall state: **“The Charter Township of Ypsilanti and its past, present and future elected officials shall be named as ‘additional named insured’ on the General Liability Policy with respect to the services provided under this contract”**
- C. **Automobile Liability** – Covers owned, hired and non-owned vehicles with personal protection insurance and property protection. Includes residual liability insurances with a combined single limit of \$1,000,000 each accident for bodily injury and property damage.
- D. **Umbrella Policy/Excess Coverage** – May be used to cover everything

N. Contract Provisions

It is the intention of Ypsilanti Township to execute a one (1) year contract. Ypsilanti Township may terminate Contractor within 48 hours’ notice if Contract fails or refuses to perform services as described in this Request for Quotation.

The contract must be reviewed by Ypsilanti Township legal counsel review and be approved by the Ypsilanti Township Board of Directors. If the Township asses any addenda, it will be posted on both ytown.org and MITN.

O. Rejection of Quotation

The award will be made to that responsible vendor whose quotation, conforming to this Request for Quotation, will be most advantageous to Ypsilanti Township, price and other factors considered. The Board of Trustees for the Charter Township of Ypsilanti reserves the right to reject any and all responses to this Request for Quotation, in whole or in part, and to waive informalities and minor irregularities in quotations received.

P. Minimum Quotation Response

By 2:00 p.m. on Wednesday March 8, 2023 the Contractor shall remit two (2) originals or remit via MITN of its Quotation response to:

**Ypsilanti Township Clerk’s Office
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197**

No fax copies will be accepted

Quotation Responses must include Attachment A along with a current insurance certificate and list of references as described below.

Questions regarding this Request for Quotations should be directed to Ypsilanti Township Clerk Heather Jarrell Roe at 734-544-4000 or hjarrellroe@ypsitownship.org by Friday, March 4, 2023.

Attachment A

**ESTIMATE FORM
2023 SIDEWALK REPLACEMENT SERVICES**

Contractor: _____

Primary Contact: _____

Telephone #: _____

Date Submitted: _____

Pricing Schedule

Contractor's Per Slab Fee: \$_____/slab

Contractor's Minimum Slab per project _____

TOTAL ESTIMATE FOR REPLACEMENT SERVICES: \$_____

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



**YPSILANTI
TOWNSHIP**
— RECREATION DEPARTMENT —

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Ryan Tucker

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Recreation Director

Date: February 13, 2022

RE: **Request authorization to seek quotes for the Ypsilanti Township annual playground mulch installation**

The Recreation and staff are requesting approval to seek quotes through the Request for Quotation process for Ypsilanti Township's annual playground mulch installation. This RFQ goes out annually to seek a contractor to order and install mulch at parks throughout the Township. Half of the Township parks receive new playground mulch each year. The RFQ will be posted on MITN and quotes can be delivered in person or through MITN.

RFQ's will be accepted through March 8, 2023.

John Hines
Recreation Director
jhines@ypsitownship.org
734-544-3817



Request for Quotation: Playground Mulch Contractor Charter Township of Ypsilanti

INTRODUCTION

This document sets forth the general specifications, requirements and responsibilities for a Playground Mulch Contractor in providing mulch spreading services for the Charter Township of Ypsilanti in Ypsilanti, Michigan.

GENERAL CONDITIONS AND SCOPE OF WORK

A. Qualifications

Contractor must be duly licensed in accordance with all Federal, State and local laws governing the Playground Mulch business.

B. Quality

The Playground Mulch contractor, hereinafter, referred to as "Contractor", will provide and perform all playground mulch services in a professional and timely manner as further address in Section – Playground Mulch Specifications.

C. Coverage

The contractor is responsible for the delivery, labor and spreading of all playground mulch as described in this project and throughout the Township. All work shall be performed in a professional manner, using quality equipment and materials, all of which must be maintained and operated by the contractor.

D. General Conditions

The contractor will supply all labor, playground mulch equipment and safety equipment in good working condition.

Contractor shall hold and save harmless the Charter Township of Ypsilanti, hereinafter referred to as "Ypsilanti Township", from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors including, but not limited to, the use of equipment or materials.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of Ypsilanti Township, for any damages for which the Contractor is liable, of which Ypsilanti Township shall be sole judge.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor's operations. Contractor will be responsible for regularly informing its employees of all Federal, State and/or local safety regulations.

Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

Contractor shall at all times maintain good order among its employees and shall ensure compliance with Ypsilanti Township rules and regulations.

Project inspections shall be made by the Contractor after each Playground Mulch project is completed and reviewed with an Ypsilanti Township, Residential Services Department representative at his or her request.

PLAYGROUND MULCH SPECIFICATIONS

It is best practice for Ypsilanti Township parks to be maintained on an annual basis for playground mulch applications. These specifications include plans to add certified playground mulch throughout Ypsilanti Township parks facilities for which the Township is responsible. The Contractor is responsible for the delivery, labor and spreading of all playground mulch as described in this project. Please see below the parks and associated cubic yard measurements to be spread:

Bud and Blossom Park (1500 Blossom Ave):	39 cubic yards (3 inches)
Burns Park (2060 Harding Ave):	55 cubic yards (3 inches)
Clubview Park (185 S. Clubview Dr):	59 cubic yards (3 inches)
Community Center Park (2000 E. Clark Rd):	43 cubic yards (3 inches)
Ford Lake Park (9075 S. Huron River Dr):	69 cubic yards (3 inches)
Lakeside Park (9999 Textile Rd):	61 cubic yards (3 inches)
Nancy Park (1205 Marcus Ave.):	57 Cubic Yards (3 inches)
North Bay (1151 S. Huron St):	29 cubic yards (3 inches)
<u>Rambling (6266 S. Ivanhoe):</u>	<u>39 cubic yards (3 inches)</u>

TOTAL CUBIC YARDS: 451 cubic yards

A. General

- a. Ypsilanti Township recognizes that unforeseen and unpredictable items occur and must be addressed. It is the Contractor's responsibility to bring these items to the attention of Ypsilanti Township.
- b. All work shall be performed by properly supervised, trained personnel in accordance with accepted mulch spreading practices.
- c. Materials shall be applied in accordance with manufacturer's directions.
- d. Adequate personnel and equipment shall be provided to permit the timely completion of all projects.
- e. Any extra debris or material debris shall be removed from project areas at the end of each project day at no additional charge. Contractor shall not leave or place any debris or material debris in public or private dumpsters or trash receptacles.

- f. Contractor is responsible for damage to any private property while completing Playground Mulch projects (i.e. signs, lights, lawns, irrigation lines, etc.) resulting from the Contractor's services. The Contractor is responsible for reporting all damages to Ypsilanti Township in writing within seventy-two (72) hours of each occurrence.
- g. Contractor will provide phone numbers for foreman, supervisors and/or other pertinent staff to Ypsilanti Township when work is being done.
- h. Contractor will provide reports to Ypsilanti Township of work completion.

STANDARDS AND OTHER CONDITIONS

A. Independent Contractor

The Contractor agrees to perform the work described in the quotation as an Independent contractor and not as a subcontractor, agent, or employee of the Charter Township of Ypsilanti.

B. Assignment and Subcontracting

The contract shall not be assigned or subcontracted by the Contractor without Ypsilanti Township's prior written consent, which may be withheld at Ypsilanti Township's sole discretion.

C. Revisions to original contract

Ypsilanti Township shall have the right to make any changes in, additions or delete services from the work described in the contract and may direct the Contractor to perform extra work and the Contractor shall implement such changes and perform extra work. Should any such changes increase, decrease or affect the amount of character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and Ypsilanti Township.

D. Standards of work – General

All services shall be performed to the highest standard and in accordance with all Federal, State and local laws. The Contractor will be responsible for ensuring that its staff are familiar with and accomplishes the functions and tasks as outlined in the Specifications.

E. Contractor informed as to conditions

It is agreed that the Contractor is familiar with all physical and other conditions existing at Ypsilanti Township and all other matters in connection with the work to be performed under this contract.

F. Storage and security of equipment and supplies

The Contractor shall have full responsibility for storing equipment and supplies used in connection with the work. No storage space will be provided by Ypsilanti Township.

G. Inspection

Ypsilanti Township contemplates and the Contractor hereby agrees to a thorough inspection by Ypsilanti Township of all work and equipment furnished under this contract.

H. Health and Safety

The Contractor shall observe all Federal, State and local laws and regulations pertaining to health and safety. The Contractor shall take all precautions necessary and shall be responsible for all safety of all work to be performed by Contractor's employees. The Contractor shall not require any person employed by the Contractor to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to this or her health or safety as determined under safety and health standards promulgated by the U.S. Secretary of Labor. The importance of safety of all workers shall be recognized and accident prevention shall be an integral part of the Contractor's operation. The Contractor shall conduct the work in a safe and practical manner, in conformance with the safety and health standards made applicable to the work by the Federal Occupational Safety and Health Act.

I. Training

The Contractor will be solely responsible for ensuring that its employees are trained and competent in the performance of their duties as outlined in the Specifications.

J. Billing

Playground mulch services will be priced on a per cubic yard basis and shall include all equipment and supplies needed to perform within the contract. All contractors are required to complete and submit the Estimate Form (Attachments A).

The Contractor shall submit invoices according to the work being done by the Contractor. Work must be completed in order for Ypsilanti Township to process invoices.

Payments for approved invoices shall be made by Ypsilanti Township within 30-45 days following the billing date of such invoice. Should Ypsilanti Township dispute the contractor's invoice, Ypsilanti Township shall advise the Contractor in writing of the disputed invoice and withhold payment until the dispute is settled by both parties.

K. Equipment

The Contractor shall provide all equipment necessary for the effective and efficient playground mulch services throughout Ypsilanti Township in accordance with the intent of the Specifications. All equipment shall be state-of-the-art and consistent with good work practices. All equipment shall be kept in working order at all times.

L. References

Each submission will provide at least two client references whose properties are comparable in size, profile and services. The information that is to be included for each references includes the property description and address, the Contractor's length of service at the location and a contact name with job title and telephone number.

M. Insurance and Indemnity

Contractor will be responsible for the following insurance certificates per the Ypsilanti Township contract provision checklist:

- A. **Workers Compensation** - \$1,000,000 Limit Each Accident
- B. **General Liability** – Combined single limit of \$1,000,000 each occurrence for bodily injury & property damage. Must include 60 day written notice for change of coverage, cancellation or non-renewal of coverage. Additional insured language shall state: **“The Charter Township of Ypsilanti and its past, present and future elected officials shall be named as ‘additional named insured’ on the General Liability Policy with respect to the services provided under this contract”**
- C. **Automobile Liability** – Covers owned, hired and non-owned vehicles with personal protection insurance and property protection. Includes residual liability insurances with a combined single limit of \$1,000,000 each accident for bodily injury and property damage.
- D. **Umbrella Policy/Excess Coverage** – May be used to cover everything

N. Contract Provisions

It is the intention of Ypsilanti Township to execute a one (1) year contract. Ypsilanti Township may terminate Contractor within 48 hours’ notice if Contract fails or refuses to perform services as described in this Request for Quotation.

The contract must be reviewed by Ypsilanti Township legal counsel review and be approved by the Ypsilanti Township Board of Directors. If the Township asses any addenda, it will be posted on both ytown.org and MITN.

O. Rejection of Quotation

The award will be made to that responsible vendor whose quotation, conforming to this Request for Quotation, will be most advantageous to Ypsilanti Township, price and other factors considered. The Board of Trustees for the Charter Township of Ypsilanti reserves the right to reject any and all responses to this Request for Quotation, in whole or in part, and to waive informalities and minor irregularities in quotations received.

P. Minimum Quotation Response

By 2:00 p.m. on Wednesday, March 8, 2023, the Contractor shall remit two (2) originals of its Quotation response to:

**Ypsilanti Township Clerk’s Office
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197**

No fax copies will be accepted

Quotation Responses must include Attachment A along with a current insurance certificate and list of references as described below.

Questions regarding this Request for Quotations should be directed to Ypsilanti Township Clerk Heather Jarrell Roe at 734-544-4000 or hjarrellroe@ypsitownship.org by Friday, March 4, 2023.

Attachment A

**ESTIMATE FORM
2023 PLAYGROUND MULCH SERVICES**

Contractor: _____

Primary Contact: _____

Telephone #: _____

Date Submitted: _____

Pricing Schedule

Bud and Blossom: 39 cubic yards	\$ _____ per cubic yard = \$ _____
Burns Park: 55 cubic yards	\$ _____ per cubic yard = \$ _____
Clubview Park: 59 cubic yards	\$ _____ per cubic yard = \$ _____
Community Center Park: 43 cubic yards	\$ _____ per cubic yard = \$ _____
Ford Lake Park: 69 cubic yards	\$ _____ per cubic yard = \$ _____
Lakeside Park: 61 cubic yards	\$ _____ per cubic yard = \$ _____
Nancy Park: 57 cubic yards	\$ _____ per cubic yard = \$ _____
North Bay Park: 29 cubic yards	\$ _____ per cubic yard = \$ _____
<u>Rambling Park: 39 cubic yards</u>	\$ _____ per cubic yard = \$ _____

TOTAL CUBIC YARDS: 451 cubic yards

TOTAL ESTIMATE FOR PLAYGROUND MULCH SERVICES: \$ _____

OTHER BUSINESS

BOARD MEMBER UPDATES
