

**CHARTER TOWNSHIP OF SUPERIOR  
SPECIAL MEETING  
SUPERIOR CHARTER TOWNSHIP HALL  
3040 N. PROSPECT, SUPERIOR TOWNSHIP, MI 48198  
MAY 10, 2018  
6:30 p.m.  
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. CITIZEN COMMENT
  
6. NEW BUSINESS
  - a) Law Enforcement Millage Ballot Language
  - b) Fire Millage Ballot Language
  - c) Superior Township Hall Janitorial Service Contract
  - d) Washtenaw County Road Commission Dust Control Agreement
  
7. ADJOURNMENT

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

**RESOLUTION TO ADOPT MILLAGE BALLOT LANGUAGE FOR  
LAW ENFORCEMENT MILLAGE**

**Resolution Number: 2018-09**

**Date: May 10, 2018**

**WHEREAS**, the Township Board of the Charter of Superior, provides law enforcement services for the residents of the Township, as authorized by MCL 41.801, et seq, and other applicable statutes; and

**WHEREAS**, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

**WHEREAS**, the existing levy for law enforcement services is set to expire on December 31, 2018; and

**WHEREAS**, the Township Board of the Charter Township of Superior wishes to levy 2.75 mills to provide fire protection and prevention services

**NOW, THEREFORE, BE IT RESOLVED** that

1. the Township Board of the Charter Township of Superior, Washtenaw County, approves the following millage ballot question language and directs the Clerk to submit it to be placed on the August 7, 2018, election ballot:

**Charter Township of Superior  
Law Enforcement Services Millage Proposal**

Shall the Charter Township of Superior impose an increase of 2.75 mills (\$3.50 per \$1,000 of taxable value) in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for four (4) years, 2019 through 2023 inclusive, for providing law enforcement services throughout the Township, raising an estimated one million seven hundred fifty four thousand nine hundred and ninety two dollars (\$1,754,992.00) in the first year the millage is levied. A portion of the millage levied on Hyundai's facility will be disbursed to the Local Development Finance Authority of the Charter Township of Superior.

Yes

No

2. The Township Clerk shall post and publish the notice of the last day of registration and the notice of the election in the manner required by law.
3. The Township Clerk shall have ballots and voting machine proportions prepared for the general election in the manner required by law.

The foregoing resolution offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

Adopted by a roll call vote of the Township Board of the Charter Township of Superior on \_\_\_\_\_, 2018.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstains: \_\_\_\_\_

\_\_\_\_\_  
Lynette Findley, Clerk  
Charter Township of Superior

### **Certificate**

I, Lynette Findley, the duly elected Township Clerk, hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Superior, County of Washtenaw, Michigan, at a regular meeting held on the \_\_\_ day of \_\_\_\_\_, 2018, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976.

Dated: \_\_\_\_\_, 2018

\_\_\_\_\_  
Lynette Findley, Clerk  
Charter Township of Superior

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

**RESOLUTION TO ADOPT MILLAGE BALLOT LANGUAGE FOR  
FIRE PROTECTION AND PREVENTION MILLAGE**

**Resolution Number: 2018-10**

**Date: May 10, 2018**

**WHEREAS**, the Township Board of the Charter of Superior, provides fire protection and prevention services for the residents of the Township, as authorized by MCL 41.801, et seq, and other applicable statutes; and

**WHEREAS**, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

**WHEREAS**, the existing levy for fire protection and prevention services is set to expire on December 31, 2018; and

**WHEREAS**, the Township Board of the Charter Township of Superior wishes to levy 3.5 mills to provide fire protection and prevention services

**NOW, THEREFORE, BE IT RESOLVED** that

1. the Township Board of the Charter Township of Superior, Washtenaw County, approves the following millage ballot question language and directs the Clerk to submit it to be placed on the August 7, 2018, election ballot:

**Charter Township of Superior  
Fire Protection and Prevention Millage Proposal**

Shall the Charter Township of Superior impose an increase of 3.5 mills (\$3.50 per \$1,000 of taxable value) in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for four (4) years, 2019 through 2023 inclusive, for providing fire protection and prevention services throughout the Township, raising an estimated two million two hundred thirty three thousand six hundred and twenty six dollars (\$2,233,626.00) in the first year the millage is levied. A portion of the millage levied on Hyundai's facility will be disbursed to the Local Development Finance Authority of the Charter Township of Superior.

[ ] Yes

[ ] No

2. The Township Clerk shall post and publish the notice of the last day of registration and the notice of the election in the manner required by law.
3. The Township Clerk shall have ballots and voting machine proportions prepared for the general election in the manner required by law.

The foregoing resolution offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

Adopted by a roll call vote of the Township Board of the Charter Township of Superior on \_\_\_\_\_, 2018.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstains: \_\_\_\_\_

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Lynette Findley, Clerk  
Charter Township of Superior

### **Certificate**

I, Lynette Findley, the duly elected Township Clerk, hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Superior, County of Washtenaw, Michigan, at a regular meeting held on the \_\_\_ day of \_\_\_\_\_, 2018, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976.

Dated: \_\_\_\_\_, 2018

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Lynette Findley, Clerk  
Charter Township of Superior

# Heavenly Cleaning Services

"Where Perfection Is Not An Option"

**All your cleaning needs**

General Manager: Anthony Abraham

734-796-3429

Charter Township of Superior

Brenda McKinney, Treasurer

3040 N. Prospect St.

Ypsilanti, MI 48198

May 8, 2018

1. Do regular cleaning, such as vacuuming the floors, mopping, sweeping & dusting, Picking up trash.
2. Clean bathrooms

Bid Price: \$1,800.00 per month.



May 8, 2018

Brenda L. McKinney  
Treasurer  
Charter Township of Superior  
3040 N. Prospect  
Ypsilanti, Michigan 48198

Dear Ms. McKinney, ,

Enclosed is our complete proposal for janitorial service at Superior Township and the Utility Administration Buildings. Master Maintenance takes great pride in performing the highest quality services at affordable rates. We carry insurance and bonding for your protection and offer a list of quality references. Our reputation has been built by providing consistent and dependable service, as our customers will attest.

We are particularly aware of the extra care and attention required for facilities such as yours. Our staff is prepared to exceed your highest expectations of cleanliness and service. I am confident you will find that we perform at a level considerably above other cleaning companies in terms of thoroughness and efficiency.

All decisions made and actions taken in our company revolve around our core values, no exceptions!  
The four essential tenets that are non-negotiable, timeless and unchanging in our organization are:

1. We live with honesty and integrity
2. We treat everyone with dignity and respect
3. We fulfill all of our obligations
4. We give back to the community

**A few points we should emphasize:**

- We are a privately owned company with daily owner involvement
- We are a Michigan headquartered company located in Ypsilanti, Michigan
- Our management team has over 100 years combined experience
- We perform criminal conviction background checks
- We have one of the lowest employee turnover rates in the industry, 1/12 of the industry average
- We hire only legal US citizens and pay all of our payroll taxes
- We carry workers compensation, liability insurance and bond all employees
- We have a quality assurance program that delivers consistent service
- 80% of our customers have been with us twice the industry average
- 20% of our customers have been with us more than 10 years
- We utilize industry specific software for our payroll, work scheduling, job cost, AR, AP, HR
- We have a formal Green Cleaning Program

If you have questions or concerns, please call us at your earliest convenience. We look forward to working with you and servicing your maintenance needs, both now and for years to come.

Respectfully,

Anthony P. Smith  
Vice President of Business Development

2701 I-94 Service Drive, Ypsilanti, MI 48197  
Tel: 877.331.1001 • Fax: 877.331.1099  
[www.MasterMaintenance.com](http://www.MasterMaintenance.com)

## **Work Specifications\***

Superior Township

### **Lobby**

<b><u>Task</u></b>	<b><u>Frequency</u></b>
Vacuum carpet/floor mats	5 x week
Clean entrance glass	5 x week
Dust exposed surfaces within reach	1 x week
Dust mop hard surface floor	5 x week
Damp mop hard surface floor as needed	5 x week

### **Office Areas**

<b><u>Task</u></b>	<b><u>Frequency</u></b>
Empty all trash containers and reline as needed	5 x week
Vacuum carpeted traffic areas	5 x week
Detail vacuum carpeted areas	1 x week
Dust mop hard surface floor	5 x week
Damp mop hard surface floor as needed	5 x week
Wipe clean exposed work surfaces	5 x week
Detail clean exposed areas of desks and work surfaces	1 x week
Dust exposed surfaces within reach	1 x week
Spot clean doors and walls around knobs and switch plates	5 x week
Spot clean partition/door glass	5 x week
Dust ceiling vents	1 x month

