

**CHARTER TOWNSHIP OF SUPERIOR  
REGULAR BOARD MEETING  
SUPERIOR CHARTER TOWNSHIP HALL  
3040 N. PROSPECT, SUPERIOR TOWNSHIP, MI 48198  
October 21, 2019  
7:00 p.m.  
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
  - a. Regular Meeting of September 16, 2019
6. CITIZEN PARTICIPATION
7. PRESENTATIONS AND PUBLIC HEARINGS
  - a. County Parks and Recreation
  - b. Truth-in-Taxation Public Hearing
  - c. Master Plan – Ben Carlisle, Carlisle/Wortman Associates
8. REPORTS
  - a. Supervisor
  - b. Departmental Reports: Building Department, Fire Department, Ordinance Officer, Parks Commission Minutes, Sheriff's Report
9. COMMUNICATIONS
  - a. Ypsilanti City Council Removal of the Peninsular Dam on the Huron River
10. UNFINISHED BUSINESS
  - a. Ordinance 193, To Prohibit Marihuana Establishments, Second Reading
11. NEW BUSINESS
  - a. Superior Township Master Plan
  - b. Treasurer's Report, 2019 Special Assessments
  - c. Resolution 2019-42, The Purchase of Docuware Records Management System and Document Imaging Software
  - d. Resolution, 2019-43, Naming a Utility Office Clerk/Billing Specialist
  - e. Resolution 2019-44, 2020 Millage Rates

- f. Resolution 2019- 45, 2020 Budgets All Funds
- g. Resolution 2019-46, Approval to Purchase New Utility Department Vehicles

12. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS

13. PLEAS AND PETITIONS

14. ADJOURNMENT

Lynette Findley, Clerk, Superior Township, 3040 N. Prospect, Superior Township, MI 48198  
Telephone: 734-482-6099; Email:[lynettfindley@superior-twp.org](mailto:lynettfindley@superior-twp.org)

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
REGULAR MEETING  
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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 September 16, 2019, 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, Lisa Lewis, Brenda McKinney, Ken Schwartz, and Alex Williams.

Absent: Meghan Winslow

**4. ADOPTION OF AGENDA**

It was moved by Lewis, supported by McKinney, to adopt the agenda with revisions to include: Harvest Lane, unfinished business, Marijuana Ordinance, and County Parks Resolution.

The motion carried by unanimous vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF MONTH AUGUST 19, 2019**

It was moved by Caviston supported by Lewis, to approve the minutes of the regular Board meeting of August 19, 2019, as presented.

The motion carried by unanimous vote.

**6. CITIZEN PARTICIPATION**

**A. CITIZEN COMMENTS**

Ellen Kurath suggested the purchase of a motor grader would be a good investment and an alternative to maintaining the ditches. Supervisor Schwartz advised the Washtenaw County Road Commission will only do grading when they complete dust control which takes place three times a year. He also shared even if the Township paid the County Roads, they could not take on the task. He has considered a used motor grader, however the Township would have to hire a contractor to operate the equipment. New graders are very expensive.

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**7. PRESENTATIONS AND PUBLIC HEARINGS**

None

**8. REPORTS**

**A. SUPERVISOR REPORT**

Supervisor Schwartz reported on the following:

- The pavilion is completed. There will be an official dedication of the pavilion at the Dixboro Village Green on October 11, 2019, at 5:00 p.m. CTAP funds will be used to pay for a plaque similar to the McFarland plaque in the township hall.
- On October 12, 2019, from 1:00-3:00 p.m. there will be a grand opening with a ribbon-cutting at Staebler Park. There will be a multi-purpose building which will be the site campus for the Folks School.
- Bill and Lisa Ford made a \$17,000 donation to the Folks School for the special ventilation required for the blacksmith studio.
- The application for Connecting Communities project has been submitted.
- There was a meeting with the Road Commission and the County Board concerning a ½ mill proposal for four years that will be on the ballot in the 2020 General Election. There will be another meeting that anyone can attend.
- Supervisor Schwartz, Treasurer McKinney, and Nancy Mason met with Amy Karbo from Ann Arbor Destination concerning an audit to take place of the CTAP money in the next couple of weeks.
- There was a meeting with AATA about the Purchase of Service Agreement (POSA). They are getting communities to join as charter members. They are also exploring route expansions and also options of partnerships that will be beneficial to seniors and people that are disabled.
- The Township's I.T. Company (Nimble) is in the process of being sold to TAZ Networks of Brighton. The employees at Nimble will be absorbed into TAZ Networks and Logan will remain the Township's primary contact. The Township will have to enter into a service contract in the October meeting.
- While attempting to obtain a waiver to the highway access management plan to put in a driveway to the pump station, it was discovered that the original location would have been situated in the middle of a wetland. County Parks agreed that we could move the pump station down the road to another location with the stipulation that the Township will assist with the development of a driveway and parking spots. There will be some cost not originally anticipated but, it will be less than remediation.
- The M153 finalized safety plan will be adopted. State Representative Ronnie Peterson is on the subcommittee for appropriations and is facilitating the plan with MDOT.
- Supervisor Schwartz and Clerk Findley had a meeting with Sycamore Meadows, the County Office of Economic Development, County Health, Southeast Legal Services, and residents due to HUD being forced to make corrections to the physical structures. The units are not in compliance and 95% of the units failed inspections. Examples of



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non-compliance included the absence of smoke detectors and other issues more significant.

- The Parks Commission was contacted to consider the possibility of allowing the Township to take over the maintenance and the planning of Schock Park. It would be beneficial to the Parks budget.

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

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

The motion carried by unanimous vote.

**9. COMMUNICATIONS**

**A. PAT SHREWSBURY RESIGNATION LETTER**

It was moved by McKinney, supported by Lewis, to receive the resignation letter of Pat Shrewsbury.

The motion carried by unanimous vote.

**B. TREASURER'S MEMO REGARDING ONLINE 2018 TAX COLLECTION**

Treasurer McKinney wanted to update the Board of Trustees of how much is being collected online and the cost associated with the online service.

**10. UNFINISHED BUSINESS**

**A. HARVEST LANE SEWER UPDATE**

George Tsakoff of OHM provided an update on the Harvest Lane Sewer. George explained the project manager at EGLE and the manager of the SRF process is entering the point of environmental assessments. The ratings for Harvest Lane are related to operations and maintenance and not structural integrity. The maintenance issues are the result of root balls and root intrusions that can be resolved with flushing and heavier maintenance to get the debris out of the pipe. The recommendation would be to focus on the identified issues and repair from the Townships general fund due to there may be an issue to justify the funding from SRF. OHM can complete engineering. The other projects are on target for SRF funding as they have a high critical structural integrity rating. Trustee Williams inquired if a contractor would need to do cutting to the pipes in the problem areas. The response was "yes", cutting will take place in targeted areas with shallow cuts. Treasurer McKinney questioned if the pipes are cleaned out, can the utility department maintain. The answer was the utility department will have the ability to maintain the repairs. Trustee Williams inquired if there were the possibility of sinkholes. George indicated historically it has not been an issue and is the measure of what can be expected but, sinkholes cannot be totally ruled out. Supervisor Schwartz indicated there was a report of a sinkhole that was investigated several years back. The hole was filled with sand and has not been an issue since that time.

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**11. NEW BUSINESS**

**A. RECEIVE THE PRELIMINARY BUDGET: ALL FUNDS**

Supervisor Schwartz explained Keith Lockie, the Controller put together most of the budget. He worked on the general fund, Mary Burton, Utility Administrator worked on the utility fund, and Juan Bradford, Parks Administrator put together parks budget. There will be a 3% increase across the board for everyone. The Truth and Taxation will be scheduled for the next meeting.

It was moved by Findley, supported by Lewis, to receive the preliminary budget reports. The motion carried by unanimous vote.

**B. SCHEDULE TRUTH-IN-TAXATION PUBLIC HEARING OCTOBER 21, 2019**

Supervisor Schwartz explained the public hearing will cover both the budget and truth-in-taxation hearing on October 21, 2019.

It was moved by McKinney, supported by Williams for the Board to approve conducting the Public hearing on October 21, 2019.

The motion carried by unanimous vote.

**C. RESOLUTION 2019-35, GEDDES ROAD FUND TERMINATION**

Supervisor Schwartz stated the auditors suggested the termination of the fund. The suggestion is the result of the Budget and Accounting Act which says the fund will be closed by a resolution. The fund balance will be transferred to the General Fund.

The following resolution was moved by McKinney, supported by Lewis.

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

**A RESOLUTION ADOPTING GEDDES ROAD FUND TERMINATION**

**RESOLUTION NUMBER: 2019-35**

**DATE: SEPTEMBER 16, 2019**

**WHEREAS**, the Geddes Road Fund (SAD 224), is no longer active and is no longer collecting or dispersing funds; and,

**WHEREAS**, per the recommendation of our audit firm the fund should be closed, and any remaining balance transferred to the General Fund.

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**NOW, THEREFORE**, the Geddes Road Fund is hereby closed, and the Township's accountant shall transfer the balance to the general fund. A portion of the money, to be determined, will be put in a restricted fund balance entitled Geddes Road Improvement Fund.

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 September 16, 2019 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

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Lynette Findley, Township Clerk

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Date Certified

**D. RESOLUTION 2019-36, CONTRACT WITH D&D WATER & SEWER, INC FOR THE CONSTRUCTION OF THE MACARTHUR BOULEVARD WATER MAIN**

Supervisor Schwartz stated the bid from D&D was \$80,000 less than the closest bid and \$300,000 less than the most expensive bid. Supervisor Schwartz asked George Tsakoff to speak about the contract with D&D. George explained, the contractor will be able to move forward by mid-October and according to the weather they may have to finish in spring. Trustee Williams inquired about the \$100,000 difference in the water supply. It was explained the less expensive bid had to meet the job specifications to get the job done. The contractor will still need to complete samples as well as bacteria testing even with the dollar difference.

The following resolution was moved by Williams supported by Lewis.

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

**RESOLUTION APPROVING CONTACT WITH D&D WATER AND  
SEWER, INC. FOR CONSTRUCTING THE MACARTHUR BOULEVARD  
WATER MAIN**

**RESOLUTION NUMBER: 2019-36**

**DATE: SEPTEMBER 16, 2019**

**WHEREAS**, the Superior Township Utility Department owns and maintains a (12) inch asbestos cement water main located on the north side of MacArthur Boulevard between Harris Road and Wiard Road; and,

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**WHEREAS**, this segment of the water main is over 3,200 feet in length, was installed to service the war housing during World War II and has not been replaced and,

**WHEREAS**, the water main is subject to numerous breaks every year and has reached the end of its useful service life; and,

**WHEREAS**, replacing the water main will increase water service reliability and safeguard fire flows to the multi-unit apartment building known as Sycamore Meadows and Danbury on the Green.

**WHEREAS**, this segment of water main was identified for replacement within (5) five years in the Superior Township Capital Improvement Program dated 12/27/2017 as submitted to the MDEQ.

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves the proposed contract with D&D Water and Sewer Inc. to construct the replacement water main in an amount not to exceed \$795,595.00 to be paid from utility reserve funds.

**Roll Call:**

Ayes: McKinney, Findley, Lewis, Caviston, Schwartz, William

Nays: None

Absent: Winslow

The motion carried by unanimous vote.

**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

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Date Certified

**E. RESOLUTION 2019-37, WASHTENAW COUNTY/SUPERIOR TOWNSHIP ANIMAL CONTROL CONTRACT RENEWAL, 2019-2020**

Supervisor Schwartz stated the Animal Control Contract is the same as it has been in years past. It has been \$10,000 every year since 2014.

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The following resolution was moved by McKinney, supported by Williams.

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

**ANIMAL CONTROL CONTRACT WITH WASHTENAW COUNTY**

**RESOLUTION NUMBER: 2019-37**

**DATE: SEPTEMBER 16, 2019**

**WHEREAS**, the Superior Township Board of Trustees is authorized by statute to enter into a contract with Washtenaw County for animal control expenses.

**NOW, THEREFORE, BE IT RESOLVED**, that the Superior Charter Township Board does hereby approve the animal control contract with the County of Washtenaw as presented and authorizes the Supervisor to execute the same on behalf of the Township.

The resolution carried by unanimous vote.

**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

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Date Certified

**F. RESOLUTION 2019-38, ACCEPTANCE OF DEBIT AND CREDIT CARDS FOR  
PROPERTY TAX AND UTILITY BILL PAYMENTS**

Supervisor Schwartz asked Treasurer McKinney or Mary Burton of the Utility Department to provide feedback on the payments. It was explained by Treasurer McKinney that many residents desire to pay tax bills and utility bill with a debit or credit card. Mary advised that the third party charges are a convenience fee to process the payment, and is not charged by the Township. The customer is prompted to accept the convenience charge. The customer can come in and pay with cash or check at no charge.

The following resolution was moved by Caviston, supported by Lewis.

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

**ACCEPTANCE OF DEBIT AND CREDIT CARDS FOR  
PROPERTY TAX AND UTILITY BILL PAYMENTS**

**RESOLUTION NUMBER: 2019-38**

**DATE: SEPTEMBER 16, 2019**

**WHEREAS**, the Superior Charter Township Treasurer and Utility Administrator advises to accept credit and debit cards for any payment of any kind including, but not limited to taxes, utility bills, fines, interest, penalties, special assessments, fees, rates, charges or money due and

**WHEREAS**, a payer desiring to pay by credit or debit card shall solely bear the cost of the convenience fee charged by the third-party vendor to be incurred through use of a credit or debit card and

**WHEREAS**, the Treasurer and Utility Administrator has determined it would be in the best interest of Superior Charter Township to allow payers to utilize credit and debit card payment options with no cost or expense obligations by the third-party vendor to Superior Charter Township.

**NOW, THEREFORE**, the Superior Charter Township Board hereby approves acceptance of credit and debit card payments as recommended by the Treasurer and Utility Administrator.

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 September 16, 2019 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

**G. RESOLUTION 2019-39, PURCHASE OF SERVICE AGREEMENT (POSA) ANN  
ARBOR TRANSPORTATION AUTHORITY(AATA) OCTOBER 2019 AND  
SEPTEMBER 2020**

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
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Supervisor Schwartz stated the contracts previously were updated every three years however now the renewal is annual. There is an increased cost of 2.3%. Trustee Lewis asked if residents that use the route had an opportunity to provide feedback. The response was public hearings take place to get public feedback. Supervisor Schwartz will send an email and copy Trustee Lewis asking if surveys can be taken from bus riders.

The following resolution was moved by McKinney, supported by Lewis.

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

**RESOLUTION AMENDING PURCHASE OF SERVICE  
AGREEMENT WITH ANN ARBOR TRANSPORTATION AUTHORITY**

**RESOLUTION NUMBER: 2019- 39**

**DATE: SEPTEMBER 16, 2019**

**WHEREAS**, the Charter Township of Superior is operating under a Purchase of Service Agreement (POSA) with the Ann Arbor Transportation Authority (AATA) for public transportation services within Superior Township; and,

**WHEREAS**, the AATA is now offering an amendment to the POSA to include the following services:

**October 1, 2019 – September 30, 2020**  
A Full-Year Operating Route 42

**Costs**

1. Capital Charge for New Bus \$12,500.00
2. A-Ride Service \$20,883.04
3. Service Hours \$56,759.03

**Total Costs**

10/1/2019 - 9/30/20 \$90,142.07

**WHEREAS**, many citizens of Superior Township are dependent upon public transportation to commute to school, work, church and other activities; and,

**WHEREAS**, it is in the public interest to provide improved bus and demand response transportation services to the residents of Superior Township.

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees fixed-route approves the purchase of service agreement (POSA) amendment with the Ann Arbor Transportation Authority (AATA) for a term beginning on October 1, 2019, through September

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30, 2020.

**BE IT FURTHER RESOLVED** that the payment for contractual services with AATA for fixed-route services shall be appropriated from budget line item G.L. 101-2 550-864.000 and that the payment for contractual services with AATA for services for the demand response (A-Ride) shall be appropriated from budget line item G.L. 101-550-864.025.

The resolution carried by unanimous vote.

**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

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Date Certified

**H. RESOLUTION 2019-40, AMEND CUSTOMER FEE SCHEDULE LIST**

Supervisor Schwartz requested Mary Burton from the Utility Administrator to give details on the fee schedule change. Mary advised the fee schedule has not been updated over many years. The fees did not cover the utility cost for the suppliers. The example Mary provided was meters cost \$899 in comparison to the old fee schedule which shows the charge was only \$450. The Township would absorb the extra expense for the meter.

The following resolution was moved by Findley, supported by Caviston.

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

**AMENDED CUSTOMER FEE SCHEDULE LIST**

**RESOLUTION NUMBER: 2019-40**

**DATE: SEPTEMBER 16, 2019**

**WHEREAS**, the Superior Charter Township Customer Fee List no longer covers the base expenses that the Utility Department pays out for parts, labor, services, etc., and



**CHARTER TOWNSHIP OF SUPERIOR BOARD  
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**WHEREAS**, there are customer expenses that are being solely absorbed by the Utility Department and

**WHEREAS**, the Utility Administrator recommends the expenses be passed on to the customer in order to offset sole responsibility to the Utility Department.

**NOW, THEREFORE**, the Superior Charter Township Board hereby approves the updated Customer Fee List as recommended by the Utility Administrator.

The resolution carried by unanimous vote.

**CERTIFICATION STATEMENT**

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

\_\_\_\_\_  
Date Certified

**I. WATS ANNUAL DUES**

Supervisor Schwartz stated the dues have remained the same for years.

It was moved by Lewis, supported by McKinney, to approve the WATS 2020 membership dues of \$1000.

The motion carried by unanimous vote.

**J. PROHIBITION OF MARIJUANA ORDINANCE 193**

Supervisor Schwartz stated the ordinance was introduced in December but the Board of Trustees held off on decisions until the rules were established. Attorney Fred Lucas made the recommendation the Board introduce the ordinance in the September meeting. If the Township does not opt-out then any establishment can come in and start growing. If the Board opts out of the ordinance the people have the right to a referendum on the decision. There are over twenty (20) marijuana provisional centers in Superior Township. All of the Township in the surrounding areas have opted out. If an ordinance is not established by November 1<sup>st</sup> the Township will not be able to control where marijuana is grown. Sandy Lopez stated she wrote an ordinance that has not been reviewed for decision. Supervisor Schwartz stated he would email the ordinance she wrote to the board members. Trustee Williams expressed he is for growing in the Township but understands about not knowing the rules. He would want to review the ordinance in a couple of months when the rules are established. The ordinance listed on the website will be removed.

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The motion to introduce the marijuana ordinance was moved by Lewis, supported by Williams.

**Roll Call:**

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

Nays: None

Absent: Winslow

**K. RESOLUTION 2019-41, THE APPROVAL OF THE APPLICATION FOR  
WASHTENAW COUNTY PARKS FOR FUNDING OF THE PLYMOUTH ROAD AND  
PROSPECT ROAD NON-MOTORIZED PATHS**

The following resolution was moved by McKinney, supported by Lewis.

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

**THE APPROVAL OF THE APPLICATION FOR WASHTENAW COUNTY PARKS  
FUNDING OF THE PLYMOUTH ROAD AND PROSPECT ROAD NON-  
MOTORIZED PATHS**

**RESOLUTION NUMBER: 2019-41**

**DATE: SEPTEMBER 16, 2019**

**WHEREAS**, Superior Township has applied to the Washtenaw County Parks Commission to assist with funding for the construction of non-motorized paths on Prospect Road from Geddes to Berkshire, and on Plymouth Road from Cherry Hill Road to Dixboro House Restaurant; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees hereby approves of such application for funding.

The resolution carried by unanimous vote.

**CERTIFICATION STATEMENT**

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Lynette Findley, Township Clerk

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Date Certified

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**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 \$1,182,746.77.

The motion carried by unanimous vote.

**13. PLEAS and PETITIONS**

None

**14. ADJOURNMENT**

It was moved by Caviston, supported by McKinney, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor



## City of Ypsilanti

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Office of the City Clerk

September 30, 2019

Lynette Findley  
3040 N. Prospect  
Ypsilanti, MI 48198

Clerk Findley,

Please find enclosed a resolution passed by the Ypsilanti City Council (Resolution No. 2019-221), indicating the City of Ypsilanti's intent as the lands under the Pen Dam backwater. Please share with your board

Should you have any questions or concerns, please contact the Ypsilanti City Clerk's office at (734) 483-1100.

Sincerely,

Andrew Hellenga  
City Clerk



As Amended  
RESOLUTION NO. 2019-221  
September 24, 2019

Background

Ypsilanti City Council determined to remove the Peninsular Dam on the Huron River. The removal will expose land that is currently under water (submerged lands). The City will research the ownership of submerged lands and the respective rights of the City and owners. This resolution is to clarify the City intent for submerged lands and to authorize a title search.

RESOLUTION TO CLARIFY CITY OF YPSILANTI INTENT AS TO LANDS UNDER THE  
PENINSULAR DAM BACKWATER AND TO AUTHORIZE TITLE SEARCH

IT IS RESOLVED BY THE YPSILANTI CITY COUNCIL THAT:


1. The City intends to utilize the presently submerged lands adjacent to Penn Park that will become exposed by the dam removal for public and recreation purposes.
2. The City does not intend to utilize for public and recreation purposes City owned presently submerged lands that will be exposed that are not adjacent to Penn Park, but to leave such City land as green space.
3. The City does not intend to utilize any private submerged land that will be exposed for public or recreation purposes.
4. The City Attorney is authorized to conduct a title search of the Peninsular Dam back water submerged lands and hire title and survey work as required.
5. Direct the City Clerk to forward copies of this approved resolution to both Ypsilanti and Superior Townships.

OFFERED BY: Council Member Brown

SUPPORTED BY: Council Member Symanns

YES: 6                      NO: 0                      ABSENT: 1 (Morgan)                      VOTE: Carried

I do hereby certify that the above resolution is a true and correct copy of Resolution 2019-221 as passed by the Ypsilanti City Council, at their meeting held on September 24, 2019.

  
Andrew Hellenga, City Clerk

ORDINANCE NO. 193

**Prohibition of Marihuana Establishments Ordinance**

*An Ordinance to prohibit marihuana establishments pursuant to the Michigan Regulation and Taxation of Marihuana Act, Ballot Proposal of 2018.*

**THE CHARTER TOWNSHIP OF SUPERIOR, WASHTENAW COUNTY, MICHIGAN  
HEREBY ORDAINS:**

**Section 1. Title.**

This ordinance shall be known as the "Charter Township of Superior Prohibition of Marihuana Establishments Ordinance."

**Section 2. Definitions.**

Words used herein shall have the definitions as provided for in Initiated Law 1 of 2018, MCL \_\_\_\_\_ *et seq.*, as may be amended.

**Section 3. Prohibition on Marihuana Establishments.**

Superior Charter Township hereby prohibits all marihuana establishments within the boundaries of the Township pursuant to Initiated Law 1 of 2018, MCL \_\_\_\_\_ *et seq.*, as may be amended.

**Section 4. Violations and Penalties**

- 4.1. Any person who disobeys neglects or refuses to comply with any provision of this ordinance or who causes allows or consents to any of the same shall be deemed to be responsible for the violation of this ordinance. A violation of this ordinance is deemed to be a nuisance per se.
- 4.2. A violation of this ordinance is a municipal civil infraction, for which the fines shall as set forth in the Superior Charter Township Municipal Penalty, Civil Infraction Penalty Ordinance., being Ordinance 162. The foregoing sanctions shall be in addition to the rights of the Township to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction.
- 4.3. Each day during which any violation continues shall be deemed a separate offense.
- 4.4. In addition, the Township may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.
- 4.5. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the Township or by such other person (s) as designated by the Township

Board from time to time.

**Section 5. Severability.**

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Section 6. Repeal.**

All ordinances in conflict with this ordinance are, to the extent of such conflict, hereby repealed.

**Section 7. Effective Date.**

This ordinance shall become effective upon its publication (or publication of a summary thereof) in a newspaper in general circulation within Charter Township of Superior

YEAS: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

Ordinance declared adopted on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kenneth Schwartz, Supervisor,  
Charter Township of Superior

**CERTIFICATE OF ADOPTION AND PUBLICATION**

I, Lynette Findley, the duly elected Clerk of the Charter Township of Superior certify that the foregoing ordinance is a true and correct copy of the ordinance enacted by the Charter Township Board of the Charter Township of Superior on \_\_\_\_\_, 2019 and published in \_\_\_\_\_ a newspaper circulated in the Charter Township of Superior on \_\_\_\_\_, 2019.

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

**SUPERIOR TOWNSHIP BUILDING DEPARTMENT  
 YEAR-TO-DATE REPORT  
 January 2019 To Date**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Com/Multi-Family Other Building</b>	<i>\$313,867.00</i>	<i>\$1,046.00</i>	5
<b>Com/Multi-Family Renovations</b>	<i>\$2,561,912.00</i>	<i>\$12,274.00</i>	9
<b>Com-Other Non-Building</b>	<i>\$112,690.00</i>	<i>\$1,850.00</i>	10
<b>Electrical</b>	<i>\$0.00</i>	<i>\$17,044.00</i>	123
<b>Electrical Permits</b>	<i>\$0.00</i>	<i>\$29,555.00</i>	168
<b>Mechanical</b>	<i>\$0.00</i>	<i>\$26,413.00</i>	176
<b>Mechanical Permits</b>	<i>\$0.00</i>	<i>\$37,933.55</i>	229
<b>Plumbing</b>	<i>\$0.00</i>	<i>\$39,036.00</i>	271
<b>Res-Additions (Inc. Garages)</b>	<i>\$1,591,298.00</i>	<i>\$9,692.00</i>	22
<b>Res-Manufactured/Modular</b>	<i>\$4,095,000.00</i>	<i>\$13,450.00</i>	90
<b>Res-New Building</b>	<i>\$10,673,370.0</i>	<i>\$68,764.00</i>	33
<b>Res-New Building (Attached SFD)</b>	<i>\$8,709,811.00</i>	<i>\$56,588.00</i>	53
<b>Res-Other Building</b>	<i>\$860,249.00</i>	<i>\$7,241.00</i>	62
<b>Res-Other Non-Building</b>	<i>\$462,485.00</i>	<i>\$2,786.00</i>	20
<b>Res-Renovations</b>	<i>\$1,155,700.00</i>	<i>\$7,711.00</i>	26
<b>Totals</b>	<b><i>\$30,536,382.00</i></b>	<b><i>\$331,383.55</i></b>	<b><i>1,297</i></b>

**Due to Reissue Permits, Please Reduce  
 Number of Permits Count:  
 Com/Multi-Family Other Building -1  
 Res-New Building (Attached SFD) -53**



**SUPERIOR TOWNSHIP BUILDING DEPARTMENT**  
**MONTH-END REPORT**  
**SEPT 2019**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>Com-Other Non-Building</b>	<i>\$85,000.00</i>	<i>\$973.00</i>	<i>4</i>
<b>Electrical</b>	<i>\$0.00</i>	<i>\$4,912.00</i>	<i>29</i>
<b>Mechanical</b>	<i>\$0.00</i>	<i>\$4,739.00</i>	<i>39</i>
<b>Plumbing</b>	<i>\$0.00</i>	<i>\$4,525.00</i>	<i>16</i>
<b>Res-New Building</b>	<i>\$221,028.00</i>	<i>\$1,486.00</i>	<i>1</i>
<b>Res-New Building (Attached SFD)</b>	<i>\$1,398,254.00</i>	<i>\$9,086.00</i>	<i>8</i>
<b>Res-Other Building</b>	<i>\$251,326.00</i>	<i>\$1,892.00</i>	<i>10</i>
<b>Res-Other Non-Building</b>	<i>\$32,300.00</i>	<i>\$200.00</i>	<i>2</i>
<b>Totals</b>	<i>\$1,987,908.00</i>	<i>\$27,813.00</i>	<i>109</i>

## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB19-0280	RAYNER JONATHAN & KAREN	3110 ANDORA DR	\$379.00	\$58,375
<b>Work Description:</b> In-ground gunite 18'x38' swimming pool - alarms required at all doors and windows with sill height of less than 48" above floor.				
PB19-0266	CHRISTIE KELLY A	8375 ARDMOOR DR	\$100.00	\$5,760
<b>Work Description:</b> 12'x16' Wood deck				
PB19-0260	POTTER JENNIFER	9154 ARLINGTON DR	\$100.00	\$7,200
<b>Work Description:</b> Wood deck - Door to deck must be inswing or slider to allow for 1 step				
PB19-0263	BAYER CHELSEA & SAMANTHA	8758 BARRINGTON DR	\$100.00	\$3,000
<b>Work Description:</b> Wood deck added to existing deck - see sheet for 2 approved options for post to beam connections				
PB19-0261	CHERRYHILL LAKES LLC	6200 CHERRY HILL RD	\$200.00	\$15,000
<b>Work Description:</b> Remove and replace antenna & TMA on existing guyed tower for Verizon				
PB19-0262	MEYER BETTY TRUSTEE	7485 CHERRY HILL RD	\$200.00	\$13,000
<b>Work Description:</b> Remove and replace antenna on existing monopole tower for AT&T				
PB19-0259	WIMER JONATHAN & MARIAEL	1957 FRANCES WAY	\$100.00	\$12,436
<b>Work Description:</b> Wood deck - See notes on plans regarding beam at house				
PB19-0264	HYUNDAI AMERICA TECHNICAL	6800 GEDDES RD	\$373.00	\$42,000
<b>Work Description:</b> Concrete slabs for two (2) prefabricated "cold box" structures				
PB19-0269	SINGER BENJAMIN H & KANAF	7956 HALLIE CT	\$100.00	\$27,780
<b>Work Description:</b> Roof mounted photovoltaic solar panels				
PB19-0256	HARJU JOHN E & SANDRA N	9676 JOY RD	\$100.00	\$4,475
<b>Work Description:</b> Install basement egress window and well				
PB19-0277	SUTTON RIDGE ONE LLC	1656 MEADHURST DR	\$1,126.00	\$173,301
<b>Work Description:</b> One story single family attached dwelling on slab with attached garage. Res check energy code compliance. Meadowwood Model; Building L.				
PB19-0276	SUTTON RIDGE ONE LLC	1660 MEADHURST DR	\$1,102.00	\$169,584
<b>Work Description:</b> One story single family attached dwelling on slab with attached garage. Res check energy code compliance. Forestwood Model; Building L.				
PB19-0275	SUTTON RIDGE ONE LLC	1664 MEADHURST DR	\$1,102.00	\$169,584
<b>Work Description:</b> One story single family attached dwelling on slab with attached garage. Res check energy code compliance. Forestwood Model; Building L.				
PB19-0274	SUTTON RIDGE ONE LLC	1668 MEADHURST DR	\$1,102.00	\$169,584

**Work Description:** One story single family attached dwelling on slab with attached garage. Res check energy code compliance.  
Forestwood Model; Building L.

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PB19-0273	SUTTON RIDGE ONE LLC	1672 MEADHURST DR	\$1,102.00	\$169,584
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**Work Description:** One story single family attached dwelling on slab with attached garage. Res check energy code compliance.  
Forestwood Model; Building L.

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PB19-0272	SUTTON RIDGE ONE LLC	1676 MEADHURST DR	\$1,102.00	\$169,584
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**Work Description:** One story single family attached dwelling on slab with attached garage. Res check energy code compliance.  
Forestwood Model; Building L.

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PB19-0271	SUTTON RIDGE ONE LLC	1680 MEADHURST DR	\$1,102.00	\$169,584
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**Work Description:** One story single family attached dwelling on slab with attached garage. Res check energy code compliance.  
Forestwood Model; Building L.

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PB19-0270	SUTTON RIDGE ONE LLC	1684 MEADHURST DR	\$1,348.00	\$207,449
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**Work Description:** One story single family attached dwelling on slab with attached garage. Res check energy code compliance. Capewood Model; Building L.

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PB19-0267	SBC TOWER HOLDINGS LLC	2299 RIDGE RD	\$200.00	\$15,000
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**Work Description:** Upgrade antenna on existing monopole tower for AT&T mobility

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PB19-0265	TABB STEPHEN & MARGARET	3812 VORHIES RD	\$325.00	\$50,000
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**Work Description:** 40'x50' pole barn for storage of personal property relating to residential use.  
This permit is issued subject to 2 conditions:  
1) Use of structure to be limited to storage of personal belongings and construction materials until the fire damaged home is reconstructed. Home to be reconstructed by 9-11-21  
2) Minimum house ground floor coverage to be 1333 sq. ft.

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PB19-0268	LESSE STEVEN MICHAEL & KA'	3939 VORHIES RD	\$100.00	\$7,300
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**Work Description:** Installation of 3.2 KW rooftop solar array with 10 KW inverter

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PB19-0257	GETTO CAMERON/SCHINDLEