

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

March 7, 2023

Work Session - 6:30 pm

Regular Meeting – 7:00 pm

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, MARCH 7, 2023

6:30pm

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



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

REGULAR MEETING AGENDA

TUESDAY, MARCH 7, 2023

7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. PUBLIC COMMENTS
 - THREE MINUTES PER PERSON
 - ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR
 - PUBLIC COMMENTS ARE ALSO WELCOME AS THE BOARD ADDRESSES EACH AGENDA ITEM
4. CONSENT AGENDA
 - A. MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION AND REGULAR MEETING (TABLED AT THE FEBRUARY 21, 2023 REGULAR MEETING)
 - B. MINUTES OF THE FEBRUARY 21, 2023 WORK SESSION AND REGULAR MEETING
 - C. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR MARCH 7, 2023 IN THE AMOUNT OF \$1,387,320.18
5. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. REQUEST TO APPOINT CALEB COPELAND AND BIANCA TYSON TO THE PLANNING COMMISSION WITH A TERM ENDING DECEMBER 31, 2023
2. REQUEST TO APPOINT JEFF KERNER AND DAVID MARSHALL AS ALTERNATES TO THE ZONING BOARD OF APPEALS WITH A TERM ENDING DECEMBER 31, 2025

OTHER BUSINESS

BOARD MEMBER UPDATES

PUBLIC COMMENTS

CONSENT AGENDA

**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 FOR 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 more information.

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION
PAGE 2

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 about structural change from the county.

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 feasibility study is necessary to apply for grants and is needed for access to the voting precinct on Packard. 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 to identify the potential needs of easements in order to apply for grants and also allow addition of bus shelter.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION
PAGE 3**

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 versus selling them and buying new ones. The golf course did this previously and she explained the life of the equipment and the cost savings.

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

The road commission will be bidding out speed humps and requests the Ypsilanti Township finalize the agreements prior to bidding.

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

Discussed in conjunction with item #8.

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

Discussed in conjunction with item #8.

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

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

ITEM #101-446-982-000 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT

Discussed in conjunction with item #8.

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

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

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

Trustee Ryan Hunter had to resign from the AAATA. According to AAATA rules elected officials cannot serve on the board.

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

Monica Ross Williams is recommended to be approved 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 this is a request to reappoint Larry Doe to the YCUA Board.

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

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MINUTES OF THE FEBRUARY 7, 2023 WORK SESSION
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Supervisor Stumbo explained that the township would need to create new line items for revenue and expense for the opioid settlement. Accounting Director Neel 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 Groundmaster mower repairs, and professional services for sidewalk engineers.

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 a committee recommendation.

ATTORNEY REPORT

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

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

Respectfully Submitted,

Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE 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.

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MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING
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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 contract with 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
PAGE 4**

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 (see attached).

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 (see attached).

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

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING
PAGE 5

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 (see attached).

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 (see attached).

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 (see attached).

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 (see attached).

The motion passed unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 7, 2023 REGULAR BOARD MEETING
PAGE 6**

**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

The motion passed unanimously.

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

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 (see attached).

The motion passed unanimously.

BOARD MEMBER UPDATES

There were no 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



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON

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

MARK A. PTASZEK
SHERIFF
UNDERSHERIFF

December 12, 2022

CV 32854.4

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

Dear Supervisor Stumbo,

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

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

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

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

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

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

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

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



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON

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

MARK A. PTASZEK
SHERIFF
UNDERSHERIFF

ATTEST:

02/21/2023

Lawrence Kestenbaum (DATE)
County Clerk/Register

WASHTENAW COUNTY

02/15/2023

Gregory Dill (DATE)
County Administrator

APPROVED FOR CONTENT:

02 / 13 / 2023

Jerry L. Clayton (DATE)
Sheriff

Ypsilanti Charter Township

(DATE)

Brenda Stumbo
Township Supervisor

Feb. 21, 2023

(DATE)

Heather Jarrell Roe
Clerk

Feb. 21, 2023

Original: Clerk
Vendor

cc: Department
Purchasing



January 12, 2023

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

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

Dear Ms. Stumbo:

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

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

PROJECT UNDERSTANDING

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

SCOPE

Packard St and Hewitt Rd Conceptual and Feasibility Report

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

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



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

DELIVERABLES

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

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

ASSUMPTIONS/CLARIFICATIONS

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

FEE

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

| Tasks | Fee |
|--|------------|
| Packard St and Hewitt Rd Conceptual and Feasibility Report | \$9,500.00 |

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

SCHEDULE

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

ACCEPTANCE

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

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



OHM ADVISORS
CONSULTANT

Matthew Parks

Digitally signed by Matthew Parks
DN: C=US,
E=matt.parks@ohm-advisors.com,
O=Principal in Charge, OU=OHM
Advisors, CN=Matthew Parks
Date: 2023.02.09 14:06:08-05'00'

Matthew D. Parks, P.E.

Principal in Charge

Charter Township of Ypsilanti
CLIENT

(Signature)

Brenda L. Stumbo

(Name)

Ms. Brenda Stumbo

(Title)

Township Supervisor

(Date)

Feb. 10, 2023

(Signature)

Heather Jarrell Roe

(Name)

Ms. Heather Jarrell Roe

(Title)

Township Clerk

(Date)

Feb. 9, 2023

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



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

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: February 1, 2023

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

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

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

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

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

Thank you for your consideration.

**AGREEMENT BETWEEN
CHARTER TOWNSHIP OF YPSILANTI AND
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this _____ day of _____, 2023 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install five (5) speed humps on Grand Boulevard between Forest Avenue and Michigan Avenue (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare documents for the Project; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$53,840.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

AGREEMENT SUMMARY

Estimated Cost

| | |
|--|--------------------|
| Installation of five speed humps on Grand Boulevard | \$53,840.00 |
|--|--------------------|

FOR YPSILANTI TOWNSHIP:

Brenda L. Stumbo, Supervisor

Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara R. Fuller, Chair

Sheryl Soderholm Siddall, Managing Director

**AGREEMENT BETWEEN
CHARTER TOWNSHIP OF YPSILANTI AND
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this _____ day of _____, 2023 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install four (4) speed humps on Sweet Road between Holmes Road and Clark Road (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare documents for the Project; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$49,965.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

AGREEMENT SUMMARY

Estimated Cost

Installation of four speed humps on Sweet Road

\$49,965.00

FOR YPSILANTI TOWNSHIP:

Brenda L. Stumbo, Supervisor


Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara R. Fuller, Chair

Sheryl Soderholm Siddall, Managing Director

**AGREEMENT BETWEEN
CHARTER TOWNSHIP OF YPSILANTI AND
THE WASHTENAW COUNTY ROAD COMMISSION**

THIS AGREEMENT, made and entered into this _____ day of _____, 2023 between the Board of the Charter Township of Ypsilanti (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, the Charter Township of Ypsilanti desires to install four (4) speed humps on Rue Willette Boulevard between Rue Deauville Boulevard and Clark Road (the "Project"); and

WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare documents for the Project; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$49,965.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

AGREEMENT SUMMARY

Estimated Cost

| | |
|---|--------------------|
| Installation of four speed humps on Rue Willette Boulevard | \$49,965.00 |
|---|--------------------|

FOR YPSILANTI TOWNSHIP:

Brenda L. Stumbo, Supervisor

Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara R. Fuller, Chair

Sheryl Soderholm Siddall, Managing Director

**AGREEMENT BETWEEN
CHARTER TOWNSHIP OF YPSILANTI AND
THE WASHTENAW COUNTY ROAD COMMISSION**

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WHEREAS, proper authority is provided to the parties of this Agreement under the provisions of Act 51 of Public Acts of 1951 as amended; and

WHEREAS, the Road Commission will prepare documents for the Project; and

WHEREAS, the Township shall promptly reimburse the Road Commission upon receipt of any invoices for all costs and expenses attributed to the Project;

THEREFORE, BE IT AGREED that the Township will pay the Road Commission for all actual costs incurred associated with the construction of the Project estimated to be \$49,965.00.

IT IS FURTHER UNDERSTOOD that the Charter Township of Ypsilanti will be a named insured on the Washtenaw County Road Commission's coverage for liability for the activities described above. The Road Commission will submit a certificate of insurance evidencing such coverage to the Township Clerk prior to implementation of services under the contract. Each party to this contract shall be responsible for the acts and omissions of its employees and agents.

AGREEMENT SUMMARY

Estimated Cost

Installation of four speed humps on Rue Deauville Boulevard \$49,965.00

FOR YPSILANTI TOWNSHIP:

Brenda L. Stumbo, Supervisor

 2/9/23

Heather Jarrell Roe, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara R. Fuller, Chair

Sheryl Soderholm Siddall, Managing Director

**CHARTER TOWNSHIP OF YPSILANTI
2023 BUDGET AMENDMENT #1**

February 7, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$228,735.00

Request to increase the budget for emergency repairs to the elevator at the Civic Center . This will be funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------------|------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-699.999 | <u>\$25,000.00</u> |
| | | Net Revenues | <u><u>\$25,000.00</u></u> |
| Expenditures: | Non Reoccurring R & M - Civic | 101-265-931.020 | <u>\$25,000.00</u> |
| | | Net Expenditures | <u><u>\$25,000.00</u></u> |

Request to increase the budget for the installation of 4 speed humps on Sweet Road to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

| | | | |
|---------------|--------------------------------|------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-699.999 | <u>\$49,965.00</u> |
| | | Net Revenues | <u><u>\$49,965.00</u></u> |
| Expenditures: | Highway & ST-Road Construction | 101-446-982.000 | <u>\$49,965.00</u> |
| | | Net Expenditures | <u><u>\$49,965.00</u></u> |

Request to increase the budget for the installation of 4 speed humps on Rue Willette Boulevard to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

| | | | |
|---------------|--------------------------------|------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-699.999 | <u>\$49,965.00</u> |
| | | Net Revenues | <u><u>\$49,965.00</u></u> |
| Expenditures: | Highway & ST-Road Construction | 101-446-982.000 | <u>\$49,965.00</u> |
| | | Net Expenditures | <u><u>\$49,965.00</u></u> |

Request to increase the budget for the installation of 4 speed humps on Rue Deauville Boulevard to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

| | | | |
|---------------|--------------------------------|------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-699.999 | <u>\$49,965.00</u> |
| | | Net Revenues | <u><u>\$49,965.00</u></u> |
| Expenditures: | Highway & ST-Road Construction | 101-446-982.000 | <u>\$49,965.00</u> |
| | | Net Expenditures | <u><u>\$49,965.00</u></u> |

**CHARTER TOWNSHIP OF YPSILANTI
2023 BUDGET AMENDMENT #1**

February 7, 2023

101 - GENERAL OPERATIONS FUND

Request to increase the budget for the installation of 5 speed humps on Grand Boulevard to be completed by Washtenaw County Road Commission. This will be funded by an appropriation of prior year fund balance.

| | | | |
|---------------|--------------------------------|------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-699.999 | <u>\$53,840.00</u> |
| | | Net Revenues | <u><u>\$53,840.00</u></u> |
| Expenditures: | Highway & ST-Road Construction | 101-446-982.000 | <u>\$53,840.00</u> |
| | | Net Expenditures | <u><u>\$53,840.00</u></u> |

213 - BIKE, SIDEWALK, REC, ROADS FUND (BSRII)

Total Increase \$85,348.00

Request to add an equipment maintenance line and increase the budget for repair of Parks and Ground 5 Toro Groundsmaster mowers. This will be funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------|------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 213-000-699.999 | <u>\$38,848.00</u> |
| | | Net Revenues | <u><u>\$38,848.00</u></u> |
| Expenditures: | Equipment Maintenance | 213-753-933.000 | <u>\$38,848.00</u> |
| | | Net Expenditures | <u><u>\$38,848.00</u></u> |

Request to increase the budget for professional engineering service of OHM for Ridge Road Sidewalk Survey . This will be funded by an Appropriation of Prior Year Fund Balance.

| | | | |
|---------------|-------------------------|------------------|---------------------------|
| Revenues: | Prior Year Fund Balance | 213-000-699.999 | <u>\$46,500.00</u> |
| | | Net Revenues | <u><u>\$46,500.00</u></u> |
| Expenditures: | Professional Services | 213-753-801.000 | <u>\$46,500.00</u> |
| | | Net Expenditures | <u><u>\$46,500.00</u></u> |

Motion to Amend the 2023 Budget (#1)

Move to increase the General Fund budget by \$228,735 to \$12,616,044 and approve the department line item changes as outlined.

Move to increase the Bike, Sidewalk, Rec, Roads (BSRII) Fund budget by \$85,348 to \$2,932,222 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 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 (arrived 5:20pm), and Debbie Swanson

Members Absent: Trustee Gloria Peterson

Legal Counsel: Wm. Douglas Winters

AGENDA

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

Denny McClain, township attorney, gave the board an update on the lawsuit involving Gault Village and a timeline for future demolition.

AGENDA REVIEW

CONSENT AGENDA

Clerk Jarrell Roe stated that the minutes from the February 7, 2023 work session were not added to the packet and suggested tabling them during the regular meeting to give everyone an opportunity to review them.

NEW BUSINESS

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 WORK SESSION
PAGE 2

Supervisor Stumbo stated the award had already been made to the construction company for the parking lot improvements and that this proposal is to authorize OHM to oversee the engineering and construction.

2. REQUEST TO CREATE A FULL TIME SENIOR PLANNER POSITION

Jason Iacoangeli, Planning Director stated that a senior planner would be just below the planning director. He added that senior planners typically have five years or more planning experience in a municipal planning office and often serve as the right hand to the planning director and will also attend meetings as necessary.

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

Clerk Jarrell Roe stated that for the last few years, CDBG funds were designated for Appleridge Park. She detailed plans for the CDBG funding for Appleridge Park for this year.

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

Supervisor Stumbo stated that any time a drain requires more than \$5,000.00 to be maintained, the request for additional funds has to be authorized by the township board. She added that repair and maintenance for the Sines Extension Drain would be approximately \$35,000.00.

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 WORK SESSION
PAGE 3

Supervisor Stumbo stated that appointees to the committee would be Trustees Ryan Hunter and John Newman and Treasurer Stan Eldridge. She added that support staff would be Accounting Director Javonna Neel, township attorney Doug Winters and Deputy Supervisor Elizabeth Cuellar.

Supervisor Stumbo stated that the purpose of the committee would be to review the cost of a PSU, which includes more than a deputy.

Trustee Swanson asked about the clause in the Washtenaw County contract with Supreme Felons. Supervisor Stumbo stated that Sheriff Clayton had stated he was not involved in that contract and that what is in the contract is between the county and Supreme Felons.

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

John Hines, recreation Director, stated that this contract is for the publication of the recreation guide. He added that he plans to go out to bid at the end of the year for the winter 2024 guide.

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

Magistrate Mark Nelson stated that the Michigan Indigent Defense Commission Act was passed several years ago and it required the funding unit to fund public defense in the courts.

Attorney Winters requested some additional language be added to the contract.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 WORK SESSION
PAGE 4

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

John Hines, Recreation Director, stated the purchase of the trash cans is the continuation of replacing the cans that started last year.

Trustee Swanson commented on using the new township logo on the cans.

9. BUDGET AMENDMENT #2

There was no discussion on the budget amendment.

AUTHORIZATIONS AND BIDS

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

John Hines, Recreation Director, stated this is done annually and this would be for sidewalk repair.

Supervisor Stumbo stated a bid recommendation would come back to the board for final approval.

Discussion was held about bidding for two year contracts instead of one.

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

John Hines, Recreation Director stated this quote request was for sidewalk replacement instead of repair.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 WORK SESSION
PAGE 5

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

Supervisor Stumbo stated a bid recommendation would come back to the board for final approval.

OTHER BUSINESS

There was no other business.

BOARD MEMBER UPDATES

Supervisor Stumbo stated that she had attended the West Willow Neighborhood Watch meeting last night. She added that it is a policy for groups who use the community resource building to adhere to insurance requirements. Supervisor Stumbo said there had also been a request to close a street for a parade but the township did not receive the request until the day before and there was not enough time to process for Washtenaw County Road Commission approval for the road closure.

Josh Mcalister, President of the New West Willow Neighborhood Watch Association offered apologies for the disorderly neighborhood watch meeting the previous evening and for not following the customary process for a road closure.

Supervisor Stumbo stated that two squatters who were living in tents in Liberty Square were successfully relocated. She added that help from the Washtenaw County Support Services and Laurie Lutomski from the township were instrumental in this process.

The Work Session meeting was adjourned at approximately 6:20pm.

Respectfully Submitted,

Heather Jarrell Roe, Clerk, Charter Township of Ypsilanti

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 REGULAR BOARD MEETING

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

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

Members Absent: None

Legal Counsel: Wm. Douglas Winters

4. PUBLIC COMMENTS

No public comments were given.

5. CONSENT AGENDA

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

B. STATEMENTS AND CHECKS

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

C. TREASURER'S REPORT JANUARY 2023

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

The motion passed unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

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

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 REGULAR BOARD MEETING
PAGE 2**

NEW BUSINESS

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

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

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

The motion passed unanimously

2. REQUEST TO CREATE A FULL TIME SENIOR PLANNER POSITION

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

There was no discussion.

The motion carried unanimously.

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

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

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

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

The motion carried unanimously.

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 REGULAR BOARD MEETING
PAGE 3

Clerk Jarrell Roe read the resolution into the record.

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

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

The motion carried unanimously.

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

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

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

Two public comments were given in support of the committee.

The motion carried unanimously.

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

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

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

The motion carried unanimously.

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 REGULAR BOARD MEETING
PAGE 4

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

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

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

Trustee Hunter stated his support for this proposal.

The motion passed unanimously.

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

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

There was no discussion.

The motion passed unanimously.

9. BUDGET AMENDMENT #2

Clerk Jarrell Roe read the budget amendment into the record.

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

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

The motion passed unanimously.

AUTHORIZATIONS AND BIDS

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

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

CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE FEBRUARY 21, 2023 REGULAR BOARD MEETING
PAGE 5

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

The motion passed unanimously.

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

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

There was no discussion.

The motion passed unanimously.

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

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

There was no discussion.

The motion passed unanimously.

BOARD MEMBER UPDATES

Board member updates were given during the work session.

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

Motion carried unanimously.

The meeting was adjourned at approximately 7:36pm.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti



December 1, 2022

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

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

Dear Mr. Copeland:

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

PROJECT UNDERSTANDING

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

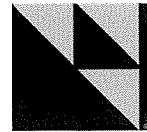
SCOPE

Construction Layout

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

Construction Observation

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



Construction Administration

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

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

Construction Engineering

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

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

FEE

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

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

DELIVERABLES

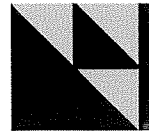
A final pay estimate and final acceptance letter will be issued upon project completion as well as copies of the IDRs (with sketches) for record information.

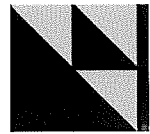
ACCEPTANCE

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.

Mr. Eric Copeland
December 1, 2022
Page 3 of 4





OHM ADVISORS
CONSULTANT

Matthew Parks

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

Matthew D. Parks, P.E.

Principal in Charge

Charter Township of Ypsilanti
CLIENT

(Signature)

Brenda L. Stumbo

(Name)

Ms. Brenda Stumbo

(Title)

Township Supervisor

(Date)

2/24/23

(Signature)

Heather Jarrell Roe

(Name)

Ms. Heather Jarrell Roe

(Title)

Township Clerk

(Date)

2/24/2023

Charter Township of Ypsilanti

Resolution 2023-02

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

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

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

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

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

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

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

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

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



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

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

2021 Ypsilanti Lifestyle Magazine

Strategy

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

Specs:

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

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

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

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

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

Moving forward, the 2022 pricing will be:

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

\$13,500 – Fall edition (32+4)

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

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

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

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

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

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

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

2021/22 Ypsilanti Lifestyle Magazine/ Amendment

Signatures:

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

**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.

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



YPSILANTI TOWNSHIP

— WHERE YOUR FUTURE GROWS —

**Accounting
Department**

7200 S. Huron River Drive
Ypsilanti, MI 48197
Phone: (734) 544-4000 Ext 5
Fax: (734) 484-5154

STATEMENTS AND CHECKS

MARCH 7, 2023 BOARD MEETING

| | | |
|---------------------------|----|---------------------|
| ACCOUNTS PAYABLE CHECKS - | \$ | 1,135,078.89 |
| HAND CHECKS - | \$ | 252,241.29 |
| CREDIT CARDS PURCHASES - | \$ | 0.00 |
| GRAND TOTAL - | \$ | 1,387,320.18 |

03/02/2023 03:31 PM

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 1/1

User: mharris

CHECK NUMBERS 192958 - 192967

DB: Ypsilanti-Twp

| Check Date | Check | Vendor Name | Amount |
|------------|-------|-------------|--------|
|------------|-------|-------------|--------|

HAND CHECKS

Bank AP AP

| | | | |
|------------|--------|-------------------------------|------------|
| 02/22/2023 | 192958 | COMCAST CABLE | 162.04 |
| 02/22/2023 | 192959 | DTE ENERGY | 6,404.24 |
| 02/22/2023 | 192960 | LINDE GAS & EQUIPMENT INC | 294.44 |
| 02/22/2023 | 192961 | STEPHEN BROWN | 1,650.00 |
| 02/27/2023 | 192962 | BLUE CROSS BLUE SHIELD OF MI | 184,730.23 |
| 02/27/2023 | 192963 | BLUE CROSS BLUE SHIELD OF MI | 28,791.94 |
| 02/27/2023 | 192964 | CONSTELLATION NEW ENERGY | 10,707.47 |
| 02/27/2023 | 192965 | DELTA DENTAL PLAN OF MICHIGAN | 12,389.43 |
| 02/27/2023 | 192966 | STANDARD INSURANCE COMPANY | 4,274.64 |
| 02/27/2023 | 192967 | STANDARD INSURANCE COMPANY | 2,836.86 |

AP TOTALS:

| | |
|----------------------------|------------|
| Total of 10 Checks: | 252,241.29 |
| Less 0 Void Checks: | 0.00 |
| Total of 10 Disbursements: | 252,241.29 |

03/02/2023 03:27 PM
User: mharris
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 1/2
CHECK NUMBERS 192968 - 193052

| Check Date | Check | Vendor Name | Amount |
|------------|--------|-----------------------------------|------------|
| Bank AP AP | | | |
| 03/07/2023 | 192968 | A DESIGN LINE | 3,310.18 |
| 03/07/2023 | 192969 | ACCUSHRED LLC | 68.50 |
| 03/07/2023 | 192970 | ACUSHNET COMPANY | 2,562.05 |
| 03/07/2023 | 192971 | ALEXIA CLEVELAND | 128.00 |
| 03/07/2023 | 192972 | AMAZON CAPITAL SERVICES | 2,575.12 |
| 03/07/2023 | 192973 | ANN ARBOR CLEANING SUPPLY | 248.84 |
| 03/07/2023 | 192974 | ANN ARBOR SPARK | 15,000.00 |
| 03/07/2023 | 192975 | APPLIED INNOVATION | 2,272.24 |
| 03/07/2023 | 192976 | ATCHINSON FORD | 415.00 |
| 03/07/2023 | 192977 | ATLANTIC WELDING SUPPLY | 84.00 |
| 03/07/2023 | 192978 | AUDREY HANZLIAN | 216.00 |
| 03/07/2023 | 192979 | B-BALL SKILLS LLC | 40.00 |
| 03/07/2023 | 192980 | BELFOR USA GROUP INC | 1,027.11 |
| 03/07/2023 | 192981 | BIO-CARE, INC. | 285.00 |
| 03/07/2023 | 192982 | BRANDON SLAVEN | 410.00 |
| 03/07/2023 | 192983 | BRUCE JOHNSON | 3,742.20 |
| 03/07/2023 | 192984 | CAMILLE HUDSON | 216.00 |
| 03/07/2023 | 192985 | CANTON TOWNSHIP | 468.00 |
| 03/07/2023 | 192986 | CAR TECH LLC | 537.38 |
| 03/07/2023 | 192987 | CARL ROWSEY | 108.11 |
| 03/07/2023 | 192988 | CARTER LUMBER COMPANY | 173.69 |
| 03/07/2023 | 192989 | CEI MICHIGAN LLC | 2,128.50 |
| 03/07/2023 | 192990 | CERTASITE, LLC | 336.91 |
| 03/07/2023 | 192991 | CHARTER TOWNSHIP OF SUPERIOR | 43.15 |
| 03/07/2023 | 192992 | CHERYL ANN LOPEZ | 525.00 |
| 03/07/2023 | 192993 | CITY OF YPSILANTI FIRE DEPT. | 1,000.00 |
| 03/07/2023 | 192994 | COLMAN-WOLF SANITARY SUPPLY CO | 186.44 |
| 03/07/2023 | 192995 | CSI EMERGENCY APPARATUS, LLC | 313,040.00 |
| 03/07/2023 | 192996 | DANIEL KIMBALL | 1,069.35 |
| 03/07/2023 | 192997 | EMERGENT HEALTH PARTNERS | 8,430.55 |
| 03/07/2023 | 192998 | ETHEL WALKER | 108.00 |
| 03/07/2023 | 192999 | GRAINGER | 29.09 |
| 03/07/2023 | 193000 | GRIFFIN PEST SOLUTIONS | 147.00 |
| 03/07/2023 | 193001 | HANNAH ARNOLD | 128.00 |
| 03/07/2023 | 193002 | HAROLD MARTIN | 10.00 |
| 03/07/2023 | 193003 | HARTFORD STEAM BOILER INSPECTION | 100.00 |
| 03/07/2023 | 193004 | HELEN FISHER | 108.00 |
| 03/07/2023 | 193005 | HOME DEPOT | 231.26 |
| 03/07/2023 | 193006 | INFINITY FITNESS LLC | 308.00 |
| 03/07/2023 | 193007 | JEFFREY WILLIAMS | 337.58 |
| 03/07/2023 | 193008 | JOEL ROBERTS | 2,041.20 |
| 03/07/2023 | 193009 | KBK LANDSCAPING, INC | 5,480.00 |
| 03/07/2023 | 193010 | KELLY DOE | 340.95 |
| 03/07/2023 | 193011 | KNOWBE4 INC | 2,856.60 |
| 03/07/2023 | 193012 | KONE INC | 208.32 |
| 03/07/2023 | 193013 | LOWE'S | 56.74 |
| 03/07/2023 | 193014 | MADCPO | 300.00 |
| 03/07/2023 | 193015 | MELODY WOODS | 192.00 |
| 03/07/2023 | 193016 | METRO AIRPORT TRUCK | 2,295.84 |
| 03/07/2023 | 193017 | MICHIGAN BUILDING CLEANING | 17,426.32 |
| 03/07/2023 | 193018 | MICHIGAN LINEN SERVICE, INC. | 1,056.20 |
| 03/07/2023 | 193019 | MIDWEST ENVIRO SOLUTIONS | 1,875.00 |
| 03/07/2023 | 193020 | MLIVE MEDIA GROUP | 674.50 |
| 03/07/2023 | 193021 | OFFICE EXPRESS | 31.86 |
| 03/07/2023 | 193022 | ORCHARD, HILTZ & MCCLIMENT INC | 24,609.00 |
| 03/07/2023 | 193023 | PEARLINE DAVIS | 296.80 |
| 03/07/2023 | 193024 | PET WASTE ELIMINATOR | 186.99 |
| 03/07/2023 | 193025 | PRIORITY ONE EMERGENCY | 181.98 |
| 03/07/2023 | 193026 | RHETT REYES | 871.25 |
| 03/07/2023 | 193027 | ROBERT ACTON | 1,400.00 |
| 03/07/2023 | 193028 | ROBERT ARRICK | 4,082.40 |
| 03/07/2023 | 193029 | SAM'S CLUB DIRECT | 360.08 |
| 03/07/2023 | 193030 | SHAVELL JUNIOUS | 100.00 |
| 03/07/2023 | 193031 | SIGNS BY TOMORROW | 2,590.50 |
| 03/07/2023 | 193032 | SPICER GROUP | 2,417.50 |
| 03/07/2023 | 193033 | STANDARD PRINTING | 1,910.93 |
| 03/07/2023 | 193034 | STATE OF MICHIGAN - MDOT | 12,699.26 |
| 03/07/2023 | 193035 | STEPHEN BROWN | 900.00 |
| 03/07/2023 | 193036 | TARGET SPECIALTY PRODUCTS | 2,645.49 |
| 03/07/2023 | 193037 | TAYLOR MADE GOLF COMPANY | 296.64 |
| 03/07/2023 | 193038 | THE AMERICAN THEATRE GUILD | 1,944.00 |
| 03/07/2023 | 193039 | THERESE FOOTE | 339.50 |
| 03/07/2023 | 193040 | TRELLO INC | 5,250.00 |
| 03/07/2023 | 193041 | TRENDSET COMMUNICATIONS GROUP | 960.57 |
| 03/07/2023 | 193042 | VERIZON CONNECT NWF, INC. | 138.88 |
| 03/07/2023 | 193043 | W.J. O'NEIL COMPANY | 1,103.61 |
| 03/07/2023 | 193044 | WASHTENAW COUNTY ROAD COMMISSION | 20,672.92 |
| 03/07/2023 | 193045 | WASHTENAW COUNTY SHERIFF'S OFFICE | 75.00 |

03/02/2023 03:27 PM
User: mharris
DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI Page: 2/2
CHECK NUMBERS 192968 - 193052

| Check Date | Check | Vendor Name | Amount |
|------------|--------|----------------------------------|------------|
| 03/07/2023 | 193046 | WASHTENAW COUNTY WATER RESOURCES | 5,080.73 |
| 03/07/2023 | 193047 | WASHTENAW COUNTY WATER RESOURCES | 642,722.32 |
| 03/07/2023 | 193048 | WENDA RICHMON | 108.00 |
| 03/07/2023 | 193049 | WINDER POLICE EQUIPMENT | 743.00 |
| 03/07/2023 | 193050 | YAMAHA GOLF CARS PLUS | 86.71 |
| 03/07/2023 | 193051 | YPSILANTI ACE HARDWARE | 9.59 |
| 03/07/2023 | 193052 | YPSILANTI COMMUNITY | 3,305.46 |

AP TOTALS:

| | |
|----------------------------|--------------|
| Total of 85 Checks: | 1,135,078.89 |
| Less 0 Void Checks: | 0.00 |
| Total of 85 Disbursements: | 1,135,078.89 |

ATTORNEY REPORT

GENERAL LEGAL UPDATE

NEW BUSINESS

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: March 1, 2023

RE: Recommendation for appointments to the Planning Commission and Zoning Board of Appeals

Below are the recommendations for the Planning Commission and Zoning Board of Appeals. Please find attached the resumes and letters of interest for the recommended appointees. Thank you for your consideration.

Planning Commission

Copeland, Caleb

Tyson, Bianca

Exp. Date

12/31/2023

12/31/2023

Zoning Board of Appeals

Kerner, Jeff (alternate)

Marshall, David (alternate)

Exp. Date

12/31/2025

12/31/2025

Dear Ypsilanti Township Board of Trustees,

My name is Caleb Copeland and I would be absolutely thrilled to be appointed to the Ypsilanti Township Planning Commission.

A bit of background on me: I am a Chicago, by way of southern Indiana, transplant who now resides on the beautiful Huron River here in Ypsilanti Township with his lovely fiancée and dog. I currently work in Northville Township as a Senior Sales Engineer at the second largest Asian Tier 1 automotive supplier, mainly promoting our power back door systems to global OEM's, negotiating multi-million dollar tooling PO's and training our two new hires (one will start in 1.5 weeks). Before buying a home and land here in Ypsilanti Township, I have also been lucky enough to experience other Michigan municipalities such as Farmington, Plymouth and Ann Arbor in my 4.5 years living in the state. I feel as though Michigan is a wonderful cross of both my fiancée (Chicago) and I's (rural Indiana) hometowns and we can't wait to spend many more years here. When I'm not at work you can find me wading in the Huron fishing, running the trails of Hewen's Creek or brewing my own beer in my kitchen.

I've always had a passion for city/urban planning and I find myself fascinated by how towns are laid out physically and more importantly why they came to resemble the cityscapes they do now, especially streets and neighborhoods. As soon as I accepted my current job offer, I started watching city planning Youtube documentaries like "Detroit's Pattern of Growth" and reading the Master Plans of local towns (including Ypsilanti + Ypsilanti Townships) to get a sense of each city's personality; which I turned to when closing on my house as we live upriver from the Peninsular Paper Dam for consultation. I even pay a \$2 monthly subscription to a website called CityStrides, that allows me to track my progress of "mapping cities", where I run every street in the city limits (I'm about ~63% of the way done with Ypsilanti Township), I enjoy exploring and developing urban environments. I'll be the first to admit that I do not have maybe the most impressive background when it comes to formal training in planning, however, I can assure you that my eagerness to learn and interest in urban planning will be enough to overcome that gap.

I do enjoy what I do now for work, but I know that eventually I would like to work more in a quasi-government role such as with an Economic Development Board, Chamber of Commerce or even better, Planning Commission. I very much like the idea of being able to channel my unique experiences and background into helping positively transform our community, all while deepening my knowledge and expertise of city planning.

I would love the opportunity to speak about my background and the position further.

Sincerely,
Caleb Copeland

Caleb Copeland
812.375.4804
copeland5293@gmail.com
1340 N Huron River Dr, Ypsilanti, MI, 48167

Professional Experience

- Aisin World Corp. of America**, Northville, MI -- Senior Sales Engineer November 2018-Present
- Lead contact with OEM's to promote PBD Systems produced at US, Canada and Mexico plants.
 - Constructed the team's budget and long-term sales forecast of the group's commodities each year.
 - Managed products account for \$175+ million in annual revenue.
 - Supervised one direct report from January 2023 onwards.
 - Interface internally, in both Japanese and English, as appropriate to manage business issues.
- AptAmigo**, Chicago, IL -- Sales Lead November 2017-October 2018
- 130 leases totaling \$250,000+ in collected revenue, top 1% of Chicago brokers.
 - Owned client relationships by curating (after needs analysis) and touring buildings with the client.
 - Helped shape site software directly by detecting and resolving bugs with the company's CTO.
- Meltwater**, Chicago, IL -- Sales Consultant May 2017-March 2018
- Created BI dashboards of clients' media to prove ROI, campaign results and benchmarking.
 - Total sales of \$70,000 within the first 7 months of employment.
 - Won multiple inter-office and inter-regional sales activity competitions.
- Columbus Economic Development Board**, Columbus, IN -- Winter Intern January 2017
- Translated the Board's website into Japanese for use by the 21 Japanese member companies.
 - Met with local business leaders to discuss confidential expansion and tax abatement plans.
 - Participated at board meetings to develop business attraction and retention plans for the city.

Education

- Texas A&M International University**, Laredo, TX (Online) January 2020-May 2022
- Masters of Business Administration with a concentration in International Business.
 - Completed coursework in Accounting, Finance, Management and International Commerce.
 - Overall GPA of 3.6.
- DePauw University**, Greencastle, IN August 2013-May 2017
- Majored in Economics and minored in Japanese and Political Science.
 - Dean's List (8 semesters) and maintained an overall GPA of 3.7 (top 10 GPA's for male athletes).
 - Two sport athlete (Cross Country & Track) and captain of the Track team in 2017.
 - Fastest mile: 4:34 Fastest half marathon: 1:25 Fastest full marathon: 3:27

Community Involvement

- Frog Island Tack Club**, Ypsilanti Running Company, Ypsilanti, MI August 2022-Present
- Weekly running club hosted at Frog Island Park.
- Huron River Watershed Council**, Ann Arbor, MI June 2022-Present
- Volunteer with the HRWC to collect data on and samples of local rivers and streams' water.
- Mepps Master Angler**, Ypsilanti, MI June 2020-Present
- Earned master angler awards for northern pike, walleye, largemouth, and smallmouth bass.
- Pistons Season Ticket Holder**, Little Caesars Arena, Detroit, MI April 2019-Present
- Spirited fan of Deeeetroit basketball.
- Beta Theta Pi Fraternity**, DePauw University, Greencastle, IN Spring 2014-May 2017
- Led the planning and participated in numerous philanthropic events held on DePauw's campus.

Language and International Studies

Russian (4 Years): Elementary Proficiency

Japanese (12 Years): Full Professional Proficiency

- Nanzan University Exchange Student, Nagoya, Japan January 2016-May 2016
- Academic exchange program where I was a full-time student while living with a host family.

February 17, 2023

Planning Commission & Zoning Board

I am writing to express my interest in the Ypsilanti Township Planning Commission & Zoning Board position. I've lived in Ypsilanti Township for 30 years and my roots run deep in the community. My legacy is the Bass/Walls family. They migrated to Ypsilanti in the late 1800's and was one of the first black families to settle in the city of Ypsilanti.

I attended Ypsilanti High School and moved on to attend Eastern Michigan University, graduating with my Bachelors of Business Administration degree. I also pursued my Masters of Business Administration from Walsh College.

I'm member of Messiah Temple Church and served in the youth choir for many years in the past. Throughout my years in Ypsilanti Township I've built strong relationships and a love for the people in my community. Those relationships have driven me to want to be apart of the continued success of Ypsilanti Township and to serve my community.

My professional background is in the Accounting and Finance field. My experience consists of all facets of accounting. I've performed basic accounts receivable/payable tasks, general ledger accounting, reviewing and analyzing financial reports, and treasury accounting. I believe that my extensive experience in this area would be a great asset to the Ypsilanti Township Planning Commission position.

In addition to my years of professional experience, my educational journey has taught me a lot about being more valuable in my professional endeavors. At both of the institutions I attended, pursuing my BBA and my MBA taught me a lot about teamwork, building relationships, communication, and being a leader, which I believe are all essential qualities to be successful in life.

All of my experiences whether it be life or educational has allowed me to meet many of my goals and given me a great platform to be an asset to the Ypsilanti Township Planning Commission role and to be of service to others.

I have attached my resume which further details my professional achievements. I appreciate your consideration.

Best Regards,
Bianca M Tyson

Summary of Qualification:

Experienced accountant with over 15 years of experience. Highly detailed and deadline driven professional who has extensive knowledge in preparing accurate and comprehensive financial reports for executive-level management, bank reconciliations, accounts payable coding/check processing, and variance analysis. Well versed in Quickbooks, Microsoft Excel VLOOKUPS, pivot tables, and other formulas.

Professional Experience:

SharperImage-Camelot SI LLC.

2021-Present

Accountant

- ◆ Identify, correct, and analyze data errors affecting accounting records between ERP systems
- ◆ Work closely with the IT department to resolve any on going issues with systems errors
- ◆ Assist in sales tax filing reconciliations monthly
- ◆ Prepare daily metrics report for senior management
- ◆ Reconcile monthly credit card statements
- ◆ Prepare journal entries and reconcile bank accounts for monthly operations and collections
- ◆ Monitor all expense accounts to ensure accuracy and completeness each month
- ◆ Maintain monthly prepaid account and work closely with the accounts payable team on any outstanding items
- ◆ Provide documents, reconciliations, and clarification to auditors during annual reviews

Financial One Incorporated

2017-2019

Grant Accountant

- ◆ Prepared and recorded general journal entries
- ◆ Produced monthly work papers documenting any unusual circumstances for audit purposes
- ◆ Reviewed accounts payable vouchers to ensure accuracy
- ◆ Carried out accounts payable check runs on a secondary basis
- ◆ Reconciled monthly payroll and related deductions
- ◆ Administered monthly credit card reconciliations
- ◆ Oversaw petty cash and reconciled it monthly
- ◆ Compiled Monthly/Quarterly financial statements to upper-level management and clients
- ◆ Completed variance analysis comparing prior period financials and budgeted financials
- ◆ Tracked and properly allocated expenditures related to post-award grants
- ◆ Prepared monthly grant billings and submitted to the State of Michigan

Word of Faith International Christian Center

2014-2017

Senior Accountant

- ◆ Reviewed accounts payable vouchers to ensure accuracy and completeness
- ◆ Monitored purchases and disposals of fixed assets and prepared any depreciation journal entries
- ◆ Reconciled complex bank accounts for multiple entities
- ◆ Prepared and analyzed monthly financial statements and reports relating to financial performance
- ◆ Implemented accounts receivable billing activity and applied any payments received
- ◆ Initiated wire transfers for domestic and foreign entities
- ◆ Researched escheatable checks, created due diligence letters, and filed any escheatable checks with the State of MI

General Ledger Accountant-Supply Chain

- ◆ Prepared and analyzed monthly financial statements for Northern California and Washington supply chain sites
- ◆ Prepared monthly/quarterly closing journal entries including prepaid, period end accruals, and reserve entries
- ◆ Reconciled balance sheet accounts for supply chain sites each period
- ◆ Prepared and submitted close package reviews to lead management

Associate-Treasury

- ◆ Provided monthly cash flow reporting to lead management
- ◆ Initiated routine weekly and monthly wire transfers
- ◆ Monitored bank accounts to ensure positive bank balances and funded accounts as needed
- ◆ Determined daily cash position and managed funds movement activity
- ◆ Assisted in proofreading SEC Reporting to ensure accuracy
- ◆ Gathered information requested by auditors during quarterly reviews and Sarbanes Oxley audits

General Ledger Accountant-Corporate

- ◆ Prepared and reviewed monthly/quarterly financial forecasts and reporting packages
- ◆ Prepared and posted monthly/quarterly journal entries for Georgia and Arizona corporate regions
- ◆ Analyzed weekly sales data for Georgia and Arizona corporate stores
- ◆ Calculated bonuses paid out to lead management based on financial results
- ◆ Gathered information requested by auditors during quarterly reviews and Sarbanes Oxley audits

Cash Accountant

- ◆ Reconciled store depository, concentration, payroll, and disbursement accounts
- ◆ Coordinated the opening and closing of bank accounts as needed.
- ◆ Digitized Point of sale, bank, and credit card settlement data into a cash management database

Education:

Walsh College

Novi, Michigan

Masters of Business Administration-Specialization: Accounting

2011-2014

Eastern Michigan University

Ypsilanti, Michigan

Bachelors of Business Administration; Specialization: Accounting

1998-2003

Skills:

- ◆Word ◆Excel ◆PowerPoint ◆Outlook ◆Teams ◆Peoplesoft ◆BS&A
- ◆Paycor ◆Hyperion ◆Mas90 ◆FAS ◆Financial Edge ◆NetSuite ◆Concur
- ◆Avalara ◆Quickbooks

February 17, 2023

Re: Ypsilanti Township Planning Commission Vacancy

Charter Township of Ypsilanti Clerk,

I am submitting my Letter of Interest and Resume for consideration for the Ypsilanti Township Planning Commission vacancy. I do qualify for candidacy of this position per the posted requirements.

I have lived in the Charter Township of Ypsilanti for 52+ years, excluding attending Michigan Technological University immediately after graduating from Ypsilanti High School. I do have an Associates in Applied Science (Mechanical Engineering) from Washtenaw Community College, Bachelors of Science (Mechanical Engineering Technology) from Eastern Michigan University.

I grew up in a westside pocket of YT, Elder St, and watched the street grow from a dirt road to asphalt to improved with sidewalk lights now. Then bought a house on the eastside of YT, in Gault Village/Nancy Park neighborhood, and started a family. Now my wife and grown children live in YT in the Lincoln School District.

I have worked at Rosedale Products, a filter fabrication company, for 28 years this month. I am responsible for our ASME (American Society of Mechanical Engineers) company certifications and other international recognized certifications. Some of my work tasks include review and comment on technical sales RFQ's and contracts, which should be beneficial to a Planning Commission seat looking forward for our community.

I have had a long interest in local municipality politics and well being of our community. This recent opportunity seems to be a good fit and path to get involved with Ypsilanti Township and concern for our future as seat on the Planning Commission.

I look forward to hearing from The YT Board and thank you for this seat consideration.

Regards,



Jeff Kerner
Ypsilanti Township Resident

attachment

| | |
|-------------------|---|
| SUMMARY | A dedicated professional seeking a challenging and responsible position utilizing experience and education for the better of our community going forward. Dedicated to improving and monitoring product and process in cost effectiveness without neglecting quality. Believes that a successful projects and reliable equipment leads to a successful company and satisfaction for all levels involved. |
| EDUCATION | <p>Eastern Michigan University, Ypsilanti, Michigan Bachelor of Science Degree in Mechanical Engineering Technology, completed April 2015</p> <p>Washtenaw Community College, Ann Arbor, Michigan Associate Degree in Mechanical Engineering Technology, completed June 2007</p> <p>Michigan Technological University, Houghton, Michigan Mechanical Engineering curriculum</p> <p>Lambda Chi Alpha National Fraternity, Michigan Technological University</p> |
| EXPERIENCE | <p>Rosedale Products Inc., Ann Arbor, MI; January 1995 - <i>Present</i> Sr. Design Engineer, Project Manager ASME Code shop, U, UM, R stamps; Section VIII, Division 1; ISO 9001:2015 *Responsible to maintain ASME Section VIII, Div. 1, The National Board certifications and annual/triennial audits *Maintain Manufacture License of Special Equipment People's Republic of China (SELO) certification; *Initiated and maintain NSF/ANSI/CAN 61 Drinking Water Systems and unannounced audits for metal products *Initiated and maintain NSF/ANSI/CAN 61 Drinking Water Systems and unannounced audits for polypropylene bags *Update and add all products to ANSI 61/NSF certifications as customer driven *Design Rosedale polypropylene filter vessel; Conception to final product. *Product Data Management (PDM) (MAPICS), Bill of Materials *Support internal sales staff with review and advise client engineering specifications and RFQ packages *Contact and source with vendors for cost implications of meeting Client requirements, both materials and services *Delegate work as needed to efficiently meet project milestones and cost implications among department staff *Shop monitoring and fabrication inspections with sign off *Schedule Authorized Inspector (AI) for final inspection, hydrotest, and paperwork requirements to meet ship dates *Meet with customers and 3rd party inspectors throughout fabrication of product, if needed *Computation of head, shell, nozzle thicknesses (CodeCalc), Closure Lug Calculations *Contact with Purchasing to order specific materials or parts *Submission of design requirements for Canadian Registration Number (CRN) review and approval *Verification of incoming material to comply w/appropriate material specifications (Section II-A & B) *Create job/shop travelers for ASME Code orders (Drawings, Calculations, BOM, Nameplates) *Generate shippers for outside Non-Destructive Examination (NDE) to comply w/Code and client specifications *Visual inspection of welds/final products, witness Hydrostatic Pressure Test (UG-99) *Send out requested materials, i.e. approval drawings, manuals, engineering specifications, etc. *Writing/updating Installation, Operation, Maintenance Manuals and Technical Bulletins</p> <p>FiberOptic Sensor Technology Inc., Ann Arbor, MI; October 1994 - January 1995 *Drafter, AutoCad v12 *Drafting and revising of mechanical, assembly, purchase parts, and PC board drawings. *Use of company procedure for assigning Engineer Change Notice (ECN)</p> |
| LEADERSHIP | <p>Knights of Columbus, 1998- <i>Present</i> Michigan Jurisdiction, District Deputy 5 years overlooking 3-4 council activities, timely form filing, and record keeping Council 3230 at St. John the Baptist Catholic Church, Grand Knight 2 years (along with multiple officer positions)</p> |

David Marshall

1951 Burns Ave
Ypsilanti Twp, MI 48197
(734) 548-0075
davidgamgee@gmail.com

17 February 2023

To Whom it may concern,,

Although my spouse and I bought our first home in Ypsi township just this past March, I grew up in the area and consider myself a fan. Since arriving, I have been looking for opportunities to be of service to my new community and would like to express my interest in filling the Planning Commission vacancy.

While I do not have a background in local government I bring a curiosity and tenacity that allows me to learn new responsibilities quickly. My background at Zingerman's pushed me to develop a robust skill set in communication and conflict resolution and my current role as an Application Engineer has been elevating my analytical skills. I would be pleased to employ my talents and abilities in service to my community.

This role would allow me to get to know my new home and its needs, while providing meaningful service to my neighbors, which are both goals of mine as I plan to be here a while.

Thank you for your time and consideration

Sincerely,

David Marshall

David Marshall

A voracious learner, a tenacious soul.

(734) 548-0075
davidgamgee@gmail.com

EXPERIENCE

Rocket Mortgage, Detroit, MI— *Application Engineer 2020 - Present*

Worked on the Documents Operational Support Team responding to production issues. Coordinated Application Integrations to distinguish real system issues and reduce alert noise. Extensive work composing the team's procedural handbook.

Miss Kim, Ann Arbor, MI— *Lead Cook 2018-2020*

Lead teams in a James Beard semifinalist's kitchen, made purchase orders according to sales and demand and set daily prep lists in order to prepare delectable Korean cuisine. Adapted workflows and menus for 2020's unique market.

Rose's Fine Food, Detroit, MI— *Line Cook 2016 - 2017*

Maintained clean and sanitary prep areas. Stocked and prepared many hundreds of pounds of local vegetables and raw foods. Of course, we also cooked stupendous meals

Zingerman's Coffee Co., Ann Arbor, MI— *Supervisor 2012 - 2016*

Entertained and educated guests; trained expert baristas, supervised operations, wrote training curriculum. Managed inventory and social media accounts..

EDUCATION

Concordia University, Ann Arbor— *B.A. Family Life*

Washtenaw Community College—*Advanced Certificate in C++*

REFERENCES

Lisa Boudreau, Scrum Master, Rocket Mortgage

815-298-2011 LisaBoudreau@rocketmortgage.com

Ji Hye Kim, Head Chef, Executive Chef, Miss Kim's

734-546-2971 misskim@zingermans.com

SKILLS

Procedure Documentation

Diffusing tense situations

Clear Communication

Self Direction

Patience

Software Literacies

C++ and Java

Markdown

Git

Hyland OnBase

PagerDuty

Azure

MS Excel

AWARDS

2020 Worked in a James Beard Semifinalist kitchen

2015 Zingerman's Service Hall of Fame inductee

2015 Best New Food in the Zingerman's Community of Businesses

2006 Eagle Scout

OTHER BUSINESS

BOARD MEMBER UPDATES
