

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE JANUARY 20, 2026, REGULAR BOARD MEETING**

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

**DETERMINATION OF QUORUM**

Supervisor Stumbo determined a quorum was 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 II, Gloria Peterson, and LaResha Thornton

**Members Not Present:** Trustee Gloria Peterson

**Legal Counsel:** Wm. Douglas Winters

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

**APPROVAL OF AGENDA**

Supervisor Stumbo requested to add under Other Business, a request to send letters to elected officials, making a second request for their support of Resolution 2025-23, Opposition to the Building of Two High Performance Computing and Artificial Intelligence Research Centers on Bridge Road and Textile Road by the University of Michigan and Los Alamos National Laboratory. Resolution 2025-23 was previously sent to the elected officials in August of 2025.

The board agreed to add this item to Other Business.

## CONSENT AGENDA

- A. MINUTES OF DECEMBER 16, 2025, REGULAR BOARD MEETING**
- B. STATEMENTS AND CHECKS**
  - 1. STATEMENTS AND CHECKS FOR JANUARY 6, 2026, IN THE AMOUNT OF \$985,841.23**
  - 2. STATEMENTS AND CHECKS FOR JANUARY 20, 2026, IN THE AMOUNT OF \$1,092,974.34**
  - 3. CLARITY HEALTH CARE DEDUCTIBLE ACH FOR DECEMBER 2025, IN THE AMOUNG OF \$33,974.28**
  - 4. CLARITY HEALTH CARE ADMIN FEE FOR DECEMBER 2025, IN THE AMOUNT OF \$1,818.35**
- C. TREASURER'S REPORT**

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

The motion carried unanimously.

## ATTORNEY REPORT

### A. GENERAL LEGAL UPDATE

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

Trustee Lovejoy Roe made a motion to allow the full-time officials, with Attorney Winters and Attorney Trigger to retain any kind of professional services, engineers, specialists including environmental specialists and historians to look at environmental studies, and the potential impacts on the land at Bridge Rd and Textile Rd including Native American historical significance, plant and wildlife habitats, sound and vibration levels, the Hydro Dam and anything else that might come up when working in opposition to the location of the U of M and Los Alamos Computational Centers at the Bridge Road and Textile Road location when services are needed bring the requests to board meetings. The motion was supported by Trustee Thornton.

The motion carried unanimously.

## NEW BUSINESS

### **1. ADOPTION OF 2026 BOARD OF REVIEW SCHEDULE, LOCATION, AND COMPENSATION**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to adopt the 2026 Board of Review Schedule, location, and compensation.

The motion carried unanimously.

### **2. APPROVE SPECIAL LAND USE FOR CREEKSIDE NORTH DEVELOPMENT, 6601 TUTTLE HILL ROAD**

A motion was made by Trustee Thornton and supported by Treasurer Eldridge to approve Special Land Use for Creekside North Development, 6601 Tuttle Hill Road, contingent upon the following five (5) items:

- a. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Approval. The applicant shall revise all plan sheets to reflect the results of this evening's discussion.
- b. The applicant shall obtain all applicable internal and outside agency permits prior to construction.
- c. Add an additional 1.19 acres for usable open space.
- d. Add 210 outlets in the garage for hybrid and electric vehicles.
- e. The applicant shall provide a monotony clause to prevent neighborhood looking like a cookie-cutter neighborhood from adjacent buildings.

Creekside North Development PowerPoint presentations are attached.

The motion carried unanimously.

There were 2 public comments. (refer to audio)

**3. APPROVE PRELIMINARY SITE PLAN FOR CREEKSIDER NORTH  
DEVELOPMENT, 6601 TUTTLE HILL ROAD**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve preliminary site plan for Creekside North Development, 6601 Tuttle Hill Road, contingent upon the following five (5) items:

- a. The proposed functional open space needs to be increased by 1.19 acres to 3.44 acres.
- b. The proposed vinyl siding material is an appropriate building material.
- c. The agreed upon \$185,000 traffic mitigation contribution shall be memorialized in a Development Agreement.
- d. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Review by the Planning Commission and Township Board. The applicant shall revise all plan sheets to reflect the results on this evening's discussion.
- e. The applicant shall obtain all applicable internal and outside agency permits prior to construction.

The motion carried unanimously.

**4. ACCEPT PROPOSAL FROM HOME OF NEW VISION FOR AN OPIOID  
PREVENTION PROGRAM IN THE AMOUNT OF \$24,000, BUDGETED IN  
LINE #284-631-962.000**

A motion was made by Trustee Lovejoy Roe and supported by Treasurer Eldridge to accept proposal from Home of New Vision for an Opioid Prevention Program in the amount of \$24,000, budgeted in line #284-631-962.000. (see attached)

The motion carried unanimously.

**5. APPROVE THE 1<sup>ST</sup> CONTRACT AMENDMENT WITH WASHTEAW  
COUNTY TO RECEIVE GRANT FUNDS IN THE AMOUNT OF \$200,000**

**IN 2026 FOR SENIOR CENTER OPERATIONS OR SERVICES, FUNDS  
ALLOCATED FROM COUNTY OLDER ADULTS MILLAGE**

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to approve the 1<sup>st</sup> contract amendment with Washtenaw County to receive grant funds in the amount of \$200,000 for Senior Center Operations or Services, funds allocated from County Older Adults Millage. (see attached)

The motion carried unanimously.

**6. APPROVE SPICER GROUP FOR GRANT ASSISTANCE SERVICES TO  
RESUBMIT THE LAND AND WATER CONSERVATIONS FUND GRANT  
APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL  
RESOURCES FOR THE 2026 APPLICATION WINDOW FOR \$12,600.00,  
BUDGETED IN LINE #213-753-801.000**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Thornton to approve Spicer Group for grant assistance services to resubmit the Land and Water Conservations Fund Grant application to the Michigan Department of Natural Resources for the 2026 application window for \$12,600.00, budgeted in line #213-753-801.000. (see attached)

The motion carried unanimously.

**7. APPROVE SPICER GROUP FOR GENERAL PARKS AND RECREATION  
GRANT ASSISTANCE SERVICES FOR 2026**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Thornton to approve Spicer Group for General Parks and Recreation Grant Assistance Services for 2026. (see attached)

**8. APPROVE BUDGET AMENDMENT #1**

Clerk Swanson read the amendment into the record.

A motion was made by Clerk Swanson and supported by Treasurer Eldridge to approve Budget Amendment #1. (see attached)

The motion carried unanimously.

## **AUTHORIZATION AND BIDS**

### **1. WAIVE THE PORTION OF THE FINANCIAL POLICY THAT REQUIRES POSTING ON MITN, AND AUTHORIZE THE RESIDENTIAL SERVICES DEPARTMENT TO SEEK PROPOSALS FOR PROFESSIONAL SERVICES FOR THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT PROJECT TO REPLACE THE PAVILION AND RESTROOMS AT NORTH BAY PARK**

A motion was made by Trustee Lovejoy and supported by Treasurer Thornton to waive the portion of the financial policy that requires posting on MITN and authorize the Residential Services Department to seek proposals for Professional Services for the Michigan Department of Natural Resources Trust Fund Grant Project to replace the pavilion and restrooms at North Bay Park. (see attached)

The motion carried unanimously.

## **PUBLIC COMMENTS**

There were 2 public comments. (refer to audio)

## **OTHER BUSINESS**

### **1. AUTHORIZE A SECOND LETTER TO BE SENT TO ALL ELECTED OFFICIALS LISTED IN RESOLUTION 2025-23 AND A FIRST REQUEST LETTER TO OTHER ELECTED OFFICIALS INCLUDING THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS REQUESTING**

**SUPPORT FOR MOVING THE UNIVERSITY OF MICHIGAN/LANL  
COMPUTATIONAL CENTERS FROM THE CORNER OF TEXTILE ROAD  
AND BRIDGE ROAD TO THE ACM SITE**

A motion was made by Trustee Lovejoy Roe and supported by Clerk Swanson

The motion carried unanimously.

**2. ENTER INTO CLOSED SESSION FOR DISCUSSION REGARDING THE  
TENTATIVE AGREEMENT REACHED WITH THE TPOAM #2 2025-  
2029 UNION CONTRACT**

A motion was made by Trustee Lovejoy and supported by Treasurer Eldridge to enter into closed session for discussion regarding the tentative agreement reached with the TPOAM #2 2025-2029 Union Contract per Michigan's Open Meetings Act 1976 PA 267, MCL 15.298 (c). A roll call vote was taken to enter into closed session.

**Lovejoy Roe...yes**

**Swanson...yes**

**Eldridge...yes**

**Newman...yes**

**Swanson...yes**

**Thornton...yes**

**Peterson...yes**

**Stumbo...yes**

The meeting went into closed session at 8:07 pm.

The closed session ended at 8:49 pm

**3. APPROVE THE TPOAM #2 UNION 2025-2029 CONTRACT**

A motion was made by Trustee Lovejoy and supported by Treasurer Newman to approve the TPOAM #2 2025-2029 Union Contract.

The motion carried 5 to 1. Treasurer Eldridge voted no.

**BOARD MEMBER COMMENTS**

There were no Board Member comments.

**ADJOURNMENT**

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

The motion carried unanimously.

The meeting was adjourned at approximately 8:50 pm

Respectfully Submitted,

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

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

# Special Land Use (PSCU25-0004) & Preliminary Site Plan (PSPR24-0011)

Creekside Village North

6601 Tuttle Hill Rd.

January 20, 2026 Township Board Meeting



**YPSILANTI**  
**TOWNSHIP**  
— PLANNING & ZONING DEPARTMENT —

# Proposal

- Applicant: Diverse Real Estate, LLC
- 100 Single Family Lots on 54 acres (Previously 101)
- Each lot with a minimum lot area of 14,000 square feet and 80' Lot width.
- Zoning District: R-3, One Family Residential
- Previously approved in 2001, but never developed
- The Developer has committed \$185,000 to safety improvements on Tuttle Hill.

# Process: Creekside Village North

- August 25: Special Land Use Approved / Public Hearing Held  
Preliminary Site Plan Tabled (Open Space), Planning Commission
- November 25: Revised Preliminary Site Plan, Planning Commission
- Tonight: Preliminary Site Plan & Special Land Use, Township Board
- Future: All Single Family Residential Plats or Site  
Condominiums require Final Site Plan approval by the  
Township Board, with a recommendation by Planning  
Commission

# Location Map



## Open Space

Proposal in August 25, had 7.38 acres but no/little useable space

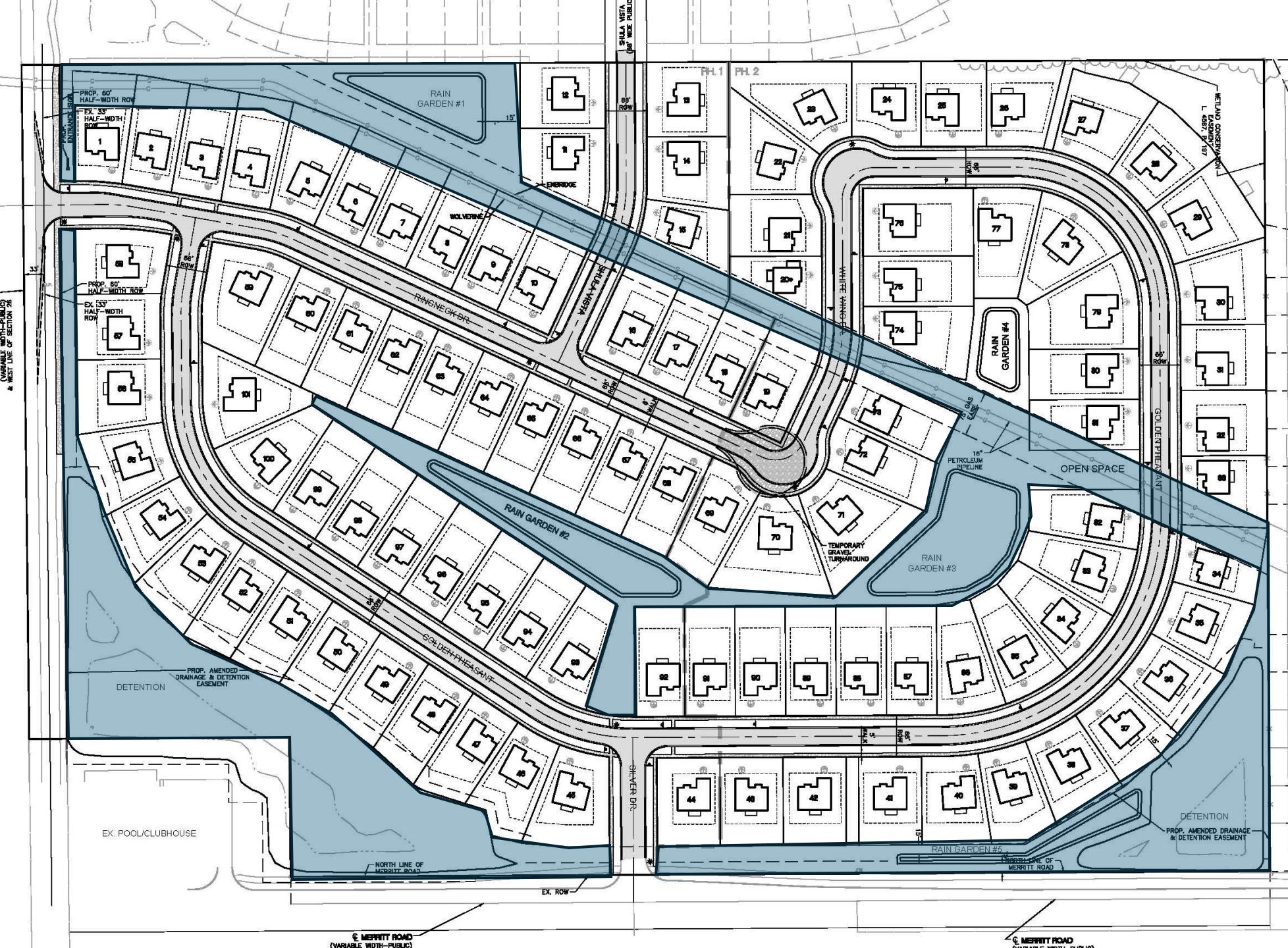
Current Proposal, has 7.73 acres, with useable Space Requirement, 3.44 acres

### Subdivision Regulations Sec. 04.06. - Open space.

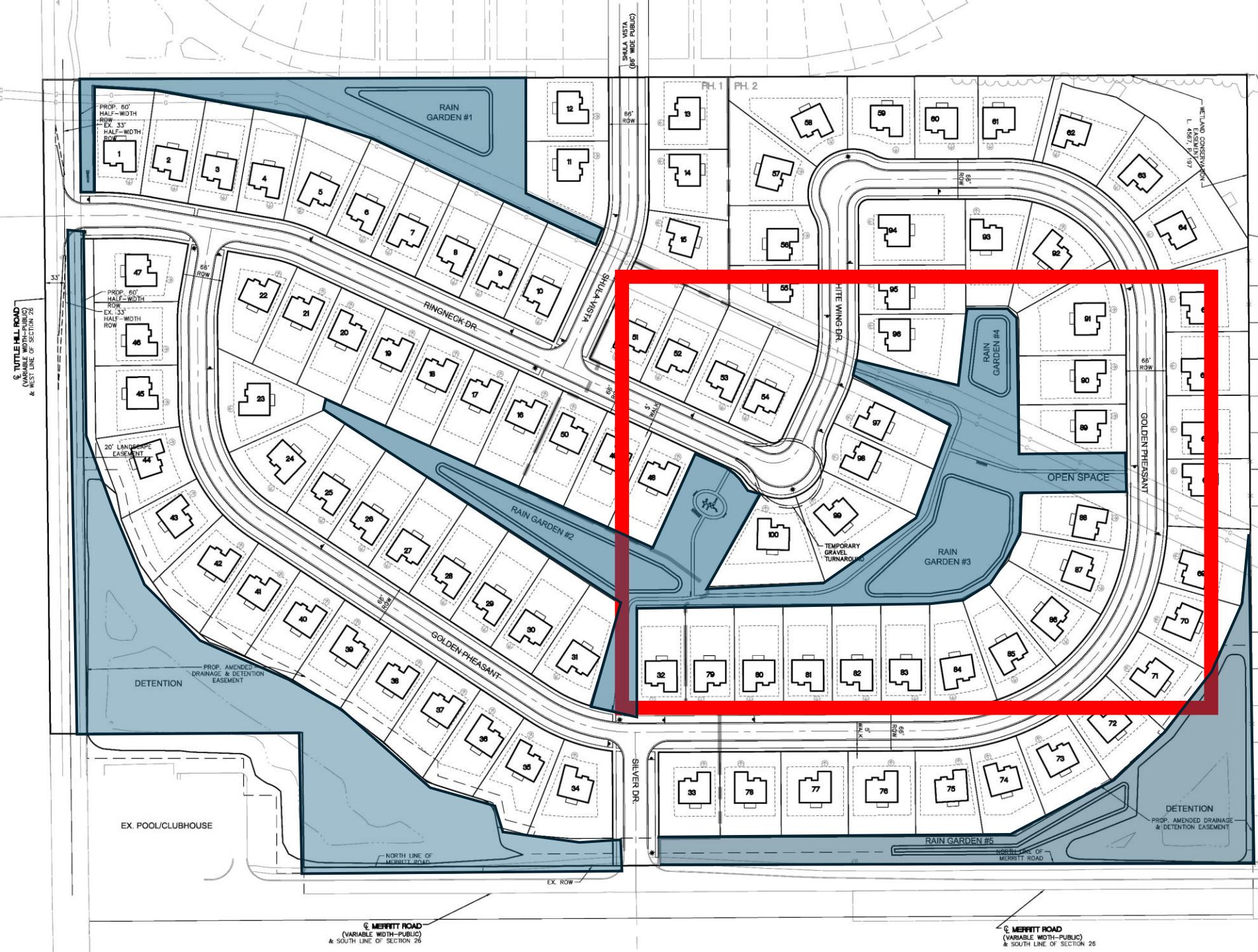
#### 04.06.01 Required Park Area.

All residential subdivisions shall provide an active recreational area, which shall contain a common park area equal in size to one thousand five hundred (1,500) square feet for each lot in the subdivision. The required park area shall be exclusive of required setbacks, buffers, greenbelts, individual lots, public rights-of-way, private road easements and stormwater management areas. Said recreational park area shall be well drained, graded, seeded or sodded, safe from hazard, accessible to all dwellings, and the location shall be approved by the Township Board, based upon a recommendation by the Planning Commission. Reservation of the recreational area shall be achieved through deed restrictions or dedication to a subdivision homeowner's association. Nothing herein shall prevent the dedication of such open space to a public entity or conservation organization, subject to Township Board approval.

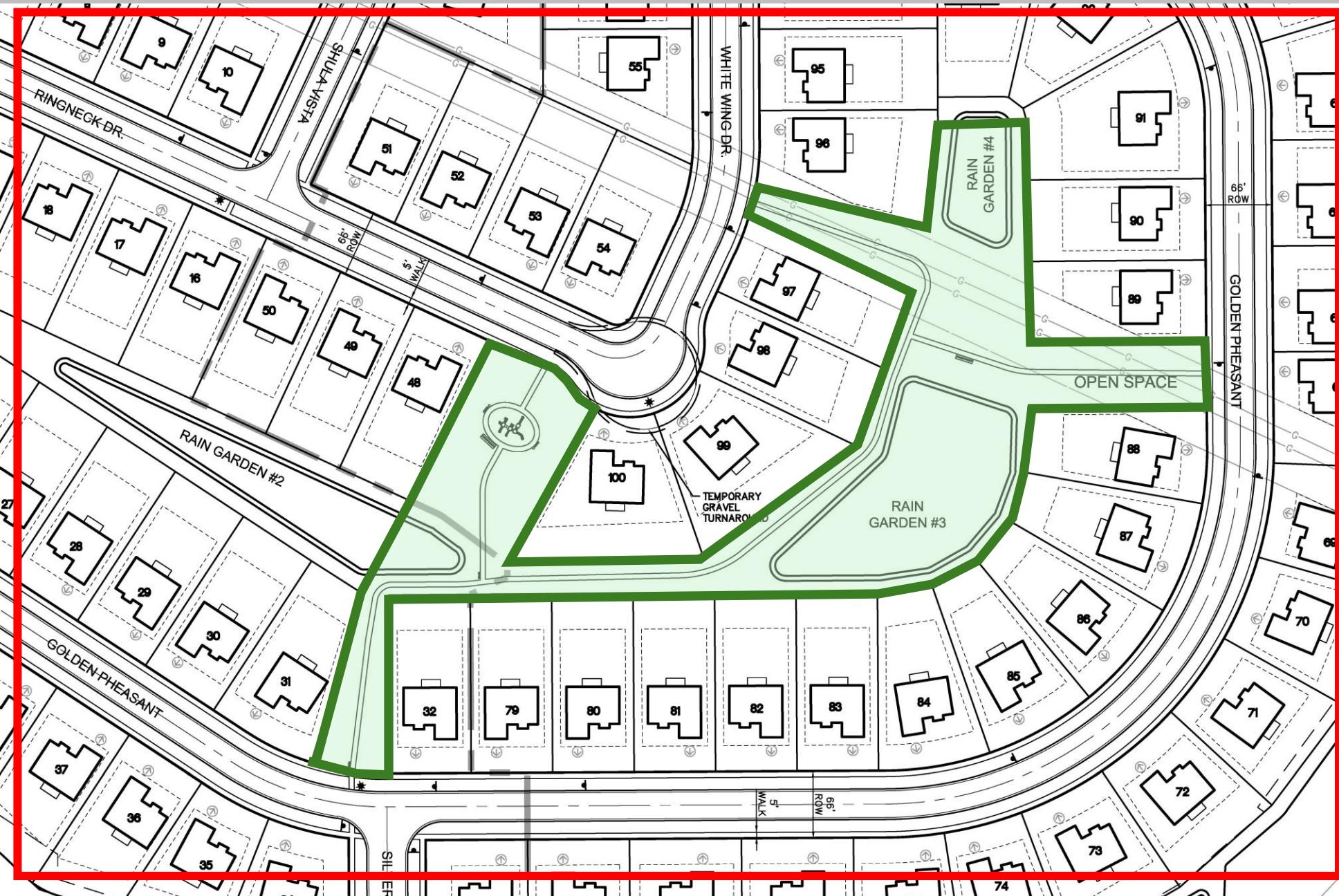
# Former Open Space 8/25/25 PC Meeting



# Proposed Open Space



# Proposed Open Space



Legacy Series

**THE HOUGHTON**

2,018-2,041 Sq. Ft. | 3 Bedrooms | 2.5 Baths

French Country

American Traditional

Craftsman

Box 1/1/23 | 13001 23 Mile Road, Suite 200, Shelby Township, MI 48395 | Lombardohomes.com

The Ludington model is available in four distinct exterior elevations, each featuring a two-story design with a garage. The elevations differ in siding colors (gray, dark gray, brick) and architectural details like shutters and overhangs.

- Elevation I:** Features a combination of dark gray siding and brick on the lower level, with a white garage door and white trim.
- Elevation J:** Features a combination of dark gray siding and brick on the lower level, with a white garage door and white trim.
- Elevation F:** Features a combination of gray siding and brick on the lower level, with a white garage door and white trim.
- Elevation H:** Features a combination of dark gray siding and brick on the lower level, with a white garage door and white trim.

Legacy Series  
**THE LUDINGTON**  
 2,052-2,094 Sq. Ft. | 3 Bedrooms | 2.5 Baths

**SECOND FLOOR PLAN**

The Mackinac offers four distinct floor plan options:

- Elevation I:** A two-story home with a dark gray upper level, a light gray lower level, and a two-car garage. It features a prominent front entrance with a porch and a large window above the door.
- Elevation J:** A two-story home with a dark gray upper level, a light gray lower level, and a two-car garage. It features a front entrance with a porch and a large window above the door.
- Elevation F:** A two-story home with a dark gray upper level, a light gray lower level, and a two-car garage. It features a front entrance with a porch and a large window above the door.
- Elevation H:** A two-story home with a dark gray upper level, a light gray lower level, and a two-car garage. It features a front entrance with a porch and a large window above the door.

**SECOND FLOOR PLAN**

Legacy Series  
**THE MANISTIQUE**  
1,808-1,834 Sq. Ft. | 3 Bedrooms | 2.5 Baths



Rev. 1/1/23 | 000123 M10 Road, Suite 200, Shelby Township, MI 48315 | LombardoHomes.com

Legacy Series  
**THE MANISTIQUE**  
1,808-1,834 Sq. Ft. | 3 Bedrooms | 2.5 Baths



SECOND FLOOR PLAN



FIRST FLOOR PLAN

Rev. 5/15/24. This diagram represents an artist's conception of the exterior and floor plan and is not intended to be an exact representation of these specific details. Plans subject to change without notice. Details are not to scale. All dimensions are approximate. Actual dimensions may vary. Options are not to scale. Details are not to scale. Actual dimensions and other items may vary depending on elevation, options, or choice of exterior and interior materials. Due to the nature of the construction, the actual dimensions of the exterior and floor plan may change from design, drawings, or actual finished construction without prior notice. Lombardo Homes may modify certain optional features for availability in the future.



Legacy Series  
**THE PETOSKEY**  
2,320-2,347 Sq. Ft. | 4 Bedrooms | 2.5 Baths



Rev. 1/1/23 | 000123 M10 Road, Suite 200, Shelby Township, MI 48315 | LombardoHomes.com

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Legacy Series  
**THE TAMARACK**  
1,385-1,397 Sq. Ft. | 3 Bedrooms | 2 Baths



Legacy Series  
**THE TAMARACK**  
1,385-1,397 Sq. Ft. | 3 Bedrooms | 2 Baths



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Legacy Series  
**THE TRAVERSE**  
2,592-2,628 Sq. Ft. | 4 Bedrooms | 2.5 Baths



Legacy Series  
**THE TRAVERSE**  
2,592-2,628 Sq. Ft. | 4 Bedrooms | 2.5 Baths



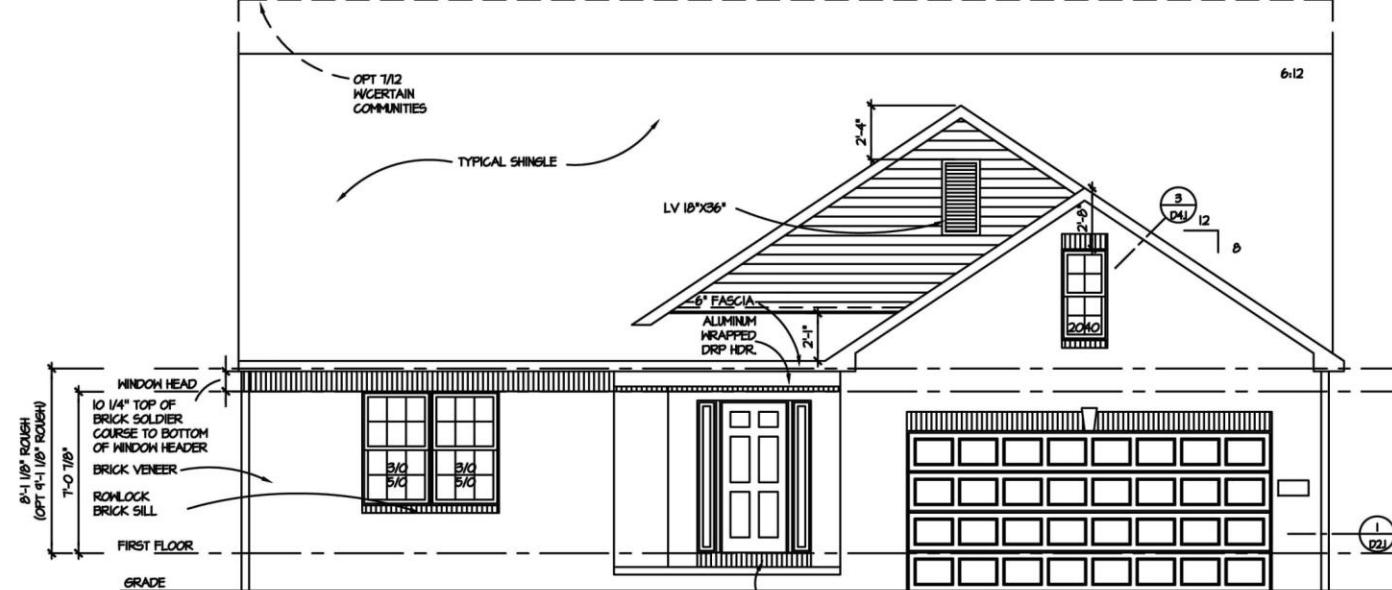
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B- 2'-0" EXT. BRICK SILL  
FRONT ELEVATION

SCALE: 1/8 = 1'-0"

**ELEV. B**

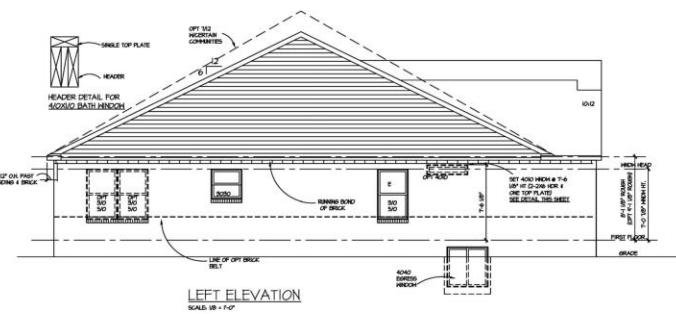
N: 2' EXTENSION

5 SF X 144 = 1173 SQ. IN

### ATTIC VENT LEGEND

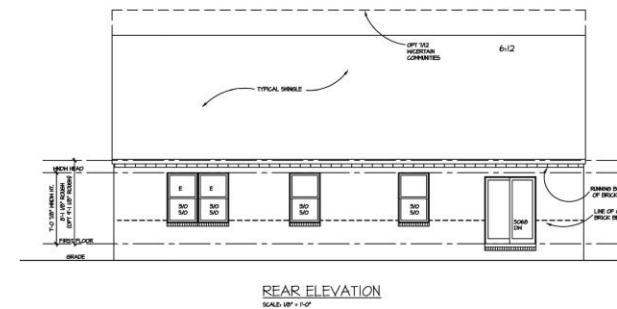
**CODE REQUIREMENT:** MDC SEC. PAGE 2 CODES REQUIRING REQUIRED ROOM VENTILATION ARE

# Elevations



LEFT ELEVATION

SCALE 1:12



REAR ELEVATION

# Standards of Approval - Special Land Use

1. **Will be harmonious, and in accordance with the objectives, intent, and purpose of this ordinance.**
2. **Will be compatible with a natural environment and existing and future land uses in the vicinity.**
3. **Will be compatible with the Township Master Plan.**
4. **Will be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage ways and structures, refuse disposal.**
5. **Will not be detrimental, hazardous, or disturbing to existing or future neighboring uses, persons, property, or the public welfare.**
6. **Will not create additional requirements at public costs for public facilities and services that will be detrimental to the economic welfare of the community.**

*The township's planning consultant found that for the most part the special use standards have been met; however, they still find that the applicant should provide functional and usable open space and shall confirm to the satisfaction of the Planning Commission and Township Board that additional traffic can be mitigated.*

# Standards of Approval (Site Plan)

- A. The proposed use will **not be injurious to the general health, safety, welfare, and character of the Township and surrounding neighborhood.**
- B. **Consistent with the Township Master Plan.**
- C. **A proper relationship between public thoroughfares and proposed service drives, driveways, and parking areas.**
- D. The proposed development provides for **proper development of roads, easements, and public utilities.**
- E. **Building placement and orientation provides a strong visual and functional relationship with its site, adjacent sites, and nearby thoroughfares.** Such placement and orientation are consistent within sites and to adjacent sites to provide distinct building groups which exhibit similar orientation, scale, and proportion.
- F. **Site access and circulation shall be designed to ensure the safe and convenient movement of vehicles, bicycles, pedestrians, and transit,** where applicable. Where possible, separation of pedestrian and vehicular traffic shall be provided to avoid conflicts and unsafe conditions.
- G. **Internal circulation shall be arranged to provide a practical means of emergency personnel and vehicle access** to all sides of a building.
- H. Site planning and design of specific improvements will **accomplish the preservation and protection of existing natural resources and features** such as lakes, ponds, streams, wetlands, floodplains, steep slopes, groundwater, trees, and wooded areas, including understory trees.
- I. The proposed development **will utilize the natural topography to the maximum extent possible,** minimizing the amount of cutting, filling, and grading required, and preventing soil erosion or sedimentation.

# Standards of Approval (Site Plan)

**J. The design of storm sewers, stormwater facilities, roads, parking lots, driveways, water mains, sanitary sewers, and other site improvements meets the design and construction standards of the Township and other appropriate agencies.**

**K. A stormwater management system and facility will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible and will not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or water course, or cause alterations which could increase flooding or water pollution on- or off-site.** The Washtenaw County Water Resources Commissioner Rules shall be used for the review and approval of all stormwater management systems.

**L. Wastewater treatment systems, including on-site septic systems, shall be located to minimize any potential degradation of surface water or ground water quality, and be designed in accordance with applicable Township, County, and/or State standards.**

**M. Sites which include storage of hazardous waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of pollution materials to the surface or the air, or to the ground, groundwater, or nearby water bodies, with a specific plan to achieve such objectives being incorporated as part of the site plan.**

**N. Landscaping, including grass, trees, shrubs, and other vegetation, is provided to maintain and improve the aesthetic quality of the site and area.**

**O. The site plan complies with all Township Ordinances and any other applicable laws.**

# Planning Commission Recommendation – Special Land Use

Planning Commission recommended **APPROVAL, 5-0** of the Special Land Use to the Township Board at the August, 26 2025 meeting with the following conditions:

1. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Approval. The applicant shall revise all plan sheets to reflect the results of this evening's discussion.
2. The applicant shall obtain all applicable internal and outside agency permits prior to construction.
3. The applicant shall address the lack of usable open space in the Final Site Plan.

# Planning Commission Recommendation – Preliminary Site Plan

Planning Commission recommended **APPROVAL, 6-0** of the Preliminary Site Plan to the Township Board at the November, 25 2025 meeting with the following five (5) conditions:

1. The proposed functional open space is sufficient to serve the proposed residential development.
2. The proposed vinyl siding material is an appropriate building material.
3. The agreed upon \$185,000 traffic mitigation contribution shall be memorialized in a Development Agreement.
4. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Review by the Planning Commission and Township Board. The applicant shall revise all plan sheets to reflect the results of this evening's discussion.
5. The applicant shall obtain all applicable internal and outside agency permits prior to construction.

# Draft Motions – Special Land Use

## **Motion to Postpone:**

“I move to postpone the request for Special Land Use approval, submitted by Diverse Real Estate, LLC to permit construction of a 100-unit, single-family residential site condominium on a 54.70-acre site zoned R-3, One-Family Residential, located at 6601 Tuttle Hill Road, Parcel K-11-26-300-009, to give the applicant time to address the comments made at this evening’s meeting and resubmit, and/or provide additional information, as discussed tonight.”

# Draft Motions – Preliminary Site Plan

## **Motion to Approve:**

“I move to recommend approval to the Township Board of the Preliminary Site Plan submitted by Diverse Real Estate, LLC to permit construction of a 100-unit, single-family residential site condominium on a 54.70-acre site zoned R-3, One-Family Residential, located at 6601 Tuttle Hill Road, Ypsilanti, MI 48197, Parcel K-11-26-300-009, with the following six (6) conditions:

1. The proposed functional open space is/is not sufficient to serve the proposed residential development. (If NOT sufficient, add condition based on Planning Commission discussion.)
2. The proposed vinyl siding material is/is not an appropriate building material. (If NOT appropriate, add condition based on Planning Commission discussion.)
3. The agreed upon \$185,000 traffic mitigation contribution shall be memorialized in a Development Agreement.
4. The applicant shall address all outstanding comments from reviewing agencies prior to Final Site Plan Review by the Planning Commission and Township Board. The applicant shall revise all plan sheets to reflect the results of this evening’s discussion.
5. The applicant shall obtain all applicable internal and outside agency permits prior to construction.

# Draft Motions – Preliminary Site Plan

## **Motion to Deny:**

“I move to recommend denial to the Township board of the Preliminary Site Plan submitted by

Diverse Real Estate, LLC for construction of a 100-unit, single-family residential site condominium on a 54.70-acre site zoned R-3, One-Family Residential, located at 6601 Tuttle

Hill Road, Ypsilanti, MI 48197, Parcel K-11-26-300-009, due to the following reasons:”

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Draft Motions – Preliminary Site Plan

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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



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*Board of Trustees Meeting*  
**Creekside Village North**  
*January 20, 2026*

# Introductions

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## LOMBARDO HOMES

Aubrey Merhib, Entitlements Manager

- [amerhib@lombardocompanies.com](mailto:amerhib@lombardocompanies.com)
- (239)273-8306

Greg Windingland, Special Projects Manager

- [gwindingleand@lombardocompanies.com](mailto:gwindingleand@lombardocompanies.com)
- (586)855-7051

## ATWELL

Matt Bush, P.E. - Director

- [mbush@atwell.com](mailto:mbush@atwell.com)

Kyler Sheerin, P.E. – Project Manager

- [ksheerin@atwell.com](mailto:ksheerin@atwell.com)

# Introduction to Lombardo Companies

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Started by Cosimo and Antoinette Lombardo in 1961 with one single family home

Still family owned by all four siblings

Grown to build 450 single family homes in Michigan and 150 single family homes in St. Louis per year as well as approximately 100 apartment units per year

Our Vision: To positively impact the lives we touch. This is our legacy.



