

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 1**

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 June 15, 2009, 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, Brenda McKinney, David Phillips, Nancy Caviston, Roderick Green, Lisa Lewis and Alex Williams.

4. ADOPTION OF AGENDA

It was moved by Caviston, seconded by McKinney, to adopt the agenda as presented.

The motion carried by a voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF MAY 18, 2009

It was moved by Caviston, seconded by Green, to approve the minutes of the regular Board meeting of May 18, 2009, as presented.

The motion carried by a voice vote.

6. CITIZEN PARTICIPATION

A. NON-AGENDA ITEMS

Ellen Kurath presented a letter to the Board which outlined the need for grading North Prospect Park. On November 11, 2008, the Board approved hiring Mow and Snow to grade the park for an amount not to exceed \$1,050.00. However, they were not able to complete the project prior to the winter and have not been responsive this spring. Supervisor McFarlane indicated he will attempt to contact Mow and Snow to determine if they will complete the grading this season.

7. REPORTS

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 2**

A. TOWNSHIP'S 2008 ANNUAL AUDIT

Ken Palka of Pfeffer, Hanniford and Palka, CPA (PHPCPA), reviewed the Township's 2008 Annual Audit. The Independent Auditor's Report provided by PHPCPA indicated that for fiscal year 2008, they found the Township to be in compliance with accounting principles generally accepted in the United States of America. PHPCPA did find some issues they feel the Township should address: Superior Township prefers to have PHPCPA add journal entries as needed to convert the fund financial statements to full accrual statements as required by GASB 34. Superior Township has found that this is more cost effective to have PHPCPA complete this task instead of hiring an outside firm. PHPCPA located several checks that were not properly signed, but were still cashed by the bank. PHPCPA found several invoices that were not properly signed, but were paid. Several escrow funds had carried negative balances for numerous years. PHPCPA recommended that these funds be reviewed for writing-off. The Township did not have an adopted petty cash policy. The Township does not have an adopted contract with the outside consultant for computer services. PHPCPA recommended additional security for the computer network server. The Township has already addressed and corrected some of these issues. The remaining issues will be corrected in the near future. Mr. Palka reviewed the financial statements for all funds. He stated that for FY 2008, the Township had good cash-flow and adequate fund balances in all accounts. Mr. Palka expressed that the Township is in excellent shape to address the current financial down-turn, which may include a reduction in State Shared Revenues, tax revenue and interest income. Mr. Palka also commended the Township for having 100% of its savings in insured or U.S. Government backed securities. The Township currently has \$15 million in such savings accounts.

B. SUPERVISOR REPORT

The Supervisor reported on the following:

The Fire Department is in the process of applying for grants for stimulus money for a new fire engine, a new fire station and the hiring of three additional firemen. The Township has requested proposals for energy audits of all Township buildings. The energy audits will identify renovations and upgrades the Township can make to improve energy efficiency. Audit information can also be used to apply for grants to make such improvements. In January 2009, the Township began a review of the Growth Management Plan (GMP). Supervisor McFarlane reviewed a Memo from the Planning Consultants which provided a schedule for the completion of the project. The Planning Consultant predicts the first draft of the GMP revision to be completed by September or October of this year. Clerk Phillips explained that the Township has been attempting to solicit input concerning the GMP revision from developers,

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 3**

including representatives from Hummana, LLC and Riverine Development Co. Inc. It is felt that having them provide comment and input during this review process may result in a smoother planning process in the future. The Township is going to receive \$38,000 less in State Shared Revenues in fiscal year 2009. The Supervisor estimated the Township will also experience a \$5,000 reduction in tax revenues this year. The Supervisor feels even with these and other reductions, the Township has adequate reserves to maintain its current level of services at its current millage rate. The Supervisor indicated that due to the decrease in inspections and corresponding fees, the Building Department is of some concern. Superior Township currently charges the lowest amount for building permits of any Township in the County. Supervisor McFarlane indicated the Building Department is going to raise the cost for permits fees so that they are slightly lower than the average all of the other communities in Washtenaw County.

C. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, ORDINANCE REPORT, SHERIFF'S REPORT AND ZONING REPORT

It was moved by Caviston, seconded by Green, that all reports be received.

The motion carried by a voice vote.

8. COMMUNICATIONS

A. MTA PRINCIPLES OF GOVERNANCE

The Michigan Townships Association has provided all of their member Townships with a certificate of "Principles of Governance". The certificate promotes the embracing of ethical conduct, collegial board deliberations, appropriate response to constituent concerns, pursuing education and knowledge and other principles of good government. The MTA encourages Township officials to sign the certificate and to post the certificate in a public location.

It was move by McKinney, seconded by Green, to adopt the "Principles of Governance", from the Michigan Township Association.

The motion carried by a voice vote.

B. FIBER LINK, INC., INSTALLATION OF FIBER OPTIC CABLE

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 4**

Fiber Link, Inc. will be constructing a fiber optic cable network to connect County Government buildings. The owner of the network will be an educational consortium named Washtenaw Educational Telecommunications System, consisting of Merit Network, Inc., Eastern Michigan University, Washtenaw County Government and Fiber Link, Inc. They will install a single cable on existing utility poles. No underground installation is anticipated in Superior Township. The cable will be installed along Huron River Drive, north on Superior Road, east on the Railroad tracks and then north on Leforge Road to the Washtenaw County Head Start building. The Washtenaw County Road Commission will process all permits and collect all fees. This project falls under the rules outlined in the State of Michigan Metro Act. This communication serves as a notice of work being completed in the right-of-way. No action is required by Superior Township.

It was moved by McKinney, seconded by Green, to accept the communication from Fiber Link, Inc. outlining the installation of a fiber optic cable network in the right-of-way within Superior Township.

The motion carried by a voice vote.

9. UNFINISHED BUSINESS

A. There was no unfinished business.

10. NEW BUSINESS

A. UTILITY DEPARTMENT CONCRETE REPAIR BIDS

Rick Church, Director of Utilities presented bids to repair sidewalks on Stamford, Bristol, Glendale and Barrington Streets. Also, to install a 268 square foot driveway at the Prospect Point lift station. Three contractors bid on the work. Mr. Church indicated that he had previously hired all three of the contractors and they all completed excellent work. He recommended the job be awarded to Quality Concrete, because they were the lowest price, \$4,547.00. Mr. Church indicated that the winning bidder would be required to sign a standard agreement for independent contractors, which would include all specifications for the work to be completed.

It was moved by McKinney, seconded by Lewis, to authorize the Utility Director, Rick Church, to hire Quality Concrete as an independent contractor to complete sidewalk repair on Stamford, Bristol, Glendale and Barrington Streets; and also to install a 268 square foot driveway at the Prospect Point Sanitary Sewer lift station for an amount not

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 5**

to exceed \$4,547.00. The contractor will be required to sign Superior Township's standard agreement for independent contractors.

Roll call vote:

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

Nays: None

The motion passed.

**B. PFEFFER, HANIFORD & PALKA, TOWNSHIP CONTRACT FOR
AUDIT FOR CALENDAR YEARS 2009, 2010 AND 2011**

Pfeffer, Haniford and Palka, CPA, submitted a proposal to renew their contract to complete the Township's annual audit for calendar years 2009, 2010 and 2011 at the rate of \$19,800 for 2009; \$20,000 for 2010 and \$20,200 for 2011. Their Certified Public Accountants' audit shall meet the requirements of Act No. 2, P.A. 1968, or as amended, and related requirements of the State Treasurer. Additional audits for federal assistance, grants, or other contracts are not covered by this contract and will require a separate engagement letter and additional fee proposal.

It was moved by McKinney, seconded by Green, to authorize the Supervisor to sign the contract with Pfeffer, Haniford and Palka, CPA, to complete the Township's annual audit for calendar years 2009, 2010 and 2011 at the rate of \$19,800 for 2009; \$20,000 for 2010 and \$20,200 for 2011.

Roll call vote:

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

Nays: None

The motion carried.

**B. EXTENSION OF POLICE SERVICE CONTRACT THROUGH DECEMBER
31, 2010**

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 6**

Washtenaw County offered to extend the current Washtenaw County Police Services Contract through 2010 with a 2% price increase over 2009 rates. There are no other substantive changes to the current contract.

It was moved by McKinney, seconded by Green, to authorize the Township Supervisor to sign the Amendment to the Washtenaw County Police Services Contract with Superior Township which provides for a 2% price increase over 2009 rates.

Roll call vote:

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

Nays: None

The motion carried.

**D. SUPERIOR TOWNSHIP –YPSILANTI SCHOOLS PARTNERSHIP
DEPLOYMENT FOR SUMMER 2009**

Washtenaw County Sheriff Deputy Lt. Jim Anuszkiewicz provided a letter and made a presentation to the Board about Superior Township hiring an additional Sheriff's Deputy for June 7, 2009 to September 5, 2009 at a cost of \$35,491.00. The position will be shared with Ypsilanti Schools, who will utilize the deputy the other months of the year. The deputy will be assigned to the MacArthur Boulevard area. Supervisor McFarlane has received e-mails from Danbury and Sycamore Apartments indicating they have pledged to pay half of the cost of this position. The deputy assigned to this position has experience in the MacArthur Boulevard area. They will work 4pm-12am with Thursday and Friday leave days. There was discussion about the level of crime in the MacArthur Boulevard area. Board members felt that this additional police presence should help to reduce the crime in the area.

It was moved by Lewis, seconded by McKinney, to authorize the supervisor to sign the contract with Washtenaw County to provide one additional deputy from June 7, 2009 to September 5, 2009 at a cost not to exceed \$35,491.00. Also, the Supervisor shall attempt to recover one-half of the costs from the Danbury and Sycamore apartment complexes.

Roll call vote:

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

Nays: None

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 7**

The motion carried.

**E. ORDINANCE #177, REPEAL AND REPLACE ORDINANCE #93
REGULATION FOR MINORS AND MINOR CHILDREN**

Washtenaw County Sheriff's Deputies brought to the Township's attention that our curfew ordinance was different from Ypsilanti Township's ordinance. It was suggested that Superior Township amend its curfew ordinance to the same curfew hours as Ypsilanti Township so that deputies working the different communities could be consistent with their interpretation and enforcement of the ordinance. This amendment changes the curfew hours for minors under thirteen years of age to 10:00 pm to 6:00 am and those under the age of eighteen years of age to 11:00 pm to 5:30 am. There were no changes to the penalty section of the ordinance.

It was moved by McKinney, seconded by Lewis, that the Superior Township Board approve the following resolution:

**SUPERIOR CHARTER TOWNSHIP BOARD
WASHTENAW COUNTY, MICHIGAN
JUNE 15, 2009**

**A RESOLUTION TO ADOPT ORDINANCE NO. 177- REGULATION OF
MINORS AND MINOR CHILDREN, WHICH REPEALS AND REPLACES
ORDINANCE NO. 93 - REGULATION OF MINORS AND MINOR CHILDREN**

WHEREAS Superior Charter Township has an ordinance, Ordinance No. 93, adopted in 1987, which provides for the regulation of minors and minor children; establishes curfews for minors and minor children; requires that parents of minors and minor children not allow their children who are minors or minor children to violate curfew or commit any criminal act, or tend to come under the jurisdiction of the probate court; and fixes penal fines for violations of the provisions of the ordinance.; and

WHEREAS the Township Board has reviewed Ordinance No. 93 and found that it no longer fully protects the health, safety, and welfare of minors and minor children; and

WHEREAS, enforcing a reasonable curfew for minors and minor children contributes to the health, safety and welfare of the minors and minor children, and also contributes to the peace and safety of residents; and

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 8**

WHEREAS the representatives of the Washtenaw County Sheriff's Department have requested that Superior Township amend its curfew ordinance so that it is consistent with neighboring communities, making interpretation and enforcement easier;

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board hereby approves for first reading the following Ordinance No. 177- Regulation of Minors and Minor Children, which repeals and replaces Ordinance No. 93- Regulation of Minors and Minor Children, effective thirty days after the publication thereof:

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

ORDINANCE No. 177

REGULATION OF MINORS AND MINOR CHILDREN

WHEREAS, the Charter Township of Superior Board of Trustees having determined there exists a specific local problem related to the lack of supervision and misbehavior of minors within the lawful limits of this Township, and it having been determined that it is the responsibility of parent(s) and/or legal guardians(s) to ensure that their minor children or ward(s) avoid such misbehavior in violation of the ordinance;

NOW, THEREFORE, THE CHARTER TOWNSHIP OF SUPERIOR,
WASHTENAW COUNTY, MICHIGAN ORDAINS:

Section 177.01 – Curfew for Minors Under Age Thirteen (13)- It shall be unlawful for a minor under the age of thirteen (13) years to be upon any outdoor public place, including, but not limited to, any street, sidewalk, alley, park, playground, vacant lot, or any other outdoor area open to the general public, within the Township of Superior between the hours of 10:00 P.M. and 6:00 A.M. unless the minor is accompanied by a parent or guardian. or an adult delegated by the parent or guardian to accompany the minor.

Section 177.02 – Curfew for Minors Under Age Eighteen (18)- It shall be unlawful for a minor under the age of 18 years to be upon any outdoor public place, including, but not limited to, any street, sidewalk, alley, park, playground, vacant lot, or any other outdoor area open to the general public, between the hours of 11:00 p.m. through 5:30 a.m.

Section 177.03 – Exceptions- The curfew restrictions of Sections 1 and 2 of this Ordinance shall not apply to a minor under the age of 18 years if:

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 9**

(1) The minor is accompanied by his or her parent, legal guardian, or other responsible adult having the care or custody of the minor;

(2) The minor is going to or returning from work; provided that the minor's hours of employment do not violate state law.

Section 177.04 – Responsibility of Parents and Guardians- It shall be unlawful for any person, parent, or guardian to allow or permit, or to assist, aid, abet, or encourage any minor under the age of eighteen (18) years to violate the provisions of Sections 1 and 2 hereof, to commit any criminal act, or to come or tend to come under the jurisdiction of the juvenile division of the probate court as defined in MCL 712A.2.

Section 177.05 – Penalty- Any person found violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction may be sentenced to a fine of not more than \$500.00 and/or 90 days in jail.

Section 177.06 – Severability – If any section, sub-section, clause, phrase or portion of the ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portion of this ordinance.

Section 177.07 – Repeal- All ordinances or parts of an ordinance in conflict with this ordinance are hereby repealed. The existing Ordinance No. 93, being an ordinance to regulate minors and minor children effective July 16, 1987, is hereby repealed. The repeal provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation or prosecution of any right established, occurring prior to the effective date hereof.

Section 177.08 – Publication and Effective Date – This Ordinance shall be published pursuant to Section 8 of the Charter Township Act, being MCL 42.8 by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti, 48198, and on the Township website – www.superior-twp.org – with notice of such in *The Ypsilanti Courier*, a newspaper of general circulation in the Township, qualified under state law to publish legal notices, and the same shall be recorded in the Ordinance Book of the Township, and such recording authenticated by the signatures of the Supervisor and Clerk. Said Ordinance shall be effective thirty days after the publication thereof.

Roll call vote:

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

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 10**

Nays: None

The motion carried.

D. YPSILANTI AREA CHAMBER OF COMMERCE MEMBERSHIP DUES

The Ypsilanti Chamber of Commerce requested payment of membership dues for 2010 in the amount of \$310.00. This is the same cost as 2009.

It was moved by Caviston, seconded by Green, to authorize the payment of \$310.00 to renew the dues for 2010 for the Ypsilanti Area Chamber of Commerce.

Roll call vote:

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

Nays: None

The motion carried.

E. AMEND FEES PERTAINING TO SUPERIOR TOWNSHIP ZONING ORDINANCE

On August 14, 2008, the Township adopted a revised Zoning Ordinance which included activities, Minor Site Plan Review, Administrative Review, which were not included in the previous Zoning Ordinance. Also, the current economic situation has resulted in an increase in the number of developments that are requesting extensions of site plans instead of moving forward with construction of the development. All three of these activities require review by Township consultants. However, the current list of Fees Pertaining to Superior Township Zoning Ordinance does not include fees for these activities. Therefore, the current list was amended to establish the payment of escrow to cover the above activities as well as add an application fee and escrow for a Major/Minor Change determination on a site plan (not including Special Districts).

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

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 11**

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A Resolution to Amend Fees Pertaining to the
Superior Charter Township Zoning Ordinance
June 15, 2009**

At a regular meeting of the Township Board of Trustees of Superior Charter Township, Washtenaw County, Michigan, held at the Township Hall of said Township on the fifteenth day of June 2009, at 7:30 p.m. Eastern Standard Time, the following resolution was offered by

Caviston and supported by Green:

WHEREAS, this Board is authorized by Zoning Ordinance of the Charter Township of Superior to set fees by resolution for various matters arising in the course of administration of the Zoning Ordinance; and

WHEREAS, this Board has reviewed the fees previously in effect and has found that they are in need of revision;

LET IT THEREFORE BE RESOLVED, that the Charter Township of Superior, Washtenaw County, Michigan, does hereby amend the fee schedule adopted on May 21, 2007, for rezoning petitions, site plan review, special district review and other fees as set forth below; and

BE IT FURTHER RESOLVED, that in the event that the fees are not fully paid within thirty (30) days after notification of outstanding invoices and prior to any requested action by the Planning Commission, the Planning Commission shall consider that as grounds for denial; and

BE IT FURTHER RESOLVED, that all of the review escrow funds are refundable if they are not used, less fifteen (15%) percent administration costs of the original amount used. All review escrow funds will be deposited in a non-interest bearing account.

1. REZONING PETITIONS (OTHER THAN SPECIAL DISTRICTS)

The following fees and review escrows shall be paid by the petitioner to the Superior Charter Township Treasurer at the time of submittal of the application to rezone:

Application fees: \$ 900.00

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 12**

Review escrow:	\$ 1,000.00
Total:	<u>\$ 1,900.00</u>

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

If a second public hearing must be scheduled due to the petitioner's failure to post required signage or provide information as required, or due to the petitioner's request, an additional fee of \$300.00 to offset the Township's additional costs of public notices and affidavits of notice shall be paid by the petitioner prior to the Township scheduling the public hearing.

2. APPLICATION FOR CONDITIONAL USE PERMIT

The following fees shall be paid by the applicant to the Superior Charter Township Treasurer at the time of submittal of the application for a Conditional Use Permit.

Application fees:	\$ 500.00
Review escrow:	\$ 300.00
Total:	<u>\$ 800.00</u>

Application fee includes one Planning Commission meeting in addition to the meeting at which the public hearing is held. For placement on each additional agenda, an additional fee of \$150.00 shall be payable in advance.

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

3. SITE PLAN REVIEW (OTHER THAN SPECIAL DISTRICTS)

The following fees shall be paid by the applicant to the Superior Charter Township Treasurer at the time of submittal for each review:

A. PRELIMINARY SITE PLAN REVIEW

Application fees:	\$ 900.00
-------------------	-----------

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 13**

Review escrow:	\$ 1,200.00 + \$75 per acre
Total:	<hr/> \$ 2,100.00 + \$75 per acre

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

B. FINAL SITE PLAN REVIEW

Application fees:	\$ 900.00
Review escrow:	\$1,200.00
Total:	<hr/> \$ 2,100.00

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

C. REVISED SITE PLAN REVIEW (EACH REVISION)

Application fees:	\$ 300.00
Review escrow:	\$1,100.00
Total:	<hr/> \$1,400.00

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

D. MAJOR/MINOR CHANGE

Application fees:	\$ 100.00
Review escrow:	300.00

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 14**

Total: \$ 400.00

4. PETITION FOR SPECIAL DISTRICT REVIEW

The following fees shall be paid by the petitioner to the Superior Charter Township Treasurer at the time of submittal of the application For a Special District and at the time of each subsequent submittal:

A. REZONING PETITION AND AREA PLAN REVIEW

Application fees: \$ 900.00
Review escrow: \$1,200.00
Total: \$2,100.00

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

If a second public hearing must be scheduled due to the petitioner's failure to post required signage or provide information as required, an additional fee of \$300.00 to offset the Township's additional costs of public notices and affidavits of notice shall be paid by the petitioner prior to the Township scheduling the public hearing.

B. PRELIMINARY SITE PLAN REVIEW

Application fees: \$ 900.00
Review escrow: \$1,200.00 + \$75.00 per acre
Total: \$2,100.00 + \$75.00 per acre

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 15**

costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

C. FINAL SITE PLAN REVIEW

Application fees:	\$ 900.00
Review escrow:	\$ 1,800.00
Total:	<u>\$2,700.00</u>

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

D. MAJOR/MINOR CHANGE

Application fees:	\$ 100.00
Review escrow:	300.00
Total:	<u>\$ 400.00</u>

5. ENGINEERING REVIEW FEES

At the time of submittal of detailed construction plans, specifications, and detailed estimates of total costs of the proposed construction and improvements, the applicant shall pay to the Township Treasurer a fee for review equal to one and one-half percent (1 ½%) of the estimated total costs of construction and improvements, plus one dollar (\$1.00) per dwelling unit or, in the case of non-residential developments, one and one-half percent (1 ½%) of the estimated costs of construction and improvements, plus one dollar (\$1.00) 1500 square feet of the total building size. The estimates shall be provided by the applicant, and verified by the Township engineer, with the Township engineer retaining final authority to determine the total costs upon which the percentage shall be based. The fee shall be paid prior to the Township engineer's review of any part of the construction plans. In the event engineering review fees exceed the amount of the fee paid (above), additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration.

6. PRECONSTRUCTION AND DEVELOPMENT AGREEMENT MEETING

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 16**

The following fees shall be paid by the applicant to the Superior Township Treasurer at the time of scheduling a preconstruction and development agreement meeting:

A. PROJECT WITH PUBLIC WATER AND SANITARY SEWER

One and one-half hour \$650.00
(maximum meeting time)

B. PROJECT WITHOUT PUBLIC WATER AND SANITARY SEWER

One and one-half hour \$500.00
(maximum meeting time)

If the meeting exceeds one and one-half hours, or if a subsequent meeting is required, the additional fees shall be payable at the above rates rounded to the nearest quarter hour.

7. INSPECTION FEES DEPOSIT (IN FIELD)

The fees for inspection shall be borne by the applicant and paid to the Township Treasurer. Fees for inspection shall be established at the preconstruction meeting by the Township engineer, who shall transmit a copy of the amount required for inspection fees to the applicant, the Township Clerk, and the Township Treasurer. The Township Treasurer shall place the amount determined by the Township engineer in an escrow account. Inspection fees shall cover the costs of actual inspection and any administrative engineering time incurred by the Township's engineer(s) in association with the project. The extent of inspection and field engineering required may be determined by the Township's engineer based upon the contractor's performance and the applicant's engineering involvement. The costs associated with any field design changes, reviews, evaluations or interpretations of the plans due to discrepancies evolving from the construction operation shall be deducted from the inspection escrow accounts.

The applicant will be notified in the event the escrow funds have been depleted and additional funds are required. Prompt attention to reestablishing the escrow funds will prevent the project construction from being stopped and/ or occupancy permits withheld. Any account balance remaining upon completion of the project and acceptance of the record plans will be returned to the applicant less fifteen (15%) per cent for administration.

Review of "as-built" plans shall be invoiced against the inspection funds.

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 17**

The fees herein contained shall be in addition to those charges for connection charges and other charges or fees required for sanitary sewer and water supply.

8. ZONING BOARD OF APPEALS PETITION

At the time of filing an appeal to the Zoning Board of Appeals, fees shall be paid by the petitioner to the Superior Charter Township Treasurer as follows:

Appeals brought by the owner of a single-family dwelling and involving a variance request regarding "Density and Height Regulations" for one such dwelling:

\$175.00

Any other appeal:

\$500.00

9. MISCELLANEOUS FEES

A. SPECIAL MEETING OF THE TOWNSHIP BOARD

At the time of filing a request with the Township Clerk for a special meeting of the Township Board, a fee of \$600.00 shall be paid by the requester to the Superior Charter Township Treasurer. If the Board determines for any reason that special meeting cannot be held, \$450.00 of the \$600.00 fee shall be refunded, with the remaining portion of the fee to be retained by the Township for administrative costs.

B. SPECIAL MEETING OF THE TOWNSHIP PLANNING COMMISSION

At the time of filing a request with the Township Clerk for a special meeting of the Township Planning Commission, a fee of \$750.00 shall be paid by the requester to the Superior Charter Township Treasurer. If the Planning Commission determines for any reason the special meeting cannot be held, \$650.00 of the \$750.00 fee shall be refunded, with the remaining portion of the fee to be retained by the Township for administrative costs.

C. PRE-APPLICATION CONFERENCE

At the time of scheduling a pre-application meeting with the Township Planner, a fee of \$100.00 shall be paid by the applicant to the Superior Charter Township Treasurer. If additional meetings are requested, an additional \$75.00 per meeting shall be paid.

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 18**

D. PRE-APPLICATION REVIEW

Before an application for rezoning, conditional use or site plan review is filed, the petitioner may request a pre-application review by the Township's planner and/or engineer. A fee of \$500.00 shall be paid by the applicant to the Superior Charter Township Treasurer before such a review is undertaken.

10. EXTENSION OF AREA PLAN, MINOR SITE PLAN, PRELIMINARY SITE PLAN AND FINAL SITE PLAN APPROVAL

The review escrow shall be paid by the petitioner to the Superior Charter Township Treasurer at the time of submittal of the application for an extension:

Review escrow:	\$ 1,500.00
Total:	<u>\$ 1,500.00</u>

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

11. MINOR SITE PLAN REVIEW

The following fees shall be paid by the applicant to the Superior Charter Township Treasurer at the time of submittal of the application for each minor site plan review.

Review escrow:	\$ 1,500.00
Total:	<u>\$ 1,500.00</u>

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

12. ADMINISTRATIVE REVIEW

The following fees shall be paid by the applicant to the Superior Charter Township Treasurer at the time of submittal for each administrative review:

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 19**

Review escrow:	\$ 1,500.00
Total:	<u>\$ 1,500.00</u>

Review escrow includes, but is not limited to, engineering, planning and legal reviews. If the review costs exceed the amount paid, additional hours shall be billed at the actual costs plus fifteen percent (15%) for administration. Billing rates are available upon request.

13. PUBLICATION AND EFFECTIVE DATES

This resolution and fee schedule shall become effective immediately upon publication in the *Ypsilanti Courier*, a newspaper of general circulation within the Township on June 25, 2009.

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 June 15, 2009 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

Roll call vote: McKinney, Phillips, Caviston, Green, Lewis, Williams, McFarlane

Aye: None

Nays:

The motion carried.

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 20**

F. HURON RIVER WATERSHED COUNCIL ANNUAL DUES FOR 2010

The Huron River Watershed Council requested renewal of Superior Township’s annual Council membership dues for April 2009 –March 2010 in the amount of \$729.54.

It was moved by Green, seconded by Caviston, to approve renewing Superior Township’s membership in the Huron River Watershed Council for April 2009- March 2010 and to pay the dues in the amount of \$729.54.

The motion carried by a voice vote.

**F. BUDGET AMENDMENTS, GENERAL FUND, BUILDING FUND,
BUILDING FUND, PARK FUND, FIRE FUND AND UTILITY DEPARTMENT**

It was moved by McKinney, seconded by Green, to approve the following budget amendments:

GENERAL FUND BUDGET AMENDMENTS 6-15-09			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
101-000-574-000	STATE SHARED REVENUES	\$ 38,000.00	DECREASE
101-446-866-000	ROAD MAIT	\$ 140,173.00	INCREASE
101-000-607-000	PLANS & PERMITS ADMIN FEES	INCREASE	\$ 6,000.00
101-000-607-030	PLANS & PERMITS BASE FEES	INCREASE	\$ 15,000.00
101-000-607-075	CHARGES ABOVE BASE REIMBURSEMENTS	\$ 15,000.00	DECREASE
101-000-695-050	DONATIONS	INCREASE	\$ 900.00
101-528-824-001	REYCYLING EDUCATION	\$ 800.00	INCREASE

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 21**

101-101-954-000	EQUIPMENT RENTAL	\$ 3,360.00	INCREASE
101-191-740-000	OPERATING SUPPLIES ELECTION DEPT	\$ 500.00	INCREASE
101-191-801-000	PROFESIONAL SERVICES ELECTION DEPT	DECREASE	\$ 500.00
101-209-716-055	FIELD APPRAISER HEALTH INSUR	\$ 10,863.00	INCREASE
101-209-717-075	FIELD APPRAISER TAXB BENEFITS	DECREASE	\$ 4,655.00
101-253-702-050	DEPUTY TREASURER SALARY	DECREASE	\$ 8,000.00
101-253-702-055	TREAS ASSISTANT SALARY	\$ 2,000.00	INCREASE
101-253-715-000	DEP TREASURER SOC SEC	\$ 200.00	INCREASE
101-253-715-055	TREAS ASSISTANT SOC SEC	\$ 200.00	INCREASE
101-253-717-050	DEP TREASURER TAX BENE	DECREASE	\$ 1,100.00
101-253-718-050	DEP TREASURER PENSION	DECREASE	\$ 760.00
101-266-947-003	SIDEWALK REPLACEMENT TWP PORTION	\$ 2,300.00	INCREASE
101-266-947-014	NON-MOTOR TRAILS ACQUISITION	DECREASE	\$ 10,000.00
101-266-947-013	GEDDES #1 NON-MOTOR TRAIL	\$ 38,000.00	INCREASE
101-278-860-000	ORD OFFICER MILEAGE	\$ 1,100.00	INCREASE
101-410-801-010	PLAN DEPT STAGE 1 PLAN & ENG	\$ 15,000.00	INCREASE
101-410-801-011	NON PROJECT ENGINEERING	\$ 6,000.00	INCREASE
101-410-801-020	PROJECT COSTS ABOVE BASE	DECREASE	\$15,000.00
101-528-703-000	CONTRACT SERV ROADSIDE TRASH	\$ 700.00	INCREASE
101-000-699-000	APPROPRIATION FROM FUND BALANCE		\$212,281.00
	TOTAL OF DEBITS/CREDITS	\$ 274,196.00	\$ 274,196.00

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 22**

BUILDING FUND BUDGET AMENDMENTS 6-15-09			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
249-000-610-000	CHARGES FOR SERVICES	\$ 100,000.00	DECREASE
249-000-699-000	APPROP FROM FUND BALANCE	INCREASE	\$ 104,000.00
249-000-664-000	INTEREST	\$ 6,500.00	DECREASE
249-000-664-050	INTEREST ON RESERVES	\$ 8,500.00	DECREASE
249-371-703-000	CONTRACT SERVICES	DECREASE	\$ 11,000.00
	TOTAL OF DEBITS/CREDITS	\$ 115,000.00	\$ 115,000.00

PARK FUND	BUDGET AMENDMENTS 6-15-09		
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
508-000-671-075	INSUR REIMBURSEMENTS & DIVIDENDS	INCREASE	\$ 1,104.64
508-755-702-000	PARK MAIT MANAGER SALARY	DECREASE	\$ 7,920.00
508-755-715-000	PARK MAIT MANAGER SOC SEC	DECREASE	\$ 610.00
508-755-718-000	PARK MAIT MANAGER PENSION	DECREASE	\$ 800.00
508-755-704-000	PARK SEASONAL WORKERS	\$ 8,200.00	INCREASE
508-755-715-075	SEASONAL WORKERS SOC SEC	\$ 627.43	INCREASE
508-755-930-001	CONTROLLED BURNS	\$ 125.00	INCREASE
508-756-947-000	PROJECT COSTS PARK DEVELOP DEPT	\$ 1,383.23	INCREASE
508-756-900-000	PRINTING & PUBLISHING PARK DEVEL DEPT	\$ 98.98	INCREASE

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 23**

	TOTAL OF DEBITS/CREDITS	\$ 10,434.64	\$ 10,434.64

FIRE FUND PROPOSED BUDGET AMENDMENTS		6-15-09	
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
206-000-590-000	GRANTS	INCREASE	\$ 120,365.00
206-336-980-000	EQUIPMENT	\$ 126,700.00	INCREASE
206-965-965-010	TRANS TO BUILD RESERVE	DECREASE	\$ 29,286.08
206-000-664-000	INTEREST	\$ 37,000.00	DECREASE
206-000-671-001	RETIREMENT HEALTH INSUR CO-PAYS	\$ 919.00	INCREASE
206-000-403-050	DELQ PERS PROP TAXES	INCREASE	\$ 2,186.92
206-336-707-000	SALARIES ON-CALL STAFF	DECREASE	\$ 8,000.00
206-000-671-001	HEALTH INSUR CO-PAYS RETIREES	\$ 919.00	INCREASE
206-336-963-000	BANK FEES	\$ 300.00	INCREASE
206-890-890-050	HEALTH INSUR INCREASES	DECREASE	\$ 6,000.00
	TOTAL OF DEBITS AND CREDITS	\$ 165,838.00	\$ 165,838.00

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 24**

UTILITY DEPARTMENT BUDGET AMENDMENTS

Acct. #	Account Name	Increase	Decrease	Approved	REQU
O&M:					
421	Fees		6,600	11,700	
441	Interest on Bank Accts.		26,300	30,000	
607	Employee Insurance		5,712	89,712	
712	Miscellaneous Expense	1,000		500	
	Sub-totals	1,000	38,612		
856	Transfers to Cap. Res.		26,188	203,590	
Capital Reserves:					
416	T&T Income		\$210,000	\$315,000	
441	Interest Income		\$181,400	\$190,000	
675	Depreciation Expense	127,424		\$625,000	
	Sub-totals	127,424	391,400		
809	Transfers from O&M		26,188	203,590	
Debt Service:					
441	Interest on Bank Accts.		\$34,000	\$38,000	
	Sub-totals	0	34,000		
System Repair Reserve:					
441	Interest on Bank Accts.		\$16,200	\$18,000	
	Sub-totals	0	16,200		
		INCREASE	DECREASE		
TOTALS		128,424	480,212		

11. PAYMENT OF BILLS

It was moved by Caviston, seconded by Lewis, that the bills be paid,

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
JUNE 15, 2009
ADOPTED MINUTES
PAGE 25**

as submitted in the following amounts: General Fund - \$2,275.00, and Utilities- \$26,063.01 for a total of \$28,338.01; further that the Record of Disbursements be received as submitted.

The motion carried by a voice vote.

12. PLEAS AND PETITIONS

There were none.

13. ADJOURNMENT

It was moved by McKinney, supported by Green, that the meeting adjourn. The motion carried by a voice vote and the meeting adjourned at 9:05 p.m.

Respectfully submitted,

David Phillips, Clerk

William McFarlane, Supervisor