### **Conference Rooms/Large Hall**

<b><u>Task</u></b>	<b><u>Frequency</u></b>
Empty all trash containers and reline as needed	5 x week
Vacuum carpet (as needed)	5 x week
Dust exposed surfaces within reach	1 x week
Polish/clean conference table	5 x week
Spot clean doors and walls around knobs and switch plates	5 x week
Spot clean door glass	5 x week
Dust ceiling vents	1 x month

### **Kitchen / Coffee Areas**

<b><u>Task</u></b>	<b><u>Frequency</u></b>
Dust mop hard surface floor	5 x week
Damp mop hard surface floor	5 x week
Clean all appliance exteriors	5 x week
Clean interior of microwaves	5 x week
Damp wipe counter and sink	5 x week
Empty trash and reline	5 x week
Dust exposed surfaces within reach	1 x week
Wipe clean tables and chairs	5 x week
Dust ceiling vents	1 x month



## **Restrooms**

<b><u>Task</u></b>	<b><u>Frequency</u></b>
Clean and sanitize toilet bowls, urinals and sinks	5 x week
Clean mirrors	5 x week
Clean and polish chrome fixtures	5 x week
Fill soap dispensers	5 x week
Replenish paper products	5 x week
Empty wastebaskets and sanitary dispensers and reline	5 x week
Dust mop hard surface floor	1 x week
Damp mop hard surface floor	5 x week
Spot clean walls and partitions	5 x week
Dust ceiling vents	1 x month

## **General**

<b><u>Task</u></b>	<b><u>Frequency</u></b>
Clean and sanitize drinking fountains	5 x week
Maintain cleanliness of janitorial area	5 x week
Turn off designated lights	5 x week
Remove bugs and clean light fixtures (after initial clean)	as needed
Maintain building security	At all times

**\*All 5 x week services will only be provided 1 x per week (as required) at the Utility Administration Building**

# TERMS AND CONDITIONS

**SERVICES:** The Owner hereby agrees to engage the services of the Contractor to furnish the janitorial and related services herein set forth and the Contractor agrees to perform such services to acceptable professional standards for the compensation herein set forth. The Contractor may perform the services by any reasonable means and shall not be responsible for delays in performance caused by strike, lockout, act of God, accident, or any other circumstances beyond the Contractor's control.

**EQUIPMENT AND SUPPLIES:** The Contractor shall furnish all cleaning supplies and equipment necessary to perform the specified work. This does not include trash liners and restroom supplies such as paper towels, hand soap, toilet paper, toilet seat covers, deodorants, etc. If the Owner requests these items, the supplies can be furnished on a bill-back basis.

**PAYMENT:** Payment shall be due on the last day of each month in which services are performed. If it becomes necessary for Master Maintenance to secure a collection agency and/or attorney to pursue payment, the Customer will be responsible for any expenses incurred by Master Maintenance, including court costs and attorney fees.

**RIGHT TO TERMINATE:** If the Contractor defaults or fails to carry out work in accordance with specifications contained in the Agreement, the Owner shall provide the Contractor with thirty (30) days written notice to cure such default. If the Contractor fails to correct such default, the Owner shall provide the Contractor with thirty (30) days written notice to terminate services. The Owner, for any other reason, may terminate this Agreement by providing Contractor with thirty (30) days written notice to terminate services. If, as a result of the actions of the Owner, the Contractor desires to terminate the Agreement, it may do so upon giving the Owner thirty (30) days written notice.

**CHANGE IN WORK PERFORMED:** The price below is based upon the areas to be serviced and the frequency of service outlined in the specifications. If there are changes in areas or services, the Owner agrees to negotiate a reasonable price adjustment with the Contractor.

**MODIFICATION:** The parties may from time to time request changes in this agreement. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between the Owner and Contractor, shall be effective when incorporated in written amendments to this agreement.

**INSURANCE:** The Contractor shall maintain liability and property damage insurance in form acceptable to the Owner, in full force and effect, throughout the term of this Agreement. The Contractor shall furnish to the Owner upon request a Certificate of Insurance evidencing such coverage.

**INDEPENDENT CONTRACTOR:** The parties intend that the Contractor in performing services herein specified shall act as an independent contractor and shall have control of the work and the manner in which it is performed. The Contractor shall select its own employees or agents and such employees and such agents shall be responsible to the Contractor.

**CONTRACTOR'S EMPLOYEES AND AGENTS:** It shall be understood and agreed that during the term of this agreement and for a period of one (1) year thereafter the Owner will not directly or indirectly hire any employee or agent of the Contractor.

**HOLIDAYS:** The Contractor is not obligated to perform services on the following holidays: New Year's Day, Easter Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Services on holidays when requested by the Owner shall be performed at twice the normal daily rate.

**APPLICABLE LAW:** The laws of the State in which the services are performed shall govern this agreement. If any provision in this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

**ENTIRE AGREEMENT:** This agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this agreement, and there are no understandings or agreements other than those incorporated herein. This agreement may not be modified except by written instrument by both parties.

Monthly price for attached work specifications:

TWO THOUSAND ONE HUNDRED TWENTY-FIVE DOLLARS  
(\$2,125.00)

Initial Clean: \$850.00

## CHARTER TOWNSHIP OF SUPERIOR

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Master Maintenance Corporation

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Starks Cleaning Ent.Llc

220 Bagely Ave suite 424

Detroit Mi. 48226

Ph 734-796-0001

EM starkscleaning@gmail.com

Contractors Quote

**Customer:** Charter Township of Superior  
Washtenaw County ,Michigan

**Address:** 3040 N Prospecy rd Ypsilanti MI. 48198

**Quote for Janitorial Services**

**Days to be cleaned:** 5 Days per week

**Contact: Manager**

**Services to be Performed:**

- Dust and or sanitize window ledges ,blinds A/C vents, Light Fixtures and switch plates ,doors and frames ,High/Low dusting etc. as needed.
- Empty all general waste receptors ,shreddar baskets and replace all liner soiled or stained ,empty treasurers trash to be placed in secure container daily.
- Vacuum carpeted areas and rugs daily.
- Dust mop and Wet mop hard surfaces throughout as needed.
- Remove cob webbs and bugs from light fightures as needed.
- Clean all entry glass and side lights daily

**Bathrooms**

Empty all trash receptors replace paper supplies daily  
Clean and sanitize in , around and behind all toilets and urinals  
Clean all sinks and vanities and mirrors light switches door knobs  
Sweep and mop all hard surfaces as needed

**Kitchen**

Empty all Trash receptors  
Clean santize all tables ,counters , sinks and fixtures as needed  
Sweep and mop all hard surfaces as needed

ALL Cleaning Supplies and equipment to be supplied by Starks Cleaning

Total monthly cost for services 5 times per week \$1625.00

## Utility Building Location Prospect and clark rd

Services for 1 day per week

Services to be performed :

- Empty all trash receptors
- Vacuum all carpets and entry way runners
- Clean all desks free from clutter ,clean light switches and door frames
- Sweep and mop all hard surfaces
- Dust all window ledges and blinds and flat surfaces
- Clean all bathrooms complete and restock paper supplies from owners stock as needed

Total monthly cost for services        \$485.00

Additional services

Carpet cleaning  
Floor strip and wax  
Floor scrubbing  
Window cleaning  
New construction cleaning Commercial

**CONTRACTOR AGREEMENT BETWEEN CHARTER TOWNSHIP OF SUPERIOR**

**AND**

**STARKE CLEANING ENT. LLC**

This agreement made this 10<sup>th</sup> day of MAY 2018 by and between the Charter Township of Superior hereafter referred to as the Township, and Starks Cleaning Ent., LLC, hereafter referred to as the Contractor.

Whereas the Township desires the services of a contractor to perform the following duties for the Township at the township hall location five (5) days per week commencing immediately:

Township Hall Offices:

- Dust and or sanitize window ledges, blinds A/C vents, light fixtures and switch plates, doors and frames, high/low dusting as needed.
- Empty all general waste receptors, shredder baskets and replace all liner soiled or stained.
- Treasures trash to be placed in secure container daily.
- Vacuum carpeted areas and rugs daily.
- Dust mop and Wet mop hard surfaces throughout as needed.
- Remove cob webs and bugs from light fixtures as needed.
- Clean all entry glass and side lights daily.
- Clean electrical switch covers as needed.
- Other cleaning as directed.

Bathrooms:

- Empty all trash receptors replace paper supplies daily
- Clean and sanitize in, around and behind all toilets and urinals
- Clean all sinks and vanities and mirrors light switches door knobs
- Sweep and mop all hard surfaces as needed.
- Other cleaning as directed.

Kitchen:

- Empty all Trash receptors
- Clean and sanitize all tables, counters, sinks and fixtures as needed.
- Sweep and mop all hard surfaces as needed.
- Other cleaning as directed.

Whereas the Township desires the services of a contractor to perform the following duties for the Township at the township utility building location one (1) day per week:

- Empty all trash receptors.
- Vacuum all carpets and entry way runners.
- Clean all desks free from clutter, clean light switches and door frames.
- Sweep and mop all hard surfaces.
- Dust all window ledges and blinds and flat surfaces.
- Clean all bathrooms complete and restock paper supplies from owners stock as needed.
- Other cleaning as directed.

Now therefore, in consideration of the promises and covenants hereinafter contained, the parties hereto mutually agree as follows:

1) The relationship of the contractor to the Township is and shall continue to be that of an independent contractor and no liability of benefits such as Worker's Compensation, Pension, unemployment benefits or other rights or liabilities arising out of or related to a contract for hire or employee/employer relationship shall arise or accrue to either party as a result of the performance of this contract.

2) The contractor shall either:

a) Maintain general liability insurance in the amount of \$100,000 naming Superior Township as an additional insured and provide the Clerk with a copy of such policy.

OR

b) Sign the Township's Sole Proprietor Disclaimer Form waiving all entitlement to Workers Compensation benefits as an independent contractor.

3) This contract may be terminated with a seven (7) day notice by either party without cause.

4) The Township shall pay the contractor \$2,110.00 per month.

In witness whereof, the undersigned have set their hands this 10<sup>th</sup> day of MAY, 2018.

Contractor: STARKS CLEANING LLC  
[Signature]

Date: 5-10-18

Township Supervisor: [Signature]

Date: 5-10-2018

## 2018 SUPERIOR TOWNSHIP AGREEMENT

THIS AGREEMENT, made and entered into this 10 day of May, 2018, by and between the Township Board of Superior Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, the parties of the first part desire that certain improvements be made upon the local roads in the Township of Superior, and

WHEREAS, proper authority is provided to the parties of the agreement under the provisions in Act 51 of Public Acts of 1951 as amended,

IT IS NOW THEREFORE AGREED, the parties of the second part will accomplish the improvements as specified herein, all in accordance with the standards of the parties of the second part.

IT IS FURTHER AGREED, the Road Commission has provided an estimated cost for each individual project included herein. If, prior to beginning an individual project, it is determined that the original cost estimate will not cover project costs, the Road Commission will notify the Township to determine, if the Township desires to proceed with the project with a reduced scope or an additional funding commitment. Budgets are closely monitored on each project and every effort is made to avoid overruns. Any unexpected project cost overrun shall be taken from any unexpected funds remaining in the Township's total township agreement. If the overrun exceeds the total township agreement, the Road Commission may bill the Township up to an additional 10 percent of the total agreement amount with the Township. At the Township's option, such overruns can be taken from the following years matching funds.

**1. Dust Control (497-10-108)**

Work to include three (3) solid applications of contract brine on all certified local gravel/limestone roads within the township. Estimated 190,440 gallons @ \$0.1650 per gallon.

Estimated project cost: \$ 31,422.60

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### AGREEMENT SUMMARY

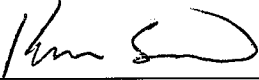
2018 LOCAL ROAD PROGRAM

Dust Control	\$ 31,422.60
Less 2018 WCRC Conventional Matching Funds	\$ 15,711.30

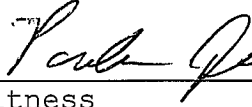
ESTIMATED AMOUNT TO BE PAID BY SUPERIOR TOWNSHIP  
UNDER THIS AGREEMENT DURING 2018:

\$ 15,711.30

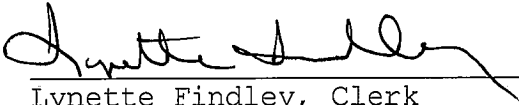
FOR SUPERIOR TOWNSHIP:



\_\_\_\_\_  
Kenneth Schwartz, Supervisor



\_\_\_\_\_  
Witness



\_\_\_\_\_  
Lynette Findley, Clerk



\_\_\_\_\_  
Witness

FOR WASHTENAW COUNTY ROAD COMMISSION:

\_\_\_\_\_  
Douglas E. Fuller, Chair

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Roy D. Townsend, Managing Director

\_\_\_\_\_  
Witness