

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
DECEMBER 4, 2006
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 December 4, 2006, 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, Rodrick Green, Lisa Lewis, and David Phillips. Nancy Caviston was absent.

4. ADOPTION OF AGENDA

It was moved by Lewis, supported by McKinney, to adopt the agenda as amended.

The motion carried.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF NOVEMBER 20, 2006

It was moved by McKinney, supported by Green, to approve the minutes of the regular Board meeting of November 20, 2006, as presented.

The motion carried.

6. CITIZEN PARTICIPATION

Marion Morris, Chair of the Superior Land Conservancy, reported that the Southeast Michigan Land Conservancy had raised \$160,000 of the \$300,000 needed to secure the development rights on the Schultz property at Harris and Geddes. She thinks the other \$140,000 will be forthcoming by the February deadline. The Superior Charter Township Board has promised \$10,000 toward the project.

7. REPORTS

A. SUPERVISOR

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The Supervisor reported on four items:

1. Mrs. Brothers, who owns the house and approximately ½ acre of land which is surrounded by the Township Hall site, has expressed an interest in selling the property.

It was moved by McKinney, supported by Green, that the administrative staff pursue the possibility of purchasing the property.

The motion carried unanimously.

2. McFarlane attended a training session on defending Township Master Plans sponsored by the Washtenaw County Planning Department. The “Five C’s” of the public purposes of Master Plans are (1) Community Character, (2) Compatibility, (3) Conservation and Open Space, (4) Capacity, and (5) Consistency with other Plan Provisions. He will be sending the training materials to the Planning Commission.
3. The staff is reviewing a Junk Vehicle Ordinance to attempt to resolve the problems with unlicensed vehicles. The Sheriff deputies would enforce the ordinance if adopted.
4. Residents from Geddes Ridge Subdivision have petitioned to have a special assessment district established to place an entry sign for their subdivision. OHM is currently checking the proposed site to determine what utility lines might be impacted by the sign.

**B. DEPARTMENT REPORTS: UTILITY DEPARTMENT,
PLANNING ADMINISTRATOR, PARK COMMISSION
MINUTES**

It was moved by McKinney, supported by Green, that the Utility Department Report for November, the Planning Administrator Report dated November 30, and the Park Commission minutes for the October 23, 2006 meeting be received.

The motion carried.

8. COMMUNICATIONS

**A. TIMOTHY AND DIANNA SHUNK – UTILITY DEPARTMENT
WATER BILL**

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Timothy and Dianna Shunk recently had their water meter upgraded and the reader was changed to an electronic reading device. At that time it was noted that the 30-year-old, outside reader had not been accurately recording the amount of water used in the home. The difference in water usage recorded by the reader and the actual meter, calculated at the applicable rates for the past six years, amounted to a water bill in the amount of \$987.57. Timothy Shunks, who was present at the meeting and who has lived in the house for 10 years, asked the Board to reduce the bill by 1/3 as their fair share of the bill. He maintains that the inside meter has not been read for the 30 years. However, the Utility Department has records which show that the meter was read when the Shunks purchased the house and do not show any discrepancy between the meter and the outside reader at that time. Rick Church, Utility Director, and Diana Ravis, Utility Office Manager, were present to explain how the Department has handled final readings for the past 30 years.

After much discussion, it was moved by McKinney, supported by Green, that the letter from Timothy and Dianna Shunk regarding their water bill be received and that the Shunks be allowed one year to pay the bill with no penalty.

The motion carried.

**B. UTILITY DEPARTMENT – WATER METER READER
UPGRADE PROJECT**

The Utility Department has been working on up-grading all of the equipment that is used to remotely read meters for billing purposes. This involves changing the inside meter and removing the outside reader. This has been accomplished in most homes. However, there are 25 homes whose residents have not contacted the Department to set up appointments despite several letters and notices placed on their doors. In order to finish the project and avoid the need for any water shut-offs, the Department will be offering a limited number of Saturday and/or evening appointments to accommodate these residents.

It was moved by McKinney, supported by Williams, that the communication from the Utility Department concerning the water meter upgrade project be received and that the Board continues to support the Utility Ordinance in all respects including the possibility of water shut-offs.

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The motion carried with Green voting no.

9. UNFINISHED BUSINESS

There was none.

