

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

DEBBIE SWANSON

Treasurer

STAN ELDRIDGE

Trustees

KAREN LOVEJOY ROE

JOHN P. NEWMAN II

GLORIA PETERSON

LARESHA THORNTON

December 3, 2024

Regular Meeting – 6:00 p.m.

Ypsilanti Township Civic Center

7200 S. Huron River Drive

Ypsilanti, MI 48197

CONSENT AGENDA



Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK DEBBIE SWANSON • TREASURER STAN ELDRIDGE
TRUSTEES: • KAREN LOVEJOY ROE • JOHN P. NEWMAN II • GLORIA PETERSON • LARESHA THORNTON

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

REGULAR MEETING AGENDA

TUESDAY, DECEMBER 3, 2024

6:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. CONSENT AGENDA
 - A. MINUTES OF NOVEMBER 19, 2024 REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR DECEMBER 3, 2024, IN THE AMOUNT OF \$1,143,861.76
4. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

OLD BUSINESS

1. REQUEST AUTHORIZATION TO ACCEPT THE BID FOR SALADINO CONSTRUCTION CO INC., FOR OUR BIENNIAL SIDEWALK REPLACEMENT PROGRAM FOR YPSILANTI TOWNSHIP, TABLED AT NOVEMBER 19, 2024 BOARD MEETING

NEW BUSINESS

1. REQUEST AUTHORIZATION TO ACCEPT THE BID RECEIVED FOR THE 14-B DISTRICT COURT RENOVATION PROJECT FROM CORRIGAN MOVING SYSTEMS
2. REQUEST APPROVAL OF RESOLUTION 2024-26, 2025 POVERTY EXEMPTION GUIDELINES AND APPLICATION
3. RESOLUTION 2024-27, BOARDS AND COMMISSIONS
4. REQUEST AUTHORIZATION TO ACCEPT PROPOSAL FROM HOME OF NEW VISION FOR AN OPIOID PREVENTION PILOT IN THE AMOUNT OF \$24,000, BUDGETED IN 2025 LINE ITEM 284-631-962.000, CONTINGENT ON ATTORNEY APPROVAL
5. REQUEST AUTHORIZATION TO APPROVE THE AGREEMENT FOR THE ESTABLISHMENT OF A NEW BRANCH TO A COUNTY DRAIN FOR A RAIN GARDEN AT CLUBVIEW PARK LOCATED AT 185 S. CLUBVIEW DR
6. REQUEST AUTHORIZATION TO APPROVE CHANGE ORDER #1 WITH STANTEC CONSULTING FOR \$14,000 FOR ADDITIONAL PROFESSIONAL SERVICES RELATED TO THE YPSILANTI TOWNSHIP ARPA COMMUNITY CENTER BATHROOM IMPROVEMENT PROJECT

7. REQUEST TO WAIVE THE BIDDING PORTION OF THE FINANCIAL POLICY AND APPROVE THE QUOTE FOR \$78,560.00 FROM BILL CARR SIGNS FOR THE PURCHASE AND INSTALLATION OF TWENTY-ONE (21) TOWNSHIP SIGNS
8. RESOLUTION NO. 2024-28, DESIGNATION OF DEPOSITORIES
9. RESOLUTION 2024-29, ROBERT'S RULE OF ORDER
10. RESOLUTION NO. 2024-30, DESIGNATION OF NEWSPAPER OF CIRCULATION
11. RESOLUTION NO. 2024-31, 2025 BOARD MEETING DATES
12. BUDGET AMENDMENT #15

OTHER BUSINESS

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

BOARD MEMBER UPDATES

**Revised December 3, 2024*

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING**

Township Supervisor Brenda Stumbo called the meeting to order at 6:00 pm 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 and Treasurer Stan Eldridge
Trustees: Gloria Peterson and Debbie Swanson
Ryan Hunter and John Newman II

Members Absent: Clerk Heather Jarrell Roe

Legal Counsel: Wm. Douglas Winters

PUBLIC HEARING

A. RESOLUTION 2024-15, 2025 FISCAL YEAR BUDGET

The public hearing was opened by Supervisor Stumbo at 6:01 pm.

One public comment was made.

Public hearing closed at 6:09 pm.

Deputy Supervisor, Elizabeth Reyher gave an overview of the changes from the August, 2024 draft to the final Resolution tonight.

Trustee Swanson read Resolution 2024-15, 2024 Fiscal Year Budget into the record.

A motion was made by Trustee Peterson and supported by Trustee Hunter to approve the resolution (see attached).

The motion carried unanimously.

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MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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CONSENT AGENDA

A. MINUTES OF THE OCTOBER 15, 2024 REGULAR MEETING

B. STATEMENTS AND CHECKS

- 1. STATEMENTS AND CHECKS FOR NOVEMBER 5, 2024 IN THE AMOUNT OF \$1,864,801.24**
- 2. STATEMENTS AND CHECKS FOR NOVEMBER 19, 2024 IN THE AMOUNT OF \$1,642,307.26**
- 3. CLARITY HEALTHCARE DEDUCTIBLE ACH EFT FOR OCTOBER 2024 IN THE AMOUNT OF \$31,287.63**
- 4. CLARITY HEALTHCARE DEDUCTIBLE ADMIN FEE FOR OCTOBER 2024 IN THE AMOUNT OF \$1,650.09**

C. TREASURER'S REPORT

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve the consent agenda.

The motion carried unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

Attorney Doug Winters talked about the economic development in the township with Aldi's opening soon, Culvers' building next to them and a couple of hotels in the nearby area. He also mentioned the upcoming renovation for 14B Court. He addressed an incident that happened on October 8th regarding an individual who was carrying a weapon, pointed his weapon at the township employee and threatened to shoot him. Attorney Winters stated the employee was able to talk the individual down and the man left. He said the person was arrested later that morning. He said the individual who committed this crime had previously been incarcerated. Attorney Winters stated he made a commitment to the employee

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MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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and all the other employees of the Township to follow this case through. He said he questioned why the Prosecuting Attorney has not charged this individual with a felony firearm charge. Attorney Winters stated he will continue to work to get a felony firearm charge added to this case.

OLD BUSINESS

1. 2nd READING OF RESOLUTION 2024-14 REGARDING PROPOSED ORDINANCE 2024-509, AN AMENDMENT TO CHAPTER 62, SECTION 106-229 OF THE CODE OF ORDINANCES, CHARTER TOWNSHIP OF YPSILANTI, MUNICIPAL SEWER USE AND INDUSTRIAL WASTE PRETREATMENT ORDINANCE

A motion was made by Trustee Eldridge and supported by Trustee Swanson to approve the 2nd Reading of Resolution 2024-14 regarding proposed ordinance 2024-509, an amendment to Chapter 62, Section 106-229 of the Code of Ordinances, Charter Township of Ypsilanti, Municipal Sewer Use and Industrial Waste Pretreatment Ordinance.

**Newman...yes Peterson...yes Swanson....yes Stumbo...yes
Eldridge...yes Hunter...yes**

The motion carried unanimously.

NEW BUSINESS

1. REQUEST TO WAIVE FINANCIAL POLICY AND APPROVE UIS AS A SINGLE SOURCE TO PROVIDE SERVICES AS LISTED IN QUOTES #241870 FOR SPILLWAY GATE PROGRAMMABLE LOGIC CONTROLLER ISOLATION AT THE HYDRO STATION IN THE AMOUNT OF \$27,995.00, BUDGETED IN LINE ITEM #101-902-981.110

A motion was made by Trustee Peterson and supported by Treasurer Eldridge to approve the request to waive financial policy and approve UIS as single source to provide services as listed in quotes renewal of the #241870 for spillway gate

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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programmable logic controller isolation at the Hydro Station in the amount of \$27,995.00, budgeted in line item #101-902-981.110.

The motion carried unanimously.

- 2. REQUEST TO APPROVE A PROFESSIONAL SERVICE CONTRACT WITH AYRES, OF EAU CLAIRE, WISCONSIN, FOR SERVICES OUTLINED IN THE AYRES PROPOSAL DATED AUGUST 20TH, 2024, TO COMPLETE THE PART 12 COMPREHENSIVE ASSESSMENT (CA) FOR THE HYDRO STATION IN THE AMOUNT OF \$340,002.00 BUDGETED IN LINE ITEM #101-902-981.110 AND \$49,598.00 BUDGETED IN LINE ITEM #252-535-801.000 FOR THE TOTAL OF \$389,600.00**

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve a professional service contract with Ayres, of Eau Claire, Wisconsin, for services outlined in the Ayres proposal dated August 20th, 2024, to complete the Part 12 Comprehensive Assessment (CA) for the Hydro Station in the amount of \$340,002.00 budgeted in line item #101-902-981.110 and \$49,598.00 budgeted in line item #252-535-801.000 for the total of \$389,600, contingent upon attorney review.

The motion carried unanimously.

- 3. RESOLUTION 2024-23, AUTHORIZING THE CHARTER TOWNSHIP OF YPSILANTI TO SELL TO PURCHASERS MAKINLEY ANGLE AND JOSHUA R. ANGLE TWO VACANT PARCELS LOCATED AT 1609 OUTER LANE DR AND 1619 OUTER LANE DR**

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve Resolution 2024-23 to authorize the Charter Township of Ypsilanti to sell to purchasers Makinlay Angle and Joshua R. Angle two vacant parcels located at 1609 Outer Lane Dr and 1619 Outer Lane Dr. (see attached)

The motion carried unanimously.

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MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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**4. RESOLUTION 2024-24, AUTHORIZING THE CHARTER TOWNSHIP OF
YPSILANTI TO SELL TO PURCHASERS THOMAS R HENSLEY AND NALINEE
HENSLEY ONE VACANT PARCEL LOCATED AT 1751 SMITH ST**

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve Resolution 2024-23 to authorize the Charter Township of Ypsilanti to sell to purchasers Thomas R. Hensley and Nalinee Hensley one vacant parcel located at 1751 Smith St. (see attached)

The motion carried unanimously.

**5. RESOLUTION 2024-25, AUTHORIZING THE CHARTER TOWNSHIP OF
YPSILANTI TO SELL TO PURCHASERS DIANE SZCZESNIAK AND NANCY RAE
SOVEREIGN ONE VACANT PARCEL LOCATED AT 1293 HOLMES RD**

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve Resolution 2024-25 to authorize the Charter Township of Ypsilanti to sell to purchasers Diane Szczesniak and Nancy Rae Sovereign one vacant parcel located at 1293 Holmes Rd. (see attached)

The motion carried unanimously.

**6. REQUEST AUTHORIZATION TO INCREASE GOLFING RATES FOR THE 2025
GOLF SEASON AT GREEN OAKS GOLF COURSE**

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the authorization to increase golfing rates for the 2025 golf season at Green Oaks Golf Course.

The motion carried unanimously.

7. RESOLUTION 2024-16, ESTABLISH TOWNSHIP SUPERVISOR'S SALARY

A motion was made by Trustee Peterson and supported by Trustee Swanson to approve Resolution 2024-16, Township Supervisor's salary for 2025. (see attached)

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MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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The motion carried unanimously.

8. RESOLUTION 2024-17, ESTABLISH TOWNSHIP CLERK'S SALARY

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve Resolution 2024-17, Township Clerk's salary for 2025. (see attached)

The motion carried unanimously.

9. RESOLUTION 2024-18, ESTABLISH TOWNSHIP TREASURER'S SALARY

A motion was made by Trustee Peterson and supported by Trustee Hunter to approve Resolution 2024-18, Township Treasurer's salary for 2025. (see attached)

The motion was carried unanimously.

10. RESOLUTION 2024-19, ESTABLISH TOWNSHIP TRUSTEE'S SALARY

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve Resolution 2024-19, Township Trustee's salary for 2025. (see attached)

The motion carried unanimously.

11. RESOLUTION 2024-20, BOARDS OF COMMISSIONS

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve Resolution 2024-20, Boards of Commission. (see attached)

The motion carried unanimously.

**12. RESOLUTION 2024-21, WASHTENAW AREA MUTUAL AID COUNCIL
(WAMAC)**

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A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve Resolution 2024-21, Washtenaw Area Mutual Aid Council (WAMAC). (see attached)

The motion carried unanimously.

13. RESOLUTION 2024-22, SEAVER FARM DRAIN

A motion was made by Trustee Swanson and supported by Treasurer Eldridge to approve Resolution 2024-22, Seaver Farm Drain. (see attached)

The motion carried unanimously.

**14. REQUEST AUTHORIZATION TO EXTEND AND EXPAND LAITR
BEAUTIFICATION SERVICE IN THE AMOUNT OF \$12,600.00 MONTH,
BUDGETED IN LINE ITEM #266-301-830.004, CONTINGENT ON ATTORNEY
REVIEW**

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the authorization to extend and expand LAITR Beautification Service in the amount of \$12,600.00 a month budgeted in line item #266-301-8301.004, contingent on attorney review.

The motion carried unanimously.

**15. REQUEST TO AUTHORIZE CHANGE ORDER FOR WASHTENAW COUNTY
ROAD COMMISSION (WCRC) 2023 ROAD AGREEMENT IN THE AMOUNT
OF \$38,047.44, BUDGETED IN LINE ITEM #213-446-982.000**

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the authorization Change Order for Washtenaw County Road Commission (WCRC) 2023 Road Agreement in the amount of \$38,047.44, budgeted in line item #213-446-982.000.

The motion carried unanimously.

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MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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16. REQUEST TO ACCEPT THE RESIGNATION OF CALEB COPELAND FROM THE PLANNING COMMISSION EFFECTIVE IMMEDIATELY

A motion was made by Trustee Peterson and supported by Trustee Swanson to accept the resignation of Caleb Copeland from the Planning Commission effective immediately.

The motion carried unanimously.

17. REQUEST TO APPROVE THE SDM (SPECIALLY DESIGNATED MERCHANT) LICENSE FOR THE FLORAL FUTURES, INC STORE, DOING BUSINESS AS NORTON'S FLOWERS & GIFTS

A motion was made by Trustee Peterson and supported by Treasurer Eldridge to approve the SDM (Specially Designated Merchant) License for the Floral Futures, Inc. Store, doing business as Norton's Flowers & Gifts.

The motion carried unanimously.

18. REQUEST TO APPROVE THE CLASS C LICENSE FOR THE CHINA PALACE

A motion was made by Treasurer Eldridge and supported by Trustee Hunter to approve the Class C license for the China Palace.

The motion carried unanimously.

19. REQUEST AUTHORIZATION TO APPROVE ADDENDUM #4 TO BRAUN CONSTRUCTION FOR THE RENOVATION TO THE IT SERVER ROOM IN THE AMOUNT NOT TO EXCEED \$257,590.00 PENDING BUDGET AMENDMENT TO LINE ITEM #101-901-971.008

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve addendum #4 to Braun Construction for the renovation to the IT Server

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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room in the amount not to exceed \$257,590.00 pending budget amendment to line item #101-901-971.008.

The motion carried unanimously.

20. REQUEST AUTHORIZATION TO ACCEPT THE BID FOR PPM TREE SERVICE AND ARBOR CARE FOR LIMB AND BRUSH REMOVAL SERVICE FOR YPSILANTI TOWNSHIP

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to accept the bid for PPM Tree Service and Arbor Care for limb and brush removal for Ypsilanti Township.

The motion carried unanimously.

21. REQUEST AUTHORIZATION TO ACCEPT THE BID FOR PPM TREE SERVICE AND ARBOR CARE FOR OUR BIENNIAL TREE TRIMMING AND REMOVAL SERVICE FOR YPSILANTI TOWNSHIP

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to accept the bid for PPM Tree Service and Arbor Care for our biennial tree trimming and removal services for Ypsilanti Township.

The motion carried unanimously.

22. REQUEST AUTHORIZATION TO ACCEPT THE BID FOR CONCRETE LEVELING INC., FOR OUR BIENNIAL SIDEWALK REPAIR PROGRAM FOR YPSILANTI TOWNSHIP WHICH IS BUDGETED IN LINE ITEM #213-446-982.006

A motion was made by Trustee Peterson and supported by Treasurer Eldridge to accept the bid for Concrete Leveling Inc., for our biennial sidewalk repair program for Ypsilanti Township which is budgeted in line #213-446-982.006.

The motion carried unanimously.

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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**23. REQUEST AUTHORIZATION TO ACCEPT THE BID FOR SALADINO
CONSTRUCTION CO INC., FOR OUR BIENNIAL SIDEWALK REPLACEMENT
PROGRAM FOR YPSILANTI TOWNSHIP**

A motion was made by Trustee Peterson and supported by Trustee Newman to accept the bid for Saladino Construction Company Inc. for our biennial sidewalk replacement program for Ypsilanti Township.

After much discussion on price and what defined “a location”, a motion was made by Treasurer Eldridge and supported by Trustee Newman to table the item until the December 3rd meeting to so Director John Hines could ask Saladino Construction some clarifying questions.

The motion carried unanimously.

**24. REQUEST AUTHORIZATION TO APPROVE CHANGE ORDER FOR THE
COMMUNITY CENTER BATHROOM AND SANITARY LINE IMPROVEMENTS
IN THE AMOUNT OF \$36,152.10 AS PART OF THE AMERICAN RESCUE
PLAN ACT (ARPA) FUNDS**

A motion was made by Treasurer Eldridge and supported by Trustee Hunter to approve Change Order for the Community Center bathroom and sanitary line improvements in the amount of \$36,152.10 as part of the American Rescue Plan Act (ARPA) Funds.

The motion carried unanimously.

**25. REQUEST AUTHORIZATION TO APPROVE CHANGE ORDER 1 FOR
\$40,204.14 FOR THE REPAIRS OF BURNS PARK WALKWAY AND
PLAYGROUND REPAIRS AND WEST WILLOW PARK WALKWAY AND
PLAYGROUND REPLACEMENT AS PART OF THE AMERICA RESCUE PLAN
ACT (ARPA) FUNDS**

A motion was made by Treasurer Eldridge and supported by Trustee Newman to approve Change Order 1 for \$40,204.14 for the repairs of Burns Park Walkway and

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE NOVEMBER 19, 2024 REGULAR BOARD MEETING
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Playground repairs and West Willow Park Walkway and Playground replacement as part of the American Rescue Plan Act (ARPA) Funds.

The motion carried unanimously.

26. BUDGET AMENDMENT #14

Trustee Swanson read Budget Amendment #14 into the record.

A motion was made by Trustee Peterson and supported by Trustee Swanson to accept Budget Amendment #14. (see attached)

The motion carried unanimously.

PUBLIC COMMENTS

There was one public comment.

BOARD MEMBER UPDATES

A motion to adjourn was made by Treasurer Eldridge and supported by Trustee Peterson.

The meeting was adjourned at approximately 8:07 PM.

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Debra A. Swanson, Clerk
Charter Township of Ypsilanti

Supervisor
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YPSILANTI TOWNSHIP

— WHERE YOUR FUTURE GROWS —

**Accounting
Department**

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

STATEMENTS AND CHECKS

DECEMBER 3, 2024 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	1,134,167.07
HAND CHECKS -	\$	9,694.69
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	1,143,861.76

Check Date	Check	Vendor Name	Description	Amount
Bank AP AP				
11/21/2024	198555	RHETT REYES	RECOVERY COURT PAYROLL	1,225.50
			RECOVERY COURT PAYROLL	1,080.38
				<u>2,305.88</u>
11/21/2024	198556	COMCAST	ACCT. #8529 10 234 0586337	82.42
11/21/2024	198557	COMCAST	ACCT. #8529 10 234 0186229	188.96
11/21/2024	198558	COMCAST	ACCT. #8529 10 234 0279396	153.73
11/21/2024	198559	VERIZON WIRELESS	ACCT. #542198411-00001	270.12
11/22/2024	198560	UNITED STATES POST OFFICE	POSTAGE FOR WINTER 2025 HANDBOOK AND REC	6,318.58
11/22/2024	198561	AMERICAN ARBITRATION ASSOC.	INITIAL ADMIN FEE 3 CASES	375.00
				<u><u>9,694.69</u></u>

HAND CHECKS

AP TOTALS:
Total of 7 Checks: 9,694.69
Less 0 Void Checks: 0.00
Total of 7 Disbursements: 9,694.69

Check Date	Check	Vendor Name	Description	Amount
Bank AP AP				
12/03/2024	198562	A J LEO ELECTRIC & SOLAR	REFUND - PERMIT #PE24-0219	66.00
12/03/2024	198563	A.F. SMITH ELECTRIC	FLP LIGHTING WIRE REPAIR/SPLICE	391.99
12/03/2024	198564	AAMCO TRANSMISSIONS AND	VEHICLE 82 BELT REMOVE/REPLACE + EXHAUST #84 REAR BRAKE SERVICE (INV # I140894)	1,403.50 961.57
				<u>2,365.07</u>
12/03/2024	198565	ADRIENNE DE MOND	REFUND - THE CORRAL SPECIAL EVENTS	10.00
12/03/2024	198566	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	110.74
			OFFICE SUPPLIES	348.18
			OFFICE SUPPLIES	54.50
			OFFICE SUPPLIES	151.04
			IPAD CASE/BINDING COVERS	144.46
			REPLACEMENT TABLE/CHAIRS/SUPPLIES FOR HQ	454.05
			REPLACEMENT TABLE/CHAIRS/SUPPLIES FOR HQ	290.93
			CLIPBOARDS/MAGNETS/CEILING FAN CHAIN	133.74
			IPAD CASE	71.57
			DISPOSABLE GLOVES	85.99
			MAGIC-STYLE KEYBOARD CASE FOR 2024 IPAD	316.76
			YEALINK WH63 HEADSET	128.00
				<u>2,289.96</u>
12/03/2024	198567	ANGELA KOJIRO	MILEAGE REIMBURSEMENT - TREASURER MEETIN	21.71
12/03/2024	198568	ANN ARBOR SPARK	2024 CONTRIBUTION TO ANN ARBOR SPARK	15,000.00
12/03/2024	198569	APEX SOFTWARE	APEX SKETCH ANNUAL RENEWAL	2,180.00
12/03/2024	198570	ASSOCIATED FENCE	REPAIR OF FENCE AT GREEN OAKS GOLF COURSE	775.00
12/03/2024	198571	BARR ENGINEERING COMPANY	PROFESSIONAL SERVICES FROM 10/5 2024 TO	12,073.00
12/03/2024	198572	BIANCO TOURS	SAUGATUCK AUGUST 2024 50 & BEYOND	2,012.50
12/03/2024	198573	BIANCO TOURS	NIAGARA FALLS OVERNIGHT	6,507.50
12/03/2024	198574	CARL ROWSEY	WORK BOOTS AND PANTS	317.19
12/03/2024	198575	CARLISLE WORTMAN ASSOCIATES INC	AI GWIERIY COMMERCIAL PLAZA	1,242.50
12/03/2024	198576	CARLISLE WORTMAN ASSOCIATES INC	CULVER'S	300.00
12/03/2024	198577	CARLISLE WORTMAN ASSOCIATES INC	SHEETZ - W. MICHIGAN	900.00
12/03/2024	198578	CARLISLE WORTMAN ASSOCIATES, INC.	U-HAUL/U-BOX WAREHOUSE	1,812.50
12/03/2024	198579	CARLISLE WORTMAN ASSOCIATES, INC.	ZAWIYAH FOUNDATION HOUSE OF WORSHIP	42.50
12/03/2024	198580	CARLISLE WORTMAN ASSOCIATES, INC.	SHEETZ - W. MICHIGAN	210.00
12/03/2024	198581	CARLISLE/WORTMAN ASSOCIATES	14-B DISTRICT COURT PLAN REVIEW FEE INVO OCTOBER PLANNING CONSULTATION INVOICE PLANNING DEPARTMENT SUPPORT	7,004.00 1,905.00 8,960.00
				<u>17,869.00</u>
12/03/2024	198582	CARTER LUMBER COMPANY	PARKS SUPPLIES - FLPFENCES (ORDER #24800	1,045.96
12/03/2024	198583	CHILDREN'S HEALING CENTER	PROJECT COMPLETED - REMAINING FUNDS RETU	30,000.00
12/03/2024	198584	CINTAS CORPORATION	FIRST AID CABINET SERVICE - 11/18/24	244.50
			FIRST AID CABINET SERVICE - 11/18/24	7.15
			FIRST AID CABINET SERVICE - 11/18/24	48.60
			FIRST AID CABINET SERVICE - 11/18/24	17.82
			FIRST AID CABINET SERVICE - 11/18/24	65.41
			FIRST AID CABINET SERVICE - 11/18/24	64.43
			FIRST AID CABINET SERVICE - 11/18/24	21.87
			FIRST AID CABINET SERVICE - 11/18/24	7.16
				<u>476.94</u>

A/P CHECKS

Check Date	Check	Vendor Name	Description	Amount
12/03/2024	198585	COMMUNITY PUBLISHING & MARKETING	2025 HELPFUL HANDBOOK AND 2025 WINTER RE	41,000.00
12/03/2024	198586	CRYSTAL FLASH, INC.	DIESEL FUEL FOR GOLF MAINTENANCE EQUIPME REGULAR UNLEADED FOR GOLF EQUIPMENT 11/6 FUEL FOR HQ - DIESEL FUEL FOR HQ - REGULAR DIESEL FUEL FOR GOLF EQUIPMENT 11/14/24	527.76 378.69 867.44 328.53 451.80
				<u>2,554.22</u>
12/03/2024	198587	CXT INCORPORATED	FORD HERITAGE PARK BATHROOM STRUCTURE - LAKESIDE PARK BATHROOM STRUCTURE - ARPA	115,118.00 115,118.00
				<u>230,236.00</u>
12/03/2024	198588	DANCE WITH ELEGANCE	FALL SESSION 2 DANCE FITNESS INSTRUCTION	1,485.40
12/03/2024	198589	DANIELLE FIELHAUER	FALL SESSION 2 ZUMBA INSTRUCTION	255.50
12/03/2024	198590	DANTE WIMBERLY	PAYMENT FOR BASKETBALL OFFICIATED 11/9-1	160.00
12/03/2024	198591	DETROIT LEGAL NEWS	PLANNING COMMISSION - AD	50.00
12/03/2024	198592	DOHYOUN LEE	PAYMENT FOR YOUTH TENNIS LESSONS 11/9 AN	80.00
12/03/2024	198593	ED MARX, JR.	PAYMENT FOR SOFTBALL OFFICIATED 10/1 3 G PAYMENT FOR BASKETBALL OFFICIATED 11/9 A	120.00 160.00
				<u>280.00</u>
12/03/2024	198594	ELIZABETH GIORDANO	FALL BASKETBALL OFFICIATING 11/9-11/16 6	120.00
12/03/2024	198595	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES	11,194.80
12/03/2024	198596	ERATAINMENT LLC	HOLIDAY SOCIAL ENTERTAINMENT	300.00
12/03/2024	198597	GARY STAFFORD	BASKETBALL GAMES OFFICIATED 11/9-11/16 6	120.00
12/03/2024	198598	GRIFFIN PEST SOLUTIONS	PEST CONTROL FOR #3 PEST CONTROL FOR #4 PEST CONTROL FOR #1	31.00 31.00 31.00
				<u>93.00</u>
12/03/2024	198599	HABITAT FOR HUMANITY	HABITAT FOR HUMANITY COMMUNITY ORGANIZIN	60,000.00
12/03/2024	198600	HEANEY'S GENERAL CONTRACTING	LAKESIDE PARK SANITARY LINE WORK - ARPA	80,838.45
12/03/2024	198601	HEANEY'S GENERAL CONTRACTING	FORD HERITAGE PARK SANITARY LINE WORK -	20,988.45
12/03/2024	198602	HOME DEPOT	GOLF COURSE RESTROOM WINTERIZATION & FOR PARTS FOR FLP GARAGE (INV#4511112) PARTS FOR FLP GARAGE (INV#7023400) PARKS WINTERIZATION (INV#0374577) FLP - WINTERIZATION (INV#4374186) FLP SUPPLIES - CLEANING (INV#8521983)	59.38 20.10 37.03 59.70 71.64 29.32
				<u>277.17</u>
12/03/2024	198603	HOWLETT LOCK & DOOR	CLERK'S OFFICE REPAIR INTERIOR PARTS	215.00
12/03/2024	198604	INFINITY FITNESS LLC	FALL SESSION 2 STEP AEROBICS INSTRUCTION	231.00
12/03/2024	198605	JFR ARCHITECTS, PC	IT SERVER ROOM IMPROVEMENT	12,401.00
12/03/2024	198606	JIBRIL NAEEM	MODERN DAY MARTIAL ARTS FALL 2 AND MEMBE	1,377.75
12/03/2024	198607	KNOX BOX COMPANY	1 YEAR SUBSCRIPTION KNOX CONNECT	721.00
12/03/2024	198608	KONE INC	ELEVATOR MAINTENANCE 11/01/24-1/31/25	225.54
12/03/2024	198609	LOOKING GOOD LAWNS	LGL INVOICE YTNWM 20-1124-5 NOXIOUS WEED	330.00
12/03/2024	198610	MACQUEEN EMERGENCY GROUP	SUPRALITE STRUCTURAL BOOT	621.87
12/03/2024	198611	MARC DUTTON IRRIGATION, INC.	IRRIGATION FOR BALLFIELDS (INV#232798)	550.00
12/03/2024	198612	MARIALANA BRANCH	PAYMENT FOR SOFTBALL GAMES OFFICIATES 10	40.00
12/03/2024	198613	MAYNARDS AUTO SERVICE CENTER	OCS #702 REPLACE REAR RIGHT TIRE	182.15
12/03/2024	198614	MENARDS, INC.	CAFETERIA TOILET FIX - CIVIC CENTER (INV	12.68

Check Date	Check	Vendor Name	Description	Amount
12/03/2024	198615	MICHIGAN LINEN SERVICE, INC.	WEEKLY LINEN SERVICES	10.50
			WEEKLY LINEN SERVICES	70.00
			WEEKLY LINEN SERVICES	12.00
			LINEN SERVICE FOR STATION 4	85.03
			LINEN SERVICE FOR STATION 3	86.26
			LINEN SERVICE FOR STATION HQ	190.40
			LAUNDRY SERVICES 2024	24.00
			LINEN SERVICE FOR STATION 4	85.03
			LINEN SERVICE FOR STATION 3	86.26
			LINEN SERVICE FOR STATION HQ	190.40
			LAUNDRY SERVICES 2024	24.00
			LEC LAUNDRY SERVICE	60.25
			LINEN SERVICE FOR COMMUNITY CENTER 11/12	49.50
			LAUNDRY FOR CIVIC CENTER 11/12/2024 (INV	101.10
			MAINT. GARAGE LINEN SERVICE 11/12/24 (IN	24.00
			LAUNDRY FOR CIVIC CENTER 11/19/2024 (INV	101.10
			LINEN SERVICE FOR COMMUNITY CENTER 11/19	49.50
			MAINT. GARAGE LINEN SERVICE 11/19/24 (IN	24.00
				<hr/> 1,273.33
12/03/2024	198616	MICHIGAN RECREATION & PARK ASSOC.	MPARKS CONFERENCE FOR JOSH KUGLER	495.00
12/03/2024	198617	MLIVE MEDIA GROUP	JOB POSTINGS (2ND BUS DRIVER, CUSTODIAN,	2,858.00
12/03/2024	198618	NEXTCARE URGENT CARE MICHIGAN	DOT AND RANDOM SCREEN	145.00
12/03/2024	198619	OKINAWAN KARATE CLUB	FALL SESSION 2 PAYOUT	119.10
12/03/2024	198620	ONSITE SUBSTANCE ABUSE TESTING	RECOVERY COURT DRUG TESTING	26.00
12/03/2024	198621	OOMA, INC.	OOMA SERVICES	248.44
12/03/2024	198622	ORCHARD, HILTZ & MCCLIMENT INC	ENG CONST.CEILING FOR STATION 3	650.00
			ENG CONST.CEILING FOR STATION 3	400.00
			CULVERS - MEETING	350.00
			HANI AUTO - CE SERVICES	135.00
			COMFORT INN - DET ENG	901.25
			HOLIDAY INN - SITE PLAN REVIEW	150.00
			AL-GWIERIY COMMERCIAL PLAZA - SITE PLAN	942.00
			VISIBLE LEARNING CENTER - CE SERVICES	277.50
			U-BOX WAREHOUSE - SITE PLAN REVIEWS	300.00
			FROST MUSIC VENUE - DET ENG REVIEWS	2,305.75
			ZAWIYAH FOUNDATION - SITE PLAN REVIEWS	342.00
			KEEGO HOMES (1797 W MICHIGAN) - MEETINGS	350.00
				<hr/> 7,103.50
12/03/2024	198623	PAIGE ROWLAND	YOUTH DANCE INSTRUCTOR	176.00
			YOUTH DANCE INSTRUCTOR	80.00
				<hr/> 256.00
12/03/2024	198624	PEPSI BEVERAGES COMPANY	RESTOCK INVENTORY AT COMMUNITY CENTER	280.05
12/03/2024	198625	PPM LANDSCAPE CONTRACTORS INC	CLARK ROAD TRAIL VEGETATION REMOVAL	7,600.00
12/03/2024	198626	PRIORITY ONE EMERGENCY	CLASS A JACKET - BROUILLETTE	248.99
			EMBROIDERY	24.00
			CLASS A JACKET - GROSSMAN	260.99
			CLASS A JACKET - JOHNSON	239.99
			CLASS A JACKET - WHITE	271.99
			CLASS A JACKET - THORNSBERRY	257.99
				<hr/> 1,303.95
12/03/2024	198627	RICOH USA, INC.	PRINTER MAINTENANCE CHARGES	251.72
12/03/2024	198628	ROBERT ACTON	ROBERT ACTON CONTRACTUAL INSPECTIONS 11.	900.00

Check Date	Check	Vendor Name	Description	Amount
12/03/2024	198629	ROY KRONEMAN	UNIFORM ALLOWANCE REIMBURSEMENT FOR 2024	600.00
12/03/2024	198630	RUBBER STAMPS UNLIMITED INC	NOTARY SEAL KIT - ELIZABETH REYHER	56.20
12/03/2024	198631	SALADINO CONSTRUCTION COMPANY	CONCRETE SIDEWALK REPLACEMENT - 3RD ROUN	5,940.00
12/03/2024	198632	SAM'S CLUB DIRECT	CHIPS AND CANDY TO SELL AT COMMUNITY CEN	60.94
12/03/2024	198633	SITEONE LANDSCAPE SUPPLY, LLC	TARP SYSTEM FOR TRUCK 80 (DUMPER DOGG)	184.69
12/03/2024	198634	SME	GAULT VILLAGE ABATEMENT AND DEMOLITION M	6,400.00
12/03/2024	198635	SOUTHERN COMPUTER WAREHOUSE	HYDRO UPS	1,678.81
12/03/2024	198636	SPARTAN DISTRIBUTORS	PARTS TO REPAIR PRO-FORCE BLOWER SHAFT	95.27
12/03/2024	198637	STADIUM TROPHY	PLAQUES FOR CAR SHOW	92.97
			PLAQUE FOR FOOD TRUCK WARZ	35.99
				<u>128.96</u>
12/03/2024	198638	STANTEC	COMMUNITY CENTER WATER DAMAGE RENOVATION	4,147.50
12/03/2024	198639	STEPHEN BROWN	STEVE BROWN CONTRACTUAL INSP 11.04.2024	1,800.00
12/03/2024	198640	THE MANNIK & SMITH GROUP, INC.	REFUND - PRE APP MTG FEE	700.00
12/03/2024	198641	THE MCFATE GROUP	REMAINING BOND REFUND - PROJECT COMPLETE	1,855.00
12/03/2024	198642	THE MCFATE GROUP	REMAINING BOND REFUND - PROJECT COMPLETE	1,500.00
12/03/2024	198643	THERESE FOOTE	FALL SESSION 2 YOGA INSTRUCTION	353.50
12/03/2024	198644	UNITED STATES POSTAL SERVICE	REPLENISH POSTAGE MACHINE POC 08042461	9,500.00
12/03/2024	198645	UTILITIES INSTRUMENTATION SERV	RELAY TESTING- HYDRO QUOTE # 241724	4,500.00
12/03/2024	198646	VICTORY LANE	#96 FULL SERVICE OIL CHANGE	80.89
			#78 FULL SERVICE OIL CHANGE	61.89
			#79 FULL SERVICE OIL CHANGE	59.31
			#86 FULL SERVICE OIL CHANGE	63.61
			#98 FULL SERVICE OIL CHANGE	63.61
				<u>329.31</u>
12/03/2024	198647	W.J. O'NEIL COMPANY	LEC TROUBLESHOOT BOILER DOWN (INV 59180)	1,462.14
12/03/2024	198648	WASHTENAW AREA MUTUAL AID ASSOC.	IRONS AND CANS COURSE	100.00
			IRONS AND CANS COURSE	100.00
				<u>200.00</u>
12/03/2024	198649	WASHTENAW COUNTY ROAD COMMISSION	2023 WASHTENAW COUNTY ROAD COMMISSION AG	501,300.73
12/03/2024	198650	WITMER PUBLIC SAFELY GROUP, INC	TECH RESCUE HELMETS/BOOTS	651.05
12/03/2024	198651	YPSILANTI ACE HARDWARE	VOLTAGE CHECKER	16.99
			PLUG FOR IT CABINET	11.98
				<u>28.97</u>
12/03/2024	198652	YPSILANTI COMMUNITY	LIFT - STATION MAINT. FORD BLVD - OCTOBE	133.31
			LIFT STATION MAINT. TUTTLE HILL OCT 2024	264.97
				<u>398.28</u>
12/03/2024	198653	YPSILANTI TOWNSHIP	PAYMENT FOR TOWNSHIP OWED PARCELS WINTER	2,585.33
AP TOTALS:				
Total of 92 Checks:				1,134,167.07
Less 0 Void Checks:				0.00
Total of 92 Disbursements:				<u>1,134,167.07</u>

ATTORNEY REPORT

GENERAL LEGAL UPDATE

OLD BUSINESS



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: November 26, 2024

RE: **Request Authorization to accept the bid for Saladino Construction Co Inc., for our biennial Sidewalk Replacement Program for Ypsilanti Township.**

The Residential Services Department is requesting authorization to accept the bid with Saladino Construction Co. for the Sidewalk Replacement Bid for 2025-2026. Sidewalk replacement program is budgeted in line #213-446-982.006.

The bids submitted are in response to a RFQ that goes out every two years to seek a contractor for replacing sidewalks throughout the Township. Sidewalks that qualify for replacement are those that crumbled or severely raised and create a tripping hazard. The RFQ was posted on MITN and the bids were opened on October 24, 2024. Three bids were received:

Saladino Construction:	\$185/slab	\$925 minimum fee/location
Atlantic Construction:	\$300/slab	\$300 minimum fee/location
Q3 Contracting:	\$376.97/slab	\$1,130.91 minimum fee/location

Saladino Construction is being recommended for award due to being the lowest price per slab and strong work history in the township. Though they require a higher fee per location, the amount of slabs that potentially are addressed per location; their price will be the lowest over the course of the agreement. Utilizing the 2024 sidewalk work as a reference with 2025-2026 bid pricing, Saladino's price was \$35,225.00, Atlantic's was \$39,000 and Q3 was \$53,906.71.

John Hines
Municipal Services Director
jhines@ypsitownship.org
734-544-3515

CHARTER TOWNSHIP OF YPSILANTI
Sidewalk Replacement Program
Bid Opening: October 24th, 2024 2:00 pm

COMPANY NAME	BID AMOUNT	INSURANCE	BOND – IF APPLICABLE
Saladino Construction Company, Inc.	\$185/per slab \$925 min fee/location	X	
Atlantic Construction	\$300/per slab 1 minimum		
Q3 Contracting, Inc.	\$376.97/per slab 3 minimum	X	



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

INTRODUCTION

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

GENERAL CONDITIONS AND SCOPE OF WORK

A. Qualifications

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

B. Quality

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

C. Coverage

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

D. General Conditions

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

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

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

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

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

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

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

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

SIDEWALK REPLACEMENT SPECIFICATIONS

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

A. General

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

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

STANDARDS AND OTHER CONDITIONS

A. Independent Contractor

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

B. Assignment and Subcontracting

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

C. Revisions to original contract

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

D. Standards of work – General

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

E. Contractor informed as to conditions

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

F. Storage and security of equipment and supplies

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

G. Inspection

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

H. Health and Safety

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

I. Training

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

J. Billing

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

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

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

K. Equipment

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

L. References

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

M. Insurance and Indemnity

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

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

N. Contract Provisions

It is the intention of Ypsilanti Township to execute a two (2) year contract for calendar years 2025 and 2026. Ypsilanti Township may terminate Contractor within 48 hours’ notice if Contract fails or refuses to perform services as described in this Request for Quotation.

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

O. Rejection of Quotation

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

P. Minimum Quotation Response

By 2:00 p.m. on Thursday, October 24, 2024, the Contractor shall remit two (2) originals or remit via MITN of its Quotation response to:

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

No fax copies will be accepted

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

Questions regarding this Request for Quotations should be directed to Ypsilanti Township Clerk Heather Jarrell Roe at 734-544-4000 or hjarrellroe@ypsitownship.org by Friday, October 18, 2024.

Attachment A

**ESTIMATE FORM
2025-26 SIDEWALK REPLACEMENT SERVICES**

Contractor: Saladino Construction Co., Inc.
3303 N. Territorial Rd. W. Ann Arbor, MI. 48105

Primary Contact: Robert Saladino, Vice President

Telephone #: Office: 734.665.5913 or Cell: 734.260.1186

Date Submitted: October 24, 2024

Pricing Schedule

Contractor's Per Slab Fee: \$ 185.00/slab

Contractor's Minimum Slab per project Min. fee/location of \$925.00

TOTAL ESTIMATE FOR REPLACEMENT SERVICES: \$Please see items as listed above.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/28/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Michigan Community Insurance Agency Inc. 49357 Pontiac Trail Ste 101 PO Box 930599 Wixom MI 48393-0599	CONTACT NAME: Brian St Charles CIC, CISR PHONE (A/C, No, Ext): (248) 679-7000 E-MAIL ADDRESS: Bwstcharles@MichiganCommunity.com	FAX (A/C, No): (248) 926-5959
	INSURER(S) AFFORDING COVERAGE	
INSURED Saladino Construction Co Inc 3303 N Territorial Rd W Ann Arbor MI 48105	INSURER A: Frankenmuth Mutual Insurance Co	NAIC # 13986
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER: 2024/2025 GL AU WC UMB

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6728418	06/15/2024	06/15/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input checked="" type="checkbox"/> Primary & Non-Contributory						MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
	OTHER:						PRODUCTS - COMPI/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			6728417	06/15/2024	06/15/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
							\$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			6728418	06/15/2024	06/15/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE	\$ 1,000,000
	DED	RETENTION \$						\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6728416	06/15/2024	06/15/2025	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joji Buenaflor

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Questions regarding this Request for Quotations should be directed to Ypsilanti Township Clerk Heather Jarrell Roe at 734-544-4000 or hjarrellroe@ypsitownship.org by Friday, October 18, 2024.

Attachment A

ESTIMATE FORM
2025-26 SIDEWALK REPLACEMENT SERVICES

Contractor: Atlantic Construction
Primary Contact: Ryley Cannon
Telephone #: (734) 540-0096
Date Submitted: 10/21/24

Pricing Schedule

Contractor's Per Slab Fee: \$ 200 /slab
Contractor's Minimum Slab per project 1
TOTAL ESTIMATE FOR REPLACEMENT SERVICES: \$ See above

Atlantic Construction

650 N. Ivanhoe Ypsilanti MI 48198

Licensed, bonded, insured MI/OH/FL

WBE - MDOT & WCRC approved contractor

Sidewalk references:

City of Ypsilanti - Bonnie Wessler - wesslerb@cityofypsilanti.com

Beal Capital - Hunter Pizzo - hunter@bealcapital.com

Questions regarding this Request for Quotations should be directed to Ypsilanti Township Clerk Heather Jarrell Roe at 734-544-4000 or hjarrellroe@ypsitownship.org by Friday, October 18, 2024.

Attachment A

**ESTIMATE FORM
2025-26 SIDEWALK REPLACEMENT SERVICES**

Contractor: Q3 Contracting, Inc.
Primary Contact: Taylor Schieck
Telephone #: 507-226-4880
Date Submitted: 10/24/24

Pricing Schedule

Contractor's Per Slab Fee: \$ 376.97/slab
Contractor's Minimum Slab per project 3
TOTAL ESTIMATE FOR REPLACEMENT SERVICES: \$ See above estimates



CERTIFICATE OF LIABILITY INSURANCE

2/28/2025

DATE (MM/DD/YYYY)

10/23/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1546034 Q3 CONTRACTING, INC. 53 S. OWASSO BLVD. W LITTLE CANADA MN 55117	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hartford Fire Insurance Company	NAIC # 19682
	INSURER B: AXIS Surplus Insurance Company	26620
	INSURER C: Hartford Accident and Indemnity Company	22357
	INSURER D: Twin City Fire Insurance Company	29459
	INSURER E: The Travelers Indemnity Company of America	25666
	INSURER F: Gotham Insurance Company	25569

COVERAGES CERTIFICATE NUMBER: 21086983 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	61CSEBQU3414	2/28/2024	2/28/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	61CSEBQU3415	2/28/2024	2/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX PHYS DMG DED \$ 250,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	N	P-001-000806562-03	2/28/2024	2/28/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
C D D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	61WNQU3411 (AOS) 61WBQV3412 (WI) 61XWBQU3410 (CA, LA, TX)	2/28/2024 2/28/2024 2/28/2024	2/28/2025 2/28/2025 2/28/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B F	LEASED/RENTED EQUIPMENT AUTO EXCESS LIABILITY	N	N	QT6308071X889TLC24 EX202300003084	2/28/2024 2/28/2024	2/28/2025 2/28/2025	--SBB ATTACHED-- BACH LOSS: \$2,000,000 AGGREGATE: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
\$500,000/SIR APPLIES TO ALL WORKERS COMPENSATION POLICIES. THE CHARTER TOWNSHIP OF YPSILANTI AND ITS PAST, PRESENT AND FUTURE ELECTED OFFICIALS SHALL BE NAMED AS 'ADDITIONAL NAMED INSURED AS RESPECTS LIABILITY, AND AS REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER

CANCELLATION See Attachment

21086983
CHARTER TOWNSHIP OF YPSILANTI
7200 SOUTH HURON RIVER DRIVE
YPSILANTI MI 48197

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

INLAND MARINE:

TRAVELERS INDEMNITY COMPANY OF AMERICA
POLICY NUMBER: QT6308071X889TLC24
POLICY TERM: 02/28/24 – 02/28/25

LEASED/RENTED/BORROWED:

CATASTROPHE LIMIT: \$ 20,000,000
PER ITEM: \$ 5,000,000 LIMIT, PER OCCURRENCE LIMIT, \$90,000 DEDUCTIBLE*
CRANE OVERLOAD COVERAGE: INCLUDED, 2% SUBJECT TO \$50K MINIMUM
DEDUCTIBLE
RIGGERS LIABILITY: \$ 1,000,000 ANY ONE LIFT LIMIT
EARTHQUAKE: \$ 25,000,000; \$ 90,000 DEDUCTIBLE
FLODD: \$ 25,00,000; \$90,000 DEDUCTIBLE

INSTALLATION COVERAGE:

ANY ONE INSTALLATION SITE: \$ 1,000,000, \$10,000 DEDUCTIBLE
IN TRANSIT AND TEMPORARY STORAGE: \$ 250,000 LIMIT, \$10,000 DEDUCTIBLE

POLICY DOES NOT INCLUDE ANY BOOM OR OVERLOAD EXCLUSIONS.

*DEDUCTIBLE APPLICABLE TO EQUIPMENT WHILE LOCATED UNDERGROUND \$250,000



Q3 Contracting, Inc.

References

Client: City of Riverview

Contact: Jen DuFore, Building and Construction Coordinator, 734-281-4242.

Project Location: Riverview, MI.

Project: Miscellaneous Restoration Work around the City.

Since: 2022

Client: City of Allen Park

Contact: Steve Wood, Building and Zone Administrator, 313-789-4001.

Project Location: Allen Park, MI.

Project: Miscellaneous Restoration Work around the City.

Since: 2020

NEW BUSINESS



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099

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



HON. ERANE C. WASHINGTON
DISTRICT COURT JUDGE

HILARY B. BRALEY
MAGISTRATE

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: April Salley, 14-B District Court, Judicial Assistant

Date: November 26, 2024

RE: **REQUEST AUTHORIZATION TO ACCEPT THE BID RECEIVED FOR THE 14-B DISTRICT COURT RENOVATION PROJECT FROM CORRIGAN MOVING SYSTEMS**

14-B District Court Administration is requesting authorization to accept a bid for the moving costs, budgeted in GL#101-901-971-236 as part of the 14-B Security Renovation Grant funding. It is requested that we accept the bid for \$52,541.00 received for the 14-B District Court Renovation Project from Corrigan Moving Systems. We originally budgeted for \$66,000.00 in soft costs which will leave approximately 20% (\$13,459.00) as contingency to cover any unforeseen issues.

At the August 28th, 2024 Special Board meeting, the Township Board approved the 14-B District Court Renovation Project Budget. That allowed us to open the bid process for the movers. A walk through was done on September 19, 2024, so the movers could see the number of items/furniture/files being moved. Bids were accepted from September 9, 2024, through September 13, 2024, where six bids were received. Bid tab below:

Corrigan Moving Systems	\$52,541.00
Handy Relocations	\$81,195.00
Premier Relocations	\$91,908.00

Units Moving Portable Storage	\$49,104.00	Disqualified by bid change
Oneida Solutions Group	\$138,250.00	
Two Men and A Truck	\$40,722.00	No on-site storage included or available

Corrigan is being recommended by 14-B District Court Administration due to it being the lowest qualified bidder able to handle the entire scope of the job. We are confident in our communications that they fully understand the scope of work and can achieve the project goals.

If approved, this move will take place, according to Braun, the Renovation Project Contractor, in November of 2024. The exact time frame is dependent upon the final drawings, and the contractors' start date.

Thank you,

April Salley

14-B District Court, Judicial Assistant



4204 Holiday Drive Flint, MI 48507 | (800) 695-0540

September 14, 2024

April Salley
Court Recorder/Administrative Assistant CEO #9302
14-B District Court-Ypsilanti Township

To Whom is Concerns,

I am writing to submit a bid to provide moving services for the 14-B District Court Renovation Moving and Storage Services project. Corrigan Moving Systems is eager to collaborate with the 14-B District Court staff to ensure a smooth transition.

With 95 years of experience, Corrigan Moving Systems has a proven track record of delivering efficient and reliable moving services. Our team is equipped to handle projects of various sizes with precision and care.

We understand the unique challenges associated with educational facility relocations and are committed to working closely with 14-B District Court staff to meet their specific needs and timelines.

Thank you for considering our proposal. Please feel free to contact me at 810-625-4570 or crobison@corrigan.com for further discussion.

Sincerely,

Chase Robison

Chase Robison
District Sales Manager
Corrigan Moving Systems

ORIGIN: 7200 S Huron River Dr, Ypsilanti, MI 48197
DESTINATION: 7200 S Huron River Dr, Ypsilanti, MI 48197

BUILDING PROTECTION:

MOVE OUT: Before moving items out of the Origin space all areas deemed not being remodeled or otherwise deemed needing to be protected will be fitted with protective materials to ensure their current condition remains through the move-out.

MOVE BACK: Corrigan Representative will walk with a representative of 14-B District Court to record any pre-existing damage to the newly remodeled space. This of course should not take long being that the space will be newly remodeled, however, this step will ensure that any damage or defect that is unlikely to occur during the move back can be easily identified and taken care of. Floor, door and commonly used areas will be fitted with protective materials to ensure their current condition remains through the move back.

MATERIAL: \$15,830.00

40 Double Sided File Carts rental \$40/Month (\$5/day,\$15/week), for 9 months =\$14,400.00

Delivery and Pick-Up of carts will be done for a flat fee of \$240 each way = \$480.00

Miscellaneous materials to protect and identify items, e.g. stretch wrap, tape, labels =\$950.00

ON-SITE BOXED AND LOOSE FILE STORAGE: \$6,840.00

Onsite storage will be provided by 40' shipping containers, commonly called Conex containers or Sea containers. I have secured specific and favorable pricing for this project through our partner for the rental of these. I have set up mock scenarios of how the file carts full of loose files and files already in file boxes will be placed in these containers to maximize the space and keep the amount of containers to a minimum saving cost and space. We will also utilize products to reduce moisture in these containers that without addressing can have condensation issues. For this project, our partner has also confirmed that they would provide new containers that will help with their optics as well as sealing tight and operation of doors. These are also equipped with "EZ-Open" doors with longer single handles that will make accessing the files much easier.

My plan utilizes three 40' shipping containers for \$540.00/month for 9 months = \$4860.00

Drop off and pick up of containers would be \$990 each way = \$1980.00

OFF-SITE SECURE AND CONTROLLED TEMP. STORAGE: \$7,735.00

Furniture items will be moved to stored at our secure off-site warehouse for storage during the duration of the remodeling project. Our warehouse is secure, fire-suppressed, pest-controlled, and temperature-controlled to ensure furniture remains in good condition.

\$1.00 per sq.ft. for an estimated 455 sq.ft. = \$455/month for 9 months = \$4095.00

Warehouse labor in and out \$8/sq.ft. for an estimated 455 sq.ft. = \$3640.00

DIS/RE-ASSEMBLY OF FURNITURE AND FILE SHELVING: \$12,780.00

Shelving for files will need to be removed from walls and taken apart into movable pieces, some units based on their makeup will need to be completely taken down to be moved while some can be moved as one unit. There are also numerous desks with returns, hutches, bridges, and panels that will need to be taken apart to be moved. Corrigan will work with Township staff to find the correct placement for these items in the new spaces that very likely will have different dimensions. This can mean items will need to be thought about as to where their final placement will go if the dimensions of the room they are going to are different and to avoid, doorways, outlets, windows, etc.

4 Installers for 9 hours over two days for Dis-assembly = \$5400.00

5 Installers for 9 hours over two days for Re-assembly = \$7380.00

MOVE TO AND FROM - ON AND OFF-SITE STORAGE: \$9350.00

Move to storage, 3 Drivers, 5 Movers, and Supervisor for an estimated 9 hours = \$4678.00

Move from storage, 3 Driver, 5 Movers, and Supervisor for an estimated 9 hours = \$4678.00

Ypsilanti Township staff will do the following:

1. Ypsilanti Township staff will empty and pack the contents of your desks, lateral file cabinets, credenzas, bookcases, storage cabinets, and other cabinets.
2. Empty and pack the contents of all modular furniture.
3. File carts will be delivered to a centralized area within the building but Ypsilanti Township staff will be responsible for loading the file carts on their own and unloading the file carts onto shelving after the move back. Instruction will be given on how this needs to be done so that this is done efficiently and effectively. Blacked-out or clear stretch wrap will be provided for Ypsilanti Township staff to wrap the file carts. This also can be done by Corrigan if needed and as directed by Ypsilanti Township.
4. Unlock all furniture. File Cabinets can be locked but please be aware that push-button locks can not be kept out during moving usually so if there is not a key for those Ypsilanti staff will need to wrap pushed-out locks with electrical tape to keep them from being pushed in.
5. Ypsilanti Staff to move all computers, printers, and other electronics.
6. Instruct your employees to stay safe from the movers. Tell your employees not to touch, grab, push, pull, or catch the furniture during the move.
7. Move all small plants, personal items, and small fragile items such as pictures, paintings, diplomas, plaques, and artwork yourself.
8. Provide accurate drawings for the placement of office furniture.
9. Provide accurate installation drawings for our mobile storage unit installers.
10. AT LEAST ONE REPRESENTATIVE FROM YOUR COMPANY MUST BE PRESENT DURING THE ENTIRE MOVE PROCESS.

CORRIGAN MOVING WILL DO THE FOLLOWING:

1. Help color code and mark your floor plan with labels and meet with your employees before the move to teach them how to label.
2. Place all large paintings and pictures into our picture packs and speed packs for more efficient transport.
3. Secure any and all metal shelves for transport. Corrigan Moving will disassemble as needed to move safely and efficiently.
4. Wrap all fragile furniture with protective material prior to moving.
5. **UNDER THE CLOSE SUPERVISION OF THE CLIENT** shrink-wrap all carts before moving to the on-site storage location. *See note above under Ypsilanti Township Responsibilities.*
6. Prior to installing extensive building protection, do a walkthrough with representatives from CORRIGAN and your company to record any pre-existing damage in your new office space.
7. To minimize the risk of damage to your new office space, use **CORRIGAN'S GREEN** technology along with floor and wall covering to protect your new office space.
8. Move only identified or labeled office furniture to storage and back.
9. Sometimes there are just unknown things. A specific label color will be provided for items that need to be moved to storage and back but don't have an area picked out yet.
10. CORRIGAN will provide the use of speed packs at no extra charge. Any unreturned or unusable speed packs at the completion of the move are charged at \$20.00 per speed pack.
11. **CORRIGAN WILL PROVIDE ONE WORKING SUPERVISOR. THIS PERSON WILL BE IDENTIFIED PRIOR TO THE START OF THE MOVE.**

ASSUMPTIONS

There are some assumptions noted on every move. The following is what is assumed on your move:

1. **BASED UPON NORMAL TRAFFIC FLOWS**
2. **BASED UPON THE CLIENT FOLLOWING OUR LABELING AND PACKING INSTRUCTIONS.**
3. **BASED ON NORMAL WEATHER CONDITIONS**
4. **BASED ON NORMAL TRAFFIC CONDITIONS**

Breakdown of Estimated Charges:

Move to Storage:	3 Drivers, 5 Movers, and a supervisor for an est. 9 hours	4678.00
Move From Storage:	3 Drivers, 5 Movers, and a supervisor for an est. 9 hours	4678.00
Disassembly:	4 Installers for 9 hours over two days	5400.00
Reassembly:	5 Installers for 9 hours over two days	7380.00
Material:	40 Dbl. sided File Carts rental \$40/Month for 9 months	14400.00
	Drop off and pick up flat charge \$240/ea.	480.00
	Misc. e.g. stretch wrap, tape, labels	950.00
On-Site storage:	Three 40' conex containers \$540/month for 9 months	4860.00
	Drop off and Pick up \$990 each way	1980.00
Off-Site Storage:	\$1.00 / sq.ft. estimated 455 sq.ft. = \$455/mon. 9 mon.	4095.00
	Warehouse labor in & out \$8/sq.ft. estimated 455 sq.ft.	3640.00
		\$52,541.00

Is Replacement Cost Protection Needed? Yes _____, No _____

Sign: _____

Date: _____

This cost only includes standard valuation/insurance (\$0.60/lb.) coverage. If any additional valuation is needed, it is available at the rates listed below.

The Michigan Public Service Commission requires all moving companies registered with the State to provide minimum valuation coverage of \$0.60 per pound per article on all goods for all local moves. Corrigan Moving Systems provides this coverage included in our hourly rate for men and equipment. Additional coverage is available as follows:

Replacement Value

\$0.00 Deductible \$2.00/\$1000.00 Value of goods _____

****Please provide a value for your shipment****

If no value is indicated it will be assumed standard valuation (\$0.60/lb.)

Corrigan Moving Systems has made every effort to plan your Renovation Move and Storage down to the smallest detail. We calculate a realistic number of men and equipment to ensure that your move is completed in a timely manner.


I have included some pictures of the proposed on-site storage containers. As well as the difference between the EZ open doors and new containers VS older style containers. There are several different ways to set up the on-site storage containers, however this would be the only way I found that we can keep it to 3 containers. Using a 4th container would increase costs but also would allow for more space (the current planned setup allows for roughly 28” of space for someone to access, pictured below).

Corrigan Moving System has been awarded the Statewide moving contract for the State of Michigan starting December 1st of this year. The contract can be used through the MiDeal program however since the move is most likely to start before the contract I could not use the exact pricing the contract offers. However, I can assure you that based on prior experience of having that contract the pricing of this proposal will be very similar if not better than the State of Michigan contract and I have taken those variables into account while preparing this proposal.

Sincerely yours,

Chase A. Robison
District Sales Manager
Corrigan Moving Systems
Cell: 810-625-4570

I/We agree to the terms of this proposal and request the above services to be performed. I/We will pay for the charges of the move as stated in the above scope. I/We do understand that if the scope changes or delays are encountered, this will alter the quoted price and I/we will be expected to pay for the additional services; time, and material.

<u>Customer signature</u>	<u>Name and Title (print)</u>	<u>DATE</u>
	Chase Robison	09/15/20204
CMS Representative	Name and Title (print)	DATE





Acceptance of this Proposal (whether written or verbal) constitutes acceptance of the attached Service Agreement.

SERVICE AGREEMENT

This Service Agreement ("**Agreement**") is made on the date shown on the attached Transportation and Storage Proposal ("**Proposal**"), by and between Corrigan Moving Systems, ("**Corrigan**"), and "**Customer**". **Customer** and **Corrigan** intend that this **Agreement** shall govern any and all shipments accepted for delivery or storage by **Corrigan**.

Customer desires to utilize **Corrigan** to perform motor carrier services and warehousing ("**Transportation and Storage Services**") for the transportation and storage of any and all any finished or raw articles, materials, goods and/or commodities ("**Product**") owned by; sold to or under the control of **Customer**, which may be tendered to **Corrigan** for transport. **Corrigan** desires to perform **Transportation Services** contemplated by this **Agreement**, subject to the terms and conditions described below. In consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, **Customer** and **Corrigan** agree as follows:

1. **Scope of Services.** **Corrigan** will perform the **Transportation and Storage Services** set forth in the attached **Proposal**. The **Proposal** describes the specific **Services** to be performed by **Corrigan** for **Customer**. Acceptance of the **Proposal** constitutes acceptance of this **Agreement**.

2. **Obligations and Covenants.**

A. At all times during the term of this **Agreement**, **Corrigan** represents and warrants it shall:

- (i) Provide sufficient personnel, equipment and materials to perform **Transportation and Storage Services**.
- (ii) Use reasonable care and diligence as a skilled and experienced motor carrier and warehouse to minimize loss, damage, delay and destruction of **Products** transported.
- (iii) Assume full responsibility for payment of all freight bills and other invoices for transportation, and other services, performed for its benefit by underlying drayage agents, contractors, and line-haul motor carriers.
- (iv) Provide the **Transportation Services** promptly, efficiently, and safely with reasonable dispatch and an appropriate degree of professional care, skill and diligence, so as to meet the agreed upon delivery schedules.

Corrigan may refuse to handle or transport any **Product** it reasonably determines is not safe for handling or transportation and shall inform **Customer** promptly of any such refusal and the reasons therefore.

B. At all times during the term of this **Agreement**, **Customer** shall:

- (i) Own or have obtained necessary legal right and license to acquire, own, market, sell and ship **product** subject to this **Agreement**.
- (ii) Pay to **Corrigan** for the **Transportation and Storage Services** performed under this **Agreement** in full compliance with paragraph 3, below and with the rates and charges set forth in the **Proposal**, attached.
- (iii) Inform **Corrigan** of any changes that would affect the amount of work to be performed, including but not limited to, changes in schedule or any change in address of the point of origin or the destination.
- (v) Identify all **Product** tendered to **Corrigan** for transportation or storage, especially with regard to HAZMAT.
- (vi) Accept financial responsibility for all delays in completion of the transportation caused by circumstances beyond **Corrigan's** control. Such circumstances include, but are not limited to, adverse weather conditions, highway obstructions, faulty or impassible highways or lack of capacity of a highway or bridge, riots, strikes, or military activities, malfunctioning of **Customer's** onsite equipment, impairment of access, unforeseen delays at the dock area, non-operation of elevators, presence of **Customer's** personnel, blocked entrances, additional items to be moved, changed plans of movement and inaccurate furniture placement graphs.

Notwithstanding any other provision of this **Agreement**, **Customer** agrees to indemnify **Corrigan** against any

property loss, damage or injury, death or other liability, including fines, attorney's fees and related expenses, resulting from **Customer's** non-compliance with the obligations set forth in paragraph 2(B).

3. CORRIGAN'S CHARGES. Corrigan's charges for labor, equipment, and materials in connection with the **Transportation and Storage Services** are set forth in the **Proposal**. Rates are based on factors set forth in the **Proposal**, which is included as part of this **Agreement**. Such rates, charges and rules, if any, shall apply to all **Product** shipped or received by **Customer** and/or third parties for **Customer's** account transported by **Corrigan**, either directly or indirectly, under this **Agreement**. Final charges will be based on actual time and materials. Labor rates are based on portal to portal time, except as noted in the **Proposal**. Failure to notify **Corrigan** of cancellation or changes at least twenty-four (24) hours in advance to any scheduled **Transportation and Storage Services** may result in additional charges.

The parties hereto intend that all shipments hereunder shall be on a "freight prepaid" basis. To the extent of any shipments accepted by **Corrigan** that are shipped by **Customer** on a "collect" basis, **Customer** guarantees to **Corrigan** full and complete payment of any such charges in the event that the consignee fails to pay same.

Customer is expected to make all payments no later than thirty (30) days from **Customer's** receipt of each invoice (freight bill). Late charges will begin thirty (30) days after the invoice (freight bill) is presented to the **Customer** and are three percent (3 %) per month on the unpaid balance until the final payment is made. **Corrigan** reserves the right to withhold services under this **Agreement** until all balances are paid. A 3% processing fee will apply if credit card, P-Card or a similar payment method is used in lieu of a company check, wire or ACH.

4. TRANSPORTATION AND STORAGE DOCUMENTATION. Each shipment hereunder shall be evidenced by a bill of lading, acknowledgment of receipt or similar document. Any of the terms, conditions and provisions of such documents shall be subject and are subordinate to the terms, conditions and provisions of this **Agreement**. It is expressly agreed that the signature by any employee, agent or contractor of **Corrigan** on such bill of lading, receipt or other form is merely to acknowledge receipt of **Product** and does not in any way bind **Customer** to the terms thereof. Neither employees or agents of Customer, nor employees, drivers, agents and/or contractors of Corrigan are authorized to vary the terms and conditions of this Agreement by signing and/or accepting such a bill of lading, receipt or other similar document.

5. CARRIER AND WAREHOUSE LIEN. **Corrigan** shall have lien rights on **Products** for any sums due and payable to **Corrigan** hereunder.

6. CORRIGAN'S LIABILITY FOR LOSS, DAMAGE OR DELAY TO PRODUCT.

A. Liability and Measure of Damages. **Corrigan** shall not be liable to **Customer**, except for loss or damage to **product** occurring while shipment is under the care, custody and control of **Corrigan**, including any agent or subcontractor of **Corrigan**. It is agreed that the liability of **Corrigan** is limited to sixty cents (\$0.60) per pound per article unless a higher released value is stated in the **Proposal** in which case the **Customer** agrees to pay **Corrigan** an additional valuation charge as stated in the **Proposal**.

Corrigan shall not be liable for loss that occurs (a) from an act, omission or order of the **Customer**; (b) from ordinary aging, wear & tear; (c) from a defect or inherent vice of the article, including susceptibility to damage because of atmospheric conditions such as temperature and humidity; (d) from hostile or warlike action including terrorism and insurrection; (e) from strikes, lockouts, labor disturbances, riots, or civil disturbances; (f) from acts of God; (g) from breakage of articles of a brittle or fragile nature unless such articles are packed by **Corrigan** or such breakage results from the negligence of **Corrigan**; (h) from the failure of the mechanical functions of pianos, ranges, refrigerators radios, televisions, computers, and other mechanical or electronic equipment unless breakage results from the negligence of **Corrigan**.

B. Procedure for Disposition of Freight Claims. All claims for loss, damage or delay under paragraph 6.A., above, shall be filed by **Customer** with **Corrigan** within one (1) month from the date of delivery of a shipment, or in the case of non-delivery, within one (1) month from the date the shipment should have been delivered. All such claims shall be paid, declined or resolved within one hundred eighty (180) days of the file date. **Corrigan** shall provide **Customer** with written acknowledgment of the claim within thirty (30) days of the receipt of the claim.

C. Statute of Limitations. Any action at law for such loss, damage or delay shall be instituted against **Corrigan** only within two (2) years from the date of **Corrigan's** written notice to **Customer** of disallowance of such claim or any part thereof.

7. **WAREHOUSE RULES.** Access to goods stored in our warehouse is by appointment only. Reasonable notice is required for access to or for delivery of goods in storage. A labor charge will be made for handling of and access to goods in storage. A platform charge will be made when goods are released to an outside carrier. All charges due must be paid in full before **Corrigan** will release the **Customer's** goods.

It is agreed that the address of the depositor of goods for storage is as given on the **Proposal** and shall be relied upon by **Corrigan** as the address of the depositor until change of address is given in writing to **Corrigan** and acknowledged in writing by **Corrigan**. Notice of any change of address will not be valid or binding upon **Corrigan** if given or acknowledged in any other manner.

The **Customer** agrees that unless notice is given in writing to the company within ten days after the receipt of the inventory list accompanying any service, the inventory list shall be deemed to be a correct and complete description of all items transported and/or stored and the condition thereof.

8. **HOUSEHOLD GOODS MOVES.** On any household goods moves, these terms & conditions are superseded by the relevant contracts, regulations, tariffs, and transportation agreements that are applicable for that relocation.

9. **TERM OF AGREEMENT.** Subject to any right of termination provided herein, the term of this Agreement shall be for one (1) year (the "Initial Term"). Thereafter, this contract will be extended for successive one (1) year periods (the "Extended Term") unless either party gives written notice not to renew to the other party no later than ninety (90) days prior to the end of the then current term.

10. **TERMINATION.** Notwithstanding the provisions of Paragraph 7 above, this **Agreement** may be terminated by either party but no sooner than after the expiration of at least three (3) months of the first period of service specified in Paragraph 7 above, and thereafter only upon thirty (30) days written notice from the terminating party to the non-terminating party.

11. **SURVIVAL OF WARRANTIES.** No termination of this **Agreement** shall cancel or otherwise discharge any obligations and liabilities of **Customer** and **Corrigan** which exist as of the date of termination, and all warranties and representations of either party shall survive termination.

12. **NATURE OF SERVICES AND WAIVER.** This **Agreement** is a contract within the meaning of 49 U.S.C. §14101(b)(l). Except as otherwise provided herein, **Corrigan** and **Customer** expressly waive any and all rights and remedies each may have under Part B of the ICCTA 49 U.S.C. §13101-14914, including by reference and for emphasis, but without limitation, 49 U.S.C. §§ 13706, 13707, 13708, 13709, 13704, 14705 and 14706, respectively, thereof. However, nothing in this **Agreement** shall be construed as waiving any provision governing **Corrigan's** compliance with any and all statutory registration, insurance and/or safety related requirements relative to motor carriers, such as **Corrigan**.

13. **INDEPENDENT CONTRACTOR STATUS OF CORRIGAN.** At all times during the term of this **Agreement**, **Corrigan** shall be and is an independent contractor and the persons operating **Corrigan's** vehicles and equipment shall not be the employees of **Customer**.

14. **NON-SOLICITATION OF EMPLOYEES.** During the term of this **Agreement**, and for one (1) year thereafter, **Customer** agrees not to solicit or employ any employees of **Corrigan** without prior written consent.

15. **AGREEMENT NON-EXCLUSIVE.** It is understood and agreed between the parties hereto that this is a non-exclusive agreement and that **Corrigan** shall be free to accept freight for transportation from Customers other than **Customer** and that **Customer** shall be free to tender freight for transportation to carriers other than **Corrigan**.

16. **ENTIRE UNDERSTANDING.** This **Agreement** and attached documents, including the **Proposal**, is the instrument that contains the entire understanding and contractual agreement between the parties with respect to the transportation services described herein. It cannot be amended except in writing, signed and dated by both parties, as provided in Paragraph 17, below.

17. **CHANGES, MODIFICATIONS, AND ALTERATIONS.** The terms and conditions of this **Agreement** shall not be changed, modified, or altered by either party except by a written amendment which has been signed and dated by authorized representatives of both parties hereto. Verbal agreements and instructions which change, modify, or alter the terms or conditions contained within this written **Agreement** are not permitted and are not binding. Such changes are without force

until they have been incorporated within an effective written amendment to this **Agreement** or a new agreement which replaces it. Amendments must be signed by authorized representatives of both parties before they can become effective. All amendments will be sequentially numbered and will show the effective date on the bottom of the first page (and also an expiration date if it is different from the original expiration date of this **Agreement**).

18. **Addenda to the Scope of Work.** Customer understands and agrees that any time-sensitive changes or additions to the **Scope of Work** that have been agreed to in electronic format (email or text) between both parties shall be deemed as **Customer's** authorization for **Corrigan** to perform the services requested, at additional cost.

19. **INVALIDITY OF PROVISIONS.** Should any part of this **Agreement** for any reason be declared by any court of competent jurisdiction to be invalid, such decision shall not effect the validity of any remaining portion, which remaining portion shall continue in full force and effect as if this **Agreement** had been executed with the invalid portion hereof eliminated, it being the intention of the-parties that they would have executed the remaining portion of this **Agreement** without including any such part, parts or portions which may for any reason be hereafter declared invalid.

20. **FORCE MAJEURE.** Delays in the performance under this **Agreement** shall be excused, upon notice (when and where conditions allow) to the other party, when occasioned by war, civil commotion, acts of God, fire, authority of law, crop failure, strikes, the inherent nature of the goods, and other like occurrences, but only to the extent of the delay caused by such events of *force majeure* and only for so long as such *force majeure* continues; provided, however, that the party so excused from delay in performance shall have used its best efforts to avoid and/or remedy the effects of such *force majeure*. The volume to which **Customer** is committed as specified in this **Agreement** shall be reduced in proportion to any such delay caused by any such event of *force majeure*.

21. **ASSIGNMENT OF AGREEMENT.** The rights and obligations of this **Agreement** are personal to **Corrigan** and **Customer**. This **Agreement** shall not be assignable or otherwise transferable by either party, in whole or in part, without written consent of the other party.

22. **GOVERNING LAW.** This **Agreement** shall be governed by and construed in accordance with the laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Michigan.

23. **ARBITRATION.** In order to resolve any dispute hereunder, the parties shall submit the matter to binding arbitration. Such arbitration shall be conducted: (a) in Farmington Hills, Michigan under the rules then in force of the American Arbitration Association ("AAA"), including one or more arbitrators as the parties may agree; or, alternatively, (b) the parties may proceed to arbitration in accordance with the rules and procedures promulgated by the Transportation Lawyers Association, a nonprofit organization. Any decision may include any remedy contemplated by this **Agreement** and any allocation of the administrative fees and expenses of such arbitration deemed just and equitable to the arbitrator.

24. **WAIVER AND DISCHARGE.** This **Agreement** may not be released, discharged, abandoned, changed, or modified in any manner except by an instrument in writing signed on behalf of each of the parties hereto by their duly authorized representatives. The failure of any party hereto to enforce at any time any of the provisions of this **Agreement** shall in no way be construed to be a waiver of any such provision, or in any way to affect the validity of this **Agreement** or any part thereof or the right of any party thereafter to enforce each and every such provision. No waiver of any breach of this **Agreement** shall be held to be a waiver of any other or subsequent breach. In no event shall any part be liable for consequential, indirect special or incidental damages, whether based on contract, tort or any other legal theory.

25. **TITLES AND HEADINGS.** Titles and headings to sections herein are inserted for the convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this **Agreement**.

26. **ATTACHMENTS.** The **Proposal**, as well as other attachments to this **Agreement** shall be construed with and as an integral part of this **Agreement** to the same extent as if it had been set forth verbatim herein.

27. **ENTIRE AGREEMENT.** This **Agreement** and the **Proposal** and documents signed by both parties and described in paragraph 24, above, represent the entire agreement of the parties.

28. **SEPARABILITY.** In the event that any phrase, clause, sentence, or other provision contained in this **Agreement** shall violate any applicable statute, ordinance, or rule of law, the same shall be ineffective to the extent of such violations without invalidating any other provision of

CHARTER TOWNSHIP OF YPSILANTI, WASHTENAW COUNTY, MICHIGAN

RESOLUTION NO. 2024-26

POVERTY EXEMPTION GUIDELINES & APPLICATION

WHEREAS, the homestead of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in part from taxation under Section 7u of the Michigan Property Tax Act, Public Act 206 of 1893; and

WHEREAS, pursuant to Section 211.7u, Ypsilanti Charter Township, Washtenaw County adopts the following guidelines and application for the Board of Review to implement. The guidelines shall include but not be limited to the total combined household income and asset levels of the claimant and all persons residing in the household;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner and occupy as a homestead (primary residence -100% PRE) the property for which an exemption is requested, as of Tax Day, December 31 of the proceeding year.
- 2) File a completed Application for Poverty Exemption form 5737 with the Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including property tax credit returns, filed in the current or immediately preceding year or a Poverty Exemption Affidavit form 4988 for claimant and all persons residing in the household.
- 3) Meet the income threshold guidelines (maximum income) adopted by the Township Board for the total combined household income of all people living within the house, including all money and gifts contributed to support the members of the household by friends and family. The total combined household income threshold as adopted is that all household income cannot exceed 30% of the median income for Ann Arbor (Washtenaw County) as published by the United States Department of Housing and Urban Development (HUD) as of December 31 of the preceding year. These income thresholds will be used as long as they are higher than the Federal Poverty Guidelines as determined annually by the United States Office of Management and Budget.
- 4) Complete and submit a Poverty Exemption Asset Test form and meet the maximum asset eligibility test as follows: Assets other than the taxpayer's primary residence, standard mode of transportation and usual household goods valued at more than \$25,000 will be considered and added to the total combined household income to determine eligibility.
- 5) Due to the P.A. 253 of 2020 changes to MCL211.7u, the guidelines will provide for a partial exemption equal to 25% or 50% reduction in taxable value.

NOW THEREFORE, BE IT RESOLVED, that the Board of Review shall follow the above stated policy, guidelines and application in granting or denying exemptions.

Township Supervisor
Brenda L. Stumbo
Township Clerk
Debbie Swanson
Township Treasurer
Stan Eldridge



**YPSILANTI
TOWNSHIP**
—ASSESSMENT DEPARTMENT—

Trustees
John Newman II
Gloria Peterson
Karen Lovejoy Roe
LaResha Thornton

TO: Ypsilanti Township Board of Trustees

FROM: Linda Gosselin
Assessor

DATE: December 1, 2024

RE: Request Approval of Resolution 2024-26
2025 Poverty Exemption Guidelines and Application

Attached is Resolution 2024-26 for the approval of the 2025 Poverty Exemption Guidelines and Application. Also, attached are the proposed 2025 Poverty Exemption Guidelines and Application.

For the 2025 Poverty Exemption, I recommend the Board approve the above Resolution 2024-26 Poverty Exemption Guidelines and Application.

Respectfully Submitted,

A handwritten signature in black ink that reads "Linda Gosselin".

Linda Gosselin, Assessor

CHARTER TOWNSHIP OF YPSILANTI
PROPERTY TAX REDUCTION APPLICATION INSTRUCTIONS
Per MCL 211.7u as Amended and STC Guidelines

Contact: Brian McCleery, MAAO - Deputy Assessor
734.544.4000 or assessing@ypsitownship.org

In granting the poverty exemption, the Board of Review realizes that this represents a shift of that portion of the tax burden to the other taxpayers of the community and state.

A **completed application** to be considered for a poverty exemption, the following information must be provided:

1. For a complete and legible application, all sections of the Application must be filled out. An incomplete Application will delay the process and possibly result in a Denial.
2. Please be sure to sign the Application on page 4. An application without a signature will not be taken to the Board for consideration.
3. A completed and signed copy of each of the following should be submitted:
 - Your most recent Michigan Homestead Property Tax Credit Claim (MI 1040 CR).
 - Your most recent Federal Income Tax Return (1040), if you are required to file federal income tax.
 - The Most Recent Federal Income Tax Return (1040) for all other occupants of your home.

Please do not submit original tax returns or supporting documentation, as we must keep all documents submitted.

4. Submit a completed poverty exemption asset test information sheet with signature.
5. If an occupant of your home is not employed but has income from another source, you must include the income on page 3, part 5 "Income Sources" of your application.
6. If an occupant of the home is over 18 years of age but is not contributing to household income please submit a statement to explain why, understanding that the Township is unable to subsidize adult education.
7. Assets other than the taxpayer's primary residence, standard mode of transportation and usual household goods valued at more than \$25,000 will be considered and added to household income.
8. A copy of all bank statements, IRA statements, investment account statements and life insurance statements for the claimant and all persons residing in the household must be included with application.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.					
Name of Employer					
Address of Employer		City	State	ZIP Code	
Contact Person		Employer Telephone Number			
PART 5: INCOME SOURCES					
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.					
Source of Income			Monthly or Annual Income (Indicate which)		
PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION					
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.					
Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment	
PART 7: LIFE INSURANCE — List all policies held by all household members.					
Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured
PART 8: MOTOR VEHICLE INFORMATION					
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.					
Make	Year	Monthly Payment	Balance Owed		

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.				
First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.					
Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION			
The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.			
Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare		Car Expense (gas, repair, etc.)
Other (type and amount)	Other (type and amount)		Other (type and amount)
Other (type and amount)	Other (type and amount)		Other (type and amount)

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT		
<p>The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.</p>		
<p><input type="checkbox"/> The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.</p>		
PART 12: CERTIFICATION		
<p>I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.</p>		
Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
 PO Box 30232
 Lansing MI 48909

Phone: 517-335-9760
 E-mail: taxtrib@michigan.gov

POVERTY EXEMPTION ASSET TEST INFORMATION:

DO YOU HAVE ANY OWNERSHIP INTEREST IN ANY OTHER REAL ESTATE? () YES () NO

ADDRESS: _____
 (Additional Information May be Requested by the Board for Other Real Estate.)

LIST THE CURRENT VALUE FOR EACH ASSET:

CASH:	\$ _____
CHECKING ACCOUNTS:	\$ _____
SAVINGS ACCOUNTS:	\$ _____
CERTIFICATES OF DEPOSIT:	\$ _____
MONEY MARKET ACCOUNTS:	\$ _____
STOCKS:	\$ _____
BONDS:	\$ _____
TREASURY BILLS:	\$ _____
INSURANCE w/ CASH VALUE:	\$ _____
MUTUAL FUND ACCOUNTS:	\$ _____
IRA ACCOUNTS:	\$ _____
KEOGH ANNUITIES:	\$ _____
DEFERRED COMPENSATION:	\$ _____
JEWELRY and/or GEMS:	\$ _____
RARE COINS:	\$ _____
ANTIQUE CARS:	\$ _____
ANY OTHER COLLECTION:	\$ _____
ANY OTHER ASSET:	\$ _____

LIST THE CURRENT VALUE FOR ALL HOUSEHOLD VEHICLES:

(This includes Cars, Trucks, Trailers, Tractors & Boats)

MAKE:				
MODEL:				
YEAR:				
LEASED OR OWNED:				
MONTHLY PAYMENT:				

I DECLARE THAT ALL OF THE INFORMATION SUBMITTED WITHIN THIS ASSET TEST IS TRUE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE: _____ DATE _____

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed. <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home. <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Township Supervisor
Brenda L. Stumbo
Township Clerk
Debbie Swanson
Township Treasurer
Stan Eldridge



**YPSILANTI
TOWNSHIP**
—ASSESSMENT DEPARTMENT—

Trustees
John Newman II
Gloria Peterson
Karen Lovejoy Roe
LaResha Thornton

Total Combined Household Income Thresholds

2025

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons
\$25,100	\$28,700	\$32,300	\$35,850	\$38,750	\$41,600	\$44,500

Find the household size; then find the annual income listed below it.

If the Total Combined Household Income of all people living in the household is more than the above amount, you will not qualify for the poverty exemption.

Per the U.S. Census Bureau, "the term '**size of household**' includes all the people occupying a housing unit."

The Total Combined Household Income also includes all money and gifts contributed to support members of the household by friends and family living outside the household.

The Total Combined Household Income thresholds are authorized annually by local resolution and represent 30% of median income for the Ann Arbor area.

*Updated by HUD June 2024

**CHARTER TOWNSHIP OF YPSILANTI
Boards and Commissions
Appointments and Reappointments**

Resolution No. 2024-27

REAPPOINTMENTS

Huron River Watershed Council

Swanson, Debbie (Alternate)

Exp. Date

12/31/2026

Liquor Committee

Eldridge, Stan

Swanson, Debbie

Newman II, John P.

Exp. Date

11/20/2028

11/20/2028

11/20/2028

Local Development Finance Authority (LDFA)

Eldridge, Stan (Board)

Stumbo, Brenda (Board)

Exp. Date

11/20/2028

11/20/2028

APPOINTMENTS

Local Development Finance Authority (LDFA)

Swanson, Debbie (Board)

Exp. Date

11/20/2028

Southeast Michigan Council of Governments (SEMCOG)

Hines, John

Stumbo, Brenda (Alternate)

Exp. Date

12/31/2028

11/20/2028

Washtenaw Area Transportation Committee (WATS)

Stumbo, Brenda

Exp. Date

11/20/2028

Washtenaw Urban Executive Committee/Home Consortium Board

Swanson, Debbie

Exp. Date

11/20/2028

Township Supervisor
Brenda L. Stumbo
Township Clerk
Debbie Swanson
Township Treasurer
Stan Eldridge



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

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
LaResha Thornton

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: November 26, 2024

RE: Resolution 2024-27: Boards and Commissions

Please place the following recommendations on the December 3, 2024 agenda for consideration of the Boards and Commissions appointments and reappointments.

Township Supervisor
Brenda L. Stumbo
Township Clerk
Debbie Swanson
Township Treasurer
Stan Eldridge



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

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
LaResha Thornton

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: November 26, 2024

Re: Request authorization to accept proposal from Home of New Vision for an Opioid Prevention PILOT in the amount of \$24,000, budgeted in 2025 line item 284-631-962.000, contingent on attorney approval

As a result of multiple class action opioid lawsuits, the Township has claimed settlement money that can be used solely for opioid prevention. A Washtenaw County nonprofit, Home of New Vision (HNV), with a treatment site located in the Township has submitted a proposal. The “Ypsilanti Township Youth and Community Opioid Prevention Project” is a proposed PILOT program to help address this very serious national issue that considers input from two focus groups conducted in the community.

Attached please find the proposal for this PILOT program. This program will include prevention services and supplies, Narcan distribution, monthly events for community building, youth workshops, outreach and marketing, and recovery coaches and supervision. These services total \$28,400. However, Home of New Vision is contributing \$4,400 to this PILOT, making the Township portion of the cost \$24,000. This is budgeted in 2025 in line item 284-631-962.000.

Community Resource Coordinator Laurie Lutomski will be the Township point of contact and administration of this project. Supervision is provided by Home of New Vision. Both Laurie and HNV will be present at the meeting to answer any questions. Approval of this proposal is contingent upon attorney review.

Your consideration is greatly appreciated.

cc: Laurie Lutomski, Community Resource Coordinator
McLain & Winters, Township Attorneys



www.homeofnewvision.org | p. 734-975-1602 | f. 734-975-1604
3115 Professional Drive Ann Arbor, MI 48104

HOME OF NEW VISION

PROPOSAL FOR SERVICES

11/19/2024

OVERVIEW

Home of New Vision (HNV) is pleased to submit this proposal for services to support Ypsilanti Township's mission to improve community wellness and youth support in the northeast section of the township. Our goals align closely with Ypsilanti Township's objectives, especially in preventing opioid misuse and increasing access to critical health services within historically excluded and socially disadvantaged communities. This proposed collaboration directly supports HNV's mission to reduce substance use-related harm, promote wellness, and provide life skills to empower youth. Through a combination of weekly prevention outreach, youth workshops, and community-building events, this pilot program is designed to foster a safer, healthier environment for youth and families, addressing key social health determinants.

THE OBJECTIVE

To develop and expand upon a partnership with Ypsilanti Township that provides prevention services, life skills training, and health support resources to the northeast section of the community through the Ypsilanti Township Youth and Community Opioid Prevention Project.

PROPOSAL AND RECOMMENDATIONS

Recommendation #1: Weekly Prevention Services

HNV's staff of recovery coaches will provide prevention outreach once a week in neighborhoods such as Holmes Road, Lay Gardens, Hawthorne, Thurston, and West Willow. Services will include access to naloxone (Narcan) for overdose prevention, educational materials on substance use disorder (SUD), and referrals to recovery support services. This outreach aims to build trust within the community and offer immediate support and guidance on health-related matters.

Recommendation #2: General Health and SUD Referrals

Staff will offer referrals connecting community members to local healthcare providers, mental

BOARD OF DIRECTORS

Julie Greene, Secretary
Joe Thomas, Treasurer
John Reiser
David Shand
Nora Hamouda

Glynis Anderson, CEO
Marci Scalera, President

Courtney Atsalakis
Patrick O'Dowd
Becky Mayo
Yma Johnson
Carl Christenson

health services, and treatment options for SUDs. This service bridges the gap between underserved community needs and accessible healthcare by providing comprehensive resources and assistance with transportation to these services.

Recommendation #3: Narcan Distribution Boxes

We will purchase and maintain two Narcan distribution boxes in high-traffic areas, such as the Holmes Road Community Network Center and Tyler Road Community Resource Center. These boxes will be stocked with free doses of naloxone and testing strips, ensuring residents have 24/7 access to life-saving overdose prevention resources.

Recommendation #4: Monthly Community Events

In an effort to foster community cohesion and promote positive youth engagement, HNV will host monthly family-friendly events. These events will offer positive messaging, encourage creativity, and highlight the importance of community support. Additionally, the events will serve as a relaxed setting to provide information and prevention resources to the public.

Recommendation #5: Youth Skill-Building Workshops

The pilot's cornerstone will be monthly youth workshops focusing on life skills and personal development. Topics will include emotional resilience, communication skills, leadership, teamwork, substance use prevention, and creative expression through art, music, or writing. These workshops aim to provide a supportive environment and equip youth with practical skills and positive role models.

Recommendation #6: Staff Participation in Monthly Community Meetings

HNV staff will attend monthly community meetings to provide updates on the project, discuss community concerns, and identify areas of need.

REPORTS/INVOICING

HNV will provide Ypsilanti Township with monthly reports on services delivered, community engagement, and any emerging needs. In addition, monthly invoicing will include itemized costs associated with project operations and materials required for sustained service delivery.

MATERIALS REQUIRED

Ypsilanti Township has agreed to supply:

- Narcan Distribution Boxes
- Space for community events and workshops

HNV has agreed to supply:

- Trained staff for outreach and workshops
- Transportation for staff and youth participants
- Prevention and educational materials

Pending Material Needs:

- Additional transportation options for youth and staff
- Event supplies and workshop materials

EXPECTED RESULTS

Benefits for the Community

- Reduced substance use and overdose incidents through accessible prevention services
- Improved connection to health and social services
- Stronger community relationships and support systems

Benefits for Youth Participants

- Increased emotional resilience, communication, and conflict resolution skills
- Development of leadership skills and team-building experience
- Access to positive role models and safe recreational opportunities

PRICING

The following table details the projected costs for the services outlined in this proposal, estimated at \$24,000 for the duration of the pilot project. This amount covers all outlined components and is subject to monthly adjustment pending township approval.

Prevention Materials: tabling resources, educational materials that identify problematic use, survey material and analysis of needs, and small incentives with links to prevention and/or health information.	\$4,000
Narcan Distribution Boxes: Cost per box (approx.) = \$450 + shipping. Installation of two boxes.	\$1,000
Event Costs (12 months): Supplies per monthly event.	\$3,000
Youth Workshops stipends for trade experts to facilitate workshops, development, promotion and implantation of workshops	\$2,400
Marketing Costs: Marketing materials. This consists of brochures, door hangers, yard sign promotion, fliers, etc.	\$5,000
Staffing Costs: Supports employees supervising and coordinating project activities, stocking Narcan distribution boxes, and facilitating events & workshops	\$13,000
Totals	\$28,400
Home of New Vision In-Kind	-\$4,400
Total Requested Amount:	\$24,000
Total Estimated Cost p/Quarter:	\$6,000

QUALIFICATIONS

HNV's qualifications relevant to this proposal include:

- **Established History:** Decades of experience providing SUD and harm reduction services to Washtenaw County communities.
- **Trained Staff:** Our team includes state certified recovery coaches, and experienced community outreach specialists.
- **Data-Driven Approach:** Focus groups and prior data analysis inform our programming. HNV frequently collaborates with local health departments and law enforcement to ensure comprehensive, evidence-based interventions.
- **Successful Track Record:** Proven experience in conducting workshops and youth-focused programs, particularly in socially disadvantaged communities.

CONCLUSION

HNV is committed to supporting Ypsilanti Township's goals of improving community wellness and reducing opioid misuse. We are confident that, through this pilot project, we can offer meaningful prevention services, build community resilience, and provide youth with essential life skills. By laying the foundation for future expansion, this project aims to create a healthier, more connected Ypsilanti Township. This will provide a foundation to gather outcomes to support and solidify future funding in this area of engagement.

Ypsilanti Township Recovery Wellness Center Data

41
Responses

04:14
Average time to complete

Active
Status

1. What community do you live in or represent?

39
Responses

Latest Responses
"Washtenaw"
"Wayne"
"Ann Arbor"

27 respondents (69%) answered **Ypsilanti** (all answers including **Ypsilanti** in the title) for this question.



2. Are you a person in recovery or an ally?

● In Recovery	32
● Ally	8



3. What makes you proud about your community/what do you like most about your community?

34
Responses

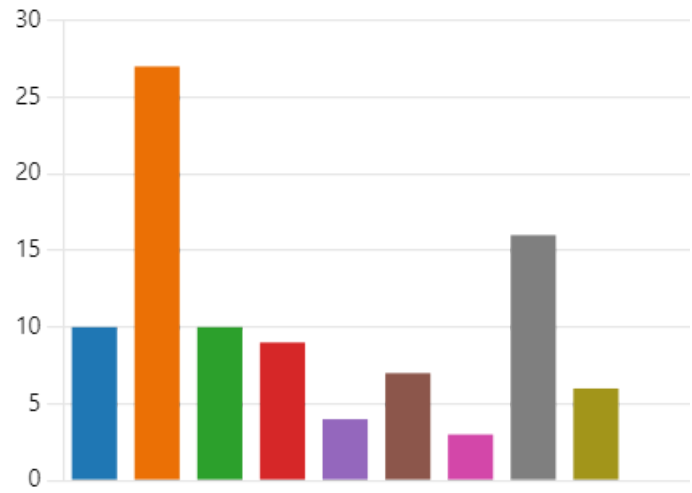
Latest Responses
"Lots of resources"
"It's a safe and welcoming comm`"

4 respondents (12%) answered **people** for this question.



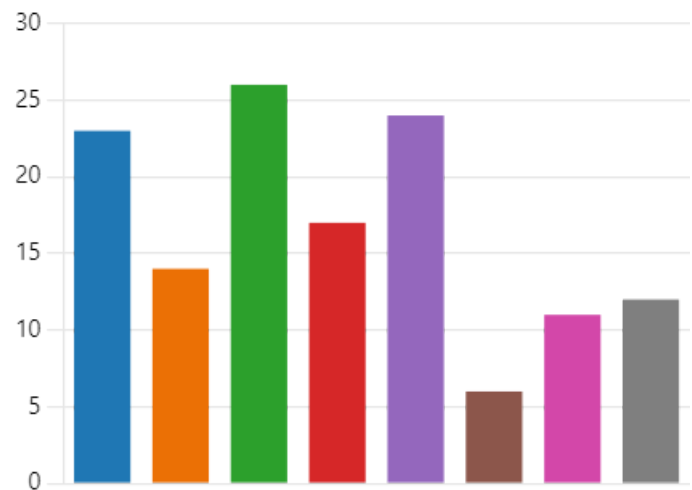
4. What types of recovery meetings would you like to see hosted at YWRC?

SMART Recovery	10
All Recovery	27
Alcoholics Anonymous	10
Family Support Group	9
Medication-Assisted Recovery A...	4
Celebrate Recovery	7
LifeRing Secular	3
Narcotics Anonymous	16
Dharma Recovery	6
Other	0



5. Which of the 8 Dimensions of Wellness are you most interested in exploring?

Physical	23
Intellectual	14
Emotional	26
Social	17
Spiritual	24
Vocational	6
Financial	11
Environmental	12



6. What's the best way for us to communicate with your community for events, meetings, etc?

● Flyers	4
● Social Media	13
● Email	8
● Phone	7
● Other	7

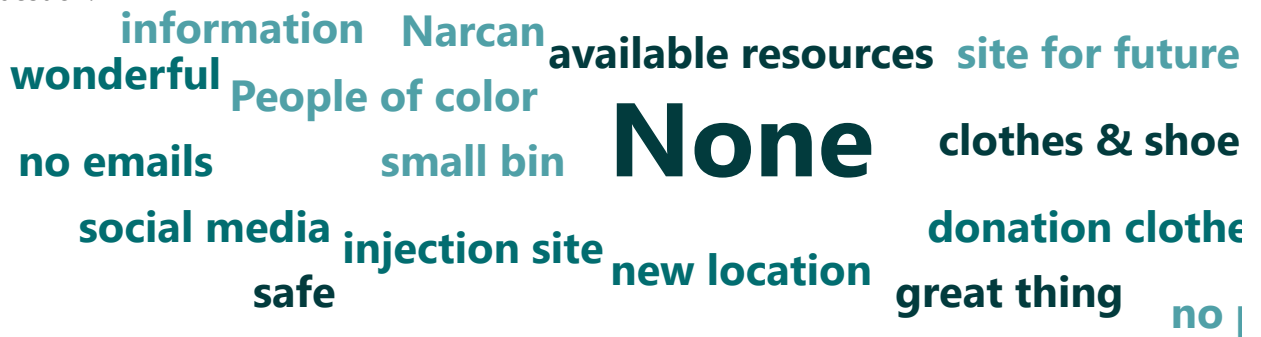


7. Do you have any other comments, suggestions, or services you would like to see offered?

15
Responses

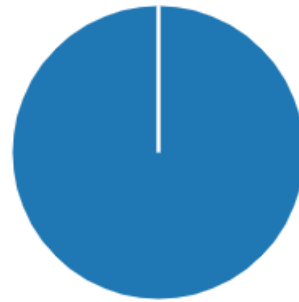
Latest Responses
"no"

8 respondents (53%) answered **Narcan/Safe Injection sites or other harm reduction related** for this question.



8. Do you feel this is a valuable resource for the community?

● Yes	39
● No	0
● Other	0



9. Why do you feel this is or is not a valuable resource for the community?

26
Responses

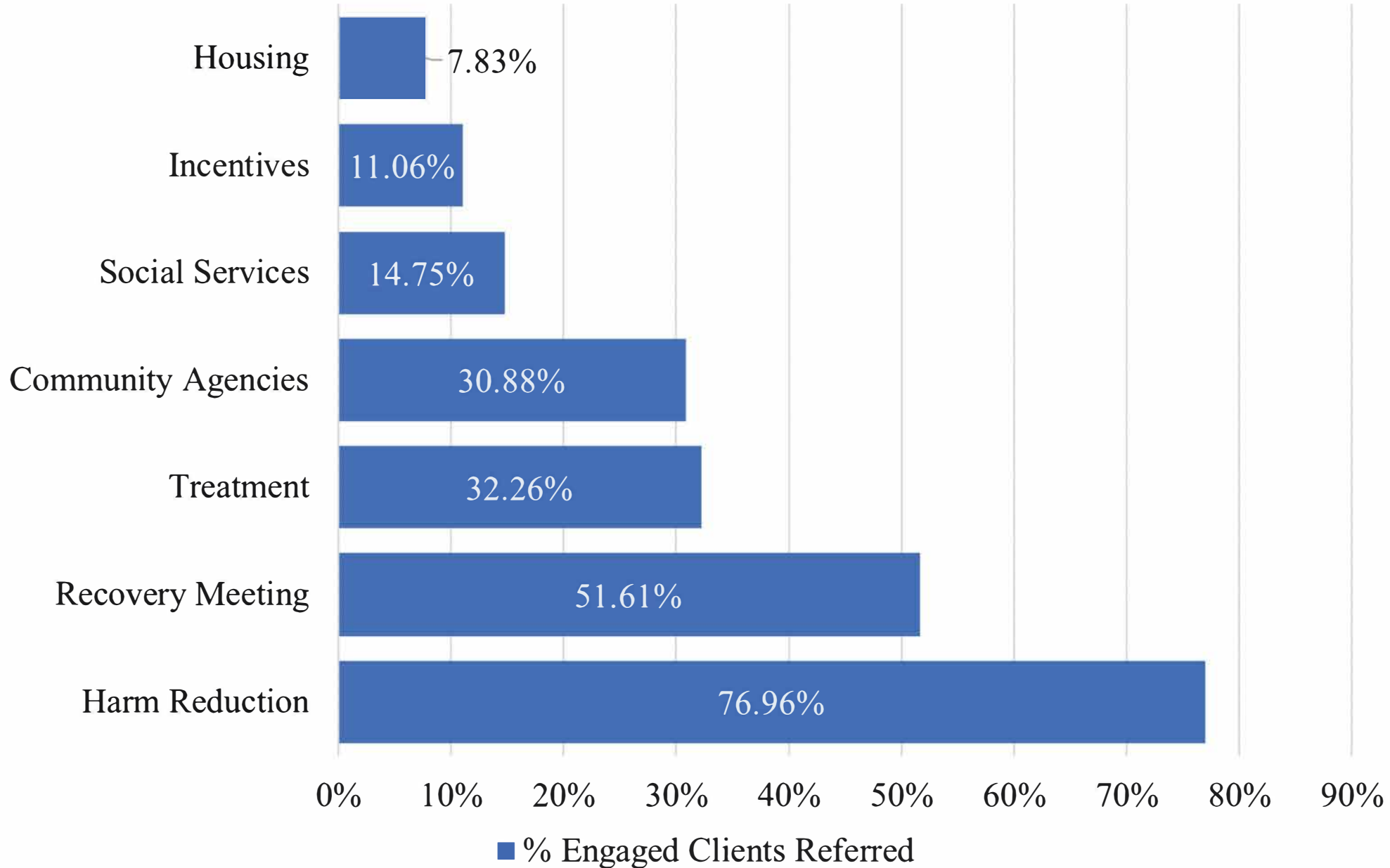
Latest Responses
"This is an excellent source"

"It will make it easier for HNV to connect clients to resources"

7 respondents (27%) answered **needs** for this question.

Communities are always in need
Rigorous honesty excellent
need of resources proper help resources for recovery
measure of hope
Once we get people **people needs help** Ypsi
help in community resources area is in need
recovery connections people are more able recovery place in
commur

Services Referred to Engaged Clients 2020-2023 (n=217)





Lived Experience Advisory Group

Thursday, November 17th, 2022 3:00pm-5:00pm

Participants:

4 community members

3 staff members

What community do you live in or represent?

- Ypsi: Midtown
- Historic District Ypsi
- Downtown Ypsi
- Ypsilanti/Ann Arbor

What makes you proud about your community/what do you like most about your community?

- "look out for each other"
- when people move in, they choose to stay
- respect
- free to be who you are
- close to everything
- smaller/easier to do mutual aid and reach out to others
- not so crowded

What does your community need to be healthy?

- permanent shelter and emergency shelter
- transportation shuts down early (buses, cabs)
- hard to leave Ypsi past a certain time
- lack of services/long wait times

- more programs for SUD
- specific lack of alcohol treatment
- safe use site-lots of programs for all or nothing
- less EMS response
 - Fire department, police, EMS, etc.
- Non-police response to MH crisis
- CMH Crisis Team has too many barriers to assistance, need full demographics, can take a long time

What are the top health needs?

- urgent cares have issues with health insurance, take limited insurances
 - turn people away
- lack of personal care products
- programs shut down-covid
- more services for youth
- women's services/planned parenthood, etc.
- lack of trust with agencies

How easy or hard is it to access healthcare including MH/SUD services?

Barriers and positive experiences

- hard to reach out for help (vulnerable) - than don't get assistance need, less likely to reach out
- programs quick to say no
 - screen out, not into services
- lack of meetings, especially non 12-step
- interagency communication-lack of
- SUD is a disease-disability ADA benefits-bus passes for people in treatment, transitional, etc.
- politicians and funding
- SUD/MH/homelessness not a moral failing

What types of services are available for mental health or substance use treatment?

- -CMH
- -hope center/clinic-fast help

Have you encountered any barriers when trying to access programs/services?

- lack of transparency/ knowledge of services
- 0 tolerance is killing people
- place to go when kicked out of transitional
- lack of multiple pathways and explanation of LOC/treatment modality for accessing treatment

What does it look like to make a significant difference in the life of a recipient of our services?

- if a program can't help, we hand it off to a service that can
- transparency
- honesty
- knowledge-providers knowing other programs resources, the communities they serve and advocate for them
- non-judgmental

What does it look like to make a difference in your community?

- lack of help
- multiple points of entry, phone, email, text, etc.
- low barriers as possible
- mobility concerns-ADA accessible
- sign language-interpreters accessible

What role do you see people in your community playing in the solutions mentioned?

- utilize churches, universities.

How can we assist in making voices heard?

- more forums in multiple places
- social media
- share successes
 - example: how many people accessed services not how many people died
- phones (SafeLink, etc.)

What's the best way for us to communicate with your community?

- radio
- internet

- attend community events
- more info in community
- don't need special weeks, events to hold discussions
- word of mouth

How can we know that we have adequately addressed barriers to care?

- when forums aren't needed and people don't experience barriers to care

How can we assist in making voices heard?

-more forums in multiple places

-social media

-share successes

-how many people accessed services not how many people died

-phones (safelink, etc.)

Key findings:

- Consumers need a way to lodge their concerns with the way care is accessed in Washtenaw County.
- Ypsilanti area needs additional services and resources to address physical, mental health, substance use, and basic needs, to include transportation and housing.
- Agencies need to improve overall information dissemination across the county.
- Barriers to care in the Ypsilanti area are increased; agencies need to improve their ability to recognize and assist individuals.
- Community members should be a part of decision making that impacts their care.
- The community is welcoming and looks out for each other and utilizes mutual aid to assist.

Township Supervisor
Brenda L. Stumbo
Township Clerk
Debbie Swanson
Township Treasurer
Stan Eldridge



**YPSILANTI
TOWNSHIP**
— RESIDENTIAL SERVICES DEPARTMENT —

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
Laresha Thornton

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: November 22, 2024

RE: Request authorization to approve the Agreement for the Establishment of a New Branch to a County Drain for a rain garden at Clubview Park located at 185 S. Clubview Dr.

The Residential Services Department is requesting the approval of the agreement for the establishment of a new branch to a county drain located at 185 S. Clubview Dr, Clubview Park.

As you know, the County assists in maintaining their county drains each year throughout Ypsilanti Township. This agreement adds the rain garden located at the Clubview Park to be a part of this maintenance agreement.

Rain Gardens are a cost effective way to reduce runoff from properties. They also provide more natural habitat for butterflies, birds and other wildlife. This rain garden was added to the park as part of the MDNR Land and Water Conservation Grant project that renovated the Tennis/Pickleball courts and park pathway that was completed in 2024.

John Hines
Municipal Services Director
jhines@ypsitownship.org
734-544-3515

**AGREEMENT FOR THE ESTABLISHMENT OF
A NEW BRANCH TO A COUNTY DRAIN**

YPSILANTI TOWNSHIP #09 DRAIN

THIS AGREEMENT, made and entered into this ____ day of _____, 2024, by and between the Ypsilanti Township #09 Drain Drainage Board, whose address is 705 North Zeeb Rd., Ann Arbor, MI 48103 (“Drainage Board”); and Ypsilanti Charter Township, a Michigan municipal corporation, whose address is 7200 South Huron River Drive, Ypsilanti, Michigan 48197 (“Township”).

WITNESSETH:

WHEREAS, the Ypsilanti Township #09 Drain (“Drain”) is an established county drain under the jurisdiction of the Drainage Board; and,

WHEREAS, Sections 425 and 433 of the Michigan Drain Code, Public Act 40 of 1956, as amended (“Drain Code”), authorizes the Drainage Board to enter into agreements to add a branch to the Drain (“Branch”) to allow for increased service of lands currently within an existing service area of the Drain; and

WHEREAS, pursuant to Sections 425 and 433 of the Drain Code, the Township wishes to extend the Drain, and has requested the same to be established and dedicated as a branch of the Drain under the jurisdiction of the Drainage Board; and

WHEREAS, the Drainage Board may determine and set certain terms and conditions for improvements to the Drain, and,

WHEREAS, improvements will be made to the Branch allowing for some stormwater infiltration into the ground; and,

WHEREAS, a legal description of the Branch route and course is attached hereto in *Exhibit A*; and,

WHEREAS, improvements to the Drain will be confined to a project area located within public right-of-way, attached hereto in *Exhibit B*; and,

NOW, THEREFORE, in consideration of the premises and covenants of each, the parties hereto agree as follows:

1. The Drainage Board acknowledges and accepts the added Branch of the Drain as described

in *Exhibit A*. The Board accepts the Project Area as per *Exhibit B*, subject to the provisions of this Agreement.

2. The Township has assumed the total costs for improvement of the Drain and the establishment of the Branch, including the acquisition of the necessary rights of way or easements, engineering, surveying, inspection, legal, administration, and construction costs associated with the same.
3. The Township further understands and agrees that once all improvements are completed by the Township, they will be established as part of the Drain, and that Township will be liable for an assessment for the Drain as determined by the Drainage Board in accordance with the Drain Code.
4. The Township further agrees to provide, without charge, one electronic copy of Auto-CAD files and (1) set of reproducible "Record Drawings" of the Branch of the Drain as built, which shall include design calculations showing flow rates, imperviousness factors, service area and sub-service areas, easements and rights of way locations, as-built elevations for all structures, and as-built topography of the basin for certifying detention basin volume, and any other data needed by the Drainage Board for proper drain operation.
5. The Township shall secure all necessary permits or authorizations as may be required by local, state or federal law and provide copies to the Drainage Board. The Drainage Board shall be provided copies of all correspondence and reports involving any governmental agency with respect to the extension of the Drain.
6. The Township does not object to the establishment of the Branch as part of the Ypsilanti Township #09 Drain.
7. This Agreement is deemed to run with the land and is binding on the parties, their assigns and successors in interest.
8. This Agreement shall become effective upon its execution by the Township and the Drainage Board and shall be binding upon the successors and assigns of each party.

EXHIBIT A

**ROUTE AND COURSE
DESCRIPTION**

**YPSILANTI TOWNSHIP #09 DRAIN
WASHTENAW COUNTY, MICHIGAN**

EXHIBIT A

IMPROVEMENT DESCRIPTION

YPSILANTI TOWNSHIP #09 DRAIN

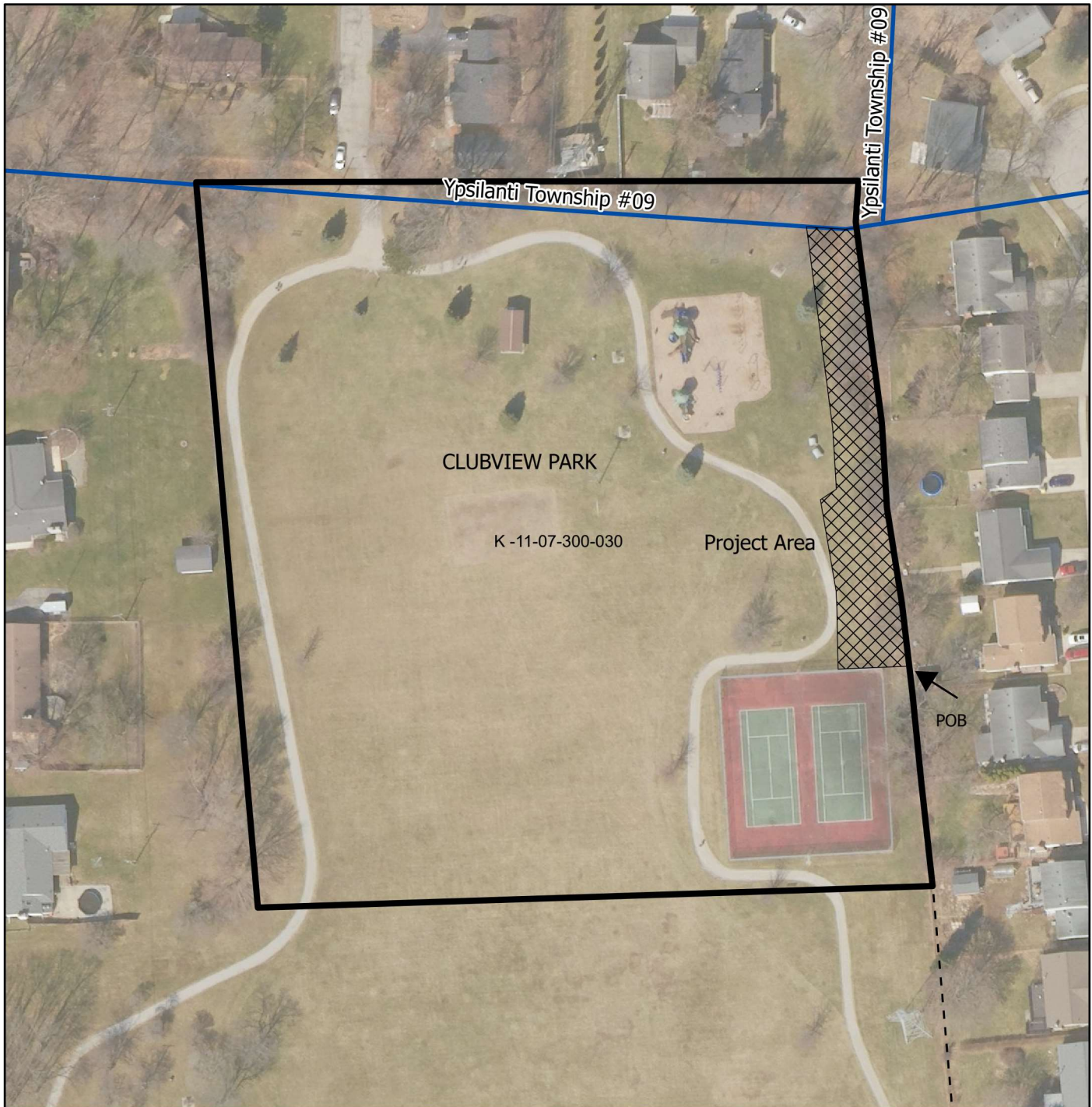
Commencing at the south quarter post of Section 7, Ypsilanti Township, T3R R7E, Washtenaw County, Michigan, thence N5°07'52"W 1390.84 feet for a point of beginning, thence S87°46'53"W 47.55 feet; thence N1°22'05"W 51.97 feet; thence N9°43'40"W 62.17 feet; thence N56°43'29"E 12.69 feet; thence N3°25'20"W 41.01 feet; thence N7°24'15"W 135.71 feet; thence S86°08'33"E 26.1 feet; thence N81°19'11"E 7.40 feet; thence S7°24'08"E 76.00 feet; thence S7°24'26"E 55.93 feet; thence S3°25'19"E 56.46 feet; thence S8°51'07"E 64.53 feet; thence S6°38'19"E 42.56 feet to the point of beginning. Area contains approximately 0.25 acres or 11,015.46 square feet.

EXHIBIT B

**IMPROVEMENTS /
DRAINAGE INFRASTRUCTURE**

**YPSILANTI TOWNSHIP #09 DRAIN
WASHTENAW COUNTY, MICHIGAN**

EXHIBIT B
YPSILANTI TOWNSHIP DRAIN #09 DRAIN IMPROVEMENTS



0 50 100
Feet

Created November 7, 2024



PROJECT LOCATION
PART OF THE SW 1/4 OF SECTION 7, T3S R7E
YPSILANTI TOWNSHIP, WASHTENAW COUNTY, MICHIGAN
ON PARCEL K -11-07-300-030



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: November 26, 2024

RE: **Request Authorization to approve Change Order #1 with Stantec Consulting for \$14,000 for additional professional services related to the Ypsilanti Township ARPA Community Center Bathroom Improvement project.**

The Residential Services Department is seeking approval for Change Order #1 with Stantec Consulting for additional services related to the ARPA Sanitary Line and Bathroom improvement project at the Community Center for \$14,000 budgeted in GL# 101-902-981.040.

At the June 6, 2023 Board of Trustees meeting Stantec was approved to oversee the preliminary design and engineering for \$12,000.00 for the Community Center Bathroom project. Then at the August 15, 2023 meeting, Stantec was additionally approved for \$98,700.00 to oversee the RFP preparation, bidding, construction administration and closeout process for the project. The RFP was approved by the board at the September 19, 2023 meeting, but due to the bid totals being too high; the project had to be re-bid again and on the second bid process; Decima was awarded the contract at the February 6, 2024 meeting.

Stantec Consulting is requesting Change Order #1 for four items that are beyond the original scope of the agreements.

1. Redesign and Rebid of the project.
2. Contractor change orders prepared and issued.
3. Addition construction site inspections due to construction change orders and contractor delays and re-work.
4. Minor owner changes and contractor field changes to accommodate the site conditions. Construction went substantially beyond the contractual completion date of June 2024.

The Community Center Bathroom and Sanitary line ARPA project is currently nearing completion as Stantec, Decima and the Township work together to close the final punch items. If approved, full project completion will happen before the end of December 2024.



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

November 25, 2024
File: 173485300

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

Dear Director Hines,

Reference: Architectural and Engineering Services for the Community Center Project

**Charter Township of Ypsilanti, Washtenaw County, Michigan
Change Order Request #1 – Package 200 Community Center Bathrooms – ARPA**

Pursuant to our recent discussions, Stantec Consulting Michigan Inc. (Stantec) requests Change Order #1 for \$14,000, be approved on the above referenced project for the additional work listed below:

1. Redesign & rebid of Package 100/200.
2. Contractor change orders prepared and issued on Package 100/200.
3. Additional construction site inspections on Package 100/200 due to construction change orders and contractor delays and re-work.
4. Minor owner changes and contractor field changes to accommodate the site conditions.
Construction is substantially beyond the contractual completion date.

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.

Regards,

Stantec Consulting Michigan Inc.

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

November 25, 2024
Mr. John Hines, CPRP
Page 2 of 2

Reference: Package 200 Community Center Bathrooms - ARPA

ACKNOWLEDGED AND ACCEPTED:

CHARTER TOWNSHIP OF YPSILANTI

Brenda L. Stumbo
Supervisor

Debra A. Swanson
Clerk

_____, 2024

_____, 2024

ws v:\2075\promotion\2075800\173485300 - various community development\ypsilanti community renovations\pro_hines_ypsi_comm_ctr_bathroom_reno_pk2_co1_20241125.docx

cc: Lindsay Woods, Stantec
Caz Zalewski, Stantec



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: November 26, 2024

Subject: **Request to waive the bidding portion of the financial policy and approve the quote for \$78,560.00 from Bill Carr Signs for the purchase and installation of twenty-one (21) Township signs.**

The Residential Services Department is requesting authorization to waive the requirement to bid on MITN of the financial policy to accept the quote and authorize the signing of the agreement with Bill Carr Signs for \$78,560.00 for the installation of twenty-one (21) signs from line item 101-901-975.135.

The Board of Trustees previously approved at the August 15th, 2023 meeting for Township Staff to seek bids for the park sign project. Bids were opened on August 31st, 2023 and on March 5th, 2024 after an extensive design phase, the BOT approved low bidder Bill Carr Signs to install and furnish 17 signs at different park locations in the Township.

At the March 5th meeting, it was discussed to bring a proposal back from Bill Carr Signs for review when the township was able to replace the signage at the remaining parks and various township buildings. The request to approve Bill Carr Signs is to have all the building signage follow the township's brand standards and be consistent for ease of recognition. Per the proposal Bill Carr signs will refurbish (2) monument and (3) post and panel signs at the main campus (Civic Center/14B Court), furnish and install a new face for the Community Network Center sign, furnish and install (1) new Community Resource Center sign, (1) combination Community Center/Green Oaks sign, and (13) new park signs.

The 13 park signs include: Bud & Blossom, Fairway Hills, Pine Park, Rambling Road, South Hydro Park, Tot Lot, Watertower Park, Wendell Holmes Park, and additionally five park rule signs (FLP, FHP, NB, NH, LF).

All these signs will be decorated with full color, UV-protected digitally printed vinyl graphics. All painted surfaces will be finished with Matthews Acrylic Polyurethane. This includes repainting of all refurbished signs. Existing signs will be removed and disposed of, unless otherwise requested by the Township.



Proudly Serving Michigan for over



19 November 2024
Quote #21218BC

Clerk Debbie Swanson
Supervisor Brenda Stumbo
Ypsilanti Township – Phase II
13 Signs – 9 Parks & 4 Sites
7200 S. Huron River Dr.
Ypsilanti, MI 48197

Re: Comprehensive Township sign package

We at Bill Carr Signs would like to thank you for the opportunity to be of service. We look forward to completing the following project with your approval.

We will refurbish (2) monument and (3) post and panel signs at the main campus, furnish and install a new face for the CNC sign, furnish and install (1) new CRC sign, (1) combination Community Center/Green Oaks sign, and (13) new park signs. All these signs will be decorated with full color, UV-protected digitally printed vinyl graphics. All painted surfaces will be finished with Matthews Acrylic Polyurethane. This includes repainting of all refurbished signs. Further details per sign follow.

The double-sided entry monument at the main campus will be routed aluminum faces backed with white polycarbonate. (2) 26 3/8”H x 30”W non-lit alupanel logos will be added to the sign. Internal lighting will be retrofit to LEDs. This sign will have a 2’1.2” x 6’3.6”W 10mm full color ThinkSign Electronic Message Center. The pixel matrix will be 64 x 192. The sign communication is 4G and comes with a Lifetime Broadband communication package. The sign is programmed via ThinkSign Studio Cloud Software. The EMC comes with a 5 year Parts warranty through ThinkSign and a 5 year labor warranty from Bill Carr Signs.

The single sided monument outside of the Civic Center will receive new routed aluminum faces backed with polycarbonate, an LED retrofit, and will have a Township logo added on to the sign.

The (3) wayfinding signs at main campus will receive aluminum faces with UV-protected digitally printed graphics and be repainted.

The Community Network Center will get a new 43”H x 68”W polycarbonate face with UV-protected digitally printed graphics.

The Community Resource Center will receive a new non-lit 74 5/8”H x 60”W, single faced post and panel sign. The Community Center and Green Oaks Golf Course will have a shared double-sided sign. The overall sign will be 76 5/8”H x 96”W and consist of 6mm alupanel faces with UV protected digitally printed vinyl graphics.

There are (13) 48”H x 12”W, single faced, non-illuminated post and panel signs, to be installed at additional park entries. All signs are constructed from aluminum and all new signs will be installed in concrete footings. All signage is to reflect our approved drawings.



Proudly Serving Michigan for over



19 November 2024
Quote #21218BC
Page 2

Main entry sign	\$ 16,950.00
ThinkSign EMC	13,465.00
Civic entry sign	6,800.00
(3) wayfinding signs	2,470.00
CNC sign	625.00
CRC sign	3,615.00
Community/Green Oaks sign	4,915.00
(13) Smaller Park signs	16,320.00
Installation/Field Labor	<u>13,400.00</u>
TOTAL	\$78,560.00

For the sum of Seventy-Eight Thousand Five Hundred Sixty and 00/100 dollars

Production Time: 6-8 weeks, after we receive signed quote, drawing, deposit, and permit if required.

PRICE QUOTATION GOOD FOR 15 DAYS

TERMS: 70% down, balance due upon completion

SALES TAX: 6% State of Michigan Sales Tax will be added to non-labor items if not already listed.

PERMIT/VARIANCE FEES – If required will be billed at additional cost, plus \$150 procurement / Engineering cost is additional.

FINAL ELECTRICAL – Hook up by others (if applicable)

WARRANTY – 12 MONTHS ON CRAFTSMANSHIP AND MATERIALS BARRING VANDALISM & ACTS OF GOD [see Manufacturer’s Warranty for complete details]

PRICES, as indicated above, are minimal estimates for art or sign work only. Changes and or time additions, delays caused by the client, engineered drawings, special consultations and all other expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

FINISHED art renderings will be released for use by the client only. Art renderings, sketches, and prototypes are the property of Bill Carr Signs, Inc. and are for exclusive use by the customer only.

SPECIAL conditions on the client’s purchase orders in no way negate the above terms of this sale. In ordering the work described above, the client accepts all these terms whether noted on purchase orders or not.

THE CLIENT agrees to pay all costs of collection in the event of default of payment by the client, including actual attorney’s fee. In the event of delinquent payments, the client will be charged at a rate of 1.5% interest for every month, after the first 45 days. If payment is not made within 80 days of job completion and a lien must be placed on the property, there will be a \$175 filing fee added to the balance. This fee along with balance on the account will have to be paid in full before lien will be released.

THE SIGNS SHALL REMAIN THE PROPERTY of Bill Carr Signs, Inc. until paid for in full. In the event the client is delinquent in payment for more than 45 days Bill Carr Signs, Inc. reserves the right to remove the signage from the premise without notice of the client. The client is responsible for any re-installation costs of said signage. The client shall hold Bill Carr Signs, Inc. free of any liability whatsoever.

THIS AGREEMENT IS BEING ENTERED INTO IN GENESEE COUNTY, MICHIGAN

Brett Chittick

11/19/2024

Clerk Debra A. Swanson
Ypsilanti Township Clerk

Date

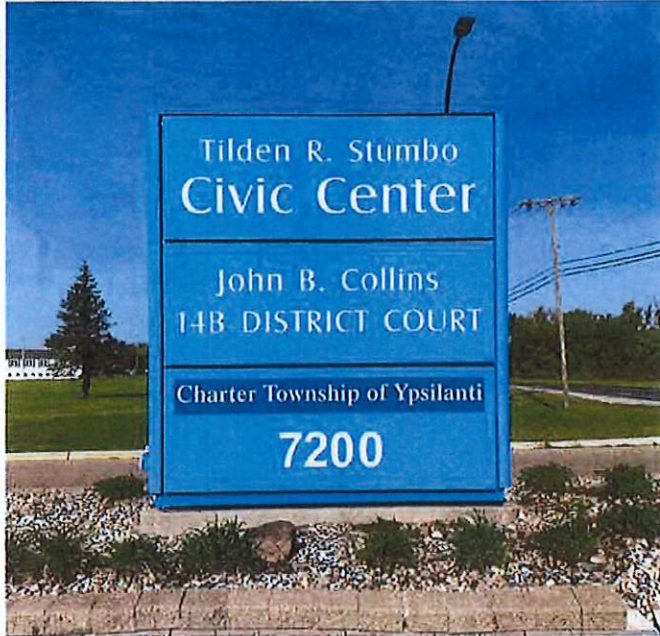
Brett Chittick
Bill Carr Signs, Inc.

Date

Supervisor Brenda L. Stumbo
Ypsilanti Township, Supervisor

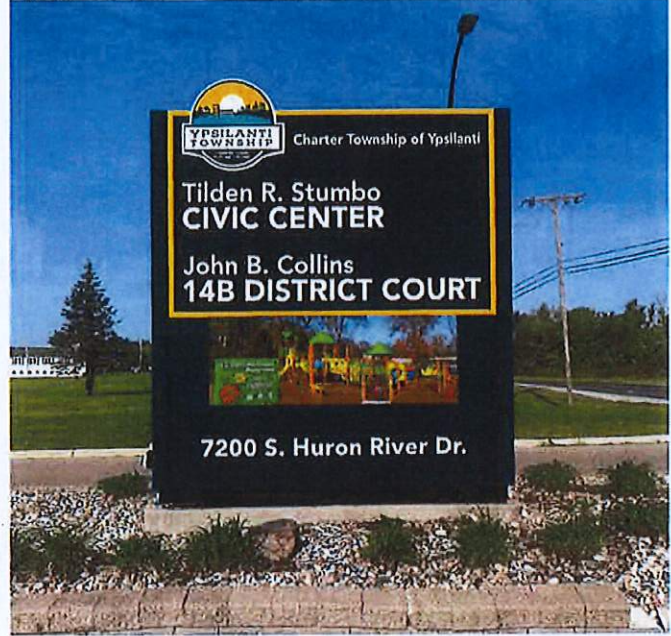
Date

EXISTING

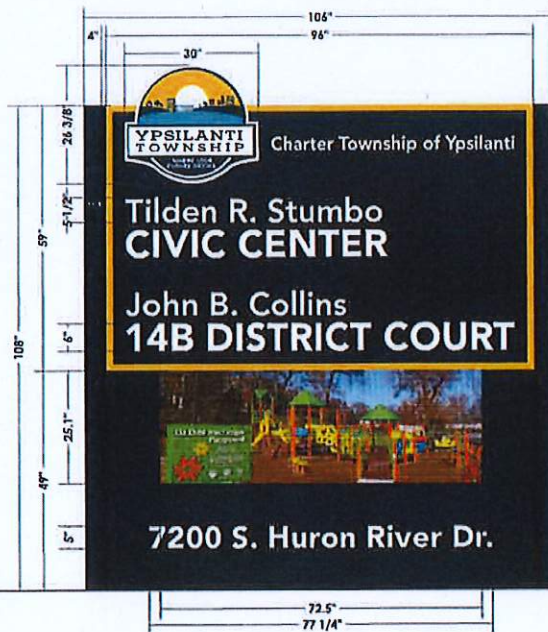


FRONT VIEW

PROPOSED



SIDE VIEW



Qty: 1 (d/t)
EXISTING SIGN
 Painted Czech Flag Blue - MP 02306
NEW LOGO
 Substrate: 6mm Alupanel
 Decoration: Digital Print
 Material: Arlon 4600LX
NEW ROUTED ALUM FACE
 Copy & Arrows - 3/4"
 White Push-Thru Acrylic
 Border: Digital Print
 Material: Arlon 4600LX
NEW EMCS
 2'1.1" x 6'3.5" - 10mm Allura

COLOR PALETTE



CUSTOMER APPROVAL: _____ DATE: _____



Distribution or exhibition of this design other than personnel of your company is expressly forbidden under stated agreement. In the event that such an exhibition should occur, Bill Carr Signs will be compensated for minimum of \$500 to 15% of the proposed sign project.

Salesperson Brett Chittick

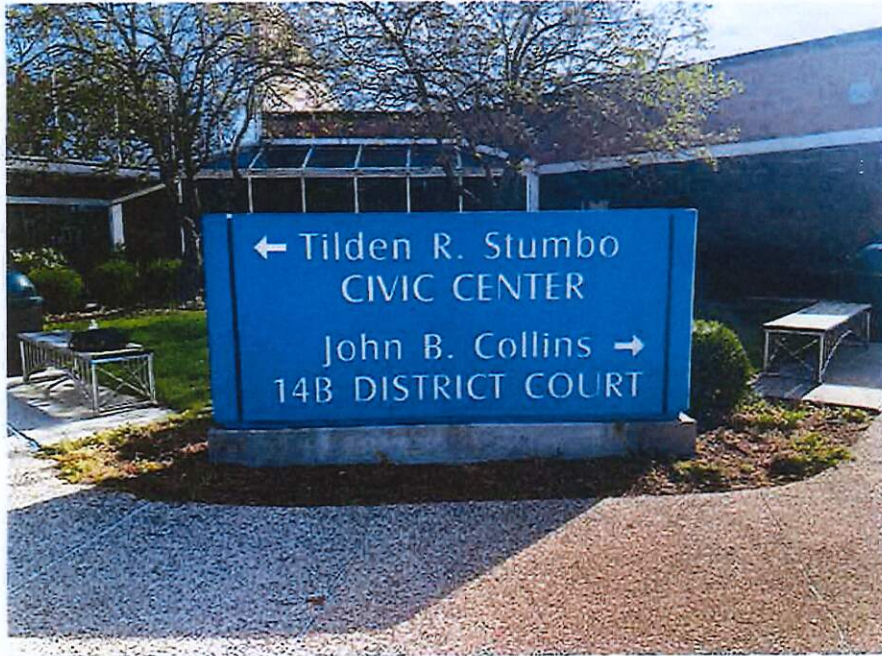
COMPUTER CODE: Ypsilanti Twn - Large Main ID

DRAWING SCALE: NA DATE: Rev 10.30.24 DESIGNER: MRR

719 W. TWELFTH STREET, FLINT, MICHIGAN 48503 • 810-232-1568 • FAX: 810-232-6879 • WWW.BILLCARRSIGNS.COM



EXISTING



PROPOSED



COLOR PALETTE



Qty: 1 (s/f)

EXISTING SIGN

Painted Czech Flag Blue - MP 02306

NEW LOGO

Substrate: 6mm Alupanel

Decoration: Digital Print

Material: Arlon 4600LX

NEW ROUTED ALUM FACE

Copy & Arrows - 3/4"

White Push-Thru Acrylic

Border: Digital Print

Material: Arlon 4600LX

FRONT VIEW



SIDE VIEW



CUSTOMER APPROVAL: _____ DATE: _____



Distribution or exhibition of this design other than personnel of your company is expressly forbidden under stated agreement. In the event that such an exhibition should occur, Bill Carr Signs will be compensated for minimum of \$500 to 15% of the proposed sign project.

Salesperson Brett Chittick

COMPUTER CODE: Ypsilanti Twn - Small Monument Sign

DRAWING SCALE: NA DATE: Rev 10.17.24 DESIGNER: MRR

719 W. TWELFTH STREET, FLINT, MICHIGAN 48503 • 810-232-1568 • FAX: 810-232-6878 • WWW.BILLCARRSIGNS.COM





PROPOSED

EXISTING

SIGN 1

Qty: 1 (d/f)

EXISTING SIGN

- Painted Czech Flag Blue - MP 02306
- Decoration: Digital Print
- Material: Arlon 4600LX
- NEW ROUTED ALUM FACE**
- Copy & Arrows - 3/4"
- White Push-Thru Acrylic
- Border: Digital Print
- Material: Arlon 4600LX

COLOR PALETTE



CUSTOMER APPROVAL: _____ DATE: _____



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Salesperson > Brett Chittick

COMPUTER CODE: Ypsilanti Twn - Existing Post & Panel

DRAWING SCALE: NA DATE: Rev 11.25.24 DESIGNER: MRR

719 W. TWELFTH STREET, FLINT, MICHIGAN 48503 • 810-232-1569 • FAX: 810-232-6879 • WWW.BILLCARRSIGNS.COM





PROPOSED



EXISTING

SIGN 2

Qty: 1 (d/f)

EXISTING SIGN

Painted Czech Flag Blue - MP 02306

Decoration: Digital Print

Material: Arlon 4600LX

NEW ROUTED ALUM FACE

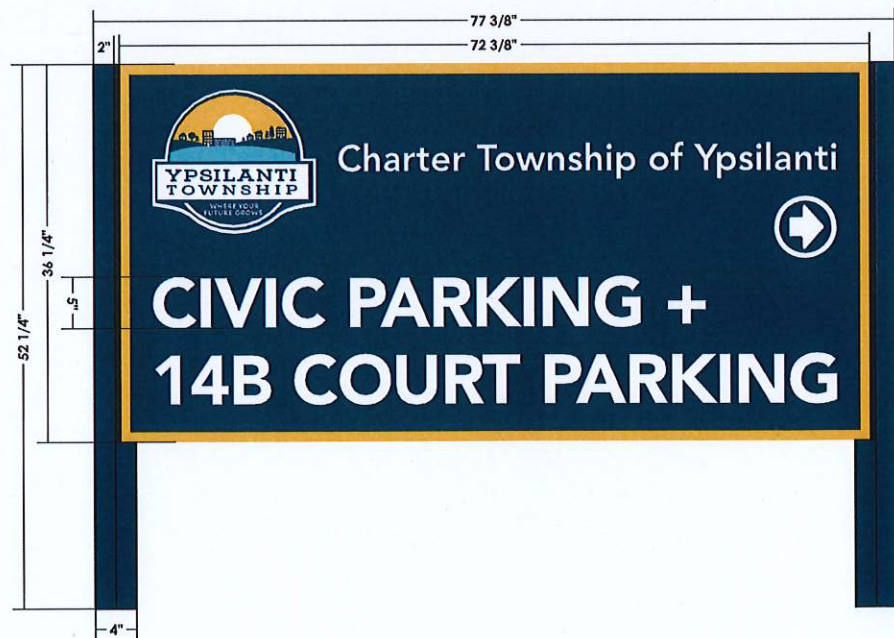
Copy & Arrows - 3/4"

White Push-Thru Acrylic

Border: Digital Print

Material: Arlon 4600LX

COLOR PALETTE



CUSTOMER APPROVAL: _____

DATE: _____



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Salesperson: Brett Chittick

COMPUTER CODE: Ypsilanti Twn - Existing Post & Panel

DRAWING SCALE: NA DATE: Rev 11.25.24 DESIGNER: MRR

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PROPOSED



EXISTING



SIGN 3

Qty: 1 (d/f)

EXISTING SIGN

Painted Czech Flag Blue - MP 02306

Decoration: Digital Print

Material: Arlon 4600LX

NEW ROUTED ALUM FACE

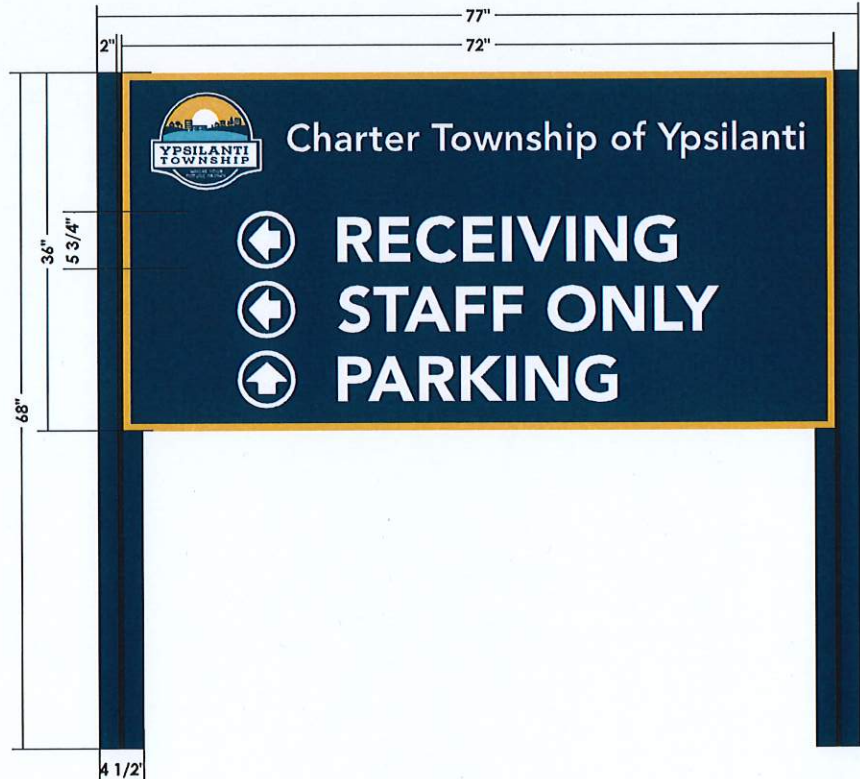
Copy & Arrows - 3/4"

White Push-Thru Acrylic

Border: Digital Print

Material: Arlon 4600LX

COLOR PALETTE



CUSTOMER APPROVAL: _____ DATE: _____



Distribution or exhibition of this design other than personnel of your company is expressly forbidden under stated agreement. In the event that such an exhibition should occur, Bill Carr Signs will be compensated for minimum of \$500 to 15% of the proposed sign project.

Salesperson **Brett Chittick**

COMPUTER CODE: Ypsilanti Twn - Existing Post & Panel

DRAWING SCALE: NA DATE: Rev 11.25.24 DESIGNER: MRR

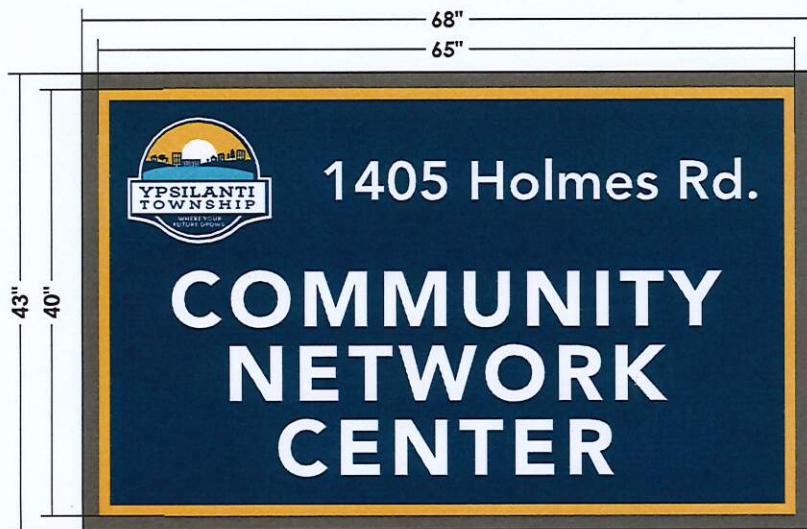
719 W. TWELFTH STREET, FLINT, MICHIGAN 48503 • 810-232-1569 • FAX: 810-232-6879 • WWW.BILLCARRSIGNS.COM



EXISTING



PROPOSED



Qty: 1(s/f)

Decoration: Digital Print

Material: Arlon 6500 Trans

Substrate: 3/16" Polycarbonate

Cut Sizes Needed

New LED Retro Fit Lighting

CUSTOMER APPROVAL: _____ DATE: _____



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Salesperson Brett Chittick

COMPUTER CODE: Ypsilanti Township - Community Center Face

DRAWING SCALE: NA DATE: Rev 11.25.24 DESIGNER: MRR

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Qty: 1 (s/f)

LOGO

Substrate: 6mm Alupanel
 Decoration: Digital Print
 Material: Arlon 4600LX

FACES

Substrate: 6mm Alupanel
 Painted: Czech Flag Blue - MP 02306
 Decoration: Digital Print
 Material: Arlon 4600LX
 3"x3" Square Metal Post:
 Painted: Czech Flag Blue - MP 02306

COLOR PALETTE



CUSTOMER APPROVAL: _____ DATE: _____



Distribution or exhibition of this design other than personnel of your company is expressly forbidden under stated agreement. In the event that such an exhibition should occur, Bill Carr Signs will be compensated for minimum of \$500 to 15% of the proposed sign project.

Salesperson Brett Chittick

COMPUTER CODE: Ypsilanti Township - Park Sign - Phase 2

DRAWING SCALE: NA DATE: 7.11.24 DESIGNER: MRR

719 W. TWELFTH STREET, FLINT, MICHIGAN 48503 • 810-232-1588 • FAX: 810-232-6878 • WWW.BILLCARRSIGNS.COM



OPTION 4

TOP VIEW



FRONT VIEW



SIDE VIEW



6mm Alupanel w/ Digital Print

3"x3" Square Metal Posts Painted-Grecian Blue

Qty: 5 (s/f)

FACES

Substrate: 6mm Alupanel

Decoration: Digital Print

Material: Arlon 4600LX

3"x3" Square Metal Post - 5157 Grecian Blue

COLOR PALETTE



C 100 M 78
Y 48 K 54



C 0 M 36
Y 100 K 0



C 74 M 0
Y 31 K 0

CUSTOMER APPROVAL: _____

DATE: _____



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Salesperson: Brett Chittck

COMPUTER CODE: Ypsilanti Township - Tall Post & Panel

DRAWING SCALE: NA DATE: Rev 11.26.24 DESIGNER: MRR

719 W. TWELFTH STREET, FLINT, MICHIGAN 48503 • 810-232-1569 • FAX: 810-232-6879 • WWW.BILLCARRSIGNS.COM





Qty: 1 (s/f)

LOGO

Substrate: 6mm Alupanel

Decoration: Digital Print

Material: Arlon 4600LX

FACES

Substrate: 6mm Alupanel

Painted: Czech Flag Blue - MP 02306

Decoration: Digital Print

Material: Arlon 4600LX

3"x3" Square Metal Post: Czech Flag Blue - MP 02306

CUSTOMER APPROVAL: _____ DATE: _____



Distribution or exhibition of this design other than personnel of your company is expressly forbidden under stated agreement. In the event that such an exhibition should occur, Bill Carr Signs will be compensated for minimum of \$500 to 15% of the proposed sign project.

Salesperson: Brett Chittick

COMPUTER CODE: Ypsilanti Township - Community Center - P&P

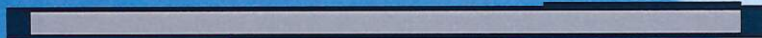
DRAWING SCALE: NA DATE: Rev 9.11.24 DESIGNER: MRR

719 W. TWELFTH STREET, FLINT, MICHIGAN 48503 • 810-232-1569 • FAX: 810-232-6879 • WWW.BILLCARRSIGNS.COM



OPTION 1

TOP VIEW



FRONT VIEW

SIDE VIEW



Qty: 1 (d/f)

LOGO

Substrate: 6mm Alupanel
 Decoration: Digital Print
 Material: Arlon 4600LX

FACES

Substrate: 6mm Alupanel
 Painted: Czech Flag Blue - MP 02306
 Decoration: Digital Print
 Material: Arlon 4600LX
 3"x3" Square Metal Post: Czech Flag Blue - MP 02306

CUSTOMER APPROVAL: _____ DATE: _____



Distribution or exhibition of this design other than personnel of your company is expressly forbidden under stated agreement. In the event that such an exhibition should occur, Bill Carr Signs will be compensated for minimum of \$500 to 15% of the proposed sign project.

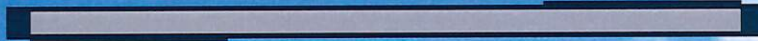
Salesperson Brett Chittick

COMPUTER CODE: Ypsilanti Township -Community Center - P&P
 DRAWING SCALE: NA DATE: Rev 11.25.24 DESIGNER: MRR



OPTION 2

TOP VIEW



FRONT VIEW

SIDE VIEW



Qty: 1 (d/f)

LOGO

Substrate: 6mm Alupanel
 Decoration: Digital Print
 Material: Arlon 4600LX

FACES

Substrate: 6mm Alupanel
 Painted: Czech Flag Blue - MP 02306
 Decoration: Digital Print
 Material: Arlon 4600LX
 3"x3" Square Metal Post: Czech Flag Blue - MP 02306

CUSTOMER APPROVAL: _____ DATE: _____

Distribution or exhibition of this design other than personnel of your company is expressly forbidden under stated agreement. In the event that such an exhibition should occur, Bill Carr Signs will be compensated for minimum of \$500 to 15% of the proposed sign project.

Salesperson Brett Chittick

COMPUTER CODE: Ypsilanti Township -Community Center - P&P

DRAWING SCALE: NA DATE: Rev 11.25.24 DESIGNER: MRR



CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2024-28

**DESIGNATION OF DEPOSITORIES
FOR 2025**

NOW THEREFORE, BE IT RESOLVED that Bank of Ann Arbor-Ypsilanti Office, Comerica Bank, Charter One, Ann Arbor State Bank/Level One, Fifth Third Bank, Chase Bank, PNC Bank, United Bank & Trust, Fidelity Bank, Huntington National Bank, Key Bank, TRUE Community Credit Union, Vanguard Group, JP Morgan Chase, US Bank and their successors be designated depositories for all Charter Township of Ypsilanti funds and securities for the 2025 calendar year.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2024-29

ADOPTION OF ROBERT'S RULES OF ORDER

NOW THEREFORE, BE IT RESOLVED that Robert's Rules of Order shall be adopted by the Charter Township of Ypsilanti Board of Trustees for the 2025 calendar year.

CHARTER TOWNSHIP OF YPSILANTI

RESOLUTION NO. 2024-30

DESIGNATION OF NEWSPAPER OF CIRCULATION

NOW THEREFORE, BE IT RESOLVED that Washtenaw Legal and MLive/AnnArbor.com be designated as the newspapers of general circulation for the Charter Township of Ypsilanti advertisements and publications for the 2025 calendar year.

CHARTER TOWNSHIP OF YPSILANTI

Resolution No. 2024-31

**ADOPTION OF REGULAR BOARD MEETING DATES
FOR THE 2025 CALENDAR YEAR**

NOW THEREFORE, BE IT RESOLVED that the attached schedule of dates and times be adopted for the Charter Township of Ypsilanti for the 2025 calendar year.

**CHARTER TOWNSHIP OF YPSILANTI
BOARD OF TRUSTEES**

SCHEDULE OF MEETINGS FOR 2025

Regular Meeting
6:00 p.m
Civic Center Board Room

In 2025, the Township Board will meet on the 1st and 3rd Tuesday of each month in February, March, April, May, October, November and December and on the 3rd Tuesday of each month in January, June, July, August and September.

Tuesday January 21, 2025

Tuesday February 4, 2025
Tuesday February 18, 2025

Tuesday March 4, 2025
Tuesday March 18, 2025

Tuesday April 1, 2025
Tuesday April 15, 2025

Tuesday May 6, 2025
Tuesday May 20, 2025

Tuesday June 17, 2025

Tuesday July 15, 2025

Tuesday August 19, 2025

Tuesday September 16, 2025

Tuesday October 7, 2025
Tuesday October 21, 2025

Tuesday November 4, 2025
Tuesday November 18, 2025

Tuesday December 2, 2025
Tuesday December 16, 2025

All meetings are held at the Ypsilanti Township Civic Center Building, 7200 S. Huron River Drive, Ypsilanti Township

Special Meetings may be called with 24-hour notification.

Pre-approval of Statements and Checks is authorized when no Board Meeting is held, with formal approval at the next regularly scheduled meeting, contingent on Board Members review and no objection.

****Board members should plan to reserve the first Tuesday of June, July, August and September in case a Special Meeting needs to be scheduled.***

Motion to Amend the 2024 Budget (#15)

Move to increase the General Fund budget by \$48,396 to \$27,825,922 and approve the department line item changes as outlined.

Move to complete a line transfer in the Law Enforcement Fund by \$12,900 to \$9,649,016 and approve the department line item changes as outlined.

Move to increase the Compost Fund budget by \$6,594 to \$899,151 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI
2024 BUDGET AMENDMENT # 15**

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

December 3, 2024

101 - GENERAL OPERATIONS FUND

Total Increase \$48,396.00

Request to increase several lines in the Assessing Department due to an employee switching from have outside insurance and receiving a pay out to have full family coverage and another employee going from single to 2 person coverage .This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	101-000-699.999	\$48,396.00
			<u>\$48,396.00</u>
		Net Revenues	<u>\$48,396.00</u>
Expenditures:	Health Insurance	101-257-719.000	\$39,396.00
	Health Care Deduction	101-257-719.020	\$9,000.00
			<u>\$48,396.00</u>
		Net Expenditures	<u>\$48,396.00</u>

266 - LAW ENFORCEMENT FUND

Total Increase \$12,900.00

Request to increase the budget for the insurance reimbursement and expenditure for the water damage done to the Law Enforcement Center on Huron Street. This will be funded by the receipt of the insurance reimbursement check.

Revenues:	Insurance Reimbursement	266-000-676.012	\$12,900.00
			<u>\$12,900.00</u>
		Net Revenues	<u>\$12,900.00</u>
Expenditures:	Bldg. Maintenance - Huron Street Station	266-301-931.015	\$12,900.00
			<u>\$12,900.00</u>
		Net Expenditures	<u>\$12,900.00</u>

597 - COMPOST FUND

Total Increase \$6,594.00

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

Revenues:	Prior Year Fund Balance	597-000-699.999	\$6,594.00
			<u>\$6,594.00</u>
		Net Revenues	<u>\$6,594.00</u>
Expenditures:	Salary PTO Payout	597-590-708.004	\$6,125.00
	FICA	597-590-715.000	\$469.00
			<u>\$6,594.00</u>
		Net Expenditures	<u>\$6,594.00</u>

OTHER BUSINESS

PUBLIC COMMENTS

BOARD MEMBER UPDATES
