

# **CHARTER TOWNSHIP OF YPSILANTI BOARD OF TRUSTEES**

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**DEBBIE SWANSON**

*Treasurer*

**STAN ELDRIDGE**

*Trustees*

**KAREN LOVEJOY ROE**

**JOHN P. NEWMAN II**

**GLORIA PETERSON**

**LARESHA THORNTON**

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**October 6, 2026**

**Regular Meeting – 6:00 p.m.**

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

# **APPROVAL OF AGENDA**

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**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, OCTOBER 6, 2026 at 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**

***PROCLAMATION RECOGNIZING PINTER'S GREENHOUSE AND FLOWERLAND  
100<sup>TH</sup> ANNIVERSARY – BLOOMING SINCE 1926***

#### **3. APPROVAL OF AGENDA**

#### **4. CONSENT AGENDA**

- A. MINUTES OF SEPTEMBER 15, 2026, REGULAR MEETING
- MINUTES OF SEPTEMBER 28, 2026 SPECIAL MEETING

#### **5. ATTORNEY REPORT**

- A. GENERAL LEGAL UPDATE

## **OLD BUSINESS**

## **NEW BUSINESS**

1. APPROVE RESOLUTION 2026-26 DEMANDING THE UNIVERSITY OF MICHIGAN (U of M), LOS ALAMOS NATIONAL LABORATORY (LOS ALAMOS), AND ALL PERSONS ACTING ON THEIR BEHALF, IMMEDIATELY CEASE AND DESIST FROM SITE-DISTURBING ACTIVITY UPON THE 144 ACRES OF PROPERTY LOCATED AT BRIDGE ROAD/TEXTILE ROAD UNTIL COMPREHENSIVE ARCHAEOLOGICAL, CULTURAL-RESOURCE, CEMETERY-BOUNDARY, GEOPHYSICAL, AND HUMAN REMAINS DETECTION (HRD) CANINE INVESTIGATIONS HAVE BEEN COMPLETED
2. ACCEPT THE RESIGNATION OF DAVID MARSHALL FROM THE ZONING BOARD OF APPEALS, EFFECTIVE IMMEDIATELY
3. APPROVE BUDGET AMENDMENT #14
4. FOIA APPEAL SUBMITTED SEPTEMBER 21, 2026 – PARTIAL DENIAL AND FEE; REQUEST DATED AUGUST 27, 2026; RESPONSE DATED SEPTEMBER 18, 2026

## **AUTHORIZATIONS AND BIDS**

1. APPROVE AN ADDITIONAL \$6,000 TO THE LOWEST BIDDER S&J CONTRACT FOR A PROJECT TOTAL OF \$50,320.00 FOR ASPHALT PAVING AT THE COMMUNITY NETWORK CENTER 1405 HOLMES ROAD BUDGETED IN LINE #266-301-931.011, CONTINGENT ON BUDGET AMENDMENT

## **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**

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**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE SEPTEMBER 28, 2026, SPECIAL BOARD MEETING**

**Board Meetings are audio & video recorded and posted on the website and YouTube**

Supervisor Brenda Stumbo called the meeting to order at 6:00pm 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

Trustee: Gloria Peterson

\*Trustee John Newman II arrived at 6:04pm after the meeting ended

**Members Absent:** Trustees: John Newman II, Karen Lovejoy Roe, and LaResha Thornton

\*Trustee John Newman II arrived at 6:04pm after the meeting ended

**Legal Counsel:** Wm. Douglas Winters

**1. PUBLIC HEARING FOR SPECIAL ASSESSMENT ROLL AT 6:00PM – RESOLUTION 2026-25 2026 SPECIAL ASSESSMENT LEVY (PUBLIC HEARING SET AT THE SEPTEMBER 15, 2026 REGULAR MEETING)**

Supervisor Stumbo opened the public hearing at 6:00pm. There were no public comments. Supervisor Stumbo closed the public hearing at 6:01pm.

Clerk Swanson read Resolution 2026-25 into the record.

A motion was made by Clerk Swanson and supported by Treasurer Eldridge to approve Resolution 2026-25 2026 Special Assessment Levy. (see attached)

Motion carried unanimously

**2. APPROVE THE L-4029 – 2026 TAX RATES FOR THE 2027 BUDGET**

A motion was made by Treasurer Eldridge and supported by Trustee Peterson to approve the L-4029 – 2026 Tax Rates for the 2027 budget. (see attached)

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE SEPTEMBER 28, 2026, SPECIAL BOARD MEETING**  
**PAGE 2**

The motion carried unanimously.

**3. REQUEST TO ADD ENVIRONMENTAL LAW FIRM TEICHNER LAW,PLC FOR LEGAL SERVICES AT RATE OF \$265 PER HOUR, BUDGETED IN LINE #101-729-801.02**

A motion was made by Trustee Peterson and supported by Treasurer Eldridge to approve the request to add Environmental Law Firm Teichner Law, PLC for legal services at the rate of \$265 per hour, budgeted in Line #101-729-801.02.

The motion carried unanimously.

The meeting ended at 6:04pm.

Respectfully Submitted,

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

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

**CHARTER TOWNSHIP OF YPSILANTI  
SPECIAL ASSESSMENT LEVY**

**Resolution No. 2026-25**

WHEREAS, the Charter Township of Ypsilanti Board of Trustees, on September 28, 2026, held a public hearing on the proposed special assessment roll prepared by the Deputy Assessor, a copy of which is on file in the Clerk's Office, after advertising the same in a newspaper of record in the Township, and;

WHEREAS, on September 28, 2026, the Ypsilanti Township Board heard comments on said proposed special assessment roll prepared by the Deputy Assessor.

NOW THEREFORE, BE IT RESOLVED that the proposed special assessment roll prepared by the Deputy Assessor for the Charter Township of Ypsilanti be adopted and the amounts set forth on the special assessment roll be levied on the 2026 Winter Tax Roll.

I, Debra A. Swanson, Clerk of the Charter Township of Ypsilanti, County of Washtenaw, State of Michigan hereby certify the above resolution is a true and exact copy of Resolution No. 2026-25 approved by the Charter Township of Ypsilanti, Board of Trustees assembled at a Regular Meeting held on September 15, 2026.

Debra A Swanson, Clerk  
Charter Township of Ypsilanti

## 2026 Tax Rate Request (This form must be completed and submitted on or before September 30, 2026)

### MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

**Carefully read the instructions on page 2.**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

|                                                                                       |                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| County(ies) Where the Local Government Unit Levies Taxes<br><b>Washtenaw</b>          | 2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026<br><b>TV 1,978,848,114 (TV minus Renaissance Zone) 1,951,209,390</b>                                          |
| Local Government Unit Requesting Millage Levy<br><b>Charter Township of Ypsilanti</b> | For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.**

| (1)<br>Source | (2)<br>Purpose of<br>Millage | (3)<br>Date of<br>Election | (4)<br>Original<br>Millage<br>Authorized by<br>Election<br>Charter, etc. | (5) **<br>2025 Millage Rate<br>Permanently<br>Reduced by MCL<br>211.34d<br>"Headlee" | (6)<br>2026 Current<br>Year "Headlee"<br>Millage Reduction<br>Fraction | (7)<br>2026 Millage<br>Rate Permanently<br>Reduced by MCL<br>211.34d<br>"Headlee" | (8)<br>Sec. 211.34 Truth<br>in Assessing or<br>Equalization<br>Millage Rollback<br>Fraction | (9)<br>Maximum<br>Allowable<br>Millage Levy * | (10)<br>Millage<br>Requested to<br>be Levied July 1 | (11)<br>Millage<br>Requested to be<br>Levied Dec. 1 | (12)<br>Expiration<br>Date of<br>Millage<br>Authorized |
|---------------|------------------------------|----------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------|
| Allocated     | GEN OP                       | N/A                        | 1.1160                                                                   | .9680                                                                                | .9899                                                                  | .9582                                                                             | 1.000                                                                                       | .9582                                         | .9582                                               |                                                     | N/A                                                    |
| Voted         | Fire Prot                    | 08/05/25                   | 3.1250                                                                   | 3.1250                                                                               | .9899                                                                  | 3.0934                                                                            | 1.000                                                                                       | 3.0934                                        | 3.0934                                              |                                                     | 12/2029                                                |
| Voted         | Solid Waste                  | 08/05/25                   | 2.4050                                                                   | 2.4050                                                                               | .9899                                                                  | 2.3807                                                                            | 1.000                                                                                       | 2.3807                                        | 2.3807                                              |                                                     | 12/2029                                                |
| Voted         | Police                       | 08/05/25                   | 5.7000                                                                   | 5.7000                                                                               | .9899                                                                  | 5.6424                                                                            | 1.000                                                                                       | 5.6424                                        | 4.6424                                              |                                                     | 12/2029                                                |
| Voted         | REC/BP                       | 08/05/25                   | 1.0059                                                                   | 1.0059                                                                               | .9899                                                                  | .9957                                                                             | 1.000                                                                                       | .9957                                         | .9957                                               |                                                     | 12/2029                                                |
| PA345         | FPen/HC                      | N/A                        | N/A                                                                      | No Limit                                                                             | N/A                                                                    | N/A                                                                               | N/A                                                                                         | No Limit                                      | 1.0134                                              |                                                     | N/A                                                    |
|               |                              |                            |                                                                          |                                                                                      |                                                                        |                                                                                   |                                                                                             |                                               |                                                     |                                                     |                                                        |
|               |                              |                            |                                                                          |                                                                                      |                                                                        |                                                                                   |                                                                                             |                                               |                                                     |                                                     |                                                        |

|                                    |                                           |                                              |                          |
|------------------------------------|-------------------------------------------|----------------------------------------------|--------------------------|
| Prepared by<br><b>Brad Barrett</b> | Telephone Number<br><b>(734) 544-3601</b> | Title of Preparer<br><b>Finance Director</b> | Date<br><b>9/25/2026</b> |
|------------------------------------|-------------------------------------------|----------------------------------------------|--------------------------|

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

|                                               |           |                         |      |
|-----------------------------------------------|-----------|-------------------------|------|
| <input checked="" type="checkbox"/> Clerk     | Signature | Print Name              | Date |
| <input type="checkbox"/> Secretary            |           | <b>Debra A. Swanson</b> |      |
| <input type="checkbox"/> Chairperson          | Signature | Print Name              | Date |
| <input checked="" type="checkbox"/> President |           | <b>Brenda L. Stumbo</b> |      |

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.**

|                                                                                  |      |
|----------------------------------------------------------------------------------|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)    | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal |      |
| For Commercial Personal                                                          |      |
| For all Other                                                                    |      |

**CHARTER TOWNSHIP OF YPSILANTI**  
**MINUTES OF THE September 15, 2026, REGULAR BOARD MEETING**

Board Meetings are audio & video recorded and posted on the website and YouTube

**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. Trustees John Newman II arrived during the attorney report.

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

**Members Not Present:** None

**Legal Counsel:** Wm. Douglas Winters

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

**APPROVAL OF AGENDA**

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

The motion carried unanimously.

**CONSENT AGENDA**

**A. MINUTES OF AUGUST 18, 2026, REGULAR MEETING**

**B. STATEMENTS AND CHECKS**

1. STATEMENTS AND CHECKS FOR SEPTEMBER 1, 2026, IN THE AMOUNT OF \$1,048,035.16
2. STATEMENTS AND CHECKS FOR SEPTEMBER 15, 2026, IN THE AMOUNT OF \$900,980.15
3. CLARITY HEALTHCARE DEDUCTIBLE ACH FOR AUGUST 2026 IN THE AMOUNT OF \$44,450.1641,699.52
4. CLARITY HEALTHCARE ADMIN FEE FOR AUGUST 2026 IN THE AMOUNT OF \$1,699.52

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

The motion carried unanimously.

#### **WELCOME AND INTRODUCTION**

Eastern Michigan University President, Brendan B. Kelly, Ph.D., attended the meeting and introduced himself. He shared information about his work at EMU. He expressed his interest in creating a strong working relationship with the township and his sincere desire to have a positive impact on the community.

#### **ATTORNEY REPORT**

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

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

The public was invited to make comments following the Attorney Report. There were 11 public comments. (refer to audio)

## **NEW BUSINESS**

- 1. SET A PUBLIC HEARING FOR THE 2026 SPECIAL ASSESSMENT ROLL TO BE HELD ON SEPTEMBER 28, 2026 AT 6:00PM**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Peterson to set a Public Hearing for the 2026 Special Assessment Roll to be held on September 28, 2026, at 6:00pm. (see attached)

Motion carried unanimously

- 2. APPROVE RESOLUTION 2026-22 BOARD OF REVIEW APPOINTMENTS**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Peterson to approve the Resolution 2026-22 Board of Review Appointments (see attached)

The motion carried unanimously.

- 3. JUNKYARD LICENSE RECOMMENDATIONS**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Thornton to approve Junkyard License Recommendations. (see attached)

The motion carried unanimously.

- 4. 1<sup>st</sup> READING RESOLUTION 2026-23 IN REFERENCE TO ORDINANCE 2026-518 AN ORDINANCE TO CONDITIONALLY REZONE THE FIVE (5) ACRE PARCEL AT 8061 MERRITT RD FROM R-3, ONE FAMILY RESIDENTIAL TO R-3, ONE FAMILY RESIDENTIAL WITH AGRICULTURAL OVERLAY**

Clerk Swanson read Resolution 2026-23 into the record.

A motion was made by Clerk Swanson and supported by Treasurer Eldridge to approve the 1<sup>st</sup> Reading of Resolution 2026-23 in reference to Ordinance 2026-518 an Ordinance to conditionally rezone the five (5) acre parcel at 8061 Merritt Rd from R-3, One Family Residential to R-3, One Family Residential with Agricultural Overlay.

Clerk Swanson with the support of Trustee Eldridge withdrew the motion to approve.

A motion was made by Treasurer Eldridge and supported by Trustee Lovejoy Roe to recommend denial of the request to conditionally rezone and add the AG, Agricultural Overlay District to the 5-acre parcel with underlying zoning of R-3, One-Family Residential, located at 8061 Merritt Road, Ypsilanti, MI, 48197, Parcel K-11-27-300-006, as the request is inconsistent with the criteria established in the Township Zoning Ordinance Section 1804, Criteria for amendment to the Official Zoning Map.

Roll Call Vote

|                   |                |                |             |
|-------------------|----------------|----------------|-------------|
| Lovejoy Roe – Yes | Newman – Yes   | Peterson – Yes | Swanson Yes |
| Stumbo – Yes      | Eldridge – Yes | Thornton – Yes |             |

The motion carried unanimously.

**5. APPROVE RESOLUTION 2026-24 SUPPORT FOR THE 2026  
WASHTENAWCOUNTY CONNECTING COMMUNITIES GRANT  
APPLICATION**

A motion was made by Trustee Lovejoy Roe and supported by Trustee Peterson to approve Resolution 2026-24 support for the 2026 Washtenaw County Connecting Communities Grant Application.

The motion carried unanimously.

## **6. APPROVE BUDGET AMMENDMENT #13**

A motion to approve Budget Amendment #13 was made by Trustee Peterson and supported by Trustee Karen Lovejoy Roe to approve Budget Amendment #13. (see attached)

The motion carried unanimously.

## **AUTHORIZATION AND BIDS**

### **1. AWARD BID TO S&J PAVING CO. FOR \$44,320.00 FOR THE COMMUNITY NETWORK CENTER PARKING LOT RE-PAVEMENT PROJECT BUDGETED IN LINE #266-301-931.011, CONTINGENT ON BUDGET AMENDMENT.**

A motion was made by Trustee Peterson and supported by Trustee Lovejoy Roe to award bid to S&J Paving Co. for \$44,320.00 for the Community Network Center Parking Lot Re-Pavement Project, budgeted in line #266-301-931.011.

The motion carried unanimously.

### **2. AWARD BID TO BRAUN CONSTRUCTION FOR \$497,702.00 FOR THE COMMUNITY CENTER LOCKER ROOM RENOVATIONS FUNDED THROUGH WASHTENAW COUNTY DEVELOPMENT BLOCK GRANT PROGRAM, BUDGETED IN LINE #213-901-975.535, CONTINGENT ON A BUDGET AMMENDMENT**

A motion was made by Trustee Karen Lovejoy Roe and supported by Trustee Newman to award bid to Braun Construction for \$497,702.00 for the Community Center Locker Room Renovations funded through Washtenaw County Community Block Grant Program, budgeted in line #213-901-975.535, contingent on a budget amendment.

The motion carried unanimously.

**3. AWARD BID TO J&L MOTORSPORTS FOR ONE (1) NEW 2026 POLARIS RANGER XP 1000 NORTHSTAR EDITION PREMIUM TO SUPPORT THE FIRE DEPARTMENT OPERATIONS AND EMERGENCY RESPONSE NEEDS BUDGETED IN LINE #206-901-979.000**

A motion was made by Trustee Thornton and supported by Clerk Swanson to award bid to J&L Motorsports for one (1) New 2026 Polaris Ranger XP 1000 Northstar Edition Premium to support the Fire Department Operations and Emergency Response needs budgeted in Line #206-901-979.000.

The motion carried unanimously.

**4. SEEK PROPOSALS FOR BRANDING, MARKETING, & COMMUNICATION SERVICES; LINE #266-303-801.000**

A motion was made by Trustee Peterson and supported by Trustee Thornton to seek proposals for Branding, Marketing, & communication Services; Line # 266-303-801.000.

The motion carried unanimously.

**PUBLIC COMMENTS**

There was 1 public comment. (refer to audio)

**OTHER BUSINESS**

**BOARD MEMBER COMMENTS**

## ADJOURNMENT

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

The motion carried unanimously.

The meeting was adjourned at approximately 9:04 pm.

Respectfully Submitted,

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

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

# ATTORNEY REPORT

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GENERAL LEGAL UPDATE

# OLD BUSINESS

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# **NEW BUSINESS**

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# Promises on Paper: How Treaties Shaped Michigan



# **CHARTER TOWNSHIP OF YPSILANTI**

## **RESOLUTION 2026-26**

**RESOLUTION DEMANDING THE UNIVERSITY OF MICHIGAN (U of M), LOS ALAMOS NATIONAL LABORATORY (LOS ALAMOS), AND ALL PERSONS ACTING ON THEIR BEHALF, IMMEDIATELY CEASE AND DESIST FROM SITE-DISTURBING ACTIVITY UPON THE 144 ACRES OF PROPERTY LOCATED AT BRIDGE ROAD/TEXTILE ROAD UNTIL COMPREHENSIVE ARCHAEOLOGICAL, CULTURAL-RESOURCE, CEMETERY-BOUNDARY, GEOPHYSICAL, AND HUMAN REMAINS DETECTION (HRD) CANINE INVESTIGATIONS HAVE BEEN COMPLETED.**

***WHEREAS***, the University of Michigan (U of M) and Los Alamos National Laboratory (Los Alamos) have entered into a collaborative alliance which has resulted in U of M purchasing 144 acres of property at Bridge Road/Textile Road in Ypsilanti Township for “***...At Least Two State Of The Art Advanced Computing Facilities***,” one of which will be utilized by U of M and the other to be used by Los Alamos, which U of M has described as being “***Cutting-Edge, High-Performance Computational Centers***,” which are specialized Data Centers designed for extremely intensive computation; and

**WHEREAS**, these Cutting-Edge, High-Performance Computational Centers, will house the “**Biggest, Baddest, And Fastest Computers In The World**,” according to U of M Vice President for Government Relations, Chris Kolb, and as such, will require DTE Energy to construct a **110-Megawatt Substation And Switchyard**, with 100 megawatts dedicated solely for the use by Los Alamos and the remaining 10 megawatts dedicated solely for the use by U of M; and

**WHEREAS**, the 144 acres is situated in an area of the Township which has substantial archaeological, historical, and cultural sensitivity as the result of centuries of Native American occupation, travel, subsistence, settlement, trade, and cultural activity, especially given its proximity to the Huron River and Textile Road, both of which have been identified by the Michigan State Historic Preservation Office as historical Native American trails and transportation routes; and

**WHEREAS**, information maintained by the Michigan State Historic Preservation Office has determined that “**...A Site Boundary With A Recorded Cemetery Overlaps...**” the 144-acre property acquired by U of M, thereby creating a compelling need to accurately establish the location and boundaries of the cemetery and to determine whether burials, human remains, burial features, funerary objects, archaeological deposits, or other culturally significant resources extend beyond presently mapped or recorded boundaries; and

**WHEREAS**, the Township recognizes that historic cemetery records, maps, property descriptions, title records, surface markers, and other documentary evidence may not necessarily establish the complete physical boundaries of historic or unmarked Native American burials beneath the 144-acres of Property acquired by U of M; and

**WHEREAS**, while U of M spokesperson, Kay Jarvis, as reported by MLive on August 28, 2026, stated that, “**The University Has Conducted Title Searches And Site Surveys Of The Property, And Those Reviews Have Not Identified Any Such Artifacts Or Remains**,” that statement shockingly ignores the fact that a title search only establishes ownership of real property, but cannot and does not determine whether burials, human remains, burial features, archaeological deposits, funerary objects, or other culturally significant resources are located beneath that property; and

**WHEREAS**, the Michigan State Historic Preservation Office’s archaeological standards provide that archaeological projects should be supervised by professionals meeting the Secretary of the Interior’s Professional Qualification Standards for Archaeology and further contemplate consultation with the Michigan State Historic Preservation Office before fieldwork on large-scale, complex, culturally sensitive, or controversial projects commences; and

**WHEREAS**, the Michigan State Historic Preservation Office recognizes the importance of non-invasive archaeological methods in culturally sensitive areas and has worked with geophysical specialists so as to ensure compliance with federal and state laws, including but not limited to the ***Native American Graves Protection and Repatriation Act (NAGPRA)*** by mapping sensitive sites without breaking ground so as to prevent the unnecessary disturbance or excavation of ancestral remains; and

**WHEREAS**, The Michigan State Historic Preservation Office has also recommended that U of M engage “***...A Federally-Qualified Archeologist To Conduct An Archeological Assessment, Also Known As A ‘Desk-Top Analysis,’ Which May Also Require A Human Remains Detection (HRD) Dog Survey ... To Determine Where Those Remains Are Located.***” The Cultural Resource Protection Manager for the Michigan State Historic Preservation Office has emphatically warned U of M that, “**... You [U Of M] Absolutely Do Not Want To Hit Remains During Construction**” on the 144 acres located at Bridge Road/Textile Road; and

**WHEREAS**, the Township therefore finds that the archaeological investigation should employ multiple complementary methodologies, including historical and archival research, systematic archaeological survey, appropriate geophysical investigation, and a professionally

conducted human-remains detection canine survey, so that one investigative technique is not improperly treated as a substitute for another; and

**WHEREAS**, the Township has been advised that the collaborative alliance that exists between U of M and Los Alamos, constitutes a federal undertaking and involves federal funding, approval, licensing, permitting, property, assistance, or other sufficient federal involvement, in that Los Alamos is a federally-owned national laboratory within the Department of Energy System overseen principally through the Department of Energy's National Nuclear Security Administration and operated for the federal government by Triad National Security. As such, Section 106 of the National Historic Preservation Act and its implementing regulations, 36 C.F.R. Part 800, require the responsible federal agency to take into account the effects of the undertaking upon historic properties and to conduct the required consultation process; and

**WHEREAS**, Section 106 is intended to address historic properties sufficiently early in project planning to permit meaningful consideration of avoidance, minimization, and mitigation alternatives before irreversible commitments or ground-disturbing activities occur; and

**WHEREAS**, Native American burial places, archaeological sites, traditional cultural places, cultural landscapes, and other properties of religious and cultural significance warrant consideration within the historic-preservation review process; and

**WHEREAS**, meaningful consultation with federally recognized Native American Tribes having ancestral, historical, religious, or cultural connections to this area is particularly important when a project affects Native American burials, archaeological resources, or properties of religious and cultural significance; and

**WHEREAS**, Ypsilanti Township believes that respect for Native American ancestral remains, as well as respect for descendant communities, sound archaeological practice, historic preservation, and responsible governmental decision-making require investigation

**Before — Not After** — bulldozers, grading equipment, utility trenches, foundations, roads, substations, transmission facilities, stormwater facilities, or other construction activities disturb the land.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CHARTER TOWNSHIP OF YPSILANTI FORMALLY DEMANDS** that the University of Michigan, Los Alamos National Laboratory, their contractors, consultants, utility providers, development partners, and any other persons or entities acting in connection with the planned development of at least “**Two State Of The Art, Cutting-Edge, High-Performance Computational Centers**,”

which are Specialized Data Centers, ***Refrain From Commencing Construction Or Other Ground-Disturbing Activities Upon The 144-Acres Owned By U Of M Until The Archaeological And Cemetery Investigations Described In This Resolution Have Been Completed And All Legally Required Historic-Preservation And Tribal-Consultation Processes Have Been Fulfilled.***

For purposes of this Resolution, “***Ground Disturbance***” includes, but is not limited to, clearing, grubbing, tree removal involving soil disturbance, grading, excavation, trenching, drilling, boring, installation of utilities, roads, foundations, stormwater infrastructure, electrical infrastructure, substations, transmission facilities, staging areas, or other activities capable of disturbing archaeological resources, graves, funerary objects, burial features, or human remains.

***BE IT FURTHER RESOLVED, WITH REGARDS TO THE CONFIRMATION AND DELINEATION OF THE CEMETERY,*** that the investigation shall specifically evaluate the cemetery identified by the Michigan State Historic Preservation Office as overlapping the 144 acres located at Bridge Road/Textile Road which is owned by U of M and shall undertake professionally appropriate measures to determine, to the maximum extent as follows:

- a. The cemetery's documented historical boundaries;
- b. Its actual physical boundaries;
- c. Whether graves or burial features exist beyond recorded or mapped boundaries;
- d. Whether unmarked graves are present;
- e. Whether human remains or probable human-remains locations are present;
- f. Whether funerary objects, burial-associated artifacts, archaeological features, or other cultural materials are present; and
- g. An appropriate protective buffer surrounding identified or reasonably suspected burials.

***BE IT FURTHER RESOLVED, WITH REGARDS TO THE RETENTION OF A QUALIFIED PROFESSIONAL ARCHAEOLOGIST,***  
that all archaeological work shall be designed and supervised by a Principal Investigator meeting the Secretary of the Interior's Professional Qualification Standards for Archaeology, with additional qualified specialists—including geophysical specialists, osteologists or biological anthropologists, cemetery specialists, and Native American archaeological/cultural specialists.

***BE IT FURTHER RESOLVED, REGARDING THE NECESSITY TO  
OBTAIN A COMPLETE BACKGROUND AND ARCHIVAL***

***INVESTIGATION***, that, before intrusive field investigation, the archaeological team shall conduct comprehensive background research, including the following:

- a. Michigan State Historic Preservation Office Archaeological Site Records;
  - b. State Archaeological Site File information;
  - c. Historic cemetery records;
  - d. Historical plats and maps;
  - e. General Land Office records and maps;
  - f. Historic aerial photographs;
  - g. Land and deed records;
  - h. Previous archaeological investigations;
  - i. Historical accounts concerning Native American use and occupation of the area;
  - j. Ethnographic and tribal historical information;
  - k. Records concerning previous discoveries of Native American remains or archaeological resources within the surrounding area;
- and

- I. Records identifying former cemetery boundaries, burial locations, historic trails, settlements, camps, cultural landscapes, or archaeological sensitivity.

***BE IT FURTHER RESOLVED, WITH REGARDS TO THE REQUIRED HUMAN REMAINS DETECTION DOG SURVEY***, that, inasmuch as a site boundary with a recorded cemetery has been determined by the Michigan State Historic Preservation Office to overlap the 144 acres, ***the Township expressly agrees with the recommendation of the Michigan State Historic Preservation Office that a systematic Human Remains Detection (HRD) dog survey be undertaken so as to determine where human remains are located on the 144 acres before ground-disturbing activities occur.***

The HRD investigation shall:

- a. Be performed by appropriately trained and experienced handlers utilizing dogs specifically trained for the detection of historic or archaeological human remains;
- b. Employ teams with demonstrated experience investigating historic cemeteries, unmarked graves, or archaeological human remains;
- c. Be conducted pursuant to a written survey methodology developed in coordination with the project's qualified

archaeologist and the Michigan State Historic Preservation Office  
in consultation with the Native American Tribal representatives;

- d. Encompass the documented cemetery area, reasonable buffers surrounding that area, and other portions of the 144 acres identified through archival, archaeological, geophysical, topographic, tribal, or historical evidence as having elevated burial potential;
- e. Document canine alerts and areas of interest through appropriate mapping and geospatial recording;
- f. Provide for independent confirmation or further evaluation of significant canine alerts through appropriate non-invasive archaeological or geophysical methods before intrusive testing is considered; and
- g. Result in a written report documenting methodology, coverage, limitations, alerts, findings, maps, and recommendations.

The Township expressly determines that a HRD canine survey shall **Supplement And Not Replace** a professional archaeological survey, geophysical investigation, tribal consultation, historical research, or any other legally required investigation.

***BE IT FURTHER RESOLVED, WITH REGARDS TO THE GEOPHYSICAL AND NON-INVASIVE INVESTIGATION***, that areas containing the documented cemetery, HRD canine alerts, suspected graves, or other indicators of potential burials shall be evaluated through appropriate non-invasive geophysical techniques as recommended by qualified specialists, including:

- a. Ground-penetrating radar;
- b. Magnetometry;
- c. Electrical resistance or conductivity techniques;
- d. Other remote-sensing technology appropriate to local soil and geological conditions; and
- e. Precise GPS/GIS mapping of identified anomalies and areas of concern.

The methodology shall account for the limitations of individual geophysical techniques and shall not treat a negative result from any single method as conclusive proof that burials are absent.

***BE IT FURTHER RESOLVED, WITH REGARDS TO THE SYSTEMATIC ARCHAEOLOGICAL FIELD SURVEY***, that the remainder of the 144 acres and the complete ***Area of Potential Effects*** shall receive archaeological investigation consistent with the Michigan State Historic Preservation Office standards and the recommendations of qualified

archaeological professionals, including appropriate pedestrian survey, shovel testing, subsurface testing, remote sensing, or other accepted methodologies based upon field conditions and archaeological sensitivity.

***BE IT FURTHER RESOLVED, WITH REGARD TO NATIVE AMERICAN TRIBAL CONSULTATION***, that, where Section 106 or other applicable federal or state laws require tribal consultation, the responsible federal agency shall provide federally recognized Native American Tribes possessing ancestral, historical, religious, or cultural connections to the area a meaningful opportunity to participate.

The Township demands, independently of the minimum requirements of federal law, that meaningful consultation take place with the Native American Tribes concerning the cemetery investigation, survey methodology, treatment of potential burial locations, and protocols applicable to any discovery of Native American human remains or funerary objects.

The Township demands that consultation shall occur sufficiently early in the process so that Native American tribal knowledge and recommendations can meaningfully influence the investigation and project design rather than merely comment upon decisions already made.

**BE IT FURTHER RESOLVED, WITH REGARD TO**

**UNANTICIPATED DISCOVERIES AND HUMAN REMAINS**, that, before any ground disturbance is authorized, a written **Unanticipated Discoveries Plan** shall be prepared establishing mandatory procedures if human remains, possible human remains, funerary objects, burial features, archaeological resources, or other culturally significant materials are encountered.

At a minimum, the plan shall provide for:

- a. Immediate cessation of work within an appropriate protective radius;
- b. Physical protection and security of the discovery area;
- c. Prohibition against unnecessary handling, removal, photography, or disturbance;
- d. Immediate notification of authorities required by Michigan law;
- e. Notification and involvement of the State Archaeologist and the State Historic Preservation Office;
- f. Notification and consultation with appropriate Native American Tribal representatives when Native American ancestry is known or reasonably suspected;
- g. Establishment of a protective buffer;

- h. Preservation of confidentiality concerning precise burial locations;  
and
- i. No resumption of work within the protected area until legally required procedures have been completed.

**BE IT FURTHER RESOLVED** that, where a grave, burial feature, cemetery, human remains, or an archaeologically significant Native American cultural resource is identified, the Township declares **Preservation In Place And Avoidance** to be its strongly preferred project-planning alternative.

**BE IT FURTHER RESOLVED** that, where Section 106 applies, the archaeological **Area of Potential Effects** shall not be artificially restricted to the footprints of buildings of the proposed Cutting-Edge, High-Performance Computational Centers, which are specialized data-centers, but shall encompass all portions of the undertaking where archaeological or historic properties could be directly or indirectly affected, consistent with applicable federal law.

**BE IT FURTHER RESOLVED** that all archaeological investigations shall be documented in reports satisfying applicable Michigan State Historic Preservation Office standards and containing appropriate maps, methodology, field conditions, survey coverage, findings, site boundaries, geophysical findings, HRD canine findings, archaeological-resource evaluations, recommendations, and supporting documentation.

**BE IT FURTHER RESOLVED** that the Township strongly and unequivocally rejects any contention by U of M that a real-estate title search constitutes an archaeological investigation or establishes the absence of human remains, graves, burial features, archaeological resources, or culturally significant materials beneath the Property. Ownership history and archaeological history answer fundamentally different questions.

**BE IT FURTHER RESOLVED** that the Township requests that the University provide the Township copies of:

- a. Archaeological survey reports;
- b. Michigan State Historic Preservation Office correspondence;
- c. Cemetery-related records and maps;
- d. Archaeological sensitivity assessments;
- e. Geophysical investigation reports;
- f. HRD canine survey methodology and final reports;
- g. Communications with federal agencies concerning Section 106 applicability;
- h. Documentation identifying the Area of Potential Effects;
- i. Tribal-consultation documentation that may lawfully be disclosed;  
and
- j. Any archaeological treatment, avoidance, monitoring, or Unanticipated Discoveries Plan prepared for the Property.

**BE IT FURTHER RESOLVED** that the Charter Township of Ypsilanti declares that construction of a major Cutting-Edge, High-Performance Computational Data-Center complex should not proceed over land containing a documented cemetery overlap until the location, nature, boundaries, and cultural significance of that cemetery and surrounding archaeological resources have been responsibly investigated.

The Township further declares that the appropriate time to locate unmarked graves, burials, human remains, burial features, funerary objects, archaeological deposits, or other culturally significant resources is ***Before Excavation — Not After Construction Equipment Encounters Human Remains.***

The Township further demands that the University of Michigan, Los Alamos National Laboratory, all participating governmental agencies, and all project contractors and partners to employ the highest standard of archaeological diligence, cultural respect, transparency, and consultation before undertaking irreversible disturbance of this historically and culturally sensitive land.

**BE IT FURTHER RESOLVED** that the Township Clerk is directed to transmit certified copies of this Resolution to:

- The University of Michigan Board of Regents;
- The President of the University of Michigan;
- Los Alamos National Laboratory;

- The Michigan State Historic Preservation Office;
- The Michigan State Archaeologist;
- Appropriate federally recognized Tribal governments and Tribal Historic Preservation Officers;
- The Michigan Public Service Commission;
- The Michigan Department of Natural Resources;
- The Michigan Department of Environment, Great Lakes, and Energy; and
- Such other governmental entities and elected officials as the Township Supervisor, Clerk, or Treasurer determines appropriate.

***BE IT FURTHER RESOLVED*** that Resolution 2026-26 is hereby adopted.

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**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: September 30, 2026

**RE: Request to accept the resignation of David Marshall from the Zoning Board of Appeals, effective immediately**

Please accept David Marshall's resignation from the Zoning Board of Appeals, effective immediately. We thank David for his service and wish him well. A call for ZBA applicants was posted from August 19 – September 21 to fill Ericka Vonyea's vacancy. Six residents applied, and the two vacancies and alternates can be filled from this group of applicants. These recommendations will come to the 10/20 Board of Trustees meeting.

Thank you for your consideration.

Motion to Amend the 2026 Budget (#14)

Move to increase the Police Fund budget by \$6,000 to \$9,952,190 and approve the department line item changes as outlined.

CHARTER TOWNSHIP OF YPSILANTI  
2026 BUDGET AMENDMENT # 14

October 6, 2026

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

Budget before  
amendment      Budget After  
Amendment

|                            |                |                   |                       |                       |
|----------------------------|----------------|-------------------|-----------------------|-----------------------|
| 266 - Law Enforcement Fund | Total Increase | <u>\$6,000.00</u> | <u>\$9,946,190.00</u> | <u>\$9,952,190.00</u> |
|----------------------------|----------------|-------------------|-----------------------|-----------------------|

Request to increase expenditures associated with the Community Network Center parking lot repavement project - prevailing wage rates

|               |                                  |                  |                   |
|---------------|----------------------------------|------------------|-------------------|
| Revenues:     | Appropriated Prior Year          | 266-000-699.999  | <u>\$6,000.00</u> |
|               |                                  | Net Revenues     | <u>\$6,000.00</u> |
| Expenditures: | Building Maintenance/1405 Holmes | 266-301-931.011  | <u>\$6,000.00</u> |
|               |                                  | Net Expenditures | <u>\$6,000.00</u> |



## FOIA REQUEST FOR PUBLIC RECORDS

Michigan Freedom of Information Act, Public Act 422 of 1976, MCL 15.231, et seq.

### SECTION A: REQUESTER'S INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: briggles1978@gmail.com

### SECTION B: RECORD(S) REQUESTED

(\*be as specific as possible)

DESCRIBE THE PUBLIC RECORD(S) AS SPECIFICALLY AS POSSIBLE. YOU MAY USE THIS FORM OR ATTACH ADDITIONAL SHEETS:

X Any contract or agreement regarding the 'Hail No  
Los Alamos Data Center. Accounting of money gained  
from the sell or donations of these signs. The employee file  
of Mila Harris, including pay, performance reviews, any  
negative or positive reviews and write ups.

REQUESTOR'S SIGNATURE

Date

Printed Name

---

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



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

---

*Trustees*  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

**IF ESTIMATE IS OVER \$50.00 PLEASE CONTACT**  
**JANIS RILEY**

# MEMORANDUM

**To:** Brenda Stumbo, Supervisor  
Debbie Swanson, Clerk  
Erica Holmes, Human Resource Manager

**From:** Janis Riley, FOIA Coordinator

**Date:** August 28, 2026

**Re:** Freedom of Information Request

Attached is a FOIA request contract agreement for "Hail No" signs, Accounting regarding cost. Employee Information Regarding Myla Harris. Please provide your response in memo format no later than September 3, 2026.

If you feel additional time is needed, please let me know as soon as possible so a 10-day extension can be requested.

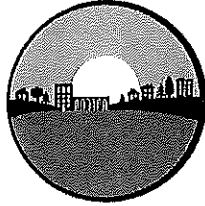
If you have any questions, please let me know.

Attachment

cc: Debra A. Swanson, Clerk  
Marlo Bearman, Deputy Clerk

---

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



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

---

*Trustees*  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

August 31, 2026

Mr. Briggs  
[Briggles1978@gmail.com](mailto:Briggles1978@gmail.com)

RE: FOIA – Hail No Sign information

Dear Mr. Briggs:

This is in response to your Freedom of Information Act request dated August 27, 2026.

The Charter Township of Ypsilanti exercises its' right under section 5 (2)(B) of the FOIA to extend the time period for its' response for not more than ten additional business days.

We will respond to your request as soon as possible, but in any event, no later than September 17, 2026.

If you have questions, please contact my office.

Sincerely,

A handwritten signature in cursive script that reads "Debra A. Swanson". The signature is written in dark ink and has a long, horizontal flourish extending to the right.

Debra A. Swanson, Clerk

cc: Marlo Bearman, Deputy Clerk  
Brenda Stumbo, Supervisor  
Erica Holmes, Human Resource Manager

jr

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



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

**Trustees**  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

September 17, 2026

Mr. Briggs  
Briggles [1978@gmail.com](mailto:1978@gmail.com)

RE: FOIA Request – Hail No Sign Information and Myla Harris Employee records

Dear Mr. Briggs:

We have researched our records for the above address. The cost of this FOIA is \$118.00.

Please send a check or money order payable to the Township of Ypsilanti to Attn: Clerks' Office, 7200 S. Huron River Drive, Ypsilanti, MI 48197.

Upon receipt of this payment we will email you the information.

If you have questions, please contact my office.

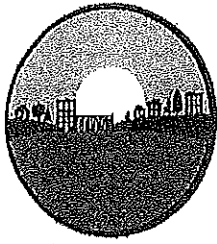
Sincerely,

A handwritten signature in blue ink that reads "Debra A. Swanson" followed by a horizontal flourish.

Debra A. Swanson, Clerk

cc: Marlo Bearman, Deputy Clerk

jr



# YPSILANTI TOWNSHIP

— WHERE YOUR FUTURE GROWS —

Name:

Michael S. Briggs

Date:

9-18-2026

Address:

ITEMS PURCHASED

QTY

PRICE

TOTAL

PASSPORT (GPSPT)

\$ each

\$

POSTAGE/EXPEDITE (GPOST)

\$ each

\$

CANDIDATE FILING FEE (GELECT)

\$100.00 each

\$

FOIA (GFOIA)

1

\$118.00 each

\$ 118.00

MAPS (GMAPS)

\$ 5.00 each

\$

NOTARY SERVICE (GMISC)

\$ 10.00 each

\$

PEDDLERS PERMIT (GPEDL)

\$ 50.00 each

\$

RADON KIT#:

\$ 10.00 each

\$

282111107 6/2023 8810004306

**CHASE**

**CASHIER'S CHECK**

9462531363

Date 09/18/2026

25-3

440

emitter: MICHAEL S BRIGGS

ay To The TOWNSHIP OF YPSILANTI

Order Of:

ay: ONE HUNDRED EIGHTEEN DOLLARS AND 00 CENTS

\$\*\* 118.00 \*\*

Drawn JPMORGAN CHASE BANK, N.A.

Thomas W. Home, Chief Administrative Officer

JPMorgan Chase Bank, N.A.

Columbus, OH

Do not write outside this box

FOIA Request from August 27, 2026

For information only; Comment has no effect on bank's payment.

9462531363 044000037 758661326

When Mr. Briggs  
came into the  
Civic Center to pay  
for the FOIA he  
told staff he  
could not find FOIA  
information on the  
township website.

Staff printed a printer  
friendly version  
directly from the  
website and gave him  
a copy.

9/18/26



# Public Summary of FOIA Procedures and Guidelines

## Charter Township of Ypsilanti

### Public Summary of FOIA Procedures and Guidelines

**It is the public policy of this state that all persons  
(except those persons incarcerated in state or local correctional facilities)  
are entitled to full and complete information regarding the affairs of government and  
the official acts of those who represent them as public officials and public employees.**

**The people shall be informed so that they may fully participate in the democratic process.**

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: [ytown.org](http://ytown.org).

## 1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
  - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
  - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at: [ytown.org](http://ytown.org) and at the Ypsilanti Township Clerk's Office, 7200 South Huron River Drive Ypsilanti, MI 48197.
- Written requests may be delivered to the Township Civic Center in person or by mail: Township Clerk 7200 South Huron River Drive Ypsilanti, MI 48197.
- Requests may be faxed to: [\(734\) 484-5156](tel:7344845156). To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: [lgarrett@ytown.org](mailto:lgarrett@ytown.org). To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

## **2. What kind of response can I expect to my request?**

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
  - Grant the request,
  - Issue a written notice denying the request,
  - Grant the request in part and issue a written notice denying in part the request,
  - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
  - Issue a written notice indicating that the public record requested is available at no charge on the Township's website
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

## **3. What are the Township's deposit requirements?**

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
  - The final fee for the prior written request is not more than 105% of the estimated fee;
  - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
  - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
  - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
  - The individual is unable to show proof of prior payment to the Township; and
  - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.

- The Township will not require the 100% estimated fee deposit if any of the following apply:
  - The person making the request is able to show proof of prior payment in full to the Township;
  - The Township is subsequently paid in full for all applicable prior written requests; or
  - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

## **4. How does the Township calculate FOIA processing fees?**

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

### **Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

### **Copying and Duplication**

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

### **Non-paper Copies on Physical Media**

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

### **Paper Copies**

- Paper copies of public records made on standard letter (8 1/2 x 11) or legal (8 1/2 x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

### **Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

## Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## 5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: [ytown.org](http://ytown.org).

## 6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

## 7. How may I challenge the denial of a public record or an excessive fee?

### Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Clerk.

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township’s website: [ytown.org](http://ytown.org).

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Washtenaw County Circuit Court within 180 days after the Township’s final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

### Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Clerk.

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Civic Center and on the Township’s website: [ytown.org](http://ytown.org).

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;

- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Washtenaw County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

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



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

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*Trustees*  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

September 18, 2026

Michael S. Briggs  
Briggles [1978@gmail.com](mailto:1978@gmail.com)

RE: Hail No Signs and Employee File of Myla Harris

Dear Mr. Briggs:

Attached is the employee file you requested.

Regarding the Hail No signs there is no township contract or agreement. The resident who purchased the signs wishes to remain anonymous.

If you have questions, please contact my office.

Sincerely,

A handwritten signature in blue ink that reads "Debra A. Swanson".

Debra A. Swanson, Clerk

cc: Marlo Bearman, Deputy Clerk

jr

Charter Township of Ypsilanti, Washtenaw County

Clerks' Office

Detailed Cost Itemization

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requester at no charge.

7200 South Huron River Drive

Ypsilanti, MI 48197

Phone: 734-544-4000

Freedom of Information Act Request Detailed Cost Itemization

Date: 9-17-2024 Prepared for Request No.: Harold Nossig/myle Harris Date Request Received: 8-31-2024  
Employee file

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.

**1. Labor Cost for Copying / Duplication**

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requester on non-paper physical media or through the Internet or other electronic means as stipulated by the requester.

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

Those costs will be estimated and charged in \_\_\_\_-minute time increments as set by the township board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per Increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_

OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_ %  
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per Increment: \$ \_\_\_\_\_

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_ divide by \_\_\_\_-minute increments, and round down.  
Enter below:

Number of increments

1. Labor Cost

x \_\_\_\_\_ = \$ 0

**2. Labor Cost to Locate:**

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

Those costs will be estimated and charged in \_\_\_\_-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per Increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ 59.03

OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_ %  
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ 14.75

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_ divide by \_\_\_\_-minute increments, and round down.  
Enter below:

Number of increments

2. Labor Cost

x 8 = \$ 118.00

**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a township employee. If contracted, use No. 3b instead).

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

This is the cost of labor of a township employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the township's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_  
Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

OR

Charge per increment: \$ \_\_\_\_\_

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments

x \_\_\_\_\_ =

3a. Labor Cost

\$ 0

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \_\_\_\_\_ (currently \$9.65).

Name of contracted person or firm: \_\_\_\_\_

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Cost Charged: \$ \_\_\_\_\_

Charge per increment: \$ \_\_\_\_\_

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down to: \_\_\_\_\_ increments. Enter below:

Number of increments

x \_\_\_\_\_ =

3b. Labor Cost

\$ 0

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                  |                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>4. Copying / Duplication Cost:</b></p> <p>Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).</p> <p>No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:</p> <ul style="list-style-type: none"> <li>• Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet</li> <li>• Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet</li> </ul> <p>No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:</p> <ul style="list-style-type: none"> <li>• Other paper sizes (single and double-sided): _____ cents / dollars per sheet</li> </ul> <p><u>Actual and most reasonably economical cost of non-paper physical digital media:</u></p> <ul style="list-style-type: none"> <li>• Circle applicable: Disc / Tape / Drive / Other Digital Medium    Cost per item: _____</li> </ul> <p>The cost of paper copies must be calculated as a total cost per <u>sheet</u> of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. <u>A township must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.</u></p> | <p>Number of Sheets:</p> <p>x _____ =</p> <p>x _____ =</p><br><p>No. of Items:</p> <p>x _____ =</p>                                              | <p>Costs:</p> <p>\$ _____</p> <p>\$ _____</p><br><p>\$ _____</p> <p>\$ _____</p><br><p><b>4. Total Copy Cost</b></p> <p>\$ <u>0</u></p>                                    |
| <p><b>5. Mailing Cost:</b></p> <p>The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.</p> <ul style="list-style-type: none"> <li>• The township <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation.</li> <li>• The township <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requestor.*</li> </ul> <p style="text-align: right;">Actual Cost of Envelope or Packaging: \$ _____</p> <p style="text-align: right;">Actual Cost of Postage: \$ _____ per stamp<br/>\$ _____ per pound<br/>\$ _____ per package</p> <p style="text-align: right;">Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____</p> <p style="text-align: right;">*Expedited Shipping or Insurance as Requested: \$ _____</p> <p><input type="checkbox"/> * Requestor has requested expedited shipping or insurance</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Number of Envelopes or Packages:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p><br><p>x _____ =</p> <p>x _____ =</p> | <p>Costs:</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p><br><p>\$ _____</p> <p>\$ _____</p><br><p><b>5. Total Mailing Cost</b></p> <p>\$ <u>0</u></p> |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>6a. Copying/Duplicating Cost for Records Already on Township's Website:</b></p> <p>If the public body has included the website address for a record in its written response to the requestor, <u>and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media</u>, the township will provide the public records in the specified format and may charge copying costs to provide those copies.</p> <p>No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for:</p> <ul style="list-style-type: none"> <li>• Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet</li> <li>• Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet</li> </ul> <p>No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes:</p> <ul style="list-style-type: none"> <li>• Other paper sizes (single and double-sided): _____ cents / dollars per sheet</li> </ul> <p><u>Actual and most reasonably economical cost of non-paper physical digital media:</u></p> <ul style="list-style-type: none"> <li>• <u>Circle applicable:</u> Disc / Tape / Drive / Other Digital Medium Cost per Item: _____</li> </ul> <p><input type="checkbox"/> Requestor has stipulated that some / all of the requested records that are <u>already available on the township's website</u> be provided in a paper or non-paper physical digital medium.</p> | <p>Number of Sheets:</p> <p>x _____ =</p> <p>x _____ =</p><br><p>x _____ =</p><br><p>No. of Items:</p> <p>x _____ =</p>                                                                    | <p>Costs:</p> <p>\$ _____</p> <p>\$ _____</p><br><p>\$ _____</p><br><p>\$ _____</p><br><p>6a. Web Copy Cost</p> <p>\$ <u>0</u></p> |
| <p><b>6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:</b></p> <p>This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per Increment: \$ _____</p> <p style="text-align: center;">OR</p> <p>Hourly Wage with Fringe Benefit Cost: \$ _____ Charge per Increment: \$ _____</p> <p>Multiply the hourly wage by the percentage multiplier: _____ %</p> <p>and add to the hourly wage for a total per hour rate.</p> <p>The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor</p>                                                                                                                                                                                                                                                                                                                                         | <p>To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below:</p> <p>Number of Increments</p> <p>x _____ =</p> | <p>6b. Web Labor Cost</p> <p>\$ <u>0</u></p>                                                                                       |
| <p><b>6c. Mailing Cost for Records Already on Township's Website:</b></p> <p style="text-align: right;">Actual Cost of Envelope or Packaging: \$ _____</p> <p style="text-align: right;">Actual Cost of Postage: \$ _____ per stamp / per pound / per package</p> <p style="text-align: right;">Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____</p> <p style="text-align: right;">*Expedited Shipping or Insurance as Requested: \$ _____</p> <p><input type="checkbox"/> * Requestor has requested expedited shipping or insurance</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Number:</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p> <p>x _____ =</p>                                                                                                         | <p>Costs:</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p><br><p>6c. Web Mailing Cost</p> <p>\$ <u>12</u></p>   |

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| <p><b>Subtotal Fees Before Waivers, Discounts or Deposits:</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Estimated Time Frame to Provide Records:</b></p> <p>_____ (days or date)</p> <p>The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.</p> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <input type="checkbox"/> Cost estimate<br/> <input type="checkbox"/> Bill         </div> | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">1. Labor Cost for Copying:</td><td style="width: 20%; text-align: right;">\$ 0</td></tr> <tr><td>2. Labor Cost to Locate:</td><td style="text-align: right;">\$ 118.00</td></tr> <tr><td>3a. Labor Cost to Redact:</td><td style="text-align: right;">\$</td></tr> <tr><td>3b. Contract Labor Cost to Redact:</td><td style="text-align: right;">\$</td></tr> <tr><td>4. Copying/Duplication Cost:</td><td style="text-align: right;">\$</td></tr> <tr><td>5. Mailing Cost:</td><td style="text-align: right;">\$</td></tr> <tr><td>6a. Copying/Duplication of Records on Website:</td><td style="text-align: right;">\$</td></tr> <tr><td>6b. Labor Cost for Copying Records on Website:</td><td style="text-align: right;">\$</td></tr> <tr><td>6c. Mailing Costs for Records on Website:</td><td style="text-align: right;">\$</td></tr> <tr><td colspan="2" style="text-align: right;"><b>Subtotal Fees:</b></td></tr> </table> | 1. Labor Cost for Copying: | \$ 0 | 2. Labor Cost to Locate: | \$ 118.00 | 3a. Labor Cost to Redact: | \$ | 3b. Contract Labor Cost to Redact: | \$ | 4. Copying/Duplication Cost: | \$ | 5. Mailing Cost: | \$ | 6a. Copying/Duplication of Records on Website: | \$ | 6b. Labor Cost for Copying Records on Website: | \$ | 6c. Mailing Costs for Records on Website: | \$ | <b>Subtotal Fees:</b> |  | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">\$ 0</td><td style="width: 20%; text-align: right;">\$ 118.00</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> <tr><td style="width: 80%;">\$</td><td style="width: 20%; text-align: right;">\$</td></tr> </table> | \$ 0 | \$ 118.00 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1. Labor Cost for Copying:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ 0                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2. Labor Cost to Locate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$ 118.00                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3a. Labor Cost to Redact:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3b. Contract Labor Cost to Redact:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4. Copying/Duplication Cost:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5. Mailing Cost:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6a. Copying/Duplication of Records on Website:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6b. Labor Cost for Copying Records on Website:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6c. Mailing Costs for Records on Website:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <b>Subtotal Fees:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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| <p><b>Waiver: Public Interest</b></p> <p>A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.</p> <p style="text-align: center;"> <input type="checkbox"/> All fees are waived    <b>OR</b>    <input type="checkbox"/> All fees are reduced by: _____ %         </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p style="text-align: right;"><b>Subtotal Fees After Waiver:</b></p> <p style="text-align: right;">\$ _____</p>                                                 | <p style="text-align: right;">\$ _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <p><b>Discount: Indigence</b></p> <p>A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: center;"><input type="checkbox"/> Eligible for Indigence Discount</p> | <p style="text-align: right;"><b>Subtotal Fees After Discount (subtract \$20):</b></p> <p style="text-align: right;">\$ 0</p>                                   | <p style="text-align: right;">\$ 0</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| <p><b>Discount: Nonprofit Organization</b></p> <p>A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the township.</p> <p style="text-align: center;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>                                                                                                                                                                                                                                                                                                                                                                                                             | <p style="text-align: right;"><b>Subtotal Fees After Discount (subtract \$20):</b></p> <p style="text-align: right;">\$ 6</p>                                   | <p style="text-align: right;">\$ 6</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |      |                          |           |                           |    |                                    |    |                              |    |                  |    |                                                |    |                                                |    |                                           |    |                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <p><b>Deposit: Good Faith</b><br/>         The township may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor. If the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee, the deposit cannot exceed 1/2 of the total estimated fee.<br/>         Percent of Deposit: _____ %<br/>         Date by Which Deposit Must be Received: _____ (48 days after this notice was sent)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date Paid: _____                                                                                                | Deposit Amount Required: \$ <u>0</u>                                                                      |
| <p><b>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</b><br/>         After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee.<br/>         (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession.<br/>         (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.<br/>         (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing.<br/>         (e) The individual is unable to show proof of prior payment to the township.<br/>         (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the township, OR<br/>         (b) The township is subsequently paid in full for the applicable prior written request, OR<br/>         (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.</p> <p>Date by Which Deposit Must be Received: _____ (48 days after this notice is sent)</p> | Date Paid: _____                                                                                                | Percent Deposit Required: _____ %<br><br>Deposit Required: \$ <u>0</u>                                    |
| <p><b>Late Response Labor Costs Reduction</b><br/>         If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:</p> <p>(i) The late response was willful and intentional, OR</p> <p>(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Number of Days Over Required Response Time: _____<br><br>Multiply by 5%<br><br>= Total Percent Reduction: _____ | Total Labor Costs \$ _____<br><br>Minus Reduction \$ _____<br><br>= Reduced Total Labor Costs \$ <u>0</u> |
| <p>The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from:<br/>         Website: _____ Email: _____<br/>         Phone: _____ Address: _____</p> <p style="text-align: center;"><b>Request Will Be Processed,<br/>         But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date Paid: _____                                                                                                | Total Balance Due: \$ <u>118.00</u>                                                                       |

# Administrative Appeal Under the Michigan Freedom of Information Act

Michael Briggs  
1174 Walnut Street  
Ypsilanti, Michigan 48198  
briggles1978@gmail.com  
(734) 474-0262

September 21, 2026

Debra A. Swanson  
Ypsilanti Township  
7200 S. Huron River Drive  
Ypsilanti, Michigan



**RE: FOIA APPEAL—Partial Denial and Fee; Request dated August 27, 2026; Response dated September 18, 2026**

Dear Debra A. Swanson:

This letter is an **APPEAL** under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq. I appeal both (1) the Township's partial denial or withholding of records identifying the person or entity for whom Township personnel were selling advocacy signs, and (2) the fee charged for responding to my request for the name and agreement information, including money charged to constituents for the Hail NO Los Alamos Data Center yard signs. I ask the head of the public body to reverse the nondisclosure and reduce or refund the fee for the reasons below.

## Background

1. On August 18, 2026, I requested records concerning Hail No Los Alamos Data Center including charges and costs of the sale of advocacy signs being sold behind the counter of the Township ~~Clerk~~ <sup>Supervisor</sup> and displayed on the property near the ballot box and courthouse.
2. On September 18, 2026, the Township responded that it would not disclose who the signs were being sold for because that person did not want to be identified.
3. The Township charged me \$118.00, including an amount described as fringe benefits. I did not receive advance notice of that charge or an agreement explaining it. I was told that I would receive a receipt only after payment.

4. I have been unable to locate on the Township's website its FOIA procedures and guidelines, written public summary, or fee schedule.

## Grounds for Reversal of the Partial Denial

A person's preference not to be identified is not, by itself, a cited exemption under Michigan FOIA. A written denial must explain the basis for withholding and identify the applicable statutory exemption. The Township's response, as I understand it, identified no FOIA exemption and provided no particularized explanation showing why the requested identifying information is exempt.

To the extent responsive records document Township business, the conduct of Township officials or employees, use of Township resources, or a transaction handled through the Township, they are public records unless a specific exemption applies. If any portion of a responsive record is exempt, MCL 15.244 requires the Township to separate exempt material from nonexempt material and disclose the remainder. I therefore request disclosure of all nonexempt responsive records and a written explanation identifying the precise statutory exemption relied upon for each withholding or redaction.

## Grounds for Reversal or Reduction of the Fee

Michigan FOIA permits a public body to charge a fee only if it has been established, makes publicly available, and follows FOIA procedures and guidelines. MCL 15.234 also requires a written public summary and, when a fee is charged or estimated, a detailed itemization showing the permitted components of the charge. If the Township maintains an internet presence, the applicable procedures and guidelines and written public summary must be posted or linked as required by law. I could not locate those materials or a fee schedule on the Township website.

Although MCL 15.234 may permit fringe-benefit costs for specified labor components, the amount may not exceed the actual fringe-benefit cost or 50% of the applicable labor charge, whichever is less. The labor rate must be based on the lowest-paid employee capable of performing the work, and the fee must be limited to allowable actual incremental costs. The Township should identify the labor category, time charged, hourly wage, fringe-benefit percentage and actual fringe cost, and each other component of the calculation.

I was not provided a detailed itemization or advance explanation of the fee before being required to pay, and I was told that a receipt would be provided only after payment. Please identify when and how any good-faith estimate or detailed itemization was sent to me, provide the itemization and receipt, and explain the statutory and published-policy basis

for each amount. If the required procedures were not publicly available and followed, or if any component exceeds what MCL 15.234 permits, the fee should be reduced and the overpayment refunded.

## Requested Relief

1. Reverse the partial denial and disclose the requested identifying information and all related nonexempt responsive records.
2. If any material remains withheld, provide a revised written denial that identifies the specific statutory exemption for each withholding, explains how it applies, and describes the exempt material as required by law.
3. Provide all reasonably segregable nonexempt portions of responsive records.
4. Provide the Township's FOIA procedures and guidelines, written public summary, and the version in effect when my request was processed, together with the location where those materials were publicly available.
5. Provide a detailed itemization and receipt showing each fee component, labor category, time increment, hourly wage, fringe-benefit percentage and actual cost, copying or media charges, and mailing charges.
6. Reverse or reduce the fee to the amount lawfully permitted and refund any overpayment.

Under MCL 15.240, please respond to this appeal within 10 business days after receipt by reversing the denial, upholding it in a written decision, reversing it in part, or issuing the single permitted extension notice. To the extent this letter challenges the fee, please also treat it as a fee appeal under MCL 15.240a and provide the written decision required by that section.

Please preserve all records concerning my request, its processing, the fee calculation, the sign transactions, and the Township's decision to withhold identifying information while this appeal is pending.

Sincerely,

Michael S. Briggs

**Attachments:** Original FOIA request; Township response/denial; invoice, fee notice, proof of payment, and receipt (if received); relevant correspondence; screenshots showing the absence of posted FOIA fee materials.

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## Administrative Appeal Under the Michigan Freedom of Information Act

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From Debbie Swanson <dswanson@ypsitownship.org>

Date Thu 10/1/2026 11:10 AM

To briggles1978@gmail.com <briggles1978@gmail.com>

Cc Marlo Bearman <mbearman@ypsitownship.org>

Dear Michael S. Briggs,

The Appeal you submitted to the Charter Township of Ypsilanti on September 21, 2026, RE: FOIA APPEAL - Partial Denial and Fee; Request dated August 27, 2026; Response dated September 18, 2026 will be on the Agenda at the Regularly scheduled October 6, 2026 Board of Trustees Meeting.

Township Board Meetings are held in the Civic Center Board Room  
7200 S. Huron River Drive  
Ypsilanti, MI 48197

Board Meetings start at 6:00pm.

Sincerely,  
Debbie Swanson



**Debbie Swanson**  
Township Clerk  
734.544.4000 ext. 2  
7200 S. Huron River Dr.  
[ypsitownship.org](http://ypsitownship.org)

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Where Your Future Grows

# **AUTHORIZATIONS AND BIDS**

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## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

Date: October 1, 2026

RE: **Request authorization to accept additional \$6,000.00 for a project total of \$50,320.00 from S & J Asphalt Paving Co. for the Community Network Center parking lot re-pavement, which is budgeted in GL# 266-301-931.011, contingent on a budget amendment.**

The Residential Services Department is requesting authorization to accept the additional \$6,000.00.00 for the bid and sign the contract for \$50,320.00 from S & J Asphalt Paving Co. for the Community Network Center parking lot re-pavement, which is budgeted in GL# 266-301-931.011, contingent on a budget amendment.

This request is being made to reflect the Township's Prevailing Wage Ordinance that was not factored into the original bid. Although, the ordinance was reflected in the RFP sent to bidders, it was not specifically outlined and the pricing in bids received did not include the change. With the update to follow the ordinance as intended, S & J Asphalt's price is \$6,000.00 more. This would still have them as the lowest bidder, which is reflected below.

It was requested for the Residential Services Department to explore costs of re-paving the Community Network Center lot this summer due to the continued deterioration of certain areas. Initially, three companies were asked to provide costs for the repair. Those costs are below:

|                   |             |
|-------------------|-------------|
| Al's Asphalt      | \$57,648.00 |
| T. Burkes         | \$69,860.00 |
| Black Rock Paving | \$55,000.00 |

With the costs coming in above the threshold that requires posting a RFP on MITN, an RFP was drafted and posted on MITN with a bid opening date of August 18, 2026 at 2:00pm. The RFP included the same specifications that the quotes were given. A total of 9 bids were received. They are below:

|                            |             |
|----------------------------|-------------|
| Nagle Paving Co            | \$57,490.00 |
| H.G. Sartor Asphalt Paving | \$68,035.00 |
| Mr. Asphalt Services       | \$67,960.36 |

# Prevailing Wage Rates for State Of Michigan Funded Projects

## Official Rate Schedule

### Washtenaw

Classification Name

Last Updated

#### 3.1 Power Equip. Operator - Highway & Heavy

11/01/2025

| Wage Rates                         | Straight Time | Time and a Half | Double Time |
|------------------------------------|---------------|-----------------|-------------|
| Journeyman                         | \$71.46       | \$94.57         | \$117.67    |
| Apprentice: Level 1 0 - 6 Months   | \$57.61       | \$73.79         | \$89.97     |
| Apprentice: Level 2 7 -12 Months   | \$59.93       | \$77.28         | \$94.61     |
| Apprentice: Level 3 13 - 18 Months | \$62.23       | \$80.73         | \$99.21     |
| Apprentice: Level 4 19 - 24 Months | \$64.54       | \$84.19         | \$103.83    |
| Apprentice: Level 5 25 - 30 Months | \$66.85       | \$87.66         | \$108.45    |
| Apprentice: Level 6 31 - 36 Months | \$69.15       | \$91.10         | \$113.05    |

Four 10-hour days allowed? - Yes

Make Up Day Allowed? - Yes

# Prevailing Wage Rates for State Of Michigan Funded Projects

## Official Rate Schedule

### Washtenaw

Classification Name

Last Updated

#### 5.1 Truck Driver Class

01/05/2026

| Wage Rates | Straight Time | Time and a Half | Double Time |
|------------|---------------|-----------------|-------------|
| Journeyman | \$54.10       | \$70.52         | \$86.94     |

Four 10-hour days allowed? - Yes

Make Up Day Allowed? - No

**Prevailing Wage Rates for State Of Michigan Funded Projects**  
**Official Rate Schedule**  
**Washtenaw**

| Classification Name    |  | Last Updated      |                 |             |
|------------------------|--|-------------------|-----------------|-------------|
| <b>Laborer, Common</b> |  | <b>12/16/2025</b> |                 |             |
| Wage Rates             |  | Straight Time     | Time and a Half | Double Time |
| Journeyman             |  | \$53.86           | \$70.54         | \$87.22     |
| Apprentice: Level 1    |  | \$45.52           | \$58.03         | \$70.54     |
| Apprentice: Level 2    |  | \$47.19           | \$60.54         | \$73.88     |
| Apprentice: Level 3    |  | \$48.86           | \$63.04         | \$77.22     |
| Apprentice: Level 4    |  | \$52.19           | \$68.04         | \$83.88     |

**Four 10-hour days allowed?** - Yes

**Make Up Day Allowed?** - Yes

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



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

**Trustees**  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

# MEMORANDUM

To: John Hines, Municipal Services Director

From: Debbie Swanson, Clerk *Das*

Date: September 16, 2026

**Subject: Award Bid to S&J Asphalt Paving Co., For \$44,320.00 for the Community Network Center Parking Lot Re-Pavement Project Budgeted in GL #266-301-931.011, Contingent on Budget Amendment 13.**

At the regular meeting held on September 15, 2026, the Charter Township of Ypsilanti Board of Trustees approved the S&J Asphalt Paving Co. bid, for \$44,320.00 for the Community Network Center Parking Lot Re-Pavement Project budgeting in GL #266-301-931.011, contingent on Budget Amendment 13.

Attached is the fully executed contract.

Attorney Winters sent a letter dated 9/16/2026 asking for follow up on several things that need to be verified and forwarded to him for his records.

Should you have any questions, please contact my office.

Sincerely,

Debbie

das

cc: Brenda Stumbo, Supervisor  
Elizabeth Reyher, Deputy Supervisor  
Marlo Bearman, Deputy Clerk  
Bradley Barrett, Finance Director  
Myla Harris, Purchasing Clerk  
McClain & Winters, Township Attorneys

File



## MEMORANDUM

To: Charter Township of Ypsilanti Board of Trustees

From: John Hines, Municipal Services Director

CC: Myla Harris, Purchasing Clerk

Date: September 8, 2026

RE: **Request authorization to accept the bid and sign the contract for \$44,320.00 from S & J Asphalt Paving Co. for the Community Network Center parking lot re-pavement, which is budgeted in GL# 266-301-931.011, contingent on a budget amendment.**

The Residential Services Department is requesting authorization to accept the bid and sign the contract for \$44,320.00 from S & J Asphalt Paving Co. for the Community Network Center parking lot re-pavement, which is budgeted in GL# 266-301-931.011, contingent on a budget amendment.

It was requested for the Residential Services Department to explore costs of re-paving the Community Network Center lot this summer due to the continued deterioration of certain areas. Initially, three companies were asked to provide costs for the repair. Those costs are below:

|                   |             |
|-------------------|-------------|
| Al's Asphalt      | \$57,648.00 |
| T. Burkes         | \$69,860.00 |
| Black Rock Paving | \$55,000.00 |

With the costs coming in above the threshold that requires posting a RFP on MITN, an RFP was drafted and posted on MITN with a bid opening date of August 18, 2026 at 2:00pm. The RFP included the same specifications that the quotes were given. A total of 9 bids were received. They are below:

|                            |             |
|----------------------------|-------------|
| Nagle Paving Co            | \$57,490.00 |
| H.G. Sartor Asphalt Paving | \$68,035.00 |
| Mr. Asphalt Services       | \$67,960.36 |
| Titan Pavement             | \$60,511.00 |
| T & M Asphalt Paving Co    | \$58,839.00 |
| CB Asphalt Paving          | \$61,500.00 |
| S & J Asphalt Paving Co    | \$44,320.00 |

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



# YPSILANTI TOWNSHIP

— RESIDENTIAL SERVICES DEPARTMENT —

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**Trustees**  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

|                         |                          |             |
|-------------------------|--------------------------|-------------|
| Titan Pavement          | \$60,511.00              |             |
| T & M Asphalt Paving Co | \$58,839.00              |             |
| CB Asphalt Paving       | \$61,500.00              |             |
| S & J Asphalt Paving Co | \$44,320.00              | \$50,320.00 |
| Link Contracting, LLC   | \$96,000.00              |             |
| Asphalt Specialist      | (Bid was turned in late) |             |

If approved, the project would be completed later this year if weather allows.

Thank you,

John Hines  
Municipal Services Director  
[jhines@ypsitownship.org](mailto:jhines@ypsitownship.org)

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



# YPSILANTI TOWNSHIP

— RESIDENTIAL SERVICES DEPARTMENT —

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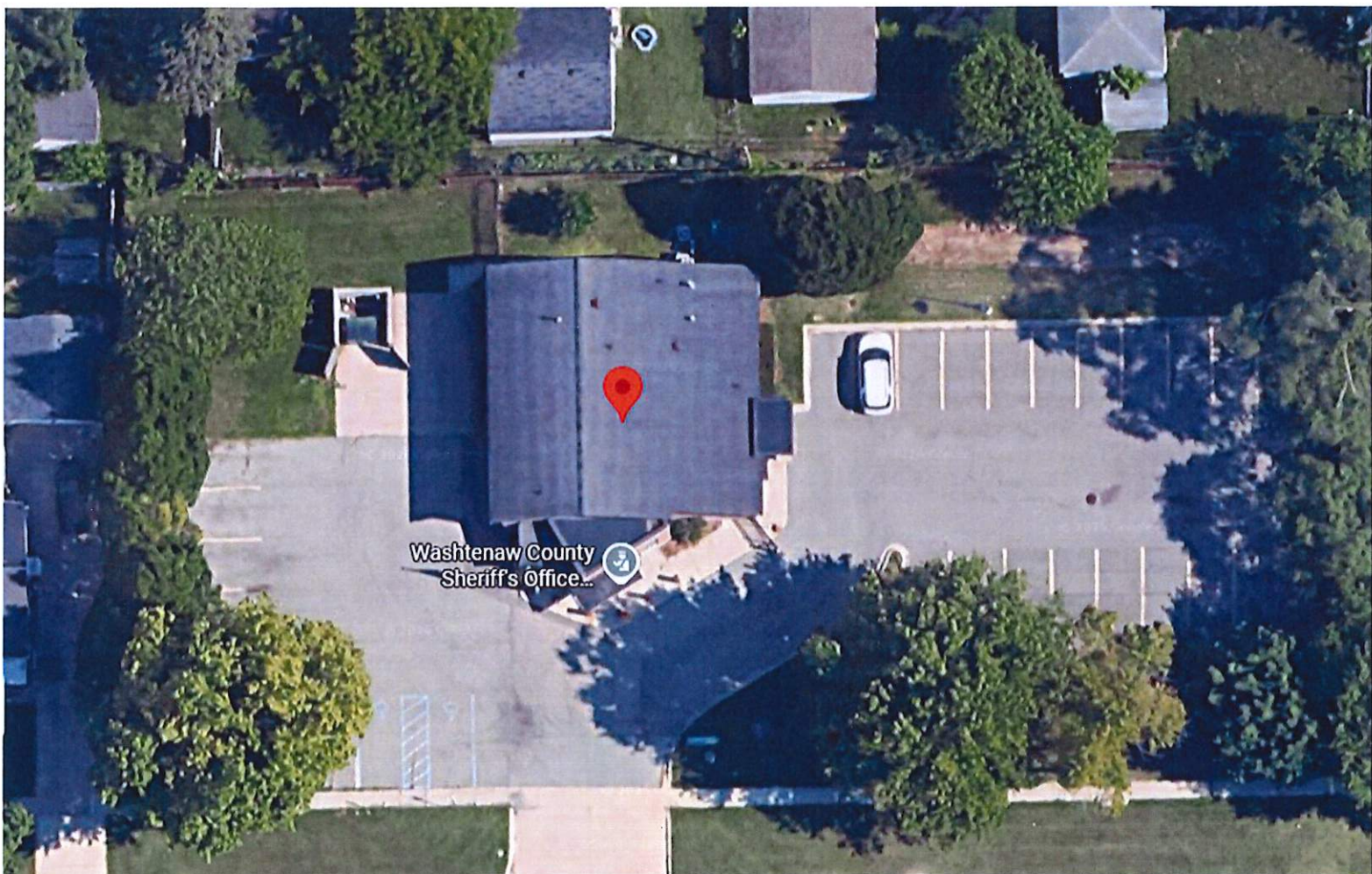
**Trustees**  
Karen Lovejoy Roe  
John Newman II  
Gloria Peterson  
LaResha Thornton

Link Contracting, LLC                      \$96,000.00  
Asphalt Specialist                      (Bid was turned in late)

The Residential Services Department is requesting that S & J Asphalt Paving Co. be awarded the contract due to being the lowest qualified bidder. If approved, Township staff would work with S & J to schedule the work at the earliest convenience.

Thank you,

John Hines  
Municipal Services Director  
[jhines@ypsitownship.org](mailto:jhines@ypsitownship.org)





## Asphalt Paving Company

39571 Michigan Avenue Canton, MI 48188

Phone 734-721-4442 Fax 734-721-2006

[www.SJasphalt.com](http://www.SJasphalt.com)

**Proposal #26-511**

**Quoted By: Mark Gossett**

**Date: 8/18/26**

**Proposal Submitted To:**

Charter Township of Ypsilanti  
7200 S. Huron River Dr.  
Ypsilanti, MI 48197  
Attn: Clerk Debra A. Swanson

**Work Performed At:**

Community Network Center  
1405 Holmes Rd. Ypsilanti, MI

We propose to do the following work:

**Remove and Replace Parking Lot 4"**

Remove deteriorated asphalt and haul off site - 12,370 Sq. Ft.  
Grade and shape gravel base in preparation for 4" asphalt install  
Compact gravel for maximum density  
Machine install 2.5" average of MDOT #4E1 Commercial asphalt  
Roll for compaction  
Apply SS-1H Bond Coat for proper adhesion  
Machine install 1.5" average of MDOT #5E1 Commercial asphalt  
Roll for compaction  
Stripe lot per current layout with yellow & blue traffic paint  
Total area 12,370 sq. ft.

**Price \$44,320.00**

\*If unsuitable base or subgrade material is encountered, undercuts with 21AA backfill can be performed @ \$24/sq. yd.

\*Permits, fees, inspections, etc. are not included in this proposal.

\*Existing underground utilities that cannot be located by Miss Dig or the owner (i.e. irrigation lines, light pole wiring etc.) will not be the responsibility of S & J Asphalt if disturbed or damaged.

\*See terms and conditions (Page 3) for specifications that includes (1) year warranty

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workman like manner. With payments to be made upon completion of work. For the sum of the amount above.

X 

Mark Gossett  
Treasurer/Project Manager

This Proposal May Be Withdrawn By Us If Not Accepted Within 14 Days

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Your are authorized to do the work as specified.

|            |       |      |       |
|------------|-------|------|-------|
| Print Name | _____ | Date | _____ |
| Signature  | _____ |      |       |
| Signature  | _____ |      |       |

## STANDARD TERMS AND CONDITIONS OF CONTRACT

**REPRODUCTION CRACKS:** Asphalt pavement is a flexible surface subject to pressure cracks from tree root growth, edge load cracking, and other causes, and reflective crack due to overlay of existing. Such problems will not be subject to correction under our warranty. Contractor is also not responsible for any cracked or damaged sidewalks or approaches during our construction.

**PERMITS:** The Owner or Customer of the above work shall pay for any and all permits or assessments if they are required. The contract amount does not include such costs.

**TREE ROOTS:** Contractor shall not be responsible for damage to trees occasioned by any removal of tree roots, nor shall Contractor be obligated to remove damaged or destroyed trees.

**EXTRA WORK:** Should the need arise for work that goes beyond the scope of what is outlined in this proposal, Contractor will cover such work in a separate proposal, subject to our standard terms. This extra work will not be done, in Contractor's sole discretion, unless and until Contractor has a signed acceptance from Customer or Customer's authorized representative.

**PROPERTY LINES:** Customer shall establish and designate property lines, and shall be obligated to pay for work performed as ordered in the event the property lines established and designated trespass on other property. Customer shall also be responsible for any damages caused or occasioned by such trespass and shall indemnify and hold Contractor harmless from and against any and all costs, damages, judgments, etc., incurred or sustained by Contractor, including actual attorney fees, in connection with or related to such trespass.

**UNDERGROUND STRUCTURES:** It is Customer's responsibility to advise Contractor of the existence and location of all underground structures such as sewers, water and gas lines, etc., which might be encountered by Contractor in the performance of its work hereunder. Contractor shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal, and of the location thereof as indicated in this proposal. If it develops in the performance of the work that the identity or location of the underground structures varies from those specified herein, any extra cost occasioned thereby in moving, protecting or covering the same, or otherwise, shall be borne by Customer.

**SOIL CONDITIONS:** Should any unusual soil conditions be encountered not specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by Customer.

**HIDDEN OBJECTS:** Contractor assumes no responsibility for removing hidden objects or obstructions encountered during the performance of the work. Any costs incurred by the removal and disposal of such hidden objects or obstructions shall be borne solely by the Customer.

**ACCEPTANCE OF CONTRACT:** Notwithstanding anything herein to the contrary, Contractor's obligations to perform are specifically contingent upon receipt by Contractor of the acceptance signed by the Customer, and satisfactory evidence of credit worthiness of the Customer.

**PAYMENTS:** Payment shall be due forthwith upon presentation by Contractor of an interim invoice, if any, to the Customer. Upon completion by Contractor of its work under this contract, payment shall be due in full without necessity for invoicing. Any other agreement to the contrary must be in writing and appear on the face of this contract. Customer shall pay to Contractor all costs, including actual attorney's fees, incurred by Contractor in enforcing this contract including collection of any payment due herein.

**INTEREST:** Interest on any unpaid balance shall accrue at the rate of 1-1/2% per month (18% per annum), commencing ten (10) days after presentation of any invoice(s) to the Customer or ten (10) days following completion of the work by the Contractor if no invoice(s) have been presented to Customer. If the aforesaid interest rate exceeds the maximum allowed by law to be charged to Customer, then interest shall accrue at the maximum legal rate that may be charged.

**COMPLETION DATES:** All completion dates in this contract are approximate and Contractor shall not be responsible for delay in the completion of work or commencement of work. Should Contractor be unreasonably delayed in performance or completion of its work by acts or omissions of others, Contractor shall be entitled to an equitable adjustment of the contract sum.

**SITE CLEARANCE:** Customer must have job area cleared and accessible in such a manner that Contractor can commence operations without undue delay. If Contractor is required to expend time, material and equipment in order to complete the preparation of the subgrade, when such work is the responsibility of others, or to obtain clear access to the jobsite, the costs for such extra work will be billed on a Time and Material basis under the extra work provision of this contract. Payment for such extra work will be due subject to the same terms as work under the basic contract.

**SECURITY:** Customer shall be responsible for the security of the jobsite and is responsible for any damage to Contractors work in progress caused by other contractors, suppliers, or the general public when Contractor representatives are not on the jobsite.

**CLEANUP:** Contractor shall keep the jobsite free from accumulation of waste material and rubbish. Accordingly, Customer shall not charge Contractor for cleanup or removal of such material. Upon completion of the job, Contractor will leave the site ready for use.

**INSPECTION AND TESTS:** Customer or his agent may inspect all workmanship and test all materials, at Customer's cost, at any time. Upon completion of the job by Contractor, Customer will make a final inspection and in the absence of any noticeable defects, accept the job as satisfactorily completed.

**DISPUTES AND ARBITRATION:** Customer shall not withhold payment to Contractor in the event of any dispute arising out of this contract. In the event of a dispute, Customer will deposit any unpaid balance due on this contract with First of America Bank into an interest bearing account, which Bank will act as Escrow Agent until the dispute is resolved. Any dispute arising out of this contract, or any breach thereof, that cannot be resolved between Customer and Contractor, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitrator shall be empowered to direct the Escrow Agent to disburse the funds held in escrow to the proper party and to direct such other relief as he determines necessary. The cost of arbitration shall be borne equally by the parties.

**REPUDIATION OF CONTRACT:** In the event of an anticipatory breach of this contract by Customer, Contractor shall be entitled to liquidated damages equal to 25% of the total contract amount. Customer shall pay to Contractor all costs, including actual attorney's fees, incurred by Contractor in enforcing this contract including collection of any payment due herein.

**OWNERSHIP OF PROPERTY:** Contractor assumes no responsibility of determining whether the Customer has the legal right or authority to work on the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulations, or other law, the Customer shall, nevertheless, be obligated to pay for work performed as ordered.

**WRITTEN CONTRACT:** It is expressly understood that all the terms, agreements and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind.

**MATERIALS AT SITE:** Contractor shall be permitted to stockpile materials necessary to the performance of its work, on the Customer's property or adjacent to the site of the work, without cost.

**SUBGRADE PREPARATION:** This quotation is based upon customer providing us with subgrade elevations accurate to within  $\pm 1/10$  foot. A suitable subgrade is a condition precedent to the requirement of performance of this contract. Contractor reserves the right to refuse to construct a pavement on a wet, unstable, topsoil, or frozen subgrade or on a design where there exists less than 1% minimum grade. Special soil conditions such as hidden objects which interfere with the pavement construction also make the subgrade unsuitable. Hidden objects could consist of tree roots, tree stumps, concrete, etc. Contractor will correct the above conditions as per the terms and conditions of the extra work provision of this contract or will proceed upon written order from the Customer to attempt to the best of his ability to construct the pavement under adverse conditions; however, the Customer releases Contractor from all guarantee obligations with respect to the work when such conditions occur.

**MINIMUM GRADE:** Contractor reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If the owner directs construction where the minimum grade is less than 1%, it is understood that waterponding may occur and that no warranty attaches to the work as to satisfactory surface drainage.

**WARRANTY:** Work quoted in this proposal will/will not be covered by our warranty against defects in materials or workmanship. The warranty period is 12 months. Use of a pavement for a purpose other than the disclosed and intended use, or by heavier traffic than disclosed will void this guarantee. It is understood that this guarantee does not cover damage caused by intentional or accidental excavation, fire, flood, gasoline, oil, chemicals, subsurface water, overloading or other misuse.

**PARTIAL INVALIDITY AND NEUTRAL CONSTRUCTION OF TERMS:** If any provision of this contract is held to be unenforceable, such unenforceability shall not affect the enforceability of all other provisions of this contract. The parties agree that there shall be no favorable or unfavorable interpretation of the terms of this contract for one party or the other based on which party drafted the contract or based on the fact that it is the standard form contract of Contractor.

## ***CHARTER TOWNSHIP OF YPSILANTI***

### ***COMMUNITY NETWORK CENTER PARKING LOT ASPHALT REPLACEMENT***

#### ***CONTRACT***

This contract is between the Charter Township of Ypsilanti and S & J Sealer Co., dba S & J Asphalt Paving Company, 39571 Michigan Avenue, Canton, Michigan 48188.

#### ***1. PROJECT***

The Contractor will complete the Community Network Center Parking Lot Asphalt Replacement Project at 1405 Holmes Road, Ypsilanti, Michigan 48197. The Contractor will provide the labor, materials, equipment, hauling, supervision, and other items needed to complete the work.

#### ***2. CONTRACT DOCUMENTS***

The work will follow this contract, the Township's bid specifications and any addenda, S & J Proposal dated August 18, 2026, the written Notice to Proceed, and any written changes approved by the Township. If the documents say different things, this contract and the Township's bid specifications will apply unless the Township agrees to a change in writing.

#### ***3. SCOPE OF WORK***

The work includes removal and disposal of approximately 12,370 square feet of existing asphalt; grading and compacting the gravel base; installing approximately 2.5 inches of MDOT #4E1 commercial asphalt; applying SS-1H bond/tack coat; installing approximately 1.5 inches of MDOT #5E1 commercial asphalt; compacting the new pavement; and restriping the parking lot to match the current layout using yellow and blue traffic paint. The Contractor will protect nearby property, keep the work area safe, and clean up and remove debris from its work.

#### ***4. CONTRACT PRICE***

The agreed price for the base project is \$44,320.00. This amount may only be changed by a written change approved by the Township.

#### ***5. EXTRA WORK / SOFT AREAS***

If unsuitable base, soft areas, or other subgrade problems are found, the Contractor must notify the Township before doing any extra work. S & J quoted undercutting with 21AA backfill at \$24.00 per square yard. No undercutting, added aggregate, or other extra work may be performed or billed without prior written approval from the Township.

#### ***6. START AND COMPLETION***

Work may begin after the Township issues a written "Notice to Proceed". The project must be completed within 30 calendar days after the "Notice to Proceed" unless the Township approves a different schedule in writing. The Contractor will coordinate the work schedule and site access with the Township so that disruption to the Community Network Center's operations is kept to a minimum.

#### ***7. PERMITS, SAFETY, AND UTILITIES***

S & J's proposal states that permit fees, inspection fees, and similar charges are not included in the \$44,320.00 price. Before work begins, the Township and Contractor will confirm in writing who is responsible for any required permit or inspection fees. The Contractor must follow all applicable laws, codes, safety requirements, and any applicable Township prevailing wage or living wage requirements. The Contractor must use reasonable care around marked or known utilities and nearby improvements. Any unexpected site condition that could affect the work must be reported to the Township.

## **8. INSURANCE**

Before work begins, the Contractor must provide certificates of insurance showing the required coverage and keep that coverage in effect while the work is being performed.

- Workers' Compensation Insurance with limits of \$1,000,000 per accident.
- General Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.
- Owner's Protective Liability Insurance, if required, with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.
- Automobile Liability Insurance covering owned, hired, and non-owned vehicles, with a combined single limit of \$1,000,000 per accident for bodily injury and property damage.

The General Liability policy must name "**The Charter Township of Ypsilanti and its past, present, and future elected Officials**" as "**Additional Named Insured**" with respect to the services provided under this contract. The policy must be written on an occurrence basis.

The required insurance must include 60 days' written notice for any change of coverage, cancellation, or non-renewal.

## **9. PAYMENT**

The Township will process payment after the work is completed, inspected, accepted, and a proper invoice is received. The invoice must identify the project and purchase order number, if applicable. Payment does not prevent the Township from requiring correction of incomplete or defective work.

## ***10. WARRANTY***

The Contractor will provide a one-year warranty on workmanship and materials beginning on the date the Township accepts the completed project. The Contractor will correct covered problems reported during the warranty period.

## ***11. CHANGES***

Any change to the work, price, materials, or completion date must be approved in writing by the Township before the changed work is done. Verbal discussions alone do not approve extra charges.

## ***12. CONTRACTOR RESPONSIBILITY***

The Contractor is responsible for how the work is performed and for the work of its employees, subcontractors, and suppliers.

## ***13. TERMINATION***

If the Contractor does not perform the work as required, the Township may give written notice and allow a reasonable time to correct the problem. If the problem is not corrected, the Township may end the contract. The Contractor will be paid only for satisfactory work completed and accepted before the contract ends, after any proper deductions.

## ***14. WRITTEN AGREEMENT***

This contract and the project documents listed above make up the agreement between the Township and Contractor for this project. Any later change must be in writing and approved by authorized representatives of both the Township and Contractor.

**CHARTER TOWNSHIP OF YPSILANTI**

**COMMUNITY NETWORK CENTER PARKING LOT ASPHALT REPLACEMENT**

**CONTRACT**

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*Brenda L. Stumbo, Supervisor  
Charter Township of Ypsilanti  
7200 S. Huron River Drive  
Ypsilanti MI 48197  
Dated: \_\_\_\_\_*

---

*Debra A. Swanson, Clerk  
Charter Township of Ypsilanti  
7200 S. Huron River Drive  
Ypsilanti MI 48197  
Dated: \_\_\_\_\_*

---

*S & J Sealer Co.,  
dba S & J Asphalt Paving Company  
39571 Michigan Avenue  
Canton, Michigan 48188  
Dated: 9/8/26  
Mark Gossett - Treasure / Project Manager  
*

## OTHER BUSINESS

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# **PUBLIC COMMENTS**

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- **Three Minutes Per Person**
- **All Comments must be addressed to the Chair**
- **Public Comments are also welcomed as the board addresses each item**

# **BOARD MEMBER COMMENTS**

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# ADJOURNMENT

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