# Past and Future Projects

Aspen Village



# History of Overall Creekside PUD

## Creekside Farms

- Acq. from Pulte in 2009
- Future site plan submittal

## Creekside Village West

- 100% Pulte
- 206 homes total

## Creekside Rec. Center / Pool

- CV East and West only

## Creekside Village

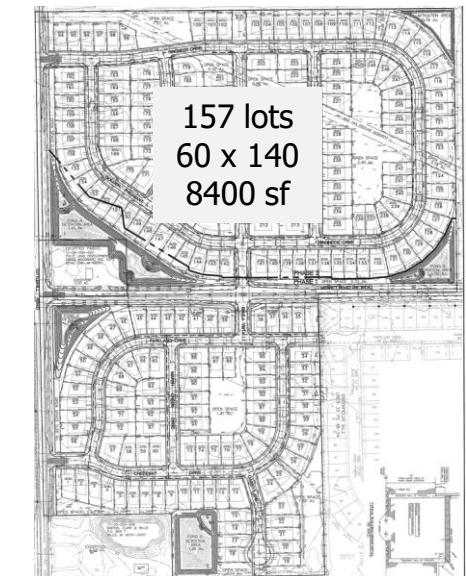
- 249 units overall density (+ CV West)
- Rec. Center
- Merritt Road Paving
- Utility extensions
- Other?



## Creekside Village North

- Originally to be part of CV East
- Acq. vacant land from Canzano in 2015 (from Pulte)

Original CV East Overall Site Plan



## Manors at Creekside Village

- Acq. vacant land from Pulte in 2009
- 98 homes total

## Creekside Village South

- Acq. 50+- vacant lots from Pulte in 2009
- 95 homes total



## Creekside Village East

- 88 homes (from 93 platted lots)
- Acq. 70+- vacant lots from Pulte in 2009

# Project Overview

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Location – Northeast Corner of the Tuttle Hill Road and Merritt Road Intersection

Site Size – 54.70 acres

Zoning – R-3, One-Family Residential

Proposed Number of Lots – 100

Number of Phases - 2



# Ordinance Compliance

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|                | <b>R-3 Zoning Requirement</b> | <b>Creekside Village North</b> |
|----------------|-------------------------------|--------------------------------|
| Min. Lot Size  | 14,000                        | 14,000                         |
| Min. Lot Width | 80                            | 80                             |
| Frontage       | 25                            | 25                             |
| Side Setbacks  | 5 (least) 16 (total)          | 5 (least) 16 (total)           |
| Rear Setbacks  | 35                            | 35                             |

# Infrastructure and Services

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## • Utilities

- Public sanitary sewer designed as extension off of existing stubs from Tuttle Hill and Merritt Roads
- Public water looped through development connected to existing stubs from Tuttle Hill and Merritt Roads and extended from existing Lakewood Estates Condominium to the North
- Stormwater management facilitated by two on-site detention basins and 5 infiltration basins

## • Traffic circulation & safety

- Private roads with sidewalks on both sides (5 ft width)
- Provides 10 ft wide bike path along both Merritt and Tuttle Hill
- Three access points (Tuttle Hill, Merritt and Lakewood Estates)
- Traffic Impact Study indicates no need for additional turn lanes or traffic light at Merritt and Tuttle Hill

# Positive Community Impacts

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## **Expands Housing Options**

- Provides 100 new single-family homes that meet demand for quality, family-oriented housing in Ypsilanti Township.

## **Supports Infrastructure Improvements**

- Contributes to roadway upgrades and pedestrian safety improvements at Merritt & Tuttle Hill, improving safety and traffic flow for the entire community.

## **Preserves Open Space & Stormwater Management**

- Integrates green space while managing stormwater on-site to protect downstream properties.

## **Strengthens the Local Economy**

- Expands the Township's tax base, supports Lincoln Consolidated School District and township services, and brings new residents to support local businesses.

# Typical Product



Single Family Residential  
Homes starting in the low  
\$400,000 range

*subject to market conditions*





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

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## **YPSILANTI TOWNSHIP YOUTH AND COMMUNITY OPIOID PREVENTION PROJECT PROPOSAL FOR SERVICES -2026**

### **Home of New Vision**

**1/12/26**

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### **OVERVIEW**

Home of New Vision (HNV) is pleased to submit this updated proposal for services in 2026 to continue to support Ypsilanti Township's mission to improve community wellness, reduce opioid misuse, and empower youth through education and prevention. This proposed collaboration aligns with HNV's mission to reduce substance use-related harm, promote wellness, and foster resilience in youth and families. Building on the success of the prior year, this proposal reflects a continued partnership centered on an upstream youth prevention model focused on opportunity, access, and engagement.

Through this pilot program, HNV will provide targeted prevention outreach, educational workshops, and community-building events to engage residents, address substance use challenges, and build critical life skills for youth. We are grateful for the opportunity to contribute to this important initiative.

HNV's staff includes certified recovery coaches and outreach specialists trained in harm reduction, trauma-informed care, and community engagement. Our programming draws on evidence-based approaches to prevention and aims to create meaningful, sustainable impact within Ypsilanti Township.

---

### **BOARD OF DIRECTORS**

John Reiser  
David Shand  
Nora Hamouda

Glynis Anderson, Interim CEO  
Marci Scalera, President  
Becky Mayo, Vice President  
Julie Greene, Secretary

Courtney Atsalakis  
Carl Christenson  
Suzie Antonow

## THE OBJECTIVE

To implement a one-year pilot project that addresses the needs of the Ypsilanti Township community through harm reduction, youth engagement, and community-building activities.

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## UPDATED PROPOSAL AND RECOMMENDATIONS

### **Recommendation 1: Weekly Prevention Outreach**

- Staff will conduct weekly harm reduction outreach in neighborhoods such as West Willow, Holmes Road, and Lay Gardens. Services include distributing naloxone (Narcan), providing educational materials, and connecting residents to local recovery support services.

### **Recommendation 2: Narcan Distribution Boxes**

- Install an additional Narcan distribution box at the Community Center on E. Clark as well as maintain two Narcan distribution boxes in high-traffic areas, such as the Holmes Road Community Center and Tyler Road Community Resource Center. These boxes will provide 24/7 access to naloxone and testing strips.

### **Recommendation 3: Monthly Youth Workshops**

- Facilitate monthly workshops for youth focused on life skills such as communication, leadership, emotional resilience, and substance use prevention. Workshops will also incorporate creative activities like art and music to foster engagement and self-expression.

### **Recommendation 4: Monthly Community Events**

- Host family-friendly events to promote community engagement and provide prevention resources in a relaxed setting. These events aim to strengthen relationships between residents and local services.

### **Recommendation 5: Participation in Community Meetings**

- Attend monthly Ypsilanti Township community meetings to provide project updates, address concerns, and gather feedback for continuous improvement.
- 

## MATERIALS AND RESOURCES

- **Provided by Ypsilanti Township:**

- Event and workshop space
  - **Provided by HNV:**
    - Trained staff for outreach, workshops, and events
    - Educational and harm reduction materials
    - Transportation for staff and youth participants
    - Supplies for events and workshops
- 

## LIABILITY

Home of New Vision will carry appropriate liability and workers' compensation insurance as required. HNV's relationship to Ypsilanti Township is that of an independent contractor, and no employer/employee relationship shall arise as a result of this agreement.

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## REPORTS AND INVOICING

- **Monthly Reports:** HNV will submit detailed reports outlining services delivered, community engagement activities, and identified needs.
  - **Quarterly Invoicing:** HNV will invoice Ypsilanti Township quarterly, with itemized costs for program operations.
- 

## EXPECTED RESULTS

### Community Benefits

- Increased access to harm reduction and prevention resources
- Strengthened community relationships and engagement
- Reduced substance use and overdose incidents

### Youth Benefits

- Increased awareness of local youth opportunities
  - Development of critical life skills and emotional resilience
  - Improved access to positive role models and supportive environments
  - Increased opportunities for leadership and self-expression
  - Youth connecting to additional community programs
  - Strengthened protective factors through engagement
-

## PRICING

The total cost for the one-year pilot program is \$24,000, invoiced quarterly at \$6,000 per quarter. The budget includes:

| Item                      | Cost            |
|---------------------------|-----------------|
| Prevention Materials      | \$3,500         |
| Narcan Distribution Boxes | \$1,000         |
| Monthly Events            | \$2,500         |
| Youth Workshops           | \$2,000         |
| Staffing                  | \$15,000        |
| <b>Total</b>              | <b>\$24,000</b> |

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## CONCLUSION

Home of New Vision is honored to continue its collaboration with Ypsilanti Township in 2026. This updated proposal reflects a proven, ongoing partnership utilizing an upstream youth prevention model focused on opportunity, access, and engagement, while maintaining essential harm reduction infrastructure that supports community wellness and safety.

---

## SIGNATURES

**For Ypsilanti Township:**

X \_\_\_\_\_

**Brenda Stumbo**

Township Supervisor

Date: \_\_\_\_\_

X \_\_\_\_\_

**Debbie Swanson**

Ypsilanti Township Clerk

Date: \_\_\_\_\_

**For Home of New Vision:**

X \_\_\_\_\_

**DaMira Anderson**

CEO of Home of New Vision

Date: \_\_\_\_\_



# COUNTY ADMINISTRATOR

220 NORTH MAIN STREET, P.O. BOX 8645  
ANN ARBOR, MICHIGAN 48107-8645

12/16/2025

57186.1

Ypsilanti Township  
7200 S. Huron River Dr  
Ypsilanti, MI, 48197

Dear Supervisor Stumbo,

Washtenaw County wishes to amend our contract with your agency. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the service contract between Washtenaw County and Ypsilanti Township, dated July 1st, 2025:

Amend ARTICLE II- COMPENSATION to read:

"County Grants Contractor a one time lump sum of \$200,000 (two hundred thousand dollars) in total per year to provide resources for the operation of the a senior center and or services in conformity with the Older Adults Millage Framework and Operation Policy. Contractor must submit an invoice to the County during the term of the contract to receive the grant."

Amend ARTICLE IV: TERM to read:

"This contract begins on this date of this agreement and ends on December 31st, 2026. There is an option for a one-year extension each year provided that the Contractor is listed as a qualified senior center in the Washtenaw County Older Adults Millage Framework and Operation Policy and the Older Adults Millage is being collected. Extensions for the following calendar year may be initiated no earlier than the first Thursday of December."

All other terms and conditions remain the same as in the original contract, subsequent amendments and any applicable RFP/RFQ.

**ATTEST:**

## WASHTENAW COUNTY:

Lawrence Kestenbaum  
County Clerk/Register

Gregory Dill  
County Administrator

## YPSILANTI TOWNSHIP:

APPROVED AS TO FORM:

Brenda Stumbo (DATE)  
Supervisor

Michelle K. Billard  
Office of Corporation Counsel

Contract # 57186

SERVICE CONTRACT  
*Ypsilanti Township*

AGREEMENT is made this **1st day of July, 2025**, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and ***Ypsilanti Township*** located at ***7200 S. Huron River Dr, Ypsilanti, MI, 48197***("Contractor")

In consideration of the promises below, the parties mutually agree as follows

**ARTICLE I - SCOPE OF SERVICES**

Contractor will provide a senior center and or services that are available to all Washtenaw County residents aged 60 and older

**ARTICLE II - COMPENSATION**

County grants Contractor \$200,000 (Two hundred thousand dollars) to provide resources for the operation of a senior center and or services in conformity with the Older Adults Millage Framework and Operational Policy. Contractor must submit an invoice to County during the term of the contract to receive the grant

**ARTICLE III - REPORTING OF CONTRACTOR**

Section 1 - The Contractor is to report to ***Office of Aging Services*** and will cooperate and confer with him/her as necessary to insure satisfactory work progress

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator

Section 4 - The County may review and inspect the Contractor's activities and facility during the term of this contract

Section 5 - The Contractor will submit a final, written report to the County Administrator with the following information number of residents served during the contract period, how the County's grant was recognized, how the grant was used, and what outcomes were possible due to the grant.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies

**ARTICLE IV - TERM**

This contract begins on the date of this agreement and ends on December 31, 2025. There is an option for a one-year extension each year provided that the Contractor is listed as a qualified senior center in the Washtenaw County Older Adults Millage Framework and Operational Policy and the Older Adults Millage is being collected. Extensions for the following calendar year may be initiated no earlier than the first Thursday of December

**ARTICLE V - PERSONNEL**

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval

Contract #\_\_\_\_\_

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii

#### ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor 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. Contractor 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, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided

Contractor 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. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor

#### ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor 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 Contractor'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 contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor. Nothing herein shall be construed to limit, waive, or restrict any governmental immunity defense available to the Charter Township of Ypsilanti.

#### ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance

- 1 Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee

Contract #\_\_\_\_\_

- 2 Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract
- 3 Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract

Insurance companies, named insured's and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator Such approval shall not be unreasonably withheld Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended Contractor shall furnish the certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract Certificates shall be addressed to the Washtenaw County c/o **Office of Aging Services AND CONTRACT # \_\_\_\_\_**, and shall provide for written notice to the Certificate holder of cancellation of coverage

#### ARTICLE IX - 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 X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No 317 of the Public Acts of 1968 and/or Section 30 of Act No 156 of Public Acts of 1851, as amended by Act No 51 of the Public Acts of 1978, whichever is applicable

#### ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

#### ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business)

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to Employment, upgrading, demotion or transfer, recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief

#### ARTICLE XIII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$17.08 per hour with benefits or \$19.04 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 29, 2026 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

#### ARTICLE XIV - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age

Contract # \_\_\_\_\_

## ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

## ARTICLE XVI - ASSIGNS AND SUCCESSORS

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

## ARTICLE XVII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

## ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

## ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

## ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

## ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

## ARTICLE XXII - EXTENT OF CONTRACT

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

Contract # \_\_\_\_\_  
ARTICLE XXIII – COUNTY FUNDING ACKNOWLEDGEMENT

The recipient shall acknowledge Washtenaw County's financial support in all promotional and publicity materials related to the funded activities. This acknowledgement shall include, but not be limited to, press releases, website context, social media posts, and printed materials. The acknowledgement shall prominently display the Washtenaw County logo and include a brief statement recognizing the County's financial contribution. Use of this logo is strictly limited to materials, products, or content funded under this contract. The logo may not be used for any other purpose without the express prior written authorization of the County Administrator.

ARTICLE XXIV – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

**ATTESTED TO:**

**WASHTENAW COUNTY**

By: Lawrence Kestenbaum 09/17/2025  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: Gregory Dill 09/15/2025  
Gregory Dill (DATE)  
County Administrator

**APPROVED AS TO CONTENT:**

**CONTRACTOR**

By: Brady Peck 09/10/25  
Brady Peck (DATE)  
Director of Operations

By: Brenda Stumbo 09/27/25  
Brenda Stumbo (DATE)  
Township Supervisor

**APPROVED AS TO FORM:**

By:

LOU DANNER 09/09/2025  
For  
Michelle K. Billard (DATE)  
Office of Corporation Counsel

Debra A. Swanson (DATE)  
Township Clerk

Debra A. Swanson 09/27/25

January 12, 2026

John Hines  
Ypsilanti Charter Township Recreation & Parks  
7200 South Huron River Dr  
Ypsilanti, MI 48198

RE: Concept Design & 2026 DNR Grant – North Bay Park Boardwalk  
Washtenaw County, MI  
Letter Agreement for Professional Services

Dear John:

We are furnishing you with a letter agreement to assist with an existing conditions field inspection, update concept plan and a grant application through the Michigan Department of Natural Resources (DNR). The grant proposal will need to be completed by April 1, 2026.

#### **PROJECT BACKGROUND**

The Township would like to make improvements to North Bay Park Boardwalk. The boardwalk has been installed for over 30 years and in need of repair and updates. A grant was submitted to Land and Water Conservation Fund (LWCF) and was not approved. The Township would like to evaluate the boardwalk, prepare a brief finding report, current cost estimate, update the concept and resubmit the grant.

Listed below is our proposed scope of work to assist with this project.

#### **SCOPE OF WORK**

Spicer Group proposes the following services: They are phased to reflect the orderly and reasonable progress of the project and, unless otherwise directed by you, we will only proceed from one phase to the next with your concurrence and approval.

#### **FIELD INSPECTION**

- A. Spicer will visit the site to inspect the boardwalk and related trail and bridge connections.
- B. Prepare findings report with recommended improvements and costs.

#### **CONCEPT PLAN**

- A. Spicer will update the concept plan for the park using an aerial image as the base with potential improvements depicted as overlay images.
- B. Visit the park and review the park features.
- C. Develop preliminary boardwalk plans for the proposed improvements and switch back.
- D. We will submit the concept plan and estimate to you for review and discussion.
- E. Spicer will complete the concept plan and estimate based on the review.

#### **GRANT APPLICATION**

- A. Working with you, we will update the Land and Water Conservation Fund (LWCF) application submitted in 2025. All grant work would need to be completed by April 1, 2026.

- B. Update as needed the project location map and the project boundary map.
- C. Update and review and complete the environmental checklist with the Township.
- D. Update the supporting grant text.
- E. Update and include project photos.
- F. Produce and submit the Transmittal Letter and Notice of Intent form to the regional planning agency and the Township planning agency, if required.
- G. Compile and upload all the requirements for the grant application in the MiGrants system.

#### **SHPO CLEARANCE & ENVIRONMENTAL REVIEW**

The grant submittal requires SHPO (State Historic Preservation Office) clearance, and a IPaC report for threatened and endangered species. Due to State regulations, Spicer must work with a sub-consultant to complete this work. We will have the sub-consultant submit a proposal to the Township to complete this work.

#### **YPSILANTI TOWNSHIP'S RESPONSIBILITIES**

The following items are necessary for successful completion of the project, but are expected to be provided or performed by the Township and are not included in our Scope of Work:

- A. Assist with and provide information for the grant application form as needed (i.e., property deeds, plat map information, building plans, property descriptions, etc.)
- B. Obtain commitment letters from any cash donors.
- C. Obtain attorney signature on documentation of site control form, if required.
- D. Include the application as an agenda item, open to discussion at a regular public meeting prior to the Township's approval of a resolution supporting the grant and committing the funds.
- E. Produce an Affidavit of Publication documenting proper advance notice of public meetings/hearings held for comment on the project.
- F. Produce approved public meeting minutes.
- G. Certify a resolution from Ypsilanti Township, regarding the application, committing the matching funds prior to the grant due date.
- H. Solicit and collect letters of support from the community.
- I. Review and submit final submittal documents through the MiGrants system.

#### **ADDITIONAL SERVICES**

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

#### **FEES SCHEDULE**

Our proposed fee schedule follows. We will bill you hourly based upon our effort completed during the billing period. We will submit invoices to you for our professional services, any additional authorized services, and any reimbursable expenses. Unless other payment arrangements are made, we will include any of our project subconsultants costs on our invoice including a 10% fee to cover taxes, administration, and insurance.

January 13, 2026

Page 3 of 3

|   |                 |
|---|-----------------|
| Field Inspection Estimate of Cost billed hourly             | \$6,000         |
| Concept Plan and Preliminary Estimate of Cost billed hourly | \$2,100         |
| DNR Grant Application Estimate of Cost billed hourly        | \$4,500         |
| SHPO Clearance  | <u>TBD</u>      |
| <b>Total Fee</b>  | <b>\$12,600</b> |

Please note that if additional narrative or documents are required once the preliminary score is released in September 2026, those services will be billed hourly and not included in the estimated grant application cost above.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return one of the enclosed copies to us.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Cynthia A. Todd, PLA**

Director of Planning, Parks and Recreation

**SPICER GROUP, INC.**

230 S. Washington Avenue

Saginaw, MI 48607

Phone: (989) 754-4717 ext. 5522

Fax: (989) 754-4440

mailto: [cynthia.todd@spicergroup.com](mailto:cynthia.todd@spicergroup.com)

Cc: SGI File 139903SG2026

KSC, Acctg.

Attachments: General Conditions

Above proposal accepted and approved by Owner.

**YPSILANTI CHARTER TOWNSHIP**

By:

\_\_\_\_\_  
Authorized Signature

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

\_\_\_\_\_  
Title

Date:

\_\_\_\_\_  
Authorized Signature

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

\_\_\_\_\_  
Title

Date:

\_\_\_\_\_

January 14, 2026

John Hines, Municipal Services Director  
Ypsilanti Charter Township  
2025 East Clark Road  
Ypsilanti, MI 48198

RE: 2026 Grant Assistance  
Ypsilanti Charter Township, Washtenaw County, Michigan  
Letter Agreement for Professional Services

Dear John:

It is a pleasure to offer our professional services to Ypsilanti Township Parks and Recreations to assist with researching grant opportunities for your parks project in 2026.

Per your request, we have developed the following proposed scope of work to assist the Township with researching grant opportunities.

#### **SCOPE OF WORK-GRANT ASSISTANCE**

We envision the following process for this work:

1. Review with the Township existing recreation master plan. Discuss priority projects and Townships goals for park maintenance, design, development and operation.
2. Review and research monthly possible new grant and funding opportunities for projects that fit the needs of the Township in 2026.
3. List known available grants, cycle and submittal requirements.
4. Meet as needed with the Municipal Service Director to review up and coming grant opportunities.
5. Spicer will provide under separate letter agreements, individual grant applications and assistance that the Township plans to go after.

#### **ASSOCIATED FEE**

We propose to do this work on a standard hourly rate basis, billing the Township only for effort that we put toward this. Our estimate for monthly effort between \$1,500- \$2,500, depending on the number of meetings we attend and applicable grants.

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reason before we are finished with

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the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Cynthia A. Todd, PLA, ASLA**  
Director of Planning, Parks and  
Recreation

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5522  
Fax: (989) 754-4440  
mailto: [cynthia.todd@spicergroup.com](mailto:cynthia.todd@spicergroup.com)

Cc: SGI File 139949SG2026  
KEF, Acctg.  
Attachments: General Conditions, Rates 2026

Above proposal accepted and approved by Owner.

**YPSILANTI CHARTER TOWNSHIP**

By: \_\_\_\_\_

Authorized Signature

Printed Name

Title

Date: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature

Printed Name

Title

Date: \_\_\_\_\_