

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
JUNE 19, 2017
ADOPTED MINUTES
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1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board was called to order by the Supervisor Ken Schwartz at 7:02 p.m. on June 19, 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, Lisa Lewis, Brenda McKinney, Ken Schwartz and Alex Williams.

Absent: None

4. ADOPTION OF AGENDA

Supervisor Schwartz pulled under new business, Resolution 2017-24, Charter Township of Superior Development Agreement Prospect Pointe West, Phase 1-A Site Condominium Development.

It was moved by Trustee Green, supported by Trustee Lewis, to adopt the agenda as revised.

The motion carried by unanimous vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF MAY 15, 2017

It was moved by Trustee Green, supported by Trustee Lewis, to approve the minutes of the regular Board meeting of May 15, 2017 as presented.

The motion carried by unanimous vote.

6. CITIZEN PARTICIPATION

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A. Sandy Lopez stated that Superior Township should look into the 911 emergency system at Northville Township where training is offered. Supervisor Schwartz stated we do not have separate services such as Northville and that we pay for our services through Washtenaw County.

7. PRESENTATIONS AND PUBLIC HEARINGS

None

8. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

- We have hired two young men from Superior Township, Larry Holmes and Ty'lur Grimes for our summer workers participating for the first time in the Michigan Works Southeast summer youth program.
- Clerk Findley, Treasurer McKinney and I attended a meeting at Christian Love Church where State Representative Ronnie Peterson and others were present to discuss programs and support for residents particularly residing in Danbury and Sycamore Meadows. Also discussed was Cheney School which Superior Township would like for a Community Center.
- Six more trees were planted on MacArthur. Supervisor Schwartz thanked the Parks & Recreation Department for keeping the trees watered.
- The property where the old Lord Fox who sold to Roger Monks and eventually sold to RFC Financial Planning, LLC who sold the property to Lelcaj Sava, owner of Sava's restaurant and Babo market in Ann Arbor. Sava would like to maintain the facility as a restaurant. RFC Financial Planning, LLC purchased the property at 5362 Plymouth which was approved to be a Bed & Breakfast, but now is functioning as Airbnb.
- Clerk Findley and I met with Maryellen Carter, the new conservator (attorney) for the Burley property. Supervisor Schwartz acknowledged that some work has been completed, but much more is needed. Mr. Burley did not show up for the meeting. Ms. Carter has to go to court to gain full conservatorship.
- Clerk Findley, Treasurer McKinney and I met with the new owner, LARC Community Development Group of Danbury on the Green. They seem very interested in upkeep of the property. They also agreed to help landscape the road.
- Clerk Findley and I met with SPARK regarding a potential investor wanting to build Flying Eagle, a factory to employ 5500 people worth 4.2 billion in improvements. The factory was to be located north of Geddes on the 600 acre property. The discussion ended quickly, based on all of the negative ramifications that this would cause to Superior Township residents.

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- Saxon Lee was hired to replace Melissa Brooks as the Appraiser in the Assessing Department. Supervisor Schwartz shared an incident that happened earlier today. He (Supervisor Schwartz) had propped the side door open and a humming bird flew in. Saxon, on his first day, calmly got a box to trap the bird to exit it out of the building.
- Supervisor Schwartz announced that he will be on vacation July 3 – 11th.
- Treasurer McKinney reminded Supervisor Schwartz to mention stipends for elected officials for cell phones. Supervisor Schwartz mentioned bringing to the board for our next meeting a stipend of \$50.00 dollars for the three elected officials. Trustee Lewis stated why wait, and made a motion for members of the executive board to receive a monthly stipend for cell phone usage. Trustee Williams asked do we know what the rate is and how the \$50.00 rate was established. Treasurer McKinney stated she discussed with Controller Lockie and shared that she had just purchased an iPhone 7 and that she receives a number of work calls on her phone. She did state that whatever amount Controller Lockie comes up with will be fine. Trustee Williams suggested that we table until our next board meeting after receiving Controller Lockie's recommendation. Supervisor Schwartz asked was there a friendly amendment to the original motion. Motion was made by Trustee Williams to table until next meeting. The motion was supported by Clerk Findley.

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

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

The motion carried by unanimous vote.

C. UTILITY DEPARTMENT FINANCIAL REPORTS PERIOD ENDING APRIL 30, 2017

It was moved by Trustee Green, supported by Trustee Lewis, to receive the Utility Department Financial reports Period Ending April 30, 2017.

The motion carried by unanimous vote.

D. FINANCIAL REPORTS, ALL FUNDS as of APRIL 30, 2017

It was moved by Trustee Green, supported by Trustee Caviston, to receive the Financial Reports, All Funds as of April 30, 2017.

The motion carried by unanimous vote.

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E. CONTROLLER'S REPORT, 1st QUARTER, 2017

It was moved by Trustee Caviston, supported by Trustee Green, to receive the Controller's Report, 1st Quarter, 2017.

The motion carried by unanimous vote.

9. COMMUNICATIONS

**A. CHARTER TOWNSHIP of SUPERIOR NEW WEBSITE IS UP:
SUPERIORTOWNSHIP.ORG**

All board members shared positive comments regarding the new website.

10. UNFINISHED BUSINESS

A. None

11. NEW BUSINESS

A. TAX ROLL SPECIAL CHARGES

Supervisor Schwartz stated the Township will issue a default notice on the property 1621 Harvest Lane, owned by Jim Vanover and wife who are both now deceased. The property will probably be condemned. We have paid \$2700.00 to get it cleaned up which will be added to the tax bill. The clean-up included the people, dumpster, attorney fees and court fees and landfill fees. It will go on the 2017 taxes; the third year the property will go to auction. It is the hope the family will not let the fees build up and will allow the property to go to auction where it can be sold to Habitat for Humanity.

The following motion was moved by Trustee Caviston, supported by Trustee Williams, to approve the Tax Roll Special Charges issued on 1621 Harvest Lane.

The motion carried by unanimous vote.

**B. COMCAST MICHIGAN UNIFORM VIDEO SERVICE LOCAL FRANCHISE
AGREEMENT RENEWAL**

Supervisor Schwartz wrote in five percent on page four of the renewal agreement. This represents the amount in fees owed to the Township with this franchise agreement.

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The following motion was moved by Trustee Caviston, supported by Trustee Lewis, to approve the Comcast Michigan Uniform Video Service Local Franchise Agreement Renewal.

The motion carried by unanimous vote.

C. SUPERIOR CHARTER TOWNSHIP PRINCIPLES of GOVERNANCE

Supervisor Schwartz stated the Michigan Townships Association (MTA) is encouraging every township to adopt the Principles of Governance. Trustee Caviston asked if anything has changed from the previous Principles of Governance. Clerk Findley stated she is new in her position as Clerk.

The following motion was moved by Trustee Caviston, supported by Trustee Green to endorse the Superior Charter Township Principles of Governance.

The motion carried by unanimous vote.

D. RESOLUTION 2017-20, APPLY FOR HELP AMERICA VOTE ACT (HAVA) STATE GRANT for NEW VERITY ELECTION EQUIPMENT and SOFTWARE LICENSE AGREEMENT

Supervisor Schwartz turned the floor over to Clerk Findley to discuss both resolutions concerning new equipment for elections.

Clerk Findley shared that Resolution 2017-20 is authorizing the Township to apply to the State of Michigan to receive Federal Help America Vote Act (HAVA) and State-appropriated grant funds to purchase 5 new Verity tabulators and 1 Absent Voter Counting Board tabulator at \$5,000.00 each for a total of \$30,000.00. We are also replacing 4 ADA accessible voting devices at \$4,500.00 each for a total of \$18,000.00. The grand total for the grant is \$48,000.00. The cost for all replacement equipment, including the software package for the first five years is covered by the Help America Vote Act (HAVA) Grant and State funds and does not come out of the Township budget.

The following resolution was moved by Trustee Caviston, supported by Trustee Lewis:

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN
A RESOLUTION TO APPLY FOR
HELP AMERICA VOTE ACT (HAVA) GRANT
FOR NEW VERITY ELECTION EQUIPMENT**

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AND SOFTWARE LICENCE AGREEMENT

Resolution Number: 2017-20

JUNE 19, 2017

WHEREAS, the Charter Township of Superior Board wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes 5 precinct tabulators (\$5,000.00 each), an Absent Voter Counting Board (AVCB) tabulator (\$5,000.00), 4 accessible voting devices (\$4,500.00 each) for use by individuals with disabilities, and related Election Management System (EMS) software.

WHEREAS, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations are detailed in the attached Hart InterCivic quote.

WHEREAS, the Charter Township of Superior plans to begin implementation of the new voting system in November 2017.

WHEREAS, the deadline for submitting the required State Grant Application is July 15, 2017.

WHEREAS, the grant will be in the amount of \$48,000.00; and,

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Clerk is authorized to submit this Grant Application for \$48,000.00 on behalf of Superior Charter Township, Washtenaw County on this nineteenth day of June 2017.

The resolution carried by unanimous vote.

CERTIFICATION STATEMENT

I, Lynette Findley, 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 19, 2017 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

Date Certified

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**E. RESOLUTION 2017-21, PURCHASE NEW SPARE VERITY ELECTION
EQUIPMENT and SERVICE AGREEMENT**

Clerk Findley stated that Resolution 2017-21 covers the spare tabulator that is needed in case of an equipment failure. It also covers all extra equipment, including batteries, charging stations, memory cards and training and implementation which totals \$6,332.00. Also included in Resolution 2017-21 is the service and maintenance agreement for 7 tabulators at \$424.00 each for a total of \$2,522.80 which includes a 15% discount); 4 ADA devices at \$380.00 each for a total of \$1,292.00 which also includes a 15% discount for years 6-10. The total cost for Resolution 2017-21 is \$10,146.80. This cost is incurred by the Township and is not covered by the HAVA grant or State funds.

The following resolution was moved by Trustee Lewis, supported by Treasurer McKinney:

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN
A RESOLUTION TO PURCHASE NEW SPARE
VERITY ELECTION EQUIPMENT AND SERVICE AGREEMENT**

Resolution Number: 2017-21

JUNE 19, 2017

WHEREAS, the Charter Township of Superior Board wishes to purchase a new spare tabulator (\$5,000.00), rechargeable battery (\$102.00), charging station (\$185.00), memory card (\$45.00), training and implementation (\$1,000.00) as well as an annual service and maintenance contract (\$4,488.00) in years 6-10 to be purchased in conjunction with the new voting system that will be purchased with federal and state grant funding. A 15% discount will be applied to the service and maintenance contract if paid by December 1, 2017 (which would bring the cost to \$3,814.80).

WHEREAS, local funding (Superior Township) will be used to purchase all spare equipment (\$5,332.00), training and implementation (\$1,000.00) and the service and maintenance contract (\$4,488.00; \$3,814.80 with 15% discount applied) described above.

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WHEREAS, the Charter Township of Superior plans to begin implementation of the new voting system in November 2017.

WHEREAS, the cost of the total purchase is \$10,820.00 (\$10,146.80 with 15% discount applied); and,

NOW, THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees authorizes the administrative staff to execute a purchase order with Hart InterCivic for spare election equipment, training and implementation and a service and maintenance contract in the amount of \$10,820.00 (\$10,146.80 with 15% discount applied) on this nineteenth day of June 2017.

The resolution carried by unanimous vote.

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Lynette Findley, Township Clerk

Date Certified

F. RESOLUTION 2017-22 AUTHORIZING JULY AS PARKS & RECREATION MONTH

Supervisor Schwartz stated that Resolution 2017-22 reiterates our commitment to Parks & Recreation.

The following resolution was moved by Trustee Williams, supported by Trustee Caviston:

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN
RESOLUTION AUTHORIZING JULY AS**

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PARKS & RECREATION MONTH

Resolution Number: 2017-22

June 19, 2017

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the Charter Township of Superior; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the Charter Township of Superior recognizes the benefits derived from parks and recreation resources

NOW, THEREFORE, BE IT RESOLVED by the Superior Township Board of Trustees, that July is recognized as Park and Recreation Month in the Charter Township of Superior.

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The resolution carried by unanimous vote.

CERTIFICATION STATEMENT

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Lynette Findley, Township Clerk

Date Certified

Juan Bradford, administrator for Parks & Recreation shared several comments.

- The 'Bird Watching for Beginners' held this past Saturday was well received. There were three members from the Autobahn Society in attendance.
- The Playground Program started today which is partnered with Washtenaw County Parks & Recreation. The program runs for seven weeks and is limited to 50 kids. He had to close the registration for the program. There are five staff members. It is held at Stamford Community Park Monday-Thursday from 11:00 a.m. - 3:00 p.m. Lunch is provided by Food Gatherers. Trustee Lewis asked if there were any data on the school attended, age and where they reside. She would like to see this information at the end of the program. Trustee Caviston stated she had watched a program on TV earlier during the day stating how kids need to get outside more often to help combat childhood obesity and diabetes. Both Trustee's Caviston and Lewis stated interactions are lacking due to technology.

G. RESOLUTION 2017-23 ESTABLISHING DUTIES for DEPUTY CLERK, WEB MANAGER

Supervisor Schwartz stated we are asking Deputy Clerk, Paula Jefferson to assume the duties of web manager for the Township. She has demonstrated excellent skills working with the consultants from JCM on the website and with other technology issues we have encountered. We are in need of this position and would like the board to support the compensation of

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\$5.84 per hour, retroactive to 12/01/16. Trustee Caviston asked why only per hour. Clerk Findley stated this would bring her total hourly rate up to \$26.00.

The following resolution was moved by Treasurer McKinney, supported by Trustee Lewis:

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN
RESOLUTION ESTABLISHING THE DUTIES
OF WEB MANAGER**

Resolution Number: 2017-23

June 19, 2017

WHEREAS, in June 2017 the new Superior Township website was launched; and,

WHEREAS, the job description shall include but not be limited to the following:

To oversee and manage all aspects of the Township's website which includes but not limited to website design and layout, routine updates and maintenance, advise administrative staff on all issues relating to the website, to works across department lines to ensure that content is properly and accurately reported and represented on the website, to ensure the site is optimized and is cross-platform and cross-browser compatible and to maintain, along with the Township I.T. contractors that website security is maintained Performs other related duties as required or assigned by the administrative staff.

Essential Duties:

- Maintain the functionality, appearance and accuracy of public website.
- Debug issues that arise with the performance of the website.
- To be the liaison between the Township and Township's I.T. contractor. The web manager will not address issues with the Township website hosting company or the Township email service provider unless directed.
- Troubleshoot and correct mistakes and error in content, links or posts.

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- Review statistics and monitor analytics to ensure proper functioning of the website. To provide analysis of traffic and other data usefulness by collecting and analyzing web metrics, such as visits, time on site and page views per visit.
- Maintain responsive website design, stay current latest technologies and ensure the site and its products are always mobile-friendly and multi-platform ready. To plan for future changes and to provide advice and assistance to Township personnel; and,

WHEREAS, the web management duties are a valuable service to the Township and the appointment of a website manager to an existing employee improves responsiveness and avoids costly contract with outside vendors; and,

WHEREAS, compensation adjustments shall be made from time to time beginning with the appointment of the website manager.

NOW, THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby appoints Paula Jefferson, Deputy Clerk to be the website manager for the Superior Township website effective upon approval of this resolution.

BE IT FURTHER RESOLVED THAT approves the job duties of Website management to be compensated at the rate of \$5.84 per hour, retroactive to 12/01/16.

BE IT FURTHER RESOLVED THAT the Township Controller shall, if necessary, create a new line item to establish a budget for website manager.

The motion carried by unanimous vote.

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12. BILLS for PAYMENT and RECORD of DISBURSEMENTS

It was moved by Trustee Green, supported by Trustee Lewis, to receive bills for payment and record of disbursements in the amount of \$836,735.24.

The motion carried by unanimous vote.

13. PLEAS and PETITIONS

- Trustee Williams asked if the County was going to mow the hay at Staebler Farms. Supervisor Schwartz stated he would contact County Parks & Recreation to see what their plan was.
- Trustee Lewis stated we should consider adding more picnics due to the overwhelming success of the Superior Day in Oakbrook Park. Perhaps rotate picnics to other parks.
- Supervisor Schwartz stated there will not be a Dixboro Fair this year. He also shared the rest of MacArthur Blvd. has been paved.

14. ADJOURNMENT

It was moved by Trustee Green, supported by Trustee Caviston, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:19 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor