

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

March 4, 2025

Regular Meeting – 6:00 p.m.

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

APPROVAL OF AGENDA



**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, MARCH 4, 2025

6:00 P.M.

Board Meetings are audio recorded and posted on the website.

DETERMINATION OF QUORUM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. MINUTES OF FEBRUARY 18, 2025 REGULAR MEETING
 - B. STATEMENTS AND CHECKS
 1. STATEMENTS AND CHECKS FOR FEBRUARY 18, 2025, IN THE AMOUNT OF \$1,304,355.39
5. ATTORNEY REPORT
 - A. GENERAL LEGAL UPDATE

NEW BUSINESS

1. APPROVE THE MICHIGAN INDIGENT DEFENSE COUNSEL CONTRACT WITH THE WASHTENAW COUNTY PUBLIC DEFENDER'S OFFICE FOR THE 2024-2025 FISCAL YEAR IN THE AMOUNT OF \$42,677.90, BUDGETED IN LINE ITEM # 101-287-801.007
2. AUTHORIZE WASHTENAW COUNTY ROAD COMMISSION (WCRC) 2025 AGREEMENT FOR ADDITIONAL TOWNSHIP-WIDE STREET SWEEPING AND CRACK SEALING IN THE ESTIMATED AMOUNT OF \$32,771.04, BUDGETED IN LINE ITEM #213-446-982.006
3. APPOINT GEORGIA VALENTINE TO THE ANN ARBOR AREA TRANSPORTATION AUTHORITY (AAATA) BOARD OF DIRECTORS WITH A TERM ENDING 4/30/2029

4. APPROVE FIVE-YEAR EXTENSION AGREEMENTS WITH W.J.O'NEIL COMPANY FOR HVAC CONTROL SERVICES IN THE AMOUNT OF \$74,760.00 BUDGETED IN LINE ITEM #101-228-934.000 AND PREVENTATIVE MAINTENANCE FOR TOWNSHIP LAW ENFORCEMENT CENTER IN THE AMOUNT OF \$27,516.00, BUDGETED IN LINE ITEM #266-301-931.015, CIVIC CENTER IN THE AMOUNT OF \$55,260.00, BUDGETED IN LINE ITEM #101-265-818.001, COMMUNITY CENTER IN THE AMOUNT OF \$73,800.00, BUDGETED IN LINE ITEM #230-754-818.002, AND 14B COURT IN THE AMOUNT OF \$25,968.00, BUDGETED IN LINE ITEM #236-286-933.001
5. APPROVE CHANGE ORDER #2 WITH KAB ENTERPRISES FOR \$7,464.00 FOR WEST WILLOW PARK ARPA PROJECT, BUDGETED IN LINE ITEM #101-902-981.150
6. APPROVE UPGRADES TO THE POLICE CAMERA SYSTEM WITH A NOT TO EXCEED PROJECT VALUE OF \$188,125.00, BUDGETED IN LINE ITEM #266-301-977.000
7. BUDGET AMENDMENT #3

AUTHORIZATIONS AND BIDS

1. ACCEPT THE LOW BID FROM GENE BUTMAN FORD FOR THE PURCHASE OF ONE FORD F-150 4X4 SUPER CREW XLT IN THE AMOUNT OF \$52,346.25, BUDGETED IN LINE ITEM #206-901-979.000

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 FEBRUARY 18, 2025 REGULAR BOARD MEETING**

Board Meetings are audio recorded and posted on the website

DETERMINATION OF QUORUM

Supervisor Stumbo determined a quorum was present and made the board aware Trustee Thornton called to let her know she would not be present.

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 III and Gloria Peterson

Members Not Present: Trustee LaResha Thornton

Legal Counsel: Wm. Douglas Winters

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

Chief Densmore presented fire fighters with honors.

APPROVAL OF AGENDA

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

The motion carried unanimously.

CONSENT AGENDA

A. MINUTES OF FEBRUARY 4, 2025 REGULAR MEETING

B. STATEMENTS AND CHECKS

1. **STATEMENTS AND CHECKS FOR FEBRUARY 18, 2025 IN THE AMOUNT OF \$1,863,828.65**
2. **CLARITY HEALTHCARE DEDUCTIBLE ACH FOR JANUARY 2025, IN THE AMOUNT OF #60,099.37**
3. **CLARITY HEALTHCARE ADMIN FEE FOR JANUARY 2025, IN THE AMOUNT OF \$1,677.47**

C. TREASURER'S REPORT

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the Consent Agenda.

Trustee Lovejoy Roe requested the Statement and Checks be pulled from the Consent Agenda.

Supervisor Stumbo asked for confirmation from Treasurer Eldridge and Trustee Peterson to accept Trustee Lovejoy Roe's friendly amendment to pull the Statement and Checks from the Consent Agenda.

The friendly amendment was accepted by Treasurer Eldridge and Trustee Peterson.

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the Consent Agenda for Minutes and Treasurer's Report.

The motion carried unanimously.

STATEMENTS AND CHECKS

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

The motion carried by a 5 to 1 vote.

ATTORNEY REPORT

A. GENERAL LEGAL UPDATE

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

NEW BUSINESS

1. RESOLUTION 2025-02: OWNER'S DAM SAFETY PROGRAM

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to approve Resolution 2025-02: Owner's Dam Safety Program. (see attached)

Clerk Swanson read the Resolution into the record.

The motion carried unanimously.

2. LITIGATION TO ABATE PUBLIC NUISANCE AT A PROPERTY IDENTIFIED AT 2635 WOODRUFF LANE; BUDGETED IN LINE ITEM #101-729-801.023

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve the litigation to abate a public nuisance at a property identified as 2635 Woodruff Lane; budgeted in line item #101-729-801.023.

The motion carried unanimously.

3. ACCEPT THE RESIGNATION OF MARSHA KRAYCIR AND JANET WOLLET FROM THE ZONING BOARD OF APPEALS, EFFECTIVE IMMEDIATELY

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to accept the resignation of Marsha Kraycir and Janet Wollet from the Zoning Board of Appeals, effective immediately.

The motion carried unanimously.

4. APPOINT ERICKA VONYEA HAYES FROM ALTERNATE TO REGULAR MEMBER OF THE ZONING BOARD OF APPEALS WITH A TERM ENDING 12/31/2027

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to appoint Ericka Vonyea Hayes from alternate to regular member of the Zoning Board of Appeals with a term ending 12/31/2027.

The motion carried unanimously.

AUTHORIZATION AND BIDS

1. ACCEPT THE BID FROM RNA FACILITIES MANAGEMENT FOR VACANT TOWNSHIP PROPERTY MOWING FOR A TWO-YEAR CONTRACT IN THE AMOUNT OF \$77,846.00 PER YEAR, BUDGETED IN LINE ITEM #101-729-961.001

A motion was made by Treasurer Eldridge and supported by Trustee Newman to accept the bid from RNA Facilities Management for Vacant Township Property Mowing for a two-year contract in the amount of \$77,846.00 per year, budgeted in line item #101-729-961.001.

The motion carried with a vote of 5 to 1.

2. ACCEPT THE BID FROM LOOKING GOOD LAWNS, LLC FOR ROADSIDE TRASH COLLECTION FOR A TWO-YEAR CONTRACT IN THE AMOUNT OF \$30,240.00 PER YEAR, BUDGETED IN LINE ITEM #266-301-830.004

A motion was made by Treasurer Eldridge and supported by Clerk Swanson to accept the bid from Looking Good Lawns, LLC for Roadside Trash Collection for a two-year contract in the amount of \$30,240.00 per year, budgeted in line item #266-301-830.004.

The motion carried unanimously.

OTHER BUSINESS

PUBLIC COMMENTS

There were 2 public comments. (refer to audio)

BOARD MEMBER COMMENTS

There was 1 board member comment. (refer to audio)

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 6:59PM

Respectfully Submitted,

Brenda L. Stumbo, Supervisor
Charter Township of Ypsilanti

Debra A. Swanson, Clerk
Charter Township of Ypsilanti

Supervisor
BRENDA L. STUMBO
Clerk
DEBRA A. SWANSON
Treasurer
STAN ELDRIDGE
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

MARCH 4, 2025 BOARD MEETING

ACCOUNTS PAYABLE CHECKS -	\$	924,722.40
HAND CHECKS -	\$	379,632.99
CREDIT CARDS PURCHASES -	\$	0.00
GRAND TOTAL -	\$	1,304,355.39

02/26/2025 04:09 PM
 User: mharris
 DB: Ypsilanti-Twp

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI
 CHECK NUMBERS 199277 - 199288

Check Date	Check	Vendor Name	Description	Amount
Bank AP AP				
02/20/2025	199277	DTE ENERGY	GAS & ELECTRIC INVOICES	7,864.59
02/20/2025	199278	STANTEC	COMMUNITY CENTER WATER DAMAGE RENOVATION	241.00
			COMMUNITY CENTER BATHROOM IMPROVEMENTS	1,847.50
			GREEN OAKS GOLF COURSE BATHROOM IMPROVEM	1,045.00
				<u>3,133.50</u>
02/20/2025	199279	WASTE MANAGEMENT	ACCT. #20-37335-53005	80.12
02/20/2025	199280	WASTE MANAGEMENT	ACCT. #14-44697-63004	186.26
02/20/2025	199281	WASTE MANAGEMENT	ACCT. #6-96630-02003	251,436.55
02/20/2025	199282	CENTER FOR PUBLIC SAFETY MGMT LLC	POLICE SERVICES COST ANALYSIS AND FEASIB	31,514.80
02/24/2025	199283	BOUND TREE MEDICAL, LLC.	GLOVES FOR ALL TRUCKS/STATIONS	779.60
02/24/2025	199284	COMCAST	ACCT. #8529 10 234 0186229	215.87
02/24/2025	199285	COMCAST	ACCT. #8529 10 234 0586337	112.66
02/24/2025	199286	DTE ENERGY	STREETLIGHTS - JANUARY 2025	82,567.94
02/24/2025	199287	PRIORITY ONE EMERGENCY	CLASS A JACKET VAN PELT	239.99
			CLASS A JACKET - KAY	238.99
			CLASS A JACKET - JONES	251.99
				<u>730.97</u>
02/24/2025	199288	WASTE MANAGEMENT	ACCT. #6-98933-92004	1,010.13
AP TOTALS:				
Total of 12 Checks:				379,632.99
Less 0 Void Checks:				0.00
Total of 12 Disbursements:				<u>379,632.99</u>

HAND CHECKS

Check Date	Check	Vendor Name	Description	Amount
Bank AP AP				
03/04/2025	199289	A.F. SMITH ELECTRIC	COMMUNITY CENTER PARKING LOT LIGHTS REPA	312.00
03/04/2025	199290	AAMCO TRANSMISSIONS AND	#78 TRANSMISSION LINES + FLUID (INV #I14	1,244.06
03/04/2025	199291	ACCUSHRED LLC	SHRED SERVICES	143.50
03/04/2025	199292	ACUSHNET COMPANY	ASSORTED FOOTJOY GLOVES FOR RESALE IN TH	810.19
03/04/2025	199293	ADVANCE PRINT & GRAPHICS	SEASON PARK PASSES	701.92
			SEASON PARK PASSES	1,005.46
			LARGER TICKET THAT WILL APPLY TO ALL SPE	1,039.32
				<u>2,746.70</u>
03/04/2025	199294	ADVANCED COMMUNICATIONS & DATA	INTERNET UTILITY SERVICE	689.76
03/04/2025	199295	ALLEGRA PRINTING AND IMAGING	SENIOR MILLAGE FORUM MAILERS	2,071.94
03/04/2025	199296	ALLGRAPHICS CORPORATION	T-SHIRTS FOR WINTER BASKETBALL WITH NUMB	1,095.87
			T-SHIRTS FOR FAL SOFTBALL CHAMPS	326.00
				<u>1,421.87</u>
03/04/2025	199297	AMAZON CAPITAL SERVICES	FIBER CABLES	75.86
			MAINTENANCE SUPPLIES	48.75
			PPE SUPPLIES AND JACKET	158.65
			OFFICE SUPPLIES FOR CLERKS OFFICE	73.08
			ORDINANCE OFFICE SUPPLIES	294.07
			FILE FOLDERS & BINDER CLIPS	132.26
			SPACE HEATERS FOR COMMUNITY ENGAGEMENT D	173.97
			SILICONE BOTTLE BRUSH FOR 1ST FLOOR DISH	6.99
			MATEIN TRAVEL LAPTOP BACKPACK	21.49
			SCBA FACE MASK BAGS/REPLACEMENT BLENDER	174.93
			WRISTBANDS FOR BASKETBALL PROGRAM	41.94
				<u>1,201.99</u>
03/04/2025	199298	ANN ARBOR CLEANING SUPPLY	CLEANING SUPPLIES - COMMUNITY CENTER	487.74
			CLEANING SUPPLIES - COMMUNITY CENTER	129.24
			CLEANING SUPPLIES - COMMUNITY CENTER	367.24
			CLEANING SUPPLIES - COMMUNITY CENTER	164.24
				<u>1,148.46</u>
03/04/2025	199299	ATCHINSON FORD	FORD E350 VAN - REPAIR	1,441.18
03/04/2025	199300	AUTO VALUE YPSILANTI	NEW BATTERY FOR VEHICLE #79	147.46
			SHOP SUPPLIES	246.25
			55 GALLON DEF	207.79
			15W40 OIL, FLEX FUNNEL, ANTI SEIZE	147.46
			DEXRON MERCON	12.18
			ELECTRICAL SUPPLIES	3.89
				<u>765.03</u>
03/04/2025	199301	B-BALL SKILLS LLC	PAY OUT FOR B-BALL SKILLS 2/5-2/18	428.63
03/04/2025	199302	BLACK CLOVER	BLACK CLOVER HATS FOR RESALE IN THE GOLF	909.02
03/04/2025	199303	BOULLION SALES	DX AND FIX LEAKING PLOW	126.55
03/04/2025	199304	BRITTNEY WIMBERLY	PAYMENT FOR BASKETBALL OFFICIATED 2/8 4	80.00
03/04/2025	199305	BS & A SOFTWARE	BS&A PERMIT APPLICATION ONLINE SERVICE F	1,100.00
03/04/2025	199306	CARLISLE WORTMAN ASSOCIATES, INC.	CULVER'S	1,402.50
03/04/2025	199307	CARLISLE WORTMAN ASSOCIATES, INC.	CREEKSIDE VILLAGE NORTH PD	1,240.00
03/04/2025	199308	CDW GOVERNMENT INC	ADOBE CLOUD RENEWAL	8,709.15

A/P Checks

CHECK REGISTER FOR CHARTER TOWNSHIP OF YPSILANTI
 CHECK NUMBERS 199289 - 199384

Check Date	Check	Vendor Name	Description	Amount
03/04/2025	199309	CEI MICHIGAN LLC	ROOF REPAIRS - FORD LAKE HOUSE	5,340.00
03/04/2025	199310	CENTER FOR PUBLIC SAFETY MGMT LLC	POLICE SERVICES COST ANALYSIS AND FEASIB	15,757.40
03/04/2025	199311	CERTIFIED LABORATORIES	GREASE FOR EQUIPMENT MAINTENANCE	309.95
03/04/2025	199312	CINTAS CORPORATION	FIRST AID CABINET SERVICE - 2/7/24	13.99
			FIRST AID CABINET SERVICE - 2/7/24	58.92
			FIRST AID CABINET SERVICE - 2/7/24	33.66
				<u>106.57</u>
03/04/2025	199313	COLMAN-WOLF SANITARY SUPPLY CO	TRASH BAGS - HOLMES RD	57.50
03/04/2025	199314	COMFORT INN & SUITES HOTEL	LODGING FOR ROBERT KELCH TO ATTEND MACEO	205.80
03/04/2025	199315	COMMUNICATION SQUARE LLC	MONTHLY OFFICE 365	4,560.00
03/04/2025	199316	COMPLETE BATTERY SOURCE	REPLACEMENT BATTERIES FOR UPS	101.92
			BATTERY FOR POWER TOOL	50.87
				<u>152.79</u>
03/04/2025	199317	CRYSTAL FLASH, INC.	REG FUEL FOR HQ	468.74
			REG FUEL FOR HQ	410.93
			DIESEL FUEL FOR HQ	1,574.39
				<u>2,454.06</u>
03/04/2025	199318	CSI EMERGENCY APPARATUS, LLC	STRUCTURAL GLOVES	769.81
			BODY DAMAGE TO 14-4	11,120.13
				<u>11,889.94</u>
03/04/2025	199319	CUMMINS SALES AND SERVICE	GENERATOR FIX AT LEC	7,482.63
03/04/2025	199320	CYBELE BARTON	PAYMENT FOR BASKETBALL GAMES OFFICATED 2	45.00
03/04/2025	199321	D.R. TRAILER SALES	OPEN UTILITY TRAILER TO HAUL MOWERS	3,997.00
03/04/2025	199322	DANTE WIMBERLY	PAYMENT FOR BASKETBALL OFFICIATED 2/8 4	80.00
03/04/2025	199323	DETROIT LEGAL NEWS	PLANNING COMMISSION AD	50.00
03/04/2025	199324	EAGLE ENGRAVING INC	ACCOUNTABILITY TAGS	63.95
03/04/2025	199325	EMERGENT HEALTH PARTNERS	FIRE DISPATCHING SERVICES	11,194.80
03/04/2025	199326	FIBER LINK	MISSDIG RESPONSE AND LOCATE SERVICES	17.50
03/04/2025	199327	FIRE DEPART SAFETY OFFICERS ASSOC	MEMBERSHIP RENEWAL	99.00
03/04/2025	199328	FONSON COMPANY, INC	PARKING LOT AND WATER MAIN REPLACEMENT A	66,324.20
03/04/2025	199329	GENE BUTMAN FORD	SERVICE FOR 2016 FORD EXPEDITION	379.11
03/04/2025	199330	GLOBAL INDUSTRIAL EQUIPMENT COMPANY	PHILLIPS 18WATT 2PIN LIGHT BULBS #835 PL	131.99
			RUBBERMAID 800ML HAND WASH - CIVIC	132.99
				<u>264.98</u>
03/04/2025	199331	GRAINGER	OPERATING SUPPLIES FOR MAINT. GARAGE -LI	124.92
			WATER FILTER CARTRIDGE	265.50
				<u>390.42</u>
03/04/2025	199332	GRIFFIN PEST SOLUTIONS	LEC PEST SOLUTIONS FOR 2025	68.00
			PEST CONTROL FOR #3	31.00
			PEST CONTROL FOR #1	31.00
			PEST CONTROL FOR #4	31.00
				<u>161.00</u>
03/04/2025	199333	HERITAGE-CRYSTAL CLEAN, LLC	MACHINE SERVICE	204.52

Check Date	Check	Vendor Name	Description	Amount
03/04/2025	199334	HOME DEPOT	MAINTENANCE SUPPLIES FOR FLP SHELTER LIG SUPPLIES FOR FLP SHELTER LIGHTS (INV#637 FLP HOUSE BATHROOM VENT FAN SUPPLIES (IN SUPPLIES FOR FLP SHELTER LIGHTS (INV#437 CLEAR SPRAY PAINT FOR FORD LAKE PARK SIG CLEAR SPRAY PAINT FOR FORD LAKE PARK SIG PAINT/SUPPLIES FOR GOLF MAINTENANCE SHOP VAC, DRILL BITS, EXTENSION CORD, PA ACCT. #6035 3225 0163 9862	90.81 221.07 200.49 26.10 23.92 5.84 120.51 366.59 <u>(23.92)</u>
				1,031.41
03/04/2025	199335	HORNUNG'S	OPERATING SUPPLIES AND MERCHANDISE FOR R	790.24
03/04/2025	199336	HOWLETT LOCK & DOOR	SERVICE CALL ON 2/5	118.00
03/04/2025	199337	HUTZEL PLUMBING	REPLACED 3 BOILER DRAINS IN TRUCK AREA	289.95
03/04/2025	199338	INDOOR COMFORT	REFUND - PERMIT FEES #PM25-0146	45.00
03/04/2025	199339	INFRASTRUCTURE ENGINEERING INC	TRAFFIC ENGINEERING SERVICES TRAFFIC ENGINEERING SERVICES	18,746.98 <u>3,595.62</u>
				22,342.60
03/04/2025	199340	INSTALL PARTNERS LLC	REFUND - PERMIT FEES #PB25-0018	37.50
03/04/2025	199341	JIBRIL NAEEM	MODERDAY MARTIAL ARTS PAYOUT	332.50
03/04/2025	199342	JUDITH SORENSEN	FINAL FIRE RELEASE - 3110 SOUTHLAWN	13,835.00
03/04/2025	199343	LANGUAGE LINE SERVICES	INTERPRETER SERVICES	656.65
03/04/2025	199344	LINDE GAS & EQUIPMENT INC	HELIUM TANK LEASE FEE 20234	72.60
03/04/2025	199345	LOOKING GOOD LAWNS	LGL INVOICE YTMOP-12925 ABATEMENT	545.00
03/04/2025	199346	LOWE'S	ROCK SALT MAINTENANCE SUPPLIES MAINT SUPPLIES	119.80 71.00 <u>80.20</u>
				271.00
03/04/2025	199347	MADCPO	PROBATION OFFICER CONFERENCE FEE	370.00
03/04/2025	199348	MAYNARDS AUTO SERVICE CENTER	OCS #709 LEFT FRONT TIRE LEAK PLUGGED	14.50
03/04/2025	199349	MCCALLA'S FEED SERVICE, INC.	KNOX ICE MELTER (INV. #41132)	546.00
03/04/2025	199350	MENARDS, INC.	SUPPLIES FOR FLP HOUSE BATHROOM (INV#155	179.99
03/04/2025	199351	MICHIGAN LINEN SERVICE, INC.	LAUNDRY FOR CIVIC CENTER 2/18/2025 (INVO MAINT. GARAGE LINEN SERVICE 2/18/25 (INV LINEN SERVICE FOR COMMUNITY CENTER 2/18/ LEC LAUNDRY SERVICE FOR 2025 LINEN SERVICE FOR COMMUNITY CENTER 2/11/ LAUNDRY FOR CIVIC CENTER 2/11/2025 (INVO MAINT. GARAGE LINEN SERVICE 2/11/25 (INV LAUNDRY SERVICES FOR 2025 SEASON LINEN SERVICE FOR STATION 4 LINEN SERVICE FOR STATION 3 LINEN SERVICE FOR STATION HQ LAUNDRY SERVICES FOR 2025 SEASON LINEN SERVICE FOR STATION 4 LINEN SERVICE FOR STATION 3 LINEN SERVICE FOR STATION HQ LAUNDRY SERVICES FOR 2025 SEASON LAUNDRY SERVICES FOR 2025 SEASON LINEN SERVICE FOR STATION 4 LINEN SERVICE FOR STATION 3 LINEN SERVICE FOR STATION HQ	101.10 24.00 49.50 63.25 49.50 101.10 24.00 24.00 85.03 86.26 190.40 24.00 85.03 86.26 190.40 24.00 1,104.00 85.03 86.26 <u>190.40</u>
				2,673.52

Check Date	Check	Vendor Name	Description	Amount
03/04/2025	199352	MICHIGAN POWER RODDING	CLOGGED DRAIN IN BAY AREA @4	311.00
03/04/2025	199353	NAPA AUTO PARTS*	AIR FILTER REPLACEMENT UNIT#11	78.47
03/04/2025	199354	OFFICE EXPRESS	PROBATION APPOINTMENT CARDS	130.00
			BUSINESS CARDS - TRUSTEE LARESHA THORNTON	24.00
				<u>154.00</u>
03/04/2025	199355	OKINAWAN KARATE CLUB	FALL SESSION 2 PAYOUT	177.80
03/04/2025	199356	OOMA, INC.	OOMA SERVICES	248.44
03/04/2025	199357	ORKIN LLC	VERMIN ABATEMENT ON HULL AVE	398.00
			VERMIN MANAGEMENT SERVICES - JAN & FEB 2	199.00
			VERMIN MANAGEMENT SERVICES - JAN & FEB 2	298.50
				<u>895.50</u>
03/04/2025	199358	PAIGE ROWLAND	DANCE INSTRUCTOR	96.00
			DANCE INSTRUCTOR	96.00
				<u>192.00</u>
03/04/2025	199359	PEPSI BEVERAGES COMPANY	RESTOCK INVENTORY AT COMMUNITY CENTER	317.67
03/04/2025	199360	PIPELINE MANAGEMENT COMPANY LLC	CLEAN CBS, JET LINE AND CCTV	4,500.00
03/04/2025	199361	PRIORITY ONE EMERGENCY	SWEATER/WITH APPLICATIONS	311.98
			BUGLES	20.00
			NAVY BEANIE & EMBROIDERY	340.00
			PANTS FOR LIAM	272.97
			SWEATSHIRTS	43.00
				<u>987.95</u>
03/04/2025	199362	RHETT REYES	RECOVERY COURT PAYROLL	1,096.50
			RECOVERY COURT PAYROLL	1,128.75
				<u>2,225.25</u>
03/04/2025	199363	RICOH USA, INC.	QUARTERLY COPIER CONTRACT	161.92
03/04/2025	199364	ROBERT ACTON	ROBERT ACTON CONTRACTUAL INSPECTIONS 02.	600.00
03/04/2025	199365	ROBERTSON MORRISON, INC.	DX & FIX PROBLEM AT STATION 4	413.50
03/04/2025	199366	SALINE AREA SCHOOLS	YOUTH DANCE RECITAL FACILITY RENTAL	1,202.50
03/04/2025	199367	SAM'S CLUB DIRECT	OPERATING SUPPLIES FOR ALL STATIONS	461.86
			CONCESSIONS FOR COMMUNITY CENTER	236.51
			CONCESSIONS FOR COMMUNITY CENTER	19.96
			SUPPLIES FOR DADDY DAUGHTER DANCE	153.62
			SUPPLIES FOR DADDY DAUGHTER DANCE	22.44
				<u>894.39</u>
03/04/2025	199368	SHERWIN WILLIAMS COMPANY	PAINT FOR FORD LAKE PARK SIGN	28.95
03/04/2025	199369	SHRADER TIRE & OIL	TIRE REPAIR ON UNIT#11	78.23
03/04/2025	199370	SPARTAN DISTRIBUTORS	CENTER SPINDLE TORO 328D PARTS AND WORKM	568.08
			TIRE/RIM FOR TORO 3150	212.52
			FRONT TIRE AND RIM ASM. FOR TORO 5910	824.90
				<u>1,605.50</u>
03/04/2025	199371	STEPHEN BROWN	STEVE BROWN CONTRACTUAL INSP 02.03.2025	1,000.00
03/04/2025	199372	STRYKER SALES LLC	4 YEAR PROCARE SVC PLAN	5,500.80
03/04/2025	199373	TRANE U.S. INC	CONTROL BOARD FOR HEATERS	605.24

