

CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES

Supervisor

BRENDA L. STUMBO

Clerk

DEBBIE SWANSON

Treasurer

STAN ELDRIDGE

Trustees

KAREN LOVEJOY ROE

JOHN P. NEWMAN II

GLORIA PETERSON

LARESHA THORNTON

February 4, 2025

Regular Meeting – 6:00 p.m.

**Ypsilanti Township Civic Center
7200 S. Huron River Drive
Ypsilanti, MI 48197**



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

Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

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

REGULAR MEETING AGENDA

TUESDAY, FEBRUARY 4, 2025

6:00 P.M.

Board Meetings are audio recorded and posted on the website.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. CONSENT AGENDA
 - A. MINUTES OF JANUARY 21, 2025 REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR FEBRUARY 4, 2025, IN THE AMOUNT OF \$1,304,402.11
4. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. AMEND THE TOWNSHIP BOARD RULES
2. FIRST AMENDMENT TO REAL ESTATE PURCHASE AGREEMENT WITH UPH YPSILANTI PROPERTY, LLC DBA CULVER'S EXTENDING THE APPROVAL PERIOD THROUGH AUGUST 15, 2025
3. ADOPTION OF INTERLOCAL AGREEMENT FOR WASHTENAW COUNTY TO OPT-OUT OF A DESIGNATED ASSESSOR
4. RECOMMENDATION TO APPOINT AMY KEHRER TO THE PLANNING COMMISSION WITH A TERM ENDING 12/31/2026
5. BUDGET AMENDMENT #2

AUTHORIZATIONS AND BIDS

OTHER BUSINESS

PUBLIC COMMENTS

- **THREE MINUTES PER PERSON**
- **ALL COMMENTS MUST BE ADDRESSED TO THE CHAIR**
- **PUBLIC COMMENTS ARE ALSO WELCOMED AS THE BOARD ADDRESSES EACH AGENDA ITEM**

BOARD MEMBER COMMENTS

ADJOURNMENT

CONSENT AGENDA

**CHARTER TOWNSHIP OF YPSILANTI
MINUTES OF THE JANUARY 21, 2025 REGULAR BOARD MEETING**

Township Supervisor Brenda Stumbo called the meeting to order at 6:00 pm in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

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

Legal Counsel: Wm. Douglas Winters

Supervisor Stumbo requested and the board had no objections to the following changes to the agenda.

- Fire Department Honors will be postponed until February 18, 2025.
- Under New Business, item # 5, “and appointment of the March Board Members of Review Members” was eliminated since they were appointed on December 3, 2024.
- Item #13, “contingent upon attorney approval” was added.

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

CONSENT AGENDA

A. MINUTES OF DECEMBER 17, 2024 REGULAR MEETING

A motion was made by Trustee Peterson and supported by Treasurer Eldridge to approve December 17, 2024 minutes.

Trustee Karen Lovejoy Roe requested to pull the minutes and statements and checks. She requested her comments about the 12/17/24 minutes be written verbatim in the minutes for this meeting. (see attached)

The motion carried unanimously.

B. STATEMENTS AND CHECKS

1. STATEMENTS AND CHECKS FOR JANUARY 7, 2025 IN THE AMOUNT OF \$1,994,167.28
2. STATEMENTS AND CHECKS FOR JANUARY 21, 2025 IN THE AMOUNT OF \$1,403,001.58
3. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR DECEMBER 2024 IN THE AMOUNT OF \$35,134.73
4. CLARITY HEALTHCARE ADMIN FEE FOR DECEMBER 2024 IN THE AMOUNT OF \$1,661.05

A motion was made by Treasurer Eldridge and supported by Trustee Newman to approve the Statements and Checks.

The motion carried unanimously.

Karen Lovejoy Roe made a motion for the trustees to be given copies of the detailed monthly invoice for attorneys McLain and Winters.

A motion was made by Lovejoy Roe and supported by Trustee Thornton.

| | | | |
|--------------------|---------------|---------------|--------------|
| Lovejoy Roe... yes | Newman...no | Peterson...no | Swanson...no |
| Stumbo...no | Eldridge...no | Thornton...no | |

C. TREASURER'S REPORT DECEMBER 2024

A motion was made by Treasurer Eldridge and supported by Clerk Swanson to approve December 2024 Treasurer's Report.

The motion carried unanimously.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

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

NEW BUSINESS

1. AMEND THE TOWNSHIP BOARD RULES

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the amendment to the Township Board Rules.

The motion carried unanimously.

2. AUTHORIZATION TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PROPERTY AT 599 E GRAND BLVD

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to approve the authorization to enter in negotiations to sell township owned property at 599 E Grand Blvd.

The motion carried unanimously.

3. AUTHORIZATION TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PROPERTY AT 2302 HOLMES RD

A motion was made by Trustee Peterson and supported by Trustee Thornton to approve the authorization to enter in negotiations to sell township owned property at 2302 Holmes Rd.

The motion carried unanimously.

4. AUTHORIZATION TO ENTER INTO NEGOTIATIONS TO SELL TOWNSHIP OWNED PROPERTY AT 142 DEVONSHIRE RDA

A motion was made by Trustee Lovejoy Roe and supported by Trustee Peterson to approve the authorization to enter in negotiations to sell township owned property at 142 Devonshire Rd.

The motion carried unanimously.

5. ADOPTION OF 2025 BOARD OF REVIEW SCHEDULE ~~AND APPOINTMENT OF THE MARCH BOARD OF REVIEW MEMBERS~~

A motion was made by Trustee Lovejoy Roe and supported by Trustee Peterson to approve the adoption of 2025 Board of Review Schedule.

The motion carried unanimously.

6. AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE AT A PROPERTY IDENTIFIED AS 539 KENNEDY AVE; BUDGETED IN ACCOUNT #101-729-801.023

A motion was made by Trustee Peterson and supported by Treasurer Eldridge to approve the authorization for circuit court litigation to abate a public nuisance at a property identified as 539 Kennedy Ave. budgeted in account #101-729-801.023.

The motion carried unanimously.

7. AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE AT A PROPERTY IDENTIFIED AS 1314 E FOREST AVE; BUDGETED IN ACCOUNT #101-729-801.023

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to approve the authorization for circuit court litigation to abate a public nuisance at a property identified as 1314 E Forest Ave., budgeted in account #101-729-801.023.

The motion carried unanimously.

8. AUTHORIZATION FOR CIRCUIT COURT LITIGATION TO ABATE A PUBLIC NUISANCE AT A PROPERTY IDENTIFIED AS 2277 BRYN MAWR ST; BUDGETED IN ACCOUNT #101-729-801.023

A motion was made by Trustee Lovejoy Roe and supported by Trustee Thornton to approve the authorization for circuit court litigation to abate a public nuisance at a property identified as 2277 Bryn Mawr St., budgeted in account #101-729-801.023.

The motion carried unanimously.

9. AUTHORIZATION TO APPROVE AGREEMENT WITH MUNIVATE LLC FOR IMPROVEMENTS TO THE BUILDING DEPARTMENT PLATFORM TO THE BS&A OPERATING PROGRAM FOR \$14,247.52, BUDGETED IN LINE ITEM #249-371-818.000

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to approve the agreement with Munate LLC for improvements to the building department platform to the BS&A Operating Program for \$14,247.52, budgeted in line item #249-371-818.000

The motion carried unanimously.

10. AUTHORIZATION TO APPROVE AMENDMENTS TO THE 2024-25 WASHTENAW COUNTY SENIOR NUTRITION CONTRACT

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to approve the amendments to the 2024-25 Washtenaw County Senior Nutrition Contract.

The motion carried unanimously.

11. AUTHORIZATION TO SIGN MEMORANDUM OF AGREEMENT (MOU) BETWEEN YPSILANTI TOWNSHIP AND WASHTENAW COUNTY WATER RESOURCE COMMISSION (WCWRC) FOR THEIR ARPA STORMWATER GRANT PROGRAM

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to approve the authorization to sign the MOU between Ypsilanti Township and Washtenaw County Water Resource Commission (WCWRC) for the ARPA Stormwater Grant program.

The motion carried unanimously.

12. AUTHORIZATION TO SIGN AGREEMENT FOR THE WASHTENAW COUNTY ROAD COMMISSION (WCRC) TO REPLACE THE ELLIS ROAD CULVERT IN THE AMOUNT OR \$115,500.00 BUDGETED IN LINE ITEM #101-902-981.130

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the authorization to sign agreement for the Washtenaw County Road Commission (WCRC) to replace the Ellis Road Culvert in the amount of \$115,000.00 budgeted in line item #101-902-981.130.

The motion carried unanimously.

13. RESOLUTION 2025-01, AUTHORIZING ADMINISTRATION OF FISCAL YEAR 2024 COMMUNITY PROJECT FUNDING GRANT FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (AMERICAN CENTER FOR MOBILITY), **CONTINGENT UPON ATTORNEY REVIEW**

A motion was made Treasurer Eldridge and supported by Trustee Thornton to approve Resolution 2025-01, authorizing administration of fiscal year 2024 Community Project funding grant from the U.S. Department for Housing and Urban Development (American Center for Mobility), contingent upon attorney review.

The motion carried unanimously.

14. RECOMMENDATION FOR APPOINTMENT OF ALTERNATES TO THE ZONING BOARD OF APPEALS

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve the recommendation for appointment for Zoning Board of Appeals.

The motion carried unanimously.

15. REQUEST TO DISCUSS STREAMING OF MEETINGS IN OCTOBER 2025

A motion was made by Treasurer Eldridge and supported by Trustee Swanson to approve the request to discuss streaming of meetings in October 2025.

There were 5 public comments regarding this agenda item. (refer to audio)

| | | | |
|-------------------------|-------------------------|-----------------------|----------------------|
| Lovejoy Roe...no | Newman...yes | Peterson...yes | Swanson...yes |
| Stumbo.....yes | Eldridge.....yes | Thornton...yes | |

16. BUDGET AMENDMENT #1

A motion was made by Trustee Lovejoy Roe and supported by Trustee Newman to approve Budget Amendment #1. (see attached)

The motion carried unanimously.

AUTHORIZATION AND BIDS

OTHER BUSINESS

PUBLIC COMMENTS

There were 4 public comments. (refer to audio)

BOARD MEMBER COMMENTS

ADJOURNMENT

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

The motion carried unanimously.

The meeting was adjourned at approximately 8:34PM

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Debra A. Swanson, Clerk
Charter Township of Ypsilanti

DRAFT

Trustee Karen Lovejoy Roe's request for her comments to be included verbatim during the meeting:

"Thank you. I had um some changes, and I met with Debbie Swanson, clerk today, we had and I think we had a pretty good, fruitful meeting, from my perspective, hopefully she feels the same. And um one of the things that was clear, plus going through the board policy, is that to. Add anything to or to change the minutes, additions or deletions. It seems, it appears, the only thing in the board rules are that you have to ask for your comments to be made verbatim. Um I think it was at the time, and I think they changed the there's a proposition to change that later, but I won't speak to that right now, but um I guess I wasn't aware that with that, and I was just kind of following what we'd always done for since I've been on the board since 1988 and when someone wants to have the additions or changes to the meetings, they add those, or you know, they bring that up. And so I had thought I had done that, and it was interpreted, I think, by the clerk's office that when I said I wanted to amend, and that probably was the wrong word to use. I probably should that I had an addition or a deletion. Um they took that as um I was making amendment to the motion to approve the minutes, and that wasn't the case. So anyway, today's minutes say that I had made an amendment to include the streaming stuff, the conversation that went on informally at end of the December um twenty ahh 3rd meeting, ahh December 3rd meeting about live streaming, and also to include the comments that I had made at a public hearing um on the budget, which was in November. And then I made the comments in December 3rd, and then also made them at the December 17th meeting and our minutes today state that an amendment was made and it died for lack of support to add those and that was not my intention. I've never heard of anyone making an amendment to add their comments or deletions and stuff. So, I would like to ask the board to give the right to go back and add those comments that were made at my request, cause that's what I meant to do um at the December um 17th meeting, um those comments about stream about live streaming, and also about the budget issues with the supervisor's salary and stuff. And I guess at this point I'm going to ask that these comments be included verbatim, since that's what the word the work rules say right now about this issue, if you recall what I'd said, and we can include this verbatim, was that um I repeated again in December 3rd meeting and December 17th, and now this will be the third time the January 20 this meeting is that um I thought I had asked the board to consider, under the

budget hearing, to um make all three elected officials the same pay and to not have the stipend of, I think it's 5,000 or \$6,000 of supervisor's role, you know, as a part of um to not have that stipend for a car lease. And I brought that up at those different meetings. And the streaming thing, I think, was done at the end of the meeting under it was either the board comments or other comments, where I brought it up, and I had asked the board, kind of more directed to the the chair, the supervisor, like, you know, should they do as a formal thing? And then um I know Supervisor Stumbo indicated they really weren't prepared, and I that was okay with me, and and she had said that we'll put that on the next agenda. And those are the comments that I wanted to have included and it's kind of up to the board, whether you want to allow those comments to be in or not in, and we'll go from there, because I did not. Board rules say it's supposed to, I supposed to request a verbatim even though past practices we that has not, I don't ever remember us doing it that way. It was always kind of and I really don't want to do it that way, cause I know verbatim is so much work, and we under board rules, we can talk about that. Maybe there's another way that we can get our comments in. You know, whether we can write them. I don't. I don't. I don't want to confuse this and talk about that board rule change at this point. So it really, really, it's up to the board. The board itself has authority to say, yeah, let Karen have her comments in there from that December 17th meeting or not and if you say no then it's a dead issue and we'll move on from there and I'll make sure it's verbatim or whatever the board rules say from now on. Thank you."

Supervisor
BRENDA L. STUMBO
Clerk
DEBRA A. SWANSON
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Trustees
KAREN LOVEJOY ROE
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YPSILANTI TOWNSHIP

— WHERE YOUR FUTURE GROWS —

**Accounting
Department**

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

STATEMENTS AND CHECKS

FEBRUARY 4, 2025 BOARD MEETING

| | | |
|---------------------------|----|---------------------|
| ACCOUNTS PAYABLE CHECKS - | \$ | 1,301,444.54 |
| HAND CHECKS - | \$ | 2,957.57 |
| CREDIT CARDS PURCHASES - | \$ | 0.00 |
| GRAND TOTAL - | \$ | 1,304,402.11 |

| Check Date | Check | Vendor Name | Description | Amount |
|----------------------------|--------|-----------------------------------|----------------------------|----------|
| Bank AP AP | | | | |
| 01/23/2025 | 199056 | CHARTER TOWNSHIP OF SUPERIOR | ACCT. #HURO-007200-0000-01 | 94.06 |
| 01/23/2025 | 199057 | COMCAST | ACCT. #8529 10 234 0586337 | 112.66 |
| 01/23/2025 | 199058 | COMCAST | ACCT. #8529 10 234 0186229 | 215.87 |
| 01/23/2025 | 199059 | COMCAST | ACCT. #8529 10 234 0279396 | 153.73 |
| 01/23/2025 | 199060 | GUARDIAN ALARM | CUSTOMER #54144 | 500.46 |
| 01/23/2025 | 199061 | GUARDIAN ALARM | CUSTOMER #54144 | 182.82 |
| 01/23/2025 | 199062 | WASHTENAW COUNTY SHERIFF'S OFFICE | PETTY CASH FUNDS | 1,368.00 |
| 01/23/2025 | 199063 | WASTE MANAGEMENT | ACCT. #20-37335-53005 | 79.28 |
| 01/23/2025 | 199064 | WASTE MANAGEMENT | ACCT. #6-98156-42005 | 66.37 |
| 01/23/2025 | 199065 | WASTE MANAGEMENT | ACCT. #14-44697-63004 | 184.32 |
| AP TOTALS: | | | | |
| Total of 10 Checks: | | | | 2,957.57 |
| Less 0 Void Checks: | | | | 0.00 |
| Total of 10 Disbursements: | | | | 2,957.57 |

| Check Date | Check | Vendor Name | Description | Amount |
|------------|--------|----------------------------------|--|-------------------|
| Bank AP AP | | | | |
| 02/04/2025 | 199066 | ADVANCED COMMUNICATIONS & DATA | INTERNET UTILITY SERVICE | 680.55 |
| 02/04/2025 | 199067 | AMAZON CAPITAL SERVICES | OFFICE SUPPLIES | 38.40 |
| | | | OFFICE SUPPLIES | 90.80 |
| | | | REPLACEMENT PERTS FOR BOAT | 30.91 |
| | | | BOAT MAINTENANCE SUPPLIES | 17.25 |
| | | | RSD SUPPLIES | 24.34 |
| | | | HP TONERS - ORDINANCE | 646.68 |
| | | | BOAT MAINTENANCE SUPPLIES | 158.62 |
| | | | OFFICE SUPPLIES | 141.11 |
| | | | VACUUM BAGS - CIVIC | 19.99 |
| | | | KEY LOCK BOXES - PARKS | 26.58 |
| | | | TREASURER'S OFFICE SUPPLIES | 119.13 |
| | | | FILE FOLDERS | 100.71 |
| | | | GARAGE DOOR OPENERS & VINYL | 69.65 |
| | | | WALL CALENDAR & DRY ERASER | 116.89 |
| | | | VACUUMING SUPPLIES FOR COMMUNITY CENTER | 212.22 |
| | | | CREDIT | (56.93) |
| | | | CREDIT | (139.99) |
| | | | CREDIT | (247.72) |
| | | | | <u>1,368.64</u> |
| 02/04/2025 | 199068 | AMBIA ENERGY LLC | REFUND - PERMIT FEE #PB24-1082 | 232.50 |
| 02/04/2025 | 199069 | AMERICAN CENTER FOR MOBILITY | BOND REFUND - PROJECT COMPLETE | 3,377.79 |
| 02/04/2025 | 199070 | ASCENTIS CORPORATION | NOVATIME RENEWAL | 272.45 |
| 02/04/2025 | 199071 | AUTO VALUE YPSILANTI | OIL, FILTERS FOR 4100S, 5910, 1750 | 281.30 |
| | | | OIL, FILTERS, MAINTENANCE ITEMS FOR TORO | 351.25 |
| | | | | <u>632.55</u> |
| 02/04/2025 | 199072 | B-BALL SKILLS LLC | PAY OUT FOR B-BALL SKILLS 1/9-1/22 | 243.75 |
| 02/04/2025 | 199073 | BANKSUPPLIES, LLC | BOND REFUND - PROJECT COMPLETE | 2,415.00 |
| 02/04/2025 | 199074 | BANKSUPPLIES, LLC | BOND REFUND - PROJECT COMPLETE | 1,042.50 |
| 02/04/2025 | 199075 | BARR ENGINEERING COMPANY | PROFESSIONAL SERVICES FROM 11/30 2024 TO | 11,266.50 |
| 02/04/2025 | 199076 | BMS CAT OF MICHIGAN LLC | HEWITT STATION CEILING & GUTTER REPAIR | 47,092.28 |
| 02/04/2025 | 199077 | BOUND TREE MEDICAL, LLC. | CPAP SHOULDER BAGS | 887.94 |
| 02/04/2025 | 199078 | BRANDON SLAVEN | UNIFORM ALLOWANCE 2025 | 600.00 |
| 02/04/2025 | 199079 | BRAUN CONSRTUCTION GROUP, INC | 14B D COURT RENOVATION | 243,109.47 |
| | | | IT ROOM RENOVATION PROJECT | 5,419.81 |
| | | | | <u>248,529.28</u> |
| 02/04/2025 | 199080 | CARLISLE/WORTMAN ASSOCIATES | PLANNING DEPARTMENT SUPPORT | 5,500.00 |
| 02/04/2025 | 199081 | CENTER FOR INTERNET SECURITY INC | CIS SERVICES MDR ADVANCED | 10,560.00 |
| 02/04/2025 | 199082 | CINTAS CORPORATION | FIRST AID CABINET SERVICE - 1/14/24 | 93.73 |
| | | | FIRST AID CABINET SERVICE - 1/14/24 | 7.15 |
| | | | FIRST AID CABINET SERVICE - 1/14/24 | 7.15 |
| | | | FIRST AID CABINET SERVICE - 1/14/24 | 7.15 |
| | | | FIRST AID CABINET SERVICE - 1/14/24 | 7.16 |
| | | | | <u>122.34</u> |
| 02/04/2025 | 199083 | CISLO TITLE | TITLE SEARCH INVOICES | 175.00 |
| | | | TITLE SEARCH INVOICES | 75.00 |
| | | | TITLE SEARCH INVOICES | 175.00 |

A/P CHECKS

| Check Date | Check | Vendor Name | Description | Amount |
|------------|--------|-----------------------------------|--|------------------|
| | | | TITLE SEARCH INVOICES | 175.00 |
| | | | TITLE SEARCH INVOICES | 175.00 |
| | | | | <u>775.00</u> |
| 02/04/2025 | 199084 | CIVICPLUS LLC | ARCHIVE SOCIAL RENEWAL | 7,547.40 |
| 02/04/2025 | 199085 | CORRIGAN MOVING SYSTEMS | 14B MOVE OUT & STORAGE DEC 2024 | 18,493.00 |
| 02/04/2025 | 199086 | CRYSTAL FLASH, INC. | FORD LAKE PARK - DIESEL FUEL FOR EQUIPME | 648.34 |
| | | | FORD LAKE PARK: REFILL GAS FUEL TANK - S | 1,081.61 |
| | | | COMM. CENTER: REFILL GAS FUEL TANK - STA | 866.57 |
| | | | | <u>2,596.52</u> |
| 02/04/2025 | 199087 | DANCE WITH ELEGANCE | FITNESS INSTRUCTION WINTER 1 | 1,317.40 |
| 02/04/2025 | 199088 | DANIELLE FIELHAUER | ZUMBA INSTRUCTION WINTER 1 | 413.00 |
| 02/04/2025 | 199089 | DETECTION SYSTEMS AND ENGINEERING | CAMERAS FOR CIVIC CENTER GARAGE | 6,680.00 |
| | | | 14B CONSTRUCTION PREP | 1,631.25 |
| | | | | <u>8,311.25</u> |
| 02/04/2025 | 199090 | DIVERSIFIED EXCAVATING | CIVIC CENTER POND WORK - ARPA | 115,014.72 |
| 02/04/2025 | 199091 | DOWNRIVER ACTORS GUILD | 50 & BEYOND THEATER TRIP | 300.00 |
| 02/04/2025 | 199092 | EMERGENT HEALTH PARTNERS | FIRE DISPATCHING SERVICES | 11,194.80 |
| 02/04/2025 | 199093 | EPIQ EDISCOVERY SOLUTIONS INC | CYBER ID DEFENSE - WRONGFUL DISCLOSURE | 470.00 |
| | | | CYBER ID DEFENSE - WRONGFUL DISCLOSURE | 40.00 |
| | | | | <u>510.00</u> |
| 02/04/2025 | 199094 | EPOCH EYEWEAR | SUNGLASSES FOR RESALE IN THE GOLF SHOP. | 648.22 |
| 02/04/2025 | 199095 | FLAT RATE FUNDING GROUP LLC | BOND REFUND - PROJECT COMPLETE | 336.50 |
| 02/04/2025 | 199096 | FLAT RATE FUNDING GROUP LLC | BOND REFUND - PROJECT COMPLETE | 45.01 |
| 02/04/2025 | 199097 | FONDRIEST ENVIRONMENTAL, INC | ANNUAL SERVICE FOR WQ PROGRAM DATA HOSTI | 1,550.00 |
| 02/04/2025 | 199098 | FRONTLINE CONSULTING | PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATIONS | 1,300.00 |
| 02/04/2025 | 199099 | GENE BUTMAN FORD | SERVICE FOR CHIEF'S VEHICLE | 583.90 |
| | | | GENE BUTMAN INVOICE #49335 VEHICLE #83 | 1,249.35 |
| | | | | <u>1,833.25</u> |
| 02/04/2025 | 199100 | GRAINGER | LIGHTBULBS - HOLMES ROAD | 94.68 |
| | | | OPERATING SUPPLIES FOR MAINT. GARAGE - P | 138.47 |
| | | | | <u>233.15</u> |
| 02/04/2025 | 199101 | GRIFFIN PEST SOLUTIONS | LEC DECEMBER 2024 PEST SOLUTIONS | 68.00 |
| | | | PEST CONTROL FOR #4 | 31.00 |
| | | | PEST CONTROL FOR #3 | 31.00 |
| | | | PEST CONTROL FOR #1 | 31.00 |
| | | | | <u>161.00</u> |
| 02/04/2025 | 199102 | HARRY'S PROPERTIES, LLC | BOND REFUND - PROJECT COMPLETE | 1,575.00 |
| 02/04/2025 | 199103 | HARRY'S PROPERTIES, LLC | BOND REFUND - PROJECT COMPLETE | 600.00 |
| 02/04/2025 | 199104 | HEANEY'S GENERAL CONTRACTING | FORD HERITAGE PARK SANITARY LINE WORK - | 30,904.35 |
| | | | LAKESIDE PARK SANITARY LINE WORK - ARPA | 29,008.20 |
| | | | | <u>59,912.55</u> |
| 02/04/2025 | 199105 | IAQ MANAGEMENT SERVICES, INC | AIR QUALITY TESTING - COMMUNITY CENTER | 2,800.00 |
| 02/04/2025 | 199106 | INFINITY FITNESS LLC | STEP AEROBICS INSTRUCTION | 168.00 |

| Check Date | Check | Vendor Name | Description | Amount |
|------------|--------|----------------------------------|--|------------------|
| 02/04/2025 | 199107 | INTERNATIONAL ASSOC. OF FIRE | MEMBERSHIP DUES - CHIEF DENSMORE | 71.67 |
| 02/04/2025 | 199108 | JIBRIL NAEEM | MODERDAY MARTIAL ARTS PAYOUT | 598.50 |
| 02/04/2025 | 199109 | JUMP-A-RAMA | WINTER 1 GYMNASTICS INSTRUCTION | 1,744.05 |
| 02/04/2025 | 199110 | KALITTA CHARTERS LLC | BOND REFUND - PROJECT COMPLETE | 2,075.00 |
| 02/04/2025 | 199111 | KALITTA TURBINES | BOND REFUND - PROJECT COMPLETE | 5,000.00 |
| 02/04/2025 | 199112 | KELLY DOE | 2025 UNIFORM ALLOWANCE REIMBURSEMENT | 264.33 |
| 02/04/2025 | 199113 | KONE INC | 3-YEAR (CAT 3) HYDRAULIC FULL LOAD SAFET | 1,995.00 |
| 02/04/2025 | 199114 | LOMBARDO HOMES OF SE MI LLC | BOND REFUND - PROJECT COMPLETE | 1,035.00 |
| 02/04/2025 | 199115 | LOWE'S | FLP MAINTENANCE GARAGE SUPPLY - ICE MAKE | 141.55 |
| 02/04/2025 | 199116 | M & M ELECTRIC CO INC | REFUND - ADDITIONAL INSPECTION FEE | 25.00 |
| 02/04/2025 | 199117 | MACQUEEN EMERGENCY GROUP | SUPRALITE STRUCTURAL BOOTS & HOODS | 1,247.01 |
| 02/04/2025 | 199118 | MAVERICK ENVIRONMENTAL EQUIPMENT | SCREENCORE MATERIAL SEPARATOR | 88,500.00 |
| 02/04/2025 | 199119 | MCMaster-CARR | HARDWARE FOR OIL FILTER CART | 36.30 |
| 02/04/2025 | 199120 | MELODY WOODS | PAINTING CLASS INSTRUCTIONS | 136.50 |
| | | | PAINTING CLASS INSTRUCTIONS | 105.00 |
| | | | | <u>241.50</u> |
| 02/04/2025 | 199121 | MICHIGAN LINEN SERVICE, INC. | LAUNDRY FOR CIVIC CENTER 1/14/2025 (INVO | 101.10 |
| | | | MAINT. GARAGE LINEN SERVICE 1/14/25 (INV | 24.00 |
| | | | LINEN SERVICE FOR COMMUNITY CENTER 1/14/ | 49.50 |
| | | | LINEN SERVICE FOR STATION 3 | 86.26 |
| | | | LINEN SERVICE FOR STATION 4 | 85.03 |
| | | | LINEN SERVICE FOR STATION HQ | 190.40 |
| | | | LAUNDRY SERVICES FOR 2025 SEASON | 24.00 |
| | | | LINEN SERVICE FOR STATION HQ | 190.40 |
| | | | LINEN SERVICE FOR STATION 3 | 86.26 |
| | | | LINEN SERVICE FOR STATION 4 | 85.03 |
| | | | MAINT. GARAGE LINEN SERVICE 1/21/25 (INV | 24.00 |
| | | | LINEN SERVICE FOR COMMUNITY CENTER 1/21/ | 49.50 |
| | | | LEC LAUNDRY SERVICE FOR 2025 | 60.25 |
| | | | | <u>1,055.73</u> |
| 02/04/2025 | 199122 | MICHIGAN TOWNSHIPS ASSOC.** | MTA EDUCATIONAL PUBLICATION - AUTHORITIE | 57.00 |
| 02/04/2025 | 199123 | MISS DIG SYSTEM INC | MISSDIG MEMBERSHIP | 901.52 |
| 02/04/2025 | 199124 | NEXTCARE URGENT CARE MICHIGAN | DRUG SCREENS, (POST ACCIDENT & PRE-EMPLO | 100.00 |
| 02/04/2025 | 199125 | OFFICE EXPRESS | REPLENISH OFFICE SUPPLIES (HQ) | 38.08 |
| | | | BUSINESS CARDS - MASON KAISER | 24.00 |
| | | | | <u>62.08</u> |
| 02/04/2025 | 199126 | OOMA, INC. | OOMA SERVICES | 248.44 |
| 02/04/2025 | 199127 | ORCHARD, HILTZ & MCCLIMENT INC | CONSTRUCTION ADMINISTRATION FOR ARPA CIV | 33,151.00 |
| | | | CIVIC CENTER POND CONSTRUCTION ENGINEERI | 4,033.50 |
| | | | MS4 PERMIT ASSISTANCE | 191.25 |
| | | | CULVERS - SITE PLAN REVIEWS | 2,062.50 |
| | | | | <u>39,438.25</u> |
| 02/04/2025 | 199128 | PAIGE ROWLAND | DANCE INSTRUCTOR | 96.00 |
| 02/04/2025 | 199129 | PEPSI BEVERAGES COMPANY | RESTOCK INVENTORY AT COMMUNITY CENTER | 580.39 |
| 02/04/2025 | 199130 | PRIORITY ONE EMERGENCY | 511 DUTY OXFORD | 100.99 |
| | | | CLASS A JACKET - FRENCH | 289.99 |
| | | | CLASS A JACKET - CLARK | 248.99 |
| | | | CLASS A JACKET - SHAW | 239.99 |
| | | | | <u>879.96</u> |

| Check Date | Check | Vendor Name | Description | Amount |
|----------------------------|--------|---------------------------------|--|---|
| 02/04/2025 | 199131 | QUADIEN, INC | POSTAGE MACHINE SUPPLIES - INK AND SEALI | 300.20 |
| 02/04/2025 | 199132 | RHETT REYES | RECOVERY COURT PAYROLL RECOVERY COURT PAYROLL | 1,128.75 1,032.00 <u>2,160.75</u> |
| 02/04/2025 | 199133 | ROBERT ACTON | ROBERT ACTON CONTRACTUAL INSPECTIONS 01. | 1,350.00 |
| 02/04/2025 | 199134 | SOUTHERN COMPUTER WAREHOUSE | FORTIANALYZER RENEWAL | 4,695.53 |
| 02/04/2025 | 199135 | SPARTAN DISTRIBUTORS | PARTS FOR WORKMAN SEAT AND 328D CENTER S | 80.18 |
| 02/04/2025 | 199136 | SPICER GROUP | APPLERIDGE PARK IMPROVEMENTS | 100.00 |
| 02/04/2025 | 199137 | STADIUM TROPHY | FALL BASKETBALL MEDALS | 261.25 |
| 02/04/2025 | 199138 | STANDARD PRINTING | ENVELOPES | 1,040.00 |
| 02/04/2025 | 199139 | STANTEC | COMMUNITY CENTER WATER DAMAGE RENOVATION COMMUNITY CENTER BATHROOM IMPROVEMENTS | 510.50 120.50 <u>631.00</u> |
| 02/04/2025 | 199140 | STEPHEN BROWN | STEVE BROWN CONTRACTUAL INSP 01.06.2025 | 2,300.00 |
| 02/04/2025 | 199141 | THERESE FOOTE | WINTER YOGA INSTRUCTION | 395.50 |
| 02/04/2025 | 199142 | TRANSPORT LOGISTIC SOLUTION INC | BOND REFUND - PROJECT COMPLETE | 915.00 |
| 02/04/2025 | 199143 | TRANSPORT LOGISTIC SOLUTION INC | BOND REFUND - PROJECT COMPLETE | 2,000.00 |
| 02/04/2025 | 199144 | UNEMPLOYMENT INSURANCE AGENCY | UIA YEAR ENDING 2024 | 20,106.13 |
| 02/04/2025 | 199145 | UTILITIES INSTRUMENTATION SERV | CELL SERVICE AND WEBSITE FEES | 1,643.00 |
| 02/04/2025 | 199146 | VERDETERRE CONTRACTING | BOND REFUND - PROJECT COMPLETE | 267.50 |
| 02/04/2025 | 199147 | VERDETERRE CONTRACTING | BOND REFUND - PROJECT COMPLETE | 1,915.00 |
| 02/04/2025 | 199148 | VICTORY LANE | #702 FULL SERVICE OIL CHANGE | 68.27 |
| 02/04/2025 | 199149 | W.J. O'NEIL COMPANY | LOCATION: 7200 S. HURON RIVER DRIVE | 1,397.00 |
| 02/04/2025 | 199150 | WASHTENAW COUNTY TREASURER# | POLICE SERVICE UNITS FOR 2025 | 539,072.80 |
| 02/04/2025 | 199151 | WITMER PUBLIC SAFELY GROUP, INC | NEW HELMETS AND SHIELDS FOR FF'S TELE-LITE SPRINKER STOP | 578.65 234.33 <u>812.98</u> |
| 02/04/2025 | 199152 | YPSILANTI ACE HARDWARE | MAINTENANCE SUPPLY - KEYS FOR CAFETERIA DRILL BIT SET | 11.34 16.99 <u>28.33</u> |
| 02/04/2025 | 199153 | YPSILANTI COMMUNITY SCHOOLS | CUSTODIAN FOR BASKETBALL COURT RENTAL WI | <u>1,050.00</u> |
| AP TOTALS: | | | | |
| Total of 88 Checks: | | | | 1,301,444.54 |
| Less 0 Void Checks: | | | | 0.00 |
| Total of 88 Disbursements: | | | | <u>1,301,444.54</u> |

ATTORNEY REPORT

GENERAL LEGAL UPDATE

NEW BUSINESS

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



**YPSILANTI
TOWNSHIP**
— OFFICE OF THE CLERK —

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
LaResha Thornton

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor
Debbie Swanson, Township Clerk
Stan Eldridge, Township Treasurer

Date: January 29, 2025

Re: **AMEND BOARD RULES TO RULE 5, SECTION 5.3 AND RULE 7, SECTION 5.3 AND OTHER MINOR CHANGES**

We are asking the board to amend board Rule 5 section 5.3 to add Determination of Quorum and Approval of Agenda to the Order of Business. This allows us to align our rules with MTA and Robert's Rules of Order.

We are also asking to amend Rule 7 section 7.3 to eliminate this section requesting verbatim comments. This change aligns with MTA and Robert's Rules of Order.

Thank you for your consideration.



5.3 Order of Business. The agenda shall be arranged in the following order of business:

Determination of Quorum

1. Call to Order
2. Salute to the Flag – Pledge of Allegiance and a moment of Silent Prayer
- 3. Approval of Agenda**
4. Consent Agenda
 - A. Minutes
 - B. Statements and Checks
 - C. Treasurers Report
5. Attorney Report
6. Old Business
7. New Business
8. Authorizations and Bids
9. Other Business
10. Public Comments ******(Speakers shall be limited to 3 minutes of time, per appearance before the Board of Trustees)
11. Board Member Comments
12. Adjournment

~~**7.3 Request for Remarks to be Included.** Any Board Member may request to have his or her comments, or those of others, printed verbatim as part of the record. The preferred method of request should be made verbally at the public Board Meeting, as it will enable the request to be fulfilled in an easier and shorter time frame. If not made at the Board Meeting, the request can be made via an email request to the Clerk, **by noon on the Thursday following the board meeting.** Such comments that are requested to be verbatim, shall then be included as a part of the official record of the meeting and shall be transcribed exactly by the Clerk from the electronic tape recording of the meeting in question.~~



CHARTER TOWNSHIP OF YPSILANTI BOARD RULES (amended 02-04-25)

Rule 1. Authority

- 1.1 These rules are adopted by the Board of the Charter Township of Ypsilanti pursuant to MCL 42.7; and shall be reviewed annually at the 1st meeting in December of each year for updates should they be requested or required. A majority vote of the Board shall allow for updates to the policy.

Rule 2. Meetings

- 2.1 **Regular Schedule.** The Township Board shall meet on the first and third Tuesday of each month in regular session. The Township Board shall establish the meeting schedule in December of the prior year. The schedule may be altered due to holidays, elections, or lack of agenda items.
- 2.2 **Special Meetings.** The Charter Township Board shall meet in a Special Session at the call of the Township Clerk upon the written request of the Township Supervisor or two Members of the Township Board. Notice of a Special Meetings shall be given as required by law. Such notices shall be posted at the Township Civic Center and on the Township Website site at least 18 hours prior to the special meeting and include the date, time and location of the Special Meeting. The Township Clerk shall also notify the Township Board Members of the Special Meeting by email at the Board Members Township email address, the purpose, date, time and location of a Special Meeting at least 24 hours before the time established for the meeting. Business shall not be transacted at a Special Meeting unless the business has been stated in the public notice of the meeting. However, if all members of the Board are present at a Special Meeting, then business that might lawfully come before a Regular Meeting of the Board may be transacted at the Special Meeting per MCL 42.7 (4).

- 2.3 Place of Meetings.** Regularly scheduled meetings shall be held in the Township Civic Center Board Room. Whenever the regular meeting place of the Township Board appears to be inadequate for members of the Public to attend, the meeting site can be changed to a larger facility located within the Township upon approval by 2 of the 3 Full-Time Elected Township Officials (Supervisor, Clerk, and/or Treasurer). A notice of such a change shall be prominently posted on the door of the regular meeting place. The Township Clerk shall also give notice of such a change in the location of the Township Board meeting by having it posted on the townships' website.
- 2.4 Time of Meeting.** Regularly scheduled meetings shall begin at 6:00 P.M. unless the Board Members, by majority vote, set a different starting time.
- 2.5 Change in Schedule.** Changes to the regular meeting schedule shall not be made except upon a majority vote of the Board Members at a regularly scheduled meeting prior to the change date request.

Rule 3. Public Notice of Meetings

- 3.1 The Township Clerk** shall be responsible for providing the proper legal notice for all meetings of the Township Board. Such notification shall include, but not necessarily be limited to, the following:
- A.** The newspaper of record, as established by a previous vote of the Township Board.
- 3.2 Regular Meeting.** The Township Clerk shall post a notice prior to December 31 of the preceding year indicating the dates, times, and location(s) of the Board's regular meeting schedule for the upcoming year.
- 3.3 Schedule Change.** Whenever the Board shall change its Regular Schedule of meetings, the Township Clerk shall post a notice of the change within 2 days following the meeting in which the change was made.
- 3.4 If the Board shall reschedule** a meeting under the provisions of Rule 2.5, or call a Special Meeting under Rule 2.2, the Township Clerk shall post a notice of such

change within 3 days and no meeting, except emergency meetings, shall be held until the notice shall have been posted as required by law. An emergency meeting may be called by the Township Supervisor, who acts as the Township Emergency Management Coordinator, under the Emergency Management Act 390 of 1976.

3.5 Emergency Meetings. If an emergency public meeting is held that does not comply with the 18-hour posted notice requirement, the Township Clerk shall make paper copies of the public notice for the emergency meeting available to the public at that meeting. The notice shall include an explanation of the reason(s) that the public body cannot comply with the 18-hour posted notice requirement. The explanation shall be specific to the circumstances that necessitated the emergency public meeting, and the use of generalized explanations such as “an imminent threat to the health of the public” or “a danger to public welfare and safety” does not meet the explanation requirements of the law. The Township Clerk shall follow the law in posting a notice for the emergency meeting, and all postings and notifications in follow up notices with the Washtenaw County Board of Commissioners.

3.6 Notification to Media and Others. The Township Clerk shall notify, without charge, any newspaper or radio station of such a meeting schedule, schedule changes, or special meetings, whenever such a newspaper or radio station has filed with the Township Clerk, a written request for such notice.

Rule 4. Quorum, Attendance, Call of the Township Board

4.1 Quorum. 4 Board Members shall constitute a quorum for the transaction of business at all meetings of the Township Board. However, in the absence of a quorum, 2 Board Members may adjourn a Regular or a Special Meeting to a later date.

4.2 Upon the absence of the Township Clerk or Township Treasurer, their respectively named Deputies may act in the place of the respective Elected Officials, except for the right to vote, to carry out the Officers’ business.

Rule 5. Regular Meeting Agenda

- 5.1 Any Board Member** desiring to place a matter on the agenda shall notify the Township Clerk of such an item by 12:00 pm on Wednesday preceding the next regularly scheduled Board Meeting. This notification shall also require that the submission be accompanied by **ALL** information and documents relevant to the request. Once the Board Member has had the opportunity to submit their agenda requests, the Township Clerk shall prepare the agenda of business for all regularly scheduled Township Board Meeting, only after approval of the agenda has been received from 2 of the 3 Full-Time Elected Township Officials (Supervisor, Clerk, and/or Treasurer). The purpose of the approval shall be to ensure that items have all appropriate and relevant information required for consideration by the Board of Trustees. Such items shall be placed under the heading of “New Business” as appropriate. Items that the Township Clerk does not receive by the stated deadline shall not be considered by the Board, except upon the unanimous consent of all the Board Members who are present at the scheduled Board Meeting.
- 5.2 Distribution of Agenda and Materials.** Upon approval and completion of the agenda, the Township Clerk shall have posted on the Township website the agenda and the board packet by 4:30pm on the Friday before the regularly scheduled Board Meeting and no later 18 hours before a Special Board Meeting. The Township Clerk shall notify all Board Members, via email, by 4:30pm on the Friday prior to the scheduled Board Meeting that the agenda and board packet are available on the website.
- 5.3 Order of Business.** The agenda shall be arranged in the following order of business:
- Determination of Quorum
1. Call to Order
 2. Salute to the Flag – Pledge of Allegiance and a moment of Silent Prayer
 3. Approval of Agenda
 4. Consent Agenda
 - A. Minutes
 - B. Statements and Checks

C. Treasurers Report

5. Attorney Report
6. Old Business
7. New Business
8. Authorizations and Bids
9. Other Business
10. Public Comments ******(Speakers shall be limited to 3 minutes of time, per appearance before the Board of Trustees)
11. Board Member Comments
12. Adjournment

**** Public Comments** shall also be allowed on each agenda item and members of the public may also speak on additional items that may not be listed on the agenda. A request to speak again on the same issue by the same speaker shall only be considered after all people have had an opportunity to speak once on the issue currently before the Board.

Rule 6. Conduct of Meetings

- 6.1 Chairperson.** The Township Supervisor shall moderate and chair all meetings of the Township Board. In the absence of the Township Supervisor, the Township Clerk shall assume the duties of the Chair. If both the Township Supervisor and the Township Clerk are absent from the Board Meeting, the Township Treasurer would assume the duties of the Acting Chair.
- 6.2 Board Members** wishing to speak shall first obtain the approval of the Township Supervisor, or the Acting Chair, and each person who speaks shall address the Township Supervisor, or the Acting Chair. Other people at the meeting shall not speak unless called on by the Township Supervisor, or the Acting Chair.
- 6.3 Disorderly Conduct at Meetings.** The Township Supervisor, or the Acting Chair, may call to order any person who is being disorderly by speaking, or otherwise disrupting the proceedings by failing to be germane, by speaking longer than the allotted time, by speaking vulgarities or by making personal attacks. Such a person(s)

shall thereupon be seated until the Township Supervisor, or the Acting Chair, shall have determined whether the person(s) has complied and is in order. The Township Supervisor, or the Acting Chair, shall have the authority to remove any disruptive person(s) from meetings who fail to comply, via assistance from Law Enforcement authorities if necessary.

Rule 7. Record of Meetings

- 7.1 Clerk Responsibility.** The Township Clerk, or their appointed Deputy, shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions of the Board with respect to motions. The record shall include the names of the mover and seconder and the vote of the Board. The record shall also state whether the vote was by voice vote or by roll call, and when by roll call, the record shall show the yes, or no, for each Board Member.
- 7.2 Record of Discussion.** The Township Clerk shall not be responsible for maintaining a written record or summary written record of the discussion or comments of the Board Members, nor of comments made by members of the public. The Township Clerk, however, shall be responsible for making an electronic tape recording of each entire meeting of the Board, and each such recording shall be posted on the Township website within 24 hours of the completion of each Board Meeting.

Rule 8. Closed Session

- 8.1 The Township Board** may meet in a closed session only for the following purposes:
- (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.

(b) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, if either party requests a closed hearing.

(c) To consider the purchase or lease of real property up to the time an option to purchase, or lease, that real property is obtained.

(d) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(e) To review and consider the contents of an application for employment or appointment to public office if the candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to the State of Michigan Open Meetings Act.

(f) To consider material exempt from discussion or disclosure by state or federal statute. A Board is not permitted to go into closed sessions to discuss an attorney's oral opinion, as opposed to a written legal memorandum. A closed session must be conducted during an open meeting, it is a meeting or part of a meeting of a public body that is closed to the public. The minutes of the open meeting must include the purpose or purposes for which a closed session is held.

8.2 Going into Closed Session. A 2/3 roll call vote of Board Members present is required to call a closed session, except for the closed sessions permitted under Section 8.1 (a) and (b). The roll call vote and the purpose, or purposes, for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

8.3 Closed Session Minutes. At each closed session, the Township Clerk shall keep a separate, and full, record of the discussion. This record of minutes shall not be disclosed to the public, except upon a court order. The Township Clerk may destroy minutes after one year and one day has passed following the approval of the minutes of the meeting at which the Board approved the closed session.

Rule 9. Motions and Resolutions

- 9.1 Statement by Chair, Written Motions and Resolutions.** No motion or resolution shall be adopted until the motion, or resolution, is stated by the person chairing the meeting. All motions, except procedural motions, and resolutions may be required to be in writing upon demand of any member. This request should only be made in cases where an original motion has incurred multiple changes from its original format, to ensure that all Board Members present have clarity on what they will be voting on and to also provide transparency to the public as to what the amended motion contains. A request for a short recess, for the purpose of writing out a motion or resolution, shall be in order. Each written motion or resolution in writing shall be read by the Township Clerk before being voted on by the Board Members.

Rule 10. Boards and Commissions

- 10.1 Appointments.** The Township Supervisor shall appoint, with Township Board confirmation, individuals to fill vacancies on all Township boards and commissions.

Rule 11. Voting

- 11.1 Move the Previous Question.** The vote on any motion to end debate/discussion by moving the previous question (motion) shall require a majority vote of the Board Members present. If defeated the debate/discussion on the previous motion continues.
- 11.2 No Discussion on Motion to Move Previous Question.** After the Township Supervisor, or the Acting Chair, has stated the motion to end debate/discussion and move the previous question/motion, any further debate/discussion is cut off and the vote is taken to end debate/discussion. There is no discussion on the motion to end debate/discussion and move the previous question.
- 11.3 Requirement to Vote.** All Members of the Township Board that are present shall vote on all questions decided by the Board, unless excused by the unanimous consent of the other Board Members present.

Rule 12. Parliamentary Authority

Roberts Rules of Order, Fully Updated 3rd Edition, September 2020, In Brief, 2004, shall govern all questions or procedure that are not otherwise provided by these Township Board rules or by State of Michigan law.

All Township Board Rules and parts of such insofar as they conflict with the provisions of these rules hereby are rescinded.

The Charter Township of Ypsilanti Board Rules shall be reviewed annually at the 1st Board Meeting in December to ensure that they are current with changing laws or policies.

Should a change be requested, and subsequently made, to the Board Rules it shall be reviewed and voted upon at the 1st Board Meeting in December by all Board Members present at the meeting, with a majority vote required to either approve or deny the change request(s), unless the change(s) is/are mandated by State of Michigan or Federal Laws. The change(s) would take effect yearly on January 1st.

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



**YPSILANTI
TOWNSHIP**
— OFFICE OF THE CLERK —

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
LaResha Thornton

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Debbie Swanson, Township Clerk

Date: January 28, 2025

Re: **APPROVE “FIRST AMENDMENT TO REAL ESTATE PURCHASE” WITH UPH YPSILANTI PROPERTY, LLC DBA CULVER’S EXTENDING THE APPROVAL PERIOD THROUGH AUGUST 15, 2025.**

Attorney Winters is recommending the board approve the “First Amendment to Real Estate Purchase Agreement” of the May 2, 2024 Purchase Agreement between the Charter Township of Ypsilanti and UPH Ypsilanti Property LLC dba Culver’s extending the approval period from the initial purchase through August 15, 2025.

The attached “First Amendment Agreement to Real Estate Purchase Agreement” has been reviewed by township attorney Wm Douglas Winters. Culver’s continues to proceed in a good faith manner with all of the “due diligence requirements” pursuant to the initial Purchase Agreement that was executed on May 2, 2024.

Thank you for your consideration.

**FIRST AMENDMENT TO
REAL ESTATE PURCHASE AGREEMENT**

This First Amendment to Real Estate Purchase Agreement ("**First Amendment**") is entered into as of the ___ day of January, 2025, by and between **The Charter Township of Ypsilanti**, a Michigan charter township ("**Seller**") and **UPH Ypsilanti Property LLC**, a Michigan limited liability company ("**Buyer**").

WHEREAS, Seller and Purchaser entered into a Real Estate Purchase Agreement with an effective date of May 2, 2024 ("**Purchase Agreement**"), with respect to certain real property located at on the Northwest corner of the intersection of Huron Street and Brinker Way, Ypsilanti Charter Township, Michigan, the terms and conditions of the Purchase Agreement being incorporated herein by reference for all purposes; and

WHEREAS, Purchaser and Seller desire to amend the Purchase Agreement pursuant to the terms and conditions of this First Amendment.

NOW THEREFORE, in consideration of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and notwithstanding anything contained in the Purchase Agreement to the contrary, Purchaser and Seller agree as follows (capitalized terms used herein having the same meaning as defined in the Purchase Agreement unless otherwise specified herein):

1. **Recitals.** The parties agree the recitals set forth above are true and correct and incorporated by reference in this First Amendment.
2. **Approval Period.** The Purchase Agreement is hereby amended to extend the Approval Period through August 15, 2025.
3. **Miscellaneous.** The Purchase Agreement, as amended by this First Amendment, constitutes the entire agreement between the parties hereto relating to the subject matter hereof and all prior agreements, proposals, negotiations, understandings and correspondence between the parties in this regard, whether written or oral, are hereby superseded and merged herewith. In the event of a conflict between the terms of this First Amendment and the Purchase Agreement, the terms of this First Amendment shall control. Except as expressly amended by this First Amendment, all terms and conditions of the Purchase Agreement shall remain in full force and effect.
4. **Counterparts.** This First Amendment may be executed simultaneously in counterparts (by facsimile or otherwise), each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the date set forth above.

SELLER:

The Charter Township of Ypsilanti,
a Michigan charter township,

By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

PURCHASER:

UPH Ypsilanti Property LLC,
a Michigan limited liability company

By: _____
Name: Charles Paisley
Its: Authorized Signatory

26807006.

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



**YPSILANTI
TOWNSHIP**
—ASSESSMENT DEPARTMENT—

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
LaResha Thornton

TO: Ypsilanti Township Board of Trustees

FROM: Linda Gosselin Brian McCleery
Assessor Deputy Assessor

DATE: January 24, 2025

RE: Adoption of Interlocal Agreement for Washtenaw County to Opt-Out of a Designated Assessor

Attached are the Correspondence from Washtenaw County Equalization Director Samuel C. Spang and the Interlocal Agreement for Washtenaw County to Opt-Out of a Designated Assessor. The interlocal agreement has been signed by the Washtenaw County Board of Commissioners.

In his letter, Mr. Spang has itemized various reasons that Washtenaw County has chosen to opt out of the Designated Assessor Program. We agree with these reasons listed to opt out of the contract. Specifically, Washtenaw County has not been able to locate a MMAO Assessor to take on the responsibility. Secondly, Ypsilanti Township would have to pay a retainer on a yearly basis whether they utilized a Designated Assessor or not. Further, in the absence of a Designated Assessor, when required the State Tax Commission would appoint one or the individual local unit could independently hire a new assessor.

Last of all, the Designated Assessor only steps in if a local jurisdiction fails the Assessor's Audit and does not make the corrective actions necessary to pass the Audit within the following year. In the past Assessor's Audits, Ypsilanti Township has received scores of 100%. Attached is the 2024 Certificate of Achievement and letter from the State Tax Commission.

We request that the Ypsilanti Township Board approve entering into the agreement to Opt-Out of the Designated Assessor Program and for Supervisor Stumbo to sign the agreement.

Respectfully Submitted,


Linda Gosselin, Assessor



EQUALIZATION AND PROPERTY DESCRIPTION DEPARTMENT

200 NORTH MAIN STREET
ANN ARBOR, MI 48107-8645

SUITE 210
(734) 222-6662

PO BOX 8645
FAX (734) 222-6589

DIRECTOR
Samuel C. Spang, MMAO

Received Supervisor's Office

January 13, 2025

JAN 16 2025

Ypsilanti Township

To: Brenda Stumbo, Supervisor

From: Samuel C. Spang, Equalization Director

Re: Designated Assessor Interlocal Agreement, Opt Out

Dear Supervisor:

According to PA 660 of 2018, by December 31, 2020, each county **must have on file with the State Tax Commission an individual to fill the role of "Designated Assessor"**, per MCL 211.10g(4). The jurisdictions of Washtenaw County have not appointed a Designated Assessor.

"Designated assessor" means an individual designated and approved, as provided in the above subsection, to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor as the result of failed audits of a local assessing unit as performed by the state.

PA 12 of 2024 provides a means for Washtenaw's townships and cities to **opt out** of the requirement to appoint a Designated Assessor. Under an opt out, the State of Michigan would be responsible to appoint a Designated Assessor if one is ever needed. To opt out, Washtenaw County and a majority of the local jurisdictions must co-execute an interlocal agreement. Washtenaw's Board of Commissioners has resolved to execute the attached agreement, and we now **request the signature of your jurisdiction's authorized representative** to fulfil the requirements of this law.

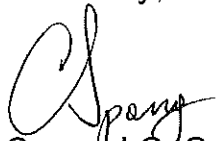
Why does Washtenaw County support an opt out of this requirement?

- An opt out requires **no financial commitment** from any assessing jurisdiction to support or retain any individual acting as Designated Assessor unless the state requires that a jurisdiction contract with one.
- The alternative (an “opt in” interlocal agreement) would require greater coordination between the assessing jurisdictions to jointly seek and select an individual for the role, stipulate their job responsibilities, establish rates for payment in the event that any jurisdiction is required to contract with said individual, and likely pay an annual retainer to this individual regardless of the need to employ their services. The opt out avoids this administrative burden altogether.
- Under the provisions of the opt out, each assessing jurisdiction would retain the initial right to seek and replace its assessor independently if required by the state to do so (211.10g(3)(c)).
- In the event that the state appoints a Designated Assessor under the conditions of the act, their compensation must be “reasonable”, and the jurisdiction has the right to protest a charge (211.10g(3)(j)).
- All scenarios will still result in every assessing jurisdiction having a certified assessor of record to fairly assess taxable property under the law.

The Equalization Department has carefully reviewed this legislation. We have contacted neighboring counties to gauge their approaches to these changes to the Designated Assessor requirements, and we are not alone in our move in this direction. We contend that an opt out is in the best interests of Washtenaw County and the local jurisdictions.

Please review, sign, and return the enclosed agreement if you support an opt out. Note that PA 660 does not require a local resolution. For your convenience, we have provided a self-addressed stamped envelope. Do not hesitate to contact me at (734) 222-6503 or my associate, Jeffrey Pizzuto (pizzutoj@washtenaw.org), if my department can provide any additional information or assistance to you in this matter.

Sincerely,



Samuel C. Spang
Equalization Director, MMAO
spangs@washtenaw.org

Interlocal Agreement for Washtenaw County to Opt Out of a Designated Assessor for an Indefinite Period

Public Act 12 of 2024 amends the General Property Tax Act to allow a county to opt out of the requirement to appoint a Designated Assessor. Accordingly, the following interlocal agreement (herein "AGREEMENT") has been executed by the Board of Commissioners for Washtenaw County and a majority of the assessing districts in Washtenaw County. Washtenaw County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the "Parties".

RECITALS

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege, or authority which such political subdivisions share in common with each other and which each might exercise separately.

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq.*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers, and authority.

WHEREAS, P.A. 12 of 2024 requires each County to enter into an AGREEMENT that elects to opt out of appointing an individual as the Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 12 of 2024 mandates that if a county decides to opt out of the requirement to appoint a Designated Assessor, the State Tax Commission will appoint an individual to serve under the condition that an assessing district is not in substantial compliance per Public Act 660 of 2018 (MCL 211.10g).


WHEREAS, P.A. 12 of 2024 requires that if a county decides to opt out of the requirement to appoint a Designated Assessor and the State Tax Commission appoints a Designated Assessor to serve under the condition that an assessing district is not in substantial compliance, the noncompliant assessing district will be responsible for covering all reasonable expenses related to the Designated Assessor appointed to oversee and manage the annual assessment roll, and no assessing district will be responsible for any expense related to the Designated Assessor unless it is required to appoint one.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

Washtenaw County proposes to opt out of appointing an individual to serve as the Designated Assessor for the following, and for any, assessing districts within Washtenaw County.

Interlocal Agreement for Washtenaw County to Opt Out of a Designated Assessor


Washtenaw County Board of Commissioners



Jason Maciejewski, Chairperson (District 1)

11/20/2024

Date



Crystal Lyte, Chairperson (District 2)

11.20.2024

Date



Shannon Beeman, Chairperson (District 3)

11/20/2024

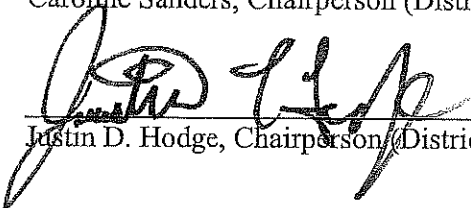
Date



Caroline Sanders, Chairperson (District 4)

11/20/2024

Date



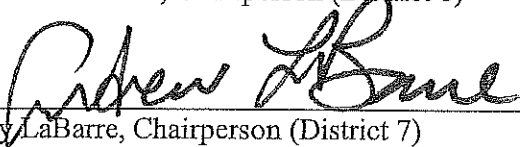
Justin D. Hodge, Chairperson (District 5)

11/20/24

Date

Annie Somerville, Chairperson (District 6)

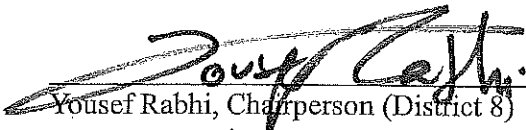
Date



Andy LaBarre, Chairperson (District 7)

11/20/2024

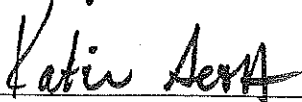
Date



Yousef Rabhi, Chairperson (District 8)

11/20/2024

Date



Katie Scott, Chairperson (District 9)

11/20/2024

Date

Interlocal Agreement for Washtenaw County to Opt Out of a Designated Assessor

Ypsilanti Township

Authorized Representative

Date

Title



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 18, 2024

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

Dear Brenda Stumbo:

The State Tax Commission at their December 17, 2024 meeting approved the enclosed Certificate of Achievement. This certificate acknowledges Ypsilanti Township, Washtenaw County for receiving a perfect score on their 2024 PA 660 Assessment Audit Review. The Commission wishes to congratulate the Township and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

Sincerely,

A handwritten signature in blue ink that reads "Joycelyn Isenberg".

Joycelyn Isenberg, Executive Director
State Tax Commission

Enc: Certificate of Achievement

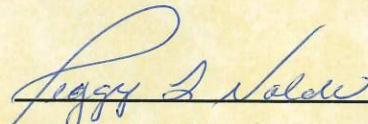
Certificate of Achievement

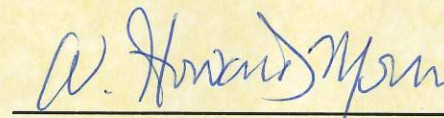


This acknowledges that

Ypsilanti Township, Washtenaw County

On the 17th of December 2024 has been recognized for the outstanding achievement of receiving a perfect score on the 2024 PA 660 Assessment Audit Review. We wish to congratulate you and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.


Peggy L. Nolde, Chairperson


W. Howard Morris, Member

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



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

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
LaResha Thornton

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Brenda Stumbo, Township Supervisor

Date: January 29, 2025

RE: Recommendation to appoint Amy Kehrer to the Planning Commission with a term ending 12/31/2026

The resignation of Caleb Copeland left a vacancy on the Planning Commission. To fill this position, I am recommending the appointment of Amy Kehrer due to her engineering expertise, bringing a new viewpoint to the commission. Attached please find her letter of interest and resume.

Thank you for your consideration.

Amy Kehrer

[REDACTED]
Ypsilanti, MI 48197

[REDACTED]
December 10, 2024

Board of Trustees
Charter Township of Ypsilanti
7200 S. Huron River Dr.
Ypsilanti, MI 48197

Dear Members of the Ypsilanti Township Board of Trustees:

I am writing to express my interest in being considered for an appointment to the Ypsilanti Township Planning Commission. I have lived in Ypsilanti Township since 2002, first on McKinley Ave. (south of Ypsilanti High School) and now on [REDACTED]. As a long-time resident of Ypsilanti Township I am eager to contribute my skills and experience to help shape the future development of our township.

For the past 14 years, I have been a stay-at-home mom and homeschooling educator, a role that has allowed me to develop strong organizational, planning, and problem-solving skills. Before this, I worked as a structural engineer with a master's degree in civil engineering from the University of Michigan. During my professional career, I gained significant experience in planning, coordinating projects, and working closely with multidisciplinary teams to ensure the successful completion of complex projects.

I am particularly excited about the opportunity to be involved in the Planning Commission's work in making recommendations on zoning plans, land use, and site development. I believe my skills in organization, attention to detail, and long-term strategic thinking can contribute to sound decision-making and help foster balanced growth within our township. As a long-term resident, I am invested in ensuring that Ypsilanti Township remains a vibrant, sustainable, and welcoming place for all its residents.

Thank you for considering my application,

Amy Kehrer

Amy Kehrer

██████████ | ██████████ Ypsilanti MI 48197 | ██████████

Objective

Dedicated and highly organized professional seeking to contribute experience in planning, problem-solving, and managing complex projects as a member of the Ypsilanti Township Planning Commission. Passionate about community improvement and bringing an analytical, detail-oriented approach to decision-making and planning.

Education and Credentials

Registered Professional Engineer (P.E.)

State of Michigan
2006 - present

Master of Science in Engineering (Civil/Structural Engineering)

University of Michigan, Ann Arbor, MI
Graduated: 2003

Bachelor of Science in Engineering (Civil Engineering)

University of Michigan, Ann Arbor, MI
Clare Boothe Luce Scholar
Graduated: 2002

Skills

- **Project Management & Organization:** Adept at coordinating multiple tasks and responsibilities, managing time effectively, and achieving deadlines.
 - **Attention to Detail:** Exceptionally detail-oriented, ensuring that all plans and schedules are meticulously executed and that projects are completed to the highest standards.
 - **Planning & Development:** Strong ability to create and implement structured plans in various settings, from education to infrastructure projects.
 - **Analytical & Problem Solving:** Highly skilled in analyzing complex problems, evaluating potential solutions, and making data-driven decisions.
-

Professional Experience

Stay-at-Home Parent/Homeschool Teacher

Ypsilanti, MI 2010 - present

- Homeschooling my 3 children for the past 14 years, incorporating a structured, organized, and adaptable curriculum in subjects such as mathematics, science, history, music, and language arts.
- Planned and executed educational activities, field trips, and community service projects, ensuring a balanced focus on academic learning and social development.
- Developed and managed daily and weekly schedules, meeting educational goals while adapting to the individual needs of each child.
- Implemented time-management techniques to balance family obligations, home upkeep, volunteer work, and personal development.
- Maintained detailed records of academic progress, extracurricular activities, and assessments, fostering an environment of accountability and achievement.

Engineer at Structural Design Incorporated (SDI)

Ann Arbor, MI 2003 - 2009

- Designed, analyzed, and managed structural engineering projects, ensuring all designs met safety standards, client specifications, and regulatory requirements.
- Utilized advanced engineering principles and attention to detail to produce clear and accurate technical drawings and reports.
- Worked closely with architects, contractors, and project managers to coordinate project timelines, resolve issues, and ensure successful project completion.
- Applied problem-solving and analytical skills to resolve design and construction challenges, optimizing performance and safety.
- Managed multiple projects simultaneously, adhering to strict deadlines.

Motion to Amend the 2025 Budget (#2)

Move to increase the General Fund budget by \$25,925 to \$21,055,024 and approve the department line item changes as outlined.

Move to increase the Environmental Services Fund budget by \$36,998 to \$4,295,669 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI
2025 BUDGET AMENDMENT # 2**

FEBRUARY 4, 2025

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$25,925.00

Request to carryforward the approved fall protection systems from Premier Safety & Service for Hydro and Compost approved 10/14/2024. This will be funded by an appropriation of prior year fund balance.

| | | | |
|---------------|--------------------------|-------------------------|----------------------------------|
| Revenues: | Prior Year Fund Balance | 101-000-699.999 | \$25,925.00 |
| | | | <u>\$25,925.00</u> |
| | | Net Revenues | <u><u>\$25,925.00</u></u> |
| | | | |
| Expenditures: | PPE & First Aid Supplies | 101-270-760.000 | \$25,925.00 |
| | | | <u>\$25,925.00</u> |
| | | Net Expenditures | <u><u>\$25,925.00</u></u> |

226 - ENVIRONMENTAL SERVICES FUND

Total Increase \$36,998.00

Request to increase the budget for rubbish, yard waste and recycling, which is based on number of residential pickups. The beginning count for budget calculations for the Waste Management contract was 15,116 and in 2024-2025 the count has increased to 15,318. This has caused a need for an increase to the 2025 budget numbers. This will be funded by an appropriation of prior year fund balance.

| | | | |
|---------------|------------------------------|-------------------------|----------------------------------|
| Revenues: | Prior Year Fund Balance | 226-000-699.999 | \$36,998.00 |
| | | | <u>\$36,998.00</u> |
| | | Net Revenues | <u><u>\$36,998.00</u></u> |
| | | | |
| Expenditures: | Contractual/Rubbish Pickup | 226-528-804.001 | \$22,680.00 |
| | Contractual/Yardwaste Pickup | 226-528-804.003 | \$6,238.00 |
| | Recycling Pick-Up Curbside | 226-528-804.007 | \$8,080.00 |
| | | | <u>\$36,998.00</u> |
| | | Net Expenditures | <u><u>\$36,998.00</u></u> |

AUTHORIZATIONS AND BIDS

OTHER BUSINESS

PUBLIC COMMENTS

BOARD MEMBER COMMENTS