10. NEW BUSINESS

A. APPOINT BOARD OF REVIEW

The Board of Review needs to be appointed again as they were not requested to take the oath of office in the required 10 days after appointment.

It was moved by McKinney, supported by Phillips, that the Superior Charter Township Board concur with the recommendation of the Supervisor and reappoint Porshea Anderson Taylor, Stanley Stewart, and Donald Dugas to the Superior Charter Township Board of Review for two-year terms ending December 31, 2008.

The motion carried.

B. AGREEMENT FOR GEDDES/SUPERIOR ROUNDABOUT

It was moved by Williams, supported by Green, that the Superior Charter Township Board authorize the Supervisor to sign the following agreement:

**AGREEMENT BETWEEN
THE WASHTENAW COUNTY ROAD COMMISSION AND
CHARTER TOWNSHIP OF SUPERIOR
FOR THE GEDDES ROAD AT SUPERIOR ROAD MODERN ROUNDABOUT
PROJECT**

This AGREEMENT ("Agreement") is entered into as of the _____ day of _____, 2006, and memorializes and confirms certain verbal commitments and understandings previously made by the Washtenaw County Road Commission, with offices at 555 N. Zeeb Road, Ann Arbor, MI 48103 ("WCRC"), and the Charter Township of Superior, with offices at 3040 N. Prospect Road, Ypsilanti, Michigan, 48198 ("TOWNSHIP").

Statement of Facts

- A. WCRC is proposing to construct a modern roundabout at the intersection of Geddes Road and Superior Road within Sections 29 & 32 of the Charter Township of Superior.

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- B. WCRC has approached the TOWNSHIP requesting participation to construct: (1) a decorative stamped concrete “apron” about the perimeter of the central island and splitter islands. This work is shown within Exhibit ‘A’ of this Agreement; (2) a non-motorized pathway around the perimeter of the modern roundabout.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

- A. WCRC agrees to use its federal aid to construct the non-motorized pathway and decorative stamped concrete apron for the modern roundabout project. This federal aid is estimated at \$14,720 for the non-motorized pathway and \$70,320 for the decorative stamped concrete apron (Refer to Table 1 for cost figures).
- B. The TOWNSHIP agrees to fund the federal aid match (20%) to construct the non-motorized pathway and decorative stamped concrete apron for the modern roundabout. The TOWNSHIP shared costs are estimated at \$4,430 for the non-motorized pathway and \$17,580 for the decorative stamped concrete apron (Refer to Table 1 for cost figures).
- C. The TOWNSHIP has selected a natural stone sculptured granite surface pattern, or approved equivalent, as shown in Exhibit ‘B’ of this Agreement for the construction of the decorative stamped concrete apron. The color of the apron will be red.
- D. Upon award of the construction contract for the modern roundabout project, WCRC will invoice the TOWNSHIP for the full amount of matching money to construct the non-motorized pathway and decorative stamped concrete apron. The TOWNSHIP shall have thirty (30) calendar days to submit payment to WCRC for the above-mentioned work. These funds shall be held by WCRC until payment is made to the project contractor.
- E. In the event a portion of the payment received from the TOWNSHIP is not used for contractor payment, WCRC shall return any unused portions to the TOWNSHIP within thirty days (30) of making final payment to the project contractor.
- F. It is understood that WCRC will not be responsible for any maintenance activities of the non-motorized pathway.

Table 1 – Cost Agreement Figures

	<u>WCRC Portion</u>	<u>TOWNSHIP Match</u>	<u>Total</u>
Non-Motorized Pathway	\$14,720	\$4,430	\$19,150
Decorative Stamped Concrete Apron	\$70,320	\$17,580	\$87,900
Total Estimated Project Costs	\$85,040	\$22,010	\$107,050

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT by affixing the signatures below effective as of the date set in the caption.

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CHATER TOWNSHIP OF SUPERIOR

WITNESSED

By: _____
Name: William McFarlane
It's: Township Supervisor

Name:

WASHTENAW COUNTY ROAD COMMISSION

By: _____
Name: David E. Rutledge
It's: Chair

Name:

By: _____
Name: Steven M. Puuri
It's: Managing Director

Name:

Roll call vote:

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

Nays: None

Absent: Caviston

The motion carried.

C. FOOD PREPARATION SINK FOR OLD TOWNSHIP HALL

Keith Lockie, Park Administrator, requested that a sink be installed in the Old Township Hall for food service for the Summer Learning Camp. Breakfast, lunch, and a snack are served to the campers and it is difficult without a sink. Money for renovations of the building is available.

It was moved by McKinney, supported by Green, that the Superior Charter Township Board approve the installation of a sink in the kitchen area of the Old Township Hall for a sum not to exceed \$3,500.00.

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The motion carried unanimously.

D. 2006 BUDGET AMENDMENTS

It was moved by Williams, supported by McKinney, that the Superior Charter Township Board amend the following 2006 Budgets:

General Fund

Increase the following line items:

101-000-574-050	State Right-of-Way Revenue	\$	1,097.00
101-000-626-000	Summer Tax Collection Fees		1,630.00
101-000-671-050	Unvested Pension/HCSP Refunds		2,135.00
101-101-727-050	Postage		2,000.00
101-191-703-000	Election Contract Services		5,000.00
101-191-900-000	Election Publishing		260.00
101-191-740-000	Election Operating Supplies		2,250.00
101-201-801-075	Legal Fees/Package Sewer		20,000.00
101-253-710-000	Treasurer Office - Training		475.00
101-253-717-000	Treasurer Taxable Benefits		582.00
101-253-717-050	Deputy Treasurer Taxable Benefits		975.00
101-253-740-000	Treasurer Operating Supplies		650.00
101-258-801-000	Professional Services/Computer		5,000.68
101-258-740-000	Computer Operating Supplies		1,500.00
101-410-801-010	Project Planning/Stage 1 Engineering		7,000.00
101-410-801-011	Non-project Engineering		1,200.00
101-411-900-000	ZBA Printing/Publishing		250.00
101-528-824-000	Composting		2,000.00
101-965-965-000	Transfer to Reserves		18,400.00

Decrease the following line items:

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101-000-605-000	Ordinance Violation Revenue	2,500.00
101-000-607-033	Engineering Review Fees	15,000.00
101-101-702-000	Township Board Salaries	3,200.00
101-101-702-050	Board Secretary Salary	2,200.00
101-101-801-000	Professional Services/Board	2,500.00
101-191-702-000	Election Salaries	5,260.00
101-191-727-050	Election Postage	1,501.36
101-191-702-037	Election/FICA Exempt Salaries	750.00
101-266-947-016	Engineer Plan Fees/Package Sewer	20,000.00
101-253-702-075	Treasurer/Assistant Salary	2,000.00
101-258-980-000	Computer Equipment	5,000.00
101-265-920-050	Buildings & Grounds Utilities	5,500.00
101-265-980-000	Buildings & Grounds Equipment	5,000.00
101-410-801-020	Project Costs above Base	13,000.00
101-266-947-004	Northeast Seniors	2,000.00
101-266-947-013	Old Town Hall Renovation	4,000.00
101-000-699-000	Appropriation/Fund Balance	22,233.68
101-965-964-000	Transfer to Law Fund	30,503.00

Fire Fund

Increase the following line items:

206-000-664-000	Interest	\$17,000.00
206-336-707-000	Part-time Wages	4,000.00
206-890-890-000	Contingencies	18,550.00

Decrease the following line items:

206-336-710-000	Training	\$ 4,500.00
206-336-716-000	Health Insurance	1,150.00
206-336-717-000	Taxable Benefits	5,200.00
206-336-702-000	Salaries	35,000.00
206-336-715-000	FICA	2,700.00

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Building Fund

Increase the following line items:

249-000-664-000	Interest	\$ 3,800.00
249-371-716-055	Health Insurance/Other Staff	1,000.00

Decrease the following line items:

249-000-610-000	Charges for Services	\$12,000.00
249-371-202-000	Computer Support/Equipment	8,000.00
249-371-265-000	Building Maintenance/Repair	4,800.00
249-371-801-000	Professional Services	3,000.00
249-000-699-000	Appropriation/Fund Balance	6,600.00

Park Fund

Increase the following line items:

508-000-671-000	Disposition of Assets	\$ 3,500.00
508-751-727-000	Office Supplies	800.00
508-751-850-000	Telecommunications	125.00
508-751-851-000	Insurance	7,600.00
508-751-860-000	Transportation	125.00
508-751-900-000	Printing	103.00
508-754-702-000	Seasonal Staff Salary	4,945.00
508-754-715-000	FICA Seasonal Staff	266.00
508-754-860-000	Transportation/Recreation	178.00
508-755-704-000	Seasonal Staff Salary	4,500.00
508-755-717-000	Taxable Benefit/Maintenance	3,311.00
508-755-740-001	Operating Supplies	2,198.00
508-755-951-000	Beautification	4,610.00
508-755-974-000	Small Tools	300.00

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508-000-699-000 Appropriation/Fund Balance 699.00

Decrease the following line items:

508-000-695-050	Donations	\$ 1,000.00
508-751-702-003	Janitorial Wages	1,664.00
508-751-702-001	Commissioner's Salary	1,332.00
508-751-702-002	Administrator's Salary	288.00
508-754-855-000	Admission Fees/Recreation	500.00
508-754-740-000	Operating Supplies/Recreation	453.00
508-754-850-000	Telecommunications/Recreation	274.00
508-754-703-000	Contract Services/Recreation	418.00
508-754-930-000	Repair & Main./Recreation	559.00
508-755-702-000	Park Ranger Salary	4,879.00
508-755-716-000	Health Insurance/Maintenance	345.00
508-755-716-001	Retirement Health/Maintenance	1,200.00
508-755-740-003	Herbicides	250.00
508-755-741-000	Uniforms/Maintenance	227.00
508-755-742-000	Fuel/Maintenance	500.00
508-755-850-000	Telecommunications/Maintenance	500.00
508-755-930-001	Controlled Burns	3,675.00
508-755-975-000	Signage	900.00
508-755-977-000	Equipment/Maintenance	7,898.00

Law Fund

Increase the following line item:

101-965-965-000 Appropriation/Fund Balance \$30,503.00

Decrease the following line item:

266-000-582-000 General Fund Contribution \$30,503.00

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Utility Fund

Operating and Maintenance:

Increase the following line items:

408	Penalty Income	\$ 7,000.00
425	Other Misc. Income	2,000.00
441	Interest on Bank Accounts	8,000.00
603	Longevity/Taxable Benefits	3,300.00
620AB	R&M Administration	1,000.00
643AB	Computer Services/Administration	10,000.00
665MF	Utilities/Maintenance	5,000.00
621	R&M System	20,000.00
637	Professional Services/Sanitary Sewer	1,000.00
856	Transfer to Capital Reserves	11,300.00

Decrease the following line items:

404	Water Sales	\$ 135,000.00
405	Sewer Sales	88,000.00
410	Meter Sales	16,000.00
423	Customer Call-Out Income	9,500.00
555	Water Purchased	70,000.00
560	Sewer Purchased	125,000.00
601	Salaries	20,000.00
602	Overtime Premium	2,500.00
607	Employee Insurance	25,000.00
609	Pension	10,000.00
610	MERS Health Savings	2,900.00
678MF	Cleaning/Maintenance	5,000.00
665LB	Utilities/ Lift & Booster	18,700.00
653	Employee Training	4,000.00

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Capital Reserves

Increase the following line items:

441	Interest	\$	80,000.00
809	Transfer from O&M		11,300.00

Decrease the following line items:

413	Availability Fee	\$	14,430.00
416	T & T Income		136,500.00

Debt Service

Increase line item 441 – Interest on Bank Accounts	\$5,000.00
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System Repair Service

Increase line item 441 – Interest on Bank Accounts	\$5,000.00
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Roll call vote:

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

Nays: None

Absent: Caviston

The motion carried.

E. GENERATOR SERVICE FOR FIRE STATIONS

It was moved by Williams, supported by Lewis, that the Superior Charter Township Board authorize the Supervisor to sign the contract with GenPower to provide routine inspections and maintenance for the generators at Fire Stations 1 and 2 for \$790.00.

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The motion carried unanimously.

11. PAYMENT OF BILLS

It was moved by McKinney, supported by Green, that the bills be paid in the following amounts: General Fund - \$13,084.00 for a total of \$13,084.00.

The motion carried.

12. PLEAS AND PETITIONS

There were none.

13. ADJOURNMENT

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

The motion carried and the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Kay Williams, Clerk