Check Date	Check	Vendor Name	Description	Amount
03/04/2025	199374	UNIVERSITY TRANSLATORS	TRANSLATOR SERVICES	272.62
			TRANSLATOR SERVICES	170.00
			TRANSLATOR SERVICES	170.00
			TRANSLATOR SERVICES	170.00
			TRANSLATOR SERVICES	170.00
				<u>952.62</u>
03/04/2025	199375	VITAL RECORDS CONTROL	NOVEMBER 2, 2024 SHRED EVENT AT FIRE STA	769.95
03/04/2025	199376	W.J. O'NEIL COMPANY	CIVIC CENTER - AHU 3 BEARING REPLACEMENT	1,886.00
03/04/2025	199377	WASHTENAW AREA MUTUAL AID ASSOC.	ANNUAL MEMBERSHIP - 2025	4,000.00
03/04/2025	199378	WASHTENAW COUNTY	BARRIER BUSTERS - 3RD YEAR	150,000.00
03/04/2025	199379	WASHTENAW COUNTY TREASURER#	POLICE SERVICE UNITS FOR 2025	539,072.80
03/04/2025	199380	WEINGARTZ	CHAINSAW PARTS MS251 SPROCKET	45.26
03/04/2025	199381	WITMER PUBLIC SAFELY GROUP, INC	EXTINGUISHER HARNESS'S	205.77
			NEW BADGES FOR FF/CAPT/LIEUTENANTS	852.87
			NEW BADGES FOR FF/CAPT/LIEUTENANTS	137.99
			NEW BADGES FOR FF/CAPT/LIEUTENANTS	24.83
			NEW BADGES FOR FF/CAPT/LIEUTENANTS	49.66
				<u>1,271.12</u>
03/04/2025	199382	WOLVERINE FREIGHTLINER	#92 FILTERS + PACKAGE FOR OIL AND FILTER	249.14
03/04/2025	199383	YPSILANTI COMMUNITY	FUEL CHARGES FOR THE 2025 SEASON	141.65
03/04/2025	199384	ZEP SALES & SERVICE	CIVIC - HOLMES - LEC - ZEP 40 AND MISTY	329.05
			ZEP RINGMASTER - COMMUNITY CENTER	93.59
				<u>422.64</u>
AP TOTALS:				
Total of 96 Checks:				924,722.40
Less 0 Void Checks:				0.00
Total of 96 Disbursements:				<u>924,722.40</u>

ATTORNEY REPORT

GENERAL LEGAL UPDATE

NEW BUSINESS



14-B DISTRICT COURT

7200 SOUTH HURON RIVER DRIVE
YPSILANTI, MICHIGAN 48197-7099
CRIMINAL/TRAFFIC (734) 483-1333
CIVIL (734) 483-5300
FAX (734) 483-3630



HON. ERANE C. WASHINGTON
DISTRICT COURT JUDGE

HILARY B. BRALEY
MAGISTRATE

To: Debra A. Swanson, Township Clerk

From: Hilary B. Braley, Magistrate/Court Administrator

Date: February 24, 2025

RE: Request Board approval to accept the Michigan Indigent Defense Counsel contract with the Washtenaw County Public Defender's Office for the 2024-2025 Fiscal Year in the amount of \$45,000.00, budgeted in line item #101-287-801.007

The 14B District Court is requesting approval of the 2025 Michigan Indigent Defense Counsel "Professional Service Contract" between Washtenaw County and Ypsilanti Township. This contract, which is in keeping with prior years' contracts, is for the Washtenaw County Public Defender's Office to provide public defense services to all qualifying indigent criminal defendants who appear in the 14B District Court.

The compensation amount for the year has increased by one thousand two hundred forty-three dollars and five cents (\$1243.05) from last year's contract for a total of forty-two thousand six hundred seventy-seven dollars and ninety cents (\$42,677.90).

The contract has been reviewed by Attorney Winters.

Please feel free to reach out to me with any questions or concerns.

PROFESSIONAL SERVICE CONTRACT

AGREEMENT is made this 4th day of March 2025, by the **COUNTY OF WASHTENAW**, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan ("County") and the **CHARTER TOWNSHIP OF YPSILANTI**, with offices located at 7200 S. Huron River Dr. Ypsilanti, MI 48197, hereinafter identified as "**TOWNSHIP**". In consideration of the promises below, the parties mutually agree as follows:

The parties desire to enter a contract for the purposes of providing public defense services in compliance with Michigan Indigent Defense Commission standards and as identified in the Compliance Plan accepted and approved by MIDC for grant fiscal year 2024 - 2025 and to set forth the terms, conditions, and obligations of the parties.

ARTICLE I - SCOPE

Section 1 - That the **COUNTY** will provide indigent public services to the **TOWNSHIP** as described by the Michigan Indigent Defense Commission hereinafter identified as "MIDC" through the approved Washtenaw County Compliance Plan. Specifically, MIDC Standards 1-4. See attached Minimum Standards for Indigent Criminal Defense Services.

Section 2 - The terms of this Agreement will consist of the **COUNTY** providing public defense services for all indigent and partially indigent defendants in the 14B District Court located in Ypsilanti Township.

Section 3 - The **COUNTY**, as stated in the Compliance Plan, will be responsible for the administration of the MIDC grant.

Section 4 - The **TOWNSHIP** shall collaborate with and act in conformance with the **COUNTY** in submitting and complying with the standard, conditions, requirements, and statutes promulgated by MIDC Standards. The collaboration and oversight of compliance with these standards for the **TOWNSHIP** will be performed by the 14B District Court Administrator or designee of the 14B District Court Chief Judge.

Section 5 - The **COUNTY** will be responsible for providing public defense service to all indigent criminal defendants that appear in the 14B District Court with new criminal matters and matters that are in bench warrant status.

Section 6 - Due to MIDC Standard 5, the Washtenaw County Public Defender Office's Managed Assigned Counsel shall be responsible for assigning attorneys to cases where the County Public Defender has determined there to be a conflict of interests. The **COUNTY** will be responsible for payment to the assigned attorney once the Managed Assigned Counsel verifies that the services have been provided in accordance with the MIDC standards.

Section 7 - In the performance of this Agreement, all parties agree to abide by the approved MIDC Standards and MIDC-approved Compliance Plan for Washtenaw County. Breach of this covenant may be regarded as material breach of contract.

Section 8 - As part of the MIDC Compliance Plan, the **TOWNSHIP** will continue to provide confidential office space for the Washtenaw County Public Defender Office.

For the 2024-2025 fiscal year, this Section is contingent upon the completion of the 14B District Court's renovations (scheduled to be completed by the end of 2025).

ARTICLE II - COMPENSATION

Section 1 - The **TOWNSHIP** will contribute their 2024-2025 certified local share to the County Indigent Defense Fund in the amount of \$42,677.90.

Section 2 - The parties shall be obligated to contribute only their MIDC certified local share toward the expense for said services under this Agreement, as stated in the MIDC Compliance Plan and the MIDC statute.

ARTICLE III - TERM

The terms of this Agreement will consist of the **COUNTY** providing public defense services for all indigent and partially indigent defendants in the 14B District Court located in Ypsilanti Township. This Agreement begins on October 1, 2024, and ends on September 30, 2025. The terms of this Agreement shall apply from October 1, 2024, through any extension, unless otherwise terminated or extended as provided therein.

ARTICLE IV - INDEPENDENT CONTRACTOR

The Township and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Township shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, the County retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Township shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees.

ARTICLE V - INDEMNIFICATION AGREEMENT

The Township will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Consultant's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Consultant, any sub-Consultant, or any employee, agent or representative of the Consultant or any sub-Consultant. Noting herein shall be construed to waive, limit, or restrict any governmental immunity defense available to the Charter Township of Ypsilanti.

ARTICLE VI - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE VII - EQUAL EMPLOYMENT OPPORTUNITY

In the performance of this Agreement, all parties agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment except as a bona fide occupational qualification because of race, sex, sexual preference, color, religion, national origin, ancestry, handicap, age, marital status, height, weight, or other criteria made illegal by the State, Federal, or local law. Breach of this covenant may be regarded as material breach of contract.

ARTICLE VIII - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Township, their successors, and assigns. Neither the County nor the Township will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE IX - TERMINATION OF CONTRACT

Section 1 – This contract may be terminated without cause by any of the parties here to upon sixty (60) calendar days written notice to all parties to this contract.

Section 2 – At the time of said notice, the **COUNTY** will continue representation of the cases for the sixty (60) calendar days in which the County Public Defender's Appearance has been entered and the **TOWNSHIP** will begin representation on all new matters.

Section 3 – If the MIDC grant does not provide funding for the **COUNTY's** representation during the sixty (60) calendar day termination period, the **TOWNSHIP** will reimburse the **COUNTY** for the services provided.

ARTICLE X - SURVIVAL CLAUSE

All rights, duties, and responsibilities of the **COUNTY** and the **TOWNSHIP** under this Agreement that either expressly or by their nature, extend into the future, and shall extend beyond and survive the end of the term or termination of this Agreement.

ARTICLE XI - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

ARTICLE XII - CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity, and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or if original jurisdiction can be established, the United States District Court for the Eastern District of

Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience. This contract is governed by the laws of the State of Michigan.

ARTICLE XIII - EXTENT OF CONTRACT

This contract represents the entire Agreement between the parties and supersedes all prior representations, negotiations, or agreements whether written or oral.

ARTICLE XIV - ELECTRONIC SIGNATURES

The parties agree that signatures on this Agreement may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to the Agreement. This Agreement may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other parties.

ARTICLE XV - EFFECTIVE DATE

This Agreement will become effective when all parties have signed it. The Effective Date of this Agreement will be the date this Agreement is signed by the last party to sign it.

[REMAINDER OF PAGE LEFT BLANK; SIGNATURE PAGE AS FOLLOWS]

ATTESTED TO:

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____ (DATE)
Gregory Dill
County Administrator

By: _____ (DATE)
Debra A. Swanson
Ypsilanti Township Clerk

By: _____ (DATE)
Brenda L. Stumbo
Ypsilanti Township Supervisor

APPROVED AS TO CONTENT:

By: _____ (DATE)
Delphia T. Simpson
Chief Public Defender

BY: _____ (DATE)
Honorable Judge Erane Washington
Chief Judge of the 14B District Court

APPROVED AS TO FORM:

By: _____ (DATE)
Michelle K. Billard
Office of Corporation Counsel

BY: _____ (DATE)
Wm. Douglas Winters
Ypsilanti Township Attorney

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: February 26, 2025

RE: Request to authorize Washtenaw County Road Commission (WCRC) 2025 Agreement for additional Township-wide street sweeping and crack sealing in the estimated amount of \$32,771.04, budgeted in line item 213-446-982.006

Attached for the Board's consideration is the 2025 Road Agreement with the Washtenaw County Road Commission for an additional street sweeping and crack sealing, both of which will be Township-wide.

The Supervisor's office is requesting authorization for the Supervisor and Clerk to sign this agreement. The Township's contribution to these projects will be \$32,771.04, which is budgeted in line 213-446-982.006. The Road Commission is matching the same amount of funds to this project.

Thank you for your consideration.

2025 YPSILANTI TOWNSHIP AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2025, by and between the Township Board of Ypsilanti Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, Ypsilanti Township desires that certain improvements be made upon the local roads in the Township of Ypsilanti, and

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

IT IS NOW THEREFORE AGREED, the WCRC will accomplish the improvements as specified herein, all in accordance with the standards of the Board of Washtenaw County Road Commissioners,

IT IS FURTHER AGREED, Ypsilanti Township shall pay WCRC for the actual project costs incurred for the project; and

IT IS FURTHER AGREED, the WCRC will submit an invoice to the Township on July 1, 2025, for 50% of the estimated project costs. Following project completion and final accounting of the project costs, WCRC will submit the final invoice for the actual remaining unpaid costs. The final invoice shall provide supporting detail and information, which reasonably identifies the actual project costs incurred by WCRC. The Township agrees to remit payment within 30 days from receipt of WCRC invoices.

Additional Street Sweeping Services

Work to include one (1) additional street sweepings on curbed local roads in Ypsilanti Township. 2025 Local Road Sweeping in Ypsilanti Township (one round)= 174.63 curb miles@ \$89.00 per curb mile= \$15,542.07 per round.

Estimated total project cost: \$15,542.07

Township-wide Crack Seal

Work to include crack sealing on various roads, locations as determined by mutual agreement between the District Foreman and Township Supervisor.

Estimated total project cost: \$50,000.00

2025 Ypsilanti Township Agreement

AGREEMENT SUMMARY

2025 LOCAL ROAD PROGRAM

Additional Street Sweeping Services	\$	15,542.07
Township-wide Crack Seal	\$	<u>50,000.00</u>
Subtotal	\$	65,542.07

Less WCRC 2025 Local Matching Funds \$ 32,771.04

ESTIMATED AMOUNT TO BE PAID BY YPSILANTI
TOWNSHIP UNDER THIS AGREEMENT DURING 2025: \$ 32,771.04

YPSILANTI TOWNSHIP:

Brenda Stumbo, Supervisor

Debra A. Swanson, Clerk

Barbara Ryan Fuller, Chair

Matthew MacDonell, Managing Director

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: February 26, 2025

**RE: Recommendation to appoint Georgia Valentine to the Ann Arbor Area
Transportation Authority (AAATA) Board of Directors with a term ending
4/30/2029**

The resignation of Monica Ross-Williams left a vacancy on the AAATA Board of Directors. I am recommending the appointment of Georgia Valentine to fill this vacancy with the term ending 4/30/29. Please find attached her letter of interest and resume.

Thank you for your consideration.

Georgia Valentine

[REDACTED]
Ypsilanti, MI 48198

February 9, 2025

Ypsilanti Township Board of Directors
7200 S. Huron River Drive
Ypsilanti, MI 48198

Dear Members of the Board,

I'm writing to express my interest in the opportunity to serve on the Ann Arbor Area Transportation Authority Board of Directors in the Ypsilanti Township jurisdiction. As someone pursuing a public and nonprofit administration degree and with 28 years of experience working in county government, I'm excited to bring my passion for public service and commitment to our community to this important role.

In addition to my work experience, I have had the privilege of providing public service through volunteering in the community, committee memberships, and union advocacy. Throughout my career in county government, I've gained a sincere understanding of how public services impact residents' lives, including my own. I have seen firsthand the vital role public transit plays in connecting people to jobs, education, and essential services. I'm eager to help ensure TheRide continues to meet the needs of our growing and diverse community.

While my studies are still expanding my knowledge, I bring practical experience in navigating public systems, collaborating with stakeholders, and working toward solutions that benefit the broader community. I'm particularly interested in exploring ways to make public transit more accessible, equitable, and sustainable for everyone.

I would be honored to contribute my experience and energy to the Board's work. Thank you for considering my letter of interest.

Sincerely,
Georgia Valentine

Georgia Valentine

[REDACTED], Ypsilanti, MI 48198 | [REDACTED] | [REDACTED]

Education

DIPLOMA | 1991 | WILLOW RUN HIGH SCHOOL

- Major: General Studies, National Honor Society Member

ASSOCIATE DEGREE | 2003 | WASHTENAW COMMUNITY COLLEGE

- Major: Liberal Arts

BACHELOR'S DEGREE | IN PROGRESS | EASTERN MICHIGAN UNIVERSITY

- Major: Public and Non-Profit Administration
- Minor: Elderly Studies

Experience

LEGAL CLERK | OFFICE OF THE PUBLIC DEFENDER | OCTOBER 2019 - PRESENT

- Receive, screen, and appropriately route correspondence, reports, and legal documents according to importance and priority.
- Open, process, and close felony and misdemeanor case files by entering data into the Public Defender System.
- Prepare discovery requests and obtain discovery material for cases such as police reports, citations, search warrants, and lab testing reports from State and local agencies and Prosecutors.
- Train entry-level clerical workers in departmental procedures, clerical staff duties, and legal assistant job functions.
- Types legal documents and court notices, generates and prints dockets for all Judges assigned to the felony and misdemeanor Courts.
- Appropriately responds to inquiries from the public as well as police agencies, court personnel, prosecutors, and governmental and private agencies, as well as receive, screen, and route phone calls using judgment, discretion, and confidentiality.
- Assist interns with tasks and duties as assigned and back up fellow clerical staff and legal clerks.

CERTIFIED COURT REPORTER | 14A DISTRICT COURT | AUGUST 2018 - OCTOBER 2019

- Accurately logged and recorded all court proceedings by making a verbatim permanent record of such proceedings.
- Read and/or played back any portions of court proceedings upon a request from the Judge.
- Ensured court recording equipment and logging programs operated properly during all court proceedings.
- Maintained professional, impartial, dignified, confidential, and courteous conduct in all judicial settings.
- Liaised between judicial staff and internal and external organizations and scheduled parties for court proceedings, as necessary.
- Backed up all digital recordings and logged notes accordingly.

DEPUTY DISTRICT COURT CLERK | 14A DISTRICT COURT | MARCH 2001 – AUGUST 2018

- Performed and completed the duties of Probation Coordinator at the 14A2 District Court, such as scheduling probation appointments, preparing and processing probation orders and discharges, running criminal backgrounds and driving records, and maintaining probation files and database (2001 - 2005).
- Entered, filed, and maintained civil infractions records in the traffic division, processed payments, and provided customer service.
- Performed and completed Senior Deputy District Court Clerk duties at 14A1 District Court, such as reconciling financial records monthly, supervising staff in the supervisor's absence, and completing warrant and financial audits monthly and quarterly (2006 - 2009).
- Performed and completed the duties of Deputy District Court Clerk in the Felony division, such as entering, processing, scheduling, and updating felony files, canceling and entering bench warrants, and liaison with judicial staff, media, police agencies, and attorneys to ensure efficient docket preparation and file processing (2011 - 2017).
- Completed the duties of Certified Court Recorder for jail arraignments on a rotational and as-needed basis.
- Provided customer service and cash handling duties and assisted co-workers with overflow work responsibilities.

RECORDS MANAGEMENT CLERK | VITAL RECORDS | AUGUST 1999 – MARCH 2001

- Filed and maintained birth, death, military discharge, and business name records.
- Accepted and processed marriage license applications and created and maintained the licenses.
- Accepted payments and processed requests for certified copies of records.
- Accepted and processed passport and notary public applications.
- Assisted with microfilming and cataloging records.
- Provided customer service and cash handling duties and assisted co-workers with overflow work responsibilities.
- Verified identity of requesting parties of records and maintained confidentiality of non-public records.

ADMINISTRATIVE COORDINATOR | PUBLIC HEALTH | MAY 1998 – MARCH 1999

- Performed all secretarial and clerical duties for the Chief Medical Examiner.
- Recorded and transcribed minutes for bi-weekly and monthly meetings.
- Prepared PowerPoint presentations and meeting packets for bi-weekly and monthly meetings.
- Maintained database records and prepared monthly statistic reports.
- Assisted Field Investigators with filing and cataloging reports, photographs, and evidence.
- Completed unclaimed body processing under the public health code.

Committees, Volunteer Service, and Professional Experience

WASHTENAW COUNTY GOVERNMENT UNITED WAY | 2021 - PRESENT

- Committee Member

AFSCME LOCAL 2733 | 2024 - PRESENT

- Unit B Chapter Chair

AFSCME LOCAL 2733 | 2021 - 2024

- Unit B Unit Steward

SECRET SANTA SOCIETY OF YPSI | 2021 - PRESENT

- Volunteer Elf

WASHTENAW LITERACY | 2012 - 2016

- Volunteer Literacy Tutor

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



**YPSILANTI
 TOWNSHIP**
 — RESIDENTIAL SERVICES DEPARTMENT —

Trustees
 Karen Lovejoy Roe
 John Newman II
 Gloria Peterson
 LaResha Thornton

MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: February 25, 2025

Subject: Request to sign five year extension agreements with W.J. O’Neil Company for HVAC Control Services and Preventative Maintenance for Township Law Enforcement Center, Civic Center, Community Center and 14B Court.

The Residential Services Department is requesting authorization to sign the five (5) extension agreements with W.J. O’Neil Company for annual Preventative Maintenance services for the 14B Court, Civic Center, Community Center and Law Enforcement Center. The services are budgeted in 2025.

W.J. O’Neil Company has been Ypsilanti Township’s primary HVAC service provider since 2018. Due to the multiple locations and amount of units needing to be serviced, it has been beneficial to contract that service with a qualified provider. With having the history with W.J., their proposal keeps the prior contract pricing in place for 2025 and then offers a 5% increase for each year that will hold until the agreement expires at the end of 2029.

Breakdown:	Price/Location:	2025	2026-2029	GL
	W.J. Controls System	\$14,376	\$15,096	101-228-934.000
	Law Enforcement Center	\$5,292	\$5,556	266-301-931.015
	Civic Center	\$10,620	\$11,160	101-265-818.001
	Community Center	\$14,184	\$14,904	230-754-818.002
	14B District Court	\$4,992	\$5,244	236-286-933.001

For any work not covered by the Preventative Maintenance agreements, the Township would have the Preferred PMA Customer Time and Material rates for any additional work that might be required at each site. That pricing is \$127/hr straight time, \$191/hr overtime and \$254/hr Holiday. In any instance that additional work is needed, work must be approved by township staff.

In addition to the standard HVAC work, W.J. O’Neil was approved by the Township Board at the May 21, 2024 meeting to replace six (6) units at the Community Center, including converting the gym air handler unit to a roof top unit.

PLANNED MAINTENANCE AGREEMENT

FOR

Charter Township of Ypsilanti
Law Enforcement Center
1501 S. Huron Street
Ypsilanti, Michigan 48197



PLANNED MAINTENANCE AGREEMENT

THE W.J. O'NEIL COMPANY WILL:

- Provide and maintain inspection reports and equipment log sheets for the specified equipment.
- Provide preferential service at all times over non-contract customers.
- Notify you of any repairs required, as revealed during the inspection.
- Provide an estimate to correct or repair such conditions for your approval.
- Perform only the work or repairs which have been authorized by you or your representative.
- Preferred customer regular service rate for Mon – Fri. except Holidays.
- Preferred customer overtime service rate for after 4:30 p.m. Mon-Fri. and service on Saturdays & Sundays.
- Preferred customer premium service rates for Holidays.
- Perform the services listed on the enclosed checklist (when applicable to your equipment) to the best of our ability and to keep your equipment operating properly and efficiently.
- Deliver our technician, tools and test equipment to your site as well as supply transportation to pick up parts and materials for a daily truck charge.

INSPECTION SCHEDULES:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AHU-1	O,FC			SS,FC			O,FC			FS,FC		
COND -1				SS			O,CC					
BOILER 1	O									CSD-1		
BOILER 2	O									CSD-1		
PUMP 1	O									O		
PUMP 2	O									O		
BOILER PUMP 1	O									O		
BOILER PUMP 2	O									O		
HW HEATER	O									CSD-1		
EVAP-1	O			SS			O,CC			O		
COND-2	O			SS						O		

EQUIPMENT:

AHU-1	Trane	UCCAF21A0A0EYB10000003HEJ00BAOOO	K14F50063
COND -1	Trane	RAUJC30EBO300DF00020	C14F03694
BOILER 1	Lochinvar	KBN400	L13H10282112
BOILER 2	Lochinvar	KBN400	J12H10234270
PUMP 1	Grundfos	MAGNA3 65-150 F 340	10000532
PUMP 2	Grundfos	MAGNA3 65-150 F 340	10000567
BOILER PUMP 1	Grundfos		
BOILER PUMP 2	Grundfos		
HW HEATER	Bradford White	RG250T6N	NE37652072
EVAP-1	Mitsubishi	MSZ-GE24NA	
COND-2	Mitsubishi	MXZ-3B24NA	32U06249B



SERVICES PROVIDED

Air Handlers (TRANE)

Inspection

- Check air filter and housing integrity.
- Change air filters quarterly.
- Check P-trap. Prime as needed to ensure proper operation. (Spring Startup)
- Check fan belt tension. Check for belt wear and proper alignment.
- Replace belts annually.
- Check variable frequency drive for proper operation.
- Check for proper operation of cooling or heating coil.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check fan blades.
- Check refrigerant system pressures and/or temperatures.
- Check for fouling, corrosion or degradation.
- Check drive, alignment, wear, seating and operation.
- Check integrity of all panels on equipment
- Lubricate field serviceable bearings.
- Check drain pan, drain line and coil for biological growth.
- Check coil fins for evidence of build-up or fouling.
- Inspect for evidence of moisture carryover beyond the drain pan from cooling coils.
- Check for proper damper operation. Adjust as needed.

Boilers (LOCHINVAR)

Inspection

- Inspect blow-down or drain valve. Clear all debris to ensure proper operation.
- Check control system and devices for evidence of improper operation.
- Check control box for dirt, debris and/or loose connections. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check for fouling, corrosion or degradation.
- Check for evidence of build-up or fouling on heat exchange surfaces (tubes).
- Check for proper damper operation. Adjust as needed.
- Check combustion chamber, burner and flue for deterioration, moisture problems, condensation, and combustion products.
- Perform annual CSD-1 test and Combustion Analysis with documentation.

Condensing Units (TRANE & MITSUBISHI)

Inspection

- Check control system and devices for evidence of improper operation.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motors contactor for pitting or other signs of damage.
- Check fan blades.
- Check refrigerant system pressures or temperatures.
- Check for fouling, corrosion or degradation.
- Check the drive alignment, wear, seating and operation.
- Inspect air-cooled condenser surfaces.
- Clean condenser coils with coil cleaner and water.
- Check low ambient head pressure control sequence for proper operation.
- Check refrigerant oil levels for refrigerant systems with oil pressure/level controls.



Indoor Section Duct-Free Splits (MITSUBISHI)

Inspection

- Check air filter and housing integrity.
- Check for particulate accumulation on filters.
- Check control system and devices for evidence of improper operation.
- Check P-trap drain. Clean if necessary.
- Check for proper operation of cooling coil.
- Check fan blades to ensure proper operation.
- Check refrigerant system temperatures.
- Check integrity of all panels on equipment.
- Lubricate field serviceable bearings.
- Check drain pan, drain line and coil for biological growth.
- Check coil fins to assure proper functioning.
- Visually inspect areas of moisture accumulation for biological growth.
- Check condensate pump

Pumps (GRUNDFOS)

Inspection

- Check control system and devices for evidence of improper operation.
- Visually inspect pumps and associated electrical components.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check drive alignment, wear, bearing and coupling seating and operation.
- Check for proper fluid flow.
- Lubricate field serviceable bearings if applicable.

GENERAL CONDITIONS:

All services will be performed during our normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. Authorizations for repairs are to be made promptly. Failure to do so may release and terminate all obligations of the W.J. O'NEIL COMPANY. The obligation to furnish repair or replacement parts is subject to availability of such from normal supply sources.

W.J. O'NEIL COMPANY shall not be held liable or responsible for conditions beyond it's control, such as main electrical power failure, improper voltage, loss of phase, freezing, contaminated water or atmosphere, acts of god, rioting, acts of terrorism, vandalism or commercial delays. It is agreed that W.J. O'NEIL COMPANY shall not be held responsible for system design, changes in governmental code, insurance requirements, or obsolescence. In the event that additions, alterations, repairs or adjustments are made to the system by others, this agreement is terminable at our option upon written notice.

TERMS:

This agreement shall be in effect from **January 1, 2025** to **December 31, 2029** and may be canceled by either party, upon a thirty-day written notice to the other party.

This agreement shall automatically renew itself and shall continue until one party gives a thirty-day written notice of its desire to terminate the agreement with the other party.

Contract prices, unless noted, can only be adjusted on the anniversary date of this agreement, unless equipment is added or deleted from this agreement.

W.J.O'NEIL COMPANY Planned Maintenance Agreement will be furnished for the net sum of:

*Please Reference Supplemental Terms Provided Below.

YOUR ACCEPTANCE

Company

By:

Title:

Date:

OUR APPROVAL

W.J. O'NEIL COMPANY
Company

N. Dahlstrom

Nick Dahlstrom
Account Executive



SUPPLEMENTAL TERMS AND CONDITIONS

HVAC PLANNED MAINTENANCE SERVICES PRICING WILL BE:

- January 1st, 2025 - December 31st, 2025, Price will be: \$5,292 Payable Monthly \$441
- January 1st, 2026 - December 31st, 2029, Price will be: \$5,556 Payable Monthly \$463



PLANNED MAINTENANCE AGREEMENT

FOR

Charter Township of Ypsilanti
Controls Preventative Maintenance
7200 S. Huron River Drive
Ypsilanti, Michigan 48197



PLANNED MAINTENANCE AGREEMENT

THE W.J. O'NEIL COMPANY WILL:

- Provide and maintain inspection reports and equipment log sheets for the specified equipment.
- Provide preferential service at all times over non-contract customers.
- Notify you of any repairs required, as revealed during the inspection.
- Provide an estimate to correct or repair such conditions for your approval.
- Perform only the work or repairs which have been authorized by you or your representative.
- Preferred customer regular service rate for Mon – Fri. except Holidays.
- Preferred customer overtime service rate for after 4:30 p.m. Mon-Fri. and service on Saturdays & Sundays.
- Preferred customer premium service rates for Holidays.
- Perform the services listed on the enclosed checklist (when applicable to your equipment) to the best of our ability and to keep your equipment operating properly and efficiently.
- Deliver our technician, tools and test equipment to your site as well as supply transportation to pick up parts and materials for a daily truck charge.

MAINTENANCE AGREEMENT

Provide maintenance services for the Building Automation and Direct Digital Control System (BAS/DDC) described herein in the terms and conditions.

A. Building(s) covered by the Agreement:

Charter Township of Ypsilanti
Township Hall
7200 S. Huron River Drive
Ypsilanti, Michigan 48197

Charter Township of Ypsilanti
14B District Court
7200 S. Huron River Drive
Ypsilanti, Michigan 48197

Charter Township of Ypsilanti
Ypsilanti Community Center
2025 E. Clark Road
Ypsilanti, Michigan 48198

Charter Township of Ypsilanti
Law Enforcement Center
1501 S. Huron Street
Ypsilanti, Michigan 48197



MAINTENANCE AGREEMENT

1. EQUIPMENT COVERED:

System (BAS/DDC) located in the buildings covered by this agreement section above.

2. AGREEMENT COVERAGE AND CHARGES:

a. For the annual Agreement amount, WJO agrees to provide technical support, on site labor, and all necessary calibration equipment, meters, computers, etc. as required to adjust, calibrate, tune, and maintain the equipment described herein in proper operating condition. This Agreement includes telephone diagnostics and on site preventative maintenance as required to maintain the system.

b. This Agreement covers calibration and adjustments to all specified pressure, temperature, humidity, and airflow, etc. transmitters that are connected to the system.

c. All control devices connected to the system will be checked for proper operation, sequence, stroke, etc. as required to match the written and established Sequence of Operation.

d. Each control loop will be checked, tuned, and adjusted to verify that they operate in a manner necessary to maintain their intended set point, schedule, position, etc.

e. Operator alarms will be checked to verify operation and annunciation to the proper location(s) as required.

f. The Workstation Database will be maintained such that the disk operating systems and related input/output destination drives are optimized, properly archived on a regular basis, and backup copies made and stored in a safe location.

g. All field input/output digital controllers will be checked; memory backed up internally and externally, and verified to be operating properly.

h. All JACE operating programs will be checked for operation, optimized in terms of use and speed, and verified to work properly. All programs will be backed up externally.

i. Technical Services will periodically monitor the referenced system through an Internet connection and provide advice/assistance when necessary to address alarm conditions/situations.

j. Emergency call service, when required, will be provided by WJO during the normal working hours of 7:30 a.m. through 4:30 p.m., Monday through Friday, excluding holidays in accordance with our standard rates in effect at the time of service.



k. After hours emergency service will be performed in accordance with our standard service rate policy attached.

l. The Agreement covers preventative maintenance on the equipment as per manufacturer's recommendations. We do not include labor or materials to repair any equipment that fails and these repairs will be billed in accordance with our standard service rate policy attached.

3. ACCESS:

Subject to the Client's security policy, WJO shall have free access to the equipment to provide the services described herein. Failure to obtain access to equipment when necessary, which in the opinion of WJO, results in excessive expenditure of time and travel expenses, will result in additional charges at current service rates.

4. EXCLUSIONS:

Overtime premiums for emergency service are to be paid by the Client.

5. GENERAL PROVISIONS:

WJO furnishing of equipment maintenance does not include the assumption of WJO of liability for labor, expense, or material necessary to repair damage to the equipment caused by accident, negligence, or abuse by client, including failure to maintain environmental conditions, or arising from acts of third person, attachment of any equipment not authorized by WJO or alterations of equipment, floods or windstorms, or any other acts of God. The Client of the estimated additional charge will render such repairs or alterations only upon special order by the Client and after approval therefore.

6. AGREEMENT CHANGES:

WJO and the Client can make no change to this Agreement without written consent. Notice to renew this Agreement at the end of the service term must be given to WJO thirty (30) days prior to its expiration. Either WJO or the Client may cancel this Agreement at any time with a thirty (30) day written notice.

Schedule:

Technical Services will perform these planned and scheduled maintenance checks on a monthly bases prior to each heating and cooling season. Our technician(s) will also address any user problems or complaints during those visits if time permits within the scope of scheduled maintenance procedures.

**This agreement covers software updates during
the agreement.**



GENERAL CONDITIONS:

All services will be performed during our normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. Authorizations for repairs are to be made promptly. Failure to do so may release and terminate all obligations of the W.J. O'NEIL COMPANY. The obligation to furnish repair or replacement parts is subject to availability of such from normal supply sources.

W.J. O'NEIL COMPANY shall not be held liable or responsible for conditions beyond it's control, such as main electrical power failure, improper voltage, loss of phase, freezing, contaminated water or atmosphere, acts of god, rioting, acts of terrorism, vandalism or commercial delays. It is agreed that W.J. O'NEIL COMPANY shall not be held responsible for system design, changes in governmental code, insurance requirements, or obsolescence. In the event that additions, alterations, repairs or adjustments are made to the system by others, this agreement is terminable at our option upon written notice.

TERMS:

This agreement shall be in effect from **January 1, 2025** to **December 31, 2029** and may be canceled by either party, upon a thirty-day written notice to the other party.

This agreement shall automatically renew itself and shall continue until one party gives a thirty-day written notice of its desire to terminate the agreement with the other party.

Contract prices, unless noted, can only be adjusted on the anniversary date of this agreement, unless equipment is added or deleted from this agreement
\nt.

W.J.O'NEIL COMPANY Planned Maintenance Agreement will be furnished for the net sum of:

*Please Reference Supplemental Terms Provided Below.

YOUR ACCEPTANCE

OUR APPROVAL

Company

W.J. O'NEIL COMPANY
Company

By:

N. Dahlstrom

Title:

By: Nick Dahlstrom
Account Executive

Date:



SUPPLEMENTAL TERMS AND CONDITIONS

HVAC PLANNED MAINTENANCE SERVICES PRICING WILL BE:

- January 1st, 2025 - December 31st, 2025, Price will be: \$14,376 Payable Monthly \$1,198
- January 1st, 2026 - December 31st, 2029, Price will be: \$15,096 Payable Monthly \$1,258



PLANNED MAINTENANCE AGREEMENT

FOR

Charter Township of Ypsilanti
Township Hall
7200 S. Huron River Drive
Ypsilanti, Michigan 48197



THE W.J. O'NEIL COMPANY WILL:

- Provide and maintain inspection reports and equipment log sheets for the specified equipment.
- Provide preferential service at all times over non-contract customers.
- Notify you of any repairs required, as revealed during the inspection.
- Provide an estimate to correct or repair such conditions for your approval.
- Perform only the work or repairs which have been authorized by you or your representative.
- Preferred customer regular service rate for Mon – Fri. except Holidays.
- Preferred customer overtime service rate for after 4:30 p.m. Mon-Fri. and service on Saturdays & Sundays.
- Preferred customer premium service rates for Holidays.
- Perform the services listed on the enclosed checklist (when applicable to your equipment) to the best of our ability and to keep your equipment operating properly and efficiently.
- Deliver our technician, tools and test equipment to your site as well as supply transportation to pick up parts and materials for a daily truck charge.

INSPECTION SCHEDULES:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Chiller 1				SS		CC	O					
Pump 1	O			O			O					
Pump 2	O			O			O					
AHU-1	O,FC			O,FC			O,FC			O,FC		
AHU-2	O,FC			O,FC			O,FC			O,FC		
AHU -3	O,FC			O,FC			O,FC			O,FC		
AHU-4	O,FC			O,FC			O,FC			O,FC		
Boiler 1	O									CSD-1		
Boiler 2	O									CSD-1		
Boiler 3	O									CSD-1		
HW Pump 1	O									O		
HW Pump 2	O									O		
Sidewalk Boiler	O									CSD-1		
UH-1										FS		
AC-1				SS		CC	O					

Service Delivery

Key for designations

O = Operational Assessment

FC = Filter Change

CC = Condenser Coil Cleaning

SS = Spring Start-up

FS = Fall Start-up

CSD-1 = State Boiler Safety Test



EQUIPMENT:

1	Township Hall Upper Roof	Chiller 1	Trane	RTAC155	U10A06399
1	Township Hall Upper Mech Rm	Pump 1	Marathon	213TTDBA4026AA	5 HP
1	Township Hall Upper Mech Rm	Pump 2	Marathon	213TTDBA4026AA	5 HP
1	Township Hall Upper Mech Rm	AHU-1			
1	1st Floor	AHU-2			
1	2nd Floor	AHU -3			
1	Board Room	AHU-4			
1	Boiler Room	Boiler 1	Copper Fin 2	KBN800	L08H10089033
1	Boiler Room	Boiler 2	Copper Fin 2	CHN1441	L08H00215335
1	Boiler Room	Boiler 3	Lochinvar	Knight XL800	
1	Boiler Room	HW Pump 1	Marathon		2 HP
1	Boiler Room	HW Pump 2	Marathon		2 HP
1	Maintenance Shop	UH-1			
1	IT Room AC	AC-1			

SERVICES PROVIDED

Air Handlers

Operational Assessment / Quarterly

- Check air filter and housing integrity.
- Change air filter quarterly.
- Check control system and devices for evidence of improper operation.
- Check P-trap. Prime as needed to ensure proper operation.
- Check fan belt tension. Check for belt wear and proper alignment.
- Check variable frequency drive for proper operation.
- Check for proper operation of cooling or heating coil.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check for fouling, corrosion or degradation.
- Check drive, alignment, wear, seating and operation.
- Check integrity of all panels on equipment.
- Lubricate field serviceable bearings.
- Check drain pan, drain line and coil for biological growth. Clean as needed.
- Check coil fins for evidence of build-up or fouling.
- Inspect for evidence of moisture carryover beyond the drain pan from cooling coils.
- Check for proper damper operation. Adjust as needed.
- Check condensate drain for proper operation.

Chillers-Air-Cooled

Inspection / Maintenance Task Frequency

- Check control system and devices for evidence of improper operation.
- Check condenser fan for wear and proper alignment.
- Check variable frequency drive for proper operation.
- Check control box for dirt, debris and/or loose terminations.
- Check motor contactor for pitting or other signs of damage.
- Check fan blades.
- Check refrigerant system pressures and/or temperatures.
- Check for fouling, corrosion or degradation.



- Lubricate field serviceable bearings.
- Check for proper fluid flow.
- Inspect air-cooled condenser surfaces.
- Check low ambient head pressure control sequence for proper operation.
- Check compressor oil level and or pressure on refrigerant systems having oil level and or pressure measurement means.

Boilers

Seasonal Start Up/ Annual

- Inspect blow-down or drain valve. Clear all debris to ensure proper operation.
- Check pumps and controls.
- Check control system and devices for evidence of improper operation.
- Check control box for dirt, debris and/or loose connections. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check for fouling, corrosion or degradation.
- Check for evidence of build-up or fouling on heat exchange surfaces (tubes).
- Check combustion chamber, burner and flue for deterioration, moisture problems, condensation, and combustion products.
- Examine heat exchange for cracks or holes.

Boilers

CSD -1 / Annual

- Perform and document State Safety Test with Combustion Analysis.

Boilers

Operational Assessment / Annual

- Check control system and devices for evidence of improper operation.
- Check combustion chamber, burner and flue for deterioration, moisture problems, condensation, and combustion products.
- Examine heat exchange for cracks or holes.

Pumps

Operational Assessment / Semi-Annual

- Check control system and devices for evidence of improper operation.
- Check variable frequency drive for proper operation.
- Visually inspect pumps and associated electrical components.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check drive alignment, wear, bearing and coupling seating and operation.
- Check for proper fluid flow.
- Lubricate field serviceable bearings.

Unit Heaters

Fall Start up / Annual

- Check control system and devices for evidence of improper operation.
- Check for proper operation of heat exchanger.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check fan blades to ensure proper operation.
- Check for fouling, corrosion or degradation.
- Check the drive alignment, wear, seating and operation.
- Lubricate field serviceable bearings.

GENERAL CONDITIONS:

All services will be performed during our normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. Authorizations for repairs are to be made promptly. Failure to do so may release and terminate all obligations of the W.J. O'NEIL COMPANY. The obligation to furnish repair or replacement parts is subject to availability of such from normal supply sources.

W.J. O'NEIL COMPANY shall not be held liable or responsible for conditions beyond it's control, such as main electrical power failure, improper voltage, loss of phase, freezing, contaminated water or atmosphere, acts of god, rioting, acts of terrorism, vandalism or commercial delays. It is agreed that W.J. O'NEIL COMPANY shall not be held responsible for system design, changes in governmental code, insurance requirements, or obsolescence. In the event that additions, alterations, repairs or adjustments are made to the system by others, this agreement is terminable at our option upon written notice.

