

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
AUGUST 15, 2016
APPROVED 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 August 15, 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, Nancy Caviston, Brenda McKinney, Rodrick Green and Alex Williams. Trustee Lisa Lewis was absent.

4. ADOPTION OF AGENDA

It was moved by McKinney seconded by Green adopt the agenda with a rearranged order so that some items can be addressed at the beginning of the agenda.

The motion carried by unanimous voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF JULY 18, 2016

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

The motion carried by a unanimous voice vote.

7. PRESENTATIONS

A. JCM MEDIA GROUP, TOWNSHIP WEBSITE DESIGN AND HOSTING

Jeff Travilla and another Joshua Dean of JCM Media made a presentation to the Board about their proposal to design the Township's website. He said it will include the following features: fillable forms; citizen send comments; will be user friendly; will allow users to sign-up for email notification; have a community calendar; will have interactive maps; photo galleries; browser capability and device compatibility and will be compatible for older

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devices; ADA compatibility; analytics and other features. Security will be provided by Word Fence and there is additional security available at an additional charge. The website will be hosted on Hostmonster, which has a nominal monthly service fee. Board member's had concerns about the Resolution including the hiring of a current employee to assist as the "project manager" during the design phase of the website. Some of them wanted this part-time, temporary position to be posted. The resolution was amended to allow the administrative staff to select the person to be the "project manager" during the website design process.

The following resolution was moved by Williams, supported by Green:

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

**RESOLUTION TO AUTHORIZE THE ADMINISTRATIVE STAFF OF SUPERIOR
TOWNSHIP TO ENTER INTO A CONTRACT WITH JCM MEDIA GROUP FOR THE
DESIGN AND HOSTING OF THE TOWNSHIP WEBSITE AND TO APPROVE
ADDITIONAL EMPLOYEE HOURS TO IMPLEMENT THE PROJECT**

RESOLUTION NUMBER: 2016-12

DATE: AUGUST 15, 2016

WHEREAS, the Charter Township of Superior must transition to a new website because Washtenaw County is discontinuing to offer their Zope content management system and hosting service; and,

WHEREAS, the Township's posted an RFP for website design and hosting on the Michigan Inter-Governmental Trade Network (MITN) and received twenty RFP's; and,

WHEREAS, after extensive review, evaluation and checking of references, it was decided by the review committee that JCM Media Group LLC (JCM) was the best selection for the design and hosting of the new Township website; and,

WHEREAS, JCM's Project Cost Summary dated July 12, 2016 was for \$12,320.00; and,

WHEREAS, the review committee has identified additional desirable features that were not included in the July 12, 2016 Project Cost Summary; and,

WHEREAS, it is recommended that the Township assign at least one employee or official to be involved in the website design and transition process; and,

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NOW, THEREFORE, BE IT RESOLVED, that the Superior Township administrative staff is authorized to execute any documents necessary to approve the contract with JCM for the design and hosting of the Township website at cost of \$12,320.00, to include the Standard Support Plan as outlined in Appendix B of the RFP and to not approve additional features for a total cost not to exceed \$12,320.00 and that these funds will be assigned from G.L 100-266.962.000, Special Projects and will require a budget amendment; and,

NOW, THEREFORE, BE IT RESOLVED, that prior to executing all necessary documents, the Township administrative staff shall have the documents reviewed by the Township Attorney, the Township IT Consultant and any other appropriate parties; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED, that in order to better implement the design and transition of the new website, the Board authorizes the administrative staff to hire personnel to work additional hours at a rate of pay to be determined, so that they can be part of the design and transition process and also be trained to perform content management.

CERTIFICATION

I, David Phillips, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Superior Charter Township Board held on August 15 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

David Phillips, Superior Township Clerk

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

Nays: None

Absent: Lewis

The motion carried

10. NEW BUSINESS

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A. RESOLUTION 2016-15, FIRE DEPT. FEMA GRANT FOR VEHICLE ACQUISITION

Fire Chief Vic Chevrette and Fire Fighter Chris Wiggins made a presentation to the Board. Chief Chevrette indicated that it was planned to replace the current ladder truck in the next few years as it was 17 years old, prone to mechanical failure and was difficult to obtain parts. Taking advantage of the FEMA grant saved the Township around \$800,000 to \$1,000,000. The grant is for \$925,000 and the Township is required to provide a 10% match. Because the grant was jointly submitted by Superior Township, Ypsilanti Township and the City of Ypsilanti, Superior Township will be responsible to send the ladder truck to all structure fires in the current automatic mutual aid areas we share with Ypsilanti Township and City. They are expecting the truck to have at least a 100' ladder. It was noted that Fire Fighter Christopher Wiggins has been very successful a writing grants for the Township. He has obtained about 4-5 grants that totaled \$1.3 million for the Township and \$4.3 million for the County. Members of the Board and audience expressed their appreciation for the success of Fire Fighter Wiggins and Fire Chief Chevrette.

The following resolution was moved by Green, supported by Caviston:

**SUPERIOR CHARTER TOWNSHIP BOARD
RESOLUTION**

RESOLUTION 2016-15

August 15, 2016

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT EMV-2015-FV-90115 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

WHEREAS, the Superior Charter Township Fire Department applied for a FEMA grant for the acquisition of a fire engine ladder truck.

WHEREAS, Superior township was notified by the federal government, (Offices of Congresswoman Debbie Dingell) that the grant was approved in the amount of \$840,910.00; and,

WHEREAS, a condition of the grant is a match by Superior Township in the amount of ten percent (10%) of the total allocation to Superior Township; and

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NOW THEREFORE BE IT RESOLVED that the Superior Charter Township Board of Trustees authorizes the administrative staff to accept grant EMV-2015-FV090115 from FEMA; and,

BE IT FURTHER RESOLVED that Superior Township shall match the portion of the grant allocated to Superior Township to be paid out of appropriate line item of the fire fund.

BE IT FURTHER RESOLVED that the Superior Township Board of Trustees acknowledges and appreciates the special efforts of Fire Fighter Christopher Wiggins and Fire Chief Vic Chevrette for their efforts in securing this grant.

The motion carried by unanimous voice vote.

D. RESOLUTION 2016-13, CLOSING STAMFORD ROAD

Charissa Clarke of New Christian Love Fellowship Church made a presentation to the Board about the parade. It will be a single float with flag bearers and other walkers. They will pass out information on Christian Love Fellowship's 35 year anniversary and the special service to be held on September 18, 2016.

The following resolution was moved by McKinney, seconded by Green:

RESOLUTION NO. 2016-13

**TOWNSHIP OF SUPERIOR
RESOLUTION REGARDING A TEMPORARY ROAD CLOSURE**

AUGUST 15, 2016

- Resolution authorizing the temporary road closure of Stamford Road between Norfolk Road and Panama Road on Saturday, (September) (10), (2016) from (10:45 am) until (12:45 pm) for the (New Christian Love Fellowship Community Parade).

WHEREAS, the Township of Superior has approved the temporary closure of Stamford Road as indicated; and

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WHEREAS, the Driveways, Banners, and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

NOW THEREFORE, BE IT RESOLVED that the Township of Superior Board of Trustees designates and agrees that Charissa Clarke of New Christian Love Fellowship Church be the authorized official designated in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

The motion carried by unanimous voice vote.

E. RESOLUTION 2016-14, HIRE KEITH LOCKIE AS P-T CONTROLLER

Supervisor Schwartz recommended that Keith Lockie be hired to work part-time as the Township Controller. Supervisor Schwartz indicated the pay will be \$50.00 per hour and Lockie is expected to work 8-12 hours per week and cannot exceed 1,000 hours in a year.

The following resolution was moved by Caviston, seconded by Williams:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO HIRE KEITH LOCKIE
AS SUPERIOR TOWNSHIP PART TIME CONTROLLER**

RESOLUTION 2016-14

AUGUST 15, 2016

WHEREAS, Superior Township has been served by Keith Lockie as controller from April 1, 2014 until his retirement on May 31, 2016; and,

WHEREAS, Keith Lockie performed the duties of controller with distinction; and,

WHEREAS, Superior township has the need for a part time controller; and,

WHEREAS, Keith Lockie is ready, able and willing to return to the controllers position part time; and,

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NOW THEREFORE, the Superior Township Board hereby hires Keith Lockie as part time Superior Township controller at a wage of fifty dollars and hour (\$50.00) with no benefits as an at-will employee and delegates to him the following responsibilities and duties:

Responsibilities & Duties:

1. Develops budget estimates, and makes recommendations to the Supervisor, annually.
2. Monitors annual budget for all funds and makes recommendations to the Board on an as-needed-basis for amendments.
3. Monitors financial condition of the utility department on a monthly basis and makes recommendations to the Utility Director for any Water/Sewer rate adjustments.
4. Reconciles all Balance Sheet accounts.
5. Tracks financial data required in the annual audit.
6. Creates all month-end financial reports for the Board for all funds, including a quarterly Controller's Report.
7. Works closely with the Township Bookkeeper in an advisory capacity.
8. Heads up and works closely with the auditors during the annual audit.
9. Enters all financial data into the Parks & Recreation QuickBooks general ledger. Also produces monthly and annual reports for the Parks Administrator.
10. Reconciles the Parks & Recreation BS&A to the QuickBooks general ledger.
11. Responsible for grant monitoring and special financial projects as directed by the Board of Trustees and/or the Supervisor.
12. Reports daily to the Supervisor and generally to the Board of Trustees.

The motion carried by unanimous voice vote.

F. CHRISTIAN LOVE FELLOWSHIP MINISTRIES , TRANSIENT AND AMUSEMENT ENTERPRISES ACTIVITY PERMIT APPLICATION

Kamala Massey from Christian Love Fellowship Ministries made a presentation to the Board about the special service they want to hold on Sunday, September 18, 2016 from 8:00 am to 4:00 pm. They will have a service, music, recreation and serve food.

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It was moved by Green, seconded by Caviston, to move the application.

The motion carried by unanimous voice vote.

6. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

Vicky Evans, 1852 Kenwyck and E. Avondale, spoke about the completion of the two remaining unbuilt four-unit condos in Phase 1 of Bromley Condos and that owner occupied is always better than rental.

Kathleen Hubbs, Kenwyck, showed the Board an example where new condominiums are being built in Ann Arbor.

Kathy Smith, inquired if Board meetings are recorded. No, they are not.

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following: Supervisor Schwartz congratulated all candidates who ran in the August 2 primary election. He felt that Superior Township has had a good board for years but would have been able to work with any new members. He had no further report.

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

Clerk Dave Phillips commented on the amount of hours other police agencies assisted into Superior Township related to the July 22 shooting on Stamford.

It was moved by Phillips, supported by Green, for the Board to receive all reports.

The motion carried by unanimous voice vote.

8. COMMUNICATIONS

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**A. MR. AND MRS ROELOFS. EMAIL IN REGARDS TO ORDINANCE 174-18,
SUTTON RIDGE ACQUISITION LLC, AREA PLAN**

Mr. and Mrs. Roelofs email indicated their opposition to Ordinance 174-18.

It was moved by Green, supported by Caviston, for the Board to receive the email from Mr. and Mrs. Roelofs.

The motion carried by unanimous voice vote.

9. UNFINISHED BUSINESS

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

It was moved by Green, supported by Caviston, to remove the item from postponement and place it back on the agenda for action by the Board.

The motion carried by unanimous voice vote.

Trustee Caviston expressed her concern about the amount of traffic the development generated on Wexford, which is used by pedestrians to access the pool. Trustee Green also wanted a traffic study. Supervisor Schwartz suggested that a condition of approval be to require a traffic study prior to Planning Commission approval.

Trustee Williams expressed his concerns and opinion about the Ordinance.

Clerk Phillips indicated the Township Planner had no objections to the plan from a planning prospective. The Township Attorney expressed opinions that that caused Phillips concern that if the Township was sued for denying the amended Area Plan the court may revise the plan, there may be extensive legal fees and it could result in the court awarding damages to the plaintiff.

Supervisor Schwartz read a lengthy written report he prepared that outlined various aspects and concerns: the action taken by the planning commission; revisions to the plan since the planning commission action; the Township Planners' reports; the Township Attorney's opinion; the Valbridge study; he felt that there were a large number of Bromley residents who were in favor of the plan but did not want to state so publicly; concerns about denying the petition based upon the form of ownership; and, other concerns.

It was moved by Green, supported by Caviston, to approve Ordinance No. 174-18, with the condition that the Developer completes a traffic study to ensure safety, as part of the site plan review process.

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**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
ORDINANCE #174-18**

SUTTON RIDGE AREA PLAN

The Board of Superior Charter Township of Washtenaw County, Michigan, hereby ordains that Ordinance Number 174, being the Superior Charter Township Zoning Ordinance, adopted August 4, 2008, and effective August 14, 2008, as amended, be amended as follows:

SECTION I

Superior Charter Township Ordinance Number 174, designated Superior Charter Township Zoning Ordinance, adopted August 4, 2008 and effective August 14, 2008 as amended, and the zoning district map attached thereto and made a part thereof are hereby amended from the present PC (Planned Community - Bromley Park Area Plan Phase II) to PC (Planned Community - Sutton Ridge Area Plan), revised Sutton Ridge Area Plan dated 12/18/15; Exhibit 2 – Meadhurst Drive/ “Drive B” Revised Right-of-Way Detail dated 1/22/16; and Exhibit 3 – Revised West Avondale Circle/ “Drive C” Detail dated 1/22/2016; and described as:

Parcel Tax ID # J-10-35-100-006

Legal Description

M.D. L4261 P698 "PHASE II REMAINDER" SU 35-1A COM AT NE COR SEC 35, TH S 01-54-15 E 60.00 FT, TH S 87-40-29 W 811.53 FT, TH S 02-19-31 E 383.94 FT, TH S 00-38-51 E 72.80 FT, TH S 03-23-04 E 180.00 FT, TH S 03-21-17 E 60.00 FT, TH S 00-12-28 W 62.04 FT, TH S 04-51-53 W 58.62 FT, TH S 05-15-45 W 300.00 FT, TH S 84-44-15 E 120.00 FT, TH S 05-15-45 W 132.53 FT, TH N 84-44-15 W 120.00 FT TO POB, TH S 05-15-45 W 120.00 FT, TH S 01-51-39 W 71.79 FT, TH S 05-36-34 E 72.45 FT, TH S 12-37-05 E 68.38 FT, TH S 14-25-17 E 120.00 FT, TH S 13-27-59 E 59.99 FT, TH S 20-31-43 E 78.75 FT, TH S 31-39-53 E 79.79 FT, TH S 43-37-23 E 79.79 FT, TH S 55-34-53 E 79.79 FT, TH S 58-51-19 E 81.39 FT, TH N 26-28-40 E 126.40 FT, TH S 63-32-11 E 140.62 FT, TH S 25-36-20 W 120.00 FT, TH S 69-43-25 E 77.65 FT, TH S 80-22-56 E 77.65 FT, TH N 88-57-34 E 77.65 FT, TH N 78-18-03 E 77.65 FT, TH N 67-38-32 E 77.65 FT, TH N 56-54-29 E 78.74 FT, TH N 51-00-21 E 13.18 FT, TH S 01-54-15 E 539.62 FT, TH S 87-43-42 W 1487.50 FT, TH N 02-11-20 W 1262.48 FT, TH N 87-48-40 E 185.95 FT, TH 108.96 FT ALNG CURV RT RAD=263.00 FT CH=N 15-16-53 E 108.18 FT, TH S 62-52-02 E 66.00 FT, TH N 27-07-50 E 114.75 FT, TH 67.46 FT ALNG CURV LFT RAD=263.00 FT CH=S 77-23-21 E 67.28 FT, TH S 84-44-15 E 234.34 FT, TH S 05-15-45 W 19.77 FT TO POB. PT OF N 1/2 SEC 35, T2S-R7E. 30.77 AC.

SECTION II

The Sutton Ridge Area Plan dated 12/18/15, with revisions included in Exhibits 2 and 3 shall constitute the Approved Area Plan. Within 30 calendar days of the effective date of this Ordinance, the applicant, Redwood Acquisition, LLC, shall submit to the Township Clerk four (4) sets of an updated Area Plan that incorporates the improvements shown on Exhibit 2 and Exhibit 3 into the overall plan, subject to verification by the Township.

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SECTION III

This Ordinance shall be published by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti, 48198, and on the Township website – www.superior-twp.org pursuant to Section 8 of the Charter Township Act, being MCL 42.8, 3(b) within thirty (30) days following the final adoption thereof. This Ordinance shall become effective on the eighth day following said publication or such later date as is provided by law. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

CERTIFICATE OF ADOPTION AND PUBLICATION

I, David Phillips, the duly elected Clerk of the Charter Township of Superior, certify that the foregoing ordinance is a true and correct copy of the ordinance enacted by the Township Board of the Charter Township of Superior on August 15, 2016 and published in a newspaper, circulated in the Charter Township of Superior in accordance with Section 8 of MCL 42.8, 3 (b).

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

Nays: None

Absent: Lewis

The motion carried

10. NEW BUSINESS

B. WINDOWS AT TOWNSHIP HALL

Board members questioned what work was covered in the two quotes. It was noted that the George Meyer quote did not cover all of the extra work needed. It was also noted that there were other windows not covered in either quote that needed repair.

It was moved by Caviston, seconded by Green, for the Board to approve the George Meyer quote at a cost not to exceed \$7,283.00 and to also approve additional work as needed as a cost not to exceed the Board's Purchasing Policy limit of up to \$3,000 without Board approval.

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The motion carried by unanimous voice vote.

G. SEMCOG ANNUAL DUES

It was noted that Trustee Green is the current chairperson of SEMCOG. Trustee Green explained on some of the workings of SEMCOG.

It was moved by Green, seconded by Caviston, to approve the 2016 annual dues for SEMCOG in the amount of \$1,584.00.

The motion carried by unanimous voice vote.

H. WATS ANNUAL DUES

The Board discussed the Superior Township projects that were on the WATS list.

It was moved by McKinney, seconded by Caviston, to approve the 2017 dues for WATS in the amount of \$1,000.

The motion carried by unanimous voice vote.

12. PAYMENT OF BILLS

There were no Bills for Payment.

It was moved by McKinney, seconded by Caviston that the Record of Disbursements be received.

The motion carried by a unanimous voice vote

13. PLEAS AND PETITION

There were none.

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 9:20 pm.

Respectfully submitted,

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David Phillips, Clerk

Kenneth Schwartz, Supervisor