

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE JUNE 17, 2025 REGULAR BOARD MEETING**

**Board Meetings are audio recorded and posted on the website**

**DETERMINATION OF QUORUM**

Supervisor Stumbo determined a quorum was present. Trustee Lovejoy Roe arrived after the Consent Agenda and Trustee Newman arrived during the Attorney report.

Township Supervisor Brenda Stumbo called the meeting to order at 6:01 pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Supervisor Brenda Stumbo, Clerk Debbie Swanson, and Treasurer Stan Eldridge  
Trustees: Karen Lovejoy Roe, John Newman II, Gloria Peterson, and LaResha Thornton

**Members Not Present:** None

**Legal Counsel:** Wm. Douglas Winters

Supervisor Stumbo asked the board to move Public Comments before New Business. The Board agreed.

The Pledge of Allegiance was recited followed by a moment of silent prayer.

**APPROVAL OF AGENDA**

A motion was made by Trustee Peterson and supported by Trustee Thornton to approve the agenda.

The motion carried unanimously.

**CONSENT AGENDA**

**A. MINUTES OF MAY 20, 2025 REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

1. STATEMENTS AND CHECKS FOR JUNE 3, 2025 IN THE AMOUNT OF \$179,890.35
2. STATEMENTS AND CHECKS FOR JUNE 17, 2025 IN THE AMOUNT OF \$1,538,887.82
3. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR MAY 2025, IN THE AMOUNT OF \$52,865.19
4. CLARITY HEALTHCARE ADMIN FEE FOR MAY 2025, IN THE AMOUNT OF \$1,621.03

### **C. TREASURERS REPORT**

A motion was made by Trustee Peterson and supported by Trustee Thornton to approve the consent agenda.

The motion carried unanimously.

### **ATTORNEY REPORT**

#### **A. GENERAL LEGAL UPDATE**

Legal update was provided by Attorney Winters. (refer to audio)

### **PUBLIC COMMENTS**

There were 37 public comments. (refer to audio)

### **NEW BUSINESS**

1. WAIVE THE FINANCIAL POLICY AND APPROVE CTI FOR THE 14B COURT AUDIO IN THE NEWLY CONSTRUCTED COURTHOUSE IN THE AMOUNT OF \$28,636.76, BUDGETED IN LINE ITEM #101-901-971-236, COURT RENOVATION GRANT

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to waive the financial policy and approve CTI for the 14B Court audio in the newly constructed courthouse in the amount of \$28,636.76, budgeted in line item # 101-901-971-236, Court Renovation Grant. (see attached)

The motion carried unanimously.

**2. WAIVE THE FINANCIAL POLICY AND APPROVE SMITHS DETECTION FOR THE 14B COURT SECURITY SYSTEM IN THE AMOUNT OF \$42,793.00, BUDGETED IN LINE ITEM #101-901-971-236, COURT RENOVATION GRANT**

A motion was made by Treasurer Eldridge and supported by Trustee Thornton to waive the financial policy and approve Smiths Detection for 14B Court security system in the amount of \$24,793.00, budgeted in line item # 101-901-971-236, Court Renovation Grant. (see attached)

The motion carried unanimously.

**3. APPROVE THE 2025 NATIONAL KIDNEY FOUNDATION OF MICHIGAN VENUE ACCESS AGREEMENT**

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to approve the 2025 National Kidney Foundation of Michigan Venue Access Agreement. (see attached)

The motion carried unanimously.

**4. APPROVE THE REVISED CREDIT CARD POLICY**

A motion was made by Treasurer Eldridge and supported by Trustee Newman to approve the Revised Credit Card policy. (see attached)

The motion carried unanimously.

**5. ACCEPT THE RESIGNATION OF AARON ROSE FROM THE LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA) BOARD, EFFECTIVE IMMEDIATELY**

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to accept the resignation of Aaron Rose from the Local Development Finance Authority (LDFA) Board, effective immediately.

The motion carried unanimously.

**6. APPROVE SERVER UPGRADES FOR A COST OF \$60,884.75, BUDGETED IN LINE ITEM #101-228-977.000**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve server upgrades for a cost of \$60,884.75, budgeted in line item #101-228-977.000.

The motion carried unanimously.

**7. 1<sup>ST</sup> READING RESOLUTION 2025-21, PROPOSED ORDINANCE 2025-511, AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF YPSILANTI CODE OF ORDINANCES, CHAPTER 66 SECTION 61, ENTITLED NOXIOUS WEEDS**

Clerk Swanson read the resolution into the record.

A motion was made by Clerk Swanson and supported by Trustee Peterson to Approve 1<sup>st</sup> Reading of Resolution 2025-21, Proposed Ordinance 2025-511, an

ordinance to amend the Charter Township of Ypsilanti Code of Ordinance, Chapter 66 Section 61, Entitled Noxious Weeds. (see attached)

Thornton: Yes Eldridge: Yes Stumbo: Yes Swanson: Yes  
Peterson: Yes Newman: Yes Lovejoy Roe: Yes

The motion carried unanimously.

**8. APPROVE W.J. O'NEIL COMPANY TO REPLACE THE HEAT EXCHANGER IN BOILER A AT THE TOWNSHIP CIVIC CENTER IN THE AMOUNT OF \$29,377.00, BUDGETED IN LINE ITEM #101-265-931.001**

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to approve W.J. O'Neil Company to replace the Heat exchanger in Boiler A at the Civic Center in the amount of \$29,377.00, budgeted in line item #101-265-931.001.

The motion carried unanimously.

**9. APPROVE SPICER GROUP FOR DESIGN AND ENGINEERING SERVICES FOR THE 100 HALLWAY BATHROOM RENOVATION PROJECT AT THE COMMUNITY CENTER IN THE AMOUNT OF \$19,450.00, BUDGETED IN LINE ITEM #213-901-975.535, TO BE REIMBURSED BY THE WASHTENAW COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve Spicer Group for design and engineering services for the 100 Hallway bathroom Renovation project at the Community Center in the amount

of \$19,450.00, budgeted in line item #213-901-975.535, to be reimbursed by the Washtenaw County Community Development Block Grant (CDBG)

The motion carried unanimously.

**10. WAIVE THE FINANCIAL POLICY AND ACCEPT SOURCEWELL COOPERATIVE PURCHASING FOR THE PURCHASE OF AN AERIAL FIRE TRUCK**

A motion was made by Treasurer Eldridge and supported by Trustee Thornton to waive the financial policy and accept Sourcewell Cooperative Purchasing for the purchase of an aerial fire truck.

The motion carried unanimously.

**11. APPROVE AGREEMENT BETWEEN WASHTENAW COUNTY SHERIFF AND YPSILANTI TOWNSHIP FOR THE PURPOSE OF PROVIDING SPECIAL DEPUTY AUTHORITY TO FIRE CHIEF AND FIRE MARSHAL**

A motion was made by Treasurer Eldridge and supported by Trustee Thornton to approve agreement between Washtenaw County Sheriff and Ypsilanti Township for the purpose of providing Special Deputy Authority to Fire Chief and Fire Marshal. (see attached)

**12. BUDGET AMENDMENT #8**

Clerk Swanson read the budget amendment into the record.

A motion was made by Clerk Swanson and supported by Treasurer Eldridge to approve budget amendment #8. (see attached)

The motion carried unanimously.

## **AUTHORIZATION AND BIDS**

### **1. ACCEPT THE BID FROM ESO SOFTWARE FOR FIRE AND EMS SOFTWARE SYSTEM IN THE AMOUNT OF \$20,457.60, BUDGETED IN LINE ITEM #206-336-857.000**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Thornton to accept the bid from ESO Software for Fire and EMS Software System in the amount of \$20,457.60, budgeted in line item #206-366-857.000.

The motion carried unanimously.

## **OTHER BUSINESS**

There was no other business.

## **PUBLIC COMMENTS**

There were 2 public comments. (refer to audio)

## **BOARD MEMBER COMMENTS**

There were 3 board member comments. (refer to audio)

## **ADJOURNMENT**

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

The motion carried unanimously.

The meeting was adjourned at approximately 8:52PM

Respectfully Submitted,

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

**Debra A. Swanson, Clerk**  
*Charter Township of Ypsilanti*



# PROPOSAL

## 14-B District Court

### 14-B District Court AV UPgrades

#### DATE

Monday, 09 June 2025

#### PREPARED BY

Brian Hoeft

Design Consultant



# Scope of Work

**Proposal Number:** J25210070

**Proposal Date:** 6/9/2025

**Prepared for:** 14-B District Court

**Attn:** April Salley

**Phone:**

**Email:** salleya@washtenaw.org

**Prepared by:** Brian Hoeft

**Phone:** 734-320-7279

**Email:** Brian.Hoeft@cti.com

**Bill to:** 14-B District Court  
7200 S HURON RIVER DR  
YPSILANTI, MI  
48197-7007

**Ship to:** 14-B District Court  
7200 S HURON RIVER DR  
YPSILANTI, MI  
48197-7007

## Scope of Work: Audio Upgrade for Courtrooms

### Project Overview:

This proposal outlines the scope of work for upgrading the audio systems the two courtrooms. The base proposal focuses on adding speakers/amplifier and assisted listening to the existing system and will rely on reusing the existing audio system.

### Base Proposal:

#### Equipment Installation for Courtroom 1:

- Install an OFE hanging ceiling microphone in each courtroom to ensure clear audio capture from all areas within the room.
- Install a OFE boundary microphone in each courtroom to provide additional audio coverage.
- Install an owner-furnished TV in the courtroom, this could be wall mounted if existing mount is available or placed on a table or worksurface.
- Install the Assisted Listening Device (details on this product are below)
- Install amplifier/DSP, rack mounted volume control, and (3) ceiling mounted speakers over the Gallery
- Installation of small tabletop equipment rack to house the AV equipment

#### Equipment Installation for Courtroom 2:

- Install an OFE hanging ceiling microphone in each courtroom to ensure clear audio capture from all areas within the room.
- Install a OFE boundary microphone in each courtroom to provide additional audio coverage.
- Install the Assisted Listening Device (details on this product are below)
- Install amplifier/DSP, rack mounted volume control, and (3) ceiling mounted speakers over the Gallery
- Installation of small tabletop equipment rack to house the AV equipment

### System Integration:

- Connect the existing microphones to the DSP and integrate them to the existing Poly and FTR.
- Ensure the owner-furnished TV is properly connected and integrated with the existing systems for optimal functionality.

#### **Testing and Calibration:**

- Conduct thorough testing and calibration of the installed microphones and TV to ensure optimal audio and visual quality and performance.
- Adjust settings as necessary to achieve clear and balanced audio capture and display throughout the courtrooms.

#### **Training and Support:**

- Provide training sessions for courtroom staff on the operation and maintenance of the audio and visual equipment.
- Offer ongoing technical support to address any issues or concerns that may arise post-installation.

#### **Assisted Listening Device**

Overview: This option involves the installation of an assisted listening device in each courtroom to enhance accessibility for individuals with hearing impairments. The LS-100-01-GY ListenIR iDSP Standard System will be used, providing outstanding coverage, secure audio transmission, and crystal-clear sound. The system includes multiple components such as IR transmitters, receivers, ear speakers, and charging units. Additionally, a small tabletop equipment rack will be provided to house the equipment, ensuring an organized and accessible setup.

#### **Equipment:**

LS-100-01-GY ListenIR iDSP Standard System includes:

- LT-82 Stationary IR Transmitter
- LA-140 Stationary IR Radiator
- LR-4200-IR Intelligent DSP IR Receiver (4 units)
- LA-430 Intelligent Ear Phone/Neck Loop Lanyard (4 units)
- LA-401 Universal Ear Speaker (4 units)
- LA-304 Assistive Listening Notification Signage Kit
- LA-381 Intelligent 12-Unit Charging Tray

#### **General Notes:**

- All OFE or Existing equipment is expected to be in good working order and available to CTi at the time of installation.
- Our design for the upgraded system has been developed based on best common practices and assumptions regarding the functionality of the existing equipment. However, it will be necessary to verify the compatibility of the existing components to ensure seamless integration with our new design. This verification process will be conducted prior to installation to mitigate any unforeseen issues or needed changes to the design
- If a Teams, Zoom, or other soft codec software is necessary for this project it is expected to be provided by owner and ready prior to our time of installation
- Any necessary network and power will be provided by others
- All CTi projects include a full 1 year warranty, optional extended years are provided
- Labeling, documentation and training will be provided for all Audio and Video systems before this project is considered complete

# Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

## Proposal Summary

Description		Price
Equipment		\$12,578.60
Implementation Services		\$15,522.16
Freight		\$536.00
Subtotal		\$28,636.76
Tax	Tax Exemption Documents to be provided upon award	
<b>Grand Total</b>		<b>\$28,636.76</b>

## Recommended

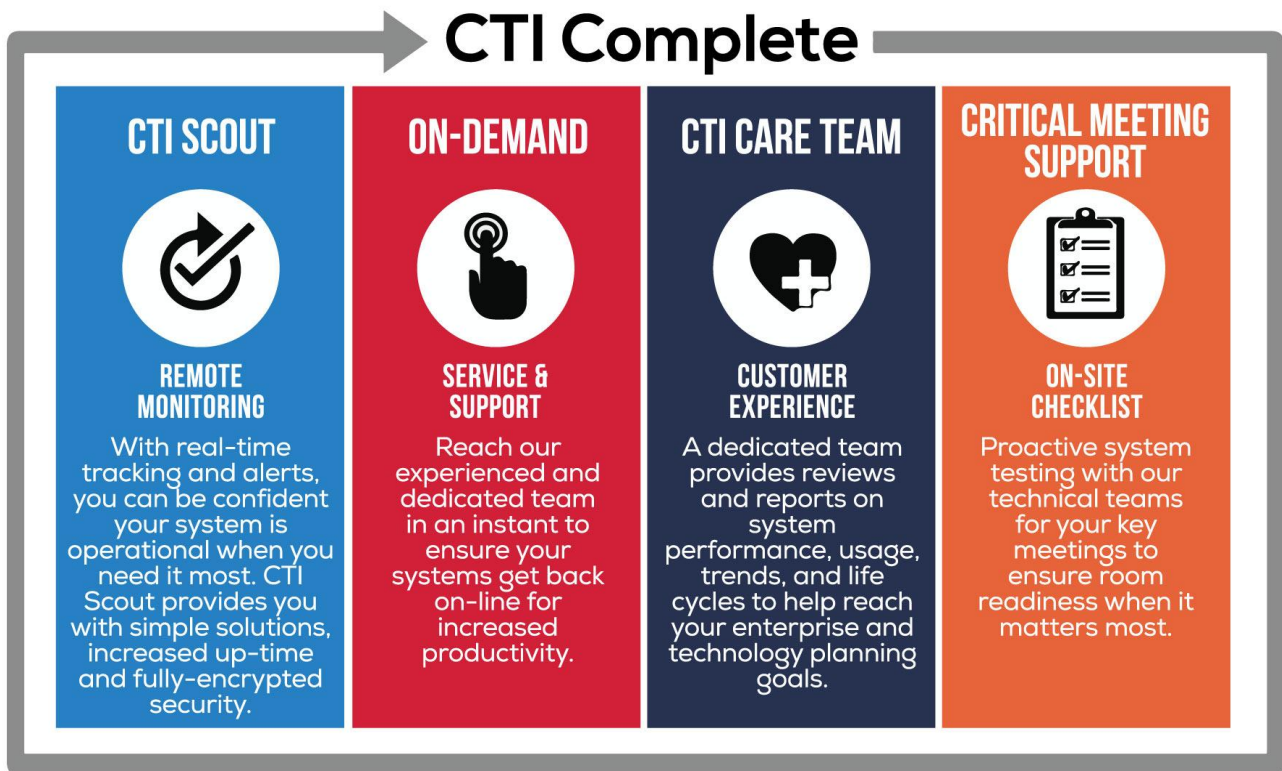
Description		Price
2 Additional Years CTI Complete Service Agreement		\$2,492.92
4 Additional Years CTI Complete Service Agreement		\$4,985.83

## Down Payment Requirements

Down payment of 60% required to initiate order.

# Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



# Bill of Materials

## Courtroom 1 - Rework Original System Rev1

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
<b>Display Systems Equipment: \$0.00</b>					
	OFE	Existing TV and Wall Mount	1	\$0.00	\$0.00
<b>Audio Systems Equipment: \$5,851.81</b>					
	OFE	Existing Poly System	1	\$0.00	\$0.00
Listen	LS-100-01-GY	ListenIR iDSP Standard System	1	\$2,870.76	\$2,870.76
	OFE	Existing FTR Recording System	1	\$0.00	\$0.00
QSC	CORE 8 FLEX	Q-SYS Core Processor with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU. Includes Scripting/UCI functionality.	1	\$2,350.00	\$2,350.00
	OFE	Existing Audio Mixer	1	\$0.00	\$0.00
	OFE	Existing Boundry Microphone	1	\$0.00	\$0.00
Atlas	PA40G	Single Channel, 40-Watt Power Amplifier with Global Power Supply	1	\$269.64	\$269.64
Atlas	FAP43T-W	4.5" Coaxial In-Ceiling Speaker with 32-Watt 70V/100V Transformer, Ported Enclosure, and Safety First Mounting System	3	\$120.47	\$361.41
	OFE	Existing Ceiling Microphone	1	\$0.00	\$0.00
<b>Rack Accessories and Furniture: \$437.49</b>					
Atlas	ATPLATE-052	Attenuator Rack Mounting Plate Holds up to 6 Attenuators	1	\$30.84	\$30.84
Atlas	AT100-RM	Deluxe, Rack Mounted 70.7V 100W Attenuator, 3dB Steps	1	\$32.37	\$32.37
MIDDLE ATLANTIC	2-6M	SLIM 2 DSKTP 6SP, SLOPED	1	\$246.00	\$246.00
Atlas	SH1-10	Vented All-Purpose Rack Shelf 1RU	3	\$42.76	\$128.28

# Bill of Materials

## Courtroom 2 - Rework Original System Rev2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
<b>Audio Systems Equipment: \$5,851.81</b>					
	OFE	Existing Audio Mixer	1	\$0.00	\$0.00
	OFE	Existing FTR Recording System	1	\$0.00	\$0.00
Atlas	PA40G	Single Channel, 40-Watt Power Amplifier with Global Power Supply	1	\$269.64	\$269.64
Atlas	FAP43T-W	4.5" Coaxial In-Ceiling Speaker with 32-Watt 70V/100V Transformer, Ported Enclosure, and Safety First Mounting System	3	\$120.47	\$361.41
Listen	LS-100-01-GY	ListenIR iDSP Standard System	1	\$2,870.76	\$2,870.76
	OFE	Existing Boundry Microphone	1	\$0.00	\$0.00
QSC	CORE 8 FLEX	Q-SYS Core Processor with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU. Includes Scripting/UCI functionality.	1	\$2,350.00	\$2,350.00
<b>Rack Accessories and Furniture: \$437.49</b>					
MIDDLE ATLANTIC	2-6M	SLIM 2 DSKTP 6SP, SLOPED	1	\$246.00	\$246.00
Atlas	SH1-10	Vented All-Purpose Rack Shelf 1RU	3	\$42.76	\$128.28
Atlas	AT100-RM	Deluxe, Rack Mounted 70.7V 100W Attenuator, 3dB Steps	1	\$32.37	\$32.37
Atlas	ATPLATE-052	Attenuator Rack Mounting Plate Holds up to 6 Attenuators	1	\$30.84	\$30.84

# Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

## Terms

Terms are NET 30 with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 30% upon substantial completion, and 10% upon completion, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 3.0% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

## Taxes and Tariffs

14-B District Court is responsible for all applicable taxes, including but not limited to sales tax, value-added tax (VAT), and goods and services tax (GST), as well as any import duties, tariffs, and customs fees imposed by the destination location. These charges are not included in the product price or freight and must be paid by 14-B District Court. The Seller will provide all necessary documentation for customs clearance, and both parties agree to comply with all relevant laws and regulations regarding these charges.

## Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

## Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

## Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of 14-B District Court for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

# Next Steps

- 1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
- 2. If you have questions about the process as we move forward, please contact me at Brian.Hoeft@cti.com or 734-320-7279.
- 3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J25210070 - \$28,636.76

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CTI Signature

Brian Hoeft

\_\_\_\_\_  
Printed Name

Design Consultant

\_\_\_\_\_  
Title

6/11/2025

\_\_\_\_\_  
Date



# Retail Sales Agreement



**Reference Number: 1342748**  
**Date: April 29, 2025**

Washtenaw County- Ypsilanti 14B Court Room - Court Room  
Refresh

Prepared By: Michael Ciranna  
Phone: (248) 515-3141  
Email: michael.ciranna@avisystems.com

AVI Systems Inc.  
48679 Alpha Drive, Suite 140, Wixom, MI 48393  
Phone: (469)359-4081  
Fax: (248)957-6151

## COMPANY

Washtenaw, County of  
PO Box 8645  
Ann Arbor, MI 48107

Contact: Terry Delongchamp  
Phone: (734)222-6713  
Email: delongchamp@washtenaw.org  
Account Number: 4106

## PROJECT SITE

Washtenaw County- Ypsilanti 14B  
Court Room  
7200 South Huron River Drive  
Ypsilanti, MI 48197

Contact: Terry Delongchamp  
Phone: (734)717-9621  
Email: delongchamp@washtenaw.org  
Account Number: 4106

## INVOICE TO

Washtenaw, County of  
PO Box 8645  
Ann Arbor, MI 48107

Contact: Invoice Submission - Washtenaw County  
Phone: (734)222-6713  
Email:  
sullivank@washtenaw.org, huangs@washtenaw.org  
Account Number: 4106

## COMMENTS

## PRODUCTS AND SERVICES SUMMARY

Equipment	\$49,115.24
Integration	\$47,977.51
PRO Support	\$7,559.00
Shipping & Handling	\$2,299.00
Tax	\$0.00
<b>Grand Total</b>	<b>\$106,950.75</b>

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

AVI's prices/rates provided in this quote and/or agreement do not reflect any applicable tariffs imposed by foreign or domestic governmental authorities. AVI's prices are subject to change should applicable tariffs result in any price increase to the equipment purchased under this agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event AVI must pursue collection of unpaid invoices, Customer agrees to pay all of AVI's costs of collection, including its attorneys' fees.

## INVOICING AND PAYMENT TERMS

Customer and AVI have agreed on the payment method of ACH. Payment must be remitted by stated method. To the extent Customer seeks to use of any payment methods other than stated, and that payment method results in an increased transaction cost to AVI, the new payment must be approved in writing, and the Customer shall be responsible for paying the increased transaction cost to AVI associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

AVI uses progress billing, and invoices for equipment and services allocated to the contract on a monthly basis. Unless otherwise specified, all items quoted (goods and services) as well as applicable out of pocket expenses (permits, licenses, shipping, etc.) are invoiced in summary (including applicable sales taxes due for each category of invoiced items).

Customer is to make payments to the following "Remit to" address:  
AVI Systems  
PO Box 842607  
Kansas City, MO 64184-2607

**If Payment Method is ACH:** Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions AVI Systems provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

**TAXES AND DELIVERY**

Unless stated otherwise in the Products and Services Summary above, AVI will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, AVI shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

**AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH AVI**

Customer hereby accepts the above quote for goods and/or services from AVI. When duly executed and returned to AVI, AVI's Credit Department will check Customer's credit and approve the terms. After approval by AVI's Credit Department and signature by AVI, this Retail Sales Agreement will, together with the AVI General Terms & Conditions (which can be found at <http://www.avisystems.com/TermsOfSale>) form a binding agreement between Customer and AVI. (This Retail Sales Agreement and the AVI General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement). If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should AVI's Credit Department determine at any point prior to AVI commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, AVI reserves the right to terminate the Agreement without cause and without penalty to AVI.

**AGREED AND ACCEPTED BY**

	<b>AVI Systems, Inc.</b>
Company	Company
Signature	Signature
Printed Name	Printed Name
Date	Date

**CONFIDENTIAL INFORMATION**

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of AVI. Sharing a copy of this quote, or any portion of the Agreement with any competitor of AVI is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

**PRODUCTS AND SERVICES DETAIL**

**PRODUCTS:**

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
TARIFF	AVI	Vendor Tariff or Duties Fee	1	\$559.80	\$559.80
<b>Sub-Total: OFE Equipment</b>					<b>\$559.80</b>
OFE	OWNER	Owner Furnished Equipment - Laptop or Mini Tower Computer	1	\$0.00	\$0.00
OFE	OWNER	Owner Furnished Equipment - MUTO 8PRE 8-Ch Microphone Preamp & USB Audio Interface	1	\$0.00	\$0.00
OFE	OWNER	Owner Furnished Equipment - FTR Computer & Software	1	\$0.00	\$0.00
<b>Sub-Total: OFE Equipment</b>					<b>\$0.00</b>
<b>Display Equipment</b>					
CDE7530	VIEWSONIC	75" LED Presentation Display, 3840x2160, 450 nits, 1200:1, HDMI in x 2, USB-C x 1, HDMI out x 1, w/	1	\$1,618.75	\$1,618.75
AS3LDP7	CHIEF	TEMPO FP WALL MOUNT SYSTEM, PDU BUNDLE	1	\$882.00	\$882.00
CDE6530	VIEWSONIC	65" LED Presentation Display, 3840x2160, 450 nits, 1200:1, HDMI in x 2, USB-C x 1, HDMI out x 1, w/	3	\$1,283.75	\$3,851.25
PNRUB	CHIEF	LFP FOUR ARM DUAL UNIVERSAL	3	\$780.00	\$2,340.00
CSMP9X12	CHIEF	PROX,MOUNT PLATE,9X12	3	\$42.75	\$128.25
VX2467U	VIEWSONIC	24" 1080p IPS Monitor with 65W USB C and HDMI.	1	\$165.00	\$165.00
<b>Sub-Total: Display Equipment</b>					<b>\$8,985.25</b>
<b>Video Conferencing Equipment</b>					
9W1A6AA#AC3	HP POLY	Poly E60 SCMR No localization	1	\$1,807.36	\$1,807.36
9W1A8AA#AC3	HP POLY	Poly E60 CeilingMount No localization	1	\$202.94	\$202.94
A01KCAA#AC3	HP POLY	Poly G62 VCS wMNT No localization	1	\$1,934.86	\$1,934.86
875K5AA	HP POLY	Poly TC10 TC BLK	2	\$1,189.76	\$2,379.52
<b>Sub-Total: Video Conferencing Equipment</b>					<b>\$6,324.68</b>
<b>Video / Audio Distribution Equipment</b>					
DM-NVX-E30	CRESTRON	DM NVX 4K60 4:4:4 HDR Network AV Encoder	2	\$893.75	\$1,787.50
DM-NVX-D30	CRESTRON	DM NVX 4K60 4:4:4 HDR Network AV Decoder	6	\$893.75	\$5,362.50
I/O USB BRIDGE	QSC	Q-SYS PoE bridging endpoint for AV-to-USB Bridging. Delivers driverless USB 2.0 connection. Includes	1	\$1,732.50	\$1,732.50
<b>Sub-Total: Video / Audio Distribution Equipment</b>					<b>\$8,882.50</b>
<b>Audio Equipment</b>					
C33ESRRF	CLOCKAUDI O	Cardioid condenser gooseneck microphone, Sonic range, 15.2", Semi Rigid shaft, XLR termination with	5	\$297.75	\$1,488.75
S133RF	CLOCKAUDI O	Table stand with membrane switch fitted with 3 Pin Fem XLR input and 3 pin Male XLR output.	4	\$255.75	\$1,023.00

SM70	CLOCKAUDIO	Shock mount, surface fitting	1	\$36.75	\$36.75
SLXD24/SM58-G58	SHURE	Wireless Vocal System with SM58	1	\$587.81	\$587.81
MXA902W-S	SHURE	902 CEILING ARRAY, WHT, SQR, 24IN, LSPKR	1	\$3,182.50	\$3,182.50
CORE 110F-V2	QSC	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-	1	\$3,555.00	\$3,555.00
SPA-QF 60X4	QSC	4-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	3	\$1,406.25	\$4,218.75
SAROS IC6T-W-T-EACH+	CRESTRON	Saros 6.5 in. 2-Way In-Ceiling Speaker, White Textured, Single (must be ordered in multiples of 2)	8	\$158.75	\$1,270.00
<b>Sub-Total: Audio Equipment</b>					<b>\$15,362.56</b>
<b>Assisted Listening Equipment</b>					
LS-90-01-D	LISTEN	ListenIR iDSP Level I System (Dante)	1	\$1,565.25	\$1,565.25
LPT-A117	LISTEN	Remote Power Supply Kit	1	\$24.75	\$24.75
<b>Sub-Total: Assisted Listening Equipment</b>					<b>\$1,590.00</b>
<b>Control &amp; Network Equipment</b>					
GSM4230P-CP4N	NETGEAR	M4250 26G4F POE PLUS MNGD SW	1	\$1,167.48	\$1,167.48
	CRESTRON	4-Series Control System	1	\$1,925.00	\$1,925.00
TS-770-B-S	CRESTRON	7 in. Tabletop Touch Screen, Black Smooth	2	\$1,376.25	\$2,752.50
<b>Sub-Total: Control &amp; Network Equipment</b>					<b>\$5,844.98</b>
<b>Equipment Rack &amp; Related Items</b>					
CFR-14-18	MIDDLE ATLANTI	14SP,CABINET FRAME RK,18D	1	\$347.37	\$347.37
5-RS18	MIDDLE ATLANTI	18"BOTTOM RUNNER SET	1	\$39.78	\$39.78
PDX-920R	MIDDLE ATLANTI	20A 9 OUT MULTI-STAGE SURGE W/CTRL	1	\$280.82	\$280.82
<b>Sub-Total: Equipment Rack &amp; Related Items</b>					<b>\$667.97</b>
<b>Room Scheduling Equipment</b>					
TSS-770-B-S-LB KIT	CRESTRON	7 in. Room Scheduling Touch Screen, Black Smooth, includes one TSW-770-LB-B-S light bar	1	\$897.50	\$897.50
<b>Sub-Total: Room Scheduling Equipment</b>					<b>\$897.50</b>
<b>Integration</b>					
Preinstall (Meetings, Engineering & Drawings)					\$9,452.25
Project Management					\$5,683.20
Programming					\$5,688.00
Cable Placement					\$3,295.44
In Shop Fabrication					\$1,492.80
On Site Integration					\$12,400.98
Testing, Acceptance & Training					\$5,200.86
Integration Cables & Connectors					\$4,763.98
<b>Sub-Total: Integration</b>					<b>\$47,977.51</b>

**Total:**

**\$97,092.75**

**PRO SUPPORT:**

<b><u>Model #</u></b>	<b><u>Mfg</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Price</u></b>	<b><u>Extended</u></b>
P1S16991	AVI SYSTEMS	Poly E60 SCMR - One Year AVI UC Support Standard (8-5 M-F)	1	\$162.00	\$162.00
P1S16808	AVI SYSTEMS	G62 VCS wMNT - One Year AVI UC Support Standard (8-5 M-F)	1	\$270.00	\$270.00
P1S11010	AVI SYSTEMS	Poly TC10 - One Year AVI UC Support Standard (8-5 M-F)	2	\$165.00	\$330.00
AVISSA1YR	AVI SYSTEMS	1 Year System Support Agreement	1	\$6,797.00	\$6,797.00

*Refer to Page 1 for the Grand Total that includes Taxes, and Shipping & Handling.*

### INTEGRATION SERVICES

#### INTEGRATION SCOPE OF WORK

**A. SUMMARY:** The Ypsilanti Township 14-B District Court is in the process of renovating their court rooms. As part of this renovation, they are interested in upgrading the AV system in Court Room 1. This would include a new video conferencing system, flat panel displays, microphones, in-room speakers, and a new AV control system. *Note, the current FTR Court Recording System will remain part of this new AV system.*

*Note the Zoom Room License shall be supplied by the Ypsilanti Township 14-B District Court and is not included in the proposal.*

FORTÉ shall complete the following:

- Complete the AV system design and provide Submittal, Integration, and As-Built drawing packages.
- Complete the AV control system programming.
- Install the hardware purchased.
- Commission and test the installed system.
- Provide system orientation training.

#### B. SYSTEM DESCRIPTION:

Court Room # 1

- Functionality Description:
- Displays:
  - o (1) ViewSonic 75-Inch Flat Panel Display wall mounted on the wall opposite the Jury Booth.
  - o (1) ViewSonic 24-Inch Desktop Monitor installed at the Judge's station.
  - o (1) ViewSonic 65-Inch Flat Panel Display wall mounted on the audience left side wall.
  - o (1) ViewSonic 65-Inch Flat Panel Display wall mounted on the audience right side wall.
  - o (1) ViewSonic 65-Inch Flat Panel Display wall mounted in the Lobby.
- Source Devices:
  - o Poly Zoom Room compute device
  - o (1) HDMI Input panel installed at the lectern for connection of an OFE carry-in laptop computer.
- Audio:
  - o (1) Clock Audio Desktop gooseneck microphone at the Judge's bench.
  - o (1) Clock Audio Gooseneck microphone installed on the lectern.
  - o (1) Clock Audio Desktop gooseneck microphone at the witness stand.
  - o (1) Clock Audio Desktop gooseneck microphone at the Defendant's table.
  - o (1) Clock Audio Desktop gooseneck microphone at the Plaintiff's table.
  - o (1) Shure Wireless handheld microphone for use as needed.
  - o (1) Shure Ceiling mounted microphone array system.
  - o Poly Zoom Room compute device.
  - o Crestron In-ceiling speakers configured in (5) zones allowing for independent control. Zones are as follows:
    - Zone-1: Judge's bench / Clerk desk
    - Zone-2: Jury Box
    - Zone-3: Center of Court Room
    - Zone-4: Audience Seating Area
    - Zone-5: Lobby
  - o OFE FTR Recording System.

*Note, the wired and wireless microphones shall be used for voice amplification within the Court Room and for sending audio to the Zoom remote participants. The ceiling microphone array shall only be used for sending audio to the Zoom remote participants and or the FTR recording system only.*

- Assisted Listening
    - o (1) Listen IR iDSP Level 1 System consisting of:
      - ListenIR Transmitter/Radiator Combo
      - (2) Intelligent DSP IR Receiver
      - (2) Intelligent Ear Phone/Neck Loop Lanyard
      - (2) Universal Ear Speaker
      - (1) 4-Port USB Charger
  - Conferencing:
    - o Poly Zoom Room System consisting of:
      - Poly Studio E60 PTZ Camera mounted above the 75-inch flat panel display.
      - Poly G62 Android based Compute Device mounted behind the display.
      - (1) Poly Touch Controller running the Zoom Room software and located at the Judge's bench.
- Zoom Room License shall be supplied by the Ypsilanti Township 14-B District Court and is not included in the proposal.***
- Switching:
    - o Crestron DM-NVX AV-over-IP platform for distributing, routing, and switching of video, audio, USB, and RS-232 control. This platform uses a series of encoders and decoders to distribute signals.
  - Controls:
    - o Crestron Control System Processor
    - o (1) Crestron Touch Panel at the Judge's station for AV room control functions.
    - o (1) Crestron Touch Panel at the Clerk's station for AV room control functions.
    - o Room control functions can include:
      - Flat panel displays on/off.
      - Routing / switching of source video to each display.
      - Microphone level and mute on/off.
      - Speaker volume.
      - ***Note Zoom Room functions to be controlled via the Poly Touch Controller. Control of the FTR recording system to be controlled from the FTR computer.***
  - Equipment Location:
    - o (1) Middle Atlantic 14SP Cabinet Rack to be located under the Judge's work surface opposite the entry ramp.
  - Room Scheduling:
    - o (1) Crestron TSS-770-B-S-LB Kit 7-inch Room Scheduling Touch Screen, Black Smooth, includes one TSW-770-LB-B-S Light Bar

Running the Crestron Scheduling App, the TSS-770 integrates directly with [Crestron Fusion®](#) software, Microsoft Exchange Server® software (for users of Outlook® software and Office 365® software), the Google Calendar™ calendaring app (including G Suite™ software), CollegeNET® 25Live® scheduling software, or Ad Astra® software. IBM® Notes® software is also supported through a Crestron Fusion on-premises server.

This Room Scheduling Panel to be located in the Lobby outside the main entrance to the Court Room.

**Ypsilanti Township 14-B Court to provide the following:**

- 14-B Court network drop behind the 75-inch display for the Poly compute device.
- 14-B Court network drop in the Lobby for the room scheduling panel; specific location TBD.
- Floor core under or near the Middle Atlantic Cabinet rack in the Judge's box.
- Floor core or cable path from the Middle Atlantic CAB rack in the Judge's box to the following locations:
  - Clerk's station
  - Witness stand.
  - Defendant's table
  - Plaintiff's table
  - Up from the AV rack into the ceiling above.
  - Jury box (if needed)
- Provide AC power at all required locations.

**Ypsilanti Township 14-B Court questions:**

- Is a wired microphone needed at the Jury box? One is NOT currently included in this proposal.
- Is a wired microphone needed at the Clerk's station? One is NOT currently included in this proposal.

**C. EXCLUSIONS:** The following work is **not included** in our Scope of Work:

- All conduits, high voltage, wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and/or core drilling
- Firewall, ceiling, roof, and floor penetration
- Necessary gypsum board replacement and/or repair
- Necessary ceiling tile or T-bar modifications, replacements, and/or repair
- Structural support of equipment \*AVI Systems is not responsible for building-related vibrations
- Installation of the ceiling-mounted projection screen
- All millwork (moldings, trim, cutouts, etc.)
- Patching and Painting
- Permits (unless specifically provided for and identified within the contract)
- Unless otherwise stated, the pricing in this agreement does not include prevailing wage or union labor
- Unless specifically noted, lifts and scaffolding are not included

**D. CONSTRUCTION CONSIDERATIONS:**

In order to accomplish the outlined goals of this project, the Customer will be responsible for contracting with an outside entity to make the necessary modifications to the space as directed by AVI Systems. The costs associated with these modifications are not included in this proposal.

**E. NOTICE: THIS SCOPE OF WORK IS DELIVERED ON THE BASIS OF THE FOLLOWING ASSUMPTIONS:**

- The room(s) match(es) the drawings provided.
- Site preparation by the Customer and their contractors include electrical and data placement per AVI Systems specification.
- Site preparation will be verified by AVI Systems project manager or representative before the scheduling of the installation. All work areas should be clean and dust free prior to the beginning of the on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by AVI Systems project manager.
- In the event of any arrival to the site that AVI Systems is not able to execute work efficiently and definably progress, the Customer will be charged a fee to reimburse AVI Systems for all lost time and inefficiencies. At this time, the Customer will be presented with a Contract Change Order and will/may halt work until acceptance by the Customer and rescheduling of the integration effort is agreed upon.
- Rescheduling and redeployment of AVI Systems technicians due to unacceptable site preparation may cause scheduling delays of up to 10 business days.
- There is ready access to the building/facility and the room(s) for equipment and materials.
- There is secure storage for equipment during a multi-day integration.
- If Customer furnished equipment and existing cabling are to be used, AVI Systems assumes that these items are in good working condition at this time and will integrate into the designed solution. Any repair, replacement, and/or configuration of these items that may be necessary will be made at an additional cost.
- All Network configurations, including IP addresses, are to be provided, operational and functional before AVI Systems integration begins. AVI Systems will not be responsible for testing the LAN connections.
- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by the late arrival of these items will result in a change order for time and materials.
- Document review/feedback on drawings/correspondence will be completed by the Customer within two business days (unless otherwise noted).
- The documented Change Control process will be used to the maximum extent possible – the Customer will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders (see Appendix).
- In developing a comprehensive proposal for equipment and integration services, AVI Systems' Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure, and site conditions for installation. If any of the conditions we have indicated in the site survey form are incorrect or have changed for your project or project site, please let your Sales representative know as soon as possible.



Conditions of the site found during the integration effort, which are different from those documented, may affect the price of the system solution, integration, or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

## **F. INTEGRATION PROJECT MANAGEMENT PROCESSES**

AVI Systems will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Site Survey – performed prior to Retail Sales Agreement and attached
- Project Welcome Notice – emailed upon receipt of Purchase Order
- Project Kick-Off meeting with Customer Representative(s) – either by phone or in-person
- Project Status reviews – informal or formal – either by phone or in person (based on the size/complexity/duration of the project)
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals (see Appendix)
- Notice of Substantial Completion (see Appendix) – at Customer walk-through – prior to Service Transition

## **G. KNOWLEDGE TRANSFER (TRAINING)**

This is geared specifically towards the end-user / operator. The purpose of this knowledge transfer is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system. Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start-up, stop and shut down
- Use/operation of patch panels, when and where to be used
- Whom to call when help is required

## **H. AVI SYSTEMS INTEGRATION SERVICES RESPONSIBILITIES**

AVI Systems will provide services/work for the project as described above in the Scope of Work or per the attached separate Scope of Work document detailing the scope of work to be performed.

- Provide equipment, materials, and service items per the contract products and services detail.
- Provide systems equipment integration and supervisory responsibility for the equipment integration.
- Provide systems configuration, checkout, and testing.
- Provide project timeline schedules.
- Provide the necessary information, as requested, to the owner or other parties involved with this project to ensure that proper AC electrical power and cableways and/or conduits are provided to properly integrate the equipment within the facilities.
- Provide manufacturer-supplied equipment documentation.
- Provide final documentation and “as built” system drawings (CAD) - if purchased.
- Provide system training following integration to the designated project leader or team.

## **I. CUSTOMER INTEGRATION SERVICES RESPONSIBILITIES**

- Provide for the construction or modification of the facilities for soundproofing, lighting, electrical, HVAC, structural support of equipment, and decorating as appropriate. Includes installation of any ceiling-mounted projection screen.
- Provide for the ordering, provisioning, installation, wiring, and verification of any Data Network (LAN, WAN, T1, ISDN, etc.) and Telephone Line (Analog or Digital) equipment and services prior to on-site integration.
- Provide all necessary cableways and/or conduits required to facilitate AV systems wiring.
- Provide all necessary conduits, wiring, and devices for technical power to the AV systems equipment.
- Provide reasonable access of AVI Systems personnel to the facilities during periods of integration, testing, and training, including off hours and weekends.
- Provide a secure area to house all integration materials and equipment.
- Provide a project leader who will be available for consultation and meetings.
- Provide timely review and approval of all documentation (Technical Reports, Drawings, Contracts, etc.).

## **ENGINEERING SERVICES**

### **ENGINEERING SCOPE OF WORK**

[copy SOW template from Integration above]

### **ENGINEERING SERVICES TO BE PROVIDED**

AVI Systems will work with the Customer and any related design professionals selected (architects, engineers, etc.) to provide initial and ongoing audiovisual systems design and engineering support for this project.

AVI Systems strongly encourages the fostering of a truly open, cooperative “design team” approach, with team members bringing unique, valuable insight from their special perspective to the team.

The goal of these services is as follows:

- Understand clearly the current and future AV needs of the Customer.
- Provide accurate construction documents for the implementation of the AV-related infrastructure.
- Provide an overall AV plan that will allow for the procurement of appropriate AV equipment and installation, complete with system diagrams, ensuring correct integration of the equipment.
- Compile the data gathered during the engineering process into an Integration Agreement for a turnkey installation of all AV systems, with the added value of a seamless integration process.

The Design Process can be modified at any time per the direction of the Customer – otherwise, it shall follow this general outline:

AV Program Review / Verification – The AVI Systems design team will obtain from the Customer the operational specifications desired for the audio and video systems within the designated facility. Additional facility information will be required, including the building’s electrical and structural infrastructure, as well as the physical sizes of each room or space. Using compatible AutoCAD drawings, the

integration of desired AV systems within available spaces will be visualized. During this initial design phase, various equipment options, with an eye toward future expandability while maintaining current value, will be suggested.

**Budget Verification** – The AVI Systems design team will create a project scope compiled from the information received from the Customer. AVI Systems will generate cost estimates for the various systems as outlined above and compare these budget estimates to any initial AV budgets. This process will reaffirm the exact direction that engineering resources should target in the next phase.

**Initial Design** – During this phase, AVI Systems will begin applying the above-defined systems in detail to the various areas of the Customer facility. Further communications between the Customer and the other design team members, as various options are explored, will be necessary at this time. Typical deliverables from this phase would include the following drawings and/or documents.

- Preliminary AV Floor Plan and Elevations detailing locations of all AV devices
- Preliminary Projection Geometry detailing projection/screen locations with viewing angles, mounting details, etc.
- Preliminary AV Technical Power, Conduit Plans, and Riser Drawings
- Preliminary AV Video Flow
- Preliminary AV Audio Flow
- Preliminary AV Control Flow
- Preliminary AV Rack Layouts
- Preliminary Equipment Lists
- Preliminary Budget Estimates

Submittal of the above for the various rooms will be a progressive process, with most critical drawings being submitted first, allowing construction details to be available on an as-needed basis. During this process (modifications to the preliminary plans, due to a variety of considerations: architectural/aesthetic considerations, budget reviews, etc.), electronic exchange of AutoCAD drawings between all the team members will facilitate a quick exchange of updates. Specific design freeze dates will be established with all parties to facilitate timely submittals and help manage the Customer's end cost. All changes are to be reviewed and approved by all parties.

**Final Systems Design** – The changes made in the previous phase to the preliminary designs will be updated and regenerated as “final” construction documents. AVI Systems will typically work from background drawings from an architect under contract to the Customer, entering AV-specific data and returning these back to the architect (or other Customer retained design professional) for integration into final construction documents.

**Project Specifications Document** – The final audiovisual systems designs will be compiled into a written project technical specifications document with equipment lists and any pricing not already included in the quote for complete integration. This document will include the following system diagrams and documents.

- AV Floor Plan and Elevations detailing locations of AV devices
- AV Video Flow
- AV Audio Flow
- AV Control Flow
- Equipment lists as specified
- System infrastructure requirements, including cable and termination specifications
- System operational and post-operational requirements
- Project Scope of Work
- Project costs
- Project Integration Agreement

## System Support

System Support is AVI Systems’ fully entitled service and support package that focuses on keeping your Unified Collaboration (UC), Digital Media (DM) and Audiovisual (AV) systems working at their peak performance. Because AVI Systems focuses on the human impact of these systems, we not only support the equipment, but also the end users of your systems.

Customer Care is the most comprehensive and flexible of all our managed service packages. We can apply our expertise and our proven support processes to support your UC, DM, and AV ecosystems. AVI Systems will deliver our offered entitlements in a tiered workflow model that provides support cases at an entry level for initiated incidents. From there, AVI Systems will follow an ITIL based model for remote remediation and on-site dispatch, as necessary. Specific resolver groups and subject matter experts (SMEs) will be alerted for any issue that cannot be easily remedied with Tier 1 or Tier 2 support staff.

## SYSTEM SUPPORT AGREEMENT COVERAGE

AVI Systems will perform the services below for covered systems:

Entitlement Coverage		
Entitlement	Definition	Included
Incident Management	AVI Systems provides support to troubleshoot, remediate, and escalate all Incidents through to resolution.	Yes
Remote Support	AVI Systems provides remote Priority Support for supported systems to diagnose and address and attempt to resolve incidents.	Yes
Onsite Support	AVI Systems provides Priority Support for technician dispatch to the customer location to diagnose and address and attempt to resolve an Incident within 8 Business hours or as available and/or scheduled.	Yes
Advanced Parts Replacement	AVI Systems provides advanced replacement of failed hardware components under warranty as available.	Yes

Software Update Assistance	AVI Systems provides labor to implement updates of existing software to correct software errors and/or resolve incidents as scheduled.	Yes
System Training	AVI Systems conducts user training to cover general operation of the system and how to contact AVI Systems for support as scheduled.	Yes
System Health Checks	AVI Systems personnel perform a complete health check and diagnostic on the installed system. Includes cleaning, adjustments, functional tests, and replacement of parts to keep the system equipment in efficient operating condition.	Biannually

AVI Systems has a standard three level severity protocol and a single level for requests. Our severity levels are Critical (P1), Standard (P3), and Request (P4). Service Levels and response targets are based on Priority. Any needed information, feature enhancements, administrative inquiries are all classified as a request. The following is a severity summary and standard target percentages are listed in the table below.

Target Percentage for Standard Level Agreements (SLA)					
Priority	Details	Incident Management Response	Remote Support Response	Onsite Dispatch (if included)	Target (%)
Critical (P1)	Multiple devices are down, unable to serve data, in a state of frequent or repeating "panic" or "hang," or is in a state of degraded performance sufficient to prevent normal business operations.	Calls: 60 Seconds for calls answered  Voicemail: 2 business hours  Email: N/A	4 business hours	8 business hours	90
Standard (P3)	Device is experiencing and issue, anomaly, or cosmetic defect that inflicts little or no business impact.	Calls: 60 Seconds for calls answered  Voicemail: 2 business hours  Email: 4 business hours	8 business hours	8 business hours	90
Request (P4)	Normal requests for information regarding the installation, configuration, use and maintenance of systems under management.	Calls: 60 Seconds for calls answered  Voicemail: 4 business hours  Email: 4 business hours	16 business hours	Best Effort / Scheduled	90

Critical (P1): At this severity, both AVI Systems and client must commit the appropriate personnel to restore the system to a functional state or until a mutually agreeable workaround is provided.

**NOTE: Email support initiation does not apply – Urgent incidents should be coordinated and requested via phone. Email initiation is logged as Standard (P3).**

Standard (P3): AVI Systems will provide a viable and mutually agreeable workaround until a more permanent hardware/software upgrade exists to mitigate the incident.

Request (P4): This includes administrative inquiries. There is no impact to your production systems or business operations.

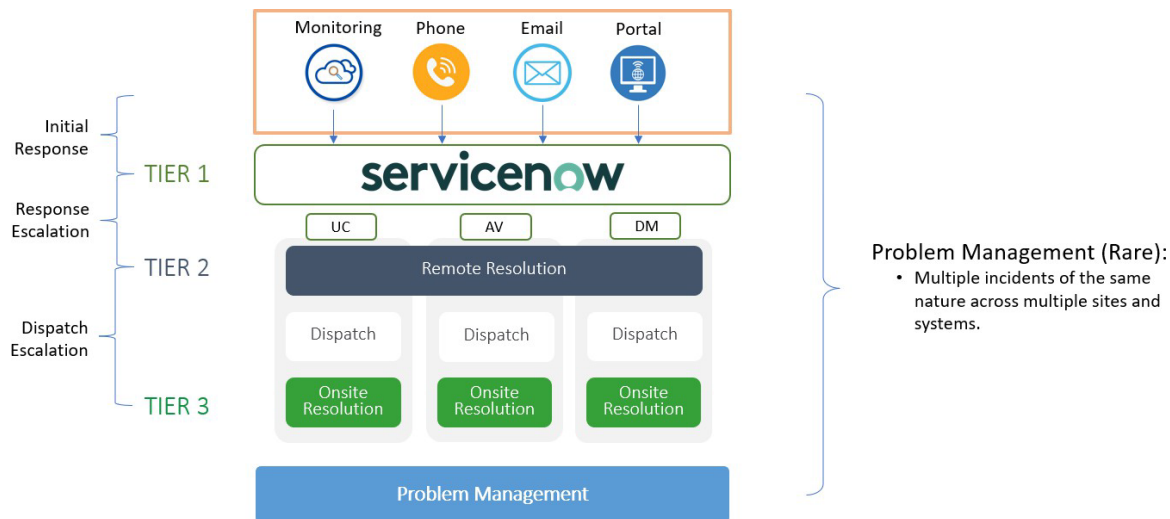
## SYSTEM SUPPORT WORKFLOW

AVI Systems follows an Information Technology Infrastructure Library (ITIL) framework with our approach to technology services. Generally, our tiered workflow approach will follow this structure:

1. Incident is reported via monitoring (when purchased), phone, email, or portal (when available)
2. Incident is logged in ServiceNow and triaged (Tier 1)
3. UC / AV / DM Troubleshooting and Remote Resolution (Tier 2)
  - a. Tier 2 remediation (and SLA) begins after Tier 1 triage has been completed.

#### 4. Dispatch Escalation and Resolution (Tier 3)

- a. Tier 3 Escalation (and SLA) begins after Tier 2 remediation has been attempted.



### SERVICE COVERAGE TIME & TIER LEVELS DESCRIPTION

Coverage hours for the ProSupport department are defined as:

8 x 5	AVI Systems will provide 8 x 5 coverage across the time zone locations of the systems under coverage (North America only)
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AVI Systems ProSupport department is the initial contact point for any incoming incident. Upon identification of an issue, the ProSupport team will attempt to restore the technology service back to normal operations. Remediation activities will take place at different tiers of service, but all following a specific workflow. A general description of what happens at each tier level is as follows:

#### TIER 1 SERVICES:

Tier 1 services are the initial point of contact for any issue and are primarily made up of Incident Management responsibilities. Typical responsibilities for Tier 1 include:

- Taking ownership of incidents in our ServiceNow ITSM system for all issues reported or alerted on. Each incident request will have a unique reference number which is used to allow the support staff to quickly locate, add to or communicate the status of the user's issue or request.
- Assign a severity or update the severity of each incident (Critical, Standard, or Request)
- Provide electronic receipt notification for each incident.
- Provide rapid response and initial triage and technical support.
- Perform remote trouble isolation, resolution, or escalation to a Tier 2 Technician if needed.
- Ongoing status updates and case management through incident resolution.

#### TIER 2 SERVICES:

Tier 2 services are made up of various remote resolver groups. Escalations will take place at this level. AVI Systems will engage with a remote resolver that specializes in the incident in question. Typical responsibilities for Tier 2 include:

- Specific fault isolation down to the component level.
- Perform specific hardware configuration changes.
- Perform overall system configuration changes.
- In-depth analysis, log analysis, fault tracking and tracing.
- In-depth understanding of the core technologies utilized for corrective action.
- Promote the incident to Tier 3 escalation as needed.

#### TIER 3 SERVICES (available as SSA master number - if included):

Tier 3 services are made up of onsite resources that are available for dispatch. The ProSupport team will take the learnings from Tier 1 and Tier 2 teams and dispatch a site technician with the correct repair or replacement technology to fully resolve the incident. Typical responsibilities for Tier 3 include:

- Room repair and configuration changes.
- Control and audio system programming.
- Hardware swaps of on-hand critical components.

- Coordination of replacement parts.
- RMA or equipment returns to the manufacturer.
- Advanced diagnostic troubleshooting of cable paths and component level devices.
- Software and firmware updates, as well as identification of incompatible revisions.
- Acceptance testing of the resolved system.
- System health checks (preventative maintenance).
- System reimaging to correct OS/BIOS failures or to generally reconstruct a system back to functionality.

## PROBLEM MANAGEMENT:

AVI Systems has a proven problem management process aimed to resolve the root causes of any Tier 3 incidents that are unresolved. Unfortunately, there are occasions where multiple issues happen across multiple platforms. These issues are escalated into an ITIL "Problem". A "problem" in this context is the unknown underlying cause of one or more incidents, and a 'known error' is a problem that is successfully diagnosed and for which either a work-around or a permanent resolution has been identified. Problems can also be identified from a single significant incident, indicative of a single error, for which the cause is unknown, but for which the impact is significant.

A known error is a condition identified by successful diagnosis of the root cause of a problem, and the subsequent development of a work-around. Problem management differs from incident management in that Problem Management aims primarily to find and resolve the root cause of a problem and thus prevent further incidents while the purpose of Incident Management is to return the service to normal level as soon as possible, with the shortest possible business impact.

## CONTACTS

AVI Systems Service team can be reached by:

- National Support Phone: 855-521-0040
- **Local Branch support number should be inserted here**
- email: [support@avisystems.com](mailto:support@avisystems.com)
- Portal: Contact your local AVI Systems representative for instructions.

## SYSTEM SUPPORT DEFINITIONS

**System** – Defined as the items listed in the Products and Services Detail section of this Agreement or listed on an attached Equipment List with the exception of Consumables, Owner Furnished Equipment, and Obsolete Equipment.

**Remote Support** – Means a service whereby remote calls made to communications and terminal equipment via Customer provided IP connection to determine failures and remedies. Only available where equipment is capable and configured by AVI Systems to provide same.

**Onsite Support** - Service level response assumes customer location is within 60 miles of an AVI Systems Service Center. Additional travel costs may apply if the customer location is beyond 60 miles of an AVI Systems Service Center.

**Consumables** – Means parts such as recording media, batteries, projection lamps and bulbs, etc. Consumables are parts that are not included under this Agreement.

**Obsolete Equipment** – Defined as items (though possibly still in use) that are outdated with no manufacturer support or parts availability, or products with formal end of life as defined by their manufacturer. Obsolete Equipment are parts that are not included under this Agreement.

**Software Update Assistance** – Defined as revisions of existing software which provide maintenance to correct software errors. Assumes software is provided at no charge by the manufacturer or covered under a valid manufacturer maintenance contract. Cascading software dependencies may impact ability to issue updates. Software and features which require additional licensing are not included under this Agreement. Changes to custom templates or scripts after initial deployment are available separate from this agreement.

## SYSTEM SUPPORT TERMS

**Coverage Dates** – Unless otherwise stated, the service coverage date will be effective as of substantial completion or System Support Agreement invoice date; whichever is applicable. Coverage will extend for the duration specified by the corresponding line item description found in the Product and Services Detail section of this Agreement. AVI Systems reserves the right to withhold services until the invoice is paid in full.

**Exclusions** – For situations where AVI Systems is providing service or support under this Agreement, no cost service, maintenance or repair shall not apply to the Equipment if any person other than an AVI Systems technician or other person authorized by AVI Systems, without AVI Systems prior written consent, improperly wires, integrates, repairs, modifies or adjusts the Equipment or performs any maintenance service on it during the term of this Agreement. Furthermore, any Equipment service, maintenance or repair shall not apply if AVI Systems determines, in its sole discretion, that the problems with the Equipment were caused by (a) Customer's negligence; or (b) theft, abuse, fire, flood, wind, lighting, unreasonable power line surges or brownouts, or acts of God or public enemy;



or (c) use of any equipment for other than the ordinary use for which such equipment was designed or the purpose for which such equipment was intended, or (d) operation of equipment within an unsuitable operating environment, or (e) failure to provide a suitable operating environment as prescribed by equipment manufacturer specifications, including, without limitation, with respect to electrical power, air conditioning and humidity control.

Systems Support Terms are in addition to AVI Systems' General Terms and Conditions of Sale.

## **UNIFIED COMMUNICATIONS TERMS**

Coverage Dates – Unless otherwise stated, the service coverage start date for Unified Communications Support Services for new unified communications infrastructure equipment will be the shipped date from the manufacturer, and coverage will extend for the duration of time specified by the corresponding line-item description found in the Product and Services Detail section of this Agreement. The start date for Unified Communications Support Services purchased to cover existing equipment is established by the manufacturer, and the coverage will extend for the duration specified by the corresponding line-item description found in the Product and Services Detail section of this Agreement.

Unified Communications Terms are in addition to AVI Systems' General Terms and Conditions of Sale.

## **DIGITAL MEDIA TERMS**

Coverage Dates – Unless otherwise stated, the service coverage start date for Digital Signage Support Services for new digital signage equipment will be the shipped date from the manufacturer, and coverage will extend for the duration of time specified by the corresponding line-item description found in the Product and Services Detail section of this Agreement. The start date for Digital Signage Support Services purchased to cover existing equipment is established by the manufacturer, and the coverage will extend for the duration specified by the corresponding line-item description found in the Product and Services Detail section of this Agreement. Digital Media Terms are in addition to AVI Systems' General Terms and Conditions of Sale.

## **RSS SERVICES TERMS**

### **1. LICENSED CONTENT**

In addition to any other rights under the Agreement, AVI Systems, Inc. ("AVI Systems") grants Customer, during the term of this Agreement and subject to the terms and conditions of this Agreement, a license to use syndicated media and/or data provided by AVI Systems (the "Service") on Customer's network of public digital signage displays (the "Network"). All information offered to Customer is the sole and exclusive property of AVI Systems or its content partners. The customer agrees that it will not sell or make items from the Service available to any other entity or make the Service publicly available via the world wide web.

Customer shall not use or permit the use of material from AVI Systems in any way that compromises the integrity thereof or which infringes any copyrights or other intellectual property rights, contracts, or proprietary interests or cause the material to be displayed on any other medium other than public digital displays.

### **2. WARRANTIES AND DISCLAIMERS**

AVI Systems warrants that it is licensed to grant a license to use the content delivered by the Service as set forth herein. AVI Systems warrants that to the best of its knowledge, Customer's use of the Service in accordance with this agreement will not infringe upon any copyright or other intellectual property right of AVI Systems or any third party.

The Parties acknowledge that in normal industry practice, errors occur, and AVI Systems makes no representations and warranties as to the sequence, completeness, accuracy, and/or reliability of the Service. AVI Systems, subject to the fundamental obligation to give impartial material worthy of confidence, will make its best efforts not to contravene any laws (including, but not limited to, the law of defamation) or regulations in any country in which AVI Systems distributes the Service.

IN NO EVENT SHALL AVI SYSTEMS OR ITS CONTENT PARTNERS BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS OR INCOME, ARISING FROM ANY ACT OR FAILURE TO ACT BY AVI SYSTEMS OR ITS CONTENT PARTNERS WHETHER OR NOT IT HAD ANY KNOWLEDGE ACTUAL OR CONSTRUCTIVE, THAT SUCH DAMAGES MIGHT BE INCURRED, NOR SHALL THEY BE LIABLE FOR DAMAGES CAUSED BY ANY FAILURE OF PERFORMANCE, MISTAKES, OMISSIONS, INTERRUPTIONS, DELETIONS OF FILES, DEFECTS, DELAYS IN OPERATION OR TRANSMISSION, COMMUNICATIONS LINES FAILURE, THEFT, DESTRUCTION OR UNAUTHORIZED ACCESS TO OR USE OF MATERIAL FROM AVI Systems.

### **3. SURVIVAL**

The rights and obligations of User, AVI Systems, and its content partners under the foregoing paragraphs will continue notwithstanding any termination of this Agreement.

### **4. ARCHIVE RIGHTS**

All archive rights between AVI Systems and Customer terminate upon termination of this Agreement. At that time, the Customer must delete all material received from AVI Systems within ten (10) business days from all on and offline storage.

RSS Services Terms are in addition to AVI Systems' General Terms and Conditions of Sale.

## **PREPAID BLOCK**

### **PREPAID BLOCK DEFINITIONS**

Preventive Maintenance – AVI Systems personnel perform the necessary cleaning, adjustments, functional tests, and replacement of parts to keep the equipment in good and efficient operating condition. Any repairs or operating instructions will be done at this time.

Remote Diagnostics – a service whereby remote calls are made to communications and terminal equipment via Customer provided analog line or IP connection to determine network and/or board-level failures and remedies. Only available where equipment is capable and configured by AVI Systems to provide same.

### **PREPAID BLOCK TERMS**

#### **Labor Hours**

- All labor costs for services rendered will be applied against the contract amount

- Service and support outside of normal business hours (Mon – Fri / 8 am – 5 pm) will be calculated at 1.5 times the actual hours
- Technician travel time for on-site services is calculated portal-to-portal
- Any additional service hours requested beyond the contract amount will be additionally invoiced at the contract rate

#### Parts, Materials, and Other Expenses

- At the Customer's option, the Prepaid Block may also be applied against the cost of all parts, materials, and other expenses costs for services provided rendered; or
- Any additional parts, materials, and other expenses services costs beyond will be additionally invoiced

Coverage Dates – Unless otherwise stated, the service coverage date will be effective as of the AVI Systems Prepaid Block invoicing date. AVI Systems reserves the right to withhold services until the invoice is paid in full.

Subject to any limitation under applicable law, unused Prepaid Blocks expire 24 months after issuance.

#### **PRODUCT SUPPORT AGREEMENT TERMS**

Term – The term of the agreement is five (5) years from the date of invoice.

Coverage Dates – Unless otherwise noted, the service coverage date will be effective as of the AVI Systems' Support Agreement invoicing date.

Product Registration and Renewability – This agreement is non-renewable, and AVI Systems requires the owner to submit serial numbers of products covered to AVI Systems within 30 days of delivery. AVI Systems will make its commercially reasonable efforts to collect such information in the event of product drop shipping.

Service Obligations – AVI Systems' obligations under this Agreement are limited to providing phone support for problem diagnostics, in-shop maintenance adjustments, break-fix repairs, and part replacements required for the equipment listed above in the Products and Services Detail section, hereto (the "Covered Equipment"). Such service shall be provided during normal AVI Systems business hours, and (a) shall include only maintenance for current manufactured parts and labor required to repair the Covered Equipment which has become defective through normal wear and usage, and (b) shall provide all materials and parts, and (c) is intended to keep the Covered Equipment in good working order during the term of this Agreement, (d) normal turnaround time for Covered Equipment service shall be 10 business days, and (e) does not assure against interruptions in the operation of the Covered Equipment.

Service Exclusions – For situations where AVI Systems is providing service or support under this Agreement, no cost service, maintenance, or repair shall not apply to the Covered Equipment if any person other than an AVI Systems technician or other person authorized by AVI Systems, without AVI Systems, prior written consent, improperly wires, integrates, repairs, modifies or adjusts the Covered Equipment or performs any maintenance service on it during the term of this Agreement. Furthermore, any Covered Equipment service, maintenance, or repair shall not apply if AVI Systems determines, in its sole discretion, that the problems with the Covered Equipment were caused by (a) the Customer's negligence; or (b) theft, abuse, fire, flood, wind, lighting, unreasonable power line surges or brownouts, or acts of God or public enemy; or (c) use of any equipment for other than the ordinary use for which such equipment was designed or the purpose for which such equipment was intended, or (d) operation of equipment within an unsuitable operating environment, or (e) failure to provide a suitable operating environment as prescribed by equipment manufacturer specifications, including, without limitation, with respect to electrical power, air conditioning, and humidity control.

General – AVI Systems reserves the right to assign this Agreement to other parties in order to fulfill all warranties and obligations expressed herein.

Product Support Agreement Terms are in addition to AVI Systems' General Terms and Conditions of Sale.

Tax ID#: 22-3552823

DUNS #: 53050980

**Kristin Harts**  
**Account Executive**  
**Smiths Detection**  
**2202 Lakeside Blvd**  
**Edgewood, MD 21040**  
**Phone: 219-661-8964**  
**Fax: 219-661-8965**  
**Email: [kharts@securmar.com](mailto:kharts@securmar.com)**

## Smiths Detection Equipment Proposal

<b>Prepared for Company Location</b>	April Salley 14B District Court 7200 S Huron Dr Ypsilanti, MI 48197	<b>Date</b>	June 2, 2025
<b>Phone</b>	734-483-2330	<b>Quote number</b>	01-25-020SDX
<b>Email Address</b>	<a href="mailto:salleya@washtenaw.org">salleya@washtenaw.org</a>	<b>Delivery Location(s)</b>	Washtenaw, MI
<b>Payment Terms</b>	Net 30 days	<b>Delivery Terms</b>	FOB Origin Freight Allowed
		<b>Expected Delivery</b>	24-30 weeks ARO
		<b>Validity of Quote</b>	60 days

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	<b>Smiths Detection SDX 6040 X-ray Inspection System</b> Tunnel Dimensions: 24.4"W x 16.5"H, Overall Dims: 68.11"L x 31.37"W x 49.01"H Steel Penetration: 35-37mm, Wire Resolution: 40-41 AWG 22" LCD touchscreen monitor Operator Keyboard Software: <b>HI-SPOT</b> - Automatic Dense Area Detection <b>Super Enhancement</b> <b>Image Storage System</b> <b>Optizoom</b> <b>HI-TRAX</b> Image Enhancement Functions Operator Manual 12-month Standard Warranty 2-hour Operator Orientation by Field Service Technician	\$29,995.00	\$29,995.00

### Software

	<b>Hi-TIP<sup>Plus</sup></b> - Threat Image Projection	\$2,500.00	
	<b>OTS Xtrain</b> - Operator Training	\$3,500.00	
	<b>X-ACT</b> - highlights suspicious materials such as explosives	\$2,750.00	
	<b>Advanced Software Package #2</b> - includes all of the above	\$5,500.00	
	<b>3-year subscription for iCMORE Weapons Solution</b> - object recognition algorithm for automatic detection of weapons, includes computer and program for X-ray unit	\$14,000.00	

### Roller Tables

1	<b>1/2-meter Entrance/Exit Roller Table</b>	\$867.00	\$867.00
1	<b>1-meter Roller Table (entrance/exit)</b>	\$1,244.00	\$1,244.00
	<b>2-meter Roller Table (entrance/exit)</b>	\$2,069.00	

### Metal Detectors

1	<b>CEIA HI-PE PLUS Multi Zone Walk Through Metal Detector</b> Panel Version, 60 zones of detection, transit counters, One Touch Set-up Feature	\$4,428.00	\$4,428.00
1	<b>ADA Width</b> - 820mm width	\$579.00	\$579.00
1	<b>PD140N</b> - Hand Held Metal Detector	\$300.00	\$300.00

### Shipping, Handling & Installation

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1	<b>Shipping (terms detailed above)</b>	\$1,600.00	\$1,600.00
1	<b>Installation</b> Unit installation Radiation Leak Survey 2-hour Operator Orientation	\$1,937.00	\$1,937.00
1	<b>Metal Detector Installation</b> Unit installation	\$1,493.00	\$1,493.00
1	<b>Metal Detector Shipping</b>	\$350.00	\$350.00
<b>X-ray Service Agreement Options per X-ray Unit</b>			
	<b>Extended Warranty with Preventative Maintenance</b> On-site service coverage 8:30 am to 5:00 pm, Monday to Friday All labor, travel time and travel expenses All replacement parts required Unlimited access to 24/7 Technical Support Annual PMI and Radiation Leak Survey  <i>1- year Onsite Service with PMI</i> <i>2-year Onsite Service with PMI</i> <i>3-year Onsite Service with PMI</i> <i>4-year Onsite Service with PMI</i>	\$5,235.00 \$10,785.00 \$16,668.00 \$22,903.00	
<b>TOTAL PRICE</b>			<b>\$42,793.00</b>

Smiths Detection terms and conditions are hereby incorporated in this quotation and any purchase order that may result from this quotation will be in accordance with these terms and conditions. These terms and conditions can be located at the following Smiths Detection Website: <https://www.smithsdetection.com/terms-conditions/terms-conditions-us/>

<i>Kristin Harts</i>	
<b>Regional Sales Manager</b>	<b>Sales Director</b>

Customer Signature

Customer Signature

Printed Name

Printed Name

Title

Title

Date

Date

Ypsilanti Township Recreation Department

Program: Enhance® Fitness

**VENUE ACCESS AGREEMENT**

This Venue Access Agreement ("Agreement") is dated as of the date below and is by and between The National Kidney Foundation of Michigan ("NKFM") and the Ypsilanti Township Recreation Department ("Owner"). Owner acknowledges and agrees that the person that signs this Agreement on Owner's behalf is Owner's authorized representative and NKFM's primary contact for purposes of this Agreement.

**1. Venue.** Owner hereby grants to NKFM the right to use the venue described in Exhibit A ("Venue"), during the time periods listed in Exhibit A and such other time periods as the parties may otherwise agree, for the purposes described in Exhibit A. Owner shall comply with the protocols and requirements described in Exhibit B, as may be updated from time to time by NKFM, and shall deliver the Venue and all related furniture, fixtures and equipment in good, clean, safe and secure order and condition.

**2. Term and Termination.** The term of this Agreement shall begin on the date listed below and shall continue for one year. Notwithstanding the foregoing, either party may terminate this Agreement at any time and for any or no reason upon ten (10) days' prior written notice to the other party. For the avoidance of doubt, the Exhibits to this Agreement shall remain in full force and effect throughout the initial term and any renewal term of this Agreement unless otherwise amended in accordance with this Agreement.

**3. Equipment, Utilities, Janitorial Services and Laws.** Owner shall provide NKFM use of the furniture, fixtures and equipment located in the Venue and the building in which the Venue is situated, as well as such other furniture, fixtures and equipment that are described in Exhibit B. Owner shall also provide the Venue with heat, air conditioning, cold and hot water and electricity for lighting and operation, as well as janitorial services, including trash removal. Owner shall comply with all applicable laws in connection with this Agreement and represents and warrants that it has the full right, power and authority to enter into, grant the rights and licenses and otherwise perform its obligations under this Agreement.

**4. Confidentiality.** All non-public, confidential or proprietary information of NKFM, its related persons or entities or its program participants is confidential and may not be disclosed or copied by Owner at any time unless authorized by NKFM in writing.

**5. Financial Obligations and Liability.**

(a) The parties shall comply with their financial and other obligations described in Exhibit C, which may be updated from time to time by the parties.

(b) **Hold Harmless.** Both NKFM and Owner agree to remain responsible for its own negligence, or tortuous acts, errors or omissions occurring during the terms of this Agreement, and the acts errors, or omissions of any its employees, agents or associated and affiliated entities.

Ypsilanti Township Recreation Department

Program: Enhance® Fitness

(c) IN NO EVENT WILL NKFM BE LIABLE TO OWNER, ANY OWNER'S PERSONNEL OR TO ANY THIRD PARTY FOR (i) ANY LOSS OF USE, REVENUE OR PROFIT OR LOSS OF DATA OR CONSEQUENTIAL, INCIDENTAL, DIRECT, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGE OR (ii) AGGREGATE DAMAGES IN EXCESS OF \$10,000, REGARDLESS OF WHETHER ANY SUCH DAMAGE ARISES OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE OR WHETHER ANY SUCH DAMAGE WAS FORESEEABLE OR WHETHER OR NOT NKFM HAD BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

**6. Insurance.** At all times during the term of this Agreement and for a period of two (2) years thereafter, Owner shall maintain commercial general liability insurance coverage with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, including bodily injury and property damage, which policy will include contractual liability coverage insuring the activities of NKFM under this Agreement. Such insurance policy shall waive any right of subrogation of the insurers against NKFM, provide that such insurance be primary insurance and any similar insurance in the name of and/or for the benefit of NKFM shall be excess and non-contributory and name NKFM and its related persons and entities as additional insureds.

**7. Intellectual Property.** As between NKFM and Owner, NKFM is and shall be the sole and exclusive owner of (a) all right, title and interest in and to the program that it operates in connection with the Venue and any and all copyrights, trademarks, logos, patents, trade secrets, information, documents, data, know-how, methodologies and other materials and intellectual property rights (collectively, "Intellectual Property") related thereto; and (b) all Intellectual Property developed or acquired by NKFM prior to or independently of this Agreement. Nothing in this Agreement shall, by implication, estoppel or otherwise, grant Owner any rights in any of the foregoing, including, without limitation, any trademarks or logos, and Owner shall refrain from using the NKFM or program names or logos, or any other NKFM Intellectual Property, without first obtaining NKFM's prior written consent.

**8. Miscellaneous.** This Agreement, including its exhibits, constitutes the sole and entire agreement between the parties with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations and warranties regarding such subject matter. All notices and other communications under this Agreement must be in writing and addressed to the other party at its address set forth below. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal or unenforceable, the parties shall negotiate in good faith to modify this Agreement to effect the original intent of the parties as closely as possible. Except as set forth above, no amendment to or modification of this Agreement is effective unless it is in writing, identified as an amendment to this Agreement and signed by each party. No waiver by any party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the party so waiving. No failure to exercise or delay in exercising any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise preclude any other or further exercise. This Agreement and all matters arising out of or relating to this Agreement is governed by and is to be construed in accordance with the laws of the State of Michigan, without regard to the conflict of laws provisions thereof. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. The provisions of this Agreement that, by their nature, survive its expiration or

Ypsilanti Township Recreation Department

Program: Enhance® Fitness

termination, including, without limitation, Sections 4, 5, 6 and 7, shall so survive. A signed copy of this Agreement delivered by facsimile, email or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[SIGNATURE PAGE FOLLOWS]

Ypsilanti Township Recreation Department

Program: Enhance<sup>®</sup> Fitness

This agreement shall be effective on May 1, 2025 and terminates May 1, 2026 and is to be renewed annually based on the determination of need and duration of project period. At least two months prior to termination, the parties shall meet to review progress and success of the agreement and determine whether the agreement shall be extended for an additional length of time. It is understood by both parties that at anytime this agreement may be terminated by written notification from either party to the other.

National Kidney Foundation of Michigan

Signature: 

Name: Charlene Cole

Title: Vice President, NKFM

Address: 1169 Oak Valley Drive, Ann Arbor, MI  
48108

Ypsilanti Township Recreation Department

Signature: \_\_\_\_\_

Name: Brenda Stumbo

Title: Ypsilanti Township Supervisor

Address: 2025 E. Clark Road, Ypsilanti, MI 48198

Signature: \_\_\_\_\_

Name: Debra A. Swanson

Title: Ypsilanti Township Clerk

Address: 2025 E. Clark Road, Ypsilanti, MI 48198

Ypsilanti Township Recreation Department

Program: Enhance<sup>®</sup>Fitness

**EXHIBIT A**

**VENUE, TIME PERIODS, PURPOSE**

**Venue Description:**

Ypsilanti Township Community Center  
2025 E. Clark Rd., Ypsilanti, MI 48198

**Phone Number:**

Office 734-544-3800

**Program Contact People:**

Nichole Passmore, [npassmore@ypsitownship.org](mailto:npassmore@ypsitownship.org)  
Joshua Kugler, [jkugler@ypsitownship.org](mailto:jkugler@ypsitownship.org)

**Purpose:**

Operation of the EnhanceFitness Program.

**Room where the EnhanceFitness Program will take place:**

Room 105

**Square Footage:**

1500 sq ft

**Days/Times of the Week for EnhanceFitness Classes:**

Monday, Tuesday, Friday at 11am-12pm

1 hour each session with 15 minutes before and after for set up/take down.

\* The number of days/week that classes may be offered will be dependent on funding.

Ypsilanti Township Recreation Department

Program: Enhance® Fitness

**EXHIBIT B**

**OWNER REQUIREMENTS**

- Provide an ADA accessible facility large enough to hold an Enhance® Fitness (EF) class for participants.
- Provide a chair for every participant to use during an EF class.
- Maximum number of participants in class will be: 50
- Provide an Automated External Defibrillator (AED) Machine in a location accessible to NKFM EF Instructor.
- Have a First Aid Kit available and accessible to EF instructors.
- Owner shall keep equipment cart in secure office (includes weights, CPR mask, and lockbox).
- Owner shall lock the office where equipment kept at the end of the day.
- As agreed upon between NKFM and Owner, Owner shall be responsible for loss or theft of equipment from the cart.
- Communicate with participants.
- When deemed necessary, by NKFM staff, manage the confidential collection of waivers, attendance, participant demographic data, fitness checks and health and income information as required by NKFM.
- Follow HIPAA requirements at all times when managing the collection of confidential participant information.
- Recruit participants to attend EF classes, which is inclusive for all adults with varying fitness abilities, including those with intellectual and developmental disabilities and those in wheelchairs.
- Discuss sustainability plan with NKFM, if funding was to change.
- Actively and diligently offer and promote NKFM's services and the EF program, subject to Section 7 of the Agreement.
- Carry out its obligations under the Agreement and otherwise act with a high degree of professionalism, due diligence, care and efficiency.
- Not in any manner represent that it has any ownership in NKFM's intellectual property or that of the EF program.
- Not at any time do, or cause to be done, any act or thing in any way impairing or tending to impair, or challenge the validity of, any part of NKFM's intellectual property or that of the EF program.
- Ensure that the NKFM and EF logos appear on all Owner materials that are relevant to promoting the EF program in the community. This includes brochures, promotional materials, and resource materials, as well as recognition in all media materials such as news releases, public service announcements, online and social media, and event listings.

Ypsilanti Township Recreation Department

Program: Enhance® Fitness

**EXHIBIT C**

**FINANCIAL OBLIGATIONS**

**Renewing an EnhanceFitness (EF) class at Ypsilanti Township Recreation Department:**

**Value \$14053**

**Cost to the Ypsilanti Township Recreation Department (Owner): \$0.00**

**Owner agrees to:**

- Host **2-3** EF classes per week for 46 weeks per year.
  - No EF classes will be held during the 2-3 week period of the winter holidays. (Verify holiday dates with EF Coordinator by November 1<sup>st</sup>).
- Notify NKFM in a timely manner if classes must be cancelled or postponed for any reason.
- Notify NKFM the first of the calendar year for annual scheduled closures, such as holidays, voting, other events.
- Assist with attendance and registration of EF participants.

**The National Kidney Foundation of Michigan (NKFM) agrees to:**

- Schedule, pay, and provide oversight to NKFM EF Instructors as funding is available.
- Provide NKFM EF Staff Coordinator support (~1 day/month).
- Provide data management and reports.
- Obtain EF license from Sound Generations.
- Includes training/mentoring of new EF Instructors, if needed.
- Obtain liability insurance.



# **Charter Township of Ypsilanti**

## **Procurement Card Program**

### **Credit Card Policy**

**Revised 6-9-2025**

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#### **I. Purpose:**

To authorize and control the use of credit card and procurement card transactions by elected officials and employees in compliance with Public Act 266 of 1995.

#### **II. Definitions:**

- A. "Credit card" and "procurement card" means a card or device issued under a credit card arrangement by a depository financial institution.
- B. "Credit card agreement" means an unsecured extension of credit for purchasing goods or services from the credit card issuer that is accessed with a credit card.
- C. "Credit card policy" means a policy adopted by resolution of The Charter Township of Ypsilanti.
- D. "Cardholder" means approved elected officials and employees who are issued a procurement credit card.
- E. Immediately means on the day of occurrence. For purchases, that means on the same day purchased Mondays through Friday and on Monday if purchased on Saturday or Sunday.

#### **III. Authorized Person to Execute Agreement:**

- A. The Charter Township of Ypsilanti Board certifies that the currently elected Treasurer and Clerk are authorized to execute/sign a Card Agreement with the Bank.

#### **IV. Issuance of Procurement Credit Cards:**

- A. The Charter Township of Ypsilanti Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Public Act 266 of 1995.
- B. This issuance should be limited to those individuals that demonstrate that this issuance will assist their ability to perform their assigned responsibilities and used specifically for the purchase of goods or services for the official business of the township and in accordance with the current Township Financial Policy.
- C. The issuance of credit cards to elected officers, department heads and employees will be authorized by a panel to include the Supervisor, the Clerk, the Treasurer, the Deputy Treasurer and the Accounting Director. The Supervisor will appoint the Deputy Treasurer and the Accounting Director as

- the Program Administrators who will be responsible for accounting, monitoring, and retrieval and for overseeing compliance with this policy.
- D. Credit card limits will be set by a panel to include the Supervisor, the Clerk, the Treasurer, the Deputy Treasurer and the Accounting Director. Limits will be based upon departmental necessities, not to exceed the Acts stated limits.
  - E. The Accounting Director will provide the Board with an annual list of those employees who have been issued a credit card at the first meeting in December.
  - F. All officers or employees issued a credit card will be required to sign an ***Acknowledgement of Responsibilities Agreement***. See Appendix A

## **V. Procurement Credit Card Use:**

- A. The credit card may be used for the purchase of goods or services related to the official business of the Charter Township of Ypsilanti. It is not to be used for any personal business.
- B. The officer or employee of the issued credit card is responsible for its protection and custody and shall immediately notify the cardholder bank and the township Accounting Director or Deputy Treasurer if the card is lost or stolen.
- C. The officer or employee issued a credit card shall return the credit card immediately upon the termination of his or her employment or service in office.
- D. A purchase order is required for all credit card purchases.
- E. All purchasing procedures, rules, restrictions and other general policies can be found under the Township's Financial Policy. Strict adherence to the rules will be enforced by the Accounting Director.
- F. The officer or employee who uses a credit card shall immediately submit a copy of the vendor's credit card invoice or receipt and a copy of the purchase order to the Accounting Department.
- G. If no credit card invoice or receipt was obtained that describes the transaction, the department head shall submit to the Accounting Director a signed memo documenting why there is no invoice or receipt, the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, any printouts validating purchase and a copy of the purchase order.

## **VI. Monthly Statements:**

- A. Officials and Employees who are issued cards shall review their monthly statements and immediately report any discrepancies to the Accounting Director. The Charter Township of Ypsilanti has 14 days from statement date to notify the Financial Institute of any disputed items.
- B. Cardholders must submit individual receipts detailing all materials or services purchased with the card.

- C. All credit card invoices must be approved before payment.
- D. The balance including interest due on the extension of credit under this arrangement shall be paid for within not more than 60 days of the initial statement date.

## **VII. Violations/Separation from service**

- A. Any cardholder found in violation of this policy will be forced to surrender the card and will be subject to disciplinary actions, as deemed appropriate by the Township Board.
  - a. Verbal counseling
  - b. Written reprimand
  - c. Suspension
  - d. Termination
  - e. Reimbursement to the Township for unauthorized expenditures and/or civil or criminal penalties
- B. Should an employee notify the Charter Township of Ypsilanti of their intent to separate from service, they are required to surrender the card upon receipt of their notice to leave the Township's employment.

## **VIII. Program Administrators - Monitoring & Reporting**

- A. The Deputy Treasurer and the Accounting Director will be the Program Administrators.
- B. The Program Administrators shall maintain a list of all credit cards owned by the township in the Accounting Department along with the name of the officer and employee who have been issued the credit cards, the credit limit established, the date issued, and the date returned. Each Cardholder shall sign the *Acknowledgement of Responsibilities Agreement*.
- C. The Program Administrators shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card invoice, receipt or a signed memo shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Township Board.
- D. The Township Board shall not approve payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.

# Appendix A: Credit Card Policy

## Acknowledgement of Responsibilities Agreement

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### Participating Employee Acknowledgment of Responsibilities

By participating in the Charter Township of Ypsilanti Procurement Credit Card Program as a Cardholder, you assume responsibilities pertaining to the operation of the Procurement Credit Card Program. Please see the Credit Card Policy Guidelines for a complete list of responsibilities, which include but are not limited to the following:

- The Charter Township of Ypsilanti Procurement Card is to be used for authorized Township business expenditures only. The Procurement Card may only be used within the policies and procedures outlined for the Procurement Card program.
- The Procurement Card will be issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the card and will be accountable for all charges made with the Card. The Card is not transferable and may not be used by anyone other than the Cardholder.
- The Procurement Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the card or account number has been compromised, the Cardholder agrees to immediately notify the Bank and the Program Administrator. Oral notification is to be followed up by written confirmation.
- On a monthly basis, the Program Administrator or the Accounting Director will receive a statement listing all activity associated with the Card and have 14 days from statement date to notify the Bank of any disputed items. This activity will include purchases and credits made during the reporting period. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of all Account activity. This will be turned into the Program Administrator in the accounting department as stated in the Credit Card Policy.
- Cardholder's Account will be subject to periodic internal control reviews and audits. By accepting the Card, the Cardholder agrees to comply with these reviews and audits. The Cardholder will be asked to produce the Card to validate its existence and produce statements and receipts to verify appropriate use.
- No subsequent invoice should be received from the vendor related to any Procurement Card purchases.
- Misuse, including, but not limited to, personal use or unauthorized use and/or fraudulent use of the Card will result in disciplinary action, up to and including termination and/or civil or criminal penalties.

By signing below, I acknowledge that I have read and agree to the terms and conditions of the document. I certify that as a participating cardholder of the Charter Township of Ypsilanti's Procurement Card Program, I understand and assume the responsibilities listed above.

Employee Signature	_____	Title	_____
Name (Print)	_____	Date	_____
Authorized by:	_____	Title	_____
Name (Print)	_____	Date	_____

# Charter Township of Ypsilanti

## RESOLUTION 2025-20

(In Reference to Ordinance 2025-510)

### Amending the Township Code of Ordinances, Chapter 66 Section 61, Noxious Weeds Definition

**Whereas**, in 1941, the Michigan Legislature enacted a law which permitted townships to control and eradicate noxious weeds; and

**Whereas**, Noxious Weeds Act, Public Act 359 of 1941, as amended (MCL 247.61, *et seq.*) defines noxious weeds to include the following: Canada thistle (*Cirsium arvense*), dodders (any species of *Cuscuta*), mustards (charlock, black mustard and Indian mustard, species of *Brassica* or *Sinapis*), wild carrot (*Daucus carota*), bindweed (*Convolvulus arvensis*), perennial sowthistle (*Sonchus arvensis*), hoary alyssum (*Berteroa incana*), ragweed (*ambrosia elatior* 1) and poison ivy (*rhus toxicodendron*), poison sumac (*toxicodendron vernix*) or other plant that in the opinion of the Township Board is regarded as a common nuisance, with the exclusion of milkweed (any species of the genus *Asclepias*).

**Whereas**, the need to amend this ordinance came to our attention from a resident concerned that the noxious weeds definition included goldenrod, a native plant that is essential for pollinators in the late summer and autumn; and

**Whereas**, the Township Board believes that adoption of Ordinance 2025-510 amending the definition of noxious weeds, permitted under Public Act 359 of 1941, is in the best interest of the Township and its residents as part of our Bee City pledge to create and maintain pollinator habitat; and

**Now Therefore Be it resolved**, that Ordinance No. 2025-510 is hereby adopted by reference.

I, Debra A. Swanson, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2025-20 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on June 17, 2025. The second reading is scheduled to be heard on August 19, 2025.



Debra A. Swanson, Clerk  
Charter Township of Ypsilanti

# CHARTER TOWNSHIP OF YPSILANTI

## PROPOSED ORDINANCE NO. 2025-510

*An Ordinance to Amend the Charter Township of Ypsilanti  
Code of Ordinances, Chapter 66 entitled Noxious Weeds*

The Charter Township of Ypsilanti hereby ordains that the Charter Township of Ypsilanti Code of Ordinances, Chapter 66 entitled Noxious Weeds, is amended as follows:

**Delete:** In its entirety, Section 66-61 entitled Definitions and

**Add:** The following new Noxious Weeds provisions to 66-61.

**Definitions:** As used in this section;

For the purpose of this ordinance, “weeds” shall include Canada thistle (*Cirsium arvense*), dodders (any species of *Cuscuta*), mustards (charlock, black mustard and Indian mustard, species of *Brassica* or *Sinapis*), wild carrot (*Daucus carota*), bindweed (*Convolvulus arvensis*), perennial sowthistle (*Sonchus arvensis*), hoary alyssum (*Berteroa incana*), ragweed (*Ambrosia elatior* 1) and poison ivy (*Rhus toxicodendron*), poison sumac (*Toxicodendron vernix*) or other plant that in the opinion of the Township Board, coming under the provisions of the Noxious Weeds Act, Public Act 359 of 1941, as amended (MCL 247.61, *et seq.*), is regarded as a common nuisance, with the exclusion of milkweed (any species of the genus *Asclepias*).

### **Effective Date and Repeal of Conflicting Ordinances**

All ordinances or parts of ordinances in conflict herewith are hereby repealed. This ordinance shall take effect after publication in a newspaper of general circulation as required by law.



# WASHTENAW COUNTY OFFICE OF THE SHERIFF

*EST. 1823*

**ALYSHIA M. DYER, SHERIFF**



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## **Memorandum of Agreement** **Washtenaw County Sheriff and Ypsilanti Township** **Agency Non-Employee Letter of Agreement and Authorization**

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This agreement is entered into by and between **Washtenaw County Sheriff Alyshia M. Dyer** ("Sheriff") and **Ypsilanti Township** ("Cooperating Agency") for the purpose of providing Special Deputy Sheriff authority, as provided for under MCL 51.70, to the Fire Chief and Fire Marshal of the Cooperating Agency as a part of a multi-agency fire investigation and safety response effort.

### **I. Scope of Authority**

Pursuant to MCL 51.70, the Sheriff hereby appoints and grants Special Deputy Sheriff authority to the Fire Chief and Fire Marshal of the Cooperating Agency, specifically Fire Chief Steven Densmore and Fire Marshal Steve Wallgren, consistent with Michigan law and the provisions contained herein.

The Special Deputy Sheriff authority granted herein is incidental to and contingent upon the continued employment of the individuals identified above as licensed fire investigators of and for the Cooperating Agency.

### **II. Withdrawal of Authority**

The provision of Special Deputy Sheriff authority is a statutory right of the Sheriff, who may withdraw any or all of the authority and power granted at her sole and exclusive discretion, at any time, with or without cause or explanation.

### **III. Licensing Requirements**

1. For the purposes of this agreement, the Cooperating Agency represents and affirms that their employees operating under this agreement meet all the requirements to be a licensed firefighter and/or fire investigator in the State of Michigan.
2. The Cooperating Agency will immediately inform the Sheriff of any changes that occur in the licensing of any said employee.

### **IV. Employment Status**

1. The employees of the Cooperating Agency granted Special Deputy Sheriff authority under this agreement shall not be considered employees of the Sheriff or Washtenaw County. Their appointment shall not entitle them to any benefits due to employees of the Sheriff and the County including, by way of example but not limitation, wages, medical insurance, vacation leave, sick leave or any other benefits accruing to any employee of the Sheriff and County.



# WASHTENAW COUNTY OFFICE OF THE SHERIFF

*EST. 1823*

**ALYSHIA M. DYER, SHERIFF**

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2. For any reason should one or both employees specified above of the Cooperating Agency who has received Special Deputy Sheriff authority under this agreement cease to be employed as such:

- a. The Sheriff shall be notified forthwith.
- b. Their appointment as a Special Deputy Sheriff is immediately null and void.

## V. Hold Harmless and Indemnification

The employees of the Cooperating Agency granted Special Deputy Sheriff authority under this agreement and the Cooperating Agency shall at their/its own expense protect and defend, and indemnify and save harmless the Sheriff, the Washtenaw County Sheriff's Office, the County of Washtenaw, and any agent or representative of Washtenaw County and the Washtenaw County Board of Commissioners from any and all claims against them from both the exercise of the authority granted herein and outside the scope of authority granted herein, to the extent allowable under Michigan and federal law.

## VI. Provisions

### 1. Exercising of Special Deputy Sheriff Authority:

- a. For the purposes of this agreement the Cooperating Agency represents and affirms that their employees operating under this agreement are:
  - i. Certified/licensed firefighters and/or fire investigators pursuant to the requirements by the State of Michigan.
  - ii. Not employees of the Washtenaw County Sheriff's Office or Washtenaw County.
  - iii. Operating under the training, best practices, and policies and procedures of the Cooperating Agency, their employer.
- b. The Cooperating Agency acknowledges and understands that the Special Deputy Sheriff authority granted herein by the Sheriff only applies when their employees are operating in an "on-duty" official capacity in their role as a fire investigator of their agency, as outlined below.
  - i. Conducting fire investigations without the protection of WCSO deputies at the location to provide for safety and security.
  - ii. Must safely transport firearms in the rear compartment of their department-assigned vehicle, stored and locked securely in a vault or other theft protection device.
  - iii. Safely store firearms in a secure/locked vault/safe at their Cooperating Agency office or home residence.





# WASHTENAW COUNTY OFFICE OF THE SHERIFF

*EST. 1823*

**ALYSHIA M. DYER, SHERIFF**



- iv. Utilize the firearm only in circumstances when personal safety or safety of others is in imminent danger of death or serious bodily harm.
- v. Qualify with the firearm annually by passing a WCSO approved, sponsored, or conducted firearm safety and qualification training course.
- c. The Fire Chief and Fire Marshal of the Cooperating Agency who receive Special Deputy Sheriff authority under this agreement shall not:
  - i. Represent themselves as a Special Deputy Sheriff unless on-duty and exercising the authority granted herein.
  - ii. Carry a firearm while off-duty.
  - iii. Use their status or authority as a Special Deputy Sheriff or identification to:
    - 1. Obtain gratuities, gifts, or for any personal gain.
    - 2. Obtain privileges not otherwise available.
    - 3. Avoid the consequences of any illegal act, including traffic violations.
  - iv. Execute the authority, powers, or privileges of a Special Deputy Sheriff when off-duty.
  - v. Exercise the authority, powers, or privileges of a Special Deputy Sheriff in the course of any non-employment situation or activity.
  - vi. Carry a firearm on-duty, except when performing the specific duties of fire investigation, as specified above in VI,1(b).

**VII. Duration:**

- 1. This agreement is in effect through December 31<sup>st</sup>, 2028, unless otherwise ended by the Sheriff in her sole and exclusive discretion, once:
  - i. It is signed by both the Sheriff and the representatives of the Cooperating Agency.
  - ii. The licensed/certified fire employees of the Cooperating Agency are sworn in as Special Deputy Sheriffs.

\_\_\_\_\_  
Steven Densmore, Fire Chief  
Ypsilanti Township

\_\_\_\_\_  
Date

*Signatures continued on Page 3*



# WASHTENAW COUNTY OFFICE OF THE SHERIFF

*EST. 1823*

**ALYSHIA M. DYER, SHERIFF**

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\_\_\_\_\_  
Steve Wallgren, Fire Marshal  
Ypsilanti Township

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Stumbo, Township Supervisor  
Ypsilanti Township

\_\_\_\_\_  
Date

\_\_\_\_\_  
Debra A. Swanson, Township Clerk  
Ypsilanti Township

\_\_\_\_\_  
Date

\_\_\_\_\_  
Douglas Winters, Township Attorney  
Ypsilanti Township

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alyshia M. Dyer, Sheriff  
Washtenaw County

\_\_\_\_\_  
Date

**CHARTER TOWNSHIP OF YPSILANTI  
2025 BUDGET AMENDMENT # 8**

**June 17, 2025**

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

**101 - GENERAL FUND**

**Total Increase     \$57,667.00**

Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

<b>Revenues:</b>	<b>Prior Year Fund Balance</b>	<b>101-000-699.999</b>	<b>\$57,667.00</b>
		<b>Net Revenues</b>	<b><u><u>\$57,667.00</u></u></b>
<b>Expenditures:</b>	<b>Permanent Wages</b>	Departments Supervisor 101-171-706.000	<b>\$2,069.00</b>
	<b>FICA</b>	Supervisor 101-171-715.000	<b>\$158.00</b>
	<b>Permanent Wages</b>	Accounting 101-191-706.000	<b>\$1,947.00</b>
	<b>FICA</b>	Accounting 101-191-715.000	<b>\$149.00</b>
	<b>Permanent Wages</b>	Clerk 101-215-706.000	<b>\$3,550.00</b>
	<b>FICA</b>	Clerk 101-215-715.000	<b>\$272.00</b>
	<b>Health Care Saving</b>	Clerk 101-215-718.001	<b>\$2,600.00</b>
	<b>Permanent Wages</b>	Treasurer 101-253-706.000	<b>\$3,850.00</b>
	<b>FICA</b>	Treasurer 101-253-715.000	<b>\$295.00</b>
	<b>Health Care Saving</b>	Treasurer 101-253-718.001	<b>\$2,600.00</b>
	<b>Permanent Wages</b>	Assessing 101-257-706.000	<b>\$7,508.00</b>
	<b>FICA</b>	Assessing 101-257-715.000	<b>\$574.00</b>
	<b>Health Care Saving</b>	Assessing 101-257-718.001	<b>\$1,300.00</b>
	<b>Permanent Wages</b>	Building Ops 101-265-706.000	<b>\$11,852.00</b>
	<b>FICA</b>	Building Ops 101-265-715.000	<b>\$907.00</b>
	<b>Health Care Saving</b>	Building Ops 101-265-718.001	<b>\$3,900.00</b>
	<b>Permanent Wages</b>	Park & Ground 101-770-706.000	<b>\$8,905.00</b>
	<b>FICA</b>	Park & Ground 101-770-715.000	<b>\$681.00</b>
	<b>Health Care Saving</b>	Park & Ground 101-770-718.001	<b>\$4,550.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$57,667.00</u></u></b>

**206 - FIRE FUND**

**Total Increase     \$2,071.00**

Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

<b>Revenues:</b>	<b>Prior Year Fund Balance</b>	<b>206-000-699.999</b>	<b>\$2,071.00</b>
		<b>Net Revenues</b>	<b><u><u>\$2,071.00</u></u></b>
<b>Expenditures:</b>	<b>Permanent Wages</b>	<b>206-336-706.011</b>	<b>\$1,923.00</b>
	<b>FICA</b>	<b>206-336-715.000</b>	<b>\$148.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$2,071.00</u></u></b>

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

**Total Increase     \$19,450.00**

Request to increase the budget for design and engineering services for Community Center 100 hallway bathroom improvements. This will be funded by a CBDG grant.

<b>Revenues:</b>	<b>Community Dev Block Grant</b>	<b>213-000-522.001</b>	<b>\$19,450.00</b>
		<b>Net Revenues</b>	<b><u><u>\$19,450.00</u></u></b>
<b>Expenditures:</b>	<b>Cap Outlay - Community Ctr Improv</b>	<b>213-901-975.535</b>	<b>\$19,450.00</b>
		<b>Net Expenditures</b>	<b><u><u>\$19,450.00</u></u></b>

**CHARTER TOWNSHIP OF YPSILANTI  
2025 BUDGET AMENDMENT # 8**

<b>226 - ENVIRONMENTAL SERVICES FUND</b>	<b>June 17, 2025</b>		<b>Total Increase</b>	<b><u>\$2,321.00</u></b>
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Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	226-000-699.999	\$2,321.00	
				<b><u>Net Revenues</u></b>
			<b><u>\$2,321.00</u></b>	
Expenditures:	Permanent Wages	226-528-706.000	\$2,156.00	
	FICA	226-528-715.000	\$165.00	
	Health Care Saving	226-528-718.001	\$1,625.00	
				<b><u>Net Expenditures</u></b>
			<b><u>\$2,321.00</u></b>	

<b>230 - RECREATION FUND</b>			<b>Total Increase</b>	<b><u>\$6,713.00</u></b>
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Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	230-000-699.999	\$6,713.00	
				<b><u>Net Revenues</u></b>
			<b><u>\$6,713.00</u></b>	
Expenditures:	Permanent Wages	230-754-706.00	\$6,236.00	
	FICA	230-754-715.000	\$477.00	
				<b><u>Net Expenditures</u></b>
			<b><u>\$6,713.00</u></b>	

<b>249 - BUILDING DEPARTMENT FUND</b>			<b>Total Increase</b>	<b><u>\$17,134.00</u></b>
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Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	249-000-699.999	\$17,134.00	
				<b><u>Net Revenues</u></b>
			<b><u>\$17,134.00</u></b>	
Expenditures:	Permanent Wages	249-371-706.000	\$3,870.00	
	Building Inspectors	249-371-706.004	\$4,815.00	
	Mechanical Inspectors	249-371-706.018	\$2,401.00	
	FICA	249-371-715.000	\$848.00	
	Health Care Savings	249-371-718.001	\$5,200.00	
				<b><u>Net Expenditures</u></b>
			<b><u>\$17,134.00</u></b>	

<b>266 - LAW ENFORCEMENT FUND</b>			<b>Total Increase</b>	<b><u>\$2,095.00</u></b>
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Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	266-000-699.999	\$2,095.00	
				<b><u>Net Revenues</u></b>
			<b><u>\$2,095.00</u></b>	
Expenditures:	Permanent Wages	266-304-706.000	\$1,946.00	
	FICA	266-304-715.000	\$149.00	
	Health Care Savings	266-304-718.001	\$1,300.00	
				<b><u>Net Expenditures</u></b>
			<b><u>\$2,095.00</u></b>	

**CHARTER TOWNSHIP OF YPSILANTI  
2025 BUDGET AMENDMENT # 8**

<b>597 - COMPOST FUND</b>	<b>June 17, 2025</b>	<b>Total Increase</b>	<u><u><b>\$2,522.00</b></u></u>
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Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	597-000-699.999	\$2,522.00
			<u>\$2,522.00</u>
		Net Revenues	<u><u>\$2,522.00</u></u>
Expenditures:	Permanent Wages	597-590-706-000	\$2,343.00
	FICA	597-590-715.000	\$179.00
		Net Expenditures	<u><u>\$2,522.00</u></u>

<b>661 - MOTOR POOL FUND</b>		<b>Total Increase</b>	<u><u><b>\$518.00</b></u></u>
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Request to increase the budget for Board approved TPOAM employee wage increase and health care savings.  
This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	661-000-699.999	\$518.00
			<u>\$518.00</u>
		Net Revenues	<u><u>\$518.00</u></u>
Expenditures:	Permanent Wages		\$481.00
	FICA		\$37.00
	Health Care Savings		\$325.00
		Net Expenditures	<u><u>\$518.00</u></u>