TERMS:

This agreement shall be in effect from **January 1, 2025** to **December 31, 2029** and may be canceled by either party, upon a thirty-day written notice to the other party.

This agreement shall automatically renew itself and shall continue until one party gives a thirty-day written notice of its desire to terminate the agreement with the other party.

Contract prices, unless noted, can only be adjusted on the anniversary date of this agreement, unless equipment is added or deleted from this agreement.

W.J.O'NEIL COMPANY Planned Maintenance Agreement will be furnished for the net sum of:

*Please Reference Supplemental Terms Provided Below.

YOUR ACCEPTANCE

OUR APPROVAL

Company

W.J. O'NEIL COMPANY
Company

By: _____

N. Dahlstrom

Title: _____

By: Nick Dahlstrom
Account Executive

Date: _____



SUPPLEMENTAL TERMS AND CONDITIONS

HVAC PLANNED MAINTENANCE SERVICES PRICING WILL BE:

- January 1st, 2025 - December 31st, 2025, Price will be: \$10,620 Payable Monthly \$885
- January 1st, 2026 - December 31st, 2029, Price will be: \$11,160 Payable Monthly \$930



PLANNED MAINTENANCE AGREEMENT

FOR

Charter Township of Ypsilanti
Ypsilanti Community Center
2025 E. Clark Road
Ypsilanti, Michigan 48198



PLANNED MAINTENANCE AGREEMENT

THE W.J. O'NEIL COMPANY WILL:

- Provide and maintain inspection reports and equipment log sheets for the specified equipment.
- Provide preferential service at all times over non-contract customers.
- Notify you of any repairs required, as revealed during the inspection.
- Provide an estimate to correct or repair such conditions for your approval.
- Perform only the work or repairs which have been authorized by you or your representative.
- Preferred customer regular service rate for Mon – Fri. except Holidays.
- Preferred customer overtime service rate for after 4:30 p.m. Mon-Fri. and service on Saturdays & Sundays.
- Preferred customer premium service rates for Holidays.
- Perform the services listed on the enclosed checklist (when applicable to your equipment) to the best of our ability and to keep your equipment operating properly and efficiently.
- Deliver our technician, tools and test equipment to your site as well as supply transportation to pick up parts and materials for a daily truck charge.

INSPECTION SCHEDULES:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RTU-1	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-1A	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-2	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-2A	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-3	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-4	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-5	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-6	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-6A	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-7	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-7A	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-8	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-8A	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-9	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-10	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-11	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-12	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-13	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-14	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-15	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-16	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-17	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-18	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU-19	O,FC			SS,FC			CC,O,FC			FS, FC		
UH - 1										FS		
UH - 2										FS		
GYM RTU	O,FC			SS,FC			CC,O,FC			FS, FC		



Service Delivery
Key for designations
O = Operational Assessment
FC = Filter Change
CC = Condenser Coil Cleaning
SS = Spring Start-up
FS = Fall Start-up

EQUIPMENT:

RTU-1	Trane	YSC036A3RLA2YD000A1000000	815100181
RTU-1A	Trane	YSC036E3RHA19D000A10201A0	111110717L
RTU-2	Trane	YSC036E3RHA19D000A10201A0	111110701L
RTU-2A	Trane	YSC036A3RLA2YD000A1000000	815100177L
RTU-3	Trane	YSC060E3RHA18D000A10201A0	111110631L
RTU-4	Trane	YSC072E3RHA12D000A10201A0	111110642L
RTU-5	Trane	YSC060E3RHA18D000A10201A0	111110623I
RTU-6	Trane	YSC060E3RHA18D000A10201A0	111110679L
RTU-6A	Trane	YSC036	
RTU-7	Trane	YSC060E3RHA18D000A10201A0	111110639L
RTU-7A	Trane	YSC036A	
RTU-8	Trane	YSC060E3RHA18D000A10201A0	111110655L
RTU-8A	Trane	YSC036A	
RTU-9	Trane	YSC060E3RHA18D000A10201A0	111110671L
RTU-10	Trane	YSC060E3RHA18D000A10201A0	111110663L
RTU-11	Trane	YSC048E3RHA17D000A10201A0	111110611L
RTU-12	Trane	YSC060E3RHA18D000A10201A0	111110613L
RTU-13	Trane	YSC060E3RHA18D000A10201A0	111110647L
RTU-14	Trane	YSC048E3RHA17D000A10201A0	111110621L
RTU-15	Trane	YSC036E3RHA19D000A10201A0	111110725L
RTU-16	Trane	YSC036E3RHA19D000A10201A0	111110693L
RTU-17	Trane	YSC036E3RHA19D000A10201A0	111110733L
RTU-18	Trane	YSC036E3RHA19D000A10201A0	111110709L
RTU-19	Trane	YSC048E3RHA17D000A10201A0	111110629L
UH - 1	Reznor		
UH - 2	Reznor		
GYM RTU	Carrier		

SERVICES PROVIDED

Rooftop Units

Heating Season Start Up

- Check air filter and housing integrity.
- Change air filters.
- Check control system and devices for evidence of improper operation.
- Check fan belt tension. Check for belt wear and proper alignment.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check integrity of all panels on equipment.
- Lubricate field serviceable bearings.
- Check for evidence of build-up or fouling on heat exchange surfaces.
- Check for proper damper operation. Adjust as needed.
- Check combustion chamber, burner and flue for deterioration, leaks, moisture problems, condensation, and combustion products.
- Inspect burners, orifices, ignition system, pilots, control valves and all wiring.
- Inspect heat exchanger for signs of corrosion or cracks.

Rooftop Units

Operational Assessment

- Check air filter and housing integrity.
- Change air filters.
- Check control system and devices for evidence of improper operation.
- Check fan belt tension. Check for belt wear and proper alignment.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check integrity of all panels on equipment.
- Check for proper damper operation. Adjust as needed.

Rooftop Units

Condenser Coil Cleaning

- Inspect condenser coil for leaks or corrosion.
- Straighten bent fins.
- Remove any foreign objects.
- Clean coils with coil cleaner and water.

Rooftop Units

Cooling Season Start Up

- Check air filter and housing integrity.
- Change air filters.
- Check control system and devices for evidence of improper operation.
- Check P-trap. Prime as needed to ensure proper operation.
- Check fan belt tension. Check for belt wear and proper alignment.
- Check for proper operation of cooling coil.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check fan blades to ensure proper operation.

- Check refrigerant system pressures or temperatures.
- Check integrity of all panels on equipment.
- Inspect compressor(s) for any refrigerant or oil leaks.
- Inspect condensate drain line for proper drainage.
- Lubricate field serviceable bearings.
- Check drain pan, drain line and coil for biological growth.
- Check evaporator coil fins to ensure they are properly functioning.
- Inspect for evidence of moisture carryover beyond the drain pan from cooling coils.
- Check for proper damper operation. Adjust as needed.
- Inspect air-cooled condenser surfaces.
- Check low ambient head pressure control sequence for proper operation.
- Check for excessive scale or debris on condenser surfaces.
- Visually inspect areas of moisture accumulation for biological growth.
- Check condensate drains for proper operation.
- Check refrigerant oil levels for refrigerant systems with oil pressure/level controls.

Unit Heaters

- Check control system and devices for evidence of improper operation.
- Check for proper operation of heat exchanger.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check fan blades to ensure proper operation.
- Check for fouling, corrosion or degradation.
- Check the drive alignment, wear, seating and operation.
- Lubricate field serviceable bearings.

GENERAL CONDITIONS:

All services will be performed during our normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. Authorizations for repairs are to be made promptly. Failure to do so may release and terminate all obligations of the W.J. O'NEIL COMPANY. The obligation to furnish repair or replacement parts is subject to availability of such from normal supply sources.

W.J. O'NEIL COMPANY shall not be held liable or responsible for conditions beyond it's control, such as main electrical power failure, improper voltage, loss of phase, freezing, contaminated water or atmosphere, acts of god, rioting, acts of terrorism, vandalism or commercial delays. It is agreed that W.J. O'NEIL COMPANY shall not be held responsible for system design, changes in governmental code, insurance requirements, or obsolescence. In the event that additions, alterations, repairs or adjustments are made to the system by others, this agreement is terminable at our option upon written notice.

TERMS:

This agreement shall be in effect from January 1, 2025 to December 31, 2029 and may be canceled by either party, upon a thirty-day written notice to the other party.

This agreement shall automatically renew itself and shall continue until one party gives a thirty-day written notice of its desire to terminate the agreement with the other party.

Contract prices, unless noted, can only be adjusted on the anniversary date of this agreement, unless equipment is added or deleted from this agreement.

W.J.O'NEIL COMPANY Planned Maintenance Agreement will be furnished for the net sum of:

*Please Reference Supplemental Terms Provided Below.

YOUR ACCEPTANCE

OUR APPROVAL

Company

W.J. O'NEIL COMPANY
Company

By:

N. Dahlstrom

Title:

By: Nick Dahlstrom
Account Executive

Date:



SUPPLEMENTAL TERMS AND CONDITIONS

HVAC PLANNED MAINTENANCE SERVICES PRICING WILL BE:

- January 1st, 2025 - December 31st, 2025, Price will be: \$14,184 Payable Monthly \$1,182
- January 1st, 2026 - December 31st, 2029, Price will be: \$14,904 Payable Monthly \$1,242



PLANNED MAINTENANCE AGREEMENT

FOR

Charter Township of Ypsilanti
14B District Court
7200 S. Huron River Drive
Ypsilanti, Michigan 48197



PLANNED MAINTENANCE AGREEMENT

THE W.J. O'NEIL COMPANY WILL:

- Provide and maintain inspection reports and equipment log sheets for the specified equipment.
- Provide preferential service at all times over non-contract customers.
- Notify you of any repairs required, as revealed during the inspection.
- Provide an estimate to correct or repair such conditions for your approval.
- Perform only the work or repairs which have been authorized by you or your representative.
- Preferred customer regular service rate for Mon – Fri. except Holidays.
- Preferred customer overtime service rate for after 4:30 p.m. Mon-Fri. and service on Saturdays & Sundays.
- Preferred customer premium service rates for Holidays.
- Perform the services listed on the enclosed checklist (when applicable to your equipment) to the best of our ability and to keep your equipment operating properly and efficiently.
- Deliver our technician, tools and test equipment to your site as well as supply transportation to pick up parts and materials for a daily truck charge.

INSPECTION SCHEDULES:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RTU 1	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU 2	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU 3	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU 4	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU 5	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU 6	O,FC			SS,FC			CC,O,FC			FS, FC		
RTU 7	O,FC			SS,FC			CC,O,FC			FS, FC		

Service Delivery
Key for designations
O = Operational Assessment
FC = Filter Change
CC = Condenser Coil Cleaning
SS = Spring Start-up
FS = Fall Start-up



EQUIPMENT:

1	14B District Court Lower Roof	RTU 1	Carrier	48HCEA06BZA5A2B0A0	0711G00416
1	14B District Court Lower Roof	RTU 2	Carrier	48PGEC08BD-50-A0	1011G00014
1	14B District Court Lower Roof	RTU 3	Carrier	48HCEA04B2A5A2B0A0	0711G30412
1	14B District Court Lower Roof	RTU 4	Carrier	48PGC12BD-50-A0	0911G50022
1	14B District Court Lower Roof	RTU 5	Bryant	580FPV0914180AA	0906G20661
1	14B District Court Lower Roof	RTU 6	Carrier	48PGEC08BD-50-A0	1011G00013
1	14B District Court Lower Roof	RTU 7	Carrier	48PGEC12DB-50-A0	0911G50023

SERVICES PROVIDED

Rooftop Units

Heating Season Start Up

- Check air filter and housing integrity.
- Change air filters.
- Check control system and devices for evidence of improper operation.
- Check fan belt tension. Check for belt wear and proper alignment.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check integrity of all panels on equipment.
- Lubricate field serviceable bearings.
- Check for evidence of build-up or fouling on heat exchange surfaces.
- Check for proper damper operation. Adjust as needed.
- Check combustion chamber, burner and flue for deterioration, leaks, moisture problems, condensation, and combustion products.
- Inspect burners, orifices, ignition system, pilots, control valves and all wiring.
- Inspect heat exchanger for signs of corrosion or cracks.

Rooftop Units

Operational Assessment

- Check air filter and housing integrity.
- Change air filters.
- Check control system and devices for evidence of improper operation.
- Check fan belt tension. Check for belt wear and proper alignment.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check integrity of all panels on equipment.
- Check for proper damper operation. Adjust as needed.

Rooftop Units

Condenser Coil Cleaning

- Inspect condenser coil for leaks or corrosion.
- Straighten bent fins.
- Remove any foreign objects.
- Clean coils with coil cleaner and water.

Rooftop Units

Cooling Season Start Up

- Check air filter and housing integrity.
- Change air filters.
- Check control system and devices for evidence of improper operation.
- Check P-trap. Prime as needed to ensure proper operation.
- Check fan belt tension. Check for belt wear and proper alignment.
- Check for proper operation of cooling coil.
- Check control box for dirt, debris and/or loose terminations. Clean and tighten as needed.
- Check motor contactor for pitting or other signs of damage.
- Check fan blades to ensure proper operation.
- Check refrigerant system pressures or temperatures.
- Check integrity of all panels on equipment.
- Inspect compressor(s) for any refrigerant or oil leaks.
- Inspect condensate drain line for proper drainage.
- Lubricate field serviceable bearings.
- Check drain pan, drain line and coil for biological growth.
- Check evaporator coil fins to ensure they are properly functioning.
- Inspect for evidence of moisture carryover beyond the drain pan from cooling coils.
- Check for proper damper operation. Adjust as needed.
- Inspect air-cooled condenser surfaces.
- Check low ambient head pressure control sequence for proper operation.
- Check for excessive scale or debris on condenser surfaces.
- Visually inspect areas of moisture accumulation for biological growth.
- Check condensate drain line for proper drainage.
- Check refrigerant oil levels for refrigerant systems with oil pressure/level controls.

GENERAL CONDITIONS:

All services will be performed during our normal working hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. Authorizations for repairs are to be made promptly. Failure to do so may release and terminate all obligations of the W.J. O'NEIL COMPANY. The obligation to furnish repair or replacement parts is subject to availability of such from normal supply sources.

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*Please Reference Supplemental Terms Provided Below.

YOUR ACCEPTANCE

OUR APPROVAL

Company

W.J. O'NEIL COMPANY
Company

By:

N. Dahlstrom

By: Nick Dahlstrom
Account Executive

Title:

Date:



SUPPLEMENTAL TERMS AND CONDITIONS

HVAC PLANNED MAINTENANCE SERVICES PRICING WILL BE:

- January 1st, 2025 - December 31st, 2025, Price will be: \$4,992 Payable Monthly \$416
- January 1st, 2026 - December 31st, 2029, Price will be: \$5,244 Payable Monthly \$437





MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: February 26, 2025

RE: **Request Authorization to approve Change Order #2 with KAB Enterprises for \$7,463.90 for additional professional services related to the Ypsilanti Township ARPA West Willow Park project.**

The Residential Services Department is seeking approval for Change Order #2 with KAB Enterprises as recommended by Spicer Group for additional services related to the ARPA West Willow Park improvement project for \$7,463.90 contingent on a budget amendment.

At the November 19, 2024 Board of Trustees meeting, the board approved Change Order #1 with KAB for the West Willow and Burns Park ARPA projects. For the West Willow project, Change Order #1 focused on adding additional paved sections of the walkway, an additional slide for the playground and funds to be added for the additional work needed to excavate the existing playground poles.

Change Order #2 is for three items:

1. Removal of Safety Surfacing – Was increased to accommodate the removals to the south of the original playground area. This was needed due to reshaping the playground area and needing to adjust slightly on site.
2. Restoration – Increased need due to the increased area in paving.
3. Contract Deadline Extension – Change contract end date to May 1st, 2025 from October 1, 2024.

Attached is a supporting letter from Spicer Group detailing Change Order #2. If approved, work will be completed at both parks right after the weather allows. The only remaining items to be completed are final restoration and small asphalt repairs.

John Hines
Municipal Services Director.
jhines@ypsitownship.org

February 26, 2025

John Hines, CPRP
Municipal Services Director
Charter Township of Ypsilanti
2025 East Clark Road
Ypsilanti, MI 48197

RE: Burns Park and West Willow Park Improvements
Change Order 2

Dear Mr. Hines,

Please summary of changes to the Burns Park and West Willow Park Improvements contract.

Burns Park

- B.1 – Mobilization, Max 5%: No change.
- B.2 - Pavement Removal: No change.
- B.3 – Removal of Safety Surfacing: No change.
- B.4 – Playground Curb: No change.
- B.5 – Safety Surfacing: No change.
- B.6 – Aggregate Base, 8 inch: No change.
- B.7 – HMA, 13A: No change.
- B.8 – Sidewalk, 4 inch: No change.
- B.9 – Restoration: No change.
- B.10 – Soil Erosion and Sedimentation Control - No change.

Additional Requested Funds: **\$0.00**

February 26, 2025

Page 2 of 3

West Willow Park

W.1 – Mobilization, Max 5%: No change.

W.2 – Removal of Safety Surfacing: Was increase to accommodate the removals to the south of original playground area.

W.3 – Removal of Play Equipment: No change.

W.4 – Relocate Existing Bench: No change.

W.5 – Playground Curb: No change.

W.6 – Gravel Walk: No change.

W.7 – Play Equipment, West Willow, Supply & Install: No change.

W.8 – Safety Surfacing: No change.

W.9 – Aggregate Base, 8 inch: No change.

W.10 – HMA, 13A: No change.

W.11 – Restoration: Increased due to increase in paving.

W.12 – Soil Erosion and Sedimentation Control: No change.

W.13 – Additional Slide: No change.

W.14 – Additional Playground Demo: No change

Additional Requested Funds: **\$7,463.90**

Total Additional Requested Funds: \$7,463.90

February 26, 2025
Page 3 of 3

If you have any questions or need anything further, please feel free to contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Elsie Jorgensen".

Elsie Jorgensen, E.I.T.

SPICER GROUP, INC

125 Helle Blvd, Suite 2

Dundee, MI 48131

Phone: (269) 252-6100

E-mail: elsie.jorgensen@spicergroup.com

Date of Issuance: February 26, 2025	Effective Date: March 6, 2025
Owner: Ypsilanti Township	Owner's Contract No.:
Contractor: KAB	Contractor's Project No.:
Engineer: Spicer Group, Inc	Engineer's Project No.: 134586SG2023
Project: Burns Park and West Willow Park Improvements	Contract Name:

The Contract is modified as follows upon execution of this Change Order:


Description:
West Willow Park: Additional removal of safety surfacing, additional restoration work.

Attachments: *West Willow Prop with Old Playground.pdf*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>554,810.50</u>	Original Contract Times: Substantial Completion: <u>October 1, 2024</u> Ready for Final Payment: <u>October 30, 2024</u> days or dates
Increase from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>40,204.14</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: \$ <u>595,014.64</u>	Contract Times prior to this Change Order: Substantial Completion: <u>October 1, 2024</u> Ready for Final Payment: <u>October 1, 2024</u> days or dates
Increase of this Change Order: \$ <u>7,463.90</u>	Increase of this Change Order: Substantial Completion: <u>212</u> Ready for Final Payment: <u>212</u> days or dates
Contract Price incorporating this Change Order: \$ <u>602,478.54</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>May 1, 2025</u> Ready for Final Payment: <u>May 30, 2025</u> days or dates

ACCEPTED:

ACCEPTED:

By: <u></u>	By: _____	By: _____
Engineer (if required)	Owner (Authorized)	Contractor (Authorized)
Title: <u>Design Engineer</u>	Title: _____	Title: _____
Date: <u>November 13, 2024</u>	Date: _____	Date: _____

PROJECT NO. 134586SG2023	PROJECT NAME/ LOCATION Burns Park and West Willow Park Improvements	CHANGE ORDER NO.: 2
CONTRACT NO.	West Willow	DATE: 2/26/2025
CONTRACTOR/ADDRESS KAB Construction	OWNER/ADDRESS Ypsilanti Township 7200 S Huron River Dr Ypsilanti , MI 48197	CONSULTANT/ADDRESS Spicer Group, Inc. 125 Helle Blvd, Suite 2 Dundee, MI 48131

ITEM NO.	DESCRIPTION	CONTRACT QUANTITY		UNIT	UNIT PRICE	CONTRACT AMOUNT		THIS CHANGE ORDER NET CHANGE
		CONTRACT QUANTITY INCLUDING ALL PRIOR CHANGE ORDERS	REVISED CONTRACT QUANTITY WITH THIS CHANGE ORDER			CONTRACT AMOUNT INCLUDING ALL PRIOR CHANGE ORDERS	REVISED AMOUNT WITH THIS CHANGE ORDER	
<u>ORIGINAL CONTRACT PAY ITEMS</u>								
W.1	Mobilization, Max 5%	1	1		\$18,127.54	\$18,127.54	\$18,127.54	\$0.00
W.2	Removal of Safety Surfacing	630	720		\$32.71	\$20,607.30	\$23,551.20	\$2,943.90
W.3	Removal of Play Equipment	1	1		\$12,336.84	\$12,336.84	\$12,336.84	\$0.00
W.4	Relocate Existing Bench	2	2		\$976.42	\$1,952.84	\$1,952.84	\$0.00
W.5	Playground Curb	273	273		\$43.27	\$11,812.71	\$11,812.71	\$0.00
W.6	Gravel Walk	0	0		\$11.62	\$0.00	\$0.00	\$0.00
W.7	Play Equipment, West Willow, Supply & Install	1	1		\$203,821.55	\$203,821.55	\$203,821.55	\$0.00
W.8	Safety Surfacing	630	630		\$32.09	\$20,216.70	\$20,216.70	\$0.00
W.9	Aggregate Base, 8 inch	1423	1423		\$44.13	\$62,796.99	\$62,796.99	\$0.00
W.10	HMA, 13A	191	191		\$254.51	\$48,611.41	\$48,611.41	\$0.00
W.11	Restoration	2000	3000		\$4.52	\$9,040.00	\$13,560.00	\$4,520.00
W.12	Soil Erosion and Sedimentation Control	1	1		\$3,758.24	\$3,758.24	\$3,758.24	\$0.00
<u>NEW CONTRACT PAY ITEMS</u>								
W.13	<u>Additional Slide</u>	1	1		\$8,819.45	\$8,819.45	\$8,819.45	\$0.00
W.14	<u>Additional Playground Demo</u>	1	1		\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
					TOTAL:	\$423,901.57	\$431,365.47	\$7,463.90
The Contractor agrees to complete the work per this Change Order under the direction of the Engineer and to accept payment for the work as indicated on this change order.								
						TOTAL CHANGE ORDER (\$):	\$7,463.90	

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



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

Trustees
Karen Lovejoy Roe
John Newman II
Gloria Peterson
LaResha Thornton

To: Township Board
From: Travis McDugald, IS Manager
Re: **Request approval for upgrades to the police camera system with a not to exceed project value of \$188,125.00, budgeted in line item #266-301-977.000**
Date: Feb 27, 2025

The Township operates a public camera system used by Washtenaw County Sheriffs to assist in investigations. This system consists of 50 camera sites and 2 video recording servers.

Recently the Township Board authorized the upgrade of the network which connects everything together to ensure a more secure and reliable system. During this review, we knew the servers would need to be replaced but did not have the costs or specifications. It was believed the existing pole mounted boxes were sufficient for network upgrades.

As the network upgrades moved forward, we found pole boxes of different sizes and most lacked sufficient environmental control. We also found components welded together due to a lack of power surge protection.

In discussions with Comcast, DSE (our new camera support vendor) and myself we find it necessary to replace most of the pole boxes hosting the camera network equipment. With the box replacement we will add additional power protection along with better remote monitoring and management abilities.

The cost of each replacement pole box ranges between \$2,900 and \$3,200 depending on the type of camera mounted on the pole. To help reduce costs; The server hardware will be purchased from multiple vendors and custom built by IT staff.

This is the project not to exceed costs:

Pole Box Replacements	\$147,400
Server Hardware	\$23,225
Server Software	\$7,500
Contingency/ Professional Services	\$10,000
	\$188,125

Given the volatility of costs associated with electronics I have included funds to absorb minor fluctuations along with professional services to assist in the server license migrations.

Thank you for your consideration.
Travis McDugald
IS Manager, Charter Township of Ypsilanti

Motion to Amend the 2025 Budget (#3)

Move to increase the General Fund budget by \$7,464 to \$21,062,488 and approve the department line item changes as outlined.

Move to increase the Law Enforcement Fund budget by \$100,000 to \$10,241,827 and approve the department line item changes as outlined.

**CHARTER TOWNSHIP OF YPSILANTI
2025 BUDGET AMENDMENT # 3**

MARCH 4, 2025

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND **Total Increase** \$7,464.00

Request to increase the budget for West Willow Park improvement ARPA project. This is for a change order for the remediation and restoration of additional work the Township requested of KAB Enterprises. This will be funded by appropriation of ARPA funds.

Revenues:	Designated Loss Revenue ARPA	101-000-686.000	\$7,464.00
			<u>\$7,464.00</u>
			<u><u>\$7,464.00</u></u>
		Net Revenues	\$7,464.00
			<u>\$7,464.00</u>
			<u><u>\$7,464.00</u></u>
Expenditures:	West Willow Park Improvements	101-902-981.150	\$7,464.00
			<u>\$7,464.00</u>
			<u><u>\$7,464.00</u></u>
		Net Expenditures	\$7,464.00
			<u>\$7,464.00</u>
			<u><u>\$7,464.00</u></u>

266 - LAW ENFORCEMENT FUND **Total Increase** \$100,000.00

Request to increase the budget for new equipment and upgraded servers related to the neighborhood cameras. This will be funded by an appropriation of prior year fund balance.

Revenues:	Prior Year Fund Balance	266-000-699.999	\$100,000.00
			<u>\$100,000.00</u>
			<u><u>\$100,000.00</u></u>
		Net Revenues	\$100,000.00
			<u>\$100,000.00</u>
			<u><u>\$100,000.00</u></u>
Expenditures:	Equipment	266-301-977.000	\$100,000.00
			<u>\$100,000.00</u>
			<u><u>\$100,000.00</u></u>
		Net Expenditures	\$100,000.00
			<u>\$100,000.00</u>
			<u><u>\$100,000.00</u></u>

AUTHORIZATIONS AND BIDS

CHARTER TOWNSHIP OF YPSILANTI FIRE DEPARTMENT

222 South Ford Boulevard, Ypsilanti, MI 48198
Phone 734-544-4225 Fax 734-544-4195

Steven Densmore
Fire Chief



MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: Steven Densmore, Fire Chief

Date: March 18, 2025

RE: REQUEST TO ACCEPT THE LOW BID FROM GENE BUTMAN FORD FOR THE PURCHASE OF ONE FORD F-150 4X4 SUPER CREW XLT IN THE AMOUNT OF \$52,255.00, BUDGETED IN LINE ITEM #206-901-979.000

The fire department is requesting authorization to purchase one Ford F-150 for the Fire Marshal division. This purchase is budgeted in GL# 206-901-979.000.

Quotes Received:

- **Gene Butman Ford \$ 52,346.25 (Ypsilanti Township Michigan)**
- **Lunghamer Ford \$ 52,626.00 (Owosso Michigan)**
- **Spirt Ford \$ 58,775.00 (Dundee Michigan)**

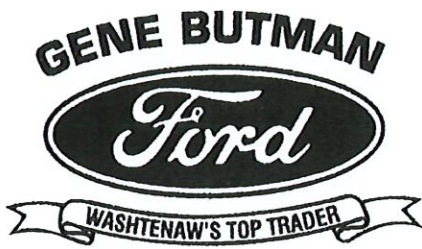
Due to daily use, fire inspections, emergency response, age and mileage the department needs to replace the Fire Marshal's current vehicle. This will allow the Fire Marshal to keep all investigation equipment issued safe and allow better performance with updated technology to keep up with industry standards. This request is in accordance with the financial policy, section 3.2.6.3.2.

I propose the current fire marshal vehicle be sold, "as is" at the next township auction.

Respectively,

Steven Densmore

Fire Chief



GENE BUTMAN FORD SALES, INC.

2105 Washtenaw Ave. • Ypsilanti, Michigan 48197
Telephone (734) 482-8581 • Fax (734) 482-0653

Chartertownship of Ypsilanti Fire Department/Fire Marshal
Central Fire Station
222 S. Ford Blvd.
Ypsilanti MI 48198

MSRP per bid specifications with addition of black package

\$62,175	
-(10,103.75)	Government and Fleet price concessions

\$52071.25	
+\$275	*Doc fees and title

\$52,346.25	Total Delivered Price



Preview Order 3210 - W3L - 4x4 XLT SuperCrew: Order Summary Time of Preview: 01/23/2025 13:29:41 Receipt: 12/5/2024

Dealership Name: **Gene Butman Ford Sls Inc**

Sales Code : F48439

Dealer Rep.	Michael Pluta	Type	Fleet	Vehicle Line	F-150	Order Code	3210
Customer Name	Ypsilanti tow	Priority Code	B1	Model Year	2025	Price Level	545

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW XLT - 145	\$51815	.18" GLOSS BLACK WHEELS	\$0
145 INCH WHEELBASE	\$0	SKID PLATES	\$160
CARBONIZED GRAY METALLIC	\$0	50 STATE EMISSIONS	\$0
SPORT CLOTH 40/CONSOLE/40	\$0	PRO POWER ONBOARD - 7.2KW	\$850
BLACK	\$0	MOBILE OFFICE PACKAGE	\$1045
EQUIPMENT GROUP 301A	\$1585	TOW/HAUL PACKAGE	\$275
.XLT SERIES	\$0	.INTEGRATED TRAILER BRAKE CONT	\$0
.8-WAY POWER DRIVERS SEAT	\$0	MIRROR MAN TEL/FLD W/PWR GLASS	\$395
.DUAL ZONE AUTO TEMP CONTROL	\$0	LED SIDE-MIRROR SPOTLIGHTS	\$175
.LED FOG LAMPS	\$0	STANDARD FUEL TANK	\$0
3.5L POWERBOOST FULL HYBRID	\$3560	BED UTILITY PACKAGE	\$635
HYBRID ELEC 10-SPD AUTO TRANS	\$0	.TAILGATE STEP AND WORK SURFACE	\$0
LT265/70R18C BSW ALL-TERRAIN	\$295	BEDLINER-TOUGHBED SPRAYIN*ACCY	\$595
3.73 ELECTRONIC LOCK RR AXLE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
7400# GVWR PACKAGE	\$0	FUEL CHARGE	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	NATIONAL FLEET INCENTIVE (56M)	\$0
FLEET ADVERTISING CREDIT	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
JOB #2 ORDER	\$0	PRICED DORA	\$0
VINYL FLOORING - BLACK	\$0	ADVERTISING ASSESSMENT	\$0
XLT BLACK APPEARANCE PACKAGE	\$595	DESTINATION & DELIVERY	\$1995
			MSRP
TOTAL BASE AND OPTIONS			\$63975
POWERBOOST HYBRID DISC			\$-1900
TOTAL			\$62075

ORDERING FIN: QA896 END USER FIN: QA896

Customer Name:
Customer Address:

Customer Email:
Customer Phone:



January 31, 2025

Charter Township of Ypsilanti
Attn: Fire Marshal Steven Wallgren
7200 S. Huron River Drive
Ypsilanti, MI 48197

Dear Fire Marshal Steven Wallgren:

Price on 2025 Vehicle State of Michigan Contract# MA 240000001208 and Macomb County Contract# 21-18 Bid:

2025 Ford F150 Super Crew 4x4 XLT Hybrid Pickup 5 ½' Box **\$52,626.00 ea**

Order Cutoff Date: TBD.

Delivery date: Approximately 90-120 Days A.R.O.

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty. Service to be handled by your local Ford Dealer.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

2025 F-150 Super Crew XLT

Major Standard Equipment

MECHANICAL

- 2.7L V6 EcoBoost® with Auto Start-Stop Technology (standard on 141" and 145")
- 5.0L V8 with Auto Start-Stop Technology (standard on 122" and 157")
- 4x4 Electronic-Shift-On-the-Fly (ESOF) with Neutral Towing Capability
- Auto Hold
- Axle, Front – Independent Front Suspension (IFS)
- Brakes – 4-Wheel Disc with ABS
- Selectable Drive Modes: Normal, ECO, Sport, Tow/Haul, Slippery, Trail – 4x2 only
- Selectable Drive Modes: Normal, ECO, Sport, Tow/Haul, Slippery, Deep Snow/Sand, Mud/Rut – 4x4 only
- Electronic Ten-Speed Automatic Transmission • Fail-Safe Cooling
- Jack
- Electric Parking Brake
- SelectShift® Automatic Transmission with Progressive Range Select
- Shock Absorbers, Gas – Heavy-Duty, Front
- Shock Absorbers, Gas – Heavy-Duty, Outboard Mounted, Rear
- Springs, Front – Coil
- Springs, Rear – Leaf, Two-Stage Variable Rate • Stabilizer Bar, Front
- Steering – Power, Rack-and-Pinion

EXTERIOR

- Bed Storage Boxes (NA w/ 8' Box)
- Bumper and Fascia, Front – Black
- Bumper, Rear – Black
- Cargo Lamp – integrated with Center High-mounted Stop Lamp
- Daytime Running Lamps (DRL) (On/Off Cluster Controllable)
- Easy Fuel® Capless Fuel-Filler
- Exhaust – Single Rear
- F-150 Fender Badge
- Fuel Tank
- Standard Range 23 Gallon (Regular Cab 6.5' Box)
- Extended Range 36 Gallon (Regular Cab (NA w/ 6.5' Box), SuperCab and SuperCrew®)
- Fully Boxed Steel Frame
- Grille – Black Coast to Coast
- Handles, Black – Door and Tailgate with Black Bezel
- Hooks – Pickup Box Tie-Down, four (4)
- Hooks – Front Tow 4x4, two (2)
- Mirrors, Sideview – Manual-folding, Power Glass with Heat and Black Skull Caps
- Power Tailgate Lock
- Spare Tire Carrier – Rear Under Frame
- Spare Tire
- Stone Cuffs, Front & Rear
- Tailgate Lift Assist
- Tailgate – removable with key lock
- Tires
- 245/70R 17 BSW all-season tires (A/S) 4x2
- 265/70R 17 BSW all-terrain tires (A/T) 4x4
- Trailer Sway Control
- Trailer Towing – 4-pin wiring, ball mounting provisions in rear bumper
- Wheels – 17" silver steel
- Wipers – Intermittent speed

INTERIOR/COMFORT

- 12" Productivity Screen in Instrument Cluster
- Air Conditioning Registers – Black Vanes with Chrome Knob
- Auxiliary Audio Input Jack
- Black Vinyl Floor Covering
- Compass Display in Instrument Cluster
- Cruise Control
- Dome Light • Door trim – Soft armrest, grab handle and front map pockets
- Fade-to-Off Interior Lighting
- Gauges and Meters – Fuel, Oil Pressure, Transmission Temperature and Engine Coolant Temperature Gauges; Speedometer, Odometer and Tachometer
- Grab Handles
- Front – A-Pillar, Driver and Passenger Side — Rear – B-Pillar (SuperCrew®)
- Horn – Dual-Note
- Illuminated Entry
- Manual Air Conditioning, Single Zone
- Outside Temperature Display
- Powerpoint 12V
- Power Door-Locks with Flip Key and Integrated Key Transmitter
- Keyless-Entry (incl. Autolock)

- Power Windows (Front/Rear) – One-touch Up/Down Driver and Passenger Front Windows (Rear Power Windows not available on Regular Cab)
- Rear-window with Fixed Glass and Solar Tint
- Rearview Mirror, Day/Night
- Scuff Plates – MIC, Front
- Seat, Front
- Cloth 40/20/40
- 2-Way manual driver/passenger
- Amrest
- Seat, Rear
- Cloth
- USB charging ports – two (2)
- 60/40 flip-up split seat (SuperCab)
- 60/40 flip-up split seat with elongated cushion (SuperCrew®)
- Steering Wheel, Black Urethane – Manual Tilt/Telescoping and Manual Locking
- Visor, Driver Side; Visor with Mirror, Passenger-Side

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags
- Driver and Passenger Front Airbags
- Driver and Passenger Seat-Mounted Side Airbags — Safety Canopy® Side-Curtain Airbags (1st and 2nd row coverage)
- Curve Control
- LED Reflector Headlamps – Black Bezels
- Perimeter Alarm
- Rainlamp Wiper Activated Headlamps
- Seat Belts, Active Restraint System (ARS). Three-point Manual Lap/Shoulder Belts with Height Adjusters, Pretensioners & Energy Mgmt Retractors on Outside Front Positions. Includes Autolock Features for Child Seats
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™
- Tire Pressure Monitoring System (TPMS)
- Stolen Vehicle Services (1-year Plan Included)
- Ford Co-Pilot360™ 2.0
- Pre-Collision Assist with Automatic Emergency Braking (AEB)
- Pedestrian Detection
- Forward Collision Warning
- Dynamic Brake Support
- BLIS® with Cross-Traffic Alert
- Lane-Keeping System
- Lane-Keeping Alert
- Lane-Keeping Aid
- Driver Alert
- Rear View Camera
- Auto High Beams
- Reverse Sensing System
- Reverse Brake Assist
- Post-Collision Braking
- Autolamp – Auto On/Off Headlamps

FUNCTIONAL

- AM/FM Stereo (speakers; four (4) with Regular Cab, six (6) with SuperCab and SuperCrew®)
- Class IV Trailer Hitch (incl. Smart Trailer Tow Connector, 7/4 pin-connector; Class IV trailer hitch receiver)
- FordPass™ Connect (5G)
- 5G LTE Wi-Fi hotspot connects up to 10 devices
- Schedule specific times to remotely start vehicle
- Locate parked vehicle
- Check vehicle status
- Hill Start Assist
- SYNC® 4 with Enhanced Voice Recognition (Incl. SiriusXM® with 360L)
- 12" LCD Capacitive Touchscreen with Swipe Capability
- Wireless Phone Connection
- Cloud Connected
- AppLink® w/App Catalog
- 911 Assist®
- Apple CarPlay® and Android Auto™ Compatibility
- Digital Owner's Manual
- Conversational Voice Command Recognition
- Connected Navigation.
- USB charging ports – two (2)
- USB data charging ports – two (2)



Preview Order Y001 - W3L - 4x4 XLT SuperCrew : Order Summary Time of Preview: 01/31/2025
 10:20:52 Receipt: 1/31/2025

Dealership Name : Spirit Ford, Inc.

Sales Code : F48430

Dealer Rep.	Michael White	Type	Fleet	Vehicle Line	F-150	Order Code	Y001
Customer Name	Ypsilanti	Priority Code	D1	Model Year	2025	Price Level	545

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW XLT - 145	\$51815	SKID PLATES	\$160
145 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$51815	PRO POWER ONBOARD - 7.2KW	\$850
CARBONIZED GRAY METALLIC	\$0	MOBILE OFFICE PACKAGE	\$1045
SPORT CLOTH 40/CONSOLE/40	\$0	TOW/HAUL PACKAGE	\$275
BLACK	\$0	.INTEGRATED TRAILER BRAKE CONT	\$0
EQUIPMENT GROUP 301A	\$1585	MIRROR MAN TEL/FLD W/PWR GLASS	\$395
.XLT SERIES	\$0	LED SIDE-MIRROR SPOTLIGHTS	\$175
.8-WAY POWER DRIVERS SEAT	\$0	STANDARD FUEL TANK	\$0
.DUAL ZONE AUTO TEMP CONTROL	\$0	BED UTILITY PACKAGE	\$635
.LED FOG LAMPS	\$0	.TAILGATE STEP AND WORK SURFACE	\$0
3.5L POWERBOOST FULL HYBRID	\$3560	PRICE CONCESSION INDICATOR	\$0
HYBRID ELEC 10-SPD AUTO TRANS	\$0	REMARKS TRAILER	\$0
LT265/70R18C BSW ALL-TERRAIN	\$295	BEDLINER-TOUGHBED SPRAYIN*ACCY	\$595
3.73 ELECTRONIC LOCK RR AXLE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
7400# GVWR PACKAGE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	FUEL CHARGE	\$0
JOB #2 ORDER	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
VINYL FLOORING - BLACK	\$0	PRICED DORA	\$0
XLT BLACK APPEARANCE PACKAGE	\$595	ADVERTISING ASSESSMENT	\$0
.18" GLOSS BLACK WHEELS	\$0	DESTINATION & DELIVERY	\$1995

MSRP

TOTAL BASE AND OPTIONS	\$63975
POWERBOOST HYBRID DISC	\$-1900
CONCESSIONS DISCOUNT	\$-3300
TOTAL	\$58775

ORDERING FIN: QA896 END USER FIN: QA896 PO NUMBER: undefined

INCENTIVES:

Acc. Code ID: 10 Contract/Ref #: 05-056S Concession Amount: \$-3300.00 BID DATE: 07/30/24 STATE: MI

OTHER BUSINESS

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

ADJOURNMENT
