

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 1**

**1. CALL TO ORDER**

The regular meeting of the Charter Township of Superior Board was called to order by the Supervisor Ken Schwartz at 7:00 p.m. June 18, 2018 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 Ken Schwartz, Brenda McKinney, Lynette Findley, Lisa Lewis, Alex Williams, Rodrick Green, and Nancy Caviston.

Absent: None

**4. ADOPTION OF AGENDA**

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

The motion carried by unanimous vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF MAY 21, 2018**

It was moved by Lewis, supported by Caviston, to approve the minutes of the regular board meeting of May 21, 2018.

The motion carried by unanimous vote.

**6. CITIZEN PARTICIPATION**

- John Nydam, a citizen of the township, thanked the board for fixing Prospect Road. He also discussed enforcing seasonal weight restrictions for trucking companies that drive the roads. He thinks if a restriction is not enforced that Prospect Road will be destroyed in 2 to 3 years.
- He also commented on the gypsy moth infestation this year. He believes this is the third year of gypsy moths overrunning the area.

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 2**

**7. PRESENTATIONS AND PUBLIC HEARINGS**

A. Benjamin Carlisle, LEED, AICP, Principal with Carlisle | Wortman Associates, Inc., submitted their proposed scope of planning services to the board. The township has parted with Pennington Planners and needed to acquire a new firm for planning services.

Carlisle | Wortman Associates, Inc. represent about 80 communities in the state. They have 20 planners on staff. Benjamin Carlisle will be the day to day contact for the township.

B. Ken Palka of Pfeffer, Hanniford and Palka, CPA's presented the township's FY 2017 Audit:

- Total General Fund expenditures exceeded revenues by \$99,849.00 due to spending on road repair. Total expenditures in the Fire Fund exceeded revenues by \$41,034.00 and Law Fund expenditures exceeded revenues by \$20,745.00. There was a surplus on all other funds of \$115,434.00. All combined there was a small decrease in the fund balance of \$44,044.00.
- The Water and Sewer Fund had a small surplus of \$80,083.00.
- The General Fund combined with the Parks and Recreation Fund, due to the General Fund supporting the Parks and Recreation Fund, had a small loss of \$97,699.00.
- Overall operating revenue was \$779,512.00.
- Total capital assets are \$15,430,906.00.
- Pie Chart 1 - The chart shows 50% of the townships revenue comes from the state at \$1,123,216.000. The second largest source of revenue comes from taxes in the amount of \$523,881.00.
- Graph 2 - Shows a comparison of the Fund Balance from 1994-2017. The Fund Balance was lower in 2017 due to road repairs.
- Graph 3 - Shows a comparison of the Utility Fund Balance from 1995-2017. Over the years revenues have exceeded expenditures.
- Pie Chart 2 - Shows the General Fund Fund Balance total of \$1,774,713.00 with \$1,704,002.00 being undesignated.
- Pie chart 3 - Shows the Parks Fund with a balance of \$577,692.00 with \$184,025.00 being undesignated and \$383,157.00 going towards building reserves.
- Pie Chart 4 - Shows the Fire Fund with a balance of \$2,550,713.00 with \$1,491,018.00 being undesignated.
- Pie Chart 5 - Shows the Building Fund with a balance of \$773,284.00.
- Pie Chart 6 - Shows the Water and Sewer Fund with total restricted cash and cash equivalents of \$3,584,339.00 included in that is a capital reserve of \$1,971,180.00.

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 3**

- Pie Chart 7 - Shows the Law Fund with a balance of \$257,155.00.

It was moved by McKinney, supported by Lewis, to receive and accept the findings of the Charter Township of Superior FY2017 Audit Report as presented.

The motion carried by unanimous vote.

The audit will be submitted to the state on Tuesday.

**A. SUPERVISOR REPORT**

Supervisor Schwartz reported on the following:

- The township was awarded \$10,000.00 from Community Tourism Action Plan (CTAP) for the Dixboro Village Green pavilion.
- Utilizing Right-of-Way Monies, Lucas Nursery will be installing 16 pear trees in the right-of-way on Geddes from Andover to Harris. The total cost will be around \$2500.00.
- No update on Salem Township's Gotfredson sewer plans. The supervisor did received all the Michigan Economic Development Corporation (MEDC) documents regarding the project.
- The Dixboro House plans have been approved by the township. They still have some work to do with the Washtenaw County Road Commission and the Washtenaw County Water Resources Commission. Their goal is to have work completed by the end of the year.
- There was a phone conference two weeks ago with the Peninsular Dam working group regarding the removal of the Peninsular Dam. The township has about 7 residents who have houses behind the dam and hold riparian rights on the pond. They are adamantly opposed to the removal of the dam. The dam is owned by the City of Ypsilanti and the township does not have a say in what happens to the dam. The City of Ypsilanti has funding for removal of the dam not for repair. The township is working to ensure that the residents do not lose their riparian rights.
- The administrative staff met today with Ypsilanti District Library (YDL) and the library's architects regarding the plans for the Superior Township branch of the Ypsilanti District Library. If the library millage passes in November the YDL is committing all of its reserves to the new library. The funds generated by the millage would go towards operations for the future.
- The supervisor discussed increasing compensation to attract employees to the township. He also discussed upgrading resources in order for the township to better service the community by way of transitioning the township's files to a digital format.

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 4**

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

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

The motion carried by unanimous vote.

**C. UTILITY DEPARTMENT FINANCIALS, PERIOD ENDING MARCH 31, 2018**

It was moved by Lewis, supported by Caviston, that the Superior Township Board receive the utility department financials, period ending March 31, 2018.

The motion carried by unanimous vote.

**D. FINANCIAL REPORTS, ALL FUNDS AS OF MARCH 31, 2018**

It was moved by Caviston, supported by Lewis, that the Superior Township Board receive the financial reports, all funds as of March 31, 2018.

The motion carried by unanimous vote.

**E. CONTROLLER'S REPORT, 1<sup>ST</sup> QUARTER, 2018**

It was moved by Green, supported by Caviston, that the Superior Township Board receive the controller's report, 1<sup>st</sup> quarter, 2018.

The motion carried by unanimous vote.

**9. COMMUNICATIONS**

None

**10. UNFINISHED BUSINESS**

**A. ORDINANCE 174-21, FLEMING CREEK ZONING ORDINANCE TEXT AMENDMENT, SECOND READING AND ADOPTION**

The ordinance amendment will require that commercial developments and subdivisions submit, as part of their site plan, technical information to the Fleming Creek Advisory Council for review and an advisory opinion.

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 5**

It was moved by Williams, supported by Findley, to approve the Fleming Creek Zoning Ordinance Text Amendment, Second Reading and Adoption.

Roll call:

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

Nays: None

The motion carried by unanimous vote.

**B. ORDINANCE 169, AMENDING UTILITY ORDINANCE NO. 169, SECOND READING AND ADOPTION**

The township prohibits private parties or other entities from running water or sewage lines in all road right-of-ways within the township that will serve areas outside the township without authorization from the township.

It was moved by Caviston, supported by Green, to approve the Utility Ordinance No 169 amendment.

Roll call:

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

Nays: None

The motion carried by unanimous vote.

**11. NEW BUSINESS**

**A. RESOLUTION 2018-13, AUTHORIZING JULY AS PARKS & RECREATION MONTH**

This is an annual resolution that recognizes July as Parks & Recreation Month.

It was moved by McKinney, supported by Caviston, to recognize July as Parks & Recreation Month.

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

**RESOLUTION AUTHORIZING JULY 2018 AS  
PARKS & RECREATION MONTH**

**Resolution Number: 2018-13**

**Date: June 18, 2018**

**DESIGNATION OF JULY AS PARK AND RECREATION MONTH**

**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

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 7**

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

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

**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 18, 2018 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

The motion carried by unanimous vote.

**B. RESOLUTION 2018-14, TO APPROVE AN AGREEMENT BETWEEN SUPERIOR TOWNSHIP AND THE WASHTENAW COUNTY ROAD COMMISSION FOR 2018 ROAD IMPROVEMENTS**

It was moved by Findley, supported by Lewis, to approve the agreement between the township and the Washtenaw County Road Commission for 2018 road improvements.

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE AN AGREEMENT BETWEEN  
SUPERIOR TOWNSHIP AND THE WASHTENAW COUNTY ROAD  
COMMISSION  
FOR 2018 ROAD IMPROVEMENTS**

**Resolution Number: 2018-14**

**Date: June 18, 2018**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the Board of Superior Charter Township (the “township”) and the Board of Washtenaw County Road Commissioners (the “road commission”).

**WHEREAS**, both parties desire improvements of local roads located within Superior Township; and

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 8**

**WHEREAS**, included within their 2018 Annual Meeting report, the road commission has provided the township with a list of proposed road improvement; and

**WHEREAS**, the township has historically contributed funds to the road commission for improvement of the local roads; and

**THEREFORE, BE IT AGREED** that the township approves the road commission to complete following road improvement projects in 2018:

1. Panama Ct. (CDBG)	\$23,400.00
2. Warren from Napier to Gotfredson	\$105,800.00
3. Joy Road from Plymouth to Gotfredson	\$37,400.00
4. Township wide limestone 2,000 ton @ \$17.61 per ton	\$36,500.00
5. Vreeland Road from Hickman to Gale	\$26,000.00
	\$229,100.00

Possible options

1. Overbrook Court	\$38,000.00
2. Timberwood Court	\$36,500.00
	\$74,500.00

**NOW, THEREFORE** the township approves the Superior Township Supervisor to sign the necessary agreements and the funds for the road improvements will be debited from G.L. 466-866.

**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 18, 2018 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

Roll call:

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

Nays: None

The motion carried by unanimous vote.



**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 9**

**C. RESOLUTION 2018-15, TO APPROVE CARLISLE|WORTMAN ASSOCIATES, INC. (CWA) PROFESSIONAL PLANNERS**

It was moved by Caviston, supported by McKinney, to approve Carlisle | Wortman Associates, Inc. (CWA) as the township's new planners.

**CHARTER TOWNSHIP OF SUPERIOR  
BOARD OF TRUSTEES**

**A RESOLUTION APPROVING PLANNING CONTRACT WITH CARLISLE  
WORTMAN ASSOCIATES**

**Resolution Number: 2018-15**

**Date: June 18, 2018**

**WHEREAS**, The Charter Township of Superior Board of Trustees, the planning commission and the zoning and building staff requires the services of a certified and qualified Michigan planner to assist with the development of master plans, zoning ordinances and amendments, plan review and other related services, and;

**WHEREAS**, The Superior Township staff and planning commission has decided that it is in the best interest of the township to hire a new planning consultant for the above services.

**NOW THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves a contract for planning services between Carlisle Wortman Associates and Superior Township.

**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 18, 2018 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

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 10**

Roll call:

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

Nays: None

The motion carried by unanimous vote.

**D. RESOLUTION 2018-16, TO APPROVE PURCHASE OF NEW VEHICLE FOR BUILDING DEPARTMENT**

The building department would like to purchase a new vehicle under the State of Michigan MIDEal program with a cost not to exceed \$32,555.00.

It was moved by Lewis, supported by Green, to approve the purchase of a new vehicle for the building department.

**CHARTER TOWNSHIP OF SUPERIOR  
BOARD OF TRUSTEES**

**A RESOLUTION TO APPROVE THE PURCHASE OF  
NEW VEHICLE FOR BUILDING DEPARTMENT**

**Resolution Number: 2018-16**

**Date: June 18, 2018**

**WHEREAS**, The Charter Township of Superior is in need of a vehicle to accommodate the various responsibilities within the township that require transportation; and,

**WHEREAS**, The Charter Township of Superior Building Department Director has received a quote from Gorno Ford, under the State of Michigan MIDEal program, to purchase a 2018 Ford Explorer 4WD; and,

**WHEREAS**, the base price plus recommended options totals \$28,555.00; and,

**WHEREAS**, several other safety options such as BLIS (Blind Spot Information System) with Cross-traffic Alert and Forward Collision Warning with Brake Support may be considered and should not exceed an additional \$4000.00.

**NOW THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves the purchase of a 2018 Ford Explorer 4WD not to exceed the cost of \$32,555.00.

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 11**

**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 18, 2018 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

Roll call:

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

Nays: None

The motion carried by unanimous vote.

**E. MOTION TO APPROVE CONTRACT FROM G&K FLOORING FOR SUPERIOR TOWNSHIP HALL**

The tiles in the vestibule of the township hall need to be replaced due to neglect. The cost for the replacement is \$6125.00.

It was moved by McKinney, supported by Green, to approve the contract from G&K flooring for Superior Township Hall.

The motion carried by unanimous vote.

**12. BILLS for PAYMENT and RECORD of DISBURSEMENTS**

It was moved by McKinney, supported by Caviston, to receive bills for payment and record of disbursements in the amount of \$1,787,115.89.

The motion carried by unanimous vote.

**13. PLEAS and PETITIONS**

- Trustee Williams brought up the concern that the signs leading into the township are in poor shape. Supervisor Schwartz stated that an order has been placed with the sign shop to have the signs replaced. The Washtenaw County Road Commission will cover the cost.
- Ellen Kurath discussed the invasiveness of honeysuckle growing in the township.
- Juan Bradford, Parks & Recreation administrator, told the board that the Parks & Recreation Summer Playground Program began today.

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
JUNE 18, 2018  
PROPOSED MINUTES  
PAGE 12**

**14. ADJOURNMENT**

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor