

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
MAY 15, 2017
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 Ken Schwartz at 7:05p.m. on May 15, 2017 at the Superior Township Hall, 3040 North Prospect, Superior Township, Michigan.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

The members present were Nancy Caviston, Lynette Findley, Rodrick Green, Brenda McKinney Lisa Lewis, Ken Schwartz and Alex Williams.

Absent: None

4. ADOPTION OF AGENDA

It was moved by McKinney, supported by Caviston, to adopt the agenda with the following additions:

Reports - Treasurer's Investment Report as of March 31, 2017 (F)

New Business - Motion for SLC Endpoints Cloud Based Meter Reading (F)

The motion carried by unanimous vote.

5. APPROVAL OF MINUTES

A. SPECIAL MEETING OF APRIL 13, 2017

It was moved by Green, supported by Caviston, to approve the minutes of the special Board meeting of April 13, 2017 as presented.

Motion carried by unanimous vote.

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B. REGULAR MEETING OF APRIL 17, 2017

It was moved by Findley, supported by Caviston, to approve the minutes of the regular Board Meeting of April 17, 2017 as presented.

The motion carried by unanimous vote.

6. CITIZEN PARTICIPATION

None

7. PRESENTATIONS AND PUBLIC HEARINGS

A. PFEFFER, HANNIFORD AND PALKA, CPA's, FY2016 AUDIT

Ken Palka presented the Township of Superior FY2016 audit report. Please find the full audit report on pages 11- 90 in the Board Packet. The following points were gleaned from the report by Mr. Palka:

- The audit of fiscal year 2016 for Charter Township of Superior was completed March 6 – 9, 2017.
- He thanked us for employing them and also gave a special thank you to Nancy Mason, Bookkeeper, Keith Lockie, Controller and Mary Burton, Billing Operations Manager.
- In accordance to the auditing standards generally accepted in the United States, Superior Township is in solid financial condition.
- Last year combined Parks & Recreation with General Fund. Page 66 reflects the \$1.9 million in total revenues and the \$2.1 million in total expenditures. Spent \$521,412 on roads last year.
- Page 21 is a recap to the board of overall General Fund, Fire Fund, Law Fund and Other Non-major Funds. Fire Fund had \$2.1 million in revenue and showed an increase in fund balance by \$94,441. Fire Fund finished the year with \$2.6 fund balance.
- Total fund balance for all accounts just under \$6.6 million.
- Page 68 accounts for all non-major funds. Building fund balance is \$662,500
- Page 24 includes water and sewer revenues of \$4.2 million. Trunk and transmission fees of \$581,250 which brings the total assets to \$19.4 million.
- Page 80 shows Utility Fund net revenues over expenses at \$319,191
- Treasurer McKinney asked Ken Palka on a scale of 1 to 10, what would Superior Township ranking be compared to other Townships. Palka stated that the Superior Township would get an A+.
- Mr. Palka went over several of the graphs which are on pages 81-90

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- Graph – 1 \$1,037,971 representing State Shared Revenue
- Graph – 4 Revenues always exceeded expenditures
- Graph – 5 represents \$1.8 million undesignated funds

Mr. Palka said the Township had a good report. Only one concern mentioned related to a \$5 dollar increase that was not placed in the Superior Township Minutes for Health Savings Accounts (HSA).

Mr. Palka needed a motion to accept the Charter Township of Superior FY2016 Audit Report performed by Pfeffer, Hanniford and Palka.

It was moved by Green, supported by Caviston, to receive and accept the findings of the Charter Township of Superior FY2016 Audit Report as presented.

The motion carried by unanimous vote.

B. JCM MEDIA GROUP – JEFF TRAVILLA, CEO

Clerk Findley introduced and thanked Jeff Travilla and Joshua Dean of JCM Media Group who were contracted by Superior Township in August of 2016 to develop a new Township website. Clerk Findley and Deputy Clerk Paula Jefferson have been working with JCM to create the website. Deputy Clerk Jefferson has been the main contact person and will continue to be the webmaster for Superior Township's website.

Jeff and others made the following points about the new website:

- Jeff thanked Paula for being the main contact for the new website. The new website address when released will be Superiortownship.org Prior to release, they will still do some corrections.
- Treasurer McKinney commented on the new logo and that it was time to update it.
- Jeff shared the interactive maps for voting districts and school districts.
- He shared the various links on the website.
- Sandy Lopez asked about the font size and he stated that it is adjustable on your screen.
- There is a new feature for calendar of events.
- There is an alert feature allowing residents to receive alerts which one can subscribe to or unsubscribe.
- Trustee Caviston ask if the newsletter can be added. Clerk Findley stated that it is already a feature and was on the previous website. She was concerned about the high cost of each newsletter (\$4,500.00) and wanted to know if we could place an Opt-out of receiving the paper version and just rely on the website version. Jeff said that he would add this option.

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- Sandy Lopez ask if the photo gallery could be broken into sections and have captions on the photos. Jeff stated they will work on it.
- Trustee Caviston said we have been waiting on a new website for a long time.
- Supervisor Schwartz said this is our soft launch.
- Treasurer McKinney asked once the contract with JCM is fulfilled, can we retain them. Jeff stated that Deputy Clerk Jefferson has the skillset to do the majority of the work needed. He also added that they did Ann Arbor Township three years ago and the Clerk had not called them yet.
- Treasurer McKinney wanted to know can we process taxes starting tomorrow and does it link to the County website for taxes? Deputy Clerk Jefferson can do the add-on links as the webmaster.

Supervisor Schwartz thanked JCM again and suggested we take a seven minute break to provide time for JCM to pack up the monitor they brought to share the website.

Supervisor Schwartz reconvened the meeting at 7:56 p.m.

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- On Wednesday May 17, the Master Plan for Staebler Farm Master Plan will be presented by Washtenaw County Parks and Recreation Commission at 7:00 p.m. in Superior Township Hall. Brenda Baker moved the date of the Committee to Promote Superior Township to a later date to accommodate this meeting.
- Melissa Brooks, assistant assessor resigned. We are trying to bring candidates in to fill the position.
- Jacob Rushlow from OHM is leaving for a position in Livonia. His replacement will be George Tsakoff. He will be at our next meeting to be introduced.
- Supervisor Schwartz and Clerk Findley met with Habitat for Humanity regarding the two houses on Harvest Lane. Habitat has encountered difficulties selling one of the homes due to the blight across the street. Supervisor Schwartz has been working with the landlord of the home for clean-up.
- We took 1621 Harvest Lane to court for a default judgment. The house has now been condemned.
- Habitat for Humanity would like to make an offer on the home at 1970 Panama.
- The Habitat for Humanity home at 1624 Wiard has sold. There should be a grand opening in the next 30 days.
- Habitat for Humanity has agreed to co-sponsor with the Township, a clean-up day around the Harvest Lane area which will be scheduled in June.

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- Supervisor Schwartz and Clerk Findley attended the Matthaei Farms. Supervisor Schwartz introduced Clerk Findley and gave an update on Superior Township. He also mentioned the \$3,000.00 left by the estate of Jerry Gooding to plant trees on Gale Rd.
- Dean Solden purchased the notes for Fairfax Manor. He owns Vibrant Life Communities in Michigan and Northern Ohio. Fred Lucas is trying to work with Rex Lanyi to avoid the foreclosure process.
- Treasurer McKinney added to Supervisor Schwartz's report by stating that Superior Township Utilities Department has 192 commercial users and 3,245 residential users.

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

It was moved by Green, supported by Caviston, that the Superior Township Board receive all reports.

The motion carried by unanimous vote.

C. UTILITY DEPARTMENT FINANCIAL REPORTS PERIOD ENDING MARCH 31, 2017.

It was moved by McKinney, supported by Lewis, to receive the Utility Department Financial reports Period Ending March 31, 2017.

The motion carried by unanimous vote.

D. FINANCIAL REPORTS, ALL FUNDS, as of DECEMBER 31, 2016

It was moved by Caviston, supported by Lewis, to receive the Financial Reports, All Funds as of December 31, 2016.

The motion carried by unanimous vote.

E. FINANCIAL REPORTS, ALL FUNDS, as of MARCH 31, 2017

It was moved by Caviston, supported by McKinney, to receive the Financial Reports, All Funds as of March 31, 2017.

F. TREASURER'S INVESTMENT REPORT as of MARCH 31, 2017

It was moved by Green, supported by Lewis, to receive the Treasurer's Investment Report as of March 31, 2017.

9. COMMUNICATIONS

A. COMPLIMENTARY LETTER from JACKIE LIEBMAN to SUPERIOR SCENES EDITOR, NANCY CAVISTON, TRUSTEE

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- B. FLYER – COMMUNITY CONVERSATIONS, HOSTED by the YPSILANTI DISTRICT LIBRARY**
- C. FLYER – 48198 – OUR COMMUNITY MATTERS!!! SATURDAY, MAY 20, 2017 11am-1pm**

It was moved by Caviston, supported by Lewis, to receive Communications report as presented.

The motion carried by unanimous vote.

10. UNFINISHED BUSINESS

- A. RESOLUTION 2017- 14 ORDINANCE NO. 192 of the 2015 INTERNATIONAL FIRE CODE – 2ND READING & ADOPTION**

It following resolution was moved by Lewis, supported by Green:

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

RESOLUTION ESTABLISHING ORDINANCE NO: 192

Fire Prevention Code of the Charter Township of Superior

Resolution Number: 2017-14

Date: May 15, 2017

WHEREAS, the Charter Township of Superior is currently operating under Superior Township Ordinance 190, the “Fire Prevention Code of the Charter Township of Superior, Ordinance # 190, passed by the Superior Township Board of Trustees February 16, 2016; and,

WHEREAS, fire science is an ever evolving subject with amendments and new procedures being adopted as public policy from time to time; and,

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WHEREAS, the International Fire Code was updated and modified in 2015 as new rules and procedures were promulgated by the International Code Council thus requiring the repeal and replacement of inconsistent township ordinances thereof.

NOW THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby adopts Ordinance 192 which shall be known as the “Fire Prevention Code of the Charter Township of Superior”.

BE IT FURTHER RESOLVED that upon final approval and adoption, Superior Township Ordinance 190, effective February 16, 2016, is hereby repealed.

BE IT FURTHER RESOLVED that this ordinance is effective upon publication.

Roll Call Vote:

Ayes: Caviston, Green, Williams, Lewis, Findley, McKinney, Schwartz

Nays: None

The resolution carried by unanimous vote.

11. NEW BUSINESS

A. ROAD IMPROVEMENT PROJECTS for 2017

Supervisor Schwartz shared the he requested dust control when he was at the meeting with the Washtenaw County Road Commission. There is \$96,000 left that will be paid for by federal government for roads on Panama. More than likely, these federal funds will be removed in the future. Lakeview’s management has been complaining about the terrible roads. We have already spent \$40,000 on the Cherry Hill Culvert. In 2014, we increased the township wide gravel to 3,000 tons. Schwartz believes we can get by with 1,000 tons this year. Geddes Ridge Sub-division will get \$27,000 for tree trimming and crack sealing which should cover for five years. Tanglewood, Spring Hill and Creekside asphalt is completely shot. Supervisor Schwartz ask for the Board’s approval to give him the authority to contract with Hutch Paving. The Road Commission would have to give Hutch approval. Vorhies is \$186,000 and this is where the swamp is located.

A motion was made by Lewis to approve 2017 Superior Township Agreement for the following projects 1,3,4,5,6,7. A friendly amendment was added by Williams to include 2.

1. Dust Control for 3 applications \$31,422.00
2. Vorhies Road, M-14 to Warren Rd. \$186,000.00
3. Lakeview Estates Drive, Berkshire to end of road. \$70,900.00
4. Panama Court & Panama Avenue, Dawn Street. \$88,200.00

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5. Cherry Hill Road, Gotfredson Road. \$33,100.00
6. Cherry Hill Road, Gotfredson Road to Napier Road.\$41,100.00
7. Township-wide Limestone 2 tons.\$36,800.00

Roll Call Vote:

Ayes: McKinney, Schwartz, Findley, Lewis, Williams, Green, Caviston

Nays: None

The resolution carried by unanimous vote.

B. RESOLUTION 2017-15, GEDDES RIDGE STREET CRACK SEALING

Supervisor Schwartz explained Geddes Ridge is in fair condition, but a second application of crack seal is needed.

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

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

**RESOLUTION TO ACCEPT BID FROM
HUTCH PAVING FOR SEAL CRACK
FOR GEDDES RIDGE SUBDIVISION**

Resolution Number: 2017-15

Date: May 15, 2017

WHEREAS, the Geddes Ridge subdivision is in Superior Township and located south of Geddes east of Harris; and,

WHEREAS, the roads for Geddes ridge are in fair to good condition and not yet deteriorated and can be rehabilitated with an 2nd application of crack seal; and,

WHEREAS, to apply a 2nd crack seal the roads in Geddes Ridge will lengthen the useful life of the roads and lower costs for the township in the long run; and,

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NOW THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby approves Hutch Paving to crack seal the public roads in the Geddes Ridge Subdivision in the total amount of \$10,175.00 payable from general fund line item 101-446-866-000, roads.

Roll Call Vote:

Ayes: Findley, Lewis, Williams, Green, Caviston, Schwartz, McKinney
Nays: None

The resolution carried by unanimous vote.

C. RESOLUTION 2017-16, SUMMER YOUTH CONTRACT with MICHIGAN WORKS, SE WASHTENAW COUNTY and the UNIVERSITY OF MICHIGAN

Supervisor Schwartz stated we will get three workers at \$1750.00 per person at 20 hours a week for 8 weeks. The kids insurance is covered already. We want them to have other skill building experiences such as 2 hrs. a week going to the library, and working in other Township offices such as Utilities, Township Hall Office, etc. Treasurer McKinney asked will females be included and will they be from our Township. Supervisor Schwartz and Clerk Findley both stated when they met with Shamar Herron from Michigan Works, we specifically stated having all of our workers from Superior Township.

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

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

**RESOLUTION TO ACCEPT SUMMER YOUTH CONTRACT WITH MICHIGAN
WORKS SE, WASHTENAW COUNTY AND THE UNIVERSITY OF MICHIGAN**

RESOLUTION 2017-16

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WHEREAS, the Superior Township has been offered to participate in a summer youth work program for the summer of 2017; and,

WHEREAS, the proposed summer workforce and schedule will be for three (3) Superior Township youths to work Twenty (20) hours per week for eight (8) weeks at the rate of \$9.78 per hour, including taxes, to be supervised by Superior Township personnel per a contract with Washtenaw County.

NOW THEREFORE BE IT RESOLVED that the Superior Charter Township Board of Trustees adopts the proposed summer youth work program and authorizes the Supervisor to execute the contract and all other necessary documentation.

Roll Call Vote:

Ayes: Green, Williams, Lewis, McKinney (only if youth are from Superior Township), Schwartz, Caviston, Findley

The resolution carried by unanimous vote.

D. RESOLUTION 2017-17, ROOF REPAIR TO FIRE STATION TWO

Supervisor Schwartz stated we are experiencing water leaks in our firehouse and library due to the wind storm several weeks ago. We received three bids; from Kleinschmidt, Inc, Shain Roofing and Sheet Metal and Bloom.

The following resolution was moved by Lewis, supported by Green, to accept the bid by Shain Roofing at \$22,475.00:

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

**RESOLUTION TO ACCEPT BID
FOR ROOF REPAIR
TO FIRE STATION TWO**

RESOLUTION 2017-17

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WHEREAS, fire station number two has a defective roof and needs to be replaced; and,

WHEREAS, the roof is currently leaking and in need of repair and replacement; and,

WHEREAS, the fire chief has solicited three proposals;

NOW THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby approves Shain Roofing and Sheet Metal to repair and replace the roof at fire station number two at a cost of \$22,475.00. and authorizes the Supervisor to execute any necessary documents.

Roll Call Vote:

Ayes: Caviston, Green, Williams, Lewis, Findley, Schwartz, McKinney

Nays: None

The resolution carried by unanimous vote.

E. RESOLUTION 2017-18, GEDDES RIDGE TREE TRIMMING and REMOVAL

Supervisor Schwartz stated there we have never done tree trimming in Geddes Ridge and they are in need of trimming.

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

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

**RESOLUTION TO ACCEPT BID FROM
GREENSTREET TREE SERVICE
FOR GEDDES RIDGE SUBDIVISION**

RESOLUTION 2017-18

Date: May 15, 2017

WHEREAS, the Geddes Ridge subdivision is in Superior Township and located south of Geddes east of Harris; and,

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WHEREAS, the street trees for Geddes Ridge have never been trimmed and are in fair to poor condition, and not yet deteriorated to the point that they cannot be rehabilitated; and,

NOW THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby approves Greenstreet Tree Service to trim the public street trees in the Geddes Ridge Subdivision in the total amount of \$16,300.00 payable from general fund line item 101-446-866-000, roads.

Roll Call Vote:

Ayes: Williams, Lewis, McKinney, Schwartz, Caviston, Findley, Green

The resolution carried by unanimous vote.

F. END POINTS PURCHASE

Supervisor Schwartz stated the MXU units are failing and that some are over 15 years old. He is recommended Utility Department replace them with SLC Endpoints. We need 200 for replacement. The same product is used at YUCA. They send a signal to the cloud every hour and can check on water usage and send an alert. It would increase \$1.00 per month to the customer. All new buildings will be required to use. We have 3245 residential users and 192 commercial users. We are purchasing 200 units at \$21,730.00. YUCA has 80% transitioned and it has cut back in terms of manpower. The Board will be approving the purchase, set-up charge and the \$1.00 per month engagement fee.

A motion was made by McKinney, supported by Lewis, to approve the purchase 200 Endpoint Cloud Meter Reading Units.

Roll Call Vote:

Ayes: McKinney, Findley, Lewis, Williams, Green, Caviston, Schwartz

Nays: None

The motion carried by unanimous vote.

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12. BILLS for PAYMENT and RECORD of DISBURSEMENTS

It was moved by Caviston, supported by McKinney, to receive bills for payment and record of disbursements in the amount of \$998,276.53

The motion carried by unanimous vote.

13. PLEAS and PETITIONS

None

14. ADJOURNMENT

It was moved by Caviston, supported by Lewis, that the meeting be adjourned. The motion carried and the meeting adjourned at 9:35 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor