

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
MAY 16, 2016
ADOPTED MINUTES
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1. CALL TO ORDER

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor Kenneth Schwartz at 7:00 p.m. on May 16, 2016, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

2. PLEDGE OF ALLEGIANCE

The Supervisor Schwartz led the assembly in the pledge of allegiance to the flag.

3. ROLL CALL

The members present were Ken Schwartz, David Phillips, Brenda McKinney, Rodrick Green, Lisa Lewis and Alex Williams. Trustee Nancy Caviston was absent.

4. ADOPTION OF AGENDA

It was moved by McKinney seconded by Lewis, to adopt the agenda with the removal of item c. under New Business as it is a duplication of item a.

The motion carried by unanimous voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF APRIL 18, 2016

It was moved by McKinney, seconded by Green, to approve the minutes of the regular Board meeting of April 18, 2016, as presented.

The motion carried by a unanimous voice vote.

6. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

Kevin Holman of Plymouth, passed out some brochures about his business, which installs surveillance cameras and other security items.

Lynette Findley, 1727 Sheffield, introduced herself as a candidate for Clerk.

Clerk Dave Phillips said Mr. Keith Lockie is retiring at the end of the month from his positions as the Director and Accountant of the Utility Department Director and the Controller of the

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Township. Clerk Phillips thanked him for his years of service and the excellent job he did. Supervisor Schwartz said Mr. Lockie was one of the most valuable employees of the Township.

7. PRESENTATIONS

A. PFIEFFER, HANIFORD AND PALKA, CPA'S FY 2015 AUDIT

Charles Hainstock, of Pfeffer, Haniford and Palka, CPA's (PHP CPA's), made a presentation to the Board about the audit of FY 2015. He reviewed the audit and the fund balances for all funds. The audit letter contains several comments and recommendations: 1. They suggest the Township changes the manner in which the State Shared Revenue is recorded; 2. They suggest the Township change how the Township pays employees for compensated absences; 3. They suggest the Township modify the Personnel Manual to be consistent with how pensions are calculated; 4. They recommended the Township properly close out the tax collection fund at the end of the tax collection process; 4. They found an instance where a firefighter was over reimbursed on his travel voucher. He said the Township was well-prepared for the audit, the finances of the Township are in good shape and the fund balances are in good shape. He noted that the General Fund has a fund balance of just over \$2 million. Clerk Phillips commented that the General Fund was in good shape, the Building Department has had several years of being in the black after numerous years of drawing from its fund balance, the Fire Department made a modest transfer to their fund balance but the Law Fund continues to draw from its fund balance.

It was moved by Lewis, seconded by McKinney, for the Board to receive the government and property funds financials, the graphs and the Auditor's letter for FY2015.

The motion carried by unanimous voice vote.

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following: The Fire Chief received a new Ford Expedition, which will be placed in service soon. Due to various concerns, Parks cancelled the Kelly, Miller Circus. Included in tonight's agenda is a proposal to update the Dixboro Area Plan. Signs for the entry into Dixboro will be installed this week. There is a meeting on Wednesday with the Dixboro group to discuss planting \$10,000 worth of trees in the Dixboro area. The projects are funded by the CTAP grant.

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B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, ORDINANCE OFFICER REPORT, PARK COMMISSION MINUTES, SHERIFF'S REPORT

It was moved by McKinney, seconded by Lewis, that the Superior Township Board receive all reports.

The motion carried by unanimous voice vote.

It was moved by Green, seconded by Lewis, for the Board to receive the reports addressed in items C, D and E of the agenda.

The motion carried by unanimous voice vote.

C. CONTROLLER'S REPORTS, 1ST -4TH QUARTER 2015 AND 1ST QUARTER 2016

D. FINANCIAL REPORTS ALL FUNDS AS OF DECEMBER 31, 2015

E. FINANCIAL REPORTS ALL FUNDS AS OF MARCH 31, 2016

8. COMMUNICATIONS

A. MEMO FROM PARKS ADMINISTRATOR, JUAN BRADFORD, CANCELATION OF THE KELLY MILLER CIRCUS, AUGUST 13, 2016

Parks Administrator Juan Bradford presented a memo to the Board dated May 10, 2016, which indicated that the Parks Commission voted to rescind their previous support of the Kelly Miller Circus scheduled for August 13, 2016 and to cancel the contract.

It was moved by Lewis, seconded by Green, for the Board to receive the memo from Parks Administrator Juan Bradford.

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B. LETTER FROM DTE, PROPOSED STREET LIGHTING ALONG MACARTHUR BOULEVARD

Supervisor Schwartz explained the proposal for adding 26 new street lights along MacArthur Boulevard at a cost of either \$115,456.02 or \$87,038.55 depending on the style of light. He said the cost of these new lights could be spread over the adjacent lighting districts, Oakbrook has 534 parcels, Washington Square has 327 parcels and Panama has 58 parcels. Board members had questions about the cost of the proposal.

It was moved by Green, second by Lewis, for the Board to accept the letter from DTE regarding a proposal to add street lights along MacArthur Boulevard.

9. UNFINISHED BUSINESS

A. ORDINANCE 174-18, SUTTON RIDGE – REDWOOD ACQUISITION LLC, AREA PLAN AMENDMENT

Supervisor Schwartz explained that the Township Attorney had recently received the valuation study completed by Valbridge Property Advisors. He indicated that the report was covered by the attorney-client privilege, the Township Attorney was present and the Board was going into closed session to discuss the report. He was going to request that the Board remove the attorney-client privilege from the report so that it could be released to the public. Schwartz said that he wanted Board members and the public to have time to review the study and if they have questions or comments about the study or other aspects of the rezoning to submit them to the Township in writing to the Township. He requested that the Board postpone action on the rezoning until the June 20, 2016 meeting. He intended to have the Township Attorney present to answer questions from the public at that meeting and the issue may be ready for Board action.

CLOSED SESSION TO DISCUSS SUTTON RIDGE-REDWOOD REZONING

It was moved by McKinney, seconded by Green, for the Board to go into closed session to meet with the Township Attorney to discuss the Redwood rezoning.

Ayes: Schwartz, Phillips, McKinney, Green, Lewis, Williams

Nays: None

Absent: Caviston

The motion carried. At 7:35 p.m., the Board exited the Board Room to go into closed session.

The Board returned to the Board Room at p.m.

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It was moved by Lewis, seconded by Green, for the Board to return to open session.

The motion carried by unanimous voice vote. The Board returned to open session at 8:20 p.m.

It was moved by Green, seconded by Williams, for the Board to approve the minutes of the closed session, which were discussed for approval during the closed session.

The motion carried by unanimous voice vote.

10. NEW BUSINESS

A. ROAD IMPROVEMENT PROJECTS FOR 2016

Supervisor Schwartz reviewed the second agreement with the Road Commission for road improvement projects for 2016. The proposed improvements totaled \$466,414.85 and included the major projects of Vorhies, Panama and the five courts located in Oakbrook subdivision. The Board previously approved about \$30,000 for dust control for the gravel roads. The 2016 budget includes \$325,000 for road improvements. This would be the most the Township has ever spent on road improvements. Board members indicated support for spending the additional amount on roads because of this year's fund balance of over \$2 million. Clerk Phillips said the gravel roads may need more work and that two subdivisions are exploring establishing SAD's to pay for their road improvements. If they move forward, the Township should contribute about 25% to the cost of their improvements, which will be expensive. The Township will also have to contribute about \$150,000 to \$200,000 for the replacement of the Cherry Hill Bridge. Supervisor Schwartz indicated that the SAD's and the bridge will not be included in the 2016 fiscal year but would be expenses for 2017.

2016 SUPERIOR TOWNSHIP SECOND AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2016, by and between the Township Board of Superior Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, the parties of the first part desire that certain improvements be made upon the local roads in the Township of Superior, and

WHEREAS, proper authority is provided to the parties of the

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agreement under the provisions in Act 51 of Public Acts of 1951 as amended,

IT IS NOW THEREFORE AGREED, the parties of the second part will accomplish the improvements as specified herein, all in accordance with the standards of the parties of the second part.

IT IS FURTHER AGREED, the Road Commission has provided an estimated cost for each individual project included herein. If, prior to beginning an individual project, it is determined that the original cost estimate will not cover project costs, the Road Commission will notify the Township to determine, if the Township desires to proceed with the project with a reduced scope or an additional funding commitment. Budgets are closely monitored on each project and every effort is made to avoid overruns. Any unexpected project cost overrun shall be taken from any unexpected funds remaining in the Township's total township agreement. If the overrun exceeds the total township agreement, the Road Commission may bill the Township up to an additional 10 percent of the total agreement amount with the Township. At the Township's option, such overruns can be taken from the following years matching funds.

1. Church Street, Short Street to Dixboro Road:

Work to include HMA base crushing and shaping (pulverization), 4" HMA resurfacing, structure adjustments, placement of limestone shoulders, and associated project restoration.

Estimated project cost: **\$ 58,100.00**

2. York Court, Sheffield Drive to end of road:

Work to include milling, 3.5" HMA resurfacing, structure adjustments, ADA sidewalk ramps and project restoration.

Estimated project cost: **\$ 33,600.00**

3. Thames Court, Sheffield Drive to end of road:

Work to include milling, 3.5" HMA resurfacing, structure adjustments, ADA sidewalk ramps and project restoration.

Estimated project cost: **\$ 26,000.00**

4. Windsor Court, Hamlet Drive to end of road:

Work to include milling, 3.5" HMA resurfacing, structure adjustments, ADA sidewalk ramps and project restoration.

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Estimated project cost: **\$ 32,500.00**

5. Ashton Court, Sheffield Drive to end of road:

Work to include milling, 3.5" HMA resurfacing, structure adjustments, ADA sidewalk ramps and project restoration.

Estimated project cost: **\$ 30,000.00**

6. Oxford Court, Nottingham Drive to end of road:

Work to include milling, 3.5" HMA resurfacing, structure adjustments, ADA sidewalk ramps and project restoration.

Estimated project cost: **\$ 32,700.00**

7. Vorhies Road, Plymouth Road to M-14:

Work to include HMA base crushing and shaping (pulverization), 4" HMA resurfacing, structure adjustments, placement of limestone shoulders, and associated project restoration.

Estimated project cost: **\$ 111,000.00**

8. Township-wide Limestone:

Work to include the application of 3,000 tons of 23a limestone with associated dust control and project restoration on various local roads within the township. Locations to be determined by the Township Supervisor and District Foreman. Estimated compacted-in-place cost of \$17.37 per ton includes all labor, equipment and material costs.

Estimated project cost: **\$ 52,110.00**

9. Panama Avenue, Stamford Road westerly 800 feet:

Work to include the removal of the asphalt surface, earth excavation, installation of centerline underdrain, placement of 8" (C.I.P.) 21AA limestone base, structure adjustments, curb and gutter repairs, 3.5" HMA resurfacing, and project restoration.

Estimated project cost: **\$ 107,400.00**

AGREEMENT SUMMARY

Church Street **\$ 58,100.00**

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| | |
|-------------------------|---------------|
| York Court | \$ 33,600.00 |
| Thames Court | \$ 26,000.00 |
| Windsor Court | \$ 32,500.00 |
| Ashton Court | \$ 30,000.00 |
| Oxford Court | \$ 32,700.00 |
| Vorhies Road | \$ 111,000.00 |
| Township-wide Limestone | \$ 52,110.00 |
| Panama Avenue | \$ 107,400.00 |
| Subtotal | \$ 483,410.00 |

Less 2016 WCRC Conventional Match \$ 16,414.85

ESTIMATED AMOUNT TO BE PAID BY SUPERIOR TOWNSHIP
UNDER THIS AGREEMENT DURING 2016: **\$ 466,995.15**

FOR SUPERIOR TOWNSHIP:

Kenneth Schwartz, Supervisor
Witness

David Phillips, Clerk Witness

FOR WASHTENAW COUNTY ROAD COMMISSION:

Douglas E. Fuller, Chair Witness

Roy D. Townsend, Managing Director
Witness

It was moved by Green, seconded by McKinney for the Board to approve the 2016 Superior Township Second Agreement with the Washtenaw County Road Commission for road improvements at a total cost of \$466,995.15.

Ayes: McKinney, Green, Lewis, Williams, Schwartz, Phillips

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Nays: None

Absent: Caviston

The motion carried.

B. PLANNER'S PROPOSAL FOR DIXBORO AREA PLAN AMENDMENT

The Board reviewed the proposal. Supervisor Schwarz indicated that there were numerous sections of the Dixboro area plan that needed updating and that the 2016 budget included \$6,000 for this project.

AUTHORIZATION FOR ADDITIONAL SERVICES UNDER EXISTING AGREEMENT FOR PROFESSIONAL PLANNING ADVISORY SERVICES

To:

The Honorable Ken Schwartz, Supervisor

Superior Charter Township

3040 N. Prospect Rd.

Ypsilanti, MI 48198

Project Name:

2016 Dixboro Area Plan Revisions

Planning Consultant:

Donald N. Pennington

Rodney C. Nanney, AICP

We will assist the Planning Commission and Township Board with the following potential revisions to the Dixboro Area Plan (Chapter 9 of the Township's adopted Master Plan):

- 1. Preliminary evaluation of the current Dixboro Area Plan** to identify elements that have been completed or that may need to be revised or updated.
- 2. Preparation and facilitation of up to two (2) focus group meetings of Dixboro area stakeholders** (10-15 participants per meeting, preferred), including consultation w/ Township officials regarding potential focus group participants; identification of opportunities and challenges for the community; preparation of a list of discussion questions related to future development, community character, and other topics of interest; and organization/facilitation of the meeting(s) at the Township Hall or other designated location(s) in the Township.
- 3. Preparation of a report to the Planning Commission and Township officials summarizing the results of the focus group discussions and preliminary evaluation.**
- 4. Preparation of an initial Dixboro Area Plan document**, including updated maps and graphics where needed, for Planning Commission review and discussion.
- 5. Preparation of a revised draft Dixboro Area Plan document**, including any revisions per the Planning Commission's direction, for Township Board review and distribution to surrounding jurisdictions and the county.
- 6. Preparation of a final draft Dixboro Area Plan document** (if needed) for a public hearing, consideration, and adoption.

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7. **After adoption, preparation of the final, as adopted Dixboro Area Plan document** and all end products (paper copies and digital files) requested by the Clerk.

TOTAL FEE NOT TO EXCEED: \$4,850.00

Meetings, and additional revisions beyond those specified above, will be billed at our regular hourly rate.

Costs for paper copies and digital files on CD-R will be billed as reimbursable expenses at cost.

AUTHORIZED BY:

**SUPERIOR CHARTER TOWNSHIP,
WASHTENAW COUNTY, MICHIGAN**

Signature Date

Name and Title

PLANNING CONSULTANT

Donald N. Pennington

Rodney C. Nanney, AICP

Please sign and date two (2) copies and send them to Donald N. Pennington, Land Use Planners, 5427

Pine View Dr., Ypsilanti, MI 48197. We will return one (1) signed copy to the Township Clerk. We are

ready to begin work immediately upon authorization. Thank you.

It was moved by McKinney, seconded by Green, for the Board to approved the agreement with Donald Pennington and Rodney Green for revisions of the Dixboro Area Plan at a cost not to exceed \$4,850.00.

The motion carried by unanimous voice vote.

12. PAYMENT OF BILLS

There were no Bills for Payment.

It was moved by Lewis, seconded by Green that the Record of Disbursements be received.

The motion carried by a unanimous voice vote

13. PLEAS AND PETITION

Trustee Alex Williams informed the Board that he may not be present at the June 20, 2016 Board meeting.

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Clerk David Phillips informed the Board that the Ypsilanti Compost Site no longer accepts recyclables from non-residents. They will still accept yard waste, tree waste and brush, scrap steel and household refuse from non-residents but they will be billed.

14. ADJOURNMENT

It was moved by McKinney, seconded by Green, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 8:50 pm.

Respectfully submitted,

David Phillips, Clerk

Kenneth Schwartz, Supervisor