

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JANUARY 18, 2005
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 at 7:30 p.m. on January 18, 2005, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

The members present were William McFarlane, Kay Williams, Brenda McKinney Nancy Caviston, Rodrick Green, Lisa Lewis, and David Phillips.

4. ADOPTION OF AGENDA

It was moved by Caviston, supported by Green, to adopt the agenda as amended.

The motion carried.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF DECEMBER 20, 2004

It was moved by Caviston, supported by Lewis, to approve the minutes of the regular Board meeting of December 20, 2004, as presented.

The motion carried.

6. CITIZEN PARTICIPATION

The Board interviewed five candidates for two three-year terms on the Planning Commission. They were 1) Jay Gardner, 999 Towsley Lane, 2) David Guenther, 2365 Leforge Road, 3) David Wallace Johnson, 3315 Berry Road, 4) David Novak, 1811 Hamlet, and 5) Marie Rekshan-Louria, 6200 Geddes. Steven Kandt, 4749 Napier, and Lynda Oswald, 6440 Plymouth also applied but were not present for the interviews. Allyn Phillips, who is currently on the Commission, withdrew his application as his work schedule has changed. The Supervisor will make his recommendations on February 21, 2005.

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Marion Morris announced that the Superior Land Conservancy has acquired another 20 acres of land which brings their holdings to Cherry Hill. When the paths that the Conservancy are building are complete residents will be able to walk cross-country from Geddes to Cherry Hill. The Conservancy is trying to acquire lands to complete the trail to Schroeder Park at the corner of Berry and Warren.

7. REPORTS

A. SUPERVISOR

The Supervisor reported on two items:

1. The Assessing Department has been working diligently and the 2006 assessment will be \$493 million. The additional staffing has been able to increase the taxable revenue to the Township. The work the Department has accomplished ensures that all property owners are treated fairly.
2. At the January 11 meeting of Neighborhood Watch Undersheriff Mahony gave a 30 minute presentation on the need to pass the Jail Millage at the Special Election on February 22. The $\frac{3}{4}$ mill would not only fund expansion of the jail, but improve the district court and provide adequate mental health facilities for inmates with mental health problems. If the millage does not pass, it is likely that the County will no longer provide funding for road patrol.

**B. DEPARTMENTAL REPORTS : FIRE DEPARTMENT,
BUILDING DEPARTMENT, UTILITY DEPARTMENT,
PLANNING COORDINATOR, OHM MONTHLY UPDATE,
SHERIFF DEPARTMENT, PARK COMMISSION MINUTES**

It was moved by Caviston, supported by McKinney, that the Fire Department Report for December 2004, the Building Department Report for December, 2004, Utility Department Report dated December 17, 2004, the Planning Coordinator Report dated December 16, 2004, OHM Monthly Update dated January 3, 2005, the Sheriff Department report dated January 14, 2005, and the Park Commission minutes for November, 2004.

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Sergeant Campbell was present to discuss the report and answer questions. The collaboration with Ann Arbor Township for police services has been successful so far.

The motion carried.

C. NOVEMBER 2004 FINANCIAL STATEMENTS ALL FUNDS

It was moved by Caviston, supported by McKinney, that the Superior Charter Township Board receive the November 2004 Financial Statements for all funds: General, Fire, Law Enforcement, Parks and Recreation, Streetlights, Payroll, Trust and Agency, Utilities, Building, Grounds Maintenance, and Fire Construction Bond Fund.

The motion carried.

8. COMMUNICATIONS

A. SALEM TOWNSHIP – SHERIFF DEPARTMENT FACILITIES

An invoice was sent to Salem Township requesting reimbursement for the use of the Sheriff Substation in the Old Township Hall by the Salem Township contract deputy. Fred Roperti, Salem Township Supervisor, wrote back to say that the Salem Township Board had agreed not to pay the invoice and that the Sheriff Department Salem deputy has been requested to locate to another facility.

It was moved by Williams, supported by Lewis, that the Superior Charter Township Board receive the letter from Fred Roperti, Salem Township Supervisor, regarding the use of the Sheriff Substation by the Salem Township contract deputy and that the Accountant be instructed to cancel the invoice.

The motion carried.

B. MEALS ON WHEELS – 2004 DONATION

Ann Harris, Executive Director of the Ypsilanti Meals on Wheels, wrote to thank the Board for the 2004 Donation to Meals on Wheels, which served Township residents with hot and cold meals in 2004. Meals on Wheels provided 2083 hot meals, 709 cold meals, 50 emergency meals and 13 holiday meals to 9 Superior Township residents in 2004. The Township contribution paid approximately 75¢ per meal. The Clerk has

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placed a notice in the *Ypsilanti Courier* that such a donation was made by the Board.

It was moved by McKinney, supported by Caviston, that the Superior Charter Township Board receive the letter from Ann Harris thanking the Board for the \$2,150.00 donation to Meals on Wheels.

The motion carried.

9. OLD BUSINESS

There was none.

10. NEW BUSINESS

**A. HIRE CDPA AS ARCHITECT FOR UTILITY
MAINTENANCE FACILITY**

Emmanuel Kollias, AIA, from ADPA was present to give the Board an overview of the project and schematics of the project. Rick Church, Utilities Director, was also present to answer questions.

It was moved by Williams, supported by McKinney, that the Superior Charter Township Board adopt the following Resolution:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
JANUARY 18, 2005**

**A RESOLUTION TO HIRE CDPA AS ARCHITECTS FOR THE UTILITY
MAINTENANCE FACILITY**

WHEREAS, on February 17, 2004, the Superior Charter Township Board hired the architectural firm of CDPA to do a facilities building needs assessment for the Utility Department for \$6,000.00 of which \$5,000.00 would apply to the design of the building if CDPA were hired to do the design; and

WHEREAS, on April 5, 2004, the Board authorized OHM, the Township Engineers, to conduct a survey of the Township-owned Woolman Oval site on MacArthur as a possible site for the proposed Utility Maintenance Facility for \$28,750.00; and

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WHEREAS, on September 7, 2004, the Superior Charter Township Board held a work session on the Utility Department Capital Improvement Program, during which the proposed Utility Maintenance Facility was discussed; and

WHEREAS, on September 20, 2004, the Board considered two options for the design of the proposed Facility and approved Option A – a 12,740 sq. ft. facility at a projected cost of \$2,435,400.00; and

WHEREAS, on September 20, 2004, the Board authorized the Utility Department to proceed with obtaining proposals for professional services to design and oversee the site development and building construction for the proposed Utility Maintenance Facility; and

WHEREAS, the Utility Department sent request for proposals to four architectural firms that specialize in public buildings and the Interview Committee consisting of the Utility Department, Supervisor, Clerk, and Treasurer interviewed two of the firms that seem to best fit the needs of the Utility Department; and

WHEREAS, CDPA, the architectural firm that recently designed and oversaw the construction of the Fire Hall at the corner of Prospect and Ford to the complete satisfaction of the Fire Department, was one of the two firms; and

WHEREAS the Interview Committee, after careful consideration of all issues, recommended that CDPA be retained for the project;

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board concur with the recommendation of the Interview Committee and authorize the Supervisor to sign the contract with CDPA for professional services to design and oversee the site development and building construction for the proposed Utility Maintenance Facility for 6.5% of the construction costs with a \$5,000.00 credit.

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

B. SECTION 36 UTILITY PROJECT CONTRACT

On April 4, 2004, the Township Board adopted a Resolution allowing two developers, REI East Course 1, LLC (Woodside Village) and Geddes East LLC (Amberwood), to extend the sewer and water lines to their

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developments at their expense. The Resolution adopted on April 4 authorized the Supervisor to sign the proposal from OHM for Preliminary Engineering and Surveying Services relating to the construction of the utilities which would be Superior Charter Township Utilities after construction.

On June 21, 2004, the Board approved the contract for engineering services for the Section 36 Project from funds deposited in escrow from the developers. At the same meeting the Board approved a resolution allowing the developers to select their own mutually-agreed-upon contractor to perform the work with the consent of the Township.

Throughout the summer and fall of 2004 the Utility Department, OHM, and the developers' engineering firms have been working on the plans and obtaining easements for the project.

In November the developers instructed OHM to send bid documents to five pre-selected contractors for a bid opening on December 13, 2004. No other contractors picked up plans and specifications for the project. The documents stated that the Township had the right to reject all bids. Proposals were received from three bidders. The bids were analyzed by OHM and the developers and it was determined that Stante Excavating was the best contractor for the project.

It was moved by Caviston, supported by McKinney, that the Superior Charter Township concur with the recommendation of OHM and adopt the following Resolution:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO AWARD
CONTRACT FOR CONSTRUCTION
OF THE SECTION 36 UTILITY PROJECT
TO STANTE EXCAVATING**

WHEREAS, REI EAST COURSE 1 LLC, hereinafter REI, and GEDDES EAST LLC, hereinafter GEDDES EAST, have previously agreed to bear all the costs of the Section 36 Utility Project, hereinafter the Project, for certain additions to the Township's sanitary sewer and water systems; and

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WHEREAS, the Township was therefore not required to use the competitive bid process for selection of a contractor to construct the Project, but did by agreement with REI and GEDDES EAST solicit sealed bids from certain contractors, reserving the right to accept any bid, reject any bid or waive irregularities in bids; and

WHEREAS, after review of said bids it appeared that there were irregularities which could have warranted rejection of all bids; and

WHEREAS, the Township could have chosen to rebid the Project but such action would have delayed construction of the Project and thus been a detriment to REI and GEDDES EAST, so that they requested that the Township instead consider negotiation and revision of the bids submitted; and

WHEREAS, by subsequent negotiation with Stante Excavating a revised bid has been obtained in the amount of \$2,840,394.00 which is acceptable to REI and GEDDES EAST, and which has been recommended by the Township's engineers for award of the contract for construction of the Project; and

WHEREAS, the Township is concerned about the possibility of a claim or lawsuit by one or more of the other bidders on the Project and REI and GEDDES EAST are willing to protect the Township from liability pursuant to any such claim or lawsuit as set forth in a proposed Agreement between REI and GEDDES EAST and the Township;

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby award the contract for the Project to Stante Excavating in the amount of \$2,840,394.00, as recommended by the Township's engineers, contingent upon REI and GEDDES EAST signing the proposed Agreement for indemnification of the Township in the form attached hereto and made a part hereof, and does further authorize the Township

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Supervisor, William A. McFarlane, to sign the Agreement for indemnity, and then the contract for the Project.

CERTIFICATE

I, Kay Williams, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board for Superior Charter Township, County of Washtenaw, State of Michigan, at the regular meeting held on January 18, 2005, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Kay Williams, Clerk
Charter Township of Superior

Dated: January 18, 2005

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

**C. UTILITY DEPARTMENT REQUEST TO UPGRADE
BOOSTER STATION TELEMETRY**

The Utility Department requested permission to proceed with the purchase and installation of equipment needed to upgrade the Geddes Road water booster station in order to bring it on-line with the recently purchased and installed Supervisory Control and Data Acquisition (SCADA) system. The system is designed to utilize two-way radio communication to remotely monitor critical stations within the water/sewer district. Funds are available in the Capital Reserves. Rick Church explained how the equipment will be used.

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It was moved by McKinney, supported by Caviston, that the Superior Charter Township Board authorize the Utility Department to purchase and install the Motorola RTU from UIS Programmable Services, Inc, for \$7,689.00.

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

D. 2005 CENTRAL DISPATCH CONTRACT

The Washtenaw County Sheriff Department has sent the 2005 contract for Fire Dispatch Services which provides dispatching services on an "as needed" basis twenty-four (24) hours a day every day of the year.

It was moved by Williams, supported by Lewis, that the Superior Charter Township Board authorize the Supervisor to sign the Washtenaw County 2005 Fire Dispatch Services Contract for \$1,173.67.

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

E. YPSILANTI LIBRARY CONTRACT

The Ypsilanti Library Contract for 2005 is identical to the 2004 contract. McFarlane met with the Library Director, Jill Morey, and agreed to place a Library millage on the ballot in 2006. In the meantime, the Library contract will be renewed each year under the same terms. The Library Board has not agreed to these terms at this time, and if they disagree, the contact will be renegotiated. Ms. Morey will be attending the February 21st meeting to discuss the Library.

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It was moved by Caviston, supported by Green, that the Superior Charter Township Board authorize the Supervisor to sign the contract with the Ypsilanti Library for library services for Township residents for an initial cost of \$46,000.00 to be adjusted for additional costs per the contract assuming that the contract is approved by the Library Board.

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

F. PURCHASE NEW SERVER, SERVER SOFTWARE, BACK-UP EQUIPMENT & WORK STATIONS

The Township has outgrown the present tape back-up equipment and software as the database continues to increase. We cannot implement upgrades in accounting, assessing, tax, and building permit software with our current software. Parhelion, the Township computer consultant, has procured three quotes through the government pricing division of IBM, Compaq, and Dell for a new server, server software and back-up drive and software. Dell was the low bid and they offer support and replacement parts. The Dell system costs \$13,885.00. Nine of the Township work stations are old and below the specifications recommended to run the new versions of software currently needed. The cost of a new work station is \$589.00 which includes Windows XP software. It will be necessary to upgrade to Office XP which costs \$299.00 for each new work station. Three of these nine stations will be used by the Building Department, which will be billed a portion of the General Fund's overall computer costs. The estimated installation cost for the new equipment is \$3,800.00. The 2005 General Fund Budget for computers is \$42,000.00.

It was moved by Caviston, supported by McKinney, that the Superior Charter Township Board authorize the following expenditures to upgrade the Township computer equipment:

Dell Back-up Drive and Software	\$13,885.00
Nine work stations and software	7,992.00
Installation by Parhelion	<u>3,800.00</u>

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Total **\$25,677.00**

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

G. PURCHASE LAPTOPS FOR BUILDING DEPARTMENT

The Building Department has a need for three laptop computers for use in the field. This will substantially reduce the amount of paperwork and provide the inspectors with extended information on each property during inspections. Parhelion has received quotes from the government purchasing division of Dell, Toshiba, HP/Compaq, and Panasonic. Parhelion also checked with the Township software providers, BS&A, and recommends that the Department purchase three Dell laptop computers plus wireless installation. The 2005 Building Fund Budget for computers is \$12,000.00.

It was moved by Caviston, supported by McKinney, that the Superior Charter Township Board authorize the purchase of three Dell laptop computers for \$7,683.00 plus \$189.00 for the wireless router and \$400.00 to install for use by the Building Department for an amount not to exceed \$8,272.00 from the Building Fund.

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

H. BARTON DRIVE – M14 INTERCHANGE

The Barton Drive – M14 interchange has been a problem since it was built. It needs to be upgraded, but not closed unless another interchange is built near it to handle the traffic.

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It was moved by Williams, supported by Caviston, that the Superior Charter Township Board adopt the following Resolution:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

JANUARY 18, 2005

**A RESOLUTION SUPPORTING KEEPING THE BARTON DRIVE-M-14
INTERCHANGE OPEN**

WHEREAS the residents of Superior Charter Township use the Barton Drive – M-14 Interchange for access to and from the City of Ann Arbor, the Township of Ann Arbor, and the area freeways; and

WHEREAS the traffic on Plymouth Road through Dixboro would significantly increase if the interchange were closed; and

WHEREAS the interchange allows a direct route to the City of Ann Arbor thereby saving time and energy costs; and

WHEREAS the Washtenaw County Road Commission, the Washtenaw Area Transportation Study, Ann Arbor Township, and the Village of Barton Hills are all on record in favor of keeping the Interchange fully open;

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board strongly supports keeping the Barton Drive – M14 Interchange fully open to all traffic while urging the Michigan Department of Transportation to continue to make safety improvements to the interchange.

Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

I. GENERAL FUND BUDGET AMENDMENTS

It was moved by Lewis, supported by Caviston, that the 2005 General Fund Budget be amended as follows:

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Increase the following items:

101-209-702-050	Deputy Assessor Salary	\$456.00
101-209-702-075	Assistant Assessor Salary	224.00

Decrease the following item:

101-890-890-000	Contingencies	\$680.00
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Roll call vote:

Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

J. ELECTION CONSOLIDATION CONTRACT

The Michigan State Legislature enacted a series of laws in 2003 and 2004 which changes how elections, and particularly school elections, are conducted. As of January 2005, all elections must be on one of four dates and be conducted by either the county clerk or the local clerk. Schools were required to designate a date for their elections and local clerks had the option of “opting in” to run the local school election. Election Coordinating Committees were to be formed in January 2005, and these committees have 14 days to determine how each school district election will be run. As school districts cross local municipal and even county boundaries, this is a daunting task. If the Township decides to “opt in” and run the school elections, the Clerk (and Supervisor) must sign a contract. The County has prepared a sample contract for the Board to consider. The Election Coordinating Committee for each school district will finalize the contracts on January 19. Clerk Williams requested that the Board review the proposed contracts and authorize the Supervisor and Clerk to sign if certain items are clarified at the January 19 meeting.

It was moved by Caviston, supported by Phillips, that the Superior Charter Township Board authorize the Supervisor and Clerk to sign the Election Coordinating Committee Agreements in substantially the proposed form if and when the terms are satisfactory to both.

Roll call vote:

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Ayes: McFarlane, Williams, McKinney, Caviston, Green, Lewis, Phillips

Nays: None

The motion carried.

K. APPOINTMENTS TO STORM WATER ADVISORY COMMITTEE

The Phase II Stormwater Permit requires that a Citizens Advisory Committee be established. The Supervisor recommended that Caviston, Kurath and Kuehn be appointed.

It was moved by Williams, supported by Lewis, that the Superior Charter Township Board concur with the recommendation of the Supervisor and appoint Nancy Caviston, Ellen Kurath, and Deborah Kuehn to the Washtenaw County Phase II Stormwater Permit Citizens Advisory Committee.

The motion carried.

11. PAYMENT OF BILLS

It was moved by McKinney, supported by Lewis, that the bills be paid in the following amounts: Law Fund - \$942.90 and Utilities Fund - \$31,711.95 for a total of \$32,654.85.

The motion carried.

12. PLEAS AND PETITIONS

David Guenther, 2365 Leforge, asked about the Historic District. Williams answered that the Heritage Ordinance has been adopted, but she became Clerk immediately afterward and no one else has organized the committee. She will put his name of the list of possible committee members and perhaps the committee might convene in the near future.

Phillips noted that the additional assessments did not cover the revenue lost from the cuts in Revenue Sharing from the State.

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13. ADJOURNMENT

It was moved by McKinney, supported by Williams, that the meeting adjourn.

The motion carried and the meeting adjourned at 9:30 p.m.

Respectfully submitted,

Kay Williams, Clerk