

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE MARCH 11, 2013 WORK SESSION**

The meeting was called to order by Supervisor Brenda L. Stumbo at approximately 5:00 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Supervisor Brenda L. Stumbo, Clerk Karen Lovejoy Roe, Treasurer Larry Doe, Trustees Jean Hall Currie, Mike Martin and Scott Martin

**Members Absent:** Trustee Stan Eldridge

**Legal Counsel:** Wm. Douglas Winters

**1. UPDATE ON NEW VEHICLE MAINTENANCE PROCEDURE**

Jeff Allen, Residential Services Director thanked Carl Girbach, Public Services Superintendent for all the work he put into this update. Mr. Allen explained there was a meeting where this information was presented to the other directors and department heads. He said the effective date for these procedures to be put in place was April 1, 2013.

Trustee Scott Martin mentioned the daily log and other forms would be very beneficial in the long run. He asked the Township Board to hold the Township employees to the same standard as the YCUA employees had been held, to keep the vehicles in good running order.

Carl Girbach explained that it was more of a mind set to understand that it was part of the job. He said crew leaders would be in charge of the seasonal worker's bookwork and then it would come to him to check.

**2. DISCUSS BOARD SUB-COMMITTEE FOR AUGUST MILLAGE ELECTION CONSISTING OF TREASURER LARRY DOE, TRUSTEES STAN ELDRIDGE AND MIKE MARTIN AND JAVONNA NEEL, ACCOUNTING DIRECTOR**

Supervisor Stumbo said she had looked back to 2007 and determined the taxable rate at that time was approximately \$1.7 billion and in 2012, it was about \$1.140 billion, which represented about a 35% reduction in taxable value. She reported these millages would operate the Police, Fire, Garbage and Recycling Pick-up, Brush Pick-up, Bike Paths, Sidewalks, Recreation, other Township Operations and Capital improvements.

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Supervisor Stumbo explained the millage would be expiring in December, therefore it was necessary to determine the millage rate, submit the language and place it before the voters in August. She said that if for some reason it did not pass in August, it could then be placed on the November ballot.

Supervisor Stumbo said the three full time elected officials had met several times with Dave Williamson, the Township Financial Advisor and Javonna Neel, the Township Accountant in preparation for the millage request and four-year budget forecast. She explained the projections used assumptions for health care costs, wages, OPEB retiree costs, firefighter pensions, Sheriff's Department costs, and Waste Management fuel costs. Supervisor Stumbo said the last time this was done was when the GM plant closed in June of 2009. A financial team was assembled at that time to project the taxable revenue through the end of 2013.

Supervisor Stumbo said a recommendation would need to be brought to the Board by April 8, 2013 to be placed on the August ballot. Attorney Winters and Clerk Lovejoy Roe would need to put the ballot language together to be submitted to the Washtenaw County Clerk's office by May 28, 2013.

Arloa Kaiser asked how much the millage would increase. Supervisor Stumbo answered that the Financial Advisor was recommending not to exceed an increase of two mils, across three millages.

**3. REVIEW AGENDA**

Supervisor Stumbo explained that Sensitile still did not have the information they needed to make a decision so they would not be on the Agenda this evening.

**CLERK REPORT**

- **RETENTION FILES AND ORGANIZATION**-This project is still continuing with Clerk Lovejoy Roe and staff reviewing all files for retention and organization. This project is a very large project, which will continue through all of 2013. After the Community Center storage areas are completed, work will also need to take place at the Fire Station. This work is being undertaken in preparation for new software to manage the township information system. Preparation is also being completed to determine items for microfiche copying. Many documents are too fragile to be scanned into an electronic system yet must be preserved.
- **YTOWN DOMAIN USEAGE**- A resident and neighborhood coordinator requested to have their neighborhood website use the YTOWN domain. A meeting was held on Monday, March 4, 2013 with staff and elected officials to discuss the possibility of allowing the use of our domain. All agreed it was a great idea but that a policy would need to be developed. The Information System department is currently working on the new website and it was

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- suggested that this issue be reviewed again in the late summer or early fall when the website project was completed.
- **PASSPORTS**-Clerk's staff continues to process passports daily. As travel plans are being made for 2013, passport requests are increasing during this time of year.
  - **POLICE SERVICES STEERING COMMITTEE MEETING**- Supervisor Stumbo, Clerk Lovejoy Roe and Mike Radzik, Office of Community Standards Director attended the Police Services Committee Meeting on Wednesday, March 6, 2013. The group discussed out of jurisdiction issues, overtime plans and extension of current contract. Washtenaw County is currently preparing a four-year budget cycle, which requires establishing a price for the contract communities this year as a part of their budget process. The group discussed contract extension for 2 years, 2016 and 2017.
  - **REIMAGINE WASHTENAW**-Next meeting date is Wednesday, March 13, 2013.
  - **GM/RACER TRUST**-Supervisor Stumbo, Treasurer Doe, Clerk Lovejoy Roe & Mark Perry, Economic Development Professional continue to meet weekly on plans to develop and promote economic development on the GM property and on other properties in the township. Meetings were held on February 22 and March 4, 2013.
  - **DTE MEETING REGARDING YPSILANTI TOWNSHIP PROJECTS**- Supervisor Stumbo, Treasurer Doe, Clerk Lovejoy Roe and Residential Services Director Jeff Allen met with representatives from DTE on February 20, 2013. There are several DTE projects in Ypsilanti Township that are currently underway: Ford Blvd. Lighting, MDOT Car Pool Lot lighting at I-94/Huron St., LED Replacement Lights for Township Lights and Grove Road Lighting are all projects that are either currently underway or are being discussed for work in the 2013 building season. Agreements for Ford Blvd. Lighting and an LED Conversion Project will be on the agenda for the March 11, 2013 meeting. The Park and Ride LED lighting project agreement will be on a later board agenda. DTE will also be preparing documents to convert all lighting in Ypsilanti Township to LED where there are operational cost savings.
  - **MILLAGE PROPOSALS FOR 2013**- Accounting Director, Javonna Neel has been working with David Williamson, Township Accountant and Linda Gosselin, Assessing Director, on projections of revenues and expenditures for over the next four years, through 2017. These projections are needed to make plans for the millage election in August. The current millages expire at the end of 2013. The elected officials have been meeting several days a week to research and analyze financial information in preparation of the millage election.

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- MEALS ON WHEELS-Trustee Martin and Clerk Lovejoy Roe would be wait staff for the upcoming "Spring Fling" fundraiser. Supervisor Stumbo and Treasurer Doe are hosting for the event.

**TRUSTEE REPORT**

Trustee Scott Martin mentioned he often sees MDOT providing services to stranded motorists and was glad for their assistance.

Trustee Mike Martin said Trustee Eldridge had asked him to share that he still wanted to discuss collaborative talks with the City of Ypsilanti at the March 25, 2013 Board Meeting.

Supervisor Stumbo said the paper had reported that the City of Ypsilanti had scheduled meetings with the Township to try to collaborate. The Supervisor said a meeting was scheduled for April 4, 2013 and she asked the Board to confer with the department heads to see if anyone had any ideas. She said the ultimate goal was to obtain State Shared Revenue. She stated that Grove Road collaboration and cooperation talks with the two Fire Departments had helped to facilitate the goal for receiving that revenue. She said they would look at other issues to collaborate with the City, as well as Augusta Township and the possibility of collaborating regarding our Building Department issuing their building permits. She noted that Scio Township was able to receive the state fund since they collaborated with their Fire Department. She explained that we now have to document our efforts in detail by showing time frames and agreements.

Trustee Scott Martin said he personally appreciated that the three full-time officials were meeting and going forward with ideas for collaboration and felt it was their job to do that and bring their findings back to the Board for consideration. He mentioned that collaboration with other entities was a big part of the government at this time. He reported that even as small as the Ann Arbor Township Fire Department was, they were collaborating with the much larger City of Ann Arbor.

Clerk Lovejoy Roe reported that they had met with the City and discussed the Countywide Plan for AATA in detail. She updated the Board, saying there was another meeting planned that would be hosted by Pittsfield Township regarding transit within the Urban Core.

**ATTORNEY REPORT**

Attorney Winters gave a brief update regarding the conveyance of the deed for 1501 S. Huron from the former Michigan State Police Post to the Township for use as a station for our Police Services.

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Mr. Winters gave a brief update on the property at 1091 Rambling. He said it fit the criteria for a public purpose and would ultimately become a good acquisition for Habitat for Humanity.

Mike Radzik, Director of Office of Community Standards gave a brief clarification on the dates that 1091 Rambling could be acquired, prior to it going to tax auction in July. He felt this could contribute to community stabilization.

Attorney Winters provided a brief update regarding the property on Crestwood that had challenged the Township's right to regulate its use of land regarding the Michigan Medical Marijuana issue. He stated that Judge Archie Brown had upheld the Township's position and had set an important precedent.

Attorney Winters also spoke to the emerging positive trend of reinvesting in the Township by rebuilding properties that had been damaged by fire rather than walking away with the proceeds and demolishing houses, leaving behind vacant lots. He gave the following properties as examples of those that had rebuilt: 21 Ohio, 8184 Thornhill and 7183 Deer Track.

Mr. Winters provided an update on the person accused in the case of arson, at the Wood Creek Apartments. He said they had been sentenced six to ten years in prison.

Arloa Kaiser asked if marijuana could be treated like alcohol. The Supervisor explained marijuana was not legalized in the same manner that alcohol was.

**PRESENTATION ON DEVELOPMENT**

Joe Lawson, Planning Director, per the request of Supervisor Stumbo, presented the projects that the Building Department was currently involved. The projects included:

- Kroger Fuel Station/Tim Horton's projects near the intersection of James L. Hart and Huron Street
- Tim Horton's Bake Shop at the corner of Hewitt and Washtenaw
- PACE Center (Programs for All-inclusive Care for the Elderly) a project by the United Methodist Retirement Community which was basically a reutilization of the Huron Valley Child Guidance Center on Ellsworth
- Revitalization of the former Lakewood Farms, which had been developed partially by Burton-Katzman and had been purchased out of foreclosure by S. R. Jacobson. They have moved forward by getting the utilities in order and had renamed the project, which was now known as Majestic Lakes. The new builder, Allen Edwin Homes would be developing the first seventy-two lots. He reported that he and Attorney Winters had been working with the developer's attorney to finalize the Development Agreement. He reported that once it was

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signed and the Streetlight District created, building permits would be issued. Mr. Lawson reported that he and Ron Fulton, Building Director had met with Allen Edwin Homes last week and they had already sold three lots and dropped off seven building permits to be processed.

- Revitalization of Crystal Ponds, a duplex condominium complex that also had fallen into foreclosure, had been purchased by Infinity Homes. They mentioned they would like to change the use to single-family residences. Mr. Lawson explained that would send all the planning phases back to square one. The developer would be coming later this week to discuss future plans.
- Lakeside Park Improvements had made it through all the internal planning stages and had been sent to the Michigan Department of Natural Resources for their approval.
- Redevelopment on E. Michigan Avenue: Bob Roberts, the manager of the former Author's had continued to improve the restaurant/bar facility, which had been, renamed the Regal Beagle.
- Eastern Lofts also known as Eastern Highlands had been purchased out of bankruptcy by Capital Investments. They currently had been issued building permits for over eighty of the 128 units.
- The engineer for WalMart, on Ellsworth had contacted Mr. Lawson this afternoon to schedule a Pre-Application meeting for March 26, 2013.

Mr. Winters briefly commentated on an offer the attorney for the Lakewood developer had sent this afternoon regarding funds for improvements.

Ron Fulton, Building Director reported on the positive influence of the reconstruction of 21 Ohio and 8484 Thornhill. He also spoke to the possibility of issuing partial building permits for Majestic Homes in order to facilitate the beginning phases for their models before the Development Agreement had been finalized.

**NEW BUSINESS**

**1. BUDGET AMENDMENT #4**

Trustee Scott Martin asked about the difference in price and size of the mowers requested. Jeff Allen, Residential Services Director responded the 60" mower could get into smaller areas and in between trees.

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- 2. APPOINT KEITH JASON TO YCUA BOARD TO FILL VACANCY CREATED BY RESIGNATION EFFECTIVE MARCH 12, 2013 THROUGH DECEMBER 15, 2015**

Trustee Scott Martin recommended giving Mr. Jason thorough background knowledge of YCUA.

- 3. DTE ENERGY STREET LIGHTING AGREEMENT FOR CONVERSION OF 220 YPSILANTI TOWNSHIP MERCURY VAPOR STREET LIGHTS TO LED STREET LIGHTS IN THE AMOUNT OF \$84,920.00, BUDGETED IN LINE ITEM #101.956.000.926.000**

Clerk Lovejoy Roe brought in a map that Tim Miller from DTE had just dropped off to show more detail, in the sections that would be affected. These would mostly be the non-assessed streetlights, which were on the Township bill. She shared the pay back was just over two years.

Supervisor Stumbo explained these lights were more efficient and cost effective. She said they had been asking for these replacements for eight to ten years.

- 4. DTE ENERGY AGREEMENT FOR LED INSTALLATION OF UNDERGROUND LIGHTING ON FORD BLVD. IN THE AMOUNT OF \$126,985.60, BUDGETED IN LINE ITEM #101.956.000.926.000**

Supervisor Stumbo explained that whenever an area was undergoing construction the Township looked at the option of adding lighting at that time, to save on installation costs. She said there was a possibility of obtaining grant money to finance these improvements.

**AUTHORIZATIONS & BIDS**

- 1. REQUEST OF YPSILANTI TOWNSHIP GREENS COMMISSION TO PURCHASE MONTH-TO-MONTH FOREUP GOLF POS AND INVENTORY MANAGEMENT SOFTWARE SUBSCRIPTION IN THE AMOUNT OF \$300 PER MONTH, BUDGETED IN LINE ITEM #101.266.000.933.001 AND PURCHASE OF TWO (2) COMPUTERS AND TWO (2) CASH DRAWERS. NOT TO EXCEED \$7,500, BUDGETED IN LINE ITEM #101.266.000.977.000**

Larry Doe, Treasurer provided a brief explanation of the request.

Travis McDugald, IS Manager clarified that there would be two computer stations and only one cash drawer.

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**2. REQUEST OF JEFF ALLEN, RSD DIRECTOR TO SEEK SEALED BIDS  
FOR THE 14-B COURT ROOF REPLACEMENT**

Jeff Allen explained the replacement would protect between \$80,000 to \$100,000 worth of insulation that was still good.

**OTHER BUSINESS**

**1. LAKEWOOD FARMS FUNDS FOR IMPROVEMENTS**

Treasurer Doe asked if the Board needed to take any action on the item that Attorney Winters had brought up regarding Lakewood Development.

Attorney Winters said he had hoped for some guidance and restated their offer to the Board.

Joe Lawson gave a brief explanation of their proposal and felt it would be best to make it a public benefit by putting those dollars toward the improvement at the nearby Lakeside Park since the Association would have to maintain that later anyway.

The Board agreed to add this item to the Agenda under Other Business.

**SUPERVISOR REPORT**

- On February 26, 2013 Supervisor Stumbo and Larry Doe participated in a conference call with RACER Trust at the GM site
- Supervisor Stumbo and Larry Doe attended a Love Ypsilanti Community Leaders meeting – a group of pastors in the area dedicated to our youth - doing special projects in the schools and non-profit groups
- On February 27, 2013 the Township Offices were closed due to a power outage
- Met with Tom Lamb, General Manager of the Marriot – update that the hotel is doing well and mentioned possible growth
- YCUA Board Meeting with Larry Doe
- Development Team Meeting on Feb. 28, 2013
- Vehicle Maintenance Procedures Meeting on March 1, 2013



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- Supervisor Stumbo, Larry Doe and Nancy Wrybkowski attended funeral for Jan Hale on March 1, 2013
- March 4, 2013 the three full-time officials met with Mark Perry, our Economic Development Specialist who will give an update to the Board in ninety days
- Met with Travis McDugald, Mike Radzik, Clerk Lovejoy Roe, Larry Doe and Tammie Keen regarding the domain name for outside organizations as recommended by Mark Perry
- Met with Brian McCleery and resident to discuss assessment
- Board of Review is in process
- Attended a Habitat for Hero Breakfast with Clerk Lovejoy Roe on March 5, 2013 to thank the Township for partnering with them
- Three full-time officials participated in conference call with John Hancock and Attorney Winters regarding request from AFSCME to enter into agreement to extend contract – Attorney doesn't recommend but would be willing to start negotiations – spoke with bargaining personnel and they are unwilling to begin negotiations
- The City scheduled a meeting on April 4, 2013 to discuss collaboration
- The feral cat education and training was scheduled for this month in West Willow
- Meeting scheduled March 28, 2013 hosted by the Road Commission at 6:00 p.m. at the Fire Station regarding the Ford Road Boulevard construction and a Notice of Construction would be sent out to residents in that area
- The Road Commission also scheduled a public meeting for W. Michigan Avenue at the city line to Ellsworth regarding installation of a turn lane
- Introduced Mark Perry at the Aerotropolis meeting
- Attended "Right To Work" Meeting at the Western Washtenaw Democratic Meeting
- A recommendation for an ordinance regarding basketball hoops was made at the Police Meeting by Lt. Anuszkiewicz

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**ADJOURNMENT**

The meeting adjourned at approximately 6:43 p.m.

Respectfully submitted,

Karen Lovejoy Roe, Clerk