

**Park  
Commission**

7200 S. Huron River Drive  
Ypsilanti, MI 48197  
Phone: 734-544-3800  
Fax: 734-544-3888  
www.ytown.org



David Streeter, Chair  
Tajalli Hodge, Vice Chair  
Brad O'Conner, Treasurer  
Jeff Neel, Secretary

Commissioners:  
Brad Hine  
Darrell Kirby  
Star Smith

*Charter Township of Ypsilanti*

---

**YPSILANTI TOWNSHIP PARK  
COMMISSION**

**REGULAR MEETING**

Date: Monday, November 1, 2021

Time: 6:30 P.M.

**LOCATION**

1<sup>st</sup> Floor Conference Room  
Ypsilanti Township Civic Center  
7200 S. Huron River Drive  
Ypsilanti, Michigan 48197

**AGENDA OF THE NOVEMBER 1, 2021 REGULAR MEETING**

- I. Call to Order**
- II. Roll Call**
- III. Determination of Quorum**
- IV. Approval of Agenda**
- V. Approval of Minutes**
- VI. Citizens Participation**
- VII. Reports**
  - A. Staff Reports**
  - B. Commissioner Reports**
- VIII. Unfinished Business**
  - A. Dog park update**
  - B. Standards of Ethics Policy**
- IX. New Business**
- X. Announcements**
- XI. Recommendations to the Township Board**
- XII. Adjournment**

**CHARTER TOWNSHIP OF YPSILANTI  
PARK COMMISSION  
PROPOSED MINUTES OF THE OCTOBER 4, 2021 REGULAR MEETING**

*Park Commission Agendas and Minutes are available on the township website at  
<https://ytown.org/park-commission>*

**I. Call to Order**

Commission Streeter called the meeting to order at 6:32 p.m. at the Ypsilanti Township Civic Center.

**II. Roll Call**

**Commissioners Present:** Brad Hine, Tajalli Hodge, Jeff Neel, Darrell Kirby, David Streeter, Starr Smith, Brad O’Conner

**Commissioners Not Present:**

**Staff Present:** Mike Hoffmeister, Angela Verges

**III. Determination of Quorum**

Quorum present

**IV. Approval of Agenda**

Motion to approve the agenda made by O’Conner

Seconded by Kirby

Motion Carried Unanimously

**V. Approval of Minutes – September 13, 2021 Regular Meeting**

Motion to approve amended minutes made by Hodge

Seconded by Smith

Discussion: amended minutes to reflect Nichole Passmore’s title.

Motion Carried Unanimously

**VI. Citizens Participation**

None

**VII. Reports**

**A. Staff Reports**

Mike Hoffmeister:

- 1) Budget issues. Park maintenance: request submitted for one additional person. Currently have 4 workers to maintain 900 acres of park land. Recreation and Golf budgets to be discussed in November. Discussion about whether funding will be increased in the new budget but Mike indicated that new tax revenues are targeted for environmental projects and police. Plan to take some seasonal funding and apply to full time position, which should be easier to fill than seasonal positions.
- 2) Loonfeather update: 30 – 45 days from completion. Roofs and pavilions are completed. Raingarden being installed at Loonfeather.
- 3) New rec coordinator position being posted. Currently in first interviews with candidates, but no internal candidates so far.
- 4) AppleRidge update deferred to Commissioner Hodge.

Angela Verges:

- 1) Sat Oct 30 1 pm – 3 pm, “Trunk or Treat” at Community Center parking lot. Car trunks will be decorated in Halloween themes and goodie bags will be handed out to children who attend.

## **B. Commissioner Reports**

Commissioner Hodge provided an update on Sugarbrook Park: Oct. 2 event to plant 46 flats/1800 plants and 30 volunteers. Second session planned for Oct. 9 at 9:30; mulching this week and finish new area with additional plants. Waiting on benches for installation.

## **VIII. Unfinished Business**

**Dog Park:** Mike Hoffmeister: City of Ypsilanti has passed on joint park but Township will move forward anyway. Mike to reconnected with consultant, who will conduct a second survey. Idea: two small parks, one on south and a second on north as opposed to single large park. Northbay, Community Center, and a third location TBD are under consideration as additional locations.

## **IX. New Business**

David Streeter discussed Standard of Ethics Policy discussion. Only minor changes in terms of titles proposed. Board of Trustees version used as template. Section 2.3 c wording is unclear; David will take pass at revision and send to Board for comments, with plan to approve at November meeting.

## **X. Public Hearing**

None

## **XI. Announcements**

None

## **XII. Recommendations to the Township Board**

None

## **XIII. Adjournment**

Motion to adjourn made by Kirby

Seconded by Hines

Motion Carried Unanimously

Meeting Adjourned at 6:52 p.m.

Minutes taken and prepared by Jeff Neel, Secretary

# CHARTER TOWNSHIP OF YPSILANTI

## STANDARDS OF ETHICS FOR THE CHARTER TOWNSHIP OF YPSILANTI PARK COMMISSION

### ARTICLE 1 - PURPOSE

Public office requires public confidence in the integrity of government. Therefore, it is expected that all Officials who are elected to serve as a member of the Ypsilanti Township Park Commission shall execute the duties of their office with an emphasis on fair dealing, responsibility, accountability, and openness.

The purpose of this policy is to set forth the standards of ethical conduct for the Charter Township's Park Commission

### ARTICLE 2 - STANDARDS OF CONDUCT

(2.1) Recognizing that stewardship of the public interest must be their primary concern, Commissioners shall work for the common good of the people of the Charter Township of Ypsilanti and not for any private or personal interest, and they will strive to provide fair and equal treatment for all persons, claims and transactions coming before the Park Commission.

(2.2) Commissioners shall comply with the United States Constitution, State of Michigan Constitution, Michigan Statutes, Township Ordinances, Township policies and procedures in the performance of their public duties. Commissioners shall also comply with the Rules and Regulations as adopted by the Park Commission.

(2.3) A Commissioner shall not solicit or accept a gift or loan of money, goods, services, benefits, privileges, favors or any other thing of value which tends to influence the manner in which the Commissioner performs official duties. Questions that a Commissioner may have regarding the applicability of this section, including any exception, should be referred to Township Counsel for review.

The following would not be considered violations of this section:

(a) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(b) Anything for which the Commissioner pays fair market value.

(c) **A gift from a relative or family member without the intention to influence the Commissioner.** A relative or family member is defined as: spouse, children, parents, siblings, grandparents, grandchildren, aunts, uncles, first cousins, nieces, and nephews (this definition includes "step", "adoptive", "half" and "in-law" relations).

(d) Any contribution that is lawfully made or event that is lawfully held under the Campaign Finance Laws of the State of Michigan.

(e) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position of

the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Commissioners.

(f) Food or refreshments not exceeding \$100.00 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(g) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Commissioner), if the benefits have not been offered or enhanced because of the official position of the Commissioner, and are customarily provided to others in similar circumstances.

(h) Meals or beverages provided to the Commissioner by a non-profit organization or a nongovernmental organization during a meeting related to official Township business.

(i) Expenses, including but not limited to admission fees, lodging, meals, or transportation, that are waived or paid for by an entity other than the Township related to attending a conference, convention, presentation, or speaking engagement in the Commissioner's official capacity.

(j) Admission, regardless of value, to a charitable or civic event to which the Commissioner is invited in his or her official capacity where admission is waived or paid for by an entity other than the Township.

(2.4) If a Commissioner is presenting his or her personal opinion or position, he or she should clearly state as such so as not to imply that their personal opinion or position represents the opinions or the positions of the Park Commission or the Township.

(2.5) A Commissioner shall use Township resources, property, and funds under the Commissioner's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

(2.6) A Commissioner shall not engage in a business transaction in which the Commissioner may profit from his or her official position or authority or benefit financially from confidential information which the Commissioner obtained by reason of that position or authority, and such information has not come into the public domain at the point at which it's indicated.

(2.7) Except as otherwise provided by law, a Commissioner shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the Commissioner has a financial interest.

(2.8) A Commissioner shall not participate in approving, disapproving, voting upon, recommending or otherwise acting upon any matter in which he or she has a direct or indirect financial interest or there is

a personal conflict without disclosing the full nature and extent of the interest to the Park Commission on the record and complying with any other Michigan statutory requirements which may pertain to this situation.

(2.9) A Commissioner may not apply for employment at the Charter Township of Ypsilanti while serving in office or for six months following the end of their term in office. The Board of Trustees may provide an exception to this six-month employment application ban by a 2/3 vote, but there is no exception to a Commissioner applying for a position while currently in office. This section does not apply to a Commissioner's participation on another Township board, commission, or committee, or to fill in vacancies in countywide elected positions.

#### ARTICLE 3 - ENFORCEMENT

(3.1) It is the responsibility of each Commissioner to understand and comply with the ethical standards outlined herein.

(3.2) Each Commissioner has a responsibility to act if he or she learns of a violation of these ethical standards by another Commissioner. All suspected violations should be reported to the Township Supervisor. Any violations involving the Township Supervisor should be reported to the Township Clerk and the Township Treasurer.

(3.3) The Board of Trustees and/or Park Commission may impose sanctions on a Commissioner if his or her conduct does not comply with these ethical standards. Sanctions may include reprimand, formal censure, loss of committee assignment, restrictions on budget or travel, personal reimbursement of inappropriate expenditures of Township funds and/or recommendation to the governor for removal from office in the manner and for the causes provided by law.

(3.4) A violation of these ethical standards shall not be considered a basis for challenging the validity of a decision of the Park Commission.

#### ARTICLE 4 - ACKNOWLEDGMENT

(4.1) These ethical standards shall be included in the regular orientations for new Commissioners. Additionally, all other relevant Federal and State Statutes, Township Ordinances, and Township policies and procedures will be included in the orientation. Township Counsel and the Human Resource Department will be responsible for providing this legal education to new Commissioners.

(4.2) Upon approval, all members of the Park Commission shall receive a copy of the "Standards of Ethics" policy and be asked to complete an acknowledgement form stating they received and understand the policy. The Human Resource Department shall provide newly elected or appointed Commissioners a copy of the policy, including acknowledgement form, as part of the on-boarding packet.

#### ARTICLE 5 – EFFECTIVE DATE

The Charter Township of Ypsilanti Park Commission approved the "Standards of Ethics Policy" on Monday, November 1, 2021.