

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

October 3, 2023

Work Session – 5:00 pm

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197



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

Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

WORK SESSION AGENDA CHARTER TOWNSHIP OF YPSILANTI TUESDAY, OCTOBER 3, 2023

5:00pm

1. GRANT UPDATE.....BETH ERNAT, ERNAT CONSULTING
2. AGENDA REVIEWSUPERVISOR STUMBO
3. OTHER DISCUSSION..... BOARD MEMBERS

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



**YPSILANTI
TOWNSHIP**
— RESIDENTIAL SERVICES DEPARTMENT —

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

CC: Beth Ernat, Ernat Consulting

Date: September 27, 2023

RE: Grant Update: Work Session

The Municipal Services Department is requesting time at the upcoming October 3rd, 2023 Work Session for Beth Ernat of Ernat Consulting to provide a general progress update on current grant work in the Township.

Specifically, Beth will focus the majority of her update discussing the submittal of the DOE grant for the Hydro Dam Improvement project, the EECBG voucher program for the HVAC and funding for path replacement in North Bay Park. Rob from Midwestern Consulting will also be in attendance to present the topo and flyover survey of the lake parks, the renovations and plans for North Bay Park.

John Hines
Municipal Services Director
jhines@ypsitownship.org
734-351-8947



**North Bay Park Accessibility and
Improvement Study - Draft**

Pavilion and Boardwalk

DRAFT-Owner Review

May 17, 2023

Prepared for:

Ypsilanti Township

Prepared by:

Stantec Architecture Inc.





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Executive Summary

Stantec Architecture, Inc. was commissioned to study the existing conditions of the existing toilet facility and associated structure of the Pavilion building and the condition of the boardwalk. The study encompassed review of the existing structure, wall systems, plumbing, power, and lighting infrastructure, and the surrounding flooring of the Pavilion building in regard to condition, current codes, and current ADA requirements, as well as other industry best practices. The boardwalk's evaluation encompassed a review of the existing flooring and railing system conditions.

The existing Pavilion building was observed to have multiple deficiencies. The majority of the issues appear to be caused from water infiltration. Extensive work would be required to replace the roof and existing masonry walls. Additional investigation would be required to determine the adequacy of the existing foundations. Water infiltration has also caused corrosion of the electrical service. In addition to the noted water issues, the Pavilion also does not ADA requirements. Based on the overall condition of the facility, Stantec recommends that a new masonry building with metal roof and infrastructure meeting current codes be designed and constructed. The new Pavilion building will be designed based on techniques associated with 50-year structures. The anticipated cost construction is \$374,100 – refer to Appendix B.

The existing boardwalk was observed to have multiple deficiencies. The issues appear to be inherent to exposure to the outdoor elements, age of the structure and overdue maintenance to the boardwalk. The boardwalk access also requires improvements to comply with ADA code requirements. Based on the overall condition of the boardwalk, Stantec is recommending code and ADA improvements as well as removal and replacement of the boarded walking surface and guardrails. The anticipated cost construction range is between \$380,000 to \$420,000 plus an allowance estimated at \$80,000 should be held to address unforeseen conditions related to the substructure of the boardwalk.

The existing boardwalk bridges are also showing signs of exposure to the elements, age of the structures and overdue maintenance. The bridges could potentially have the boarded walk surface replaced and have the glulam structure and guardrails refinished as it is assumed the structure is still sound. However, due to the slope of the bridges, the walking path does not meet ADA and Accessibility requirements, which is a stated Project Goal. Desire for the park to maintain watercraft access will need to be reviewed if the replacement option recommendation is executed. Based on ADA and Accessibility requirements, Stantec is recommending the replacement of the boardwalk bridges. The anticipated cost construction is \$60,000 per bridge (\$300,000 total) excluding any foundation work requirements.





Project Goals

The project goals included the following:

- Provide an opinion of probable cost to replace the existing restroom facility (“Pavilion”) in-kind with accessibility upgrades.
 - Any recommended upgrades for best practices should be provided as separate add-on’s.
- Provide an opinion of probable cost to replace the existing boardwalk in-kind with accessibility upgrades.

General Location of Components Included in the Study





1.0 CODE INFORMATION

It is anticipated that the work included in this study will fall under the jurisdiction of the state of Michigan.

A new Pavilion would comply with the following codes:

- 2015 Michigan Building Code
- 2015 Michigan Mechanical Code
- 2018 Michigan Plumbing Code
- 2017 Michigan Electrical Code
- ICC/ANSI 2009
- 2010 ADA Standards for Accessible Design

If an option to retain the existing structure of the Pavilion were to be considered, that work would be designed to comply with the following codes:

- 2015 Michigan Rehabilitation Code
- 2015 Michigan Mechanical Code
- 2018 Michigan Plumbing Code
- 2017 Michigan Electrical Code
- ICC/ANSI 2009
- 2010 ADA Standards for Accessible Design

For the boardwalk, in order to complete a maintenance replacement of the boards only, this would be considered Alteration Level 1 of the Michigan Rehabilitation Code. Additionally, ADA improvements are acceptable under Alteration Level 1.

For the boardwalk bridges, replacement of the boards only and refinishing the existing glulam and guardrails would be considered Alteration Level 1 of the Michigan Rehabilitation Code. Replacement of the boardwalk bridges in entirety would fall under the Michigan Building Code.

All new construction and systems are required to meet current code standards, while existing undisturbed areas and construction are allowed to remain.





2.0 EXISTING CONDITIONS

2.1 PAVILION

Existing building description

The Pavilion is a steel framed structure that supports a wood framed shingled roof (approximately 30'-0" by 44'-6"). Under the superstructure steel and roof structure there is a CMU self-supported wall structure (approximately 13'-4" by 25'-4") which houses a utility room, men's and women's restroom. Each restroom contains two water closets and one lavatory. The men's second water closet is a urinal. The existing doors are hollow metal doors with hollow metal frames, painted. The area below the structure has a concrete pad (approximately 34'-0" by 50'-0"), a portion of which houses picnic tables for patron use. It appears that two skylights, one in each restroom, have been removed in the past and the openings have been covered over.

The Pavilion contains the following infrastructure:

- The domestic cold-water system consists of a copper piping distribution system served from site utilities. A well pump was not observed on or adjacent to the site. The domestic water serves the plumbing fixtures of the Pavilion building.
- The sanitary, waste, and vent system consists of a mixture of piping materials. The piping system serves the plumbing fixtures of the Pavilion and connects to site utilities.
- The Pavilion is natural ventilated utilizing a series of architectural openings to allow air to flow through the individual rooms of the Pavilion.
- The electrical service utilizes a 15 kV transformer with 60-amp load center located within the utility room of the Pavilion building. The panel serves the lighting and receptacle loads of the building.
 - There are four receptacles, two each in two locations in the assembly area of the Pavilion.
 - One GFI receptacle was observed in the utility room.
- The Pavilion is illuminated by one wall mounted fixture over the restroom entry way, two fascia mounted exterior lights, and each restroom has a utilitarian style 1'x4' surface mounted fixture with surface mounted conduit for power supply.



Observations

Per a site visit completed on April 28, 2023, Stantec offers the following observations:

Superstructure

- The steel superstructure appears to be in good condition. The existing paint is peeling in multiple locations.

Foundations/Concrete Slab

- Stantec observed that the sidewalks around the building have settled more than 1 1/2" over 8 ft. There is currently a tripping hazard to the public for floating exterior slabs adjacent to the exterior of the building underneath the canopy overhead coverage.
- During the duration of the site visit, rain was present and during that time the rainwater was observed to flow towards the control joints in the concrete slab.
- Because of the observed settlement and water, it is likely there is the potential for additional foundation erosion. Any additional observations would require destructive testing of the existing slabs and foundations.
- Limited components are present in the foundations/concrete slab to assist with water diversion from the structure.

Roofing

- The existing wood decking boards are in poor to fair condition. Treatment of the boards is unknown but appears to be unstained/unprotected from the elements underneath the superstructure. Some boards are displaying indication of water infiltration.
- The existing fascia board appears to have been painted multiple times in the past, but there is now chipping/peeling of the paint present. The fascia board itself appears to be in fair to good condition.
- The shingles are peeling and are recommended to be replaced.
 - At the location of the infilled skylights, the infill substrate and shingles are visibly sloped toward the inside of the structure.
- No gutters or downspouts are present to assist with water diversion from the structure and concrete slab below.



CMU Wall Systems

- Horizontal cracking was observed in the CMU wall system at multiple locations. A horizontal crack along a horizontal mortar joint typical occurs from out of plane loading on a wall overstressing the masonry's flexural strength.
 - Destructive testing would be required to verify if the CMU masonry block is reinforced with vertical reinforcing or is unreinforced masonry block.
- Step cracking was observed in the CMU wall system at multiple locations. Typically, a step crack in CMU walls occurs when there are foundation issues. When step cracking is observed, typically there is a loss of soil bearing material from below the foundation or the existing soils are overstress causing differential settlement along the wall.
 - Destructive testing would be required to verify if loss of soil bearing materials and differential settlements has occurred.
- The existing walls are painted and the paint appears to be in good condition.

Plumbing Systems

- The existing interior plumbing fixtures are in fair condition.
- The exterior wall hydrants are in poor condition.
- The domestic cold-water piping is in fair condition. Sections of piping require re-support and insulation replacement.
- The sanitary, waste, and vent piping are in poor condition. Multiple sections of the system have been replaced. Multiple hangers are either missing or have failed.
- The building does not have a rainwater removal system such as gutters and downspouts to direct water away from the building foundation.
- An existing exterior drinking fountain was removed and currently there is no readily available source of potable water when the toilet rooms are locked or closed for cleaning.
- Each interior room was observed to have a floor drain for water removal.

Mechanical Systems

- The building is naturally ventilated with no sources of heat for extended operation and or comfort.



Electrical Systems

- The existing service disconnect is in poor shape with visible corrosion.
- The existing transformer is in poor condition with visible corrosion.
- The existing load center is in poor condition and contains a missing filler plate causing exposed bussing and wires.
- The existing interior lighting fixtures are older and do not meet current performance and energy standards.
- The exterior lighting fixtures are in poor condition.
- The exterior receptacles are in poor condition and are missing outlet covers to protect the device from the elements.

Accessibility Items

- The existing thresholds to access restrooms exceeds the allowable vertical height.
- One of the existing water closets in each restroom is required to be accessible. An accessible water closet is not provided in either location.
- Horizontal and vertical grab bars are not present in either restroom.
- The existing door hardware is a thumb-turn at both restrooms. A lever type latch is required.



2.2 BOARDWALK

Existing description

The park hosts an extensive boardwalk pathway of approximately 24,400 sq feet that completes a loop within the park for patrons to enjoy. The boardwalk consists of an existing pier system with sub-framing supports, wood deck boards and wood guardrails (approximately 3,900 linear ft). Before the boardwalk extends over the waterway, a slope increase exists from the on-grade boardwalk to the pier supported boardwalk. The boardwalk is not continuous throughout the walking loop. The loop in total consists of the boardwalk, gravel/dirt pathway and boardwalk bridges.

Observations

- The existing wood boards associated with the deck and guardrails appear to be in poor condition and in need of replacement.
- Weathering and disconnected board members throughout the boardwalk are also creating trip hazards along the pathway.
- Moss was observed on the deck which can be an indication of moisture retainage in the wood. This could lead to a slipping hazard.
- Splitting of the boards was observed. This is an indication that the boards are deteriorating and consequently it has lost some of its strength.
- The existing foundation systems including piers and cross members appear to be in fair to good condition. Destructive investigation is required to establish the full extent of the condition of these components.
- The existing guardrails exceed the Opening Limitations of MBC section 1015.4 which states that “Required guards shall not have openings that allow passage of a sphere 4 inches (102 mm) in diameter from the walking surface to the required guard height.”
- Handrails are required for the access ramp (MBC Section 1012.8) and stairs (MBC Section 1011.11) at both sides. The gripping surface is to be between 34 and 38 inches above the walking surface, uniform and continuous. Handrail extensions are also required (MBC Section 1014.6)



2.3 BOARDWALK BRIDGES

Existing description

There are five existing glulam bridges ranging in size from 45 to 72 linear feet. The bridge pathway is made of wood board material similar to the boardwalk itself. The bridges allow for small sized watercraft to pass under them.

Observations

- The existing wood boards associated with the deck and guardrails appear to be in poor condition and in need of replacement.
- The slope created by the boardwalk bridges does not meet the slope requirements for an accessible pathway. The slope of the bridges exceeds the requirements of MBC 1012.2.
- It is assumed that the at-grade foundations/connection are in fair to good condition. Destructive investigation is required to establish the full extent of the condition of these components.



3.0 RECOMMENDATIONS

3.1 PAVILION

Based upon the noted observations Stantec is recommending replacing the Pavilion in entirety. The replacement would consist of a masonry structure enclosing new accessible restrooms in combination with steel column structure to house an area for patrons to gather. All new electrical, mechanical and plumbing systems would be provided and consist of the following elements:

Plumbing Systems: A new domestic water system consisting of copper distribution piping and insulation and cast-iron sanitary waste and vent system complying with current codes will serve all of the plumbing fixtures of the facility. The piping systems will be routed within an accessible chase with drain lines and blow out ports to allow for system winterizing. The plumbing fixtures will be provided as heavy duty, vandal proof stainless steel water closets and lavatories. Building mounted drinking fountains will be provided for patron use. Lockable wall hydrants will be provided for building maintenance. A roof drainage system consisting of gutters and downspouts will direct water away from the building.

Mechanical Systems: The new building will maintain natural ventilation. An option for an electric radiant heater will be provided for consideration for extended seasonal operation.

Electrical Systems: Each space will be provided with sealed LED lights rated for high moisture environments. The lights will comply with current energy and electrical code requirements and will be provided with occupancy controls. Exterior building mounted lighting will be provided for egress and security. All exterior lighting shall have photocells.

A new electrical service shall be provided including new transformer, distribution panel, and interior and exterior receptacles. All electrical equipment shall be rated for high moisture environments.

3.2 BOARDWALK

Based upon the noted observations, Stantec is recommending replacing all deck boards, staining/refinish wood guardrails, the addition of handrails at the ramp and stairs, and 15% replacement on boardwalk sub-framing for unknown conditions.



3.3 BOARDWALK BRIDGES

Based upon the noted observations, Stantec is recommending removal of existing cambered glulam bridges that are sloped greater than ADA accessibility slopes allow with a new flat structure bridge to span between existing bridge abutments. Watercraft clearance will be limited with this recommendation and should be reviewed in more detail prior to direction of the work.



NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT

This document entitled North Bay Park Accessibility and Improvement Study - Draft was prepared by Stantec Architecture Inc. (“Stantec”) for the account of Ypsilanti Township (the “Client”). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec’s professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.



APPENDIX A – APRIL 28, 2023 SITE PHOTOS



Pavilion: Covered assembly space



Pavilion: Covered assembly space partial and CMU wall structure



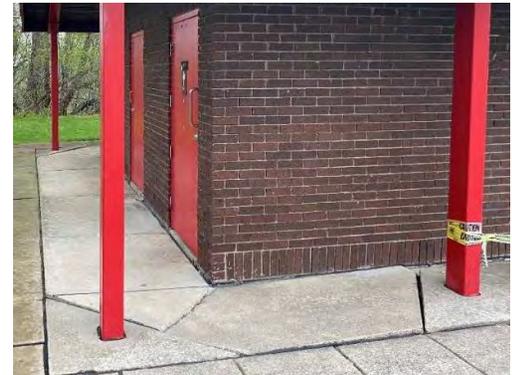
Pavilion: Entry to restrooms and utility space



Pavilion: Overview of superstructure



Pavilion: Peeling paint on the superstructure



Pavilion: Foundation settlement (1)

NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Pavilion: Foundation settlement (2)



Pavilion: Foundation settlement (3)



Pavilion: Worn unstained/unprotected roof decking



Pavilion: Fascia board condition and exterior lighting



Pavilion: Peeling shingles and skylight infill translation



Pavilion: No gutters or downspouts present to assist with water diversion



NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Pavilion: Horizontal cracking



Pavilion: Step cracking (1)



Pavilion: Step cracking (2)



Pavilion: Plumbing domestic distribution and sanitary, waste, and vent piping (1)



Pavilion: Plumbing domestic distribution and sanitary, waste, and vent piping (2)



Pavilion: Lavatory fixture



NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Pavilion: Water closet



Pavilion: Remains of exterior drinking fountain location



Pavilion: Urinal



Pavilion: Exterior wall hydrant



Pavilion: Electrical service transformer



Pavilion: Electrical service disconnect and load center

NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Pavilion: Interior light fixture



Pavilion: Exterior receptacle



Pavilion: Electrical-Facia mounted exterior lighting (2)

NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Pavilion: Electrical-Facia mounted exterior lighting (2)



Pavilion: Electrical-Wall mounted exterior lighting



Pavilion: Threshold heights exceed acceptable limits for ADA requirements

NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Pavilion: Clearance, dimensional and accessory requirements not met for ADA Water closet



Pavilion: existing thumb-turn latch



Boardwalk: Weathered boards along on-grade pathway



Boardwalk: Aged boards



Boardwalk: Weathered boards along on piers pathway



Boardwalk: Tread obstacle

NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Boardwalk: Uneven boards



Boardwalk: Weathered boards and moss accumulation



Boardwalk: Splitting boards



Boardwalk: Existing piers and crossmembers



Boardwalk: Overview of existing access ramp and stairs



Boardwalk: Existing stairs

NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Boardwalk: Opening size observed in the guardrails



Boardwalk Bridge: Bridge (B1)



Boardwalk Bridge: B1 transition and condition of existing boards



Boardwalk Bridge: B1 transition



Boardwalk Bridge: B1 weathered boards with non-uniform height



Boardwalk Bridge: Bridge (B2)



NORTH BAY PARK ACCESSIBILITY AND IMPROVEMENT STUDY - DRAFT



Boardwalk Bridge: Bridge (B3)



Boardwalk Bridge: Bridge (B4)



Boardwalk Bridge: Bridge (B5)





APPENDIX B – OPINION OF PROBABLE COST

This is only an educated opinion on the cost; the current economic conditions have been returning widely varying costs during bidding and the numbers below should only be used for a rough order of magnitude.

Description	Cost / sq ft			Total
Division 1 - General Conditions (see below)	\$ -			\$0.00
Division 2 Demolition	\$ 47.37			\$22,500.00
Division 3 Concrete	\$ 33.53			\$15,925.00
Division 4 Masonry	\$ 59.49			\$28,250.00
Division 5 Metals	\$ 75.79			\$36,300.00
Division 6 Woods, Plastics, & Composites	\$ -			\$0.00
Division 7 Thermal & Moisture Protection	\$ 58.42			\$27,750.00
Division 8 Openings	\$ 7.89			\$3,750.00
Division 9 Finishes	\$ 23.00			\$10,925.00
Division 10 Specialties	\$ 21.05			\$10,300.00
Division 11 Equipment	\$ -			\$0.00
Division 12 Furnishings	\$ -			\$0.00
Division 13 Special Construction	\$ -			\$0.00
Division 14 Conveying Systems	\$ -			\$0.00
Division 21 Fire Suppression	\$ -			\$0.00
Division 22 Plumbing	\$ 69.47			\$33,300.00
Division 23 HVAC	\$ -			\$0.00
Division 26 Electrical	\$ 55.68			\$26,450.00
Division 31 Earthwork	\$ 18.95			\$9,000.00
Division 32 Exterior Improvements	\$ -			\$0.00
Division 33 Utilities	\$ 63.16			\$30,300.00
Building Area				
475				
Construction Cost Subtotal				\$253,550.00
Design Contingency		0%		\$0.00
Market Volatility		0%		\$0.00
Construction Contingency		6%		\$15,213.00
Insurance		0.80%		\$2,028.40
Bonding		3.00%		\$7,606.50
Permitting		1.50%		\$3,803.25
G.C. Overhead, and Profit		10%		\$25,355.00
Construction Soft Costs Subtotal				\$54,008.28
Sub total construction costs				\$307,558.28
FFBE				\$0.00
Security Design				\$0.00
Security Devices				\$0.00
Design and Engineering Fees		10.0%		\$30,755.83
Exterior Signage				\$0.00
AV costs				\$0.00
Owner's contingency		10.0%		\$30,755.83
Investigations				\$0.00
C&IT costs				\$0.00
Moves				\$0.00
Utility Service disconnects				
O&E hazardous waste				
Inspections				
Custodial				\$0.00
Keys and Cores				\$0.00
ACH survey				
Permits: review fees				\$5,000.00
Testing and Balancing				
Owner's testing				
Abatement				
				\$66,513.66
Subtotal				\$374,081.94
Project Cost				\$374,081.94

REVIEW AGENDA

- A. SUPERVISOR STUMBO WILL REVIEW BOARD MEETING AGENDA

OTHER DISCUSSION

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



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

Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

REGULAR MEETING AGENDA

TUESDAY, OCTOBER 3, 2023

7:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
4. PUBLIC COMMENTS
 - THREE MINUTES PER PERSON
 - ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR
 - PUBLIC COMMENTS ARE ALSO WELCOME AS THE BOARD ADDRESSES EACH AGENDA ITEM
5. CONSENT AGENDA
 - A. MINUTES OF THE AUGUST 15, 2023 WORK SESSION AND REGULAR MEETING
(TABLED AT THE SEPTEMBER 19, 2023 REGULAR MEETING)
 - B. MINUTES OF THE SEPTEMBER 19, 2023 WORK SESSION AND REGULAR MEETING
 - C. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR OCTOBER 3, 2023 IN THE AMOUNT OF
\$1,145,603.33
6. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. REQUEST TO APPROVE THE AGREEMENT FOR ELECTION SERVICES WITH
WASHTENAW COUNTY
(TABLED AT THE SEPTEMBER 19, 2023 REGULAR MEETING)

NEW BUSINESS

1. REQUEST TO APPROVE CHANGE ORDER #2 WITH HOMRICH FOR THE GAULT
VILLAGE DEMOLITION IN THE AMOUNT OF \$21,038.00 BUDGETED IN LINE ITEM
#101-729-806-091 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
2. REQUEST TO APPROVE CHANGE ORDER #1 WITH SME FOR ABATEMENT AND
MONITORING SERVICES FOR THE GAULT VILLAGE DEMOLITION PROJECT IN THE
AMOUNT OF \$55,000.00 BUDGETED IN LINE ITEM # 101-729-806-091 CONTINGENT
UPON APPROVAL OF THE BUDGET AMENDMENT
3. REQUEST FOR APPROVAL OF THE APPLICATION FOR PAYMENT FROM HOMRICH
FOR WORK PERFORMED FOR THE GAULT VILLAGE DEMOLITION IN THE AMOUNT
OF \$376,043.72

4. REQUEST APPROVAL OF THE DRAFT JOB DESCRIPTIONS FOR ASSISTANT MUNICIPAL SERVICES DIRECTOR AND RECREATION SPECIALIST AND TO POST AND FILL BOTH POSITIONS
5. REQUEST APPROVAL OF THE DRAFT JOB DESCRIPTION FOR HUMAN RESOURCES SPECIALIST AND TO POST AND FILL THE POSITION
6. REQUEST TO APPROVE THE AGREEMENT WITH OHM ADVISORS TO PROVIDE PROFESSIONAL SERVICES FOR THE CARPORT REBUILDING PROJECT IN THE AMOUNT OF \$51,400.00 BUDGETED IN LINE ITEM #101-901-975-107 CONTINGENT UPON APPROVAL OF THE BUDGET AMENDMENT
7. REQUEST TO WAIVE THE FINANCIAL POLICY AND TO ACCEPT THE LOW QUOTE FROM WEINGARTZ FOR THE PURCHASE AND INSTALLATION OF THE THREE SNOWPLOWS IN THE AMOUNT OF \$24,742.50 BUDGETED IN LINE ITEM #661-268-985-000
8. BUDGET AMENDMENT #13

AUTHORIZATIONS AND BIDS

1. REQUEST TO SEEK BIDS FOR CYBERSECURITY SERVICES FOR RESIDENTS AND EMPLOYEES

OTHER BUSINESS

BOARD MEMBER UPDATES

CONSENT AGENDA

CHARTER TOWNSHIP OF
YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

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October 3, 2023

Work Session – 5:00 pm

Regular Meeting – 7:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 15, 2023 REGULAR BOARD MEETING
PAGE 7**

A motion was made by Treasurer Eldridge and seconded by Trustee Swanson to approve the request to seek sealed bids for the renovation of Clubview Tennis Courts as part of the mDNR Land and Water Conservation Fund Development Project Agreement.

The motion passed unanimously.

5. REQUEST TO SEEK SEALED BIDS FOR THE RENOVATION OF COMMUNITY CENTER PARK TENNIS COURTS AS PART OF THE mDNR LAND AND WATER CONSERVATION FUND DEVELOPMENT PROJECT AGREEMENT

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to approve the request to seek sealed bids for the renovation of Community Center Park Tennis Courts as part of the mDNR Land and Water Conservation Fund Development Project Agreement.

The motion passed unanimously.

6. REQUEST TO SEEK SEALED BIDS FOR THE REPAIRS OF FORD LAKE PARK SHELTERS 1-4 AND WEST WILLOW PARK SHELTER AS PART OF THE AMERICAN RESCUE PLAN ACT (ARPA) PROJECT FUNDING

A motion was made by Trustee Peterson and seconded by Treasurer Eldridge to approve the request to seek sealed bids for the repairs of Ford Lake Park Shelters 1-4 and West Willow Park Shelter as part of the American Rescue Plan Act (ARPA) project funding.

The motion passed unanimously.

7. REQUEST TO SEEK SEALED BIDS FOR THE RIDGE RD. SIDEWALK PROJECT

A motion was made by Clerk Jarrell Roe and seconded by Trustee Peterson to approve the request to seek sealed bids for the Ridge Rd. sidewalk project.

The motion passed unanimously.

OTHER BUSINESS

There was no other business.

BOARD MEMBER UPDATES

Board member updates were given.

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

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 15, 2023 REGULAR BOARD MEETING
PAGE 8**

The meeting was adjourned at approximately 10:23pm.

Respectfully Submitted,

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

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

CHARTER TOWNSHIP OF YPSILANTI
ORDINANCE NO. 2023-503

An ordinance to amend Chapter 62, Article IV, Section 62-77 of the Code of Ordinances, Charter Township of Ypsilanti, to adjust sewage disposal rates.

BE IT ORDERED BY THE CHARTER TOWNSHIP OF YPSILANTI, that:

follows: Section 62-77 of Chapter 62, Article IV of the Code of Ordinances be revised as

For all billings rendered prior to September 1, 2023, existing sewage disposal service rates shall prevail. For all billings rendered on or after September 1, 2023, charges for sewage disposal services shall be as follows, for each bimonthly (two-month) period:

(1) Readiness-to-serve rates based on size of meter:

Meter Size (inch)	Sewage Rate
5/8-3/4	\$ 18.17
1	\$ 45.43
1-1/2	\$ 90.86
2	\$ 145.38
3	\$ 454.30
4	\$ 908.61
6	\$ 1,817.20
8	\$3,180.11
10	\$4,997.31
12	\$5,905.92

(2) Commodity rate: \$2.99 per 100 cubic feet

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2023-503 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on August 15, 2023 after first being introduced at a Regular Meeting held on July 18, 2023. The motion to approve was made by member Jarrell Roe and seconded by Eldridge YES: Stumbo, Jarrell Roe, Eldridge, Hunter, Newman, Peterson, and Swanson ABSENT: None NO: None ABSTAIN: None.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
ORDINANCE 2023-504**

An ordinance to amend Chapter 62, Article IV, Section 62-76(a)(1) of the Code of Ordinances, Charter Township of Ypsilanti, to adjust water service rates.

BE IT ORDERED BY THE CHARTER TOWNSHIP OF YPSILANTI, that:

Section 62-76(a)(1) of Chapter 62, Article IV of the Code of Ordinances be revised as follows:

For all billings rendered prior to September 1, 2023, existing water service rates shall prevail. For all billings rendered on or after September 1, 2023, charges for water service rates shall be as follows, for each bimonthly (two-month) period:

(1) Readiness-to-serve rates based on size of meter:

Meter Size (inch)	Water Rate
5/8-3/4	\$ 17.40
1	\$ 43.50
1-1/2	\$ 87.01
2	\$ 139.21
3	\$ 435.03
4	\$ 870.06
6	\$ 1,740.12
8	\$ 3,045.21
10	\$4,785.32
12	\$5,655.38

(2) Commodity rate: \$3.76 per 100 cubic feet

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2023-504 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on August 15, 2023 after first being introduced at a Regular Meeting held on July 18, 2023. The motion to approve was made by member Jarrell Roe and seconded by Eldridge YES: Stumbo, Jarrell Roe, Eldridge, Hunter, Newman, Peterson, and Swanson ABSENT: None NO: None ABSTAIN: None.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

Charter Township of Ypsilanti

RESOLUTION NO. 2023-12

A Resolution Amending the Ypsilanti Township Zoning Ordinance

(In Reference to Proposed Ordinance 2023-505)

Whereas, the Township Planning Department Staff completed a detailed review of the Township's Zoning Code; and

Whereas, at its regularly scheduled Planning Commission meeting held July 25, 2023, the Planning Commission held a public hearing.

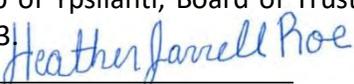
Whereas, the Planning Commission for Ypsilanti Township recommended approval of the proposed zoning amendments to the Township's Zoning Code to the Township Board of Trustees at its regular meeting of July 25, 2023 which changes can be summarized as follows:

1. Article 4, Sec. 407. – Residential Multiple-Family: Low Density
 - a. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.
2. Article 4, Sec. 408. – Residential Multiple-Family: Medium Density
 - a. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.
3. Article 4, Sec. 409. – Residential Multiple-Family: High Density
 - a. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.
4. Article 4, Sec. 420.5 – Industrial Use Table
 - a. Amended industrial district use table.
5. Article 5, Sec. 506. – Town Center
 - a. Amending group 2 to allow for use groups 1, 2, 3, and 4.
6. Article 11, Sec. 1128. – Temporary Sidewalk Outdoor and Tent Sales for Principal Use.
 - a. Address the parking requirements of temporary sidewalk and outdoor sales.
7. Article 13, Sec. 1305. – Fences and Walls.
 - a. Eliminate illustration in Sec. 1305 and amend 1305.2.A to include through lots.
8. Article 15, Sec. 1509. – Signs.
 - a. Amend Sec. 1509.6.A.2.b. to change the area of wall signs permitted for each "lot" to "unit" as was intended. To amend Sec. 1509.10. to eliminate wall painted signs.

Now Therefore,

Be it resolved, that the Charter Township of Ypsilanti Board of Trustees does hereby approve Ordinance No. 2023-505 as attached, by amending Articles of the Township's Zoning Ordinance as noted, replacing it with proposed Ordinance No. 2023-505.

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. 2023-12 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 19, 2023.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
PROPOSED ORDINANCE NO. 2023-505**

**An Ordinance to Amend Articles 4, 5, 11, 13, and 15 of the
Ypsilanti Township Zoning Ordinance**

Article 4 – District Regulations Zoning Text Amendments

Sections 407, 408, and 409 – Residential Multiple-Family Districts

Single-family residential uses are permitted in the three residential multiple-family districts (RM-LD, RM-MD, and RM-HD) but the dimensional requirements do not contemplate setbacks for single-family residential uses, only multiple-family residential uses. Requiring a single-family residential dwelling to comply with the required 60-foot aggregate side yard setback, for example, of the RM-LD district makes most typical platted subdivision lots unbuildable except for variance approval. On October 5, 2022, staff brought before the Zoning Board of Appeals a request by Habitat for Humanity to seek a variance from Sec. 407 due to the inability for them to meet the aggregate 60-foot side yard setback requirement on a RM-LD lot located at 966 N. Prospect. The lot was only 51' wide rendering the construction of a single-family home impossible with the current standards. If this Zoning Text Amendment was in effect at the time, Habitat for Humanity could simply use the dimensional standards of the most similar single-family lot, in this case, a R-5 One-Family Residential lot. **Staff recommends the following language be included in the supplemental district standards for all three multiple-family districts:**

The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Sec. 407. - Residential multiple-family: low density:

1. *Intent:* The intent is to provide sites for low-density multiple-family dwelling structures, and related uses.
2. *Use regulations:* Section 420 sets forth permitted, accessory and special land uses within the RM-LD residential district.
3. *Dimensional requirements:* The following dimensional requirements shall apply to the RM-LD residential district.

Min. Lot Size		Max. Lot Coverage (all buildings)	Max. Height		Min. Yards & Setbacks in feet			
in acres	Width in feet		Stories	Feet	Front	Side		Rear
						Least	Total	
1 or 3 ¹	80	25%	3	35	30	30	60	30

¹ Minimum total lot area of one (1) acre for residential use with a minimum lot area of seven thousand two hundred (7,200) square feet per dwelling unit, and minimum lot area of three (3) acres for non-residential uses

4. *Supplemental district standards:*
 - A. In addition to those bulk regulations listed in Section 407.3, all development shall conform to supplemental bulk regulations listed in Section 419.
 - B. The following minimum dwelling unit size requirements shall apply to the RM-MD residential districts

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
350 sq. ft.	500 sq. ft.	700 sq. ft.	900 sq. ft.	1,100 sq. ft.

C. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Article 4 – District Regulations Zoning Text Amendments

Sections 407, 408, and 409 – Residential Multiple-Family Districts

Single-family residential uses are permitted in the three residential multiple-family districts (RM-LD, RM-MD, and RM-HD) but the dimensional requirements do not contemplate setbacks for single-family residential uses, only multiple-family residential uses. Requiring a single-family residential dwelling to comply with the required 60-foot aggregate side yard setback, for example, of the RM-LD district makes most typical platted subdivision lots unbuildable except for variance approval. On October 5, 2022, staff brought before the Zoning Board of Appeals a request by Habitat for Humanity to seek a variance from Sec. 407 due to the inability for them to meet the aggregate 60-foot side yard setback requirement on a RM-LD lot located at 966 N. Prospect. The lot was only 51’ wide rendering the construction of a single-family home impossible with the current standards. If this Zoning Text Amendment was in effect at the time, Habitat for Humanity could simply use the dimensional standards of the most similar single-family lot, in this case, a R-5 One-Family Residential lot. **Staff recommends the following language be included in the supplemental district standards for all three multiple-family districts:**

The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Sec. 408. - Residential multiple-family: medium density:

1. *Intent:* The intent is to provide sites for medium-density multiple-family dwelling structures, and related uses.
2. *Use regulations:* Section 420 sets forth permitted, accessory and special land uses within the RM-MD residential district.
3. *Dimensional requirements:* The following dimensional requirements shall apply to the RM-MD residential districts.

Min. Lot Size		Max. Lot Coverage (all buildings)	Max. Height		Min. Yards & Setbacks in feet			
			Stories	Feet	Front	Side		Rear
in acres	Width in feet				Least	Total		
1 or 3 ¹	100	15%	4	45	40	40	80	50

¹ Minimum total lot area of one (1) acre for residential use with a minimum lot area of seven thousand two hundred (7,200) square feet per dwelling unit, and minimum lot area of three (3) acres for non-residential uses.

4. *Supplemental district standards:*
 - A. In addition to those bulk regulations listed in Section 408.3, all development shall conform to supplemental bulk regulations listed in Section 419.
 - B. The following minimum dwelling unit size requirements shall apply to the RM-MD residential districts

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
350 sq. ft.	500 sq. ft.	700 sq. ft.	900 sq. ft.	1,100 sq. ft.

C. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Article 4 – District Regulations Zoning Text Amendments

Sections 407, 408, and 409 – Residential Multiple-Family Districts

Single-family residential uses are permitted in the three residential multiple-family districts (RM-LD, RM-MD, and RM-HD) but the dimensional requirements do not contemplate setbacks for single-family residential uses, only multiple-family residential uses. Requiring a single-family residential dwelling to comply with the required 60-foot aggregate side yard setback, for example, of the RM-LD district makes most typical platted subdivision lots unbuildable except for variance approval. On October 5, 2022, staff brought before the Zoning Board of Appeals a request by Habitat for Humanity to seek a variance from Sec. 407 due to the inability for them to meet the aggregate 60-foot side yard setback requirement on a RM-LD lot located at 966 N. Prospect. The lot was only 51' wide rendering the construction of a single-family home impossible with the current standards. If this Zoning Text Amendment was in effect at the

time, Habitat for Humanity could simply use the dimensional standards of the most similar single-family lot, in this case, a R-5 One-Family Residential lot. **Staff recommends the following language be included in the supplemental district standards for all three multiple-family districts:**

The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Sec. 409. - Residential multiple-family: high density:

1. *Intent:* The intent is to provide sites for high-density multiple-family dwelling structures, and related uses.
2. *Use regulations:* Section 420 sets forth permitted, accessory and special land uses within the RM-HD residential district.
3. *Dimensional requirements:* The following dimensional requirements shall apply to the RM-HC residential districts.

Min. Lot Size		Max. Lot Coverage (all buildings)	Max. Height		Min. Yards & Setbacks in feet			
in acres	Width in feet		Stories	Feet	Front	Side		Rear
						Least	Total	
1 or 3 ¹	150	15%	8	85	50	50	100	50

¹ Minimum total lot area of one (1) acre for residential use with a minimum lot area of seven thousand two hundred (7,200) square feet per dwelling unit, and minimum lot area of three (3) acres for non-residential uses

4. *Supplemental district standards:*

- A. In addition to those bulk regulations listed in Section 409.3, all development shall conform to supplemental bulk regulations listed in Section 419.
- B. The following minimum dwelling unit size requirements shall apply to the RM-H residential districts:

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
350 sq. ft.	500 sq. ft.	700 sq. ft.	900 sq. ft.	1,100 sq. ft.

C. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Article 4, Section 420 – Residential Use Table

Staff suggests amending the industrial schedule of uses to provide for uses more in line with the Master Plan, industrial users that are currently operating in the township, and uses more aligned with today’s economic trends. Please find below the proposed changes:

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use – = Not permitted				
Blast furnace, steel furnace, blooming or rolling mill		P		Located not less than eight hundred (800) feet distance from any residential district and not less than three hundred (300) feet distant from any other district
Central dry-cleaning plant, service to more than one facility	P	P		
Crematorium		SL-PG	<u>SL-PC</u>	Subject to conditions in Section 1115
Garbage, refuse and rubbish transfer stations		P		Subject to conditions in Section 1152.
Heating and electric power generating plants, and all necessary uses		SL-PG	<u>SL-PC</u>	
Incineration of garbage or refuse when conducted within an approved and enclosed incinerator plant		P		Located not less than eight hundred (800) feet distance from any residential district and not less than three hundred (300) feet distant from any other district
Junkyards and places for dismantling, wrecking, and disposing or salvaging of the junk and or refuse material of agricultural and automotive vehicles, paper, glass, and other materials of a similar nature, including processing of materials for recycling		P	<u>SL-PC</u>	Subject to conditions in Section 1137 and Article V, Junkyards, and automobile dismantling, of Chapter 22 of the Charter Township of Ypsilanti Code of Ordinances i
Lumber and planing mills	SL-PG	SL-PC		Must be in enclosed building and located in the interior of the district so that no property line shall form the exterior boundary of the zoning district
<u>Product Assembly</u>				
<u>Manufacturing and Production</u>	<u>SL-PC</u>	<u>SL-PC</u>	<u>SL-PC</u>	

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
<p>P = Permitted Use SL-PC = Special Use Planning Commission Approval</p>				
<p>SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted</p>				
<p>Manufacture of corrosive acid or alkali, cement, lime, gypsum, or plaster of Paris.</p>		P	P	<p>Located not less than eight hundred (800) feet distant from any residential district and not less than three hundred (300) feet distant from any other district</p>
<p>Manufacture of musical instruments, toys, novelties and metal or rubber stamps, or other small, molded rubber products</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture or assembly of electrical appliances, electronic instruments and devices, radios, and phonographs</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture, compounding, assembling or treatment of Articles or merchandise from the following previously prepared materials: bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semiprecious metals or stones, sheet metal (excluding large stamping such as: automobile fenders or bodies), shell, textiles, tobacco, wax, wire, wood (excluding saw and planing mills) and yarns.</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture, compounding, processing, packaging, or treatment of such products as: bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, hardware, and cutlery; tool, die, gauge and machine shops</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Metal plating, buffing, and polishing</p>	SL-PC	SL-PC		<p>Subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances</p>

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
<p>P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted</p>				
Self-Storage Facilities and storage buildings for lease to the public	SL-PC	SL-PC	<u>P</u>	Subject to conditions in Section 1134.
Petroleum or other inflammable liquids, production, refining or storage		<u>P</u>	<u>SL-PC</u>	Located not less than eight hundred (800) feet distant from any residential district and not less than three hundred (300) feet distant from any other district
Sand and gravel extraction		<u>P</u>		Subject to conditions in Section 1148.
Smelting of copper, iron, or zinc ore		<u>P</u>		Located not less than eight hundred (800) feet distant from any residential district and not less than three hundred (300) feet distant from any other district
Last mile logistics and distribution warehouses and uses.		<u>P</u>	P	
Large Scale Customer Fulfillment Centers		<u>P</u>	P	
Laboratories, experimental technology testing facilities.	<u>P</u>	<u>P</u>	P	
Avionic repair and manufacturing including airplanes, helicopters, and drones.		<u>P</u>	P	
Green infrastructure and technology			<u>P</u>	
Data centers for the storage and warehousing of computer servers.		<u>P</u>	P	
Outdoor Storage and Contractors/Landscapers Yard	<u>P</u>	SL-PC	<u>SL-PC</u>	Subject to conditions in Section 1157.
Open Air Business	SL-PC	SL-PC		Subject to condition in Section 1110.
Warehouses and <u>indoor</u> storage	<u>P</u>	P	<u>P</u>	

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Uses which have an industrial character in terms of either their outdoor storage requirements or activities such as, but not limited to: lumberyard, building materials outlet, upholsterer, cabinetmaker, outdoor boat, house trailer, automobile garage or agricultural implement sales	SL-PC	SL-PC		
Laboratories, experimental, film or testing	SL-PC	P		In I-T, must be in enclosed building
Medical laboratories	P	P		
Research and development, including laboratories, prototype development and testing facilities, design and pilot or experimental product development	P	P		In I-T, must be in enclosed building
<u>Green Industry and Energy</u>				
<u>Green technology research and manufacturing</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<u>Solar Farms</u>		<u>SL-PC</u>	<u>SL-PC</u>	
<u>Green Battery Manufacturing</u>		<u>P</u>	<u>P</u>	
<u>Hydrogen Technology and alternative green fuels</u>		<u>SL-PC</u>	<u>P</u>	
<u>Research and development, including laboratories, prototype development and testing facilities, design and pilot or experimental product development</u>	<u>P</u>	<u>P</u>	<u>P</u>	
Agricultural				
Farm operation	P	P		
Greenhouse and plant material nursery (materials grown and sold on-site)	P	P	<u>P</u>	
Community Supported Agriculture	SL-PC			

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Office and Financial				
Office buildings	P	<u>P</u>	<u>P</u>	
Data processing and computer centers, including service and maintenance of electronic data processing equipment	P	<u>P</u>	<u>P</u>	
Retail and Services				
Sexually Oriented Businesses			SL-PC	Subject to conditions in Section 1139.
Adult/child day care center + preschools	SL-PG			
Commercial kennels/ pet day care	SL-PC	P	<u>P</u>	Subject to conditions in Section 1161
Massage therapy			SL-PC	Subject to conditions in Section 1140.
Pawnbroker, secondhand dealer, and junk dealer facilities			SL-PG	Subject to conditions in Section 1141.
Incidental Sales and Services	A	A	A	Subject to conditions in Section 1132
Tattoo parlor			SL-PC	
Medical Marihuana				
Class A Grower (may grow up to five hundred (500) marijuana plants), Class B Grower (may grow up to one thousand (1,000) marijuana plants), and Class C			P	

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use – = Not permitted				
Grower (may grow up to one thousand-five hundred (1,500) marijuana plants)				
Processor			P	
Safety Compliance Facility			P	
Dispensary			P	
Secure Transporter			P	
Provisioning Center			P	
Microbusiness			P	
Recreational Marihuana				
Class A Marijuana Grower (may grow up to one hundred (100) plants), Class B Marijuana Grower (may grow up to five hundred (500) plants), and Class C Marijuana Grower (may grow up to two thousand (2,000) plants)			P	
Processor			P	
Safety Compliance Facility			P	
Provisioning Center			P	
Secure Transporter			P	
Retailer			P	
Microbusiness			P	
Lodging and Restaurants				
Hotels	P			Subject to condition in Section 1123.
Motels	P			Subject to conditions in Section 1122.

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Restaurants	P			
Civic/Institutional				
Hospitals	P			
Trade or industrial schools	P	P	<u>P</u>	No outdoor storage
Parole or probation offices			SL-PC	Subject to conditions in Section 1143.
Public/government buildings	P	<u>P</u>	<u>P</u>	
Public utility buildings, excluding wastewater treatment plants	P	P	<u>P</u>	
Transfer and electricity and gas service buildings and yards	P	P	<u>SL-PC</u>	
Wastewater treatment plants			P	Subject to conditions in Section 1154.
Recreation				
Assembly halls, display halls, convention center, theater, or similar places of assembly	<u>SL-PC</u>			Conducted in completely enclosed building
Health clubs, fitness centers, gyms and aerobic clubs, health, and fitness center	SL-PC	SL-PC		Permitted as accessory use only in I-T
Indoor recreational facility, including bowling alley, archery range, tennis/racquet ball court, skating rink, athletic field, swimming pool, and other similar uses	SL-PC	SL-PC		Permitted as accessory use only in I-T. Must be located at least one hundred (100) feet from any front, rear, or side yard of any residential lot in an adjacent residential district. Subject to conditions in Section 1135.
Lighted outdoor commercial sports centers, including baseball and other intense activities		P		Subject to conditions in Section 1153.

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Outdoor spat ball, simulated war games and similar activities		P		Subject to conditions in Section 1151.
Outdoor theaters		SL-PC	<u>SL-PC</u>	Subject to conditions in Section 1138.
Racetracks (including midget auto and karting tracks) and dirt tracks		P	<u>SL-PC</u>	Subject to conditions in Section 1150.
Automotive/Transportation				
Airports	<u>SL-PC</u>	SL-PC	<u>SL-PC</u>	Subject to conditions in Section 1133.
Auto engine and body repair, and undercoating shops	<u>SL-PC</u>		<u>SL-PC</u>	When conducted in enclosed building
Automobile mechanical component dismantling and recycling			SL-PC	Subject to conditions in Section 1142.
Freight terminals	P	P	P	
Railroad transfer and storage tracks, railroad rights-of-way	P	P	P	
Railroad lines, rail spurs and similar rail transport access facilities	P	P	P	Subject to conditions in Section 1145.
Accessory Uses				
Accessory buildings and uses customarily incident to any permitted use in this table	A	A	A	
Other				
Wireless communication towers and antennas	See Section 1144.			

(Ord. No. 2018-476 , § 2, 2-20-18)

Article 5 – Sec. 506. – Town Center:

Use groups by category in Town Center

Use Group 2 for the Town center corridors indicates in Use Group 2 *mixed uses: any combination of uses located in group 1, 2, or 3 that is mixed vertically in a building or horizontal on one parcel* is permitted but Use Group 4 (retail, entertainment, and service uses) have been excluded from the mixed-use groups even though Use Group 4 is permitted across all site types. Staff recommends that Use Group 2 for all corridors be corrected to include Use Group 4 in the mixed-uses permitted. **This Zoning Ordinance Text Amendment will be brought to the Planning Commission for the Neighborhood and Regional Corridor in the coming months.** See next page.

Current Zoning Ordinance Language:

2. Use Groups by Category-Town Center:

Town Center Corridors
Use Group 1
Residential Uses:
One-Family detached and attached dwellings, subject to regulations in Section 1101.
Two-Family dwellings.
Use Group 2
Misc. Residential/Related Uses:
Mixed-use. Any combination of uses located in group 1, 2 or 3, that is mixed vertically in a building or horizontal on one (1) parcel.
Multiple-Family dwellings.
Live/Work units.
Child care centers, subject to regulations in Section 1155.
Bed and Breakfast operations, subject to regulations in Section 1107.
Use Group 3
Office/Institutional:
Civic Buildings.
Professional and medical office.
Primary/secondary schools (private).
Publicly owned/operated office and service facilities.
Place of worship.
Veterinary clinics or hospitals, subject to regulations in Section 1116 or Section 1117, as applicable.
Use Group 4
Retail, Entertainment, and Service Uses:
Financial institutions without a drive-through.
General retail.
Food use without a drive-through.
Personal services.
Business services.
Small group or one-on-one exercise or art studio.

Proposed Text Amendment:

2. Use Groups by Category-Town Center:

Town Center Corridors
Use Group 1
Residential Uses:
One-Family detached and attached dwellings, subject to regulations in Section 1101.
Two-Family dwellings.
Use Group 2
Misc. Residential/Related Uses:
Mixed-use. Any combination of uses located in group 1, 2, 3, or 4 that is mixed vertically in a building or horizontal on one (1) parcel.
Multiple-Family dwellings.
Live/Work units.
Child care centers, subject to regulations in Section 1155.
Bed and Breakfast operations, subject to regulations in Section 1107.
Use Group 3
Office/Institutional:
Civic Buildings.
Professional and medical office.
Primary/secondary schools (private).
Publicly owned/operated office and service facilities.
Place of worship.
Veterinary clinics or hospitals, subject to regulations in Section 1116 or Section 1117, as applicable.
Use Group 4
Retail, Entertainment, and Service Uses:
Financial institutions without a drive-through.
General retail.
Food use without a drive-through.
Personal services.
Business services.
Small group or one-on-one exercise or art studio.

Article 11—Specific Use Provisions Zoning Text Amendments

Section 1128 - Sec. 1128. - Temporary sidewalk, outdoor and tent sales for principal use:

Section 1128 provides for temporary sidewalk, outdoor and tent sales for principal uses, with conditions for all uses specified in paragraph 1. The conditions include following the sign provisions, maneuverability, or safety of the site, and following all other township requirements. However, there is no provision for parking requirements that apply to all uses; parking requirements are addressed only under paragraph 2, Seasonal sales of produce from tents, stands or display racks. Parking should be a consideration for all temporary sales uses.

Staff recommends that the parking requirements under paragraph 2 be moved to paragraph 1, thereby applying to all uses under Section 1128.

Sec. 1128. - Temporary sidewalk, outdoor and tent sales for principal use:

Temporary sidewalk, outdoor and tent sales may be permitted subject to the issuance of a revocable Zoning Compliance permit to operate a sidewalk, outdoor or tent sales as an extension of or compatible with, the existing business on a portion of the public sidewalk or other public area adjacent to the business. The Zoning Compliance permit may be issued by the Zoning Administrator under the following terms and conditions:

1. For all uses, the following conditions must be met:
 - A. Signs shall be limited to sizes and locations in keeping with Article 15.
 - B. All temporary buildings, tents and structures shall be constructed, used, occupied, and maintained in compliance with the provisions of the state construction code and all Ordinances of the Township.
 - C. Building and Fire Code requirements shall be complied with.
 - D. The sale shall not interfere with the use of the sidewalk or street for pedestrian or vehicular travel. Sidewalk width must remain at least six (6) feet wide.
 - E. The sale shall not unreasonably interfere with the view of, access to or use of property adjacent to the street or neighboring businesses or properties.
 - F. The sale shall not interfere with street clearing or snow removal activities.
 - G. The sale shall not cause damage to the street or to sidewalks, trees, benches, landscaping, or other objects lawfully located on the property.
 - H. Sales areas shall be located so as to provide adequate access for fire and safety vehicles.
 - I. A permit shall be required. The proprietor of the property shall provide a sketch plan drawn to scale showing the location of the sale, existing and proposed temporary and permanent structures on the entire parcel, parking areas, and parking calculations.
 - J. Copies of permits required by any other agencies for the use must be included with the permit application.

K. Off-street parking shall be provided in keeping with standards of Section 1205, Parking requirements. In those instances where usable floor area cannot be effectively measured, the sales space utilized shall be measured as usable floor area.

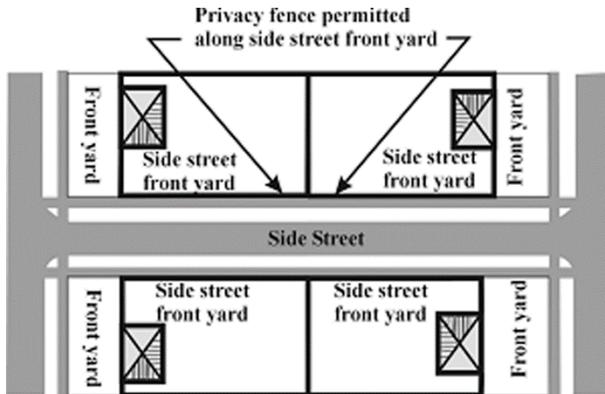
2. Seasonal sale of produce from tents, stands or display racks subject to the following conditions:
 - A. Permits may be issued for up to six (6) month periods.
 - ~~B. Off-street parking shall be provided in keeping with standards of Section 1205, Parking requirements. In those instances where usable floor area cannot be effectively measured, the sales space utilized shall be measured as usable floor area.~~
3. Sidewalk sales areas may be permitted subject to the following:
 - A. The sidewalk sales area shall abut the building and shall not be placed abutting a parking area or vehicle travel lane.
 - B. Sidewalk sales areas shall not be fenced or enclosed in any manner.
 - C. Sidewalk sales shall be conducted for no more than fourteen (14) consecutive days and permits shall not be issued for consecutive tent sales beyond a fourteen (14) day period.
4. Tent sales may be permitted subject to the following:
 - A. No more than three (3) tent sales shall be permitted for a business location within a single calendar year.
 - B. A tent sale shall be conducted for no more than fourteen (14) consecutive days and permits shall not be issued for consecutive tent sales beyond a fourteen (14) day period.
 - C. Tent sales when proposed to be conducted on parking areas shall not reduce required parking spaces by more than fifteen percent (15%).
 - D. All tents shall be removed within forty-eight (48) hours of expiration of the period for which the permit is issued.
 - E. Equipment and products used in the event do not pose a fire or other hazard.

Article 13 Zoning Text Amendments

A. Section 1305 – Fences and Walls

Section 1305.2.A.(1) specifies that *“Only ornamental type fences shall be located in a required front yard or, in the case of a corner or through lot, in a required yard which adjoins a public or private street provided such fences shall not exceed four (4) feet in height.”*

However, the illustration included in this section reflects the previous zoning ordinance provisions allowing a six-foot privacy fence in the required yard adjoining a public or private street in certain situations. The illustration should be corrected to show that a privacy fence must meet the required front yard setback along both street frontages.



B. Section 1305 – Fences and Walls

A through lot is defined by the Ordinance as “*Lot, Through: Any interior lot having frontage on two (2) more or less parallel streets as distinguished from a corner lot. In the case of a row of double frontage lots, all yards of said lots adjacent to streets shall be considered frontage, and front yard setbacks shall be provided as required.*”

Section 1305.2.A.(1) specifies that “*Only ornamental type fences shall be located in a required front yard or, in the case of a corner or through lot, in a required yard which adjoins a public or private street provided such fences shall not exceed four (4) feet in height.*” A six-foot tall fence must meet the rear yard setback of 35 feet on a through lot, which could substantially decrease the usable rear yard of a through lot.

Staff recommends that the ordinance be changed to read as follows:

2. Height and location requirements:

A. Residential District.

(1) Only ornamental type fences shall be located in a required front yard or, in the case of a corner ~~or through lot~~, in a required yard which adjoins a public or private street provided such fences shall not exceed four (4) feet in height.

(2) Fences may be located in any required yard not adjoining a public or private street provided that they shall not exceed six (6) feet in height. In the case of a through lot, fences between four and six feet in height located in the secondary front yard shall maintain a ten (10) foot setback.

Article 15 – Signs

Section 1509.6.A.2.b. – Permitted Signs in Form-based Districts.

The area of wall signs permitted for a multi-tenant building in the form-based district is indicated as *per lot* but that would mean individual tenants would be left without any wall signs. Staff suggests that the language be amended to read as follows:

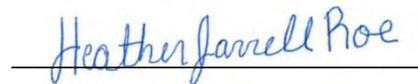
- (b) Area. The area of wall signs permitted for each lot unit shall be determined as one (1) square foot of sign area for each one (1) linear foot of building frontage occupied by a business to a maximum area of one hundred (100) square feet. All businesses without ground floor frontage, in a given building, shall be permitted one (1) combined exterior wall sign not more than twenty-four (24) square feet in area.

Section 1509.10. – Prohibited Signs

The zoning ordinance does not address signs painted directly onto a building façade as a wall sign. Staff suggests the following language:

H. No sign shall be painted directly onto the façade of the building wall or related architectural feature.

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify approval of the first reading of Proposed Ordinance No. 2023-505 by the Charter Township of Ypsilanti Board of Trustees assembled at a regular meeting held on August 15, 2023. The second reading is scheduled to be heard on September 19, 2023.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023 TV 1,707,521,570 (TV minus Renaissance Zone) 1,680,496,116
Local Government Unit Requesting Millage Levy Charter Township of Ypsilanti	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	GEN OP	N/A	1.1160	.9797	1.0000	.9797	1.0000	.9797		.9797	N/A
Voted	Fire Prot	08/03/21	3.1250	3.0850	1.0000	3.0850	1.0000	3.0850		3.0850	12/2025
Voted	Solid Waste	08/03/21	2.4050	2.3742	1.0000	2.3742	1.0000	2.3742		2.3742	12/2025
Voted	Police	08/03/21	5.7000	5.6270	1.0000	5.6270	1.0000	5.6270		5.5570	12/2025
Voted	Rec/BP	08/03/21	1.0059	.9930	1.0000	.9930	1.0000	.9930		.9930	12/2025
PA345	FPen/HC	N/A		.8100				.8800		.8800	N/A
Totals				13.8689				13.9389		13.8689	

Prepared by Javonna Neel	Telephone Number (734) 544-3601	Title of Preparer Accounting Director	Date 8-16-2023
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature <i>Heather Jarrell Roe</i>	Print Name Heather Jarrell Roe	Date 8-16-23
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature <i>Brenda L Stumbo</i>	Print Name Brenda L Stumbo	Date 8-16-23
<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

E
ERNAT CONSULTING

8/14/2023

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

Dear Supervisor Stumbo,

Ernat Consulting was approached by Township Attorney, Doug Winters, for assistance in the preparation of a Request for Proposals ("RFP") to commission a comprehensive cost study of policing services. Ernat consulting has the capacity and capability to provide this service. We are well versed in crafting RFPs for professional services and also in the roles and responsibilities needed for policing services.

In order to draft a comprehensive RFP, we expect to use approximately 20-25 hours. Our hourly rate for services is \$100/hour. We would propose to meet individually with the Township Attorney, several members of the Board of Trustees, and members of the police steering committee to ensure a full and proper understanding of what information is desired from a full consulting report. Preparation of the RFP will take no more than 30 days and draft RFP will be provided to you. We will make one round of revisions.

We propose a fee for this project that would not exceed \$2,500. Full amount billed upon submittal of final RFP document.

Ernat consulting is willing and able to assist in the review of RFP responses as additional services at the above hourly rate.

If you are in agreement with the above proposal, please sign and date below.

Brenda L. Stumbo and Heather Jarrell Roe

Township Supervisor and Clerk

Aug. 14, 2023

Date

Brenda L. Stumbo Heather Jarrell Roe

Please feel free to reach out with any questions at 734-945-9270. We look forward to working with you on this project.

Warm Regards,

Bill and Beth Ernat
Ernat Consulting

RESOLUTION 2023-11

APPLICATION FOR LAYING OUT AND DESIGNATING A DRAINAGE DISTRICT

YPSILANTI CHARTER TOWNSHIP

SEAVER DRAIN

At a regular board meeting of the Ypsilanti Charter Township Board, held in Washtenaw County, State of Michigan on the 15th day of August, 2023, 7:00p.m.

PRESENT: Supervisor Stumbo, Clerk Jarrell Roe, Treasurer Eldridge and Trustees Hunter, Newman, Peterson and Swanson _____

ABSENT: None _____

The following resolution was offered by Trustee Peterson and seconded by Treasurer Eldridge.

WHEREAS, the Township requests the laying out and designating of a county drain drainage district, located in Washtenaw County, pursuant to the Chapter 3 of Public Act 40 of 1956, as amended; and

WHEREAS, the Township has determined that the laying out and designating of the proposed drainage district is necessary for the public health in the Township; and

WHEREAS, the Township will be liable for an assessment at large against it for a percentage of the cost of the proposed drain.

NOW, THEREFORE BE IT RESOLVED THAT, the Township Board does authorize the filing of an application with the Washtenaw County Water Resources Commissioner for the laying out and designating of a drainage district.

BE IT FURTHER RESOLVED THAT the Supervisor is authorized to execute the application for the laying out and designating of a drainage district.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Washtenaw County Water Resources Commissioner a copy of this Resolution for the application for laying out and designating a drainage district.

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. 2023-11 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on August 15, 2023.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

2023 YPSILANTI TOWNSHIP SECOND AGREEMENT

THIS AGREEMENT, made and entered into this 15 day of August, 2023, by and between the Township Board of Ypsilanti Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, the parties of the first part desire that certain improvements be made upon the local roads in the Township of Ypsilanti, and

WHEREAS, proper authority is provided to the parties of the agreement under the provisions in Act 51 of Public Acts of 1951 as amended,

IT IS NOW THEREFORE AGREED, the parties of the second part will accomplish the improvements as specified herein, all in accordance with the standards of the parties of the second part.

IT IS FURTHER AGREED, the parties of the first part shall pay WCRC for the actual project costs incurred for the project; and

IT IS FURTHER AGREED, the WCRC will submit an invoice to the Township on September 1, 2023, for 50% of the estimated project costs. Following project completion and final accounting of the project costs, WCRC will submit the final invoice for the actual remaining unpaid costs. The final invoice shall provide supporting detail and information, which reasonably identifies the actual project costs incurred by WCRC. The Township described herein agrees to remit payment within 30 days from receipt of WCRC invoices.

1. Additional Street Sweeping Services:

Work to include one (1) additional street sweepings on curbed local roads in Ypsilanti Township.
2023 Local Road Sweeping in Ypsilanti Township (one round) = 174.63 curb miles @ \$98.00 per curb mile = \$17,113.74 per round.
Estimated cost: \$ 17,113.74

AGREEMENT SUMMARY

2023 LOCAL ROAD PROGRAM

Additional Street Sweeping Services	\$ 17,113.74
Subtotal	\$ 17,113.74

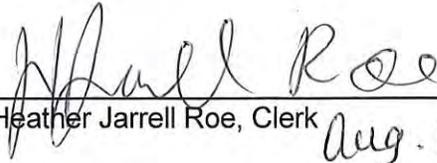
ESTIMATED AMOUNT TO BE PAID BY YPSILANTI TOWNSHIP
UNDER THIS AGREEMENT DURING 2023:

\$ 17,113.74

FOR YPSILANTI TOWNSHIP:



Brenda Stumbo, Supervisor *Aug. 16, 2023*



Heather Jarrell Roe, Clerk *Aug. 16, 2023*

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara Ryan Fuller, Chair

Sheryl Soderholm Siddall, Managing Director



Stantec Consulting Michigan Inc.
1168 Oak Valley Drive, Suite 100, Ann Arbor MI 48108-9200

August 4, 2023
File: 2075154401

Attention: Mr. John Hines, CPRP
Ypsilanti Township Recreation Director
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

Dear Director Hines,

Reference: Architectural and Engineering Design Services for the Community Center Hallway 200 Insurance Package Renovations Project
Charter Township of Ypsilanti, Washtenaw County, Michigan

As requested, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal for professional Architectural and Engineering (A/E) Design Services for the Community Center Hallway 200 Insurance Package Renovations Project. It is our understanding these improvements will consist of renovations to Hallway 200 and the adjacent rooms to address work related to an existing plumbing piping line which has caused past damage to the subfloor and floor. The anticipated scope to be included is as follows:

Room 202: The existing room has had the finished floor removed and the floor substrate is in various stages of repair. The room should receive patch and repair work of the existing floor substrate, new floor finish (Vinyl or similar assumed) and new rubber base in the areas of remediation. Existing walls do not appear to have any damage cause by the back-up event.

Room 204: The existing room has had the parts of the finished floor removed and the floor substrate is in various stages of repair. The room should receive patch and repair work of the existing floor substrate, installation of matching wood flooring to provide a consistent dance floor in-kind to match its intent prior to the back-up event and new rubber base in the areas of remediation. Any existing walls with damage cause by the back-up event are to be patched and repaired to receive new paint finish.

Hallway 200: The existing room has had the finished floor removed and the floor substrate is in various stages of repair. The room should receive patch and repair work of the existing floor substrate, new floor finish (Vinyl or similar assumed) and new rubber base in the areas of remediation. Any existing walls with damage cause by the back-up event are to be patched and repaired to receive new paint finish.

Room 201: The existing room has had the finished floor removed and the floor substrate is in various stages of repair. The room should receive patch and repair work of the existing floor substrate, new floor finish (Vinyl or similar assumed) and new rubber base in the areas of remediation. Any existing walls with damage cause by the back-up event are to be patched and repaired to receive new paint finish.

Reference: Community Center Hallway 200 Insurance Package Renovations Project

Golf Office: The existing room has had the finished floor removed and the floor substrate is in various stages of repair. The room should receive patch and repair work of the existing floor substrate, new floor finish (Vinyl or similar assumed) and new rubber base in the areas of remediation. Any existing walls with damage cause by the back-up event are to be patched and repaired to receive new paint finish.

Golf Office Breakroom: The existing room has had the finished floor removed and the floor substrate is in various stages of repair. The room should receive patch and repair work of the existing floor substrate, new floor finish (Vinyl or similar assumed) and new rubber base in the areas of remediation. Any existing walls with damage cause by the back-up event are to be patched and repaired to receive new paint finish. The ceiling is damaged and recommended to be replaced. Existing casework in the room was damaged and is proposed to be replaced in-kind.

SCOPE OF WORK REQUESTED

Stantec proposes to perform the following tasks as part of these services:

1. ~~Concept Report (Phase I)~~

- ~~A. The A/E will meet with Township staff to confirm project scope and requirements.~~
- ~~B. Review applicable code and ADA requirements, field verify existing conditions and review available record drawings, reports, and studies.~~
- ~~C. Conduct non-destructive analysis of existing sanitary system design to determine potential recommendations. Destructive testing, digital camera investigations and other invasive investigative analysis is not provided or anticipated.~~
- ~~D. Provide conceptual report for review and approval.~~

~~This phase is estimated to be four weeks.~~

Completed in the Community Center Main Building Sanitary Backup Response Renovations Concept Report dated August 07, 2023.

2. Design Development (Phase II)

- A. Stantec proposes incorporating Design Development tasks into the Contract Document phase.

3. Contract Documents (Phase III)

- A. After final approval of the final design package from Phase I by the Township, as well as the appropriate municipal commissions and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes.
- B. Provide finishes and samples identifying materials to be incorporated into the project and meet with Township staff to present drawings and finish selections for approval. This meeting is proposed to occur at the same time as the building restroom renovation finish presentation.

Reference: Community Center Hallway 200 Insurance Package Renovations Project

- C. Determine phasing requirements to minimize disruption to existing spaces and allow building to be occupied throughout construction. Final phasing is to be coordinated with the selected contractor(s).
- D. The final contract documents shall include as a minimum: Demolition Plans (if required), Life Safety/Code Plan, Floor Plan(s), Details, and sheet specifications.
- E. Plan Approvals - The A/E is responsible for submitting for plan reviews to the Township including, but not limited to: Building, Mechanical, Electrical and Plumbing. Any Fire Protection and/or Fire Alarm design and submittals are to be submitted by the Licensed Contractor performing the work. The Township is waiving plan review fees for this project.

This phase is estimated as follows-final is to be discussed and determined as the project develops:

- August 15, 2023 – Authorization to Proceed
- Field verification as needed
- Week of August 21, 2023 – Finishes Meeting and Scope Review
- September 01, 2023 – Owner Review Set (This will also be Stantec's internal review set)
- September 08, 2023 – Set Delivered for Permit and Board submissions

4. Bidding and Contract Award (Phase IV)

- A. The A/E will assist the Township in bidding the project to prospective prime contractors.
- B. Services will include assisting the Township with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, providing the Township with a recommendation for prime contract awards.

This phase is estimated to be four to six weeks.

5. Contract Administration, Project Closeout, and Warranty (Phase V)

- A. The A/E shall be a representative of and shall advise and consult with the Township during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.
- B. Construction Related Services - The A/E will provide on the Townships behalf, contract administration services. Services anticipated to be provided consist of attending Observation Site Visits at the job site to evaluate job progress. The number of Observation Visits is assumed to be two (2). Attend OAC meetings as established by the Contractor and Owner to review the construction schedule and outstanding items. The number of OAC meetings is assumed not to exceed 12 virtual meetings. It is Stantec's understanding that the Prime contractor will be responsible for scheduling all construction related meetings, including the OAC as well as maintain construction schedule, meeting agendas, meeting minutes, and sub-contractor coordination. Review of submittals and shop drawings, processing change orders and Requests for Information, processing certificates for payment to prime contractors, verifying Substantial and Final Completion, developing punch list (one (1) assumed per discipline) and confirm completion of each item with coordination with the Contractor services are anticipated. Review of warranty and project

Reference: Community Center Hallway 200 Insurance Package Renovations Project

closeout documentation as provided by the Contractor anticipated. An As-Constructed set incorporating design changes during the construction phase as well as any Contractor provided markups is anticipated to be provided.

This phase is estimated to be 12 weeks.

UNDERSTANDINGS & ASSUMPTIONS

This proposal was developed under the following understandings and assumptions:

- Existing drawings to be provided.
- Hazardous material testing and any necessary abatement will be provided by owner.
- Excludes any permit fees, geotechnical services or any work not listed above.
- Conceptual Total Project costs are unknown.
- Assumes that existing mechanical, plumbing and electrical infrastructure is adequate to support the anticipated scope.
- Fire Protection scope is not anticipated.

SCHEDULE

We propose to complete the design, engineering, and permit application package per the weeks noted above after authorization. Authorization will be required prior to beginning each phase.

BUDGET

We recommend establishing for the work listed above:

Phase II/III: Lump Sum of \$15,000.00.

Phase IV: Hourly Not to Exceed estimated at 6,100.00 - Approximately 34 hours.

Stantec is proposing that the Township utilized Stantec services as needed. This list provided above is a recommendation but is not a required or exhaustive list.

Phase V: Hourly Not to Exceed estimated at \$26,400.00 – Approximately 144 hours.

Stantec is proposing that the Township utilized Stantec services as needed. This list provided above is a recommendation but is not a required or exhaustive list.

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. All work will be completed under the existing General Services Agreement between Ypsilanti Charter Township and Stantec. We sincerely appreciate the opportunity to continue to work with the Township and look forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

August 4, 2023
Mr. John Hines, CPRP
Page 5 of 5

Reference: Community Center Hallway 200 Insurance Package Renovations Project

Regards,

Stantec Consulting Michigan Inc.



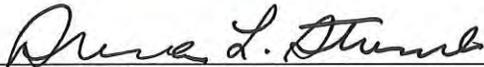
Lindsay Woods AIA, NCARB, LEED® Green Associate
Project Manager
Phone: 248-376-7972
Lindsay.Woods@stantec.com



Mark D. Pascoe PE, LEED® AP, ENV SP
Principal
Phone: 734-214-1865
Mark.Pascoe@stantec.com

ACKNOWLEDGED AND ACCEPTED:

CHARTER TOWNSHIP OF YPSILANTI



Brenda Stumbo
Supervisor

Aug. 16, 2023, 2023



Heather Jarrell Roe
Clerk

Aug. 16, 2023, 2023

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Stantec Consulting Michigan Inc.
1168 Oak Valley Drive, Suite 100, Ann Arbor MI 48108-9200

August 4, 2023
File: 275154401

Attention: Mr. John Hines, CPRP
Ypsilanti Township Recreation Director
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

Dear Director Hines,

Reference: Architectural and Engineering Design Services for the Ypsilanti Township Community Center Bathroom Renovations Project (ARPA Funding Scope)
Charter Township of Ypsilanti, Washtenaw County, Michigan

As requested, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal for professional Architectural and Engineering Design Services for the Ypsilanti Township Community Center Bathroom Renovations Project. It is our understanding these renovations will consist of renovations to six (6) restrooms and associated utility improvements described below:

Part A:

The existing community center underground sanitary piping consists of section of cast iron soil piping and vitrified clay piping. Based on the original building drawings received by Stantec, the current building layout, and the current excavation, it appears that a portion of the building was built over the original 6" exterior vitrified clay piping. It has been identified that some of the original vitrified clay piping was compromised through settlement and/or age deterioration. This sanitary piping routes from Room 202 under offices, through the lobby and racquetball courts and then exits the building to the west.

Based on the failure of the existing underground sanitary piping system, the existing vitrified clay piping is recommended to be replaced. Prior to replacement, a survey team utilizing cameras and ground penetrating radar is recommended to be engaged to limit exploratory flooring demolition and excavation to find and replace the failed piping under the building. The replacement of the sanitary piping will include removal of existing floor finishes, saw cutting of the existing concrete floor, and replacing existing floor finishes.

Room 202: Remove existing remaining rubber base. Paint room in entirety. Install new rubber base.

Room 204: Remove existing remaining rubber base. Paint room in entirety. Install new rubber base.
Remove existing ballet bars and install new ballet bars.

Reference: Community Center Bathroom Renovations Project

Hallway 200: Remove existing remaining rubber base. Paint room in entirety. Install new rubber base.

Room 201: Remove existing remaining rubber base. Paint room in entirety. Install new rubber base.

Golf Office: Remove existing remaining rubber base. Paint room in entirety. Install new rubber base.

Golf Office Breakroom:

Remove remaining existing rubber base. Paint room in entirety. Install new rubber base.

Additional room floor finish removal and replacement due to the replacement of the existing piping.

Part B:

Based upon the noted observations Stantec is recommending that the existing domestic plumbing infrastructure be replaced. The scope will include replacement of the existing galvanized steel and copper piping distribution system throughout the facility. The scope of the replacement will be limited to the corridors and service entry mechanical room. The new cold water, hot water, hot water return piping will be routed throughout the corridors with shutoff valves provided for each existing branch. The restroom renovations will tie into the new connections. Other existing branch galvanized steel piping will be replaced at a future date when the rooms associated with those plumbing fixtures are renovated. Corridor ceilings and lighting will be replaced to facilitate the removal and replacement of the domestic plumbing. Existing low voltage equipment will be temporarily supported and re-installed in the new ceiling. New fire alarm devices and a new fire alarm panel will be provided.

Part C:

Based upon the noted observations Stantec is recommending renovations to the existing restrooms. The renovations would include accessibility updates; new interior wall and floor finishes, including painting, ceramic tile, and related modifications to existing walls and ceilings; new toilet and urinal partitions; new plumbing fixtures, including new vanities, faucets, toilets, urinals, and new toilet accessories.

It is assumed that Men's 123, Women's 121, Women's 113, Men's 114, Women's 151 and Men's 160 will implement the same finishes as approved by the Client in Phase III. The Men's and Women's golf restrooms will receive an elevated finish package.

All new electrical, mechanical and plumbing systems would be provided and consist of the following elements:

Plumbing systems: All plumbing piping within the restroom renovation will be replaced. Domestic cold water, hot water, and hot water return piping will be routed from the new domestic mains provided as part of the plumbing infrastructure project. All new plumbing fixtures will be provided within the restroom. All existing sanitary, waste, and vent piping will be replaced within the room. Underground piping will

Reference: Community Center Bathroom Renovations Project

be replaced with PVC piping and above ground piping will be replaced with cast iron piping. All floor saw cutting will be limited to the restroom and the existing sanitary main outside of the restroom will remain.

Mechanical systems: The existing abandoned heating systems, supply and exhaust ductwork, and electric heaters will be removed. The existing supply and exhaust distribution systems will be extended to new grille, registers, and diffusers coordinated with the new ceiling. The existing exhaust fan will be evaluated during design and replaced if required.

Electrical systems: The existing receptacles and lighting serving the restrooms will be removed and replaced.

New GFCI receptacles served from existing panel boards will be provided. It is anticipated that the existing panelboards and breakers are in good working order and that no code violations exist that will require replacement of the panelboards or individual breakers.

Any replaced mechanical equipment is anticipated to be re-served from the existing circuit.

New LED lighting utilizing vacancy sensors will be provided. Battery operated emergency lighting fixtures will be provided.

Low voltage scope will be limited to reinstalling existing devices.

SCOPE OF WORK REQUESTED

Stantec proposes to perform the following tasks as part of these services:

~~1. Conceptual/Schematic Design (Phase I)~~

- ~~A. The A/E will meet with Township staff to confirm project scope and requirements.~~
- ~~B. Review applicable code and ADA requirements, field verify existing conditions and review available record drawings, reports, and studies.~~
- ~~C. Conduct analysis of existing sanitary system design and capacities based on connected plumbing fixtures to determine whether the system is adequate. Identify modifications required to correct existing deficiencies in the system. Destructive testing, digital camera investigations and other invasive investigative analysis is not provided or anticipated.~~
- ~~D. Provide conceptual/schematic design drawings for review and approval.~~

~~This phase is estimated to be four weeks.~~

Reference: Community Center Bathroom Renovations Project

Completed in the Community Center Main Building Sanitary Backup Response Renovations and Main Building Restroom Renovations Concept Reports dated August 07, 2023.

2. Design Development (Phase II)

- A. Stantec proposes incorporating Design Development tasks into the Contract Document phase.

3. Contract Documents (Phase III)

- A. After final approval of the final design package from Phase I by the Township, as well as the appropriate municipal commissions and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes.
- B. Provide finishes and samples identifying materials to be incorporated into the project and meet with Township staff to present drawings and finish selections for approval.
- C. Determine phasing requirements to minimize disruption to existing spaces and allow building to be occupied throughout construction.
- D. The final contract documents shall include as a minimum: Demolition Plans, Life Safety/Code Plan, Floor Plan(s), Reflected Ceiling Plans, Interior Elevations, Details, Plumbing Plan(s) and Isometrics, Door / Window / Room Finish / Mechanical / Plumbing / Electrical schedules and diagrams, HVAC Plans, Power Plans, Lighting Plans, Lighting Controls Requirements, and sheet specifications.
- E. Plan Approvals - The A/E is responsible for submitting for plan reviews to the Township including, but not limited to: Building, Mechanical, Electrical and Plumbing. Any Fire Protection and/or Fire Alarm design and submittals are to be submitted by the Licensed Contractor performing the work. The Township is waiving plan review fees for this project.

This phase is estimated as follows-final is to be discussed and determined as the project develops:

- i. August 15, 2023 – Authorization to Proceed
- ii. Field verification as needed
- iii. Week of August 21, 2023 – Finishes Meeting and Scope Review
- iv. September 01, 2023 – Owner Review Set (This will also be Stantec's internal review set)
- v. September 08, 2023 – Set Delivered for Permit and Board submissions

4. Bidding and Contract Award (Phase IV)

- A. The A/E will assist the Township in bidding the project to prospective prime contractors.
- B. Services will include assisting the Township with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, providing the Township with a recommendation for prime contract awards.

This phase is estimated to be four to six weeks.

5. Contract Administration, Project Closeout, and Warranty (Phase V)

- A. The A/E shall be a representative of and shall advise and consult with the Township during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.

Design with community in mind

Reference: Community Center Bathroom Renovations Project

- B. Construction Related Services - The A/E will provide on the Townships behalf, contract administration services. Services anticipated to be provided consist of attending Observation Site Visits at the job site to evaluate job progress. The number of Observation Visits is assumed to be two (2). Attend OAC meetings as established by the Contractor and Owner to review the construction schedule and outstanding items. The number of OAC meetings is assumed not to exceed 12 virtual meetings. It is Stantec's understanding that the Prime contractor will be responsible for scheduling all construction related meetings, including the OAC as well as maintain construction schedule, meeting agendas, meeting minutes, and sub-contractor coordination. Review of submittals and shop drawings, processing change orders and Requests for Information, processing certificates for payment to prime contractors, verifying Substantial and Final Completion, developing punch list (one (1) assumed per discipline) and confirm completion of each item with coordination with the Contractor services are anticipated. Review of warranty and project closeout documentation as provided by the Contractor anticipated. An As-Constructed set incorporating design changes during the construction phase as well as any Contractor provided markups is anticipated to be provided.

This phase is estimated to be 12 weeks.

UNDERSTANDINGS & ASSUMPTIONS

This proposal was developed under the following understandings and assumptions:

- Existing drawings to be provided.
- Hazardous material testing and any necessary abatement will be provided by owner.
- Survey to determine location of underground sanitary pipe will be provided by owner.
- Excludes any permit fees, geotechnical services or any work not listed above.
- Conceptual Total Project costs were originally estimated at \$737,000 in 2022. Based on the explorations in the Concept Report Phase, Stantec estimates that this budget will exceed the noted Conceptual Total Project costs.
- Assumes that existing mechanical, plumbing and electrical infrastructure is adequate to support the anticipated scope – except as noted for improvements.
- Fire Protection scope is not anticipated.

SCHEDULE

We propose to complete the design, engineering, and permit application package per the weeks noted above after authorization. Authorization will be required prior to beginning each phase.

BUDGET

We recommend establishing for the work listed above:

Phase II/III: Lump Sum of \$49,000.00.

Phase IV: Hourly Not to Exceed estimated at 9,400.00 - Approximately 52 hours.

Reference: Community Center Bathroom Renovations Project

Stantec is proposing that the Township utilized Stantec services as needed. This list provided above is a recommendation but is not a required or exhaustive list.

Phase V: Hourly Not to Exceed estimated at \$40,300 – Approximately 220 hours.

Stantec is proposing that the Township utilized Stantec services as needed. This list provided above is a recommendation but is not a required or exhaustive list.

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. We sincerely appreciate the opportunity to continue to work with the Charter Township of Ypsilanti and look forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

Regards,

Stantec Consulting Michigan Inc.



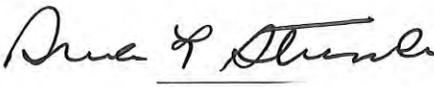
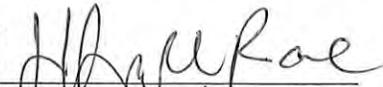
Lindsay Woods AIA, NCARB, LEED® Green Associate
Project Manager
Phone: 248-376-7972
Lindsay.Woods@stantec.com



Mark D. Pascoe PE, LEED® AP, ENV SP
Principal
Phone: 734-214-1865
Mark.Pascoe@stantec.com

ACKNOWLEDGED AND ACCEPTED:

CHARTER TOWNSHIP OF YPSILANTI

 | 
Brenda L. Stumbo | Heather James Roe
Aug. 14, 2023, 2023



Stantec Consulting Michigan Inc.
1168 Oak Valley Drive, Suite 100, Ann Arbor MI 48108-9200

August 4, 2023
File: 2075154401

Attention: Mr. John Hines, CPRP
Ypsilanti Township Recreation Director
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

Dear Director Hines,

Reference: Architectural and Engineering Design Services for the Community Center Golf Course and Shop Bathroom Renovations Project
Charter Township of Ypsilanti, Washtenaw County, Michigan

As requested, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal for professional Architectural and Engineering (A/E) Design Services for the Community Center Golf Course Bathroom Renovations Project. It is our understanding these improvements will consist of renovations to two (2) restroom buildings with a total of four (4) restrooms to update the functionality of the restrooms by installing new fixtures, wall, and floor finishes, and ensuring the spaces comply with current ADA standards. Parts of the domestic plumbing distribution piping are nearing the end of their useful life and renovations will provide an opportunity to replace piping along with this project, including:

Part A:

Renovations to both buildings. The replacement would consist of new roof substrate and shingles, new skylight, new larger soffit vent replacement, four total accessible water closets associated new plumbing fixtures. Replacement of the glass block in all four locations with an alternate impact resistant translucent application. All existing to remain elements would be painted. New exterior doors and hardware to be provided. All new plumbing systems would be provided and consist of the following elements:

- Plumbing Systems: Existing plumbing distribution systems will be modified to support the replacement of the existing plumbing fixtures.
- Mechanical Systems: The new building will maintain naturally ventilated.
- Select modification and replacement of the existing sidewalk to eliminate trip hazards to be incorporated.

Part B:

Renovations to both restrooms. The renovations would consist of re-sizing the showers to 3x3 installations so that the plumbing fixtures can be re-set to meet current clearance dimensions. Accessories would be provided to meet current standards. Two total accessible water closets

Reference: Community Center Golf Course and Shop Bathroom Renovations Project

associated new plumbing fixtures would be provided with second water closet for each restroom. Wall demolition and reconfiguration is required. Patch and repair of the floor with new floor finish is recommended due to wall reconfiguration. Ceiling and lighting replacement is recommended due to wall reconfiguration. All existing to remain elements previously painted would be painted. New metal partitions to be provided. System infrastructure renovations will be provided to support the renovations and consist of the following elements:

- Plumbing Systems: All new plumbing fixtures will be provided. New domestic piping and sanitary waste and vent piping will be provided to support the renovations.
- Mechanical Systems: The mechanical distribution systems are recommended to be evaluated during design and augmented to support building operation and meet current codes.
- Electrical Systems: The existing lighting and power distribution systems in the area of renovation will be replaced and augmented to support building operation and the renovation. It is assumed that the existing power source is adequate and that no code violations exist within the panel that would require panel replacement.

SCOPE OF WORK REQUESTED

Stantec proposes to perform the following tasks as part of these services:

1. ~~Concept Report (Phase I)~~

- ~~A. The A/E will meet with Township staff to confirm project scope and requirements.~~
- ~~B. Review applicable code and ADA requirements, field verify existing conditions and review available record drawings, reports, and studies.~~
- ~~C. Conduct non-destructive analysis of existing sanitary system design and capacities based on connected plumbing fixtures to determine potential recommendations. Destructive testing, digital camera investigations and other invasive investigative analysis is not provided or anticipated.~~
- ~~D. Provide concept report for review and approval.~~

~~This phase is estimated to be four weeks.~~

Completed in the Community Center Golf Course Restroom Renovations and Shop Building Restroom Renovations Concept Reports dated August 07, 2023.

2. Design Development (Phase II)

- A. Stantec proposes incorporating Design Development tasks into the Contract Document phase.

3. Contract Documents (Phase III)

- A. After final approval of the final design package from Phase I by the Township, as well as the appropriate municipal commissions and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes.
- B. Provide finishes and samples identifying materials to be incorporated into the project and meet with Township staff to present drawings and finish selections for approval.

Reference: Community Center Golf Course and Shop Bathroom Renovations Project

- C. Determine phasing requirements to minimize disruption to existing spaces and allow building to be occupied throughout construction.
- D. The final contract documents shall include as a minimum: Demolition Plans, Life Safety/Code Plan, Floor Plan(s), Reflected Ceiling Plans, Interior Elevations, Details, Plumbing Plan(s) and Isometrics, Door / Window / Room Finish, Mechanical and Plumbing schedules and diagrams, and sheet specifications.
- E. Plan Approvals - The A/E is responsible for submitting for plan reviews to the Township including, but not limited to: Building and Plumbing. The Township is waiving plan review fees for this project.

This phase is estimated as follows-final is to be discussed and determined as the project develops:

- i. August 15th, 2023 - Authorization to Proceed
- ii. Field verification as needed
- iii. Week of September 18, 2023 – Finishes Meeting and Scope Review
- iv. September 29, 2023 – Owner Review Set (This will also be Stantec's internal review set)
- v. September 10, 2023 – Set Delivered for Permit and Board submissions

4. Bidding and Contract Award (Phase IV)

- A. The A/E will assist the Township in bidding the project to prospective prime contractors.
- B. Services will include assisting the Township with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, providing the Township with a recommendation for prime contract awards.

This phase is estimated to be four to six weeks.

5. Contract Administration, Project Closeout, and Warranty (Phase V)

- A. The A/E shall be a representative of and shall advise and consult with the Township during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.
- B. Construction Related Services - The A/E will provide on the Townships behalf, contract administration services. Services anticipated to be provided consist of attending Observation Site Visits at the job site to evaluate job progress. The number of Observation Visits is assumed to be two (2). Attend OAC meetings as established by the Contractor and Owner to review the construction schedule and outstanding items. The number of OAC meetings is assumed not to exceed 12 virtual meetings. It is Stantec's understanding that the Prime contractor will be responsible for scheduling all construction related meetings, including the OAC as well as maintain construction schedule, meeting agendas, meeting minutes, and sub-contractor coordination. Review of submittals and shop drawings, processing change orders and Requests for Information, processing certificates for payment to prime contractors, verifying Substantial and Final Completion, developing punch list (one (1) assumed per discipline) and confirm completion of each item with coordination with the Contractor services are anticipated. Review of warranty and project closeout documentation as provided by the Contractor anticipated. An As-Constructed set

Reference: Community Center Golf Course and Shop Bathroom Renovations Project

incorporating design changes during the construction phase as well as any Contractor provided markups is anticipated to be provided.

This phase is estimated to be 12 weeks.

UNDERSTANDINGS & ASSUMPTIONS

This proposal was developed under the following understandings and assumptions:

- Existing drawings to be provided.
- Hazardous material testing and any necessary abatement will be provided by owner.
- Excludes any permit fees, geotechnical services or any work not listed above.
- Conceptual Total Project costs are unknown.
- Assumes that existing mechanical, plumbing and electrical infrastructure is adequate to support the anticipated scope.
- Fire Protection scope is not anticipated.
- Electrical scope is not anticipated in the Golf Course Restrooms.

SCHEDULE

We propose to complete the design, engineering, and permit application package per the weeks noted above after authorization. Authorization will be required prior to beginning each phase.

BUDGET

We recommend establishing for the work listed above:

Phase II/III: Lump Sum of \$22,200.00.

Phase IV: Hourly Not to Exceed estimated at 7,400.00 - Approximately 42 hours.

Stantec is proposing that the Township utilized Stantec services as needed. This list provided above is a recommendation but is not a required or exhaustive list.

Phase V: Hourly Not to Exceed estimated at \$28,900.00 – Approximately 158 hours.

Stantec is proposing that the Township utilized Stantec services as needed. This list provided above is a recommendation but is not a required or exhaustive list.

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. All work will be completed under the existing General Services Agreement between Ypsilanti Charter Township and Stantec. We sincerely appreciate the opportunity to continue to work with the Township and look forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

August 4, 2023
Mr. John Hines, CPRP
Page 5 of 5

Reference: Community Center Golf Course and Shop Bathroom Renovations Project

Regards,

Stantec Consulting Michigan Inc.



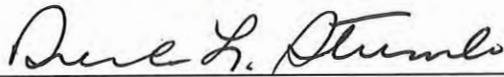
Lindsay Woods AIA, NCARB, LEED® Green Associate
Project Manager
Phone: 248-376-7972
Lindsay.Woods@stantec.com



Mark D. Pascoe PE, LEED® AP, ENV SP
Principal
Phone: 734-214-1865
Mark.Pascoe@stantec.com

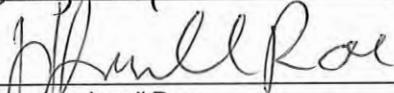
ACKNOWLEDGED AND ACCEPTED:

CHARTER TOWNSHIP OF YPSILANTI



Brenda Stumbo
Supervisor

Aug. 16, 2023, 2023



Heather Jarrell Roe
Clerk

Aug. 16, 2023, 2023

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**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE SEPTEMBER 19, 2023 REGULAR BOARD MEETING**

Supervisor Brenda Stumbo called the meeting to order at approximately 7:06pm 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 and Debbie Swanson

Members Absent: Gloria Peterson

Legal Counsel: Wm. Douglas Winters

PLEASE SEE ATTACHED VERBATIM MINUTES FOR DETAILS

1. PUBLIC HEARING FOR SPECIAL ASSESSMENT LEVY- RESOLUTION 2023-14

The public hearing was opened at 7:04pm and closed at 7:04pm.

MOTION MADE BY ROE, SUPPORTED BY ELDRIDGE TO APPROVE RESOLUTION 2023-14.

MOTION CARRIED

PUBLIC COMMENT

Five public comments were given.

CONSENT AGENDA

- A. MINUTES OF THE AUGUST 15, 2023 WORK SESSION AND REGULAR MEETING MINUTES WERE TABLED**
- B. STATEMENTS AND CHECKS**
- C. TREASURERS REPORT**

MOTION MADE BY ROE, SUPPORTED BY ELDRIDGE TO TABLE THE AUGUST 15, 2023 WORK SESSION AND REGULAR MEETING.

MOTION CARRIED.

MOTION MADE BY ROE, SUPPORTED BY ELDRIDGE TO APPROVE STATEMENTS AND CHECKS AND THE TREASURERS REPORT.

MOTION CARRIED.

OLD BUSINESS

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 15, 2023 REGULAR BOARD MEETING
PAGE 2**

- 1. 2nd READING OF RESOLUTION 2023-12 PROPOSED ORDINANCE 2023-505, AN ORDINANCE TO AMEND ARTICLES 4, 5, 11, 13 AND 15 OF THE YPSILANTI TOWNSHIP ZONING ORDINANCE.**

MOTION MADE BY ROE SUPPORTED BY ELDRIDGE TO APPROVE THE 2ND READING OF RESOLUTION 2023-12 PROPOSED ORDINANCE 2023-505, AN ORDINANCE TO AMEND ARTICLES 4, 5, 11, 13 AND 15 OF THE YPSILANTI TOWNSHIP ZONING ORDINANCE.

ROLL CALL VOTE: HUNTER- YES, ELDRIDGE- YES, STUMBO-YES, ROE- YES, NEWMAN- YES, SWANSON- YES

NEW BUSINESS

- 1. RESOLUTION 2023-13, RESOLUTION FOR TEMPORARY ROAD CLOSURE FOR THE CALVARY BAPTIST CHURCH FALL FESTIVAL**

MOTION TO APPROVE RESOLUTION 2023-13 MADE BY ROE, SUPPORTED BY SWANSON.

MOTION CARRIED.

- 2. REQUEST APPROVAL OF THE BENEFIT AND COMPENSATION PACKAGE FOR NEW FIRE CHIEF STEVE DENSMORE**

MOTION TO APPROVE BENEFIT AND COMPENSATION PACKAGE FOR NEW FIRE CHIEF STEVEN DENSMORE MADE BY ELDRIDGE, SUPPORTED BY ROE.

MOTION CARRIED.

- 3. REQUEST TO MOVE THE COMMUNITY RESOURCE COORDINATOR FROM A PILOT POSITION TO A REGULAR NON-UNION FULL TIME POSITION WITH AN ANNUAL SALARY OF \$50,000.00 TO POST THE POSITION**

MOTION TO SUPPORT THE REQUEST MADE BY SWANSON AND SUPPORTED BY HUNTER.

MOTION CARRIED.

- 4. REQUEST TO APPROVE THE LEAVE TIME POLICY ADDRESSING PTO ACCRUAL FOR NON UNION EMPLOYEES HIRED AFTER JANUARY 1, 2009**

MOTION TO APPROVE THE PROPOSED POLICY MADE BY ELDRIDGE AND SUPPORTED BY SWANSON

MOTION CARRIED.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 15, 2023 REGULAR BOARD MEETING
PAGE 3**

5. REQUEST TO APPROVE THE LOCAL BROWNFIELD REVOLVING FUND GRANT AGREEMENT FOR ENVIRONMENTAL TESTING ASSOCIATED WITH THE DEMOLITION OF THE GAULT VILLAGE SHOPPING CENTER

MOTION TO APPROVE MADE BY ELDRIDGE AND SUPPORTED BY ROE.

MOTION CARRIED

6. REQUEST TO APPROVE THE ZONING PERMIT FOR THE INSTALLATION OF A GARDEN FENCE FOR THE NEW WEST WILLOW NEIGHBORHOOD ASSOCIATION GARDEN

MOTION TO APPROVE MADE BY ROE AND SUPPORTED BY ELDRIDGE.

MOTION CARRIED

7. REQUEST TO APPROVE THE QUOTE FROM BIOCARE FOR FIRE DEPARTMENT PHYSICALS IN THE AMOUNT OF \$20,826.20 BUDGETED IN LINE ITEM #206-336-719-005

MOTION TO APPROVE MADE BY ROE AND SUPPORTED BY SWANSON.

MOTION CARRIED.

8. REQUEST TO APPROVE CHANGE ORDER #1 WITH OHM ADVISORS FOR PAVING AT FIRE STATION #3 LOCATED AT 20 S. HEWITT RD. IN THE AMOUNT OF \$11,509.50 BUDGETED IN LINE ITEM #217-901-976-005

MOTION TO APPROVE MADE BY ROE AND SUPPORTED BY ELDRIDGE.

MOTION CARRIED.

9. REQUEST TO APPROVE CHANGE ORDER #1 WITH PRECISION CUTTING FOR SIDEWALK SHAVING IN THE AMOUNT OF \$27,396.66 BUDGETED IN LINE ITEM #101-446-982-006

MOTION TO APPROVE MADE BY ROE AND SUPPORTED BY HUNTER.

MOTION CARRIED.

10. REQUEST TO APPROVE THE AGREEMENT WITH OHM ADVISORS TO PROVIDE PROFESSIONAL SERVICES FOR SPECIES RELOCATION FOR THE YPSILANTI TOWNSHIP ARPA CIVIC CENTER POND RENOVATION IN THE AMOUNT OF \$9,000.00 BUDGETED IN LINE ITEM #282-901-981-030

MOTION TO APPROVE MADE BY ROE AND SUPPORTED BY ELDRIDGE.

MOTION CARRIED.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 15, 2023 REGULAR BOARD MEETING
PAGE 4**

11. REQUEST TO APPROVE THE AGREEMENT WITH STANTEC CONSULTING FOR EMERGENCY SURVEY AND CIVIL ENGINEERING SERVICES FOR THE YPSILANTI TOWNSHIP COMMUNITY CENTER BATHROOM RENOVATION

MOTION TO APPROVE MADE BY ROE AND SUPPORTED BY HUNTER.

MOTION CARRIED.

12. REQUEST TO CONFIRM AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE AT 867 DEBBY CT. BUDGETED IN LINE ITEM #101-729-801-023

13. REQUEST TO CONFIRM AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE AT 1039 PARKWOOD AVE. BUDGETED IN LINE ITEM #101-729-801-023

14. REQUEST AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE AT 3110 SOUTHLAWN ST. BUDGETED IN LINE ITEM #101-729-801-023

MOTION TO APPROVE AGENDA ITEMS 12, 13 AND 14 AS OUTLINED MADE BY ROE, SUPPORTED BY NEWMAN.

MOTION CARRIED.

15. REQUEST TO APPROVE THE AGREEMENT FOR ELECTION SERVICES WITH WASHTENAW COUNTY

MOTION TO APPROVE MADE BY ROE AND SUPPORTED BY ELDRIDGE.
MOTION TO TABLE MADE BY HUNTER AND ELDRIDGE.

MOTION CARRIED.

16. REQUEST TO CANCEL THE NOVEMBER 7, 2023 WORK SESSION AND REGULAR MEETING DUE TO A SPECIAL ELECTION

MOTION TO APPROVE MADE BY ROE, SUPPORTED BY ELDRIDGE.

MOTION CARRIED.

17. REQUEST TO SET A PUBLIC HEARING DATE OF TUESDAY, OCTOBER 17, 2023 AT APPROXIMATELY 7:00PM TO ESTABLISH A SPECIAL ASSESSMENT FOR STREETLIGHTS FOR WOODLAWN

MOTION TO APPROVE MADE BY ROE, SUPPORTED BY SWANSON.

MOTION CARRIED.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 15, 2023 REGULAR BOARD MEETING
PAGE 5**

18. REQUEST TO PURCHASE FURNITURE FOR THE COMMUNITY NETWORK CENTER AT 1405 HOLMES RD. IN THE AMOUNT OF \$5,595.78 BUDGETED IN LINE ITEM #266-303-975-135

MOTION TO SUPPORT MADE BY ROE, SUPPORTED BY SWANSON.

MOTION CARRIED.

19. BUDGET AMENDMENT #12

MOTION TO SUPPORT MADE BY ROE, SUPPORTED BY ELDRIDGE.

MOTION CARRIED.

AUTHORIZATIONS AND BIDS

1. REQUEST TO AWARD THE LOW BID FOR THE FENCE PROJECT AT FIRE STATION #3 LOCATED AT 20 S. HEWITT IN THE AMOUNT OF \$21,300.00 AND APPROVE A CHANGE ORDER FOR \$500.00 FOR A TOTAL OF \$21,800.00 BUDGETED IN LINE ITEM #217-901-976-005

MOTION TO APPROVE MADE BY ROE, SUPPORTED BY ELDRIDGE.

MOTION CARRIED.

2. REQUEST TO SEEK PROPOSALS FOR A MUNICIPAL POLICE FORCE FEASIBILITY STUDY

MOTION TO APPROVE MADE BY HUNTER, SUPPORTED BY ELDRIDGE.
FRIENDLY AMENDMENT REQUESTED FOR VERBATIM MINUTES FOR THIS SECTION OF THE MEETING.

MOTION CARRIED.

3. REQUEST TO SEEK SEALED BIDS FOR THE RENOVATION OF THE COMMUNITY CENTER 200 HALLWAY AND COMMUNITY CENTER BATHROOMS

MOTION TO APPROVE BY ROE, SUPPORTED BY ELDRIDGE.

MOTION CARRIED.

OTHER BUSINESS

1. REQUEST TO APPROVE GOVHR TO ASSIST THE HUMAN RESOURCE DEPARTMENT IN COMPLETING A SALARY/BENEFIT STUDY FOR THE TPOAM BARGAINING UNION AS OUTLINED IN THE LETTER OF AGREEMENT APPROVED AS A PART OF THE NEGOTIATED CONTRACT IN 2022.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE AUGUST 15, 2023 REGULAR BOARD MEETING
PAGE 6**

MOTION TO APPROVE MADE BY ROE, SUPPORTED BY ELDRIDGE.

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

The motion carried unanimously.

The meeting was adjourned at approximately 8:56pm.

Respectfully Submitted,

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

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

September 19, 2023 Regular Meeting Minutes Transcript

Brenda Stumbo

We'd like to call the regular meeting to order. stand if you're able for the Pledge of Allegiance and a moment of silent prayer. Please remain standing for a moment of time. The first item on the agenda is a public hearing. This is for a special assessment Levy. I'm going to declare the public hearing open at 7:04pm. Are there any residents that have any comments on the special assessment? Levy that we do every year and the different districts for street lighting and cameras? Were required by law to do this? Hearing no comments, I will close the public hearing or grow.

Heather Roe

I have resolution 2023 Dash 14 This special assessment Levy. Whereas the charter township of Ypsilanti board of trustees on September 19 2023, held a public hearing on the proposed special assessment roll prepared by the Deputy assessor a copy of which is on file at the clerk's office in advertising the same in the newspaper of record in the township. And whereas on September 19 2023. The Ypsilanti township board heard comments on said proposal special assessment role prepared by the Deputy assessor now therefore, it be resolved that the proposed special assessment roll prepared by the Deputy assessor for the charter township of Ypsilanti be adopted and the amount set forth on the special assessment role will be levied on the 2023 winner tax roll. So move through resolution support.

Brenda Stumbo

We have a motion support or discussion. Hearing none all in favor, aye. Opposed, motion carries. Next item is public comments. Each person can speak for three minutes and you can also speak on each agenda item. Are there any public comments?

My name is Arlo Kaiser, and I'm township resident and I am concerned about the township people's safety from our county, Waukegan long Grove Road by the eye, it's one of the churches anyway, on the walking side where the houses in that are there along the curb, there was a whole one foot wide by approximately one foot deep. So I didn't know who to call, I came to the township they called the county. Okay, so I left here went home started walking the path. And along comes somebody in a truck from the county, the guy sees the hole, blah, blah, blah. But never put a cone or anything to indicate that hole, and about maybe 25 feet, I'm guessing there's a bus stop in front of the church. So people go across Grove Road. And when I came this evening, to the township Hall, there still was no cone there. And when I talked to him, he said there was a question of who was responsible for it. Who cares who's responsible for it, somebody should be notified to put a cone there for the safety of everyone. Whether it's his job,

isn't he for the safety of the community, whether it's his job or not if he's standing there, and I am concerned about this. And like I said, when I came this evening, there was still nothing over that whole, okay. And kids run across the Grove Road net type of thing, so who knows who could get hurt? So who's gonna be responsible for that?

Brenda Stumbo

Thank you as Kaiser will send an email to the road commission. Or we'll take a comb and put it over there. But we need to find out what's causing the hole. That's my biggest

question whether it was a hole with like a sinkhole or something. Oh, no, but it's a hole that somebody can

Brenda Stumbo

go. Okay.

Hi, Monique Russell. Am 2150 Chevrolet, I was just caught coming up to the mic quickly to support again, the request to seek proposals for municipal police force feasibility study. As I spoke about on previous occasions, I am very pleased that the township is at least looking at their options. I think that is something that any municipality that is looking to save money for taxpayers and also provide robust services as a relates to law enforcement should at least pursue. And I'm very happy to see the township his persona in a study I look forward to after the study is complete. Hopefully, that will be at a meeting where the public can also attend that meeting and ask questions. And yeah, that's pretty much all I have to say. So thank you very much. Thank

Brenda Stumbo

you. Any other public comment?

All right, Martin Spalding. 1216, South Harris. First off, we've had a number of power outages five this year already, for last year, five, the year before that. We've had Transformers on poles go down the service drive. Where they have all that buildup of bushes and hedges and trees. And I asked her worker one day why working in in these trees? Aren't they supposed to be cut back? And he didn't he he just said, Well, we just work. They can hardly get in there to do any work. Now down Harris, we've got vines growing up over the lines, two houses down from 1216, where I live, and there's even the third house down or four houses down from where I live. There's a tree pushing, you could see it pushing one of the lines right up in the air. So we've had a transformer blow. And we were without service on Harris for five days. Because it wasn't it wasn't bad enough. But transformer blew. And that's just we have inadequate DTE servicing our area, you know, preventive maintenance on the trees and that kind of stuff. So when we get it. I mean, the average for us to be out out of power is three to four, maybe five days. So we always

we lose our gross our groceries in our refrigerators, we never get reimbursed for that. So that's just one item and then the waste management item where the recyclables they come along with the truck. And I was out there. And then Karen winters was out there in the guy. We were getting our bins, our regular bins and then the recycled truck came. Well I noticed down the street, all this stuff, waste on the ground while he dumps dump some automatically. And then I have to go pick up plastic papers, five items, and then go next door Karen Scott her bin and she's looking in the only time the guy got out of his truck is he couldn't reach the bin. And he gets out of the truck. And he Karen picks up this paper and weighs in front of him. He doesn't care. He dumps he he moves the bin over so he can dump it and then that pipe that one papers left. So I followed him all the way down Harris because he goes down to here. So I mean, there's stuff, all this stuff on the streets, it gets in our yards. But waste management. They don't care. They should pick man. In fact, I even knocked on the guy's truck and said, Look at this. Are you going to do anything about this? He said no. I said, That's okay. I'll report I've called and emailed waste management. And I've called and emailed DTE about these issues, and we're not getting any service. So when our power goes out, we get very upset because on our area, that portion of Harris, we always go down. I mean it's not it's not this summer, it's not the apartment so they'll still they'll have power sometime sometime that houses not just the street directly behind As I forget the name of it, but the houses that backup to us, if we go out power, they'll go without power, but everybody else around us, they may have power. And so those are just a few of the items that I have. But I'll let somebody else come up here. We're not getting, we need you to step up and get these people to take care of these issues, because we can't do it without your help. I mean, if we complain, I mean, we got it's a matter of record that we have. But we get, we get no help. I never got a call or email back from waste management. I never got anything back from DTE. So they don't care. And but we have to level up. Thank you. Thank you.

Brenda Stumbo

Any other public comment? We do have areas that have frequent outages and we've asked for them to be analyzed. I know Wes Willow has them, this time is a little bit better. But that area always get to one out. On the south side always goes out. So they need to check the reliability of that line. By clearing it would absolutely help. So we'll make sure that we report that. And we have a meeting coming up with waste management because you're not the only one that's had issues. So we do have a meeting as far as quality of service. And we will make sure we follow up on that.

I could add that the issue you're probably talking about is our yard waste. We've had we've had weeks where it's never picked up at all I hear is out there,

Brenda Stumbo

and then we'll add yard waste to the

yard waste is terrible. I mean, okay, sometimes it's not picked up. Of course, your courts probably told you because I've called about that many times.

Brenda Stumbo

And when they call the township, we absolutely report it to waste management to have them to go back out, but it's more frequent than it should be. I agree. Any other public comment? Hearing none, we'll move on to the consent agenda. We discussing the work session tabling the minutes of the August 15 work session and regular meeting. Oh, I'm sorry. Um, clerk row just reminded me under other business, we wanted to add a agenda item for the request to approve from HR to do a salary and benefits study for the TPO and bargaining union. So if it's okay with everyone to add that under other business. So the minutes of the meeting,

Heather Roe

motion to table the minutes support,

Brenda Stumbo

motion row. Support Eldridge. All in favor, aye. Opposed motion carries statements and checks and Treasurer's Report.

Heather Roe

So move.

Brenda Stumbo

Motion row support Eldridge. Questions or comments? Hearing none, all in favor, aye. Opposed? Motion carries. Attorney's Report. Mr. Winters.

Jason Iacoangeli

Madam Chair, I did receive a letter today from Jason Lafayette, the SME project consultant in regards to God village. East Eastern building has been his words totally raised and I went by there and I think it's, it's accurate. There's a lot of recyclables and other materials that are going to be need to be hauled away. But during this interim time period, they have completed all of the asbestos abatement at building number two. And right now all of the air quality reports are coming in a well below the standards that have been set by SME. So the air quality is meeting all their project criteria pursuant to the EPA and other indices that are established by the state of Michigan and by the federal government. According to Jason Lafayette, he expects the second building to be totally demolished by October the sixth. So I think by next our first board meeting in October, you'll see a different landscape out there than what we've been used to seeing. And again, this is just obviously the beginning of what you know, is a long term. It's been a long time coming in regards to the golf village. It's somewhat bittersweet for many people to watch what's happened over the air. It was a strong vibrant shopping center and serve the area very well. They became neglected through ownership and this is the end result of what people sometimes refer to as demolition by neglect. In any event, though, we'll move forward with getting cleaned up and going into court at the right time to seek in money judgment to place on the property to

ensure the township has its legal interests protected, but again, the target date is October the sixth to have the both buildings demolished. And again, everything is going well from an air quality standpoint and asbestos abatement has been taken care of in in that second building as well. It's already this already done. I know there's long agenda. This is the second night and it gives me guards to an upcoming evidentiary hearing this coming Friday involving the litigation that was authorized by the township against Lilly investments, the owner of 3011 East Michigan Avenue in men like us, I won't go into detail there is a scheduled evidentiary hearing. township attorney attorneys this McLean and Paul Barnett, have been working very long hours in conjunction with the sheriff's department, I think we may have as many as I think maybe 16 Different subpoenas right now for all the deputies who've been involved in this. They're scheduled to testify if need be throughout the day, this coming Friday, starting at nine o'clock. We've also subpoenaed other third parties. Our fire department has been involved in some reports that some of us are not aware that of the issues they had encountered. And so on Friday, we're going to go forward that hearing as authorized by the township board, on a on a separate issue that does not involve the township, but it's this one that I want to at least put before you this evening, because because there has been a lot of misinformation in regards to this issue. In regards to the tenant, men like us, there's a separate civil proceeding that was initiated by the property owner, Lilly investments against that in that the tenant doesn't involve us, because that's not our lawsuit. But yeah, now several lawsuit is pending. In the 14 V District Court, the landlord is seeking to possession of the property from the tenant due to non payment of \$84,000 in back rent. And I'm saying that at this board meeting publicly, only because at the last meeting, there was inferences and statements made. The township was trying to dry this individual out of a business that he had owned and invested, etc. And whatever happens between the landlord and the tenant is between the landlord and the tenant. But my point is right now is that that is something that at least right now was has led to some of the misinformation that has come back around for our office to deal with as well as the township board. But that is something that will happen after our hearing on Friday. And again, my thanks to the staff at the Washington County Sheriff's Department. I know that Shane has been in contact with him, Shane Peltier, with Danny and Paul and the body cam body cameras, everything that we've needed to go forward with our Friday the technology, it's all been arranged with Judge Connors courtroom. And so we will let the court decide whether or not what we've gathered for the last two years constitutes a public nuisance, and we believe that it will so keep the board informed as to the outcome of the hearing.

Brenda Stumbo

Thank you. Questions or come? Hearing none, we have under old business a second reading of resolution 2023 12 prose ordinance 2023 505. It's an ordinance to amend articles four 511 13 and 15 of the Ypsilanti township zoning ordinance. First Reading was held at the August 15 regular meeting or grow. I have resolution

Heather Roe

2023 Dash 12 A resolution amending the Ypsilanti township zoning ordinance in reference to proposed ordinance 2023 Dash 505 whereas the township planning department staff completed

a detailed review of the township zoning code and whereas at its regularly scheduled Planning Commission meeting held July 25 2023, the Planning Commission held a public hearing and whereas the Planning Commission for Ypsilanti township recommended approval of the zoning ordinance proposed zoning amendments to township zoning code to the township Board of Trustees at its regular meeting of July 25 2023. Which changes can be summarized as follows and they are attached And now therefore, it be resolved that the charter township of Ypsilanti Board of Trustees does hereby approve ordinance number 2023 Dash 505 as attached by amending articles of township zoning ordinance, as noted, replacing it with proposed ordinance 2023 Dash 505. I would so move the second reading.

Brenda Stumbo

We have a motion and support discussion Jason's here to answer any questions that we may have. This was approved by the Planning Commission in a public hearing we had first reading at our last board meeting and this will be the adoption if approved.

Jason Iacoangeli

That's correct. And even before that the planning commission formally set the public hearing for that meeting date, which is sort of like an extra layer of due diligence on their behalf of formally setting a public hearing date at the meeting prior to the actual public meeting taking place in order to even give more ample time for comments.

Brenda Stumbo

Comments, we discussed this at length in the work session, and I agreed that we would send a letter to the home's

Jason Iacoangeli

homeowners within the IC district

Brenda Stumbo

zoning this would affect in a good way we think and just explain it to them so they're aware of what the options are for the future and what they can still maintain their zoning, of course as a residential district for now and pass it on to generations if they choose to. That's right.

Jason Iacoangeli

And we'll we'll provide them with that letter.

Brenda Stumbo

And we have to do a roll call vote because it's ordinance Hunter. Eldridge. Yes. STEM move up Jess roe. Yes. Newman. Yes, Watson? Yes, motion carries.

Jason Iacoangeli

Thank you very much.

Brenda Stumbo

Under new business, we have resolution 2023 13 A resolution for temporary road closure for the Calvary Baptist Church festival clerk row

Heather Roe

I have resolution 2023 Dash 13 A resolution authorizing the temporary road closure of rosewood street between Davis Street and the courtroom ecourse road for the Calvary Baptist Church Fall Festival from 11 to six on October 14 2023. Whereas the charter township of Ypsilanti Board of Trustees has approved the temporary road closure of Ypsilanti township roads as indicated above, and whereas the driveways banners and parades act 200 of 1969 requires the township to authorize an official designated by the resolution to make such a request from the Royal Commission. Now therefore, it be resolved that the Ypsilanti town chip board of trustees designates and agrees that Fred Carruthers Calvary Baptist Church facilities manager be authorized official designee in this instance when the application is made to the Washington County Road commission, this temporary road closures so move the resolution.

Brenda Stumbo

We have a motion support discussion. Is this open to the public? Yeah,

Heather Roe

Madam Chair. This is an event open to the public. I think this is their third, maybe third year doing it. And this just again, just for to refresh the board allows them to go to the road commission for request to close the road. I know that Fred has worked with the Washington County Sheriff's Department already to get in place any requirements that they may need and I heard it was well attended and fun last year.

Brenda Stumbo

Questions or comments? Hearing none all in favor? Opposed. Motion carried. Number two is the request approval of the benefit and compensation package for our new Fire Chief Steve Densmore. So support motion Eldridge support row Steve is here and.

Karen Wallin

Good evening. Um, as we discussed in the work session, we have finalized our fire chief hiring process. And there is a compensation package that Mr. Densmore has signed that I'm bringing to the board for approval tonight with an anticipation start date of next Monday. So we're very excited to have him and look looking forward to too many years.

Brenda Stumbo

Questions or comments? The new fire chief is here if approved, and we welcome you and look forward to moving the fire department forward. And I know Steve longeron, who's been the acting fire chief interim fire chief, we really appreciate your and everything you've done as well. So let's go team, right. We have a motion support All in favor, opposed. Motion carries Welcome on board. Number three's request to move the Community Resource Coordinator from a pilot

position to a regular non union full time position with an annual salary of 50,000. And to post that position, sorry, motion Swanson support Hunter discussion. We talked about in the work session, this was a pilot position, the main vision of the position was to connect people and businesses to resources. And it has really proven to be very beneficial to a lot of, of our residents. And we look forward to having this as a permanent position within the township that the person who was in the pilot position has been working to create a resource center on the Holmes road, it was a former police station and then they moved the police station to Huron street here. And the vision is to have a community connection center. So residents will be able to go there working with other nonprofits and agencies in order to help everyone thrive in the townships.

Karen Wallin

I would just like to publicly thank Laurie for the last year and all the work that she's done on behalf of the township employees as well. She's done some training for us and just from HR, I want her to know that we appreciate that.

Brenda Stumbo

Thank you. We have a motion support All in favor, aye. Opposed motion carries. Number four is request to approve the lead time policy addressing PTO accrual for non union employees hired after January 1 2009. Motion Eldridge I'm sorry. Support Swanson.

Karen Wallin

Again, as I mentioned in the work session, this just sets a accrual structure that has not been set for our non union employees for a number of years, and just allows them to know when they will get increases and what they will be.

Brenda Stumbo

Questions or comments? Hearing none all in favor, aye. Opposed? Motion carries. Number five is we request to approve the local brownfield revolving fund grant agreement for environmental testing associated with the demolition of the golf village shopping center. Motion Eldridge support row. Questions or comments on this? The \$10,000 grant for the demolition and then testing.

Jason Iacoangeli

Good evening township board Jason echo Anjali the townships planning director. This was a grant that was given by the downriver brownfields consortium which Washtenaw County's brownfield authority is a member of the original grant was for \$20,000 and it was adjusted to allow 10,000 of those dollars to be granted back to the township for the reimbursement of cost overruns for the hazardous materials assessment that was conducted as a part of the environmental due diligence for the Gulf village, demolition project. And so these, the \$10,000 has already been has already been paid to SME as a part of the contract for completing that hazardous material assessment in this by Exeter executing this agreement it would make the township eligible to recoup the \$10,000 from the Washtenaw brownfield authority.

Brenda Stumbo

Thank you questions or comments? Hearing none all in favor? Opposed? Motion carries. Thank you Jason. Number six request to approve the zoning permit for the installation of a garden fence for the New West Willow neighborhood association garden. So move motion rose support Swanson. This is what the understanding they'll get their permit tomorrow so they could proceed as soon as possible. Questions or comments? All in favor, aye. Opposed? Motion carries. Number seven is request to approve the quote from BioCare for the fire department physicals in the amount of \$20,000 826, which is budget in line item 206336719005. Motion rose support Swanson, and I'm happy to see that there's more testing that's going to happen around cancer for firefighters and this is an annual testing three times a year you know, know that. Sure, go ahead. Interim Chief. Okay.

Steven Densmore

Sorry. Good evening board, fire marshal Steve Waldron. So this is in reference to BioCare, which is a mobile, physical, mobile doctor's office. Basically, they provide all kinds of cancer screenings that are prevalent firefighters, and ultrasounds as well as blood tests and all that kind of stuff. So appreciate it.

Brenda Stumbo

Questions or comments? Hearing none, all in favor? Opposed. Motion carried. The next item on the agenda is a request to approve the change order with only Tim advisors for paving at fire station. I think it's what dome? That correct it is.

Steven Densmore

Oh, hmm. So Matt parks is here to speak on that with us. Hmm, he's got a really good handle on what that's all about.

Brenda Stumbo

Thank you, Chief.

Yeah, and good evening, everybody. That changers with Dawn construction, Oh, hmm. oversaw the construction out there. Basically, the job is complete, don't completed their punch list items. The only outstanding item is the closeout of the Washington County Road commission permit. They did a couple of extra things due to the signal there with a loop. And we think that all the invoices are collected, but I need to follow up one more time with them. This change order is essentially an \$11,000 increase. But it's within the budget that was approved by the Board initially. Essentially, what it boils down to is there's three extra bollards that were up against gas meters that the Chief Chief Copeland at the time wanted removed and replaced as to freshen them up. And then we did some modifications around the front door entrance, there's some sidewalk and some roof drains that came down and a garden. The chief had their employees, the fire firefighter employees move the garden, and we filled in a grass area with additional

parking and got all that water away from the building. And tighten and extra, a little bit of trench drain. So you can see in there we had a little bit of extra turf establishment, some extra edge drain, and then the bollards to remove and reset new ones. There was some deductions, items that we didn't use in the contract about \$2,600 worth. So the net change in that total contract was about 11,000. Well, like I said, well within the \$202,000 budget that was approved by the board. In the only like I said the only thing that I could see us having to come back for before we close out this contract is if the road Commission's billings exceed the allowance that was set, we found a deteriorated traffic signal loop under the pavement that nobody knew that was their royal commission jumped out there and actually installed a new one with done's assistance. Don't did that work without charging anything. And then the Royal Commission said they would just tack that on to any inspection fees, but I'm not sure if they're actually going to do that. Or if that is all handled. So that's really the only remaining item and we're going to close out this job pending approval of this change order and then finalizing paperwork with Don

Brenda Stumbo

Thank you questions or comment?

Heather Roe

Madam Chair, yes, Matt? Apologies. It's on your letterhead. So I assume that that was how the wording should be so sorry for any

oh no big deal.

Brenda Stumbo

We have a motion support all in favor Aye. Opposed motion carries. You are gonna get the motion support motion row. Support Eldridge. All in favor Aye. Opposed. Motion carries. Number nine is request to approve change order number one with precision cutting for sidewalk shaving in the amount of 27,003 \$196.66 motion row support Hunter.

John Hines

Good evening John Hines municipal services director. Yes, this is a change order requested for precision concrete cutting to continue the sidewalk shaving efforts in the township for the amount of \$27,396.66. This amount was included in the proposal from Precision concrete cutting earlier this year to get the Wendell Holmes area roulette and Rue de Ville Boulevard. When they finished that job, they actually came in under their expected amount by just over this amount. So this would use the remaining funds that was approved by the board earlier this year to finish out this area starting in the West Willow neighborhood, it would focus on Tyler road. And then if approved tonight, I would meet with Ben Johnson from Precision concrete cutting, to localize some streets to to focus on that would be able to complete most of the streets instead of stopping halfway once they got to that total amount. And they would propose to do the work in November when their crew is back in the township. So give us ample time to send out literature to the streets that would be focused on

Brenda Stumbo

questions are none all in favor, aye. Opposed, motion carries. The next item is request to approve the agreement with OHS and fighters to provide professional services for the species relocation for the township, our Pacific Center pine renovation in the amount of \$9,000. Motion row support Ryan.

Hello again. Yeah, you should have in your packet a proposal we prepared. This is is basically what it sounds like just we have a team of psychologists at OPM that will go in set traps and then slowly with the assistance of the township, and we'll work with John pretty closely on this pump down the pan this fall prior to the winter or early early spring construction to capture some of the non invasives and then relocate them to a habitat within the township. So we actually did this before going back to the 80s when the pond was lined initially it was constructed in the 70s and then realigned in the in the mid 80s. And this same service was done. And when we surveyed the pond, it was full of wildlife. So goal is is to get in there. And really the key time to do is either fall or early spring and because we want to be under construction, this this winter in the cooler months. Now's the time to act. So

Brenda Stumbo

questions are coming. You get a permit from the state at all to do this.

No, because it's a man made lined pond. So it's not a natural habitat. So

Brenda Stumbo

no, I mean for what's that? I was thinking about actually removing them? Oh,

no, you don't have to. So most, and there's no endangered we did a quick assessment of to any species. There's nothing endangered if there was something in the pond that was an endangered species or something like that we'd have to involve the eagle or do something like that. But we're dealing with frogs, turtles, snappers, probably some fish. There's probably some goldfish and things that have gotten in there that aren't necessarily, you know, something that we would necessarily need to relocate, but it's really a lot of frogs and turtles.

Brenda Stumbo

It's right out in front of the township building here. There is a lot of animals in there. Yep. Questions or comments? Hearing none, all in favor? Opposed. Motion carried. Thank you. Thank you. The next item is to approve the agreement with Stantec consulting for our emergency survey in civil engineering services for the township Community Center bathroom renovation. So move motion. Support. Sorry, support. Sorry, Mr. Newman. Questions or comments.

John Hines

Good evening, John Hines again. Yes, this was a request to approve Stantec consulting to provide urgent surveying and civil engineering services related to the community center bathroom renovation project. And this comes about after Stantec consulting worked with GTW pipes to Cam the sanitary lines underneath the building as relates to this project. In doing so the extensive damage under room 202 The senior coordinator office for storage lobby and racquetball court was worse than we anticipated. Due to this, the request was brought forward to be able to keep the timeline moving forward with this project, to see the feasibility of bringing all the inside sanitary lines outside for the majority of this renovation project, they're going to be some points as located on the map below that show that inside pipe work will still need to happen to get the path of least resistance to the rest of the piping. But the goal would be to bring the piping from in and around the building to the sanitary drain that's located on the backside of holes, nine, nine and 18 at the golf course. Yes, yeah, this is part of the bathroom renovation project.

Jason Iacoangeli

Question I hear is that does this have any impact on the going out for bids later on on the agenda? Because I know that it also involves a bathrooms? And

John Hines

it does? And the short answer is no. The reason why it was brought in such an urgent factor was to keep with the timeline of going to the board tonight to go out for bid and accepting the bid within 30 days. And I was gonna talk about it more at that point. But this will not affect it. Because we're going to have to tear the acceptance or not tear the acceptance but tear the project priority when we accept the bidder and have the pre construction meetings. I understand. If we if we did not approve, if we don't approve it tonight, and we actually have to go out to bid for the topo services, then that means that it's just going to add another one to two months on to the project.

Brenda Stumbo

Are you comfortable with proceeding?

Jason Iacoangeli

Other questions might be answered we get to that agenda item. But I know that it has to be integrated together what you're doing and one raise a question during the work session, but just

Brenda Stumbo

yeah, what year are the pipes and the community center? 40?

John Hines

Yeah, the original with the building, which I don't know, the exact year is open. But I imagined 1940 was a no no, no, it was 40 or 42. Because the picture in the lobby is from 1942.

Brenda Stumbo

So we're gonna camera, do the surveys of the actual building and location of all the utilities so that we can have it going forward. If there any other changes?

John Hines

Yes. Yeah, exactly.

Brenda Stumbo

Question your comment? Hearing none all in favor, aye. Opposed? Motion carries. Thank you. We can do number 1213 and 14 together it's a request to confirm authorization for circuit court litigation to abate and public nuisance and 867 Derby Cor 1039 Parkwood Avenue and 3110 South Lawn.

Heather Roe

So move

Brenda Stumbo

motion row. Support Eldridge. These are public nuisance cases that come up in our neighborhoods that are often vacant, or burned out, abandon. And these three houses we tried to get cooperation and when was a fire and the goal is to rebuild them if you can, if not demolition, and this will authorize to proceed to circuit court if necessary. Oftentimes, if we authorize Circuit Court owners will talk to the township but when we send letters have tried to get complaints. Sometimes that doesn't happen. But the goal is to have compliance and have the housing in good condition condition in our neighborhoods. Questions or comments? Hearing none, all in favor, aye. Opposed. Motion carries. The next item is request to approve the agreement for election services with Washtenaw County. So move support. Motion rose support Eldridge,

Heather Roe

Madam Chair. If I could just explain a little bit of this. Last year we are state voted on prop two. So for people in the audience, we're going to start having nine days early voting in our state. So that means nine days prior to the election, you'll be able to come in and it'll start on the second Saturday preceding you'll come in to presumably this room here will be able to receive your ballot and actually cast it into a tabulator will be staffed just like The normal voting precinct. And if we enter into this agreement with the county, the state's incentivizing more of like County, grouping of other municipalities for cost sharing and savings for us, we would be partnering as it is presumed now with Augusta Township. So Augusta township residents would actually be able to come here and vote in our building as well. With this agreement, the county will, you know, assign a rolling list of who's going to be supervising the sites by the day. And every municipality in our county is expected to enter into this sort of shared agreement, with the exception of myelin, which is a city that's divided among two different counties. And then the city of Ann Arbor just because they're their own. They have a lot of, they're prepared to handle their own

situation. So if anyone has any questions, I'd be happy to answer as best I can. The County Deputy of elections was unable to be here tonight due to a scheduling conflict.

Debbie Swanson

QUESTION So. So Augusta and MC like, do you have to go like whatever municipality you're in, like for the site? Do you have to go there? Could somebody vote like in another site, like, like, you work somewhere, because it's the counties running at all? Or do you have to go like as it's outlined,

Heather Roe

so there's still a lot of like, things to work out. And a lot of that depends on the legislature actually having bills, many of them have been passed, but they haven't actually been signed yet. And originally, that was the idea that was like sort of given that anyone say the city, the anywhere it could come to an early voting site within our county and vote. But now it's looking to be more like these shared sites. So there's actually a tentative map. So Augusta would come here, and then the city and superior would share. But that then brings up the other logistics part of it, which is partly where some of the cost savings comes from, but we'll have to us we're thinking of a ballot on demand printing system from heart. But other states use it, I mentioned that it's great and whatever, but I haven't seen it yet. And so I'm really a little anxious to see that. But if you come here, and you're from Augusta, we should be able to print or provide you with a ballot, even though you're not normally an Ipsy township voter, the only other logistic sort of kink and what they haven't worked out in the in the laws that if a person from Augusta comes here, and it's a Saturday, and they're not registered to vote, I cannot register them to vote, which, you know, just doesn't make it easy for the resident. It's just a learning curve. So we'll get there. And we've spent so much time like telling people, you know, like, you live here, and you live here in this where you vote on. So now this is kind of just changing that up a lot. But hopefully, that was a long winded answer to your question.

Debbie Swanson

And then the other question I had was like, Who determined? Like the locations because I like the Augusta and Nipsey township one made sense to the freight house. One didn't make sense to me, because you've got Salem, you've got superior. And so your sales got to come farther, it's just seemed to me like if you're organizing it, you'd probably want a superior township location, because it's more central to where they're trying to send people. So that part just didn't make sense to me, but it doesn't impact our residents necessarily. But I would think you'd want to make it more centrally located for especially the group that's going to have to come the far this switch. Yeah, Salem, and that,

Heather Roe

I'm happy to provide that feedback as well. I know that our particular site, I thought it was important that we like, you know, we want our residents to be able to come here, and we're happy to help out neighboring communities. So I think as it was evolving, you know, we had preliminary meetings, everyone kind of talked about sites that they did have or didn't have. And

a lot of it depends on for me at least is like what property Do we own and what can we secure every night? And so I'm not sure I know that in Andrew from the city sort of offered up like we could do the freight house and I'm not sure if that same you know, feedback was received from every location

Brenda Stumbo

under question,

John Newman

just thinking out loud. So does what did increase more errors with us, with Augusta in Ypsilanti township sharing the same place

Heather Roe

so it it should not be way that it'll work. Is it If, let's say you have a here's your voting location, and you and Debbie are both here to vote, you are an Augusta township resident and Debbie lives here, you would stand in line just as you would at your voting location, you would provide them, you know, with your ID or sign an affidavit, if you didn't have one, and they would look you up, I'm the correct ballot within this system, and then provide that to you. And then same when you know, the Ipsy township resident followed behind you, they would then look, look them up in the qualified voter file and issue their ballot. So in theory, there should be no, you know, any other hardships and especially if we're not having physical ballots, like stored and having to sort through them, it sort of takes out the human error

John Newman

a little bit. So there'll be no physical ballots, there'll be

Heather Roe

there will be printed physical ballots, but you won't have like, if you've ever seen my office during the election, I've got stacks of ballots with different precincts. And, and so if I'm looking you up and directly printing yours, like hot off the press, it'll take away that, you know, in the wrong one or anything, but good question. And then just to, I guess, provide a little bit more as each night, the tabulator will be suspended. It'll be secured, as they always are. So it'll be interesting.

Debbie Swanson

There are separate tabulator for each Augusta tabulator. And or does it just know, the single tabulator knows which,

Heather Roe

so the tabulators can be programmed to know, two different municipalities. But the tabulators that we use here, for early voting sites will be different than the ones like this will be a voting precinct on election day, and that tabulator will not be the same one that was used for early voting in this room. Just as a matter of being able to follow back the the count

Debbie Swanson

was provided. tabulator is the county providing the tabulator,

Heather Roe

the county is receiving funding to help purchase like those one time expenses if tabulators. And the county does know that we do have like a few extra tabulators. So they may approach us at some point to try and see if we're interested in selling them to them. But that's not anything that we've had formal discussion about yet. And the state is providing them with funding. So. Last thing is since we're on the topic, we do have a November 7 election, which is kind of at the next agenda item, but it is for Lincoln consolidated schools for their operating millage as well as a renewal of the rec millage. So if you do not live in Lincoln consolidated schools, do not be alarmed if you don't receive a ballot. There is no election for YCS.

Brenda Stumbo

I have a couple just a couple questions. And I know how they're trying to get the county to come in to be here to help answer some of the questions. And I'm probably contingent upon our attorney approval as well. But what are the hours of operation? I don't see them.

Heather Roe

So they have to be a eight hours a day. And right now they're slotted for nine to five within the document that we've been provided. But we are expecting to do a late day, whether that's like 11 to seven or, you know, one to eight.

Brenda Stumbo

So it includes Saturday and Sunday.

Heather Roe

It starts the second Saturday priests, it will include two Saturdays and one Sunday.

Brenda Stumbo

That's true. Yeah. So it does give that two hours of operation. I see the cost is estimated by the county at 145,000. And high and 102,000. Low. It's not real clear who pays for it. I know. But I haven't really had an opportunity Yeah, to discuss this because we didn't get to discuss it in the work session. But I think it's a great idea. Well, I think it's better than having your own to do it.

Heather Roe

One of the things supervisor some of that we that relates to the cost, and we discussed earlier was the county will actually, you know, with our help at first, they're going to need help building their own list of election workers because right now they don't employ normal election workers. And so they will eventually be staffing those and for the first and all of them they will also be paying for those election workers. Once that's finalized, I will I'm anticipating bringing something back to the board to see if our election pay A sort of is reflective of what theirs is.

Brenda Stumbo

An early voting will happen. In every election in every election, this procedure is in process will be in place.

Heather Roe

Yes, in the document, it talks a little bit about special elections, like say, Augustus having an election, and we're not, that'll just, you know, we'll work those situations out as they arise, whether they then move their early site to their building, or we still stay open and help partner with them. But each of those situations will sort of happen. We'll discuss them as needed.

Debbie Swanson

That means, like, if they're not normally responsible for election workers, that's kind of a big deal for them to take that on, when the municipalities probably have more experience in doing that than the county does. So i How is that gonna work out like,

Heather Roe

so I think that they'll be well equipped with it, but building their list at first is going to be, I think the biggest challenge. And every clerk who's been on any of these meetings is like, you know, more than happy to try and help establish that list for them or have, you know, your poll workers that are really exceptional and independently able to work. So that'll be a big learning curve. But honestly, the entire prop two is a huge undertaking for not only the county, but local clerks and the state as well. So we still have to make this election is our first time where there's an option to receive your ballot in the mail rather than your application. And so that gives us a whole new interface on the qualified voter file, that's, you know, it's just, it's a lot of moving parts, but we're gonna figure it out. It's gonna be great.

Brenda Stumbo

As with all state law, sometimes they put things in place with no funding. Right now, it looks like the funding will be taken care of by the county, and they'll get reimbursement. But down the road, we need to somehow Yeah, cuz it's a mandate. They're doing a mandated service, and they're supposed to pay for it. I don't see the hours what pages

Heather Roe

and hold on, I just had it. Just while I'm looking for that, the hours really quick. And again, those aren't set in stone, because we are anticipating to have later an evening time. The state did also agree, or a prop two mandate. Let me just back up. The state is going to reimburse us for some posted costs. But it will only be for the returned cost, not for the sending out cost, which you can imagine we send out way more than we received back. From it, it's on page 340. But it just says nine to five.

Brenda Stumbo

Yeah, cuz this says that that has to be set before this is approved. Like this agreement says those things have to be said. And anyways,

Ryan Hunter

Madam Chair, may I ask a question? Yes, sir. So is the yes vote agreeing to participate with this process? Or is that process already been determined by what happened in the legislature?

Heather Roe

That this is this would be agreeing to partner with the county. Early voting has to happen no matter what, even if I don't like it, or, yeah,

Ryan Hunter

I'm just I'm hearing words that just make me feel uneasy. I'm hearing words like theoretically insured and ought. And I just feel like after the last election cycle, which was explosive and very contentious, I'm just very concerned about a process that does not seem to be locked down.

Heather Roe

Madam Chair, if I, Trustee Hunter, I completely agree with you. And if anyone who stand or Brenda walks by my office, like we need our legislature to swiftly, like continue to defining how these things are going to be done. We even have a legislative bill that would help us decrease the number of precincts that we have, but it wasn't effective immediately. It hasn't been signed by the governor. And so I cannot do any of it for 2024 which is such a just disappointment for taxpayers for our residents or election staff. But you know, that's that's the I know that's a really poor but you know, like, what are you going to do, but that's just how elections feel right? Right now, I think prop two was a huge, huge undertaking for our state. And I don't know that it was, every piece of it was the most well thought out. But we're working through it.

Brenda Stumbo

And again, you asked them to come to the meeting, but they just couldn't accommodate it. And we have only until October to approve that.

Heather Roe

We have until October 6 to approve it.

Brenda Stumbo

And our next meeting, the third? I didn't quite Yeah, the clerk's office. I'm the attorney. If he reviews it, he'll see some of the things that I see I'm sure it says prior to the submission of the early voting plan, the cloud county clerk and the clerk, so the participating municipality will do the following things and the number of tabulators and all those. So we're basically saying this is the proposed plan. And those are the proposed hours, right? Because we have to determine that prior to signing the agreement. But you've been

Debbie Swanson

able to give feedback on those processes or clerk is that accurate or not accurate?

Heather Roe

have been able to participate in small group rotation of prop two, and how that might work. Counties sort of steering the ship on this, I you know, following the legislature, and I do feel comfortable, like sharing my concerns with the county. And I think Edie is extremely receptive to feedback by any clerk.

Debbie Swanson

Because I feel similar to what trustee hunters expressed that it's so important for people to feel like the voting process is fair. And it's fall to and I'm not saying that anybody isn't. But I think a lot of change and prop two is probably passed because people wanted something. But the importance of people making like really feel like if we're changing everything, like, I don't know, the precinct thing probably is the worst thing. Because if we're changing this, and then you've got precincts decreasing, right, so I know that that probably would have been a nice thing. But it would have been another change that would have been hard for people. So however, you can express to them the importance of which probably all of us say I mean, I was thinking the same thing. You were thinking trustee Hunter, how important it is for people to feel like their vote is protected and accounts and that it's fair, there's a fair process. Because as I spoke earlier in the work session, like so much misinformation, so the more we can let people know what's happening and why. And be able to answer those questions, I think it would provide some relief, I think in some ways, that's just going to have to be something that heals because people don't feel that way. Or many people don't feel that way. So there's going to have to be some healing and part of the healing is accurate information. So

Heather Roe

Madam Chair, I do think it would be a great opportunity. And something that I would be interested in doing is having, like, you know, me, and someone from the County Clerk's department having like little, not in services, but like little sessions, township halls with our residents, just so they know, the differences, even the change from getting an absentee application to a ballot is a huge change. So we're happy to do that. And then just the, the opposite of this, like, if we didn't choose to do this, then it would still require us to do 90 early voting, just all of the costs would be encumbered on us. So that's sort of like the benefit of doing it is the cost savings and the shared participation, helping the like I see it as a benefit to Augusta township residents too. So

Brenda Stumbo

I'm not opposed to doing what's being proposed with the local clerk's. I think it's a good idea. I just don't think it's as crystal clear, as it shouldn't be. That's my biggest challenge. And I know it was yours choose you and I had questions about it. We have to do it. If we're going to do it this way. We have to do it. And it sounds like we have time. One more meeting.

Heather Roe

Yeah. And I certainly I want, you know, Attorney winners to provide feedback to for anything that he has, I know, think Michelle is who they would use. Yeah. Michelle Billard. And honestly, I kind of am curious if other I'm sure other people will have comments that for this so

Brenda Stumbo

for tabling it would not be and maybe our RNA now more detailed with the code wanting and having them come.

Heather Roe

Yeah. And I'd be open to that, of course, and if anyone has like specific things that they want answered, you know, either telling me now or sending them to me clarification so that I can. I can be really specific on the information that I'm bringing back and making sure it's accurate to

Ryan Hunter

Madam Chair. I'd like to make a motion to table if possible.

Brenda Stumbo

motion to table ending,

Ryan Hunter

pending feedback and maybe response from the county per what Heather is saying to our next meeting.

Brenda Stumbo

Okay, there's a motion to table or support Eldridge. There's no discussion till the next meeting. So everything we can still finalize it all in favor, aye. Opposed. Motion carries. Number 16 is request to cancel the November 7 work session and regular meeting due to the special election of Lincoln. So move, motion rose support all dirt. All in favor, aye. Opposed? Motion carries. Number 17 is requests to set a public hearing date up Tuesday, October 17. At approximately 7pm to establish a special assessment for streetlights for Woodlawn. So move motion row support Swanson discussion? Hearing none all in favor, aye. Aye. Opposed. Motion carries. Number 18 is request to purchase furniture for the community network Center at 1405. Homes road in the amount of \$5,595.78.

Heather Roe

So move motion row.

Brenda Stumbo

Some support Swanson. Are there questions or comments? The flooring was installed today. Additional painting has occurred at the site and we're looking to do a opening hopefully and start coordinating everything before December. November's is the preferred time. All in favor, aye. Opposed. Motion carries. Number 19 is a budget amendment number 12. Or grow.

Heather Roe

I have a motion to amend the 2023 budget budget amendment number 12 moved to increase the general fund budget by \$29,800 to \$14,653,388, and approve the line item changes as outlined. And these are all for election or for funding our November election. As well as we need to purchase some envelopes and supplies for the February presidential primary that I believe is the 27th Please 27th of February, which isn't another change. It's a you know earlier than it normally is. So that's that's part of the reason and in the future. We can plan to

Brenda Stumbo

a promotion row. Support Eldridge for the budget amendment. Questions or comments. All in favor, aye. Opposed. Motion carries authorization of bids request to award the low bid for the fence project at the fire station on Hewitt road in the amount of \$21,300 and approve the change order for \$500 for a total of 21,800. Motion row support support Eldridge. Questions or comments associated fence was the lowest bidder on the project. I'm sorry. And it's a local company. All in favor, aye. Aye. Opposed? Motion carries. Number two on authorization bids we request to seek proposals for to seek to determine the actual costs for police services in Ypsilanti township as well as according to the agenda items seek proposals for a municipal police force feasibility study. So moved or motion Ryan? Support Eldridge. Would you like to speak to it?

Stan Eldridge

Yeah, I'll go before that those from ernet. This kind of speaks to what the attorney spoke to during his report earlier. Trustee Swanson spoke about earlier in the work session. We already heard some of the misinformation come back that this is simply to start a police department that's not correct. In any way, shape or form, little over a year ago, the supervisor, as did other leaders of communities throughout Washington County received a notice from the sheriff, indicating that costs were going to be increasing over the upcoming contract to levels that we just did not think were sustainable. Try as we might, for the last year or more, this police steering committee with Chairman Newman attempted to gain pricing from the Washtenaw County Sheriff. We did receive that pricing in in a format that didn't break it down as defined as many of us had sought. The supervisor and I attended another meeting, where the sheriff was making a presentation to leaders from throughout Washington County who contract for those services. Again, at that meeting, the question was asked, Can you break the cost down further instead of these blocks of dollars for certain areas. We were looking for specificity in those numbers because of what we saw, eventually in 2025, or 26. could lead to the costs for a single deputy in excess of \$240,000. Some of those costs currently are paid back to communities through the county wide mental health millage. That millage expires in 2024. There is no guarantee that that millage will be brought forth for voters again county wide and even if it is there is no guarantee that that millage would then pass. County Commissioners have made it clear that they will no longer use general funds to assist those municipalities that contract for police services with them that would in some small way reduce those costs. We have tried multiple times to go through the sheriff's office, the sheriff in particular, when that didn't succeed. The supervisor, Chairman Newman and myself, Trustee Hunter have met with County

Administrator dill in an effort to get those costs broken down. In large part because of the position he holds. But secondarily, he was a member of the sheriff's office when the police services unit pricing method was put together he was a part of putting those costs together. He tried to gain those specific cost breakdowns within each of those cost centers. He was unable as well to get that from Sheriff Clayton, who indicated that he had no intention of providing any further information or detail or specificity to not only Ypsilanti Township, but any of the contract communities within Washtenaw County. Because of all that, we have, when I say we, the members of this steering committee, trustees, Newman and Hunter myself, have begun to look at other municipalities throughout southeastern Michigan, to see if we are receiving comparable costs for services at this time. Those initial comparisons indicated that we are paying a higher cost per deputy than other like communities that were contracting for services in their counties. As such, we brought it back to other board members to see if we could go out in a request for a proposal to have a consulting firm or a consultant come in, look at what we are currently paying for police services, the services that are being rendered, and how that compares to other communities throughout southeastern Michigan and the region. If those costs come back and show that we're in line with those, I don't want to speak for the other committee members, but I think we would be done at that point. If they don't, then we have to look at can we sustain the current model? Or do we need to look at other alternatives? I think that's where people are thinking that we're going out and automatically starting a police department and that is not in any way shape, or form. What is taking place, irregardless of some of the comments that have gone throughout the community to unnecessarily upset people. This is simply a look doing our due diligence. Our first statutory responsibility as elected officials is to be fiduciaries of the taxpayer money. That's simply all this is, is Doing a look through to make sure that the cost we are paying is correct. For the services rendered, and what like communities are receiving for those services. We then reached out to earn at Consulting at our last meeting, before this board to ask for approval, to have them come in, help us put together this request for a proposal, use their expertise in conjunction with our clerk's office who does many of these RFPs. So that we can get it out to as many potential vendors that would like to look at this and see what they can provide to our community. Once that vendor is selected, they will complete the report, we will then share it not only with this board, but with this community as a whole. So that what we're talking about and looking at is transparent to all residents of this township. I guess I would didn't defer to Chairman Newman or trustee Hunter, if they want to add anything before Mr. Burnett takes over.

John Newman

You said everything perfectly.

Ryan Hunter

Yeah, I would agree. I just feel as though just to extend that the aim here is to make sure that we are getting the best value for our dollar. Simply put, so if we are then great. And if we are, then let's look at what the alternatives for that can be. So thank you.

Stan Eldridge

And I would just add one thing, I would be negligent. If I did not say this. This is not a reflection on the men and women that wear the uniform and go out every single day. Lieutenant Peltier is here, and he's heard me say this, this has nothing to do with their work on their end, it is simply making sure that we're paying the correct cost for those services, they do a tremendous job day in and day out. And we could not be more appreciative. So for anyone to suggest otherwise would just simply be erroneous and incorrect. Thank you.

John Newman

And I would just like to say we do have a fiduciary responsibility to our residents. And this is a way of checking all options to in the interest of the residents in the interests of our residents.

Beth Ernat

Okay, so I took all that feedback, I met with members of the committee, and reviewed a lot of the records from the past 20 years of service, to take a look at drafting this RFP, and a couple of things I want to bring out, you know, any of the ABS babies in the room. This reminds me of the more you know, kind of the after school program. But all jokes aside, this has to go beyond just saying what are the costs of policing? So in order to provide that fiduciary responsibility, you need to take a look at because this hasn't been studied. Are you providing the right amount of service currently? So you're currently receiving 35 deputies? But what is that? How is that derived? So if you're going into the study to do an actual study need to know how many officers should be utilized in the community of approximately 60,900 square miles. So it needs to be brought back to that level of what are the services? Nationally, what would the recommendation be for service? Are you meeting that service? Currently, if not, that may take you to a point where you go back to the county to negotiate the number of deputies you have or look at your own. So the purpose of the study is to come back with all of the information that could be used in a multitude of ways. So that information should provide you a direct comparison of costs. And then it should also provide you recommendations. And then it should provide you a basic outline of if x, y, if y z. So that's how I've set that up. The RFP itself right now requires public involvement and requires Have a public presentation of results. And part of that is gearing up to have a q&a, right? Like, I've set up that this body needs the opportunity in a work session format, to be able to ask the questions and give consultant enough time to go back, answer those questions and then submit a final. So, you know, providing a final presentation is great. But if you're left with more questions and answers would you pay for? So that that's how I've drafted the proposal. We provided it, I think about a week and a half ago. So I'm, this is not this study is not for me. So I take nothing personally, please let me know if there's something you'd like to see different. If there's areas that could be changed, right now, I would look at suggesting to release the study at the beginning of October as an RFP, and then having responses back in 45 days. So that would bring almost very to December, and you'd be looking at kicking off a contract in January.

Brenda Stumbo

Questions or comments?

Heather Roe

Madam Chair, just bass if whenever you want to get with us once we decide dates. Yeah, for sure. Feel free to reach out to me, Lisa. And we'll talk about if you want to post it anywhere else usually posts on BitNet. But if you have other ideas for this,

Beth Ernat

yeah, small, I do have some directs that we can send out too. But I would like it all to come straight out of the township. So I'll work directly with your mother. Thank you. Clerk route.

Debbie Swanson

I think I'm so concerned about the misinformation. I really am. That's not, that's not you. Looking at the title? And I'm thinking like when you look at the title alone? Maybe that's part of it. I don't know why then I don't I'm not even aware of what I would suggest. But I think what I hear us saying and when I think we're trying to do is do some kind of cost analysis, and that that's a term that's used and that I may be using that wrong. But what we're hoping to figure out is exactly the way you've described and and then I'm wondering like, what's the through line, because if we hire somebody to help us with this, which we need help with, we have to make sure that the way they're framing it and the way they're communicating it with people is exactly what we're saying here. We have not made a decision. But it is our duty to make sure that what we're paying for that, first of all, we've asked Could somebody just give us a clear breakdown of it. And we have tried on multiple occasions that I've been told no, on behalf of the residence, that is not okay. Yeah, it should be a really easy thing to do. And any other most other places. Like I said earlier, I'm a teacher, if you want to know what they're paying, for me what the cost to me is, you can go find that out. So maybe the title and then just what is going to help us keep that whether we've got to make a statement, a formal statement, and we just have to make sure that that statement is always out there. That way people can say whatever misinformation they want to do, which if somebody's got a motive to do that, and cause that kind of chaos and harm, they're going to do it. But there should be a place where people can go back to and say, No, that is not the official work of what the board said they were going to do. And so I'm I could be wrong. But when I read that it looks like we're looking how feasible it is for us to do that. Where we want to know what are the costs for what we're currently doing. So that so that that then helps us decide what direction we're gonna have to do exactly like you said, Trustee Eldridge, and I don't know if you know, somebody gets on and that's the first thing they look at. I don't know if that's what's gonna cause more trouble for

John Newman

actually agreed.

Beth Ernat

And in standing here, kind of listening to the conversation. I had jotted down the comparison and feasibility, but I do like cost analysis. And like I said, this isn't my product. So I have no problem making any changes for level of comfort. So whatever the board recommends

Debbie Swanson

are at considering it is we should be collaborating on behalf of the residents. If you're an Ypsilanti township resident, you are Washtenaw County resident and the idea that those two levels have had a hard time working together just to understand things is absolutely inappropriate.

Beth Ernat

When I agree and I think the one area Add to caution and just to air this out is that even if Washtenaw County provided tomorrow and said, here's our list, these are our costs, you still have no basis on how those costs are actually derived. So, you know, having this document is not at all advancing to any level, this is really doing a due diligence, no different than the conversation you just had about elections, how much is it going to cost us? And what are we getting out of it?

Debbie Swanson

But it does put it in a format where the public can see oh, look, this is how they've outlined the costs and other communities? Why does our community look different, right, and then the burden becomes on the individuals who didn't do it that way in the first place, and are not sharing it with us. And I'm, my energy is not towards on that. I'm so frustrated with the idea that our residents need cooperation for our communities to be in a good place. And it feels personal. I don't know that for a fact. But it feels so personal, which I don't care what they think of me. What I care about is that I represent the residents in this community, and they're not willing to help us take care of our residents in the way that we think they need to be. And the way that residents elected us for four years to do it. So I'm not upset with you, Beth, I appreciate what you've done. But this is just so unnecessary, really is. And now it's necessary because of the support and the help, that we're not getting from other people who are elected to take care of our people in the same way we are. That's what my frustration is, and it's around public safety. Everyone in Washtenaw County is concerned about public safety and various various forms, how they think public safety should be connected. There's a lot of different thinking about that. But the idea that people are not concerned about safety is not what I see here, read all of that. So the idea that we should be cooperating around that, and there's no cooperation is so distressing.

Beth Ernat

I'm a Washington County resident and very concerned.

Stan Eldridge

And I would share this is not the first time that this township has done this. We did it roughly 11 years ago, and I think it was done somewhere around 2025 years ago. So this is something that happens on a sporadic cycle to make sure that we're in a right frame. And I know other municipalities in the county, that contract are looking at us as well, and waiting to see what this shows because it will affect them. In the same manner.

Brenda Stumbo

The difference between this time in the other the last time we really were able to work together to get analysis and get I call it forensic audit almost robbed the cost. And this time, there's it's total shutdown, I'm not giving you any more information. It's almost \$6 million. It's our largest expenditure. Public safety is our number one concern. And the only thing I would and I'm not sure if it's in here, so we do what's called a PSU public, it's in there. Yeah. And that includes a number of other so called services. So we have to, you know, have the

Beth Ernat

cold Detective Sergeant. Yes. So the PSU is in there as a unit price. Yes.

Brenda Stumbo

And it also includes in the contract, that the sheriff single handedly has the authority to change, how are deploy how they deploy. So if they're in another community a lot, there is literally nothing we can do about that. And I'm not sure if that. I mean, I understand on automatic response for emergencies, but for example, our detective bureau is now policing in another area to help with their issues. And and I don't know if that's a normal thing, because that hasn't happened here, you know, since I've been elected. But does that happen in other communities where a police your police department actually becomes a detective bureau for another community, and I just don't know enough about what other communities do. I do know that if residents want speeding enforcement and neighborhood watch meetings, which we receive a lot of request, and the ability to actually you know, change the behavior and make it safer on the roads is important. And how do you align those priorities with the current kind tract, which we have no control over, and other communities. And maybe we can even look at possibly making recommendations to change the current way it's written. And it's a lot of information to ask, but I have concerns with what's going on. And it's never gone on. In the history since I've been elected, the amount of dis communication or complete non communication, and issues with public safety, and it's concerning, in our residents want certain things. So when we ask on their behalf, we would like them to happen. Our Lieutenant does whatever he can, but he has to do within the framework of the sheriff. And they do a good job the best they can.

Beth Ernat

And I don't think you know, what demands to bring to the negotiation table, until you have that comparative analysis, and feasibility of what you need. So my instinct is that the 35 deputies you have is a little low for the area that they're patrolling. And the fact that you're not guaranteed that time at the sheriff's discretion, they can bank it to be used at any time during the length of the contract is very ambiguous. So I think those are answers, you definitely need to have quantitative and qualitative analysis for.

Brenda Stumbo

Right, we can't track for 38 and 30 2018. No, we did. So from 2018, we authorized 38 deputies, we've never had 38 deputies. So here we are fast forward, and we reduced it to 35. But we still have a budget if they can ever get up. And they're trying and that there's a lot of issues

surrounding that. But we still have to pay for whatever, we don't get billed for 30, we get billed for 35 or 38, whatever we contract for even though we might have 28 or 29. So those are the kinds of nuances in a contract that seems imbalanced.

Beth Ernat

The other point is the charter. So if you have 35 deputies, but there's only 38 at roll call our let's say Ipsy Township and CYO Township, are you both paying for the same people on that shift? So I'm loosely saying CYO, because

Brenda Stumbo

we don't know until the analysis,

Stan Eldridge

some of the things that we again, we contract with 35, we've not had 35, since I've been in this position. So we share banks those hours, we're expected to adhere to a contract exactly as it's written. There's nowhere in that contract that allows for bankable hours, there's nowhere in that contract that allows for it. And is the board's heard me say many times nobody in this audience, nobody in this township would run their house, and their budgets in their own homes this way, where you bring a vendor in and just say, do what you want to do. You know, we just wouldn't do that we have special, you know, specifics on how we want those vendors to respond. And the response has always been, we're gonna police one community the same way we police another community. And you just can't do that because every community has its different things that take place within it. You can't treat them the same. Thank you for taking this on.

Brenda Stumbo

And we greatly appreciate the police services and all that work that the three members have put in thus far. And thank you, Beth, for bringing this forward.

John Newman

I would just like to say one of the requests that we requested from the sheriff's office was to see who was assigned to Ypsilanti township of those deputies. And of course, we never got that information.

Brenda Stumbo

Mr. Weiner, Madam Chair, I

Jason Iacoangeli

guess by being if you're in one place long enough, you kind of see a lot of things and maybe at the time, you don't realize it may come back around 20 years later, but back in February this year when the township board appointed the Police Services Committee, the mission statement was in part to review all costs associated with the Police Services Unit in the recently approved for your contract with the Washington County Sheriff of Washtenaw County in December of 2022, and those numbers and Twain for 2023 Without The so called subsidy per PSU is

208,000. This year to 19 in next year to 31 and 2025 to 44 in the year 2026. So they have determined already, absent a cost subsidy. Absent the mental health millage subsidy, the true costs for a PSU in 2026 is 244,000. Well, back in 2006, when the PSU model was first came into being, I had the document from that study history overview. And in 2007, when they first developed, the concept of PSU was developed by plant Moran wanted to figure out what is the costs needed to deploy a deputy sheriff into the field. And that was the preventive consideration all these different metrics. In 2007, the cost for a PSU was \$94,000. Okay, so you fast forward we understand about inflation, we understand about how things continue to go up. But in a span of 1214 15 years, you're gone from \$94,000, to where this year is 208,002 44. price target 2026 between 26 as a million dollar cost to the township. I think again, initial statement was to find out what is the cost associated for PSU, so you're getting an apples to apples analysis. Tonight, we talked about the budget. If you look at the L 4029. There's Ivana spoke about you of course, you'll see all the different villages where you have the fire department 3.08 All the ways 2.37. General Fund point nine seven Sheriff's Department police is 5.5570. By far the largest millage vote, but by far the largest amount of dollars, this township is spinning is on police services. So I think right now to say that it's not sustainable, at this rate, to 44. If it comes, it comes down to it and 2026. And there is no soul call subsidy, if already determined is 244. It's not going to go in reverse. It's been going up since 2007. So you have to have some type of a analysis performed. And I think the way you describe it the way you entitle, it doesn't matter, because words do matter. I think right now the intent goes back to what the Board did in February this year was to basically review all the costs associated with the Police Services Unit. That definition has changed. Over the course of the 1415 years, if I go back to the very beginning, was defined as 1800 hours per deputy. You'll see those definitions used in the succeeding time period. So I don't even know right now, if I sit here tonight, if I can really tell you what from the county standpoint, what is the true definition of a police services unit? I'm not sure I know what that is. And so I think right now the information is critical to make good decisions. When you see it. The millage rate the township board is, is asking the taxpayers to continue to support and they have supported it. They support the police they support the fire. But it \$8 million a year I just don't think it's going to be sustainable unless we really, you know, it 32 deputies right now. Is that fair to the deputies, you have a population of nearly 60,000 people. So I think right now the information is critical in how you frame it's really even more critical. I think right now that these numbers going back to 2007 Short pattern that is going to be just not sustainable thing. And that's why I think it's so important that the committee has shown good faith in trying to obtain this information. I know John numerous Bohai time, stands for a lot of time. And I know that Elizabeth from a supervisor stumbles on Office, a lot of documents to me from other communities trying to just help us understand better what it is that goes into us. So the decision the board's been asked to make tonight did not come about lightly, haphazardly or without meaningful thoughtfulness going into it. And the day the question is, how do you how did you get the number of 244 Just show me the numbers show me the money. So now you got the and it shouldn't be that complicated because if you have a number that you've already predicted, this is these dollars are for all practical purposes, I've already been encumbered by this township when you sign up for your contract. And so they're encumbered. And they're committed. And at the same time is that if you've determined that number, it shouldn't be that difficult for somebody

to tell me. How did you get 208? And 2023? How do you go from that? They're too old to 244? No, three years later, just tell me show us. And it's, I think it's necessary Express for the board you have to incur to do this. I feel bad that the township does have to do this. Because this something that by frankly, your vendor stances, you should be more than willing to show somebody, you prove contracts all night long. Everybody shows you their numbers, show you what their costs, show you phase one, phase two, phase three, you just approved for a fifth contract, we'll get down as to what defense is going to cost. I'm not equating that with everything is the same. But there is the point is, there's got to be a simpler way of at least just showing, how did you arrive there, that number may not like the number you may not agree with. But you've got to be able to show. So I think that trying to achieve here, working with the broker was a comedian, in his office with Elizabeth was trying to get the information.

Brenda Stumbo

And I think it's changed in policing in general and priorities in general, at the county level, we have to make sure that we always have police protection, you know, that's the best protection we can have. And it's reliable, not only for our deputies, because there's always different conversations going on. And I'm not sure you know what the priority is. And I think the contract that we enter into, should spell it out more than it does now. Especially when it comes to how to suggest in work together collaborate on how to patrol in the township, and we have no input our control over. I think that's a little getting a little scary for us.

Stan Eldridge

And just a quick, cursory of the math, though, from 2006 to current year, and going out to 2026. It's somewhere between a 55 and a 72% increase. To show me how you arrived at those numbers.

Beth Ernat

I doubt the officers are receiving that. Right. Yeah. Madam Chair, can I ask one more question for clarification? I don't know how you establish review committees. So how, how would you do a review committee when the proposals come back?

Brenda Stumbo

Well, we have a police committee. Okay. That's,

Beth Ernat

I want to specify that in the paperwork. So I just want to good question. All right.

Debbie Swanson

Okay. I'll just say I think I'm very concerned about how this is shared. So I know that like we had a conversation about minutes and what's in the minutes. So whatever the purpose is of this, we have to be ahead of communicating with the public on why we're doing this, because I'm not I don't want to rely on the newspaper or that we basically don't have. We shouldn't be, I don't know, if it's whatever we need to do to make sure that the reason why we're doing this. If

tediously has gone over as far as what we say, because words do matter. And then how that gets released and circulated then that helps tell the story. And so if somebody looks at our packet, or they look at this, they're like they're gonna make their own determination. So just we have to be really clear. And then that also comes back to us. Like I appreciate that attorney winners was able to go back and say, This is what we said we're doing, we should have the same thing moving forward on this. This is why we're doing it. This is what we're doing. Thank you for the work you've done on this. We can't underestimate how important it is to make sure that the community our residents understand why we're doing this because we are doing it for the purpose of protecting their financial resources that they've invested and allowed as our fiduciary responsibility.

Beth Ernat

Trustee Swanson, would you want to put together would you want I can take like the first paragraph of the actual document. If you want put that up on the website. You know, just as part of a public notice that bids will be released. And then just put the purpose. Maybe take that first paragraph.

Stan Eldridge

Firstly, Hunter made the motion I second and I would make a friendly amendment that for this one One issue that our minutes are verbatim, so it can't encapsulate all the discussion in the minutia. But for clarity

Brenda Stumbo

we have a motion in support. Do we answer the question for bed? No, it's okay.

Heather Roe

When we post our bids, I was just trying to visit our website, we just redirect them. Right. But more like press releases. Oh, sorry, that's not on. If the Police Services Committee wants to

Beth Ernat

do you maybe that's how maybe that's how you do it on the website is just that announcement from the police committee, police steering committee, just as an announcement and then the link to bednet. Again, I can give you a call on Thursday when we can figure out the dates and get the language straight. I think I heard that cost analysis and feasibility would be the title. Is that a comfortable? Do on comparative Okay. comparative cost analysis and feasibility study will be the official title.

Brenda Stumbo

We have a motion support all in favor Aye. Opposed? Motion carries. Thank you. Number three is requests to seek sealed bids for the renovation the community center 200 hallway and Community Center bathrooms. And this is our pup funding. So move for a motion by Rome support by Eldridge to go out for bids and the bids will be brought back. Any questions or comments? All in favor, aye. Opposed? Motion carried under other business. We have the

request to approve gov HR two assists a human resources department in UK completing a salary benefit study for the TPO and bargaining union as outlined in the letter of agreement. I'll move motion row support Eldridge discussion. And this is already budgeted. All in favor, aye. Aye. Opposed? Motion.

Karen Wallin

Motion to adjourn questions.

Brenda Stumbo

There's a motion and support to adjourn.

Heather Roe

You put your mic on.

Debbie Swanson

I appreciate the residents coming out and talking about the DTE issue. I know that at the neighborhood watch meeting last night with West Willow. We're hearing similar comments from a lot of residents and asking for our help. Even if it's an area that we're that we don't see as our responsibility. I think what's happening is residents are getting the runaround. They were mean all the flooding, the backing up. There were some communications or some interactions with Yucca that didn't feel right to residents. And so people are being told like, well, that's Yucca or that's the drain Commissioner that's DTE or that's and I think that it may be true that it doesn't fall in our particular place. But anything that we can do to be helping leverage this idea that it's not okay in our community is really important. So I just know that it's heartbreaking to hear the things that people are saying. And of course, when there's a problem, they're gonna say, well, it's somebody out that's not okay. Like our residents, just like we're saying, right now we pay for one thing, and we're not getting what we say the residents feel the same way about it. And it's not okay to be thinking well, somebody's got to get a generator. So that's just not an okay way to go. So just know that the residents are really frustrated and upset. We all know because we're hearing different things, but somehow we have to figure out how we're going to push on that

Brenda Stumbo

no one at the township told them that right. It was at yaka. I just want to make that clear for clarity

Debbie Swanson

like Ms. Kaiser said, You're not there's just a whole somebody needs to help with the whole and make sure that she people are stepping out to help and then they're they're stuck in an abyss right and waste management. I have been called repeatedly by residents over the same issue. I've personally gone out to go pick it up myself. It's a horrible disgusting thing, they have to go pick up trash that's dumped out, and I'm laying in the road. And we're just, we're being told they're gonna go back out and get it. And then I don't feel good about somebody's garbage

sitting out there. So I've gone three times, I think on the west side and gone and picked up garbage after I've heard it, we're paying a lot for a service, that and when they dump those big bins, to their advantage and savings, because nobody's got to get out of a truck, nobody's got to do anything. So they're recouping some savings, I'm sure in labor costs, because you're just driving the truck down. But they're big bins. So like, I've gone like I've decided on my own, I gotta make sure any of my recycles are kind of in a paper bag, she can't put another bag in it to make sure they stay kind of attack. So by the time they dumped, things don't fly off. But um, you know, the one that I cleaned up was a was a was a garbage, refuse the recycles, I understand a little bit more, but like we're talking a lot of trash, like it's not doing what it's supposed to do, and we're paying a lot for it. So thank you for listening.

Brenda Stumbo

Thank you. And we will, we do have a meeting scheduled with waste management due to all the issues that we've had. And I'm sending an email like I do to DTE and always asking them to do an analysis on the number of outages and what's the what's the cause of it. Because I know storms are part of it. But if you have minds all the way around it, you know, that's, that's just maintenance, like our resident said, so

Debbie Swanson

don't want to hear it's fine. It's a 500 year 500 year storm, because we've had to 500 year storms in less than five years. So they they're sick of that phrase, too. So if our infrastructure isn't working, and we have to figure that out, like if you know, we have to we were behind me, we're behind the eight ball trying to figure out how we're going to prepare for these storms that are most likely to keep coming. So we need to get that figured out. And if if the federal government of the state government has oodles of money for infrastructure, those are the things that we need to be making sure get in our, in our local community, so that we can really help people because it's very distressing and a lot of it is in neighborhoods that are the dense neighborhoods that built this township and literally put cars on the roads and did a lot of stuff to help people on that's their financial investment in their home. And it's just not okay for that to be happening.

Brenda Stumbo

We have a motion in support to adjourn. All in favor

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2023-14

SPECIAL ASSESSMENT LEVY

WHEREAS, the Charter Township of Ypsilanti Board of Trustees, on September 19, 2023 held a public hearing on the proposed special assessment roll prepared by the Deputy Assessor, a copy of which is on file in the Clerk's Office, after advertising the same in a newspaper of record in the Township, and;

WHEREAS, on September 19, 2023 the Ypsilanti Township Board heard comments on said proposed special assessment roll prepared by the Deputy Assessor.

NOW THEREFORE, BE IT RESOLVED that the proposed special assessment roll prepared by the Deputy Assessor for the Charter Township of Ypsilanti be adopted and the amounts set forth on the special assessment roll be levied on the 2023 Winter Tax Roll.

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. 2023-14 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 19, 2023.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

Charter Township of Ypsilanti

RESOLUTION NO. 2023-12

A Resolution Amending the Ypsilanti Township Zoning Ordinance

(In Reference to Proposed Ordinance 2023-505)

Whereas, the Township Planning Department Staff completed a detailed review of the Township's Zoning Code; and

Whereas, at its regularly scheduled Planning Commission meeting held July 25, 2023, the Planning Commission held a public hearing.

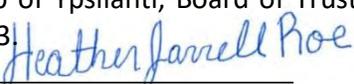
Whereas, the Planning Commission for Ypsilanti Township recommended approval of the proposed zoning amendments to the Township's Zoning Code to the Township Board of Trustees at its regular meeting of July 25, 2023 which changes can be summarized as follows:

1. Article 4, Sec. 407. – Residential Multiple-Family: Low Density
 - a. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.
2. Article 4, Sec. 408. – Residential Multiple-Family: Medium Density
 - a. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.
3. Article 4, Sec. 409. – Residential Multiple-Family: High Density
 - a. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.
4. Article 4, Sec. 420.5 – Industrial Use Table
 - a. Amended industrial district use table.
5. Article 5, Sec. 506. – Town Center
 - a. Amending group 2 to allow for use groups 1, 2, 3, and 4.
6. Article 11, Sec. 1128. – Temporary Sidewalk Outdoor and Tent Sales for Principal Use.
 - a. Address the parking requirements of temporary sidewalk and outdoor sales.
7. Article 13, Sec. 1305. – Fences and Walls.
 - a. Eliminate illustration in Sec. 1305 and amend 1305.2.A to include through lots.
8. Article 15, Sec. 1509. – Signs.
 - a. Amend Sec. 1509.6.A.2.b. to change the area of wall signs permitted for each "lot" to "unit" as was intended. To amend Sec. 1509.10. to eliminate wall painted signs.

Now Therefore,

Be it resolved, that the Charter Township of Ypsilanti Board of Trustees does hereby approve Ordinance No. 2023-505 as attached, by amending Articles of the Township's Zoning Ordinance as noted, replacing it with proposed Ordinance No. 2023-505.

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. 2023-12 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 19, 2023.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

**CHARTER TOWNSHIP OF YPSILANTI
ORDINANCE NO. 2023-505**

**An Ordinance to Amend Articles 4, 5, 11, 13, and 15 of the
Ypsilanti Township Zoning Ordinance**

Article 4 – District Regulations Zoning Text Amendments

Sections 407, 408, and 409 – Residential Multiple-Family Districts

Single-family residential uses are permitted in the three residential multiple-family districts (RM-LD, RM-MD, and RM-HD) but the dimensional requirements do not contemplate setbacks for single-family residential uses, only multiple-family residential uses. Requiring a single-family residential dwelling to comply with the required 60-foot aggregate side yard setback, for example, of the RM-LD district makes most typical platted subdivision lots unbuildable except for variance approval. On October 5, 2022, staff brought before the Zoning Board of Appeals a request by Habitat for Humanity to seek a variance from Sec. 407 due to the inability for them to meet the aggregate 60-foot side yard setback requirement on a RM-LD lot located at 966 N. Prospect. The lot was only 51' wide rendering the construction of a single-family home impossible with the current standards. If this Zoning Text Amendment was in effect at the time, Habitat for Humanity could simply use the dimensional standards of the most similar single-family lot, in this case, a R-5 One-Family Residential lot. **Staff recommends the following language be included in the supplemental district standards for all three multiple-family districts:**

The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Sec. 407. - Residential multiple-family: low density:

1. *Intent:* The intent is to provide sites for low-density multiple-family dwelling structures, and related uses.
2. *Use regulations:* Section 420 sets forth permitted, accessory and special land uses within the RM-LD residential district.
3. *Dimensional requirements:* The following dimensional requirements shall apply to the RM-LD residential district.

Min. Lot Size		Max. Lot Coverage (all buildings)	Max. Height		Min. Yards & Setbacks in feet			
in acres	Width in feet		Stories	Feet	Front	Side		Rear
						Least	Total	
1 or 3 ¹	80	25%	3	35	30	30	60	30

¹ Minimum total lot area of one (1) acre for residential use with a minimum lot area of seven thousand two hundred (7,200) square feet per dwelling unit, and minimum lot area of three (3) acres for non-residential uses

4. *Supplemental district standards:*
 - A. In addition to those bulk regulations listed in Section 407.3, all development shall conform to supplemental bulk regulations listed in Section 419.
 - B. The following minimum dwelling unit size requirements shall apply to the RM-MD residential districts

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
350 sq. ft.	500 sq. ft.	700 sq. ft.	900 sq. ft.	1,100 sq. ft.

C. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Article 4 – District Regulations Zoning Text Amendments

Sections 407, 408, and 409 – Residential Multiple-Family Districts

Single-family residential uses are permitted in the three residential multiple-family districts (RM-LD, RM-MD, and RM-HD) but the dimensional requirements do not contemplate setbacks for single-family residential uses, only multiple-family residential uses. Requiring a single-family residential dwelling to comply with the required 60-foot aggregate side yard setback, for example, of the RM-LD district makes most typical platted subdivision lots unbuildable except for variance approval. On October 5, 2022, staff brought before the Zoning Board of Appeals a request by Habitat for Humanity to seek a variance from Sec. 407 due to the inability for them to meet the aggregate 60-foot side yard setback requirement on a RM-LD lot located at 966 N. Prospect. The lot was only 51’ wide rendering the construction of a single-family home impossible with the current standards. If this Zoning Text Amendment was in effect at the time, Habitat for Humanity could simply use the dimensional standards of the most similar single-family lot, in this case, a R-5 One-Family Residential lot. **Staff recommends the following language be included in the supplemental district standards for all three multiple-family districts:**

The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Sec. 408. - Residential multiple-family: medium density:

1. *Intent:* The intent is to provide sites for medium-density multiple-family dwelling structures, and related uses.
2. *Use regulations:* Section 420 sets forth permitted, accessory and special land uses within the RM-MD residential district.
3. *Dimensional requirements:* The following dimensional requirements shall apply to the RM-MD residential districts.

Min. Lot Size		Max. Lot Coverage (all buildings)	Max. Height		Min. Yards & Setbacks in feet			
			Stories	Feet	Front	Side		Rear
in acres	Width in feet				Least	Total		
1 or 3 ¹	100	15%	4	45	40	40	80	50

¹ Minimum total lot area of one (1) acre for residential use with a minimum lot area of seven thousand two hundred (7,200) square feet per dwelling unit, and minimum lot area of three (3) acres for non-residential uses.

4. *Supplemental district standards:*
 - A. In addition to those bulk regulations listed in Section 408.3, all development shall conform to supplemental bulk regulations listed in Section 419.
 - B. The following minimum dwelling unit size requirements shall apply to the RM-MD residential districts

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
350 sq. ft.	500 sq. ft.	700 sq. ft.	900 sq. ft.	1,100 sq. ft.

C. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Article 4 – District Regulations Zoning Text Amendments

Sections 407, 408, and 409 – Residential Multiple-Family Districts

Single-family residential uses are permitted in the three residential multiple-family districts (RM-LD, RM-MD, and RM-HD) but the dimensional requirements do not contemplate setbacks for single-family residential uses, only multiple-family residential uses. Requiring a single-family residential dwelling to comply with the required 60-foot aggregate side yard setback, for example, of the RM-LD district makes most typical platted subdivision lots unbuildable except for variance approval. On October 5, 2022, staff brought before the Zoning Board of Appeals a request by Habitat for Humanity to seek a variance from Sec. 407 due to the inability for them to meet the aggregate 60-foot side yard setback requirement on a RM-LD lot located at 966 N. Prospect. The lot was only 51' wide rendering the construction of a single-family home impossible with the current standards. If this Zoning Text Amendment was in effect at the

time, Habitat for Humanity could simply use the dimensional standards of the most similar single-family lot, in this case, a R-5 One-Family Residential lot. **Staff recommends the following language be included in the supplemental district standards for all three multiple-family districts:**

The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Sec. 409. - Residential multiple-family: high density:

1. *Intent:* The intent is to provide sites for high-density multiple-family dwelling structures, and related uses.
2. *Use regulations:* Section 420 sets forth permitted, accessory and special land uses within the RM-HD residential district.
3. *Dimensional requirements:* The following dimensional requirements shall apply to the RM-HC residential districts.

Min. Lot Size		Max. Lot Coverage (all buildings)	Max. Height		Min. Yards & Setbacks in feet			
in acres	Width in feet		Stories	Feet	Front	Side		Rear
						Least	Total	
1 or 3 ¹	150	15%	8	85	50	50	100	50

¹ Minimum total lot area of one (1) acre for residential use with a minimum lot area of seven thousand two hundred (7,200) square feet per dwelling unit, and minimum lot area of three (3) acres for non-residential uses

4. *Supplemental district standards:*

- A. In addition to those bulk regulations listed in Section 409.3, all development shall conform to supplemental bulk regulations listed in Section 419.
- B. The following minimum dwelling unit size requirements shall apply to the RM-H residential districts:

Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
350 sq. ft.	500 sq. ft.	700 sq. ft.	900 sq. ft.	1,100 sq. ft.

C. The expansion or construction of a single-family dwelling or accessory structure shall conform with the applicable minimum yard and setback requirements of the most comparable single-family zoning district.

Article 4, Section 420 – Residential Use Table

Staff suggests amending the industrial schedule of uses to provide for uses more in line with the Master Plan, industrial users that are currently operating in the township, and uses more aligned with today's economic trends. Please find below the proposed changes:

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use – = Not permitted				
Blast furnace, steel furnace, blooming or rolling mill		P		Located not less than eight hundred (800) feet distance from any residential district and not less than three hundred (300) feet distant from any other district
Central dry-cleaning plant, service to more than one facility	P	P		
Crematorium		SL-PG	<u>SL-PC</u>	Subject to conditions in Section 1115
Garbage, refuse and rubbish transfer stations		P		Subject to conditions in Section 1152.
Heating and electric power generating plants, and all necessary uses		SL-PG	<u>SL-PC</u>	
Incineration of garbage or refuse when conducted within an approved and enclosed incinerator plant		P		Located not less than eight hundred (800) feet distance from any residential district and not less than three hundred (300) feet distant from any other district
Junkyards and places for dismantling, wrecking, and disposing or salvaging of the junk and or refuse material of agricultural and automotive vehicles, paper, glass, and other materials of a similar nature, including processing of materials for recycling		P	<u>SL-PC</u>	Subject to conditions in Section 1137 and Article V, Junkyards, and automobile dismantling, of Chapter 22 of the Charter Township of Ypsilanti Code of Ordinances i
Lumber and planing mills	SL-PG	SL-PC		Must be in enclosed building and located in the interior of the district so that no property line shall form the exterior boundary of the zoning district
<u>Product Assembly</u>				
<u>Manufacturing and Production</u>	<u>SL-PC</u>	<u>SL-PC</u>	<u>SL-PC</u>	

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
<p>P = Permitted Use SL-PC = Special Use Planning Commission Approval</p>				
<p>SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted</p>				
<p>Manufacture of corrosive acid or alkali, cement, lime, gypsum, or plaster of Paris.</p>		P	P	<p>Located not less than eight hundred (800) feet distant from any residential district and not less than three hundred (300) feet distant from any other district</p>
<p>Manufacture of musical instruments, toys, novelties and metal or rubber stamps, or other small, molded rubber products</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture or assembly of electrical appliances, electronic instruments and devices, radios, and phonographs</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture, compounding, assembling or treatment of Articles or merchandise from the following previously prepared materials: bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, leather, paper, plastics, precious or semiprecious metals or stones, sheet metal (excluding large stamping such as: automobile fenders or bodies), shell, textiles, tobacco, wax, wire, wood (excluding saw and planing mills) and yarns.</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Manufacture, compounding, processing, packaging, or treatment of such products as: bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, hardware, and cutlery; tool, die, gauge and machine shops</p>	SL-PC	P		<p>In I-T, must be in enclosed building</p>
<p>Metal plating, buffing, and polishing</p>	SL-PC	SL-PC		<p>Subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances</p>

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
<p>P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted</p>				
Self-Storage Facilities and storage buildings for lease to the public	SL-PC	SL-PC	<u>P</u>	Subject to conditions in Section 1134.
Petroleum or other inflammable liquids, production, refining or storage		<u>P</u>	<u>SL-PC</u>	Located not less than eight hundred (800) feet distant from any residential district and not less than three hundred (300) feet distant from any other district
Sand and gravel extraction		<u>P</u>		Subject to conditions in Section 1148.
Smelting of copper, iron, or zinc ore		<u>P</u>		Located not less than eight hundred (800) feet distant from any residential district and not less than three hundred (300) feet distant from any other district
Last mile logistics and distribution warehouses and uses.		<u>P</u>	P	
Large Scale Customer Fulfillment Centers		<u>P</u>	P	
Laboratories, experimental technology testing facilities.	<u>P</u>	<u>P</u>	P	
Avionic repair and manufacturing including airplanes, helicopters, and drones.		<u>P</u>	P	
Green infrastructure and technology			<u>P</u>	
Data centers for the storage and warehousing of computer servers.		<u>P</u>	P	
Outdoor Storage and Contractors/Landscapers Yard	<u>P</u>	SL-PC	<u>SL-PC</u>	Subject to conditions in Section 1157.
Open Air Business	SL-PC	SL-PC		Subject to condition in Section 1110.
Warehouses and <u>indoor</u> storage	<u>P</u>	P	<u>P</u>	

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Uses which have an industrial character in terms of either their outdoor storage requirements or activities such as, but not limited to: lumberyard, building materials outlet, upholsterer, cabinetmaker, outdoor boat, house trailer, automobile garage or agricultural implement sales	SL-PC	SL-PC		
Laboratories, experimental, film or testing	SL-PC	P		In I-T, must be in enclosed building
Medical laboratories	P	P		
Research and development, including laboratories, prototype development and testing facilities, design and pilot or experimental product development	P	P		In I-T, must be in enclosed building
<u>Green Industry and Energy</u>				
<u>Green technology research and manufacturing</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<u>Solar Farms</u>		<u>SL-PC</u>	<u>SL-PC</u>	
<u>Green Battery Manufacturing</u>		<u>P</u>	<u>P</u>	
<u>Hydrogen Technology and alternative green fuels</u>		<u>SL-PC</u>	<u>P</u>	
<u>Research and development, including laboratories, prototype development and testing facilities, design and pilot or experimental product development</u>	<u>P</u>	<u>P</u>	<u>P</u>	
Agricultural				
Farm operation	P	P		
Greenhouse and plant material nursery (materials grown and sold on-site)	P	P	<u>P</u>	
Community Supported Agriculture	SL-PC			

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Office and Financial				
Office buildings	P	<u>P</u>	<u>P</u>	
Data processing and computer centers, including service and maintenance of electronic data processing equipment	P	<u>P</u>	<u>P</u>	
Retail and Services				
Sexually Oriented Businesses			SL-PC	Subject to conditions in Section 1139.
Adult/child day care center + preschools	SL-PG			
Commercial kennels/ pet day care	SL-PC	P	<u>P</u>	Subject to conditions in Section 1161
Massage therapy			SL-PC	Subject to conditions in Section 1140.
Pawnbroker, secondhand dealer, and junk dealer facilities			SL-PG	Subject to conditions in Section 1141.
Incidental Sales and Services	A	A	A	Subject to conditions in Section 1132
Tattoo parlor			SL-PC	
Medical Marihuana				
Class A Grower (may grow up to five hundred (500) marijuana plants), Class B Grower (may grow up to one thousand (1,000) marijuana plants), and Class C			P	

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use – = Not permitted				
Grower (may grow up to one thousand-five hundred (1,500) marijuana plants)				
Processor			P	
Safety Compliance Facility			P	
Dispensary			P	
Secure Transporter			P	
Provisioning Center			P	
Microbusiness			P	
Recreational Marijuana				
Class A Marijuana Grower (may grow up to one hundred (100) plants), Class B Marijuana Grower (may grow up to five hundred (500) plants), and Class C Marijuana Grower (may grow up to two thousand (2,000) plants)			P	
Processor			P	
Safety Compliance Facility			P	
Provisioning Center			P	
Secure Transporter			P	
Retailer			P	
Microbusiness			P	
Lodging and Restaurants				
Hotels	P			Subject to condition in Section 1123.
Motels	P			Subject to conditions in Section 1122.

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Restaurants	P			
Civic/Institutional				
Hospitals	P			
Trade or industrial schools	P	P	<u>P</u>	No outdoor storage
Parole or probation offices			SL-PC	Subject to conditions in Section 1143.
Public/government buildings	P	<u>P</u>	<u>P</u>	
Public utility buildings, excluding wastewater treatment plants	P	P	<u>P</u>	
Transfer and electricity and gas service buildings and yards	P	P	<u>SL-PC</u>	
Wastewater treatment plants			P	Subject to conditions in Section 1154.
Recreation				
Assembly halls, display halls, convention center, theater, or similar places of assembly	<u>SL-PC</u>			Conducted in completely enclosed building
Health clubs, fitness centers, gyms and aerobic clubs, health, and fitness center	SL-PC	SL-PC		Permitted as accessory use only in I-T
Indoor recreational facility, including bowling alley, archery range, tennis/racquet ball court, skating rink, athletic field, swimming pool, and other similar uses	SL-PC	SL-PC		Permitted as accessory use only in I-T. Must be located at least one hundred (100) feet from any front, rear, or side yard of any residential lot in an adjacent residential district. Subject to conditions in Section 1135.
Lighted outdoor commercial sports centers, including baseball and other intense activities		P		Subject to conditions in Section 1153.

Article 4 – District Regulations

Industrial Districts Use Table	I-T	L-M	ICR	Notes
P = Permitted Use SL-PC = Special Use Planning Commission Approval SL-TB = Special Use Township Board Approval A = Accessory Use — = Not permitted				
Outdoor spat ball, simulated war games and similar activities		P		Subject to conditions in Section 1151.
Outdoor theaters		SL-PC	<u>SL-PC</u>	Subject to conditions in Section 1138.
Racetracks (including midget auto and karting tracks) and dirt tracks		P	<u>SL-PC</u>	Subject to conditions in Section 1150.
Automotive/Transportation				
Airports	<u>SL-PC</u>	SL-PC	<u>SL-PC</u>	Subject to conditions in Section 1133.
Auto engine and body repair, and undercoating shops	<u>SL-PC</u>		<u>SL-PC</u>	When conducted in enclosed building
Automobile mechanical component dismantling and recycling			SL-PC	Subject to conditions in Section 1142.
Freight terminals	P	P	P	
Railroad transfer and storage tracks, railroad rights-of-way	P	P	P	
Railroad lines, rail spurs and similar rail transport access facilities	P	P	P	Subject to conditions in Section 1145.
Accessory Uses				
Accessory buildings and uses customarily incident to any permitted use in this table	A	A	A	
Other				
Wireless communication towers and antennas	See Section 1144.			

(Ord. No. 2018-476 , § 2, 2-20-18)

Article 5 – Sec. 506. – Town Center:

Use groups by category in Town Center

Use Group 2 for the Town center corridors indicates in Use Group 2 *mixed uses: any combination of uses located in group 1, 2, or 3 that is mixed vertically in a building or horizontal on one parcel* is permitted but Use Group 4 (retail, entertainment, and service uses) have been excluded from the mixed-use groups even though Use Group 4 is permitted across all site types. Staff recommends that Use Group 2 for all corridors be corrected to include Use Group 4 in the mixed-uses permitted. **This Zoning Ordinance Text Amendment will be brought to the Planning Commission for the Neighborhood and Regional Corridor in the coming months.** See next page.

Current Zoning Ordinance Language:

2. Use Groups by Category-Town Center:

Town Center Corridors
Use Group 1
Residential Uses:
One-Family detached and attached dwellings, subject to regulations in Section 1101.
Two-Family dwellings.
Use Group 2
Misc. Residential/Related Uses:
Mixed-use. Any combination of uses located in group 1, 2 or 3, that is mixed vertically in a building or horizontal on one (1) parcel.
Multiple-Family dwellings.
Live/Work units.
Child care centers, subject to regulations in Section 1155.
Bed and Breakfast operations, subject to regulations in Section 1107.
Use Group 3
Office/Institutional:
Civic Buildings.
Professional and medical office.
Primary/secondary schools (private).
Publicly owned/operated office and service facilities.
Place of worship.
Veterinary clinics or hospitals, subject to regulations in Section 1116 or Section 1117, as applicable.
Use Group 4
Retail, Entertainment, and Service Uses:
Financial institutions without a drive-through.
General retail.
Food use without a drive-through.
Personal services.
Business services.
Small group or one-on-one exercise or art studio.

Proposed Text Amendment:

2. Use Groups by Category-Town Center:

Town Center Corridors
Use Group 1
Residential Uses:
One-Family detached and attached dwellings, subject to regulations in Section 1101.
Two-Family dwellings.
Use Group 2
Misc. Residential/Related Uses:
Mixed-use. Any combination of uses located in group 1, 2, 3, or 4 that is mixed vertically in a building or horizontal on one (1) parcel.
Multiple-Family dwellings.
Live/Work units.
Child care centers, subject to regulations in Section 1155.
Bed and Breakfast operations, subject to regulations in Section 1107.
Use Group 3
Office/Institutional:
Civic Buildings.
Professional and medical office.
Primary/secondary schools (private).
Publicly owned/operated office and service facilities.
Place of worship.
Veterinary clinics or hospitals, subject to regulations in Section 1116 or Section 1117, as applicable.
Use Group 4
Retail, Entertainment, and Service Uses:
Financial institutions without a drive-through.
General retail.
Food use without a drive-through.
Personal services.
Business services.
Small group or one-on-one exercise or art studio.

Article 11—Specific Use Provisions Zoning Text Amendments

Section 1128 - Sec. 1128. - Temporary sidewalk, outdoor and tent sales for principal use:

Section 1128 provides for temporary sidewalk, outdoor and tent sales for principal uses, with conditions for all uses specified in paragraph 1. The conditions include following the sign provisions, maneuverability, or safety of the site, and following all other township requirements. However, there is no provision for parking requirements that apply to all uses; parking requirements are addressed only under paragraph 2, Seasonal sales of produce from tents, stands or display racks. Parking should be a consideration for all temporary sales uses.

Staff recommends that the parking requirements under paragraph 2 be moved to paragraph 1, thereby applying to all uses under Section 1128.

Sec. 1128. - Temporary sidewalk, outdoor and tent sales for principal use:

Temporary sidewalk, outdoor and tent sales may be permitted subject to the issuance of a revocable Zoning Compliance permit to operate a sidewalk, outdoor or tent sales as an extension of or compatible with, the existing business on a portion of the public sidewalk or other public area adjacent to the business. The Zoning Compliance permit may be issued by the Zoning Administrator under the following terms and conditions:

1. For all uses, the following conditions must be met:
 - A. Signs shall be limited to sizes and locations in keeping with Article 15.
 - B. All temporary buildings, tents and structures shall be constructed, used, occupied, and maintained in compliance with the provisions of the state construction code and all Ordinances of the Township.
 - C. Building and Fire Code requirements shall be complied with.
 - D. The sale shall not interfere with the use of the sidewalk or street for pedestrian or vehicular travel. Sidewalk width must remain at least six (6) feet wide.
 - E. The sale shall not unreasonably interfere with the view of, access to or use of property adjacent to the street or neighboring businesses or properties.
 - F. The sale shall not interfere with street clearing or snow removal activities.
 - G. The sale shall not cause damage to the street or to sidewalks, trees, benches, landscaping, or other objects lawfully located on the property.
 - H. Sales areas shall be located so as to provide adequate access for fire and safety vehicles.
 - I. A permit shall be required. The proprietor of the property shall provide a sketch plan drawn to scale showing the location of the sale, existing and proposed temporary and permanent structures on the entire parcel, parking areas, and parking calculations.
 - J. Copies of permits required by any other agencies for the use must be included with the permit application.

K. Off-street parking shall be provided in keeping with standards of Section 1205, Parking requirements. In those instances where usable floor area cannot be effectively measured, the sales space utilized shall be measured as usable floor area.

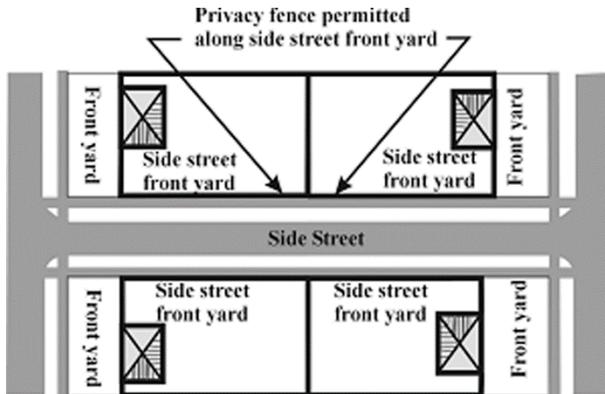
2. Seasonal sale of produce from tents, stands or display racks subject to the following conditions:
 - A. Permits may be issued for up to six (6) month periods.
 - ~~B. Off-street parking shall be provided in keeping with standards of Section 1205, Parking requirements. In those instances where usable floor area cannot be effectively measured, the sales space utilized shall be measured as usable floor area.~~
3. Sidewalk sales areas may be permitted subject to the following:
 - A. The sidewalk sales area shall abut the building and shall not be placed abutting a parking area or vehicle travel lane.
 - B. Sidewalk sales areas shall not be fenced or enclosed in any manner.
 - C. Sidewalk sales shall be conducted for no more than fourteen (14) consecutive days and permits shall not be issued for consecutive tent sales beyond a fourteen (14) day period.
4. Tent sales may be permitted subject to the following:
 - A. No more than three (3) tent sales shall be permitted for a business location within a single calendar year.
 - B. A tent sale shall be conducted for no more than fourteen (14) consecutive days and permits shall not be issued for consecutive tent sales beyond a fourteen (14) day period.
 - C. Tent sales when proposed to be conducted on parking areas shall not reduce required parking spaces by more than fifteen percent (15%).
 - D. All tents shall be removed within forty-eight (48) hours of expiration of the period for which the permit is issued.
 - E. Equipment and products used in the event do not pose a fire or other hazard.

Article 13 Zoning Text Amendments

A. Section 1305 – Fences and Walls

Section 1305.2.A.(1) specifies that *“Only ornamental type fences shall be located in a required front yard or, in the case of a corner or through lot, in a required yard which adjoins a public or private street provided such fences shall not exceed four (4) feet in height.”*

However, the illustration included in this section reflects the previous zoning ordinance provisions allowing a six-foot privacy fence in the required yard adjoining a public or private street in certain situations. The illustration should be corrected to show that a privacy fence must meet the required front yard setback along both street frontages.



B. Section 1305 – Fences and Walls

A through lot is defined by the Ordinance as “*Lot, Through: Any interior lot having frontage on two (2) more or less parallel streets as distinguished from a corner lot. In the case of a row of double frontage lots, all yards of said lots adjacent to streets shall be considered frontage, and front yard setbacks shall be provided as required.*”

Section 1305.2.A.(1) specifies that “*Only ornamental type fences shall be located in a required front yard or, in the case of a corner or through lot, in a required yard which adjoins a public or private street provided such fences shall not exceed four (4) feet in height.*” A six-foot tall fence must meet the rear yard setback of 35 feet on a through lot, which could substantially decrease the usable rear yard of a through lot.

Staff recommends that the ordinance be changed to read as follows:

2. Height and location requirements:

A. Residential District.

(1) Only ornamental type fences shall be located in a required front yard or, in the case of a corner ~~or through lot~~, in a required yard which adjoins a public or private street provided such fences shall not exceed four (4) feet in height.

(2) Fences may be located in any required yard not adjoining a public or private street provided that they shall not exceed six (6) feet in height. In the case of a through lot, fences between four and six feet in height located in the secondary front yard shall maintain a ten (10) foot setback.

Article 15 – Signs

Section 1509.6.A.2.b. – Permitted Signs in Form-based Districts.

The area of wall signs permitted for a multi-tenant building in the form-based district is indicated as *per lot* but that would mean individual tenants would be left without any wall signs. Staff suggests that the language be amended to read as follows:

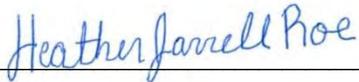
- (b) Area. The area of wall signs permitted for each lot unit shall be determined as one (1) square foot of sign area for each one (1) linear foot of building frontage occupied by a business to a maximum area of one hundred (100) square feet. All businesses without ground floor frontage, in a given building, shall be permitted one (1) combined exterior wall sign not more than twenty-four (24) square feet in area.

Section 1509.10. – Prohibited Signs

The zoning ordinance does not address signs painted directly onto a building façade as a wall sign. Staff suggests the following language:

H. No sign shall be painted directly onto the façade of the building wall or related architectural feature.

I, Heather Jarrell Roe, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify adoption of Ordinance No. 2023-505 by the Charter Township of Ypsilanti Board of Trustees assembled at a Regular Meeting held on September 19, 2023 after first being introduced at a Regular Meeting held on August 15, 2023. The motion to approve was made by member Jarrell Roe and seconded by Eldridge YES: Stumbo, Jarrell Roe, Eldridge, Hunter, Newman and Swanson ABSENT: Peterson NO: None ABSTAIN: None.



Heather Jarrell Roe, Clerk

Charter Township of Ypsilanti

**CHARTER TOWNSHIP
OF YPSILANTI**

RESOLUTION NO. 2023-13

**RESOLUTION REGARDING
TEMPORARY ROAD
CLOSURE**

Resolution authorizing the temporary road closure of Rosewood St. between Davis St. and Ecorse Rd. for the Calvary Baptist Church Fall Festival from 11am to 6pm on October 14, 2023.

WHEREAS, the Charter Township of Ypsilanti Board of Trustees has approved the temporary closure of Ypsilanti Township roads as indicated above; and

WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Township of Ypsilanti Board of Trustees designates and agrees that Fred Crothers, Cavalry Baptist Church Facility Manager be the authorized official designee in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

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. 2023-13 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 19, 2023.



Heather Jarrell Roe, Clerk
Charter Township of Ypsilanti

WASHTENAW COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
LOCAL BROWNFIELD REVOLVING FUND GRANT AGREEMENT

This Local Brownfield Revolving Fund Grant Agreement (the "Agreement") dated April 24, 2023 is entered between the WASHTENAW COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (the "Authority"), an authority established pursuant to Act 381 of 1996, as amended ("Act 381"), whose address is 220 N. Main Street, P.O. Box 8645, Ann Arbor, Michigan 48107-8645 and Ypsilanti Charter Township (the "Grantee"), a Michigan Charter Township, whose address is 7200 S. Huron River Driver, Ypsilanti, MI, 48197.

RECITALS

- A. Pursuant to Act 381, as amended, the Authority has established a Local Brownfield Revolving Fund (the "Fund") for the purpose of facilitating brownfield redevelopment in the region.
- B. The Authority adopted a policy for awarding loans and grants from the Fund to support eligible activities on eligible brownfield properties.
- C. The Authority awarded the Grantee a \$20,000 grant of LBRF funds at the November 10, 2022 meeting, to perform a preliminary dry cleaner assessment and optional soil gas assessment. The Authority modified their original approval on April 13, 2023, shifting \$10,000 of the approved LBRF grant scope to fund cost overruns for the Township to conduct a hazardous materials assessment and bid specifications for the demolition of the shopping center, pursuant to Court Order.
- D. The Eligible Property is known as Gault Village shopping center, 1005 Emerick Street, Ypsilanti Township, MI, 48197, parcel ID# K-11-15-205-017.
- E. The Grantee wishes to utilize LBRF grant funds to conduct Eligible Activities within the eligible properties, and the Authority is willing to grant said funds on the Terms and Conditions herein contained.

TERMS AND CONDITIONS

Pursuant to the Recitals of this Agreement, the parties agree with each other as follows:

1. Grant – The Authority hereby agrees to grant to Ypsilanti Charter Township up to \$20,000 to conduct eligible brownfield activities, as described in the submitted LBRF applications and accompanying cost proposals from SME dated November 8, 2022, and as modified by the Authority's approval on April 13th to shift \$10,000 of the Grant as previously described.

2. Grant Budget – The Grantee submitted a list of proposed costs in the LBRF Application, (Exhibit A), and SME cost proposal, and was approved by the Authority not to exceed \$20,000.
3. Repayment – The funds granted shall not be required to be repaid to the Authority, provided the Grantee complies with all applicable Terms and Conditions.
4. Procurement of Eligible Activities – The Authority is bound to be good stewards of the public funds within the LBRF Fund. Therefore, the Authority will ensure the grant funds are utilized in the most efficient and effective manner. Grantee shall ensure the work to be funded with LBRF funds are procured in a manner that is competitive and ensures the most qualified contractor with the lowest price is selected to complete the activities.
5. Disbursement – The Grant funds will be disbursed to the Grantee as Eligible Activities are or have been completed, upon submittal by Grantee of a statement of costs of such activities paid or incurred from time to time, but not more frequently than monthly. Such a statement shall include a description of Eligible Activities performed, and a copy of invoices for the work described in such statement. Within forty (40) days of a receipt of a complete statement and supporting invoices, the Authority shall review the statement, confirm that the Eligible Activities are consistent with the Grant Budget, and disburse to Grantee the amount set forth in the statement, up to a cumulative disbursement not to exceed \$20,000.
6. Surplus Grant Funds – Should any grant funds remain after all Eligible Activities are completed, the surplus funds will be returned to the LBRF fund, or the Grantee may request use of the remaining funds for other Eligible Activities, up to \$20,000, provided those activities are given prior approval by the Authority.
7. Compliance with Applicable Environmental Regulations – It shall be the responsibility of the Grantee to comply with all applicable local, state and federal environmental regulations, as it applies to any and all Eligible Activities funded by the LBRF Grant.
8. Grant Expiration – All Eligible Activities shall be completed within eighteen (18) months of this Agreement unless the Authority grants an extension. Some Eligible Activities occurred prior to the date of this Agreement.
9. Insurance – The Grantee shall purchase and maintain insurance coverages as indicated, at limits not less than those set forth below. The Grantee shall also require each and every contractor(s) and/or subcontractor(s) engaged by the Grantee to perform services pursuant to this Agreement to purchase and maintain insurance coverages at the limits set forth below. Grantee and its contractor(s) and/or subcontractor(s) shall name Washtenaw County and Washtenaw County Brownfield Redevelopment Authority as an additionally insured under all coverages listed below except Worker's Compensation. The Grantee shall maintain other insurance as it deems appropriate for its own protection.

- a. Worker's Disability Compensation and Occupational Disease Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
 - b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit. Coverage shall include the following:
 - i. Contractual Liability
 - ii. Products and Completed Operations
 - iii. Independent Contractors Coverage
 - iv. Broad Form General Liability Endorsement or Equivalent
 - c. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - d. Grantee shall ensure that Environmental Impairment Liability Insurance is provided by Contractors, sub-contractors and site work contractors engaging in environmental and/or demolition activities, covering any sudden and non-sudden pollution or environmental impairment, including clean-up costs and defense, with limits of liability of not less than \$1,000,000 per occurrence.
 - e. Grantee shall ensure that Professional Liability coverage with a minimum of \$1,000,000 each occurrence is provided by Contractors, sub-contractors and site work contractors engaging in environmental and/or demolition activities.
 - f. All insurance coverages described above shall always remain in effect until completion of all Eligible Activities. The Grantee shall deliver copies of certificates of insurance for each of the policies mentioned above to the Authority. If so requested, certified copies of all policies will be provided. It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change in any coverage shall be sent to the Authority.
10. Indemnification – The Grantee shall indemnify, defend, and hold harmless, the Authority, Washtenaw County, and their officers, board members, commissioners, employees and agents from all claims, damages, lawsuits, costs and expenses, including reasonable attorney fees, incurred as a result of any acts, omissions, negligence, or gross negligence of the Grantee or its employees, agents, consultants, contractors or subcontractors related to the grant-funded activities or its performance under this Agreement. This indemnification includes any damages, costs, and expenses in excess of those covered by any insurance of the Grantee. The Grantee shall indemnify the Authority, Washtenaw County, and any of the listed entities officers, board members,

commissioners, employees and agents from all reasonable costs and expenses, including reasonable attorney fees, incurred in the enforcement of any obligation or claim against the Grantee under this Agreement. These indemnification provisions will survive the termination of this Agreement. By entering this Agreement, neither party waives any immunities provided under state or federal law.

11. Freedom of Information Act – Grantee understands that all communications, information, and/or documentation submitted by Grantee may be open to the public under the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being Sections 15.23 to 15.24 of the Michigan Compiled Laws and no claim of trade secrets or any other privilege or exception to the Freedom of Information Act will be claimed by Petitioners as it relates to this Agreement.
12. Notices – All notices shall be given by registered or certified mail addressed to the parties at their respective addresses as shown above. Either party may change the address by written notice sent by registered or certified mail to the other party.
13. Assignment – The interest of any party under this Agreement shall not be assignable without the other parties' written consent.
14. Entire Agreement – This Agreement supersedes all agreements previously made between the parties relating to the subject matter. There are no other understandings or agreements between them.
15. Non-Waiver – No delay or failure by either party to exercise any right under this Agreement, and no partial or single exercise of that right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
16. Headings – Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
17. Governing Law – This Agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
18. Compliance with Applicable Law – Grantee agrees to comply all applicable federal, state, and local laws, statutes, rules, regulations, ordinances, and other legal obligations of a similar effect.
19. Counterparts – This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
20. No Third Party Beneficiaries – This Agreement shall not be deemed or construed to create any rights to reimbursement or otherwise in the Consultant, Contractors, Subcontractors, or any third parties. This Agreement shall not be construed to create any third-party beneficiary contract or claim, and the parties intend there to be no third party beneficiaries.
21. Binding Effect – The provisions of this Agreement shall be binding upon and inure to the benefit of each of the parties and their respective heirs, legal representatives, successors, and assigns.

The parties have executed this Agreement on the dates set forth below.

WASHTENAW COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

BY: _____
Trevor Woollatt, Chairman

Date: _____

Attested to:

By: _____
Lawrence Kestenbaum, County Clerk/Register

Date: _____

Approved As to Form:

By: _____
Michelle Billard, Corporation Counsel

Ypsilanti Charter Township, Grantee

BY: *Brenda L. Stumbo* | *Heather Janell Roe*
PRINT NAME: Brenda L. Stumbo | Heather Janell Roe
ITS: Supervisor and Clerk
Date: Sept. 20, 2023

Exhibit A – LBRF Application and SME Cost Proposal



August 30, 2023

Mr. Eric Copeland
Fire Chief
Charter Township of Ypsilanti
7200 Huron River Drive
Ypsilanti, MI 48197

Regarding: Hewitt Fire Station #3 Paving Improvements
OHM Job No. 0098-20-0070

Dear Mr. Copeland:

Attached for your review and approval is Change Order No. 1 for the referenced project. The Change Order is for \$11,509.50 or about 6% of the contract. The Township previously approved a total budget of \$202,000 and this change order will bring the total contract to \$194,536.00 which is still under the approved contingency budget.

A few enhancements were made to the plan set during construction including additional drainage structures to route roof drainage away from the front entrance, additional bollards to protect hydrants and gas meters as well as additional restoration to account for moving the existing garden and slightly modifying the parking area. There was also significant undercutting and the coordination of removal and resetting of the signal loop that was discovered when the pavement was removed.

All in all, we are waiting for final permits to be released from the WCRC and final punch list items to be addressed. I would expect one more minor change order addressing the WCRC invoice for the traffic loop and then we will recommend final payment and to close the contract. This project will end up under the budgeted \$202,000.

Please contact us if you have any questions.

Sincerely,
OHM Advisors

A handwritten signature in black ink, appearing to read "Matthew D. Parks", is written over a horizontal line.

Matthew D. Parks, PE
Project Manager

cc: John Hines, Municipal Services Director
Heather Jarrell Roe, Township Clerk
Stan Eldridge, Township Treasurer
Javonna Neel, Township Accounting Supervisor
John Senkowski
Phil Maly, OHM
File

P:\0000_0100\0098200070_Hewitt_Fire_Station_Prkg_Lot_Construction\Pay Apps_CO\CO\No.1\Hewitt Fire Station #3 Paving Improvements_CO No1.docx

CHANGE ORDER



Project: Ypsilanti Township - Hewitt Fire Department Station #3
Paving Improvements

Job Number: 0098-20-0070

Owner: Ypsilanti Township
7200 S. Huron River Dr.
Ypsilanti, MI 48197
(734) 484-4700

Change Order Number: 1
Date: 8/16/2023
Print Date: 8/30/2023

Contractor: DOAN CONCRETE

Note:

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors
355 S. Zeeb Road, Suite A
Ann Arbor, MI 48103
(734) 466-4577

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$11,509.50
Original Contract Amount:	\$183,026.50
Contract Amount Including Previous Change Orders:	\$183,026.50
Amount of this Change Order:	\$11,509.50
REVISED CONTRACT AMOUNT:	\$194,536.00

Accepted By

Doan Construction

Date 8-30-23

Approved By

Brenda L. Stumbo

Heather J. Apple

John S. Senkowski

Date 9-20-23

Prepared By

Phil Maly

Digitally signed by Phil Maly
DN: C=US, E=phil.maly@ohm-advisors.com,
O=OHM Advisors, CN=Phil Maly
Date: 2023.08.30 13:19:07-04'00'

Date _____

Recommended By

Matt Parks, Principal

Matthew D. Parks

Digitally signed by Matthew D. Parks
DN: C=US, E=matt.parks@ohm-advisors.com,
O=OHM Advisors, CN=Matthew D. Parks
Date: 2023.08.30 13:19:28-04'00'

Date _____

Ypsilanti Township - Hewitt Fire Department Station #3 Paving Improvements

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorized Quantity	Unit Price	Total Increase
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THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT

Division: A

7	Bollard, Rem	3.00 Ea	6.00	9.00	\$300.00	\$1,800.00
14	Concrete Pavt with Integral Curb Nonreinf, 8 inch	1421.00 Syd	37.00	1458.00	\$96.50	\$3,570.50
16	Bollard, Furnish and Install	3.00 Ea	6.00	9.00	\$800.00	\$4,800.00
17	Bollard, Paint, Yellow	6.00 Ea	3.00	9.00	\$100.00	\$300.00
19	Sewer, Cl A, Edge Drain	129.00 Ft	4.00	133.00	\$5.00	\$20.00
20	Trench Drain w/ Grate, 6 inch	10.00 Ft	114.00	124.00	\$10.00	\$1,140.00
22	Turf Establishment	280.00 Syd	184.00	464.00	\$13.50	\$2,484.00
SUB-TOTAL INCREASES DIVISION A:						\$14,114.50

THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT

Division: A

12	Erosion Control, Inlet Protection, Fabric Drop	3.00 Ea	-3.00	0.00	\$200.00	(\$600.00)
13	Maintenance Aggregate	5.00 Ton	-5.00	0.00	\$50.00	(\$250.00)
15	Sidewalk, Conc, 6 inch	90.00 Sft	-90.00	0.00	\$10.00	(\$900.00)
18	Pavt Mrkg, Waterborne, 4 inch, Yellow	463.00 Ft	-95.00	368.00	\$2.00	(\$190.00)
21	Decorative Stone	11.00 Syd	-11.00	0.00	\$15.00	(\$185.00)
23	WCRC Permit/Inspection Allowance	1000.00 Dir	-500.00	500.00	\$1.00	(\$500.00)
SUB-TOTAL DECREASES DIVISION A:						(\$2,605.00)



1896 Goldeneye Drive, Holland MI 49424
Phone: 616.403.1140 FAX: 616.582.5951
www.MichiganSafeSidewalks.com

August 10, 2023

Charter Township of Ypsilanti
attn: John Hines, Deputy Supervisor, Recreation Coordinator
7200 South Huron River Dr
Ypsilanti, MI 48197



Phone: (734) 544-3646 Mobile: (734) 351-8947 Email: jhines@ytown.org

Subject: **CHANGE ORDER #1 for Sidewalk Trip Hazard Elimination Proposal for Charter Township of Ypsilanti 2023**

John,

We appreciate the opportunity to submit this change order for the Charter Township of Ypsilanti to apply the remaining budget of \$27,397 to perform work in additional areas as determined by the Township for *The Sidewalk Trip Hazard Elimination Proposal for Charter Township of Ypsilanti 2023*. Upon your review and acceptance of this change order, **please sign and return** (or submit a valid purchase order referencing this proposal) via FAX to (616) 582-5951 or email us at info@PCCMich.com.

Precision Concrete Cutting

Precision Concrete Cutting (PCC) has been removing trip hazards from uneven sidewalks and other concrete walkways across the nation for over 25 years. As the industry leader in technology and price, PCC can reduce liability associated with uneven sidewalk and help meet ADA compliance with a method more effective and less expensive than alternatives. PCC utilizes its patented tools and processes that it has developed and refined for trip hazard removal. Not only is trip hazard removal the specialty of PCC... it's the only thing we do. PCC has dozens of locations across the country. Precision Concrete, Inc. is the locally licensed business unit serving Michigan, Indiana, Central Illinois, and Missouri that leverages the proven tools, process, and training to provide this service.

The Advantage

The Precision Concrete Cutting (PCC) service removes the entire trip hazard from side to side on the entire sidewalk while other methods of repair often leave a portion of the trip hazard. Not only can PCC reach the edges of every sidewalk, we can remove trip hazards from virtually any angle and at any location. Trip hazards caused by cracked concrete or located in hard-to-reach places such as in gutters or adjacent to a wall, post, or railing will be eliminated without any damage to nearby impediments. **There is no other process of trip hazard removal available with the quality, flexibility, and diversity as that of PCC.**



Quality

The Precision Concrete Cutting (PCC) process involves the measurement of every sidewalk trip hazard identified. PCC inspects the sidewalks and takes specific measurements to identify and log each trip hazard size and location. These measurements are used to determine the size of repair that is required, and to guarantee that the repair is made to dimensional specifications.

The PCC finished repair is aesthetically pleasing, smooth, and of superior quality compared to alternatives. It does not leave grooves in the surface of the concrete, it is not uneven, and is left with an acceptable coefficient of friction to not create slip hazards.



Environmental & Community Friendly

The Precision Concrete Cutting (PCC) process does not require heavy equipment in the work area. The PCC equipment is small and maneuvered about by individual employees. No damage is created to buildings, landscaping, irrigation systems, or the surrounding environment. Complete cleanup of the work area is performed and dust abatement systems minimize dust. All materials removed are properly recycled.

PCC utilizes a patented dust collection system to keep dust to a minimum while performing its work. This is a great benefit over other repair processes that leave the area covered in concrete dust or slurry. PCC also cleans up the removed concrete and debris created while performing the repairs and disposes (for recycle) of it as part of the service. Being a complete solution, no follow-on tasks are required of Charter Township of Ypsilanti staff. Sidewalks remain open with only minor disruption while PCC moves thru an area performing the trip hazard removals.

As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. For example, **removing and replacing just 50 sidewalk panels would result in approximately 60,000 lbs of concrete being removed** (your average 5' x 5' panel weighs about 1,200 lbs). Using Precision Concrete Cutting, sidewalk trip hazard removal can be accomplished by removing about 400 lbs of concrete that will be recycled. No heavy equipment or hauling is required. Also, there is no damage to trees or adjoining landscape with Precision Concrete Cutting.



Real Savings

Precision Concrete Cutting (PCC) leverages new technology and unique equipment to perform sidewalk repairs at a 70-80% cost savings compared to sidewalk replacement. It is estimated that this project will **save Charter Township of Ypsilanti over \$62,000 on repairs.**

Professional Plan and Approach

Precision Concrete Cutting (PCC) will conduct a pre-construction planning meeting with the Charter Township of Ypsilanti designated contact(s) using a PCC Project Manager to establish priorities, a high-level schedule for each job site, review risks/constraints, and safety plans. The Project Manager will assure schedule, scope, and budget objectives are attained for the project. The PCC Delivery Manager will assure quality and safety objectives are attained during the onsite work phase of the project.

PCC will deploy a well-marked light-duty pickup truck/van and full logo trailer used to mobilize up to three (3) full sets of cutting equipment and operators. Safety cones are placed wherever the truck/van and trailer park and they are placed on the sidewalks in front of and behind the operator area to assure pedestrian safety during cutting. All PCC staff (including project manager) wears high-visibility safety vests whenever they are outside their vehicle.



Scope and Cost

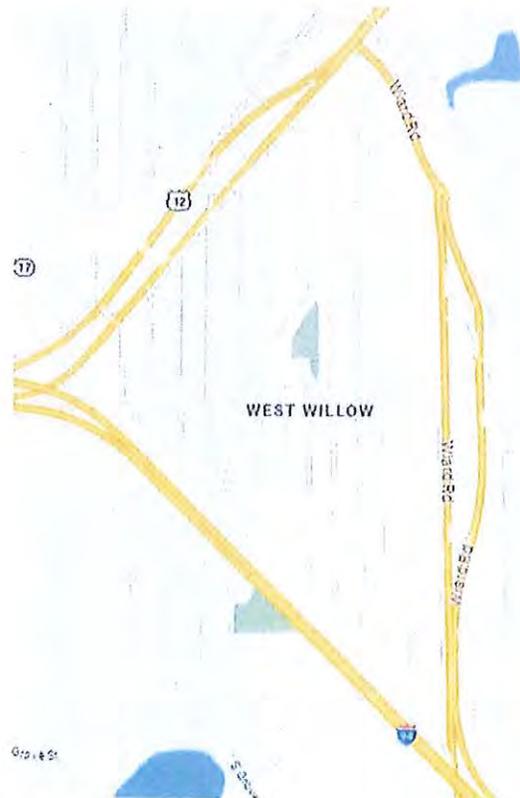
Precision Concrete Cutting (PCC) is proposing to complete the work in the West Willow Neighborhood as determined by the Township. PCC has a project balance of 653 Inch Feet of cutting remaining at a net cost of \$27,397. Billing will be based on actual work performed up to the approved budget.

The sidewalk trip hazards are defined as differentials in the walkway of .5" high up to (including) 1.5" high. Trip hazards will be eliminated leaving a maximum running slope (ramp) of 1:8 as permitted to meet ADA requirements. **For this project, it is estimated PCC will correct over 357 trip hazards.** The work will be performed on Township sidewalks in the project area(s), as prioritized by the Township, up to the approved project budget.

Job No. (Area)	Location	RR (Remove and Replace) or out of scope	Estimated # of Trip Hazards Cut	Estimated Linear Feet	Estimated Inch Feet	Estimated Cost	
1	Tyler Rd (Estimated)	0	182	691	332.20	\$17,938.64	
2	Additional Roads TBD by Township	0	175	664	320.71	\$17,318.34	
Totals		0	357	1,355	652.91	\$35,256.98	
						Additional Services:	\$0.00
						Travel and Expenses:	\$0.00
						Discount*:	-\$7,834.88
						Net Proposed Total:	\$27,396.66

*Municipal discount will apply if change order accepted prior to August 31, 2023, and with an authorization to proceed with project by September 30, 2023.

MAP: Aerial view of priority working areas to be completed as budget allows.



Sole Source Status

The technology that Precision Concrete Cutting uses to remove trip hazards has been developed and patented by Precision Concrete Cutting based in Provo, UT. Precision Concrete Cutting and its local branches are the only companies authorized to use the patented equipment and method for removing sidewalk trip hazards as described by the following patent numbers:

U.S. Patent No. 6,827,074
U.S. Patent No. 6,896,604
U.S. Patent No. 7,000,606

U.S. Patent No. 7,143,760
U.S. Patent No. 7,201,644
U.S. Patent No. 7,402,095

These patent numbers and the Precision Concrete Cutting (PCC) licensing agreement make Precision Concrete, Inc. a sole source for trip hazard removal in Michigan and Indiana using this technology. In the event that an organization is required to put trip hazard removal "out for bid", it will not be able to find a vendor with the same ability to perform trip hazard removal using the same process. This means that any vendor bidding against PCC (or Precision Concrete, Inc.) may not be able to perform to the same quality requirements as Precision Concrete Cutting.

Invoicing

A Precision Concrete Cutting (PCC) invoice will be issued for work completed at the conclusion of the project. Payment terms are net 15 days from the date work is completed unless contract states otherwise. PCC will not charge Charter Township of Ypsilanti any additional fees for mobilization, setup, cleanup, or travel / expenses. All such fees are included in the proposed price.

An itemized invoice listing the location of each trip hazard resolved will be listed and can be provided in hard copy or soft copy as required by Charter Township of Ypsilanti. This itemized list provides the Charter Township of Ypsilanti with a completely auditable summary of the work performed by PCC. It is also a document that can support the fact that your organization has a proactive sidewalk maintenance program in place.

Summary

Precision Concrete Cutting is very interested in working with Charter Township of Ypsilanti to deliver a proactive and cost-effective sidewalk maintenance program to help with the efforts of ADA compliance and reduce liabilities associated with sidewalk trip hazards. Our goal is to develop a long-term relationship in which we can help Charter Township of Ypsilanti achieve its annual sidewalk maintenance objectives.



Thank you for your consideration. Signature and date below confirms your acceptance of this proposal.

**Ben Johnson, Business Dev Mgr, SE Michigan
and Mark Bonkowski (President)**

Precision Concrete, Inc.
1896 Goldeneye Drive
Holland MI 49424

(248) 606-9161 Cell

**(616) 403-1140 Office
(616) 582-5951 Fax**

Charter Twp of Ypsilanti
customer

[Signature] [Signature]
authorized signature / date

Brenda L. Stumbo Heather Jarrell PCC
printed name / title
Supervisor Clerk



September 5, 2023

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

RE: Proposal for Species Relocation in Civic Center Pond
Professional Engineering Services

Dear Ms. Stumbo:

Thank you for the opportunity to submit this proposal to provide Professional Engineering Services for the planning and execution in the collection and relocation of the turtle and fish species located within the Ypsilanti Civic Center Pond. These efforts, which are time sensitive, will be implemented prior to the planned dredging activities. After careful review of the pond habitat during the survey work and looking back at the previous liner project, it is recognized that this effort would make a significant impact to the surrounding ecosystem despite this being a man-made pond. This effort was done previously, but the timing of this project (to start in the late winter/early spring) requires the Township to perform this work without a contractor present.

To complete this effort in the most efficient and effective manner possible, OHM ecologists will perform the following Scope of Services within the below noted timeframe. The project cost is also included for your consideration.

SCOPE OF SERVICES

Species Collection and Relocation

Task 1: Trap Deployment & Relocation

Initial trap deployment and relocation will be conducted over a five-day period during which the traps will be deployed and checked on a daily basis. Individuals collected will be relocated to predetermined locations within the watershed, following industry standard practices. Upon completion of the trapping phase, which needs to take place in early fall to avoid disrupting turtle hibernation, the dewatering can begin.

Task 2: Dewatering & In-Water Collection

With the assistance of Township staff, the pond will be dewatered to a depth of approximately two (2) feet. Upon completion, field staff will perform in-water seine net fish collection. Collection will continue until three (3) consecutive seine pulls have resulted in no catch. Only native species will be relocated, and invasive and exotic species will be disposed of using industry standard practices. Upon completion of this task, the contractor can complete the final dewatering and commence the construction phase.



Task Description	Timeframe	Fee
Task 1 – Trap Deployment & Relocation	Up until mid-Oct. or after mid-May	\$8,500
Task 2 – Dewatering & In-Water Collection	Following Task 1	\$1,400
Total		\$9,900

ASSUMPTIONS

- Relocation will occur prior to the species dormancy period (mid-October) or after emergence in mid-May.
- Dewatering will be performed this fall, or late spring, by either the Township or contractor. We ask for a single point of contact to help coordinate this and if pond levels could be slowly lowered (by not refilling) starting in September, this would help with that effort. Fountains may need to also be relocated or removed during this period.



ACCEPTANCE

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

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

OHM ADVISORS
CONSULTANT

Charter Township of Ypsilanti
CLIENT

(Signature)

Brenda Stumbo

Matthew D. Parks, P.E.

(Name)

Ms. Brenda Stumbo

Principal in Charge

(Title)

Township Supervisor

(Date)

9-20-2023

(Signature)

Heather Jarrell Roe

(Name)

Ms. Heather Jarrell Roe

(Title)

Township Clerk

(Date)

9-20-23



Stantec Consulting Michigan Inc.
1168 Oak Valley Drive, Suite 100, Ann Arbor MI 48108-9200

September 7, 2023
File: 275154401

Attention: Mr. John Hines, CPRP
Ypsilanti Township Recreation Director
Charter Township of Ypsilanti
7200 South Huron River Drive
Ypsilanti, MI 48197

Dear Director Hines,

Reference: Emergency Survey and Civil Engineering Design Services for the Ypsilanti Township Community Center Bathroom Renovations Project (ARPA Funding Scope)
Charter Township of Ypsilanti, Washtenaw County, Michigan

As requested, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal for emergency professional Civil Engineering Design and Survey Services for the Ypsilanti Township Community Center Bathroom Renovations Project. It is our understanding these renovations will consist of evaluating alternatives with the building design team, and client, to design a new gravity sanitary sewer replacement lead(s) to the facility located 5 ft outside the building wall limits. See Exhibit A - Sewer Evaluation Sketch.

BACKGROUND

The existing community center underground sanitary piping consists of sections of cast iron soil piping and vitrified clay piping. Based on the original building drawings received by Stantec, the current building layout, and the current excavation, it appears that a portion of the building was built over the original 6" exterior vitrified clay piping. It has been identified that some of the original vitrified clay piping was compromised through settlement and/or age deterioration. This sanitary piping routes from Room 202 under offices, through the lobby and racquetball courts and then exits the building to the west. See Exhibit A - Sewer Evaluation Sketch.

Based on the failure of the existing underground sanitary piping system, the existing vitrified clay piping is recommended to be replaced. The Township recently engaged a survey team utilizing cameras to limit exploratory flooring demolition and excavation to find and replace the failed piping under the building. A goal of the services to replace the sanitary piping and bring the line outside of the building as much as possible. The scope will still include removal of existing floor finishes, and subfloor with replacement of existing floor finishes, but the piping is being replaced almost in full and the work to demo and disturb the interior of the building will be reduced. See Exhibit B - Sewer Evaluation Findings Summary.

Reference: Community Center Bathroom Renovations Project

SCOPE OF WORK REQUESTED

Stantec proposes to perform the following tasks as part of these services:

Task 1 – Topographic Survey

- A. Conduct a topographic survey of the impacted area of the proposed construction.

Task 2 – Civil Design Services

- A. Based on the topographic survey obtained in Task 1, the Stantec Civil Team will work with the building design team and client to prepare design and construction drawings for new exterior sanitary sewer leads for the building. One plan revision is anticipated to address stakeholder comments.

UNDERSTANDINGS & ASSUMPTIONS

This proposal was developed under the following understandings and assumptions:

- Existing drawings to be provided. Any work to the existing Sanitary MH will require YCUA approval (none anticipated). Exterior Sewer leads will be under the jurisdiction of the Township Building Department.
- Hazardous material testing and any necessary abatement will be provided by owner.
- Excludes any permit fees, geotechnical services or any work not listed above.
- Assumes that existing mechanical, plumbing and electrical infrastructure is adequate to support the anticipated scope – except as noted for improvements.

SCHEDULE

We propose to complete the civil survey and initial design work within 30 days of authorization.

BUDGET

We recommend establishing a Time and Material Not to Exceed limit of **\$12,000** for the work listed above. Based on previous discussions and the urgent time nature of the task, Stantec is proceeding with the work under an emergency authorization by the Township Supervisor.

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. All work will be conducted under the existing General Services Agreement between the Charter Township of Ypsilanti and Stantec. We sincerely appreciate the opportunity to continue to work with the Township

Pascoe, Mark

From: Pascoe, Mark
Sent: Tuesday, August 29, 2023 11:21 AM
To: John Hines
Cc: Zalewski, Caz; Woods, Lindsay
Subject: RE: Ypsilanti Township Community Center Underground Investigation

John—You have 5 min this afternoon for a quick call to discuss potential civil scope to add work outside the building (new sewer leads)?

Thanks,
mark

From: Woods, Lindsay <Lindsay.Woods@stantec.com>
Sent: Monday, August 28, 2023 5:33 PM
To: John Hines <jhines@ypsitownship.org>
Cc: Pascoe, Mark <Mark.Pascoe@stantec.com>; Zalewski, Caz <Caz.Zalewski@stantec.com>
Subject: Ypsilanti Township Community Center Underground Investigation

Hi John,

Caz Zalewski from Stantec met with township personnel and Jason from JTW Pipes on Thursday, August 24, 2023 to investigate the route and condition of the underground sanitary line serving the plumbing fixtures associated with the community center. The team used JTW Pipes's camera rig to review the condition, route, and elevation of the sanitary line.

The following information was identified during the investigation:

- When the original toilet group was removed with room 202, the original sanitary double tee fittings serving the toilets were left in place. There are approximately 3 sets of double tee fittings in succession with and additional two sets of wyes immediately adjacent to the double tee fittings.
 - Potential Result: These multiple fittings can cause nuisance blockages based on what material is flushed down the adjacent toilet group.
- The failure that was identified during insurance investigation was confirmed to have failed. The line has a depression within it that routes from 6'-8" below finished floor down to 7'-3" below finished floor and then back up to 6'-11" below finished floor. The minimum code slope is to be 1/8" per foot of fall in the direction of travel below the finished floor.
 - Potential Result: The dip within the sanitary line can cause nuisance blockages as effluent does not have a proper drainage path. In heavy usage pending material flushed down toilets associated with this line, the line can block and cause back ups and slow draining situations.
- A section of the underground cast iron sanitary pipe was observed to have failed with the bottom of the pipe completely eroded. The surrounding soil was observed to be acting as a pipe to carry the effluent away. It was not possible to observe the exact slope. Based on observations, the elevation of the drainage is variable.
 - Potential Result: The failed piping is allowing effluent and black water to flow under the building potential eroding material from under the floor slab. Removal and replacement of the pipe would require removal of the surrounding soil and appropriate fill provided and properly compacted.

Based on the findings of the investigation, Stantec recommends rerouted piping and cut, cap, and abandoning the existing section of failed piping. To accomplish this scope of work, additional sanitary leads will be routed out of the building and the overall project scope would need to be increased to address the findings.

Please review and let us know if you have any questions.

Thank you,
Lindsay

Lindsay Woods AIA, NCARB, LEED Green Associate
Project Manager

Direct: 248 336-4986
Mobile: 248 376-7972
Lindsay.Woods@Stantec.com

Stantec Architecture
2338 Coolidge Highway
Berkley MI 48072-1500



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Please consider the environment before printing this email.

September 7, 2023
Mr. John Hines, CPRP
Page 3 of 3

Reference: Community Center Bathroom Renovations Project

and look forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

Regards,

Stantec Consulting Michigan Inc.



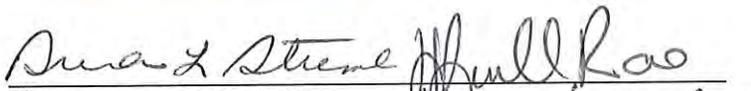
Lindsay Woods AIA, NCARB, LEED® Green Associate
Project Manager
Phone: 248-376-7972
Lindsay.Woods@stantec.com



Mark D. Pascoe PE, LEED® AP, ENV SP
Principal
Phone: 734-214-1865
Mark.Pascoe@stantec.com

ACKNOWLEDGED AND ACCEPTED:

CHARTER TOWNSHIP OF YPSILANTI


Brenda L. Stamba Heather Janda Roc
Sept. 20, 2023, 2023

ENCL: Exhibit A - Sewer Evaluation Sketch

Exhibit B - Sewer Evaluation Findings Summary

Design with community in mind

**CHARTER TOWNSHIP OF YPSILANTI
2023 BUDGET AMENDMENT # 12**

September 19, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$29,800.00

Request to increase the budget for a special election in November to be reimbursed by Lincoln Community Schools covering 6 precincts and 1 AVCB. This will be funded by reimbursement.

Revenues:	Reimbursement Elections	101-000-676.006	\$25,100.00
		Net Revenues	<u><u>\$25,100.00</u></u>
Expenditures:	Appointed Officials	101-262-704-000	\$13,600.00
	Overtime	101-262-709.000	\$1,700.00
	Office Supplies	101-262-727.000	\$2,300.00
	Postage	101-262-730.000	\$6,000.00
	Travel	101-262-860.000	\$400.00
	Publications	101-262-900.000	\$100.00
	Equipment Rental & Leasing (Moose Lodge rental)	101-262-941.000	\$1,000.00
		Net Expenditures	<u><u>\$25,100.00</u></u>

Request to increase the budget for supplies needed for the February Presidential Primary. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$4,700.00
		Net Revenues	<u><u>\$4,700.00</u></u>
Expenditures:	Office Supplies	101-262-727.000	\$4,700.00
		Net Expenditures	<u><u>\$4,700.00</u></u>

Motion to Amend the 2023 Budget (#12)

Move to increase the General Fund budget by \$29,800 to \$14,653,388 and approve the department line item changes as outlined.

ATTORNEY REPORT

GENERAL LEGAL UPDATE

OLD BUSINESS

AGREEMENT FOR ELECTION SERVICES

BETWEEN WASHTENAW COUNTY AND ANN ARBOR TOWNSHIP, AUGUSTA TOWNSHIP, CHELSEA CITY, DEXTER CITY, DEXTER TOWNSHIP, FREEDOM TOWNSHIP, LIMA TOWNSHIP, LODI TOWNSHIP, LYNDON TOWNSHIP, MANCHESTER TOWNSHIP, NORTHFIELD TOWNSHIP, PITTSFIELD CHARTER TOWNSHIP, SALEM TOWNSHIP, SALINE CITY, SALINE TOWNSHIP, SCIO TOWNSHIP, SHARON TOWNSHIP, CHARTER TOWNSHIP OF SUPERIOR, SYLVAN TOWNSHIP, WEBSTER TOWNSHIP, YORK TOWNSHIP, YPSILANTI CITY, AND YPSILANTI TOWNSHIP.

This County Early Voting Site Agreement (the “Agreement”) is made between WASHTENAW COUNTY, 200 N. Main, Suite 120, Ann Arbor, Michigan, 48104 and ANN ARBOR CHARTER TOWNSHIP, 3792 Pontiac Trail, Ann Arbor, MI 48105, and AUGUSTA CHARTER TOWNSHIP, 8021 Talladay Road, Whittaker, MI 48190, and the CITY OF CHELSEA, 305 S. Main St., Chelsea, MI 48118, and the CITY OF DEXTER, 8123 Main St., Dexter, MI 48130, and DEXTER TOWNSHIP, 6880 Dexter-Pinckney Road, Dexter, MI 48130, and FREEDOM TOWNSHIP, 11508 Pleasant Lake Rd., Ann Arbor, MI 48103, and LIMA TOWNSHIP, 12172 Jackson Rd., Chelsea, MI 48118, and LODI TOWNSHIP, 3755 Pleasant Lake Rd. Ann Arbor, MI 48103, and LYNDON TOWNSHIP, 17751 N. Territorial Rd., Chelsea, MI 48118, and MANCHESTER TOWNSHIP, 275 S. Macomb, Manchester, MI 48158, and NORTHFIELD TOWNSHIP, 8350 Main St., Whitmore Lake, MI 48189, and PITTSFIELD CHARTER TOWNSHIP, 6201 W. Michigan Ave. Ann Arbor, MI 48108, and SALEM TOWNSHIP, 9600 Six Mile Rd, Salem, MI 48175, and the CITY OF SALINE, 100 N. Harris Rd., Saline, MI 48176, and SALINE TOWNSHIP, 5731 Braun Rd, Saline, MI 48176, and SCIO TOWNSHIP, 827 N. Zeeb Rd., Ann Arbor, MI 48103, and SHARON TOWNSHIP, 18010 W. Pleasant Lake Rd., Manchester, MI 48158, and the CHARTER TOWNSHIP OF SUPERIOR, 3040 N. Prospect Rd., Ypsilanti, MI 48198, SYLVAN TOWNSHIP, 18027 Old US 12, Chelsea, MI 48118, and WEBSTER TOWNSHIP, 5665 Webster Church Rd., Dexter, MI 48130, and YORK TOWNSHIP, 11560 Stony Creek, Milan, MI 48160, and the CITY OF YPSILANTI, 1 S. Huron St., Ypsilanti, MI 48197, and YPSILANTI TOWNSHIP, 7200 S. Huron River Dr., Ypsilanti, MI 48197.

In this Agreement, the county and each municipality will be represented by their respective Clerk in their official capacity.

PURPOSE OF THE AGREEMENT. The county and the municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating one or more joint early voting site(s).

Name of County
Washtenaw

Name of Municipality	Registered Voters	# Precincts
City of Chelsea	4763	2
City of Dexter	3606	3
City of Saline	7730	4
City of Ypsilanti	17184	10
Ann Arbor Charter Township	4124	2
Augusta Charter Township	6137	3
Dexter Township	5756	3

Freedom Township	1272	1
Lima Township	3397	2
Lodi Township	5340	3
Lyndon Township	2280	1
Manchester Township	4230	2
Northfield Township	7237	3
Pittsfield Charter Township	29726	13
Salem Twp	5863	3
Saline Township	1991	1
Scio Township	15021	8
Sharon Township	1667	1
Charter Township of Superior	12448	5
Sylvan Township	3052	1
Webster Township	5877	3
York Township	6067	3
Ypsilanti Township	46371	19

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 **Coordinator** means the individual appointed by the County Clerk and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
 - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
 - 1.4 **Election Services** encompasses the following individual Election Services provided by the county or either municipality's Elections Division, if applicable: early voting administration.
 - 1.5 **Legislative Body of the Municipality** means the City or Township Council or Board of Trustees elected or appointed and serving in the municipality.
 - 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their Council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
 - 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.

1.8 **QVF Controller** means the individual appointed by the County Clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

1.9 **Site Supervisor** means the participating municipal clerk or a member of the County Clerk's staff who shall act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk's staff to act as a supervisor for different days of early voting.

2. **PARTIES TO AN AGREEMENT.**

2.1 An Agreement may be entered into between one or more municipalities wholly or partially located within the same county and the County Clerk of that county.

2.2 A municipality located in multiple counties can only enter into an Agreement with one of the counties in which the municipality is located.

3. **SCOPE OF THE AGREEMENT.**

3.1 This Agreement applies to all elections (state, federal, special, odd-year city elections) that affect voters in participating municipalities.

3.2 During special and/or odd-year city elections the County, after consulting with Clerks of municipalities affected by special and/or odd-year city elections and to the extent and manner provided by state law, may temporarily change early vote site locations, days and hours of early voting, poll worker and site supervisor staffing arrangements, and other items included in the attached Plan. However, voters in all participating municipalities shall be provided at least one (1) early vote site during special and/or odd-year city elections.

4. **COORDINATOR.**

4.1 The Washtenaw County Director of Elections (or their equivalent) will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:

4.2.1 The County Clerk will appoint the new coordinator.

4.2.2 The Elections Program Manager (or their equivalent), as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the County Clerk will appoint the new coordinator.

5. **QVF CONTROLLER.**

5.1 The Washtenaw County Director of Elections (or their equivalent) or County Elections Program Manager (or their equivalent) will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will

involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. APPROVAL OF EARLY VOTING SITES.

- 6.1** Pursuant to MCL 168.662, the County Clerk, after consulting the participating municipal clerks, must submit each early voting site location to the board of county election commissioners for approval.
- 6.2** Each early voting site may serve all electors covered by the county Agreement, the electors in specific municipalities, the electors of one municipality, or any combination of these options, as long as each elector in the county is served by one or more early voting sites.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1** The board of county election commissioners is responsible for the appointment of election inspectors.
- 7.2** At least 31 days before each statewide and federal election, the board will appoint for each early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 7.3** The board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4** The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1** Prior to the submission of an Agreement or early voting plan, the County Clerk and the clerks of the participating municipalities will do all of the following:
 - 8.1.1** For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.
 - 8.1.2** For any dates or hours beyond the dates and hours guaranteed by the Constitution, the County Clerk may set hours without regard to the required hours for early voting on the nine required days of early voting and include those days and hours in this Agreement.
 - 8.1.3** Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1** Not less than 45 days before Election Day, the County Clerk and the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on the county's and each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

10.1 The estimated early voting budget is proposed as follows in item 10.2. This budget may be amended as deemed necessary by the County Clerk due to circumstances that include but are not limited to the type of election occurring; anticipated voter turnout; needs associated with specific early voting sites; the need to acquire equipment, software, or services that will aid in enhancing efficiency and/or service to early voters; and/or changes in state law or promulgated rule.

Recurring costs not offset by grant or other funding provided directly to the County by the State of Michigan specifically for administration of county-coordinated early voting agreements will be shared equally among the participating municipalities. The County will issue an itemized invoice to participating municipalities as needed and within 60 days following each election date during which early voting is administered on behalf of the participating municipality pursuant to this agreement. Payment in full will be made by each municipality within 30 days of receipt of the invoice.

The County will procure equipment necessary to implement early voting pursuant to this plan on a one-time basis. The County will be responsible for one-time implementation costs not offset by grant or other funding provided directly to the County by the State of Michigan specifically for administration of county-coordinated early voting agreements.

10.2 Estimated budget for recurring expenses.

Recurring Expenses (each election)

Labor	High	Low
Poll Worker EV Site Daily Labor	\$ 100,800	\$ 72,000
Receiving Board	\$ 300	\$ 300
Training	\$ 6,720	\$ 4,512
Meals	\$ 5,040	\$ 3,600
County Personnel		
FTE overtime/position modification	\$ 10,666	\$ -
Part-time temp	\$ 3,000	\$ 3,000
Mileage	\$ 885	\$ 885
Polling Place rental		
Polling place rental	\$ -	\$ -
Material transport	\$ 2,000	\$ 2,000
Consumables		
Ballots (blank and emergency pre-printed)	\$ 3,416	\$ 3,416
Test deck/chart	\$ 9,720	\$ 9,720

Precinct supply kits	\$	300	\$	300
Misc other supplies	\$	3,000	\$	3,000
Total Recurring Costs	\$	145,847	\$	102,733

11. STAFFING AND SUPERVISION

- 11.1 The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- 11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 11.3 The site supervisors for early voting sites must be listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- 12.1 Prior to the submission of the Early Voting Plan, the County Clerk and the clerks of the participating municipalities will do all of the following:
 - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
 - 12.1.2 Determine whether the county or a municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.2 The board of county election commissioners will be responsible for conducting testing of the electronic voting equipment.
- 12.3 The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
 - 12.3.1 If the coordinator is not a clerk, the County Clerk and the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.4 Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1 During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS

- 14.1** The board of county election commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
 - 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**
 - 15.1** A county Early Voting Site Agreement must be finalized and signed by the participating county and all municipalities:
 - 15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
 - 15.1.2** No later than 90 days before a special statewide or federal election.
- 16. EARLY VOTING PLAN.**
 - 16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the County Clerk of the county in which the municipalities are located.
- 17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**
 - 17.1** Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State’s website.
- 18. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**
 - 18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of the County Clerk and each participating municipal clerk.
 - 18.2** This Agreement will continue with no fixed termination date.
- 19. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**
 - 19.1** If the County Clerk withdraws from the Agreement for any reason, the Agreement will cease to exist and the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
 - 19.2** This Agreement may be modified by a written amendment executed by all parties. If a modification will result in impact to a subset of parties, only, only those parties affected need execute the modification. In the event that the Village of Manchester adopts a city charter and incorporates as a home-rule City on or after November 7, 2023, all parties

agree that the City of Manchester may enter into this Agreement subject to approval by the City of Manchester and Washtenaw County, only.

- 19.3** If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.4** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.5** A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.6** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

20. ELECTRONIC SIGNATURES AND COUNTERPARTS

- 20.1** This Agreement may be executed in two or more counterparts, and each counterpart shall become binding when the other(s) has or have been signed as if it had been signed by each party. Facsimile or electronic signatures shall be considered original signatures for the purposes of execution and enforcement of the rights and obligations described herein.

Jurisdiction	Clerk of Municipality	Signature	Date
Washtenaw County	Lawrence Kestenbaum		
City of Chelsea	Lyn Sebestyen		
City of Dexter	Justin Breyer		
City of Saline	Terri Royal		
City of Ypsilanti	Aaron Smith		
Ann Arbor Charter Township	Rena Basch		
Augusta Charter Township	Kimberly Gonczy		

Dexter Township	Michelle Stamboulellis		
Freedom Township	Valisa Bristle		
Lima Township	Teresa Reynhout		
Lodi Township	Christina Smith		
Lyndon Township	Linda Reilly		
Manchester Township	Danell Proctor		
Northfield Township	Kathleen Manley		
Pittsfield Charter Township	Michelle Anzaldi		
Salem Twp	Del Wensley		
Saline Township	Kelly Marion		
Scio Township	Jessica Flintoft		
Sharon Township	Michelle Mrocko		
Charter Township of Superior	Lynette Findley		
Sylvan Township	Amanda Nimke		
Webster Township	Barbara Calleja		
York Township	Kayleigh Zupi		
Ypsilanti Township	Heather Jarrell Roe		

WASHTENAW COUNTY

ATTESTED TO AND APPROVED

AS TO CONTENT:

Edward R. Golembiewski Date
Director of Elections

Gregory Dill Date
Washtenaw County Administrator

APPROVED AS TO FORM BY:

Michelle Billard Date
Washtenaw County Corporation Counsel

Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the County Agreement, is filed with the County Clerk of the county.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities. This will ensure that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: County Agreement

Coordinator of County Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Edward Golembiewski	Washtenaw County Director of Elections	golembiewskie@washtenaw.org	734-222-6730

County:

Name of county	Clerk of County
Washtenaw	Lawrence Kestenbaum

Municipalities:

Name of Municipality	Clerk of Municipality	# Precincts	Registered Voters
City of Chelsea	Lyn Sebestyen	2	4763
City of Dexter	Justin Breyer	3	3606
City of Saline	Terri Royal	4	7730
City of Ypsilanti	Aaron Smith	10	17184
Ann Arbor Charter Township	Rena Basch	2	4124
Augusta charter Township	Kimberly Gonczy	3	6137
Dexter Township	Michelle Stambouellis	3	5756
Freedom Township	Valisa Bristle	1	1272
Lima Township	Teresa Reynhout	2	3397
Lodi Township	Christina Smith	3	5340
Lyndon Township	Linda Reilly	1	2280
Manchester Township	Danell Proctor	2	4230
Northfield Township	Kathleen Manley	3	7237
Pittsfield Charter Township	Michelle Anzaldi	13	29726
Salem Twp	Del Wensley	3	5863
Saline Township	Kelly Marion	1	1991
Scio Township	Jessica Flintoft	8	15021
Sharon Township	Michelle Mrocko	1	1667
Charter Township of Superior	Lynette Findley	5	12448

Sylvan Township	Amanda Nimke	1	3052
Webster Township	Barbara Calleja	3	5877
York Township	Kayleigh Zupi	3	6067
Ypsilanti Township	Heather Jarrell Roe	19	46371

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3	Early voting site #4	Early voting site #5	Early Voting Site #6
Region #	1	2	3	4	5	All
Location of site	Tentatively 14 A District Court	Scio Township Hall	Ypsilanti City Freight house	Pittsfield Township Admin. Building	Ypsilanti Township Civic Center	Washtenaw County Learning Resource Center
Municipalities served at site	Regional site: City of Chelsea, City of Manchester (contingent upon adoption of charter), Dexter Township, Freedom Township, Lima Township, Lyndon Township, Manchester Township, Sharon Township, Sylvan Township	Regional site: City of Dexter, Ann Arbor Township, Northfield Township, Scio Township, Webster Township	Regional site: City of Ypsilanti, Salem Township, Superior Township	Regional site: City of Saline, Lodi Township, Pittsfield Township, Saline Township, York Township	Regional site: Augusta Township, Ypsilanti Township	Central site: All 23 cities and townships subject to this agreement
Number of Election Inspectors at site	8	8	8	10	10	10
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Yes	Yes	Yes	Yes	Yes	Yes
Hours for 9 days of Constitutionally-required early voting	9am – 5pm	9am – 5pm	9am – 5pm	9am – 5pm	9am – 5pm	9am – 5pm
How many (if any) additional days of early voting will be provided at this site?	0	0	0	0	0	0
Is this site ADA compliant?	Yes	Yes	Yes	Yes	Yes	Yes
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes	Yes	Yes	Yes	Yes	Yes

NEW BUSINESS

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



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

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Ryan Hunter

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

From: Jason Iacoangeli AICP, Planning Director

Re: **Homrich - Gault Village Demolition Contract Change Order #2**

Date: September 26, 2023

Review:

On June 23, 2023, the Ypsilanti Township Board of Trustees approved a change order from Homrich in the amount of \$205,251.50 to cover the cost of removing additional materials found inside the buildings once the buildings had been opened up to the elements. The additional materials included the removal of carpeting inside some of the units. During the removal of the carpeting a skid steer damaged a cement subfloor. What was found to be underneath the cement floor was additional black mastic that tested positive for Asbestos Containing Materials (ACM). At the time the contractor felt it prudent to remove the material without delay to the schedule as Change Order #1 had led to a delay in abatement for several weeks prior to approval. At this time Homrich is seeking to recoup the costs of the additional abatement that was found through accidental discovery.

Recommendation:

Included with this memo you will find a letter from Jason C. Lafayette from SME that explains the need for the change order to remove additional material from the building that was not realized until a cement sub-floor was damaged by a skid steer during carpet removal revealing additional asbestos material. In order to keep the project moving Homrich moved forward with the additional abatement and is now seeking to be reimbursed for the additional expense. Also, you will find a copy of the Change Order for Additional Quantities dated September 12, 2023 from Homrich.

After review of the request from Homrich and the description of the discovery the Planning Department and Building Department are recommending approval of the change order to cover the cost of the removal of additional quantities of asbestos containing material from Homrich in the amount of \$21,038.00 pending a budget amendment to line item 101-729-806.091

Staff and SME will be available the night of the Board of Trustees meeting to answer any specific questions that you might have regarding the change order for additional asbestos and non-asbestos material removal Gault Village.

A handwritten signature in black ink, appearing to read 'Jason Iacoangeli', is written over a light blue grid background.

Jason Iacoangeli, AICP
Planning Director
Charter Township of Ypsilanti

 **SME** **MEMORANDUM**

TO: Mr. Jason Iacoangeli, Charter Township of Ypsilanti (jiacoangeli@ypsitownship.org)
Ms. Brenda Stumbo, Charter Township of Ypsilanti (bstumbo@ypsitownship.org)

FROM: Jason Lafayette

DATE: September 18, 2023

SUBJECT: Homrich Payment Application and Change Order #2
Gault Village Shopping Center Abatement and Demolition
1005 Emerick Street, Ypsilanti Township, Michigan
SME Project No.: 090700.02

Enclosed are copies of a first payment application (Payment Application #1), and second change order request (Change Order #2), submitted by Homrich, Inc. (Homrich) for abatement and demolition services associated with the Gault Village Shopping Center in Ypsilanti Township, Michigan.

Homrich's base bid of \$587,000.00 for abatement and demolition of the project site structures was approved by Ypsilanti Township on March 21, 2023. During abatement activities at the project site, additional, previously concealed areas of asbestos-containing materials (ACMs) were discovered, which required removal to meet the project objective. Homrich submitted a change order request (Change Order #1) for removal of the discovered materials, that was approved by Ypsilanti Township on June 26, 2023. Homrich's Payment Application #1, dated September 14, 2023, in the amount of \$376,043.72 includes a request for payment of \$233,100.00 for 100% completion of the base scope of hazardous materials removal, less 10% retainage; and \$194,726.35 for 100% completion of the Change Order #1 asbestos removal, less 10% retainage. SME has reviewed the schedule of values and Payment Application #1 submitted by Homrich and concurs that the completion of project work supports the request for payment. Additionally, as of the date of Homrich's Payment Application #1, Homrich has also completed approximately 40% of the scope of demolition by razing the eastern site building, however, reimbursement for that effort was not requested in Payment Application #1.

During asbestos abatement activities, two additional areas of asbestos-containing flooring materials were discovered also requiring removal to meet the project scope objective. The first area included 300 square feet of tile and mastic located in Functional Space 1600. The tile and mastic in this area were previously concealed by an elevated wooden cashier's platform and were not exposed until interior demolition. The second area consisted of 5,668 square feet of floor mastic that was covered by approximately ½ inch of cementitious floor leveling material, covered by carpet in Functional Space 1700. Reimbursement for the removal of the carpet in Functional Space 1700 was previously requested at approved by the Township at a rate of \$0.50/square foot as part of Change Order #1, however, the sub-floor mastic in this area was not exposed until subsequent, aggressive removal of the carpet using heavy machinery damaged the cementitious sub-floor, thus exposing the underlying mastic. In an effort to stay on schedule for the project, Homrich did not de-mobilize their asbestos abatement staff and has already completed the referenced activities included in the Change Order #2 reimbursement request.

The addition of Change Order # in the amount of \$21,038.00 to the previously approved base contract and Change Order #1 results in a revised project sum of \$813,289.50. Please contact us if you have any questions regarding this request.

Enclosures: Homrich Payment Application #1
Homrich Change Order #2

AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Gault Village Shopping Center 1005 Emerick Street, Ypsilanti Township, MI 48198	CONTRACT INFORMATION: Contract For: Asbestos Abatement & Demolition Date: April 21, 2023	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: September 12, 2023
OWNER: <i>(Name and address)</i> Charter Township of Ypsilanti 7200 South Huron River Drive Ypsilanti, MI 48197	ARCHITECT: <i>(Name and address)</i> SME 15825 Leone Drive Macomb, MI 48402 Mr. Jason Lafayette	CONTRACTOR: <i>(Name and address)</i> Homrich 200 Matlin Road Carleton, MI 48117 Jim Alfonsi

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

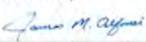
Additional quantities of asbestos tile, mastic, and carpet were verified by SME and Homrich on August 8, 2023, and listed in the September 12, 2023 change order (attached).

The original Contract Sum was	\$	587,000.00
The net change by previously authorized Change Orders	\$	205,251.50
The Contract Sum prior to this Change Order was	\$	792,251.50
The Contract Sum will be increased by this Change Order in the amount of	\$	21,038.00
The new Contract Sum including this Change Order will be	\$	813,289.50

The Contract Time will be increased by four (4) days.
The new date of Substantial Completion will be Tuesday, October 10, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>SME</u>	<u>Homrich</u>	<u>Charter Township of Ypsilanti</u>
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
		
SIGNATURE	SIGNATURE	SIGNATURE
<u>Jason Lafayette, Project Manager</u>	<u>James M. Alfonsi</u>	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
<u>9/14/2023</u>	<u>9/12/23</u>	
DATE	DATE	DATE

HOMRICH

September 12, 2023

Jason Lafayette SME
644 Seldon St Suite 200
Detroit, MI 48201

Re: Gault Village Shopping Center Additional Quantities P23003-02

Dear Mr. Lafayette,

Homrich and SME walked the above referenced site on August 8, 2023, and verified additional quantities of carpet/tile/mastic as follows:

<u>Space</u>	<u>ACM in Addition to Assessment Report</u>	
	<u>Tile & Mastic</u>	<u>Mastic Covered by Self-Leveling Base (Floor Leveler) ¹</u>
	<u>sq. ft.</u>	<u>sq. ft.</u>
FS 1600	300	
FS 1700		5,668
Sum	300	5,668
Rate	<u>\$4.00</u>	<u>\$3.50</u>
Totals	\$1,200.00	\$19,838.00
Grand Total		\$21,038.00

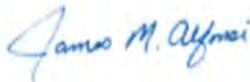
Notes:

1- During carpet removal with a skid steer (covered in change order #1), a thick layer of self-leveling base was disturbed, under which was black mastic that tested positive for ACM.

The above work to be performed for the lump sum of.....\$21,038.00.
TWENTY-ONE THOUSAND THIRTY-EIGHT AND NO/100 - DOLLARS

If you have any questions or require any additional information, please contact me at (734) 717-0563.

Sincerely,



Jim Alfonsi | Project Manager

HOMRICH | 200 Matlin Road • Carleton, Michigan 48117
Office (734) 654-9800 ext. 30 | Mobile (734) 717-0563 | Fax (734) 654-3116
www.homrich.com

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



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

Trustees
John Newman II
Gloria Peterson
Debbie Swanson
Ryan Hunter

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

From: Jason Iacoangeli AICP, Planning Director

Re: **SME – Abatement and Demolition Monitoring Services - Change Order #1**

Date: September 27, 2023

Review:

On September 18, 2023, the Planning Department received a request from SME to modify the existing Abatement and Demolition Contract with Ypsilanti Township to include additional days to provide monitoring services for the Gault Village Demolition project. The original monitoring contract included 35 days of monitoring services (35 days @ \$1,500.00/day) \$52,500.00 and 35 days of project management for \$16,000.00. The original contract total being \$68,500.00.

As of the time of writing this letter SME has exhausted the original 35 days of monitoring and is now over 20 days for a total of 55 days of monitoring. Change Order #1 would cover 20 days of monitoring that have been provided over the original contract and provide for 10 additional days of monitoring which SME feels will be sufficient to get to the projects close out. The change order would also provide an additional \$10,000.00 to cover the additional 30 days of project management that also has been extended due to the project taking longer to complete than originally projected. The 30 additional monitoring days will cost \$45,000.00 which is 30 days @ \$1,500.00. The project administration is an additional \$10,000.00 to cover an additional 30 days. The total amount of the change order to cover the additional effort will be \$55,000.00. This would bring the total SME contract amount to \$123,500.00 for monitoring services.

Recommendation:

Included with this memo you will find a letter from Jason C. Lafayette from SME that explains the change order request and the additional effort that was required based on the additional abatement that was needed when Homrich uncovered additional asbestos containing materials within Gault Village. You will also find a detailed change order request prepared by SME.

The Planning Department and Building Department have reviewed the request by SME to amend the contract to provide for additional monitoring days and project administration. We recommend that Change Order #1 in the amount of \$55,000.00 be approved subject to pending budget amendment 101-729-806.091.

Staff and SME will be available the night of the Board of Trustees meeting to answer any specific questions that you might have regarding the change order for additional monitoring services for the Gault Village Demolition Project.

A handwritten signature in black ink, appearing to read 'J. Iacoangeli', is written over a light gray, textured rectangular background.

Jason Iacoangeli, AICP
Planning Director
Charter Township of Ypsilanti



SME

MEMORANDUM

TO: Mr. Jason Iacoangeli, Charter Township of Ypsilanti (jiacoangeli@ypsitownship.org)
Ms. Brenda Stumbo, Charter Township of Ypsilanti (bstumbo@ypsitownship.org)

FROM: Jason Lafayette

DATE: September 18, 2023

SUBJECT: SME Change Order #1
Gault Village Shopping Center Abatement and Demolition
1005 Emerick Street
Ypsilanti Township, Michigan
SME Project No.: 090700.02

Enclosed is SME's Change Order #1 request for modification of our contract for abatement and demolition monitoring services, project management, and reporting associated with the Gault Village Shopping Center project in Ypsilanti Township, Michigan.

At project inception, we requested budget to support site monitoring and project management and reporting for an estimated 35 workdays during abatement and demolition activities. During project abatement activities several areas of concealed materials were discovered resulting in additional abatement effort and workdays.

We prepared the attached SME Change Order #1 requesting approval of budget for the additional associated days of monitoring services. The requested change order services will be billed on an as-needed basis, in accordance with the previously agreed upon terms and conditions for the project.

Please contact us if you have any questions.

Enclosure: SME Change Order #1



43980 Plymouth Oaks Blvd, Plymouth, MI 48170-2584
Phone: 734-454-9900

CHANGE ORDER REQUEST

REQUEST NO.: 1

DATE: September 14, 2023

CLIENT INFORMATION

Contact: Jason Iacoangeli
Company: Charter Township of Ypsilanti
Email Address: jiacoandeli@ytown.org
Address: 7200 S. Huron River Drive
City: Ypsilanti Township State: MI Zip: 48197
Phone: _____ Cell: 734-544-3667

PROJECT INFORMATION

Project Name: Gault Village Shopping Center Monitoring
City: Ypsilanti Township State: MI
SME Project No.: 090700.02
Client P.O. No.: _____

This Change Order Request serves to confirm modifications to our scope of services for additional site days and project management to support hazardous materials abatement and demolition monitoring services at the project site.

Task 1 – Daily Project Site Monitoring

Previously approved budget for daily monitoring (35 days at \$1,500/day).....\$52,500.00

- Billed to date.....\$38,940.00
- Remaining budget\$13,560.00

Task 2 – Project Administration and Reporting

Previously approved budget for project administration and reporting (based on a 35-day schedule)..\$16,000.00

- Billed to date.....\$9,138.80
- Remaining budget\$6,861.20

Total Contract Value\$68,500.00
Total billed to date\$48,078.80
Remaining approved budget.....\$20,421.20

Change order fees included in this Change Order #1:

30 additional monitoring days @ \$1,500/day = \$45,000
Additional project management budget for 30 additional days of monitoring = \$10,000
TOTAL CHANGE ORDER = \$55,000

Original Contract Fee: \$68,500

Total Fees of Previous Change Orders: \$0

Fees for this Change Order: \$55,000

New Total Fee: \$123,500

All previously agreed upon terms and conditions remain in effect.

CLIENT REPRESENTATIVE

I authorize the above services to be performed and agree to the additional fees.

Signature

Name: Jason Iacoangeli, AICP

Date:

Title: Planning Director

SME



Signature

PREPARED BY: Jason C. Lafayette
Title: Senior Project Consultant



Signature

REVIEWED BY: Troy D. Helmick, CPG
Title: Senior Project Consultant

Township Supervisor
Brenda L. Stumbo
Township Clerk
Heather Jarrell Roe
Township Treasurer
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**YPSILANTI
TOWNSHIP**
— PLANNING & ZONING DEPARTMENT —

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Debbie Swanson
Ryan Hunter

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

From: Jason Iacoangeli AICP, Planning Director

Re: **Homrich - Contractor's Payment Application #1**

Date: September 26, 2023

Review:

On September 18, 2023, SME received a formal **Contractor's Application for Payment** from Homrich (see attached) for the asbestos abatement work that has been 100% completed per the amended contract which includes Change Order #1. At this time Homrich is asking to be paid \$376,043.72. This is the amount for the asbestos abatement which has been 100% completed at the amended contracted amount of \$417,826.35 minus the retainage of ten (10%) percent of the completed work which is \$41,782.64. This leaves a balance of \$416,207.79* as the balance to finish the project.

*This amount will increase to \$437,245.79 with the Change Order #2 for an increase of \$21,038.00 for a total project sum of \$813,289.50.

Recommendation:

Included with this memo you will find a letter from Jason C. Lafayette from SME that explains the Contractors Application for Payment in further detail. SME has reviewed the payment request against the contract and the work completed in the field and has certified that the work has been completed to the quality that is required per the contract and industry standards.

After reviewing the First Contractor's Application for Payment in the amount of \$376,043.72 and the associated SME letter reviewing the request the Planning Department and Building Department are recommending approval of the payment by the Township Board of Trustees to Homrich for the asbestos abatement portion of the contract.

Staff and SME will be available the night of the Board of Trustees meeting to answer any specific questions that you might have regarding the change order for additional asbestos and non-asbestos material removal Gault Village.

A handwritten signature in black ink, appearing to read 'Jason Iacoangeli', is placed over a light gray rectangular background.

Jason Iacoangeli, AICP
Planning Director
Charter Township of Ypsilanti

 **SME** **MEMORANDUM**

TO: Mr. Jason Iacoangeli, Charter Township of Ypsilanti (jiacoangeli@ypsitownship.org)
Ms. Brenda Stumbo, Charter Township of Ypsilanti (bstumbo@ypsitownship.org)

FROM: Jason Lafayette

DATE: September 18, 2023

SUBJECT: Homrich Payment Application and Change Order #2
Gault Village Shopping Center Abatement and Demolition
1005 Emerick Street, Ypsilanti Township, Michigan
SME Project No.: 090700.02

Enclosed are copies of a first payment application (Payment Application #1), and second change order request (Change Order #2), submitted by Homrich, Inc. (Homrich) for abatement and demolition services associated with the Gault Village Shopping Center in Ypsilanti Township, Michigan.

Homrich's base bid of \$587,000.00 for abatement and demolition of the project site structures was approved by Ypsilanti Township on March 21, 2023. During abatement activities at the project site, additional, previously concealed areas of asbestos-containing materials (ACMs) were discovered, which required removal to meet the project objective. Homrich submitted a change order request (Change Order #1) for removal of the discovered materials, that was approved by Ypsilanti Township on June 26, 2023. Homrich's Payment Application #1, dated September 14, 2023, in the amount of \$376,043.72 includes a request for payment of \$233,100.00 for 100% completion of the base scope of hazardous materials removal, less 10% retainage; and \$194,726.35 for 100% completion of the Change Order #1 asbestos removal, less 10% retainage. SME has reviewed the schedule of values and Payment Application #1 submitted by Homrich and concurs that the completion of project work supports the request for payment. Additionally, as of the date of Homrich's Payment Application #1, Homrich has also completed approximately 40% of the scope of demolition by razing the eastern site building, however, reimbursement for that effort was not requested in Payment Application #1.

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The addition of Change Order # in the amount of \$21,038.00 to the previously approved base contract and Change Order #1 results in a revised project sum of \$813,289.50. Please contact us if you have any questions regarding this request.

Enclosures: Homrich Payment Application #1
Homrich Change Order #2

TO CONTRACTOR: Homrich, Inc.

PROJECT: Gault Village Shopping Center
1005 Emerick St.,
Ypsilanti Township, MI
48198APPLICATION NO: 1
APPLICATION DATE: 09/14/23
PERIOD TO: 09/15/23
PROJECT NO: 23003
HOMRICH PROJECT NO: 23003
CONTRACT DATE: 04/21/23

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	ENGINEER
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	OTHER

MAIL TO:

Homrich
200 Matlin Road
Carleton, MI 48117

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENTApplication is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	587,000.00
2. Net change by Change Orders	\$	205,251.50
3. CONTRACT SUM TO DATE (Line 1 & Line 2)	\$	792,251.50
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	417,826.35
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	41,782.64
b. _____ % of Stored Material (Column F on G703)	\$	-
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	41,782.64
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	376,043.72
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	-
8. CURRENT PAYMENT DUE	\$	376,043.72
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	416,207.79

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by owner	\$ 205,251.50	\$ -
Total approved this Month SITE CHG ORDER		\$ -
TOTALS	\$ 205,251.50	\$ -
NET CHANGES by Change Order		\$ 205,251.50

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Homrich Inc. James M. Alfonso Date: 09/18/23State of: Michigan
Subscribed and sworn to before me thisNotary Public:
My Commission expires:**CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Engineer certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 376,043.72

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

By: [Signature] Date: 9/18/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATION FOR PAYMENT,
containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE: 9/14/2023
PERIOD TO: 9/15/2023
PROJECT NO: 23003
HOMRICH PROJECT NO: 23,003

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H		I
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE 10%	
1	Base Scope Hazardous Material Removal	\$ 259,000.00		\$ 233,100.00	\$ -	\$ 233,100.00	90.00%	\$ 25,900.00	\$ 23,310.00	
2	Change Order 1 Asbestos Abatement	\$ 205,251.50		\$ 184,726.35	\$ -	\$ 184,726.35	90.00%	\$ 20,525.15	\$ 18,472.64	
4	Building Demolition	\$ 328,000.00		\$ -	\$ -	\$ -	0.00%	\$ 328,000.00	\$ -	
5				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
6				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
7				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
8				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
9				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
10				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
11				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
12				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
13				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
14				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
15				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
16				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
17				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
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19				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
20				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
21				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
22				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
23				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
24				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
25				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
26				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
27				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
28				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
29				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
30				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
31				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
32				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
33				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
34				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
35				\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	
	GRAND TOTALS	\$ 792,251.50	\$ -	\$ 417,826.35	\$ -	\$ 417,826.35	52.74%	\$ 374,425.15	\$ 41,782.64	



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Karen Wallin
Human Resource Manager

Date: September 27, 2023

Subject: Request approval of the “Draft” job descriptions for “Assistant Municipal Services Director” and “Recreation Specialist” and request to post and fill both positions.

As previously discussed with the Board, upon John Hines being awarded the Municipal Services Director job, a review of the departments falling under that position (Recreation, Residential Services, and Parks) occurred, and this request is part of the recommendations being brought forward.

Assistant Municipal Services Director

A summary of the duties of the Assistant Municipal Services Director include:

- Serve as Municipal Services Director in his/her absence.
- Serve as back-up for capital improvement projects.
- Assist with motor fleet, developing and maintaining maintenance program and prepare motor fleet budget.
- Serve as back-up for all contracted services (Mechanical Systems, HVAC units, Fuel System, Elevators, etc).
- Supervises all maintenance employees including full-time, part-time, and seasonals.
- Oversee day-to-day workflow addressing maintenance and repair of Township parks, grounds/properties, and building.

This would be a non-union position with a salary of \$75,000/yr.

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



**YPSILANTI
TOWNSHIP**
— HUMAN RESOURCE DEPARTMENT —

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

Recreation Specialist

A summary of the duties of the Recreation Specialist include:

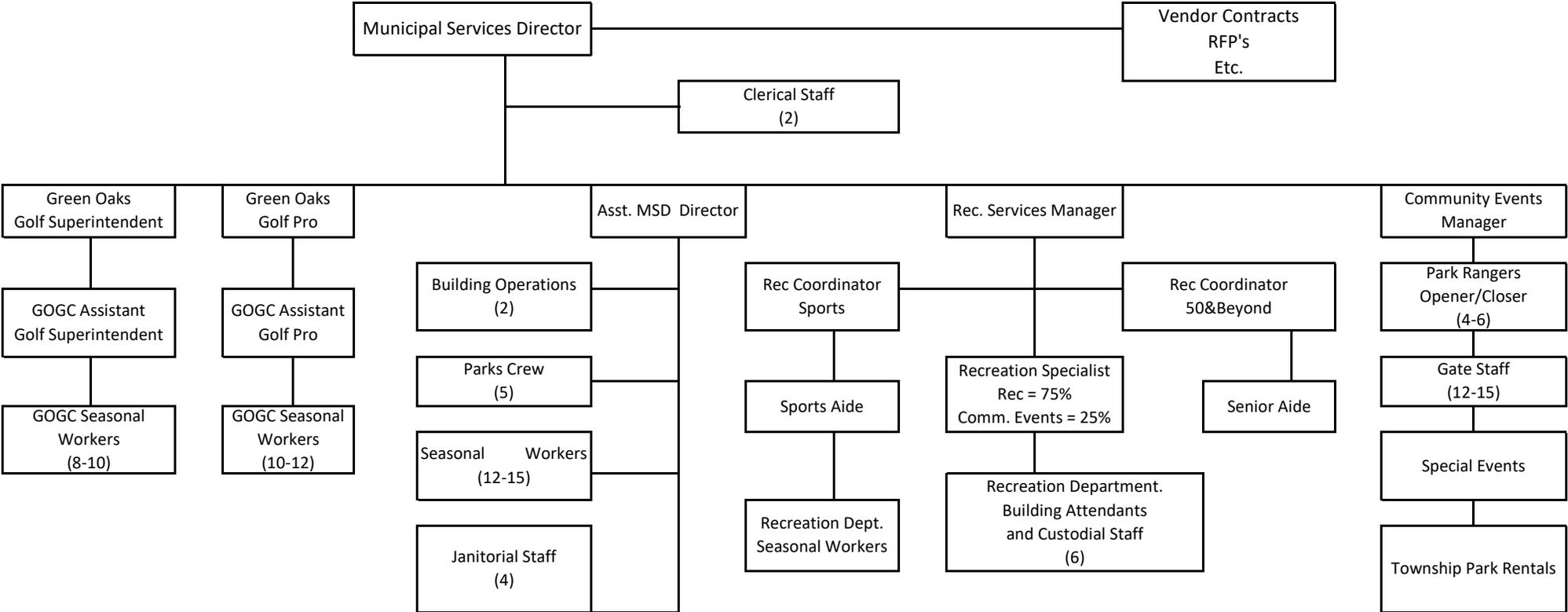
- Serve as lead staff person for Recreation software.
- Collaborate with Recreation Staff to create a comprehensive marketing plan for the Department.
- Develop and implement new programs for Department.
- Create program service evaluation making sure the needs of the community are being met.
- Assist the Community Events Manager with special events as needed.
- Provide park rental information to Community Events Manager adhering to established policy and procedures.
- Assist with supervision and scheduling of Building Attendants and program staff.

This position would be a TEAMSTER position with a starting salary of \$45,000/yr.

These positions along with the Recreation Services Manager and Community Event Manager complete the re-organization of the Recreation, Residential Services and Parks Departments, and we look forward to seeing the positive affect these changes will have on services provided to Township residents.

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 734-544-3741 or kwallin@ypsitownship.org.

CHARTER TOWNSHIP OF YPSILANTI - MUNICIPAL SERVICES DEPARTMENT ORGANIZATIONAL CHART



Charter Township of Ypsilanti

ASSISTANT MUNICIPAL SERVICES DIRECTOR

Non-Union Position

Summary

Responsible for managing and overseeing maintenance and upkeep operations for Township parks, buildings, properties/grounds, and landscaped areas. Act as Assistant to the Municipal Services Director and serve as Director in his/her absence.

Supervision Received

Under the general supervision of the Director of Municipal Services, this employee conducts ongoing activities with considerable independence according to established practices and policy and is held accountable for results. The work is checked through periodic inspections, feedback of residents and visitors, and review of reports.

Supervision Exercised

Supervises all maintenance employees including crew leaders, laborers, mechanic/equipment operator, maintenance technicians, custodians, seasonal park maintenance workers, and others as assigned.

Responsibilities and Duties

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

1. Assign and oversee day-to-day workflow of employees engaged in maintenance and repair of Township parks, grounds/properties, and buildings.
2. Inspect parks, grounds, shelters, and buildings to determine maintenance needs and to detect and resolve problems.
3. Provide technical guidance and training to employees as needed to improve work performance and acquaint employees with policy and safety procedures.
4. Drafts and implements routine maintenance schedules and standards; ensures all equipment and machinery are maintained in accordance with these standards.
5. Oversee and monitor equipment and supply needs, placing orders when necessary, staying within the approved budgetary limits.
6. Document and prepare progress reports and maintenance logs to assist with cost analysis and budget development.
7. Investigate and respond to residential inquiries and concerns regarding maintenance issues of Township parks, grounds, and buildings, etc.

Responsibilities and Duties (cont'd)

8. Demonstrate continuous effort to assure entrances to Township parks and facilities are maintained (including playground inspections, landscaping, condition of sidewalks and parking lots), while meeting the townships expected standard of safety and cleanliness.
9. Demonstrate continuous effort to improve maintenance operations, and work cooperatively and jointly with other staff to provide quality seamless customer service.
10. Collaborates regularly with the Director of Municipal Services to identify renovation or construction needs.
11. Serve as back-up to Municipal Services Director for capital improvement projects.
12. Assist with developing Municipal Services Department budgets and projects for Township Board approval.
13. Maintain safety and training records assuring necessary memberships and licenses, etc. are received and maintained.
14. Serve as the Municipal Services Director in his/her absence.
15. Assist Municipal Services Director with motor fleet vehicles including developing and maintaining preventative maintenance program and preparing motor fleet budget.
16. Serve as back-up to Township's contracted services for the following areas and respond to alarms as needed:
 - Mechanical, door lock/card access, security systems and cameras
 - HVAC units
 - Fuel System
 - Building/Grounds
 - Parking Lots (pavement and lighting)
 - Elevators
17. Perform other related duties as assigned.

Essential Functions, Qualifications and KSA's for Employment

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

- Considerable knowledge of procedures, practices, materials, and operation of equipment utilized in the maintenance and repair of buildings, facilities, and grounds/parks.
- Maintenance knowledge to develop and maintained attractive township parks/grounds, buildings, and facilities.

Essential Functions, Qualifications and KSA's for Employment (con't)

- Draft and implement routine maintenance schedules and standards; ensures compliance with these standards.
- Knowledge of MIOSHA safety practices to minimize injury and property damage at Township facilities.
- Leadership skill to establish and maintain effective working relationships with public officials, employees, and the public.
- Ability to compile and analyze data and to professional present facts and recommendations effectively in written and oral form.
- Ability to compute project material, manpower and equipment needs.
- Ability to comprehend complex issues, to identify alternative solutions, and prepare appropriate recommendations.
- Ability to plan, coordinate and supervise the activities of several employees engaged in a variety of maintenance duties.
- Ability to prioritize tasks and delegate when appropriate.
- Bachelor Degree in Business Administration or related field preferred. Any combination of education and experience that provides knowledge to perform the essential duties of the job may be substituted for degree. Must have a minimum of five years supervisory experience.
- Must possess a valid Michigan driver license and have a good driving record.
- Employee must be available to work flexible hours including evenings and weekends as needed.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee may spend periods sitting at a desk and working on a computer. Employee will stand, walk, crawl, carry, climb, and maneuver where physical mobility is required. The employee is exposed to all weather conditions including temperature extremes. Exposure to muddy, ice, and uneven terrain, noxious weeds, odors and noise.

Drafted 9/5/2023

Wage: \$75,000

Charter Township of Ypsilanti

RECREATION SPECIALIST

TEAMSTERS Position

Summary

Participates and assists in providing excellent customer service to Township residents through recreation initiatives and goals, facility management, marketing, and recreation programming.

Supervision Received

Employee works under the direct supervision of the Community Services Manager.

Supervision Exercised

Employee assists Community Services Manager with supervision and scheduling of the Building Attendants and any assigned program staff.

Responsibilities and Duties

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

1. Accept program registration and facility reservations including collection of fees, reports and user communication as directed by Recreation Services Manager.
2. Provide assistance with schedule usage of assigned facilities, provide information and assistance to users of facilities, explain policies and procedures of facility use, monitor and inspect assigned facilities and schedule maintenance of facilities.
3. Maintains knowledge of and is the lead staff person for the recreation software being used, with the ability to assist customers in person or over the phone.
4. Provides excellent customer service for walk-ins or calls.
5. Primary purchaser for department including ordering and maintaining recreation equipment and supplies. Responsible for ordering recreation program equipment, and special event supplies.
6. Collaborate with Recreation Services Manager and Recreation Coordinators to create a comprehensive marketing plan for the recreation department to meet the needs of the community. Including, but not limited to content creation, social media account management and local media relations.
7. Assist in marketing efforts including creative design, social media, press releases, newsletters, Township magazines and more.

Responsibilities and Duties (con't)

8. Develop and implements program and service evaluations for all programs, events, camps and facility rentals facilitated by the recreation department.
9. Assist the Community Events Manager with special events as needed.
10. Provide the Community Events Manager with all information on Township Park Rentals, adhering to established policies and procedures.
11. Perform additional duties as assigned.

Essential Functions, Qualifications, and KSA's for Employment

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

- Knowledge of the professional principles, practices and techniques used to complete work related to recreation programs and facilities.
- Knowledge of rules, supplies, equipment and facilities applied or utilized in recreation programs, sporting leagues, tournaments and special events.
- Assist in developing, coordinating, and evaluating a broad range of recreational programming for diverse population and age groups.
- Skill in organizing schedules and coordinating associated resources.
- Ability to work independently or with limited supervision
- Skill in maintaining a comprehensive records keeping system, compiling statistics, generating reports and developing programming recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with fellow employees, seasonal and volunteer staff, program participants, vendors/sponsors, other governmental agencies and the public.
- Must possess excellent writing and oral presentation skills.
- One to two years of related experience including recreation programming preferred.
- Bachelor's Degree in Parks and Recreation, Sports Management, or related field preferred.
- Must hold and maintain a valid Michigan driver's license with a good driving record
- Employee must be available to work evenings and weekends.
- Knowledge and experience with CivicRec software preferred.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee frequently is required to be mobile in an office setting and outdoors, and use manual dexterity to type or enter data and write. The employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

Drafted: 9.18.2023

Wage: \$45,000

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



**YPSILANTI
TOWNSHIP**
— HUMAN RESOURCE DEPARTMENT —

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Karen Wallin
Human Resource Manager

Date: September 27, 2023

Subject: Request approval of the “Draft” job description for “Human Resource Specialist”, and request to post and fill the non-union position budgeted in line item 101-270-706-000 with a salary of \$55,000/annually.

I am seeking approval of the attached “Draft” job description for a “*Human Resource Specialist*” and request to fill a full-time position within the Human Resource Department that has been budgeted for the last few years.

Approval of this job description and subsequently posting and filling this position is needed for succession planning for the Human Resource Department. In addition to succession planning, this position would assist on a day-to-day basis with all HR functions. As we prepare to begin union negotiations with the Fire Department still in 2023, and have 3 other contracts that expire in 2024, in addition to the day-to-day responsibilities, the workload for the HR Department is at a level that warrants an additional full-time staff member.

Your consideration in the matter is appreciated. Should you have any additional questions, please contact me at 734-544-3741 or kwallin@ypsitownship.org.

Charter Township of Ypsilanti

HUMAN RESOURCES SPECIALIST

Non-Union Position

Summary

Responsible for performing Human Resources related duties at a professional level and may carry out responsibilities in the following areas: Employee benefits, payroll, health and safety, recruiting and employment, employment relations, training, and policy development. Attention to detail, excellent customer service, and ability to maintain full and complete confidentiality of all employee information and Township records.

Supervision Received

Works under the supervision of the Human Resource Manager, however, the employee must use initiative, discretion, and specialized knowledge in the attainment of desired objectives.

Responsibilities and Duties

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

1. Assist with benefit administration including enrollments, changes, terminations, reconcile benefit statements, open enrollment, and communicating benefit information to employees.
2. Process required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
3. Assist in the development and implementation of personnel policies and procedures.
4. Collaborate with department managers to understand skills and competencies required for open positions and assist with recruitment and interview process.
5. Track status of candidates, respond with follow-up letters at the end of the recruiting process.
6. Assist new hires with completion of payroll documentation including I-9 forms verifying documentation and maintain I-9 files.
7. Plan and conducts new employee orientation.
8. Responds to inquiries regarding policies, procedures, and union contracts.
9. Complete and respond to wage and compensation surveys.
10. Gather, review and input timesheets for payroll purposes. Maintain employee time records.
11. Assist Accounting Department with budget preparation.

HUMAN RESOURCES SPECIALIST – Page 2

12. Maintains a concise and comprehensive filing system, including handling of confidential documents.
13. Assist or prepare correspondence as requested.

Essential Functions, Qualifications and KSA's for Employment

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

- Ability to critically assess situations and maintain confidentiality in daily operations.
- Conduct daily duties in a professional manner.
- Knowledge of applicable local, state, and federal laws, rules, and regulations.
- Knowledge of the professional principles, practices, and techniques of HR
- Ability to gather data, conduct research, prepare accurate records, reports, notices, memos, and letters.
- Strong communication skills: Verbal, written, and presentation.
- Proficiency with Microsoft Office software applications
- Strong organizational skills and the ability to complete multiple tasks within established and changing deadlines.
- Must have attention to detail.
- Must be a proven self-starter with the ability to work in a team environment.
- Two or more years of experience in human resources, preferably with some experience in a municipality.
- Bachelor's degree in Human Resources or related field; or any combination of education and experience that provides knowledge to perform the essential duties of the job may be substituted for degree.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear, and communicate with others in person, by phone and/or through electronic devices and review and produce written and electronic documents. The employee frequently is required to use hands to handle or feel and to reach with hands and arms. The employee is required to sit, stand, walk, stoop, and kneel. The employee must occasionally lift and/or move items of light weight. Employee will be required to sit for long periods of time.

While performing the duties of this job, the employee typically works in a business office setting. The noise level in the work environment can range from quiet to moderately loud.

Drafted 9/2023
Wage: \$55,000



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

CC: Steve Agdorny, Special Projects Manager

Date: September 27, 2023

RE: Request Authorization to approve OHM Advisors to provide professional services related to the Carport Rebuilding Project for the Ypsilanti Township Civic Center.

The Municipal Services Department is looking for authorization to approve OHM Advisors to provide professional services related to the Civic Center Carport rebuild for \$51,400, which is contingent on a budget amendment in GL#101-901-975.107.

OHM is being requested to oversee this project as a result of the preliminary work they have taken over the last few months for the design of the carport. The carport, which was damaged in March due to severe weather conditions had to be fully removed at that time. With its removal, a portion of the vehicle fleet is now affected by adverse weather. There have been ongoing communication between Staff and OHM on the scope of work that needs to be done for the rebuild. As a result of those discussions, the decision was made that due to the full scope of work needed, professional engineering is necessary to oversee the project.

Deliverables:

Task 1: Design and Bidding Documents

Task 2: Bid Tabulation

Task 3: Quality Assurance/Testing Reports

Task 4: Quality Assurance and Inspector Daily Reports

Attached is the proposal from OHM.

John Hines
Municipal Services Director



September 26, 2023

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

RE: **Civic Center Carport Improvements**
Proposal for Professional Design Engineering and Construction Services

Dear Ms. Stumbo:

We are pleased to submit this proposal for professional engineering and construction services for replacement of the Civic Center carport and associated pavement work. The original carport was damaged during a windstorm and our team has been assisting the Township during the design phase to replace the original carport.

PROJECT UNDERSTANDING

We understand the Township desires to replace the carport that previously existed in the Civic Center parking lot that housed various Township vehicles. OHM Advisors (OHM) was previously asked to collaborate with Township staff and several contractors to establish a design and estimate of the work. Since then, there has been a shift to publicly bid this work for 2024 construction. In order to prepare plans, specifications, and bidding documents to prepare for a formal bidding process this fall, OHM will need to convert the design into a unit price contract as well as prepare front end documents to compliment the previously provided design drawings. OHM has prepared this proposal to detail our understanding of the scope of work required to design, bid, and provide construction services for the carport replacement.

During the design process OHM worked on several design modifications from the previous carport design. These modifications included, but were not limited to, the following:

- extended the length of the carport to encompass the entire parking row as well as lengthening the spaces to accommodate trucks and ingress/egress movements.
- enhanced concrete parking area under the carport with underdrain.
- Preparing the proposed pavement improvements to be spaced properly from the failing pavement in the rear lot.
- Updating the carport design to meet all current loading requirements per the applicable code(s). The Township Building Department will require material testing as well as construction observation and inspection during the construction of the project.

SCOPE OF SERVICES

Task 1 – Design & Bidding Documents

Working with Township Staff, OHM engaged in design work dating back to late July 2023. This effort was addressed through a separate purchase order and was invoiced; however, the budget reflected in this proposal includes that effort for transparency purposes.



Moving forward, OHM will create bidding documents that will include structural design sheets, civil layout sheet, and a bid book including all required information and specifications. The carport construction plans will meet Building Department requirements to secure a building permit, as well as meet the requirements set forth by the Township, as noted previously. Our team will prepare a design that meets applicable codes and is complementary to contractor's methods outlined through the design collaboration process. OHM also is providing pavement details and pavement repair in the design plans that will help improve the current drainage issues in the carport area.

In developing the bidding documents and specifications, OHM will follow the Charter Township of Ypsilanti Engineering Standards and Design Specifications. The specifications will pertain to specific items such as Special Instructions to Bidders, Supplemental and Technical Specifications, and a Method of Payment for the contractor to follow. The bidding documents will include the bonding requirements, Davis Bacon/prevailing wage information, insurance requirements, as well as a bid form and technical specifications. After completion of the design/specification document assembly, the Township will be provided with two (2) hard copies of the bid package for review along with an updated final engineer's opinion of probable cost. Final adjustments to the bid package will be made based on the Township comments prior to advertising and bidding the project.

Task 2 – Bidding Assistance and Contract Execution

The final Bid Package will be provided to the Township to be posted on BidNet (through the Township's Clerk's office). OHM will assist with the bid process and conduct a bid opening. OHM can hold an onsite pre-bid conference with potential bidders, if requested by the Township. Our staff will address any questions and/or Requests for Information (RFIs) received by the bidding contractors during the bid phase. OHM will then hold a bid opening at the Township on the date specified in the bid documents. Bids will be received, read aloud, collected, tabulated, and reviewed. A letter of recommendation will be provided to the Township based on bid price, references, and other criteria outlined in the bid documents. During this task, OHM will arrange for the SESC Permit to be reviewed and prepare the permit for pickup by the awarded contractor.

Task 3 – Materials Testing (G2 Consulting Group)

OHM will partner with G2 Consulting Group to perform the materials testing during the installation of the concrete pavement and steel welding. This scope includes subgrade evaluation, observing granular backfill compaction, aggregate base compaction, placement of concrete, and Portland cement concrete evaluation.

Task 4 – Construction Observation and Inspection

OHM will host a preconstruction meeting following contract execution and prepare meeting notes for distribution. OHM will provide full-time observation of the work by the Contractor(s) on days when work is being performed. Construction daily field reports (CDR's) will be prepared documenting pay item quantities and the general work progress for the day. OHM will attempt to resolve complaints daily during construction. OHM will also interact with the Contractor's supervisory personnel to notify them when work is unacceptable and in need of correction, or when removal and replacement of specific work elements may be required, dependent on the situation. Specific inspection tasks include the following:

- ▶ Perform site observations for the project consistent in accordance with the Specifications, Plans, Proposal, Township Standards, Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals.
- ▶ Keep daily diaries, sketches, logs, and records as needed to record the Contractor's progress. Notify the Project Engineer of any anticipated Contractor's requests for extensions of time.
- ▶ Provide observation of all Contractor field construction work, provide quality control, and confirm substantial conformance with the Specifications, Plans, and Proposal. Arrange for non-compliant work to be made whole by the Contractor or to find the non-compliance work acceptable to the Township.



- ▼ Complete a final inspection of all work, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after OHM's records show the work is completed. The final inspection shall include notifying the Contractor, in writing, of defects to be remedied if work is not acceptable.
- ▼ Confirm the work has been performed in accordance with the Plans and Specifications, or such modifications, and recommend Final Acceptance of the Project.

DELIVERABLES

Task	Deliverable
Task 1	Design & Bidding Documents
Task 2	Bid Tabulation
Task 3	Quality Assurance/Testing Reports
Task 4	Quality Assurance and Inspector Daily Reports

It is anticipated that the project will be Advertised for Bid in late 2023 and awarded in late 2023/early 2024, with construction commencing in Spring of 2024.

KEY PERSONNEL

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

Project Team Members	Role on Project	Specific Duties
Matthew Parks, PE	Principal in Charge	Management & Public Liaison
Rachel Jackson, PE	Project Manager	Management & QAQC
Amanda Porath, PE Michael Spurbeck, PE	Lead Structural Design Engineer(s)	Design Development, CAD Processing
MC Moritz	Project Engineer	Contract Book Preparation, Site Layout, Permits, As-Needed Inspection
G2 Consulting, Inc	Geotechnical Engineer	Materials Testing, Geotechnical Support

ASSUMPTIONS/CLARIFICATIONS

- ▼ This proposal does not include design elements to improve drainage or pavement repairs in the Township Civic Center rear parking lot. All work is assumed to be limited to the parking structure area and damaged curb near the concrete pad that is proposed to be removed.
- ▼ No survey services or easement documentation preparation is included in this proposal.
- ▼ It is assumed the only permit required is an SESC permit from the Township. Additional approval from the Building Department will also be required. Any additional permits or approvals are not included in the scope.
- ▼ Coordination between this project and the proposed courthouse improvements will need to be coordinated by the Township.



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: September 27, 2023

RE: Request to waive Financial Policy's initial authorization from Board to seek bids and review the three quotes obtained proactively and to accept the low quote from Weingartz for the purchase and installation of three Snowplows in the amount of \$24,742.50 budgeted in line 661-268-985.000

The Residential Services Department is requesting to waive the portion of the financial policy which requires seeking sealed bids and to accept the low quote of \$24,742.50 from Weingartz to approve the purchase and installation of three Snowplows.

At the June 20th Board of Trustees Meeting, it was approved for three Ford F-250's to be purchased due to the age and wear on the current Parks and Grounds Fleet. The RSD is requesting the purchase of three plows to go on the new vehicles to be utilized for this upcoming winter when the vehicles are delivered.

Weingartz was selected due to their reputation for quality work and being the lowest bid.

The purpose of the three plows is for Snow Removal throughout the Township, especially at Township properties.

Please see below for the quotes received during the process;

Weingartz: \$24,742.50
Boullion Sales (Western): \$25,340.97
John Deere: \$31,781.07

John Hines
Municipal Services Director
jhines@ypsitownship.org
734-351-8947

WEINGARTZ EVERYTHING FROM LAWN TO SNOW

QUOTATION

To: **CHARTER TWP. OF YPSILANTI**
 7200 S. HURON RIVER DR.
 YPSILANTI, MI 48197

Quote #: **70209202-00**
 Date: **06/23/23**
 Exp Date:

Attn:
 Phone: (734) 484-4020
 Email: mtowler@ypsitownship.org

Prepared By: **Stephen Sarnowski - AA Sales**
 Phone: (734) 239-8200
 Email: ssarnowski@weingartz.com

Product number	Product and Description	Qty	Sale Price	Total
BOMSC10182B	8'2" Xt V Plow Blade Crate List Price: \$8,047.50	3	\$8,047.50	\$24,142.50
BOMSC15005C	Boss Plow Box 7'6"/8'2"/9'2" Xt V, SL3 List Price: \$6,570.00	3	\$0.00	\$0.00
BOMSC01565-Custom	Snow Deflector - Weingartz Superseded Prod: BOMSC01565 List Price: \$325.00	3	\$0.00	\$0.00
BOLTA10200	UC/RT3, FORD SUPER DUTY, 17+ List Price: \$800.00	3	\$0.00	\$0.00
BOMSC09601	Handheld Controller V-Blade List Price: \$350.00	3	\$0.00	\$0.00
BOMSC25012	Wiring Kit RT3 SH2 12V Ford F250-600 23+ List Price: \$400.00	3	\$0.00	\$0.00
AD-TruckPlow	Truck Plow Installation, Standard List Price: \$900.00	3	\$600.00	\$1,800.00

Total \$25,942.50
 Rebates \$1,200.00-
 Invoice Total \$24,742.50

Approved By

Customer

Date

Weingartz Representative

Date

Page 1 of 1

Weingartz, 5436 Jackson Road, Ann Arbor, MI 48103,

WWW.WEINGARTZ.COM



Name: Ypsilanti Charter Township, William Sweeney

Phone: 734-325-3008

email: wsweeney@ypsitownship.org

Model	Description	Price	Good As Gold Discount	Sub total
8'6" MVP3 Western	8'6" V Plow	\$ 11,263.00	\$ (2,081.00)	\$ 9,182.00
Boullion Sales Snow Deflector		\$ 225.00		\$ 225.00
8'6" MVP3 Western	8'6" V Plow	\$ 11,263.00	\$ (2,081.00)	\$ 9,182.00
Boullion Sales Snow Deflector		\$ 225.00		\$ 225.00
8'6" MVP3 Western	8'6" V Plow	\$ 11,263.00	\$ (2,081.00)	\$ 9,182.00
Boullion Sales Snow Deflector		\$ 225.00		\$ 225.00
				\$ -
				\$ -
	Totals	\$ 34,464.00	\$ (6,243.00)	\$ 28,221.00

Installation of plows, spreaders and controllers involve drilling into the truck and bolting to the truck. Air dams and bumper valance units will need to be notched out or removed. By signing below customer agrees to this and will not make claims against Boullion Sales for damage. _____ initial

tax	tax exempt
	\$
Total	\$ 28,221.00
Labor	
SHIPPING	
	\$
Source Well Discount	(2,880.03)
	\$
Grand Total	\$ 25,340.97

Finance Term	Estimated Payment
12.99% for 36 months	\$ 1,126.27
7.9% for 48 months	\$ 622.97
with 10% buyout 24mo	\$ 1,203.6961
with 10% buyout 36mo	\$ 856.5248

Sheffield
Western Equipment Finance
New Equipment Lease
New Equipment Lease



Customer

Date

Mike Riley
Printed and Personally Signed by the Boullion Family
MICHIGAN



07/05/2023

Mike Riley, Boullion Sales

Date





Quote Summary

Prepared For:

YPSILANTI TOWNSHIP ACCOUNTING
7200 S HURON RIVER DR
YPSILANTI, MI 48197
Business: 734-544-4000
MTOWLER@YPSITOWNSHIP.ORG

Prepared By:

David White
Hutson, Inc.
20801 Pontiac Trail
South Lyon, MI 48178
Phone: 248-437-2091
dwhite@hutsoninc.com

Quote Id: 29661456

Created On: 22 September 2023

Last Modified On: 22 September 2023

Expiration Date: 23 October 2023

Equipment Summary	Suggested List	Selling Price	Qty	Extended
BOSS V-DXT 8'2" PLOW	\$ 10,593.69	\$ 10,593.69 X	3 =	\$ 31,781.07
BOSS VBX8000 SPREADER	\$ 8,945.00	\$ 8,945.00 X	1 =	\$ 8,945.00
Equipment Total				\$ 40,726.07

Quote Summary

Equipment Total \$ 40,726.07

SubTotal \$ 40,726.07

Est. Service Agreement Tax \$ 0.00

Total \$ 40,726.07

Down Payment (0.00)

Rental Applied (0.00)

Balance Due \$ 40,726.07

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 29661456

Customer: YPSILANTI TOWNSHIP ACCOUNTING

BOSS V-DXT 8'2" PLOW

Hours: 0

Suggested List

Stock Number:

\$ 10,593.69

Selling Price

\$ 10,593.69

Code	Description	Qty	Unit	Extended
MSC18082	8'2" STEEL DXT BLADE CRATE	3	\$ 2,418.00	\$ 7,254.00
Standard Options - Per Unit				
LTA10200	UNDERCARRIAGE FORD F250	3	\$ 800.00	\$ 2,400.00
MSC01565	SNOW DEFLECTOR	3	\$ 350.00	\$ 1,050.00
MSC25012	FORD F250 WIRING KIT	3	\$ 400.00	\$ 1,200.00
MSC25275	LIGHT ADAPTER KIT	3	\$ 175.00	\$ 525.00
MSC15002B	DXT PLOW BOX	3	\$ 5,370.69	\$ 16,112.07
Standard Options Total				\$ 21,287.07
Other Charges				
	Setup	3	\$ 1,080.00	\$ 3,240.00
Other Charges Total				\$ 3,240.00
Suggested Price				\$ 31,781.07
Customer Discounts				
Customer Discounts Total			\$ 0.00	\$ 0.00
Total Selling Price				\$ 31,781.07

BOSS VBX8000 SPREADER

Hours: 0

Suggested List

Stock Number:

\$ 8,945.00

Selling Price

\$ 8,945.00

Code	Description	Qty	Unit	Extended
VBS14200C	VBX8000, AUGER DRIVE, 2 CY YARD	1	\$ 8,225.00	\$ 8,225.00
Other Charges				
	Setup	1	\$ 720.00	\$ 720.00
Other Charges Total				\$ 720.00
Suggested Price				\$ 8,945.00
Customer Discounts				
Customer Discounts Total			\$ 0.00	\$ 0.00
Total Selling Price				\$ 8,945.00

**CHARTER TOWNSHIP OF YPSILANTI
2023 BUDGET AMENDMENT # 13**

October 3, 2023

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$127,438.00

Request to increase the budget for change order #2 in the amount of \$21,038 due to additional quantities of carpet/tile/mastic located after removal of some of the cement sub-floor in one of the units at Gault Village. Homrich was awarded the base bid of \$587,000 on April 4, 2023 and change order #1 was approved for removal of asbestos found during demolition in the amount of \$205,252 on June 20, 2023 . With change order #2 the total project will be \$813,290. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$21,038.00
			<u>Net Revenues</u> <u>\$21,038.00</u>
Expenditures:	Blight Removal - Gault Village	101-729-806.091	\$21,038.00
			<u>Net Expenditures</u> <u>\$21,038.00</u>

Request to increase the budget for change order #1 in the amount for \$55,000 to SME for the Gault Village Demolition for an additional 30 days of service monitoring and 30 days and 30 days of project management, which extending past the initial contract of 35 days. This is necessary due to the delays with regard to the hazardous materials abatement that occurred. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$55,000.00
			<u>Net Revenues</u> <u>\$55,000.00</u>
Expenditures:	Blight Removal - Gault Village	101-729-806.091	\$55,000.00
			<u>Net Expenditures</u> <u>\$55,000.00</u>

Request to add a budget line for the capital outlay - Carport project and request to budget for professional service of OHM for design engineering and construction services. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$51,400.00
			<u>Net Revenues</u> <u>\$51,400.00</u>
Expenditures:	Capital Outlay - Carport	101-901-975.107	\$51,400.00
			<u>Net Expenditures</u> <u>\$51,400.00</u>

Motion to Amend the 2023 Budget (#13)

Move to increase the General Fund budget by \$127,438 to \$14,780,826 and approve the department line item changes as outlined.

AUTHORIZATIONS AND BIDS

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



**YPSILANTI
TOWNSHIP**
— 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
Stan Eldridge, Township Treasurer

Date: September 28, 2023

RE: Request authorization to seek bids for Cybersecurity Services for both employees and residents

Ypsilanti Township has seen an uptick in residents victimized by cybersecurity threats. This is a national issue, and the Township wants to help educate residents on awareness, in the hopes to avoid falling victim to cyber-attacks.

Our goal is to create a service where residents can sign up for cybersecurity education at no cost to them. Ypsilanti Township currently provides cyber education for employees, and this pilot program would bring the same opportunity to residents. The Township is looking for a company that will provide similar services to both employees and individual residents. Attached please find the RFP.

Thank you for your consideration.

THE CHARTER TOWNSHIP OF YPSILANTI, MICHIGAN

REQUEST FOR PROPOSALS FOR

CYBERSECURITY SERVICES



**YPSILANTI
TOWNSHIP**

7200 S. Huron River Drive, Ypsilanti, MI 48197

Charter Township of Ypsilanti

**REQUEST FOR PROPOSALS
CYBERSECURITY SERVICES**

Sealed or digital proposals (via MITN/Bidnet) in response to this RFP addressed to the Clerk's Department will be accepted until November 3, 2023 at 10:00 a.m. EST at 7200 S. Huron River Drive, Ypsilanti, MI 48197 when bids will be publicly opened. All Requests for Proposals must be in the Ypsilanti Township's possession on or before the scheduled date and time (no late RFP will be accepted).

RFP documents can be obtained from the Township's website at <https://ytown.org/departments-services/public-bid-postings> or on the MITN/Bidnet at <https://www.bidnetdirect.com/mitn/solicitations/open-bids/page1>. Any questions about these Proposals may be directed to The Clerk's Department at 734-544-4000 opt. 2.

RFP responses received after the deadline will not be considered. The Township shall evaluate the RFP on the basis of technical ability, experience, and ability to perform the work and factors identified within the attached RFP solicitation.

Ypsilanti Township reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value and most advantageous to the Township, and hold the responses for a period of 120 days without taking action. Ypsilanti Township reserves the right to accept responses from more than one firm determined to be the best option for the Township. Respondents are required to hold their responses firm for the same period of time.

All questions are due in writing no later than October 27, 2023.

Hand-delivered & Courier Submissions:

Clerks Department
7200 S. Huron River Drive, Ypsilanti, MI 48197

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

**YPSILANTI TOWNSHIP REQUEST FOR PROPOSALS
CYBERSECURITY SERVICES**

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SECTION 1

OBJECTIVES AND BACKGROUND

1.1 Objectives of this Request for Proposal

The Ypsilanti Township (“**Township**”) is soliciting proposals in response to this Request for Proposal (“**RFP**”) from contractors, hereafter referred to collectively as “**Proposers**,” to provide **CYBERSECURITY SERVICES** as more particularly described in Section 5 (Scope of Work) of this RFP.

1.2 Description of Township

The Charter Township of Ypsilanti, Michigan, is located east of Ann Arbor and west of Detroit along the I-94 corridor. Ypsilanti Township serves a population of approximately 58,000. Ypsilanti Township provides a full range of services, including fire protection, court services, recreational facilities and programming, golf, and solid waste services. The Township’s operational commitment is to provide reliable and excellent service to citizens at competitive prices and to guide responsible stewardship of Township resources.

1.3 Project Background

Ypsilanti Township has seen an uptick in residents victimized by cybersecurity threats. This is a national issue, and the Township wants to educate residents on awareness, in the hopes to avoid losing money through cyber criminals.

Our goal is to create a service where residents can sign up for cybersecurity education at no cost to them. Ypsilanti Township currently provides cyber education for employees, and this pilot program would bring the same opportunity to residents. The Township is looking for a company that will provide similar services to both employees and individual residents.

1.4 Term of Agreement

If the Township enters into an Agreement as a result of this RFP, The Township anticipates the initial term of the Agreement will be for one (1) year (“**Initial Term**”), with the option, at the Township’s discretion, to extend the Contractor’s Services for two (2) additional terms of one (1) year each (each an “**Extension Term**”). The Initial Term and each Extension Term are collectively referred to as the “**Term**.”

SECTION 2

NOTICE TO PROPOSERS

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2.1 Submittal Deadline

Proposals must be received by the Township on or before November 3, 2023 at 10:00 a.m. EST must be delivered to:

Proposals WILL be accepted in person, by United States Mail, by private courier service, or by submission through MITN. Proposals WILL NOT be accepted via oral communication, telephone, electronic mail, telegraphic transmission, or facsimile transmission. Proposals may be withdrawn prior to the above scheduled time set for closing. Alterations made before RFP closing must be initiated by respondents guaranteeing authenticity. Submittal of a response to this RFP constitutes an offer by the respondent. Once submitted, the Proposal becomes the property of Ypsilanti Township and as such the Township reserves the right to use any ideas contained in any response regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFP, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the Township and the successful respondent. Proposals which do not comply with these requirements may be rejected at the option of the Township. No late Proposals will be accepted and will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualifying a proposal.

2.2 Inquiries and Interpretations

The Township specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to The Township Contact. The Township Contact must receive all questions or concerns no later than October 27, 2023. The Township will have a reasonable amount of time to respond to questions or concerns. It is the Township's intent to respond to all appropriate questions and concerns; however, The Township reserves the right to decline to respond to any question or concern. Only Township responses that are made by formal written Addenda will be binding on the Township. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by the Township prior to the submittal date will be and are hereby incorporated as part of this RFP for all purposes.

2.3 RFP Contact Person

Proposers will direct all questions, comments, or concerns regarding this RFP to the following Township contact (“Township Contact”):

Lisa Stanfield
Deputy Township Clerk
7200 S. Huron River Drive, Ypsilanti, MI 48197
Phone: (734) 544-4000
E-mail: lstanfield@ypsitownship.org

2.4 Public Information

Township considers all information, documentation and other materials submitted in response to this RFP to be of a non-confidential and non-proprietary nature and shall be subject to public disclosure under the Michigan Freedom of Information Act after the award of an Agreement.

2.5 Criteria for Selection

The successful Proposer, if any, selected by The Township in accordance with the requirements and specifications set forth in this RFP will be the Proposer that submits a proposal in response to this RFP on or before the Submittal Deadline that is the most advantageous to The Township. The successful Proposer is referred to as the “Contractor.” Proposer is encouraged to propose terms and conditions offering the maximum benefit to The Township in terms of (1) services to the Township, (2) total overall cost to the Township, and (3) project management expertise. Proposers should describe all applicable discounts that may be available to The Township in a contract for the Services.

An evaluation team from The Township will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. The Township may give consideration to additional information if the Township deems such information relevant.

Based on the Evaluation Committee review, several firms may be short-listed, for further consideration and may be required to submit supplemental information and an interview or presentation. The Township reserves the right to reject all submissions.

By submitting a proposal, Proposer acknowledges (1) Proposer's acceptance of [a] the Proposal Evaluation Process, [b] the Criteria for Selection, [c] the Scope of Work (ref. Section 4 of this RFP), [d] the terms and conditions of the Agreement, and [e] all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by the Township during this RFP process.

The criteria to be considered by The Township in evaluating proposals and selecting Contractor, will be those factors listed below with their relative weightings:

2.5.1 Proposer's Qualifications, Abilities, and Reputation: (30%)

2.5.1.1 Proposer's demonstrated competence and experience in providing the requested services, including the quality of Proposer's references from past and present clients.

2.5.1.2 The qualifications, education, and experience of the team members proposed by Proposer to conduct and supervise its services for the Township.

2.5.1.3 Proposer's past relationship with Ypsilanti Township, and Proposer's experience performing the requested services for entities similar in nature.

2.5.1.4 Proposer's ability to perform the required services within the time periods projected, based on Proposer's demonstrated capabilities, staffing, financial stability, and creative resources.

2.6.1.5 Proposer's demonstrated awareness of the present environments and likely future developments related to the requested services.

2.5.2 **Quality of Proposed Services: (35%)**

2.5.2.1 The overall demonstrated quality of Proposers' goods and/or services in accordance with the Scope of Work described in Section 5.

2.5.2.2 Quality Assurance Plan

2.5.3 **Cost: (35%)**

The cost to the Township required to secure Proposer's proposed Services, including any long-term costs.

2.5.4 **Responsiveness of Proposal**

The extent to which Proposer's response relates to the specific environment, requirements, and needs of Township; the quality and level of substantive detail and clarity of content provided in Proposer's response.

2.5.5 **Threshold Criteria Not Scored:**

- (i) Ability of Township to comply with laws regarding Historically Underutilized Businesses; and
- (ii) Ability of Township to comply with laws regarding purchases from persons with disabilities.

2.5.6 **Supplemental Consideration.**

As a supplement to the above-described criteria, Township may give consideration to any additional information and documentation submitted by a Proposer if Township deems such information to be relevant, and to serve the best interests of, and provide the best value to, Township.

2.6 **Key Events Schedule**

Issuance of RFP	October 4, 2023
Deadline for Questions/Concerns	October 27, 2023
Submittal Deadline	November 3, 2023 at 10:00 a.m. ET

SECTION 3M

SUBMISSION OF PROPOSAL

3.1 Submission of Proposal

3.1.1 Should the proposer choose to submit hard copies, in person, they shall submit two (2) identical copies of its entire proposal. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. Section 7) of at least one (1) copy of the submitted proposal. The copy of the Proposer's proposal bearing an original signature should contain the mark "original" on the front cover of the proposal. Should the proposer choose to submit virtually through the MITN process, please follow all processes and procedures laid out via the virtual submission experience.

3.2 Preparation and Submittal Instructions

3.2.1 Execution of Offer

Proposer must complete, sign and return the attached Execution of Offer (ref. Section 7) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by the Township, in its sole discretion.

3.2.2 Proposers Questionnaire

Respondent shall provide responses to all the questions identified in the questionnaire in **Section 6**.

3.2.3 Overview of Proposed System / Scope of Services

This section of the proposal should include a general discussion of the proposer's overall understanding of the project and the scope of work, as defined in Section 4, proposed.

3.2.4 Sample Services

Proposers should include samples of the services outlined in the scope of work (Section 5). Although they are samples, the documents must contain all material terms so that the Township can fairly evaluate the proposer's forms.

3.2.5 Cost Proposal

Proposer must complete and return the Cost Proposal (ref. Section 5 of this RFP), as part of its proposal. In the Cost Proposal, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must be inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit.

The Township will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Cost Proposal.

In the Cost Proposal, Proposer should describe each significant phase in the process of providing the Services to The Township, and the time period within which Proposer proposes to be able to complete each such phase.

3.2.6 Additional Information

1. Insurance Certificates
2. Supplementary Information
3. Other supporting materials and work portfolio which demonstrates the firm's work quality

3.3 Proposal Validity Period

Each proposal must state that it will remain valid for Township's acceptance for a minimum of one hundred twenty (120) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

SECTION 4

SCOPE OF WORK

4.1 General

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in **Section 2.5** of this RFP, the successful Proposer is referred to as the “**Contractor.**”

4.2 Minimum Requirements

Qualified vendors shall be responsible for the following minimum services:

- 4.2.1 Design and implement cybersecurity services for both the 110 employees of the Township, and for Township residents throughout the year
 - 4.2.1a Every other month provide a training module to keep employees and residents updated on current cyber threats
 - 4.2.1b Administer phishing emails bi-weekly to increase employee vigilance
- 4.2.2 Assign a cybersecurity professional who will give executive briefings to Township leadership to provide progress updates and guidance
- 4.2.3 Perform a cyberhealth evaluation baseline for progress tracking. Evaluation shall use either; National Institute of Standards and Technology (NIST), or CIS Controls frameworks
- 4.2.4 Review and create cyber policies and work with the Township on employee awareness of policies
- 4.2.5 Scan the dark web and provide recommendations to decrease vulnerabilities
- 4.2.6 Assist with renewal of Cyber Security Insurance policies
- 4.2.7 Create a portal where employees can access cyber policies and training

SECTION 5

PRICING

Proposal of: _____
(Proposer Company Name)

To: Ypsilanti Township

RFP Title: CYBERSECURITY SERVICES

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

5.1 Pricing for Services

Proposer shall include in Proposal a pricing list of all services required for this project as described in Section 4. Do NOT use “To Be Determined” or similar annotations for cost estimates.

Price per Year: \$ _____

Additional fees must be itemized and defined below:

SECTION 6

PROPOSER'S GENERAL QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

6.1 Proposer Profile

- 6.1.1 Number of years in Business: _____
- State of incorporation: _____
- Number of Employees: _____
- Name of Parent Corporation, if any _____
- 6.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by the Township.
- 6.1.3 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.
- 6.1.4 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.
- 6.1.5 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by Township's RFP. Proposer will include in its customer reference list the customer's company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.
- 6.1.6 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of Township? If yes, Proposer will explain.

6.2 Miscellaneous

- 6.2.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to Township.
- 6.2.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by Township from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.
- 6.2.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.

SECTION 7
EXECUTION OF OFFER

Proposal of: _____
(Proposer Company Name)

To: Ypsilanti Township

RFP Title: CYBERSECURITY SERVICES

This Proposal shall remain in effect for the Proposal Validity Period (ref Section 3.3) and shall be exclusive of federal excise and state and local sales tax (exempt).

The person signing this Response on behalf of the Proposer represents to Owner that:

- (1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and
- (2) He/she has full authority to execute this response
- (3) Proposer has received the Addenda to this RFP.

Executed this ____ day of _____, 2023

Entity Name

Signature

Street & Mailing Address

Print Name of Signatory

Township, State, and Zip

Title of Signatory

Telephone Number

Email Address

Mobile Number

ADDENDUM

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS, as defined by law.

Vendor:
Legal Name:
Street Address:
City:
State:
Zip:
Corporate I.D.:
Number / State:
Taxpayer I.D. #:

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Charter Township of Ypsilanti. I have reviewed the terms and conditions and insurance requirements prior to submitting this bid solicitation.

Signature

Title

Company

Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.

OTHER BUSINESS

BOARD MEMBER UPDATES
