



**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

SPECIAL MEETING

WEDNESDAY, AUGUST 28, 2024 – 6:00PM

*A Special Meeting of the Charter Township of Ypsilanti Board of Trustees has
been called by Supervisor Brenda Stumbo for the following items:*

AGENDA

1. REQUEST TO APPROVE THE L- 4029 -2024 TAX RATES FOR 2025 BUDGET
2. REQUEST TO ACCEPT THE RECOMMENDATION FROM THE PARK COMMISSION
AND APPROVE THE 2025 APPLICATIONS FROM DESTINATION ANN ARBOR
WITH EASTERN MICHIGAN UNIVERSITY FOR ROWFEST AND FORD LAKE
REGATTA TO BE HELD ON FORD LAKE
3. REQUEST TO AWARD THE 14-B COURTROOM BID TO BRAUN CONSTRUCTION
IN AN AMOUNT NOT TO EXCEED \$5,000,000.00 FROM LINE ITEM 101-901-971.236

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



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

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: August 27, 2024

RE: Preliminary request to approve L-4029 – 2024 Tax Rates for 2025 Budget

Please find attached the L-4029 – 2024 Tax Rate Request. This sets our tax rates for the 2025 budget. This has been prepared and verified by Javonna Neel, our Accounting Director.

Thank you for your consideration.

Attachment

cc: Javonna Neel, Accounting Director
Linda Gosselin, Assessor

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

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	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 TV 1,829,176,567 (TV minus Renaissance Zone) 1,802,161,046
Local Government Unit Requesting Millage Levy Charter Township of Ypsilanti	For LOCAL School Districts: 2024 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 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 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	.9928	.9726	1.0000	.9726	0	.9726	N/A
Voted	Fire Prot	08/03/21	3.1250	3.0850	.9928	3.0627	1.0000	3.0627	0	3.0627	12/2025
Voted	Solid Waste	08/03/21	2.4050	2.3742	.9928	2.3571	1.0000	2.3571	0	2.3571	12/2025
Voted	Police	08/03/21	5.7000	5.6270	.9928	5.5864	1.0000	5.5864	0	5.5169	12/2025
Voted	Rec/BP	08/03/21	1.0059	.9930	.9928	.9858	1.0000	.9858	0	.9858	12/2025
PA345	FPen/HC	N/A	No limit	N/A	N/A	N/A	N/A	No limit	0	.7320	N/A
										13.6271	

Prepared by **Javonna Neel** Telephone Number **(734) 544-3601** Title of Preparer **Accounting Director** Date

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, 380.121(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name Heather Jarrell Roe, Clerk	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name Brenda L Stumbo, Supervisor	Date
<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 2024 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	

Instructions For Completing Form 614 (L-4029) 2024 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2023 permanently reduced rate can be found in column 7 of the 2023 Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

CC: Robin Castle-Hine, Community Events Manager

Date: August 27, 2024

Subject: Request to accept the recommendation from the Park Commission and approve the 2025 applications from Destination Ann Arbor with Eastern Michigan University for Rowfest and Ford Lake Regatta to be held on Ford Lake

The Residential Services Department is request the board accept the Park Commission recommendation to approve the event applications submitted by Destination Ann Arbor is collaboration with Eastern Michigan University and US Rowing to host the Ford Lake Regatta Event and Rowfest events in 2025. These events would be contingent on attorney review and approval of contract.

The Ford Lake Regatta would be held on April 26, 2025 and bring 10 Collegiate teams, with approximately 320-390 student athletes. This event could generate \$74,000 to the local economy and Destination Ann Arbor would work with Township staff for parking and other park logistics.

Rowfest would be held July 11-20, 2025 and would bring approximately 2,500 rowers from across the country. They expect 1,250 athletes to be competing daily. The expected economic impact would be \$7,009,396. Due to the size of the event, there will be considerable coordination with township staff to work out parking, park usage for event and residents and logistics overall.

Destination Ann Arbor understands the importance of Ford Lake to the community and will work with the Township to keep open access to the lake during these events. Information is planned to be posted at the park, Civic and Community Center and an open house to answer questions for residents.

John Hines
Municipal Services Director
jhines@ypsitownship.org



July 31, 2024

Ypsilanti Township Park Commission,

The Ann Arbor Sports Commission, in partnership with USRowing and Eastern Michigan University, is excited for the opportunity to host Rowfest 2025 on Ford Lake and Ford Lake Park. This championship event would take place from Friday, July 11, 2025, through Sunday, July 20, 2025, using the new rowing course installed this spring.

This 9-day event will bring approximately 2,500 rowers from across the United States to race at Ford Lake Park. This national event is split into two divisions; youth and masters. Youth athletes will race the first four days, and master's athletes will race the next five days. With this, we expect around 1,250 athletes participating daily.

Rowfest 2025 is expected to generate \$7,009,396 in economic impact to the area benefiting multiple local hotels, restaurants, shops and contributing strongly to the tax base. Revenue generated from parking will stay with Ypsilanti Township. Safety is our number one priority for the participating athletes and spectators. EMU has collaborated with USRowing to develop a safety strategy for races held on Ford Lake.

The Ann Arbor Sports Commission, Eastern Michigan University and US Rowing each have a history of hosting successful and safe sporting events. With approval of this event, we can begin formal planning with US Rowing and EMU and answer any final questions regarding application details. Ypsilanti Township staff will be invited to participate in the planning committee for this event to ensure all township needs are addressed.

Our local Community is an important part of this event, and future events using the Rowing Course. We will encourage the community to attend, volunteer and be part of Rowfest 2025. USRowing will also host a "Learn To Row" educational opportunity for the community that will be promoted leading up to the event. We understand the importance of Ford Lake to the community, and we will work with the township to keep open access to the lake during the event, and boats are encouraged to watch the event from the water.

Thank you for your consideration of this event.

A handwritten signature in blue ink, appearing to be "M. J. [unclear]", written over a horizontal line.

The Ann Arbor Sports Commission

Charter Township of Ypsilanti Parks and Recreation Application, Agreement and Policy for SPECIAL EVENT PERMITS

Thank you for considering the Ypsilanti Township Recreation Department facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Gate fees at applicable parks will still be assessed at the time of arrival. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the Charter Township of Ypsilanti Parks and Recreation Department at least six (6) weeks prior to your anticipated event. Submitting this Event Permit Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two (2) weeks. Once approved it may be necessary to set up a planning meeting with Ypsilanti Township Parks staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.**

APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED

Application for Rental Agreement	Event Site Plan Event Agenda/Activities
----------------------------------	--

Rental/Permit Fees, Damage Deposits and Certificate of Insurance:

Damage deposits, facility fees, permit fees and certificate of insurance are required within two weeks following approval of permit application. Holds are placed on the calendar as a courtesy and are good for only two weeks. The items listed below must be received within the two week period to secure your date. After 15 days, courtesy holds will be released without further notice.

Checks should be made payable to **Ypsilanti Township Recreation Department** and mailed to
2025 East Clark Road, Ypsilanti, MI 48198 or dropped off at the Community Center.

Facility Rentals

In order to host a special event within an Ypsilanti Township park or facility, the rental fees are separate from any associated special event applications and fees.

Damage Deposit:

YPSILANTI TOWNSHIP Recreation will return any deposits within 45 days after the event. Ypsilanti Township Recreation will issue the refund if the rented area is found to be in the same condition as it was prior to the event. Otherwise, the department will use the deposit (or a portion of it) to clean the area and repair any damage.

Refunds

The Charter Township of Ypsilanti Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee.

Insurance:

During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$2,000,000 annual aggregate.
- d. Workers’ Compensation Insurance in accordance with the statutory requirements of the Michigan Code.

Entire Application Must Be Completed In Full

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Michigan. The Charter Township of Ypsilanti, the Township, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the Township will be called upon to contribute to a loss hereunder.

Meeting:

Once the application has been received, Ypsilanti Township Recreation staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting is mandatory to work out all the details of the event. Please bring your event map/layout to this meeting. The application and event guidelines will be reviewed at that time. Additionally, special event applicants may have to attend a Park Commission meeting for additional vetting.

Vehicles and Parking:

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots. Ordinance Section 46-128.

Food and Drink:

If any food is prepared, distributed or sold at the event, each vendor must receive and hold a permit from a County Health Department. Vendors onsite food preparation vehicle, food truck or trailer, must also be insured. Ypsilanti Township recreation must receive a copy of both at the time that final payment is received, no later than 14 days prior to event.

The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.

Alcohol and Tobacco

Alcohol and Tobacco are strictly prohibited in Township Parks. Ordinance Sections, 46-59, 46-28.

Trash Removal:

Bagged trash may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. Ypsilanti Township Parks will determine if the size of your event requires your rental of an outside dumpster. Dumpsters are to be placed in designated areas or as approved by park staff.

Port-O-Lets:

You are responsible for securing the appropriate number of port-o-lets (1 per 300 attendees when permanent restrooms are available. 1 per 150 attendees when no permanent restrooms are available), hand washing stations and accessible port-o-lets for your event. They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. Ypsilanti Township takes no responsibility for any damage to port-o-let(s) prior to removal. **Port-o-lets are to be placed in designated areas as approved by park staff.** Provide the location of your Port-o-Lets in the event map/layout.

Tents:

Charter Township of Ypsilanti Parks & Recreation is not responsible for any tents or items set up on a day prior to your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted without approval. Provide the location of your tent(s) in the event map/layout. **All components of vendor displays, including tents, umbrellas and signs, must be properly secured on all sides.**

Child Supervision:

If children are under the age of 18 and are part of the event, it is your responsibility to provide adequate supervision.

Safety:

The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. Pursuant to Charter Township of Ypsilanti Municipal Code Section 46-61 to possess, carry, fire or discharge, or cause to be fired or discharged across, in or into any portions of the park is strictly prohibited within the Township's jurisdiction.

Copyright:

It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

Entire Application Must Be Completed In Full

Violations:

Park facilities must be used solely in accordance with the Charter Township of Ypsilanti Parks and Recreation policies and procedures; Ypsilanti Township Parks retains the right to revoke a special use permit any time upon violation of your agreement of the risk or threat or a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs), unauthorized parking, excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state and local ordinances. Sleeping (overnight camping) in parks, golf courses, or other park premises is prohibited.

By signing and submitting this application, the permit applicant agrees to abide by the park rules and regulations and Emergency Action Plan of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the Charter Township of Ypsilanti Parks and Recreation Department Rental Agreement.

Please Read Carefully

I, as applicant or duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Charter Township of Ypsilanti Parks & Recreation Park. The applicant agrees that while renting the park or park premise, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages.

I Michael Price, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the Charter Township of Ypsilanti, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.



Signature

7/3/24

Date

Charter Township of Ypsilanti Parks and Recreation Department
2025 East Clark Road
Ypsilanti, MI 48198
734-544-3800

SPECIAL EVENT PERMIT APPLICATION FOR PARKS/FACILITIES
Charter Township of Ypsilanti Parks and Recreation Department (Ypsilanti
Township Parks) (Please Print or Type)

- Parks operating hours are dawn to 9pm Memorial Day – Labor Day (must be out prior to 9pm park closing)
- Permit applications must be submitted to the Department at least 30 days prior to event.
- It is recommended that Special Events be hosted in Community Parks. If requesting a neighborhood park, it is up to the discretion of Ypsilanti Township Recreation Staff and/or the Park Commission.
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Please complete entire application:

Date of Application: 7/31/24
Date of Proposed Event: 7/8 - 7/21, 2025

Contact Information: (including setup + tear down)

1. Organization applying for Special Use Event Permit (if applicable):

Organization: Ann Arbor Sports Commission
Address: 315 W. Huron, Suite 340
Township: Ann Arbor State: MI Zip Code: 48103
Telephone #: 734 995 7281 Fax: _____

2. Name of **contact** responsible for managing event

(Please list the one representative that will be responsible for all communication):

Name: Zeck Buck Title: Sports Event Manager
Address/Phone Number (if different)

Address: _____

Township: _____ State: _____ Zip Code: _____

Telephone #: 734-695-7139 E-mail: zbuck@annarbor.org

Event Logistics:

3. Name of event: US Rowing Rowfest

All Events: If you are requesting that any public street be used or partially closed/blocked off or if you need additional Township resources (i.e. Fire or Street Departments), you must complete a separate request or permit through each respective party.

4. Requested Park Location:

- (a) Ford Lake Park
- (b) North Bay Park
- (c) Loonfeather Point Park
- (d) North Hydro Park
- (e) Other:

***Please provide map showing parking, activity venues, first aid, etc. (Map of park included)**

5. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)		Starting Time	Ending Time	Set-up Date/time	Tear Down Date/Time
setup teardown*	7/8	7/21		6am	9:30 pm	7/8 9 am	7/21 6am
racing							

6. Total number of anticipated participants (i.e. volunteers, spectators, walker's, etc.): 2,500
 Peak Attendance: 1,500 at time varies a.m. p.m.

7. How do you plan to publicize this proposed event? (If available, please attach a copy of the proposed plan or flyer)
PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY THE CHARTER TOWNSHIP OF YPSILANTI RECREATION DEPARTMENT. Please list event web site if available.

8. Do you wish to have any signs, banners or flyers be hung or posted in the park? Yes No
 (a) Describe the proposed locations of the banners, etc. must be included on site map

usrowing.org, social media, local schools
all over the park to ensure efficient flow of crowd

9. Do you wish to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event? yes

(a) If yes, please describe below, including size, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides.**

Item	Size	Quantity
tents		30
porta johns		40
temporary scaffolding for timing tower		1
bleachers		8

(b) If contracting with a company that will be providing any of the above, list information below and include a copy of the companies liability insurance

Company Name: TBD Contact Person: _____

Address: _____

Telephone Number: _____

Company Name: _____ Contact Person: _____

Address: _____

Telephone Number: _____

13. Is this event open to the public? Yes No

14. Is this event ticketed? team registrations Yes No

15. Is this event free? to public Yes No

16. Please advise what accommodations you are providing for persons with special needs: (parking, transportation,

Entire Application Must Be Completed In Full

accessibility)

- Golf cart assistance, + shuttles available
- saved spaces for handicap accessible spaces

17. Will donations/contributions be accepted during this event?

Yes No

If yes, please explain how these donations will be generated or collected. _____

18. Do you plan to sell, distribute, or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, art, etc.)? Yes No

If yes, please list the number of booths expected: 3-4 food trucks, 10-15 vendors

Notice:

*A temporary Food Permit must be obtained from a local County Health Department if planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Washtenaw County Health Department at 734-222-3800. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.

19. Will there be displays, literature, or other types of solicitation? Yes No

If yes, please explain: Event program + signage

20. Are you providing additional portable toilets for your event? Yes No

How many? 40 Location: (show on site map) ✓ Vendor: TBD

Notice:

The Charter Township of Ypsilanti Parks and Recreation Department requires you to have 1 (one) restroom facility for every 300 participants. If number needed exceeds what park has available, it will be the organization's/event organizer's responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site:

hire it out with sanitation professional company

Person responsible for clean-up:

Contact Name: TBD Relationship to organization: _____

Phone Number: _____

Notice:

Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the Ytown Parks. Failure to do so may result in the reduction or loss of your security deposit. If an event is deemed large enough (over 300 people) to produce more than the 10 bag maximum, it will be the event organizers responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

Security/Safety:

staff + volunteers to assist w/crowd control

22. What are your plans for providing security, traffic and/or crowd control: contact 24/7 security

Contact Person: TBD

Company Name: _____

Contact Phone Number: _____

23. What are your parking plans? Overflow parking? field space, township building if needed, contract shuttle if needed

24. What are your plans for providing emergency/medical services? EMT professional company hired

Event Entertainment:

25. Do you plan to provide musical entertainment for this event? Yes No

If yes, please describe: music from speaker

26. Will any type of sound amplifying equipment or devices be used in conjunction with this event?
 Yes No

If yes, please list type of equipment below:

Type of Equipment	Quantity
<u>2 DJ level speakers</u>	<u>2</u>

27. If musical entertainment is used, please list contact information for sound technicians.

US Rowing team will manage announcements, music + sound

28. Do you plan to provide other entertainment for this event? Yes No

If yes, please describe or attach copy of your planned program: Not at this time

Notice: The sponsoring organization's Event Coordinator must comply with all Charter Township of Ypsilanti's ordinances regarding acceptable noise levels. (Please refer to the Township's Noise Ordinance, Section 46-62 of the Charter Township of Ypsilanti Municipal Code.) It is the event organizer's/applicant's responsibility to be in compliance with all federal and state copyrights laws.

29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event? Yes No

30. Are you providing a generator as a power source? Yes No

What are the electrical needs for the event: TBD

Type of equipment i.e., (roasting pans, amplifiers, inflatables, etc.)	Power requirements

31. Are there any special provisions pertaining to your event that have not been addressed on this application?

DNR permits once approved + contact sheriff's dept. about water patrol

Event Fees

Due with Application:

Application Fee: \$30/non-refundable \$ _____

Fees, Charges and Deposits Schedule:

Permit Fee: \$100/day \$ _____

Vending Fee: \$25 per vendor selling food/merchandise \$ _____

Rental Fees and Charges

\$ _____

TOTAL:

\$ _____

Charter Township of Ypsilanti Recreation Department Special Event Application (PARK USE ONLY)

Date Received: _____ Fees Charged: _____

Partnership: _____ Parks Event: _____ Permit #: _____

Scheduled Staff Meeting Date: _____ Completed Approved Declined

Scheduled Park Commission Meeting Date: _____ Completed Approved Declined

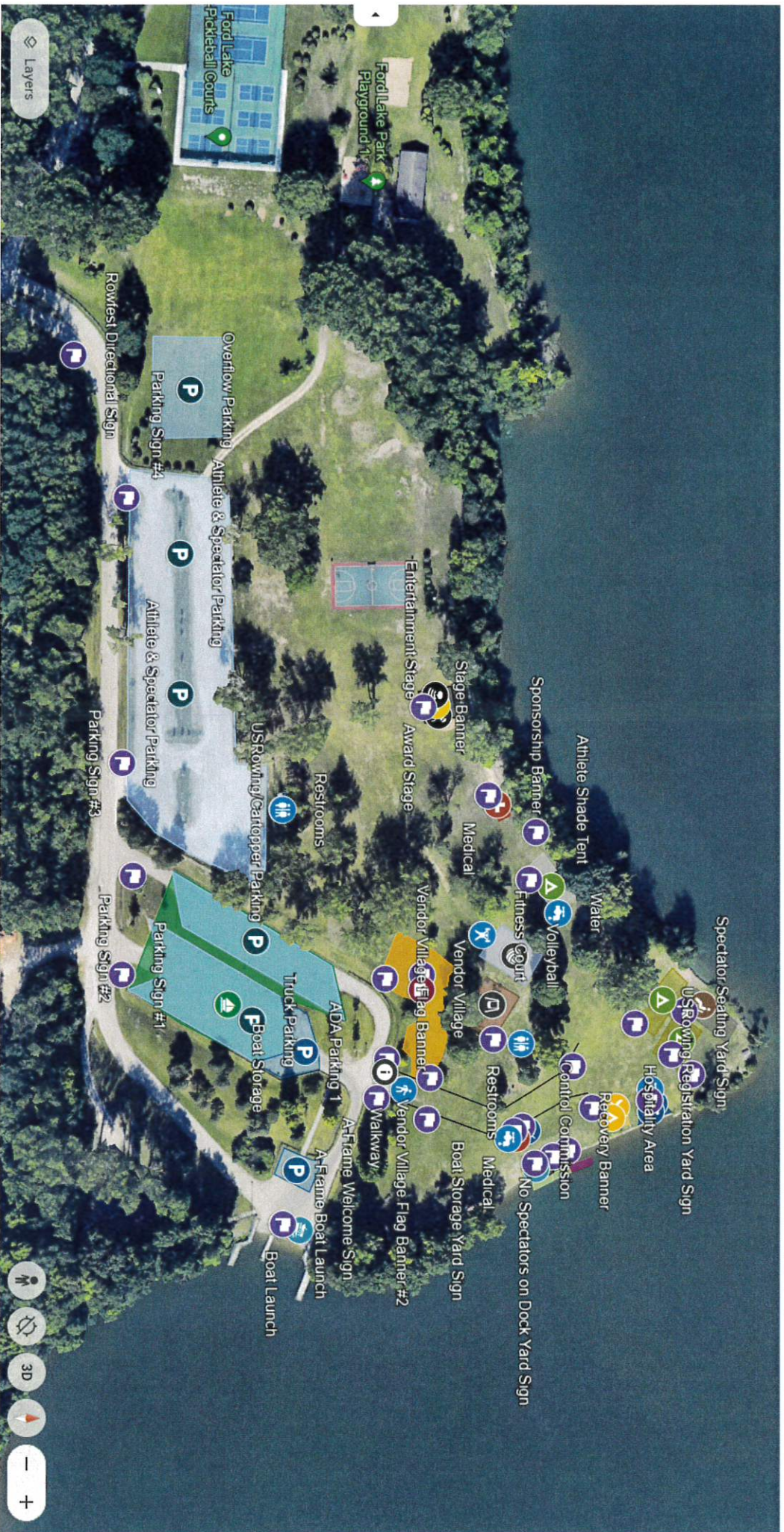
Charter Township of Ypsilanti Staff person: _____

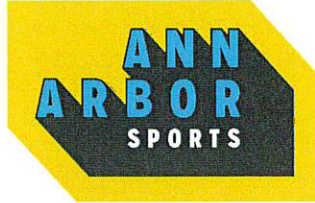
Telephone Number: _____ Fax #: _____

E-mail: _____

Entire Application Must Be Completed In Full

Rowfest





July 31, 2024

Ypsilanti Township Park Commission,

The Ann Arbor Sports Commission, in partnership with Eastern Michigan University (EMU), is excited to apply to host a Regatta on Ford Lake on Saturday, April 26, 2025, using the new rowing course installed this spring.

This event will bring 10 Collegiate teams, with approximately 320-390 athletes and coaches to race at Ford Lake Park. The regatta, "Ford Lake Cup" is expected to generate \$74,000 in Economic Impact to the area benefiting many local hotels, restaurants, and shops. This 1-day event can provide an opportunity to open the park during the closed season and generate revenue for the township via parking.

Safety is our number one priority for the athletes and spectators. EMU has worked closely with USRowing to develop a safety strategy for races held on Ford Lake. Also, we will hire certified medical staff and have security on site for the event.

The Ann Arbor Sports Commission and Eastern Michigan University have a history of hosting successful and safe sporting events. With approval of this event, we will provide all information on businesses we are contracting with and all additional details needed from the Township. We will stay in close contact with the Community Events Team to ensure an efficient and safe event.

Our local community is an important part of this event and future events using the Rowing Course. We will encourage the community to attend, volunteer, and be part of the Inaugural Ford Lake Cup. We have been in touch with Lincoln Consolidated Schools and Ypsilanti Community Schools on future opportunities that involve rowing, both as a sport and as an educational opportunity.

Thank you for your consideration of this event.

The Ann Arbor Sports Commission Team

A handwritten signature in blue ink, appearing to read "Meaghan Hughes".

Meaghan Hughes, Director

Charter Township of Ypsilanti Parks and Recreation Application, Agreement and Policy for SPECIAL EVENT PERMITS

Thank you for considering the Ypsilanti Township Recreation Department facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Gate fees at applicable parks will still be assessed at the time of arrival. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the Charter Township of Ypsilanti Parks and Recreation Department at least six (6) weeks prior to your anticipated event. Submitting this Event Permit Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two (2) weeks. Once approved it may be necessary to set up a planning meeting with Ypsilanti Township Parks staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.**

APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED

Application for Rental Agreement	Event Site Plan
	Event Agenda/Activities

Rental/Permit Fees, Damage Deposits and Certificate of Insurance:

Damage deposits, facility fees, permit fees and certificate of insurance are required within two weeks following approval of permit application. Holds are placed on the calendar as a courtesy and are good for only two weeks. The items listed below must be received within the two week period to secure your date. After 15 days, courtesy holds will be released without further notice.

Checks should be made payable to **Ypsilanti Township Recreation Department** and mailed to
2025 East Clark Road, Ypsilanti, MI 48198 or dropped off at the Community Center.

Facility Rentals

In order to host a special event within an Ypsilanti Township park or facility, the rental fees are separate from any associated special event applications and fees.

Damage Deposit:

YPSILANTI TOWNSHIP Recreation will return any deposits within 45 days after the event. Ypsilanti Township Recreation will issue the refund if the rented area is found to be in the same condition as it was prior to the event. Otherwise, the department will use the deposit (or a portion of it) to clean the area and repair any damage.

Refunds

The Charter Township of Ypsilanti Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee.

Insurance:

During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$2,000,000 annual aggregate.
- d. Workers’ Compensation Insurance in accordance with the statutory requirements of the Michigan Code.

Entire Application Must Be Completed In Full

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Michigan. The Charter Township of Ypsilanti, the Township, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the Township will be called upon to contribute to a loss hereunder.

Meeting:

Once the application has been received, Ypsilanti Township Recreation staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting is mandatory to work out all the details of the event. Please bring your event map/layout to this meeting. The application and event guidelines will be reviewed at that time. Additionally, special event applicants may have to attend a Park Commission meeting for additional vetting.

Vehicles and Parking:

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots. Ordinance Section 46-128.

Food and Drink:

If any food is prepared, distributed or sold at the event, each vendor must receive and hold a permit from a County Health Department. Vendors onsite food preparation vehicle, food truck or trailer, must also be insured. Ypsilanti Township recreation must receive a copy of both at the time that final payment is received, no later than 14 days prior to event.

The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.

Alcohol and Tobacco

Alcohol and Tobacco are strictly prohibited in Township Parks. Ordinance Sections, 46-59, 46-28.

Trash Removal:

Bagged trash may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. Ypsilanti Township Parks will determine if the size of your event requires your rental of an outside dumpster. Dumpsters are to be placed in designated areas or as approved by park staff.

Port-O-Lets:

You are responsible for securing the appropriate number of port-o-lets (1 per 300 attendees when permanent restrooms are available. 1 per 150 attendees when no permanent restrooms are available), hand washing stations and accessible port-o-lets for your event. They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. Ypsilanti Township takes no responsibility for any damage to port-o-let(s) prior to removal. **Port-o-lets are to be placed in designated areas as approved by park staff.** Provide the location of your Port-o-Lets in the event map/layout.

Tents:

Charter Township of Ypsilanti Parks & Recreation is not responsible for any tents or items set up on a day prior to your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted without approval. Provide the location of your tent(s) in the event map/layout. **All components of vendor displays, including tents, umbrellas and signs, must be properly secured on all sides.**

Child Supervision:

If children are under the age of 18 and are part of the event, it is your responsibility to provide adequate supervision.

Safety:

The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. Pursuant to Charter Township of Ypsilanti Municipal Code Section 46-61 to possess, carry, fire or discharge, or cause to be fired or discharged across, in or into any portions of the park is strictly prohibited within the Township's jurisdiction.

Copyright:

It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

Entire Application Must Be Completed In Full

Violations:

Park facilities must be used solely in accordance with the Charter Township of Ypsilanti Parks and Recreation policies and procedures; Ypsilanti Township Parks retains the right to revoke a special use permit any time upon violation of your agreement of the risk or threat or a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs), unauthorized parking, excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state and local ordinances. Sleeping (overnight camping) in parks, golf courses, or other park premises is prohibited.


By signing and submitting this application, the permit applicant agrees to abide by the park rules and regulations and Emergency Action Plan of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the Charter Township of Ypsilanti Parks and Recreation Department Rental Agreement.

Please Read Carefully

I, as applicant or duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Charter Township of Ypsilanti Parks & Recreation Park. The applicant agrees that while renting the park or park premise, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages.

I Michael Pro, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the Charter Township of Ypsilanti, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.



Signature

7/31/24

Date

Charter Township of Ypsilanti Parks and Recreation Department
2025 East Clark Road
Ypsilanti, MI 48198
734-544-3800

SPECIAL EVENT PERMIT APPLICATION FOR PARKS/FACILITIES
Charter Township of Ypsilanti Parks and Recreation Department (Ypsilanti
Township Parks) (Please Print or Type)

- Parks operating hours are dawn to 9pm Memorial Day -- Labor Day (must be out prior to 9pm park closing)
- Permit applications must be submitted to the Department at least 30 days prior to event.
- It is recommended that Special Events be hosted in Community Parks. If requesting a neighborhood park, it is up to the discretion of Ypsilanti Township Recreation Staff and/or the Park Commission.
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Please complete entire application:

Date of Application: 7/31/24
Date of Proposed Event: April 26, 2025

Contact Information:

1. Organization applying for Special Use Event Permit (if applicable):

Organization: Ann Arbor Sports Commission
Address: 315 W. Huron, Suite 340
Township: Ann Arbor State: MI Zip Code: 48103
Telephone #: 734-995-7281 Fax: _____

2. Name of **contact** responsible for managing event
(Please list the one representative that will be responsible for all communication):

Name: Zach Buck Title: Sports Event Manager
Address/Phone Number (if different)
Address: _____
Township: _____ State: _____ Zip Code: _____
Telephone #: 734-695-7139 E-mail: ZBuck@annarbor.org

Entire Application Must Be Completed In Full

Event Logistics:

3. Name of event: Ford Lake Cup

All Events: If you are requesting that any public street be used or partially closed/blocked off or if you need additional Township resources (i.e. Fire or Street Departments), you must complete a separate request or permit through each respective party.

4. Requested Park Location:

- (a) Ford Lake Park
- (b) North Bay Park
- (c) Loonfeather Point Park
- (d) North Hydro Park
- (e) Other:

***Please provide map showing parking, activity venues, first aid, etc. (Map of park included)**

5. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)		Starting Time	Ending Time	Set-up Date/time	Tear Down Date/Time
Setup + teardown	4/25	4/26		5am	6pm	4/25 10am	4/26 6pm
Racing							

6. Total number of anticipated participants (i.e. volunteers, spectators, walker's, etc.): 600
 Peak Attendance: 600 at time 10 am a.m. p.m.

7. How do you plan to publicize this proposed event? (If available, please attach a copy of the proposed plan or flyer)
PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY THE CHARTER TOWNSHIP OF YPSILANTI RECREATION DEPARTMENT. Please list event web site if available.

8. Do you wish to have any signs, banners or flyers be hung or posted in the park? regatta website, social media Yes No

(a) Describe the proposed locations of the banners, etc. must be included on site map
entrance, at course

9. Do you wish to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event? yes

(a) If yes, please describe below, including size, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides.**

Item	Size	Quantity
tents		2
portable johns		10
temporary scaffolding for timing tower		1
bleachers		2

(b) If contracting with a company that will be providing any of the above, list information below

and include a copy of the companies liability insurance

Company Name: TBD Contact Person: _____

Address: _____

Telephone Number: _____

Company Name: _____ Contact Person: _____

Address: _____

Telephone Number: _____

13. Is this event open to the public? Yes No

14. Is this event ticketed? team registrations only Yes No

15. Is this event free? Yes No

16. Please advise what accommodations you are providing for persons with special needs: (parking, transportation,

Entire Application Must Be Completed In Full

accessibility)

Golf cart assistance
sawed spaces for handicap parking

17. Will donations/contributions be accepted during this event? Yes No
If yes, please explain how these donations will be generated or collected. _____

18. Do you plan to sell, distribute, or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, art, etc.)? Yes No

If yes, please list the number of booths expected: 2-3 food trucks

Notice:

*A temporary Food Permit must be obtained from a local County Health Department if planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Washtenaw County Health Department at 734-222-3800. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.

19. Will there be displays, literature, or other types of solicitation? Yes No
If yes, please explain: _____

20. Are you providing additional portable toilets for your event? Yes No
How many? 10 Location: (show on site map) ✓ Vendor: TBD

Notice: The Charter Township of Ypsilanti Parks and Recreation Department requires you to have 1 (one) restroom facility for every 300 participants. If number needed exceeds what park has available, it will be the organization's/event organizer's responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site:
hire it out with a sanitation organization

Person responsible for clean-up:
Contact Name: TBD Relationship to organization: _____
Phone Number: _____

Notice: Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the Ytown Parks. Failure to do so may result in the reduction or loss of your security deposit. If an event is deemed large enough (over 300 people) to produce more than the 10 bag maximum, it will be the event organizers responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

Security/Safety:

22. What are your plans for providing security, traffic and/or crowd control: hire it out w/a professional company
Contact Person: TBD
Company Name: _____
Contact Phone Number: _____

23. What are your parking plans? Overflow parking? field space is needed

24. What are your plans for providing emergency/medical services? EMT hired + on site w/a professional company

Event Entertainment:

25. Do you plan to provide musical entertainment for this event? Yes No

If yes, please describe: music from speaker

26. Will any type of sound amplifying equipment or devices be used in conjunction with this event?
 Yes No

If yes, please list type of equipment below:

Type of Equipment	Quantity
<u>2 DJ level speakers</u>	<u>2</u>

27. If musical entertainment is used, please list contact information for sound technicians.

EMU marketing Dept.

28. Do you plan to provide other entertainment for this event? Yes No

If yes, please describe or attach copy of your planned program: _____

Notice: The sponsoring organization's Event Coordinator must comply with all Charter Township of Ypsilanti's ordinances regarding acceptable noise levels. (Please refer to the Township's Noise Ordinance, Section 46-62 of the Charter Township of Ypsilanti Municipal Code.) It is the event organizer's/applicant's responsibility to be in compliance with all federal and state copyrights laws.

29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event? Yes No

30. Are you providing a generator as a power source? Yes No

What are the electrical needs for the event: TBD

Type of equipment i.e., (roasting pans, amplifiers, inflatables, etc.)	Power requirements

31. Are there any special provisions pertaining to your event that have not been addressed on this application?

DNR permits once approved + contact sheriffs dept. about water patrol

Event Fees

Due with Application:

Application Fee: \$30/non-refundable \$ _____

Fees, Charges and Deposits Schedule:

Permit Fee: \$100/day \$ _____

Vending Fee: \$25 per vendor selling food/merchandise \$ _____

Rental Fees and Charges \$ _____

TOTAL: \$ _____

Charter Township of Ypsilanti Recreation Department Special Event Application (PARK USE ONLY)

Date Received: _____ Fees Charged: _____

Partnership: _____ Parks Event: _____ Permit #: _____

Scheduled Staff Meeting Date: _____ Completed Approved Declined

Scheduled Park Commission Meeting Date: _____ Completed Approved Declined

Charter Township of Ypsilanti Staff person: _____

Telephone Number: _____ Fax #: _____

E-mail: _____

Entire Application Must Be Completed In Full



Layers

Chairperson
Tajalli Hodge
Vice Chairperson
David Streeter
Treasurer
Brad Hine
Secretary
Jeff Neel



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

Commissioners
Edward Burnett
Darrell Kirby
Star Smith

*RECOMMENDATION TO APPROVE THE 2025 ROWFEST AND FORD LAKE CUP
REGATTA SPECIAL EVENT APPLICATIONS*

August 5, 2024

The Ypsilanti Township Park Commission makes a recommendation to approve the Rowfest and Ford Lake Cup Regatta with Eastern Michigan University applications for 2025.

The motion for the recommendation to the Township Board was made by Commissioner and seconded by Commissioner .

Yes: Burnett, Hine, Hodge, Kirby
No: None
Abstain: None
Absent: Neel, Streeter, Smith

A handwritten signature in black ink that reads "Tajalli Hodge".

Tajalli Hodge, Chair



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

MEMORANDUM

To: Heather Jarrell Roe – Township Clerk
From: Stan Eldridge – Township Treasurer
Re: 14B Court Renovation Bid Award To Braun Construction In An Amount Not To Exceed
\$5,000,000
Date: August 27th, 2024

This is a request for a Special Meeting to be held by the Charter Township of Ypsilanti Board of Trustees on Wednesday, August 28th, at 6:00pm in the Charter Township of Ypsilanti Board Room.

The Court Renovation Committee, of which I am a member of, has been meeting throughout the court renovation process and is in agreement with the selection of Braun Construction. Please see the Recommendation of Award letter from James Renaud from JFR Architects. This award would be contingent upon attorney approval of the contract.

Thank You,

Stan



August 14, 2024

Brenda L. Stumbo, Supervisor
Heather Jarrell Roe, Clerk
Stan Eldridge, Treasure

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

RE: 14-B District Court Safety and Security Improvements – Bid Summary

Dear Board Members,

On Thursday, August 8th, we received a total of ten bids to provide new construction additions and renovations to the 14-B District Court for safety and security improvements. A copy of the full “bid tabulation” is attached for your record.

We have reviewed and analyzed the three apparent lowest bid proposals for the project. On Tuesday August 13th we completed interviews with these same three bidders and Township project committee members. During this evaluation period there has been identified irregularities and tabulation omissions in the two lowest bid proposals. Discovery of this information has concluded that the two lowest bidders have not submitted a complete and accurate responses in accordance with the Townships RFP and the plans and specifications of the project.

The third lowest bidder appears to have submitted a complete bid proposal and to be a qualified general contractor in municipal construction and renovation projects. We have interviewed them, provided follow up Q and A questionnaire with them and checked the references of this company and the results were positive.

Based on the above summary we would recommend the third lowest bidder, Braun Construction Group, Inc. be engaged and awarded the future contract for the project.



At the Township's option, there are several add alternates from the proposal that could be accepted for the project. A copy of the full "opinion of budget cost" is attached for your record.

We also recommend budgeting a construction contingency in the amount of 10% due to evolving nature of construction cost, unplanned complexities, hidden conditions or unforeseen conditions and scope changes in all construction projects.

Please feel free to call with any questions or concerns.

Sincerely Yours,

A handwritten signature in blue ink, appearing to read 'JFR' with a stylized flourish.

James F. Renaud AIA, NCARB

attachments:

August 8, 2024, Full Bid Results Tabulation
August 14, 2024, Opinion of Budget Cost

cc:

John Hines, Municipal Services Director
Javonna Neel, Accounting Director
Travis McDugald, IT Manager
Dave Bellers, Chief Building Official
Steve Wallgren, Fire Marshal
Honorable Erane C. Washington
Magistrate Hilary Braley
Court Clerk April Sally



August 17, 2024

Brenda L. Stumbo, Supervisor
Heather Jarrell Roe, Clerk
Stan Eldridge, Treasure

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

RE: 14-B District Court Safety and Security Improvements

Dear Board Members,

On Thursday, August 8th, we received a total of ten bids to provide new construction additions and renovations to the 14-B District Court for safety and security improvements. A copy of the full “bid tabulation” is attached for your record.

We have reviewed and analyzed the three apparent lowest bid proposals for the project. On Tuesday August 13th we completed interviews with these same three bidders and Township project committee members. During this evaluation period there has been identified irregularities and tabulation omissions in the two lowest bid proposals. Discovery of this information has concluded that the two lowest bidders have not submitted a complete and accurate responses in accordance with the Townships RFP and the plans and specifications of the project.

The third lowest bidder appears to have submitted a complete bid proposal and to be a qualified general contractor in municipal construction and renovation projects. We have interviewed them, provided follow up Q and A questionnaire with them and checked the references of this company and the results were positive.



Since completion of the contractor interviews and the determination of Braun's Construction Group Inc. as the lowest qualified bidder our team along with the Township project committee and Bruan construction have been working to bring the total overall project in line with the grant budget and to provide the most economical benefit to the Township for these proposed safety and security improvements. Attached for your reference is a summary estimate of the "opinion of budget cost" for this project.

Based on the above summary and contingent of the Township's Attorney approval for an AIA contract we recommend the third lowest bidder, Braun Construction Group, Inc. be engaged and awarded the future contract for the 14-B District Court safety and security improvements project with the not to exceed total budget amount of the \$5 million dollar grant for this project.

Please feel free to call with any questions or concerns.

Sincerely Yours,

A handwritten signature in blue ink, appearing to read 'James F. Renaud', written in a cursive style.

James F. Renaud AIA, NCARB

attachments:

August 8, 2024, Full Bid Results Tabulation
August 27, 2024, Opinion of Budget Cost
August 27, 2024 , proposed Floor Plan B - Revised

cc:

John Hines, Municipal Services Director
Javonna Neel, Accounting Director
Travis McDugald, IT Manager
Dave Bellers, Chief Building Official
Steve Wallgren, Fire Marshal
Honorable Erane C. Washington
Magistrate Hilary Braley
Court Clerk April Sally

Statement of Intellectual Property

The ideas, concepts, drawings and thoughts expressed herein have been developed for the exclusive use of this specified project and are the intellectual property of JFR ARCHITECTS, PC. This set of drawings and construction documents, in whole or in part, may not be reproduced, without the written consent of JFR ARCHITECTS, PC. This information is protected under U.S. Copyright Law, all rights reserved.

© Copyright 2024

*** DO NOT SCALE DRAWINGS ***

CONSULTANT:

PROJECT NAME:

**SAFETY AND SECURITY IMPROVEMENTS FOR:
YPSILANTI TOWNSHIP
14-B DISTRICT COURT**
7200 S. HURON RIVER DR., YPSILANTI TWP., MI 48197

- PRELIMINARY ●
 - DESIGN DEVELOPMENT ●
 - CONSTRUCTION DOC.'S ●
 - BIDS ●
 - PERMIT & PLAN REVIEW ●
 - CONSTRUCTION ○
- DRAWN BY: jr
CHECKED BY: JFR
- REVISIONS:

SCHEMATIC DESIGN	10/06/23
BOARD MEETING	11/21/23
DESIGN DEVELOPMENT	03/18/24
DESIGN DEVELOPMENT	04/10/24
OWNERS REVIEW	05/31/24
BIDDING & PERMITS	07/09/24

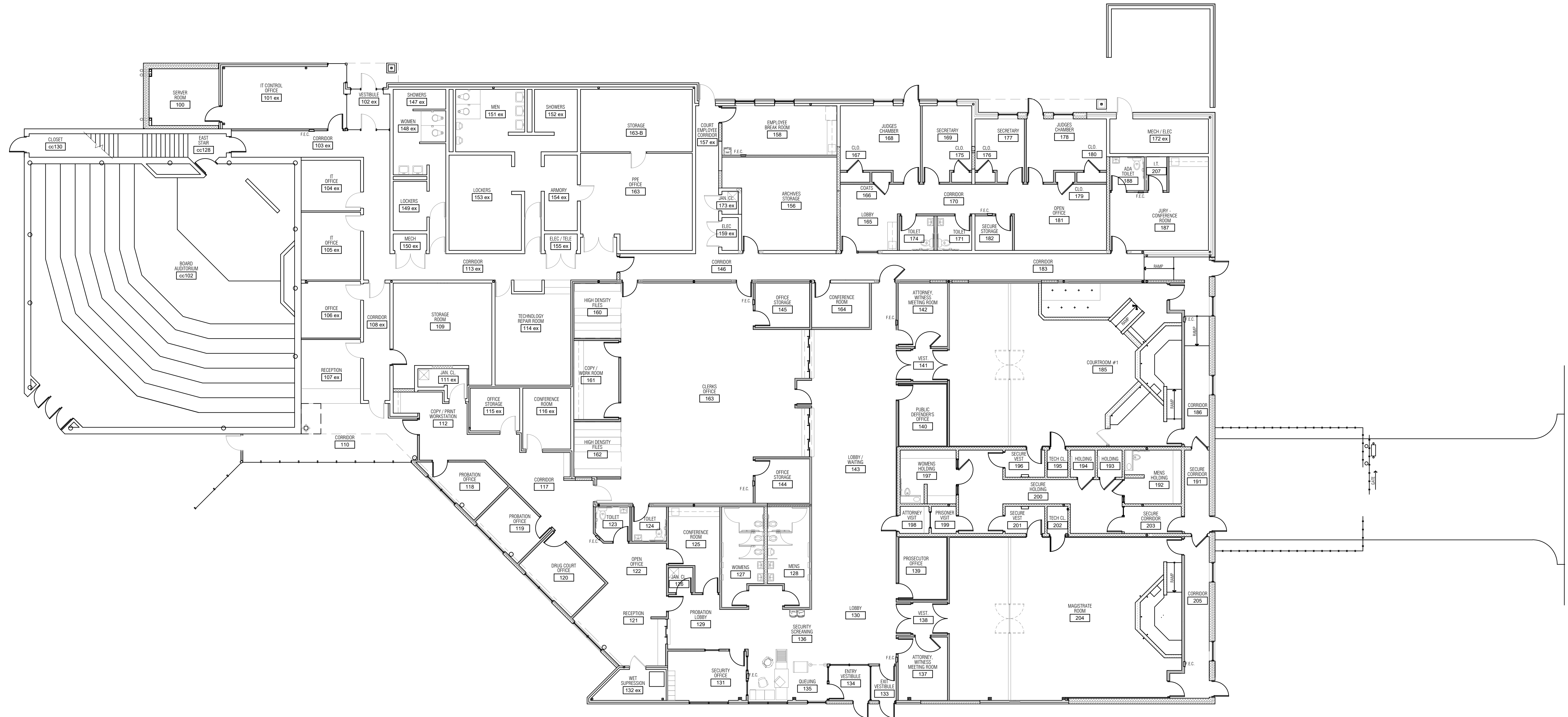
DATE:
24 JANUARY 2022

PROJECT NO.:
22-105

DRAWING NAME:
**PROPOSED
COMPOSITE
FLOOR PLAN**

SHEET NO.:

A3-01



N 2 A3-01 Composite Floor Plan - Court Work Area
3/32" = 1'-0"

VALUE REDUCTION
OPTION "B - REVISED" - AUGUST 27, 2024



OPINION OF BUDGET COST

Date: 8/27/2024

Project Name:

14-B District Court
Safety and Security Improvements

#	Classification	Costs	Braun Construction	Ypsilanti Township	Totals	Notes
	Project Grant	\$5,000,000.00			\$5,000,000.00	
1	Hard Cost - Construction					
2	Base Bid Amount		\$4,520,000.00		\$4,520,000.00	
3	Add Alternate #1 (high density files)		\$0.00		\$0.00	
4	Add Alternate #2 (courtroom wood benches)		\$0.00		\$0.00	
5	Add Alternate #3 (exterior planter boxes)		\$0.00		\$0.00	
6	Add Alternate #4 (IT room expansion/repair)		\$0.00		\$0.00	
7	Contractor - VALUE REDUCTION IDEAS	ESTIMATED DEDUCT	-\$373,698.00			
	Subtotal		\$4,146,302.00		\$4,146,302.00	
8	Construction Contingency 10%		\$414,630.20		\$414,630.20	Hidden Conditions and Unplanned Complexities (unused funds to be returned to project budget at the completion of the project)
9	Subtotal Hard Cost		\$4,560,932.20		\$4,560,932.20	
	Soft Cost - Project Estimates					
10	move, storage, IT, FFE, AV, recording, fees				\$0.00	
11	Subtotal Soft Cost Estimate			\$411,787.00	\$411,787.00	
12	Total Cost Estimate		\$4,560,932.20	\$411,787.00	\$4,972,719.20	

14B District Court, Ypsilanti Twp., Michigan
 Bid Results - August 8, 2024 @ 2:00pm

General Contractor	Base Bid Amount	Bid Bond	Addendum 1,2,3	Alt. 1 High Density Files	Alt. 2 Wood Benches	Alt. 3 Planter Box	Alt. 4 IT Room	Alt. 5 Phase Work	Unit Price 1 Cut & Fill	Unit Price 2 Fill w/Sand	Unit Price 3 Fill w/21AA	Unit Price 4 Fill w/Limestone	Unit Price 5 Geo-Tech Fabric
DMC Group DMC Consultants Inc.	\$4,127,861.60	X	Yes	\$7,294.00	\$38,900.00	\$47,090.00	\$68,402.00	\$175,355.21	\$1.35	\$1.85	\$33.00	\$33.00	\$13.00
Deangelis Diamond Construction, LLC	\$4,389,486.00	X	Yes	\$50,000.00	\$55,000.00	\$45,000.00	\$140,000.00	\$95,000.00	\$1.75	\$2.25	\$35.00	\$35.00	No Bid
Braun Construction Group, Inc.	\$4,520,000.00	X	Yes	\$33,000.00	\$76,000.00	\$11,000.00	\$209,000.00	No Bid	\$1.38	\$1.93	\$33.00	\$33.00	\$6.16
NRC Builders, LLC	\$4,540,000.00	X	Yes	\$41,000.00	\$57,000.00	\$30,000.00	\$235,000.00	\$35,000.00	\$3.00	\$3.00	\$80.00	\$70.00	\$30.00
A.R. Brouwer Co.	\$4,786,500.00	X	Yes	\$30,785.00	\$60,415.00	\$27,820.00	\$135,000.00	\$106,000.00	\$1.00	\$1.75	\$34.00	\$42.00	\$9.00
Sorensen Gross Company, LLC	\$5,074,000.00	X	Yes	\$32,000.00	\$58,000.00	\$39,000.00	\$157,000.00	\$194,000.00	\$2.20	\$2.20	\$77.00	\$77.00	\$71.50
Heaney General Contracting, Inc.	\$5,600,000.00	X	Yes	\$45,000.00	\$62,000.00	\$28,000.00	\$148,000.00	\$125,000.00	\$1.75	\$2.45	\$42.00	\$42.00	\$5.67
The E & L Construction Group, Inc.	\$5,711,200.00	X	Yes	\$43,194.00	\$111,018.00	\$32,383.00	\$210,429.00	\$84,042.00	\$4.00	\$3.00	\$40.00	\$31.00	\$3.00
KEO & Associates, Inc.	\$5,734,914.00	X	Yes	\$24,655.00	\$97,597.00	\$34,320.00	\$230,236.00	\$291,650.00	\$3.00	\$2.00	\$80.00	\$80.00	\$2.00
Wolverine Building Group	\$6,691,813.00	X	Yes	\$43,569.00	\$68,439.00	\$38,672.00	\$203,559.00	\$105,724.00	\$1.00	\$1.95	\$30.00	\$55.50	\$6.52