

**CHARTER TOWNSHIP OF  
YPSILANTI BOARD OF TRUSTEES**

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*Supervisor*

**BRENDA L. STUMBO**

*Clerk*

**KAREN LOVEJOY ROE**

*Treasurer*

**LARRY J. DOE**

*Trustees*

**STAN ELDRIDGE**

**HEATHER JARRELL ROE**

**MONICA ROSS WILLIAMS**

**JIMMIE WILSON, JR.**

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**August 26, 2020**

**Special Meeting – 7:00 p.m.**

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



# Charter Township of Ypsilanti

7200 S. HURON RIVER DRIVE • YPSILANTI, MI 48197

SUPERVISOR BRENDA STUMBO • CLERK KAREN LOVEJOY ROE • TREASURER LARRY DOE  
TRUSTEES: STAN ELDRIDGE • HEATHER JARRELL ROE • MONICA ROSS WILLIAMS •  
JIMMIE WILSON, JR.

## SPECIAL MEETING

WEDNESDAY, AUGUST 26, 2020 – 7:00PM

**THIS MEETING WILL BE CONDUCTED ELECTRONICALLY.  
PLEASE USE THE INSTRUCTIONS BELOW OR VISIT YTOWN.ORG**

*A Special Meeting of the Charter Township of Ypsilanti Board of Trustees has been called by Supervisor Brenda Stumbo and Clerk Karen Lovejoy Roe*

1. **Agenda Item Option A:** Request to Purchase 5 Digital Ballot Scanners from Hart Interactive for \$27,725.00 and Accept Grants: 1) \$6,875 from Washtenaw County and 2) \$2,250 from Bureau of Elections for a total cost to Township for the 2020 budget year of \$18,600 and Maintenance and Annual Service Cost of \$14,100.00 to be budgeted in years 2025-2029 for \$2,820.00 per year and approve the related Option A Budget Amendment.
2. **Agenda Item Option B:** Request to Purchase Verity Central Software and High Speed Ballot Scanner from Hart Interactive for \$124,405.00 and Accept Grants: 1) \$30,000 from Bureau of Elections and 2) \$15,000 from Washtenaw County for the Purchase of Verity Central Software and High Speed Ballot Scanner for total cost to Township for the 2020 budget year of \$79,405 and Maintenance and Annual Service Cost of \$118,000.00 to be budgeted in years 2025-2029 for \$23,600 per year and approve the related Option B Budget Amendment.
3. Request to Approve Budget Amendment #10 (Option A or B)

*Supervisor*  
BRENDA L. STUMBO  
*Clerk*  
KAREN LOVEJOY ROE  
*Treasurer*  
LARRY J. DOE  
*Trustees*  
STAN ELDRIDGE  
HEATHER JARRELL ROE  
MONICA ROSS WILLIAMS  
JIMMIE WILSON, JR.



*Charter Township of Ypsilanti*

Clerk's Office

7200 S. Huron River  
Drive  
Ypsilanti, MI 48197  
Phone: (734) 484-4700  
Fax: (734) 484-5156

**Charter Township of Ypsilanti  
Public Meeting Notice  
Board of Trustees Special Meeting  
August 26, 2020 7:00pm**

**PLEASE TAKE NOTICE** that the Charter Township of Ypsilanti Board of Trustees will hold a Special Meeting scheduled for **August 26, 2020 at 7:00pm**. This meeting will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Order 2020-129.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), Any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Clerk's Office at 734-484-4700, at least two business days prior to the meeting.

**Meeting Information:**

Hi there,

You are invited to a Zoom webinar.

When: Aug 26, 2020 07:00 PM Eastern Time (US and Canada)

Topic: Township Board of Trustees Special Meeting August 26, 2020

Please click the link below to join the webinar:

<https://ytown.zoom.us/j/98842826135>

Or iPhone one-tap :

US: +13126266799,,98842826135# or +19292056099,,98842826135#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 988 4282 6135

International numbers available: <https://ytown.zoom.us/j/98842826135>

## **Zoom Instructions for Participants**

### **To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided above.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.

### **Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

### **To join the videoconference:**

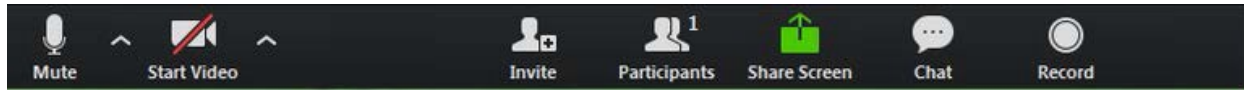
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number.
2. Enter the Meeting ID number (also provided above) when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

## Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

If you have any further questions or concerns, please call 734-484-4700 or email Clerk Karen Lovejoy Roe at [klovejoyroe@ytown.org](mailto:klovejoyroe@ytown.org) or Deputy Clerk Lisa Stanfield at [lstanfield@ytown.org](mailto:lstanfield@ytown.org).

Supervisor  
BRENDA L. STUMBO  
Clerk  
KAREN LOVEJOY ROE  
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Clerk's Office

7200 S. Huron River  
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Fax: (734) 484-5156

## MEMORANDUM

To: Ypsilanti Township Board of Trustees  
From: Karen Lovejoy Roe, Clerk   
Date: August 25, 2020  
Subject: **Request to Approve Agenda Item Option A or Agenda Item Option B and the related Budget Amendment as Proposed.**

**Agenda Item Option A:** Request to Purchase 5 Digital Ballot Scanners from Hart Interactive for \$27,725.00 and Accept Grants: 1) \$6,875 from Washtenaw County and 2) \$2,250 from Bureau of Elections for a total cost to Township for the 2020 budget year of \$18,600 and Maintenance and Annual Service Cost of \$14,100.00 to be budgeted in years 2025-2029 for \$2,820.00 per year and approve the related Option A Budget Amendment.

**Agenda Item Option B:** Request to Purchase Verity Central Software and High Speed Ballot Scanner from Hart Interactive for \$124,405.00 and Accept Grants: 1) \$30,000 from Bureau of Elections and 2) \$15,000 from Washtenaw County for the Purchase of Verity Central Software and High Speed Ballot Scanner for total cost to Township for the 2020 budget year of \$79,405 and Maintenance and Annual Service Cost of \$118,000.00 to be budgeted in years 2025-2029 for \$23,600 per year and approve the related Option B Budget Amendment.

Please find in the packet Appendix 1, **Detailed Costs Per Year For 2020-2029 Comparing High Speed Scanner And Regular Scanner For Absent Voter Count Board (AVCB).**

This 10 year cost comparison between the use of the High Speed Scanner and the Regular Scanners for the Absent Voter Count Board include details of the number of inspectors, room rentals and hours related to each type of election that is required per year and also a projection for special elections based on the past historical number of special elections per year over the past 10 years.

Also included in the packet is Appendix 2, **A 10 Year 2020-2029 Summary of Cost Comparison of High Speed Scanner for Absent Voter Count Board (AVCB)**

The grand total of projected AVCB costs for using the high speed scanner for 10 years is **\$320,425** and the grand total of projected AVCB costs for using the regular scanners for 10 years is **\$253,686**. The difference between the costs of the two types of tabulation systems over the 10 years is **\$66,739**. The regular scanner costs over 10 years is **\$66,739** less than the high

speed scanner. **More elections and more years decreases the costs of the high speed scanner costs over the years and the difference between the two systems is diminished.**

**The use of the high speed scanner requires fewer inspectors for each election and shorter hours which results in a safer operation and space for the inspectors in the AVCB.** The number of inspectors in the high speed scanner elections is very conservative. We are working on finding out exactly how many inspectors that other jurisdictions have employed utilizing the high speed scanner.

If the high speed scanner-Option B is not the option approved then the 5 regular scanner-Option A is requested to be approved.

Currently the township has 27 regular scanners and used 19 scanners at the precincts, 5 at the AVCB and three backups during the August 2020 election. The increase in the number of Absentee Voters for the November 2020 election and the future requires the purchase 5 additional scanners. This will provide the township with 32 regular scanners. During the November 2020 election 19 scanners will be employed at the precincts, 10-11 scanners at the AVCB and 2-3 as backups. Each scanner can handle 2,000-2,500 ballots during a 19 hour period. Our projections indicate that 25,000 voters will vote Absentee in November so our need will be for 10-11 regular scanners.

The use of the regular scanners requires a very large number of election inspectors. It was difficult to find inspectors for the August Primary election when less than 11,000 ballots were processed. The November General election is projected to have 25,000 absentee ballots to process. The use of the regular scanners also requires more hours to process the ballots.

As of today Ypsilanti Township has 44,525 registered voters, an increase of 130 voters in just 2 weeks. The number of permanent Absentee Voters is 14,933 an increase of 155 in just 2 weeks. The requests for both new registrations and applications for an absentee ballot are increasing every day. All projections are indicating that with the very large number of permanent absentee voters that the current trend for Absentee Voting will continue over the years and the numbers will increase as the Township population increases.

When one regular scanner is added to meet the increased demand it requires adding 6 additional inspectors to the AVCB. This immediately increases the costs of each election when using the regular scanners and decreases the difference in costs between the use of the high speed scanner and the regular scanners. Adding one regular scanner and the inspectors needed for an additional scanner increase the costs by approximately \$1,600 for one election at the rate of \$13 an hour, which is not a sustainable rate. These costs will increase over time.

A decision to approve the High Speed Scanner purchase, Option B is the best decision for the safety of the inspectors and the long term costs and the future of running elections in Ypsilanti Township.

klr

cc: Lisa Stanfield, Deputy Clerk  
Javonna Neel, Accounting Director  
Files

**Appendix 1**

**DETAILED COSTS PER YEAR FOR 2020-2029**

**COMPARING HIGH SPEED SCANNER AND REGULAR SCANNER FOR AVCB**

**HIGH SPEED SCANNER**

**REGULAR SCANNERS**

**2020 November General Election Costs**

Purchase High Speed Scanner—\$79,405

Purchase 5 Regular Scanners-\$18,600

Ballots-27,000 7am-2am

Ballots-27,000 7am-4am

Inspectors-\$10,660

Inspectors-\$17,550

40 Inspectors/\$13 hr/19 hrs.

60 Inspectors/\$13/21 hours

Training 20 insp/\$13/3hours

Training 30 insp/\$13/3hours

Marriott-\$4,500

Marriott-\$4,500

**TOTAL -\$94,565**

**TOTAL-\$40,650**

**2021 Special Millage Election Costs**

Ballots-9,000 7am-10pm

Ballots-9,000 7am-12am

Inspectors-\$2,574

Inspectors-\$5,772

12 Inspectors/\$13/15 hrs.

24 Inspectors/\$13/17 hrs.

Training 6 insp/\$13/3hrs.

Training 12 insp/\$13/3 hrs.

**TOTAL-\$2,574**

**TOTAL-\$5,772**

**2022 August Primary Election Costs**

Ballots-12,000 7am-11pm

Ballots-12,000 7am-2am

Inspectors-\$3,393

Inspectors-\$7,462

15 Inspectors/\$13/16hrs.

28 Inspectors/\$13/19hrs.

Training 7 insp/\$13/3hrs.

Training 14 insp/\$13/3

Marriott-\$4,500

**TOTAL-\$3,393**

**TOTAL-\$11,962**



**HIGH SPEED SCANNER**

**REGULAR SCANNERS**

**2022 November General Election Costs**

Ballots-16,000 7am-2am  
Inspectors-\$6,110  
23 Inspectors/\$13/19hrs.  
Training 11 Insp/\$13hr/3hrs.  
Marriott-\$4,500  
**TOTAL-\$10,610**

Ballots-16,000 7am-4am  
Inspectors-\$10,530  
36 Inspectors/\$13/21hrs.  
Training 18 Insp/\$13hr/3hrs.  
Marriott-\$4,500  
**TOTAL-\$15,030**

**2-2023 Special Election Costs**

Ballots-9,000 7am-10pm  
Inspectors-\$2,574  
12 Inspectors/\$13hr/15hrs.  
Training 6 Insp/\$13hr/3hrs.  
**TOTAL-\$2,574 x 2=\$5,148**

Ballots-9,000 7am-12am  
Inspectors-\$5,772  
24 Inspectors/\$13hr/17hrs.  
Training 12 Insp/\$13/3hrs.  
**TOTAL- \$5,772 x 2 = \$11,544**

**2024 Presidential Primary Costs**

Ballots-9,000 7am-10pm  
Inspectors-\$2,574  
12 Inspectors/\$13/15 hrs.  
Training 6 insp/\$13/3hrs.  
**TOTAL-\$2,574**

Ballots-9,000 7am-12am  
Inspectors-\$5,772  
24 Inspectors/\$13/17 hrs.  
Training 12 insp/\$13/3 hrs.  
Marriott-\$3,200  
**TOTAL-\$8,972**

**HIGH SPEED SCANNER**

**REGULAR SCANNERS**

**2024 August Primary Election Costs**

Ballots-16,000 7am-2am  
Inspectors-\$6,110  
23 Inspectors/\$13hr/19hrs.  
Training 11 Insp/\$13hr/3hrs.  
Marriott-\$ 4,500  
**TOTAL-\$10,610**

Ballots-16,000 7am-4am  
Inspectors-\$10,530  
36 Inspectors/\$13hr/21hrs.  
Training 18 Insp/\$13hr/3hrs.  
Marriott-\$4,500  
**TOTAL-\$15,030**

**2024 November General Election Costs**

Ballots-27,000 7am-2am  
Inspectors-\$10,660  
40 Inspectors/\$13hr/19hrs.  
Training 20 Insp/\$13hr/3hrs.  
Marriott-\$4,500  
**TOTAL-\$15,160**

Ballots-27,000 7am-4am  
Inspectors-\$17,550  
60 Inspectors/\$13hr/21hrs.  
Training 30 Insp/\$13hr/3hrs.  
Marriott-\$4,500  
**TOTAL-\$22,050**

**2-2025 Special Election Costs**

Ballots-9,000 7am-10pm  
Inspectors-\$2,574  
12 Inspectors/\$13/15 hrs.  
Training 6 insp/\$13/3hrs.  
Maintenance \$23,600  
**TOTAL-\$26,174 & \$2,574=\$28,748**

Ballots-9,000 7am-12am  
Inspectors-\$5,572  
24 Inspectors/\$13/17 hrs.  
Training 12 insp/\$13/3 hrs.  
Maintenance \$2,820  
**TOTAL-\$8,392 & \$5,572=\$13,964**

**HIGH SPEED SCANNER****REGULAR SCANNERS****2026 August Primary Election Costs**

Ballots-12,000 7am-11pm

Inspectors-\$3,393

15 Inspectors/\$13/16 hrs.

Training 7 insp/\$13/3hrs.

Maintenance \$23,600

**TOTAL-\$26,993**

Ballots-12,000 7am-2am

Inspectors-\$7,462

28 Inspectors/\$13/19hrs.

Training 14 insp/\$13/3

Marriott-\$4,500

Maintenance \$2,820

**TOTAL-\$14,782****2026 November General Election Costs**

Ballots-16,000 7am-2am

Inspectors-\$6,110

23 Inspectors/\$13/19hrs.

Training 11 Insp/\$13hr/3hrs.

Marriott-\$4,500

**TOTAL-\$10,610**

Ballots-16,000 7am-4am

Inspectors-\$10,530

36 Inspectors/\$13/21hrs.

Training 18 Insp/\$13/3hrs.

Marriott-\$4,500

**TOTAL-\$15,030****2-2027 Special Election Costs**

Ballots-9,000 7am-10pm

Inspectors-\$2,574

12 Inspectors/\$13/15 hrs.

Training 6 insp/\$13/3hrs.

Maintenance-\$23,600

**TOTAL-\$26,174 & \$2,574=\$28,748**

Ballots-9,000 7am-12am

Inspectors-\$5,772

24 Inspectors/\$13/17 hrs.

Training 12 insp/\$13/3 hrs.

Maintenance-\$2,820

**TOTAL-\$8,592 & \$5,772-\$14,364**

**HIGH SPEED SCANNER****REGULAR SCANNERS****2028 Presidential Primary Costs**

Ballots-9,000 7am-10pm

Inspectors-\$2,574

12 Inspectors/\$13/15 hrs.

Training 6 insp/\$13/3hrs.

Maintenance-\$23,600

**TOTAL-\$26,174**

Ballots-9,000 7am-12am

Inspectors-\$5,772

24 Inspectors/\$13/17 hrs.

Training 12 insp/\$13/3 hrs.

Marriott-\$4,500

Maintenance-\$2,820

**TOTAL-\$13,092****2028 August Primary Election Costs**

Ballots-16,000 7am-2am

Inspectors-\$6,110

23 Inspectors/\$13hr/19hrs.

Training 11 Insp/\$13hr/3hrs.

Marriott-\$4,500

**TOTAL-\$10,610**

Ballots-16,000 7am-4am

Inspectors-\$10,530

36 Inspectors/\$13hr/21hrs.

Training 18 Insp/\$13hr/3hrs.

Marriott-\$4,500

**TOTAL-\$15,030****2028 November General Election Costs**

Ballots-27,000 7am-2am

Inspectors-\$10,660

40 Inspectors/\$13hr/19hrs.

Training 20 Insp/\$13hr/3hrs.

Marriott-\$4,500

**TOTAL-\$15,160**

Ballots-27,000 7am-4am

Inspectors-\$17,550

60 Inspectors/\$13hr/21hrs.

Training 30 Insp/\$13hr/3hrs.

Marriott-\$4,500

**TOTAL-\$22,050**

**HIGH SPEED SCANNER**

**REGULAR SCANNERS**

**2-2029 Special Election Costs**

Ballots-9,000 7am-10pm

Inspectors-\$2,574

12 Inspectors/\$13/15 hrs.

Training 6 insp/\$13/3hrs.

Maintenance-\$23,600

**TOTAL-\$26,174 & \$2,574**

Ballots-9,000 7am-12am

Inspectors-\$5,772

24 Inspectors/\$13/17 hrs.

Training 12 insp/\$13/3 hrs.

Maintenance-\$2,820

**TOTAL-\$8,592 & \$5,772=\$14,364**

Appendix 2

10 YEAR 2020-2029 SUMMARY COST COMPARISON

HIGH SPEED SCANNER & REGULAR SCANNER FOR ABSENTEE COUNT BOARD

<u>Year</u>	<u>High Speed</u>	<u>Regular</u>
2020	\$ 94,565	\$40,650
2021	\$ 2,574	\$ 5,772
2022	\$ 14,003	\$26,992
2023	\$ 5,148	\$ 11,544
2024	\$ 28,344	\$ 46,052
2025	\$ 28,748*	\$ 13,964*
2026	\$ 37,603*	\$ 29,812*
2027	\$ 28,748*	\$ 14,364*
2028	\$ 51,944*	\$ *50,172*
2029	<u>\$ 28,748*</u>	<u>\$ 14,364*</u>
Grand Total	<b>\$320,425</b>	<b>\$253,686</b>

\*Maintenance costs for years 2025-2029 of \$23,600/year for High Speed Scanner & 2,820/year for Regular Scanner

CHARTER TOWNSHIP OF YPSILANTI  
2020 BUDGET AMENDMENT #10 - A

August 26, 2020

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$27,725.00

Request to increase budget for the purchase of 5 regular Ballot Scanners at \$5,545 each for a total of \$27,725. These scanners are needed to accommodate the increased volume in absentee ballots we are receiving. The Clerk will be applying for a State Grant of \$2,250 and a County Grant of \$6,875 with the Boards permission. This budget amendment will be contingent upon being awarded the grant. This will be funded by an Appropriation for Prior Year Fund Balance of \$18,600, a State Grant of \$2,250 and a County Grant of \$6,875.

Revenues:	County Grant	101-000-000-540.000	\$6,875.00
	State Grant	101-000-000-569.019	\$2,250.00
	Prior Year Fund Balance	101-000-000-699.000	\$18,600.00
			<u>\$27,725.00</u>
Expenditures:	Equipment	101-215-000-977.000	\$27,725.00
		Net Expenditures	<u>\$27,725.00</u>

Motion to Amend the 2020 Budget (#10-A)

Move to increase the General Fund budget by \$27,725 to \$10,378,799 and approve the department line item changes as outlined.



CHARTER TOWNSHIP OF YPSILANTI  
2020 BUDGET AMENDMENT #10 - B

August 26, 2020

AMOUNTS ROUNDED UP TO THE NEAREST DOLLAR

101 - GENERAL OPERATIONS FUND

Total Increase \$124,405.00

Request to increase budget for the purchase of a high speed Verity Central Software and Ballot Scanner from Hart Interactive for our absentee voter count board to use. This scanner is needed to accommodate the increased volume in absentee ballots we are receiving. The cost of the scanner is \$124,405 and the Clerk will be applying for a State Grant of \$30,000 and a County Grant of \$15,000 with the Boards permission. This budget amendment will be contingent upon being awarded the grant. This will be funded by an Appropriation for Prior Year Fund Balance of \$79,405, a State Grant of \$15,000 and a County Grant of \$15,000.

Revenues:	County Grant	101-000-000-540.000	\$15,000.00
	State Grant	101-000-000-569.019	\$30,000.00
	Prior Year Fund Balance	101-000-000-699.000	\$79,405.00
		Net Revenues	<u>\$124,405.00</u>
Expenditures:	Equipment	101-215-000-977.000	\$124,405.00
		Net Expenditures	<u>\$124,405.00</u>

Motion to Amend the 2020 Budget (#10-B)

Move to increase the General Fund budget by \$124,405 to \$10,475,479 and approve the department line item changes as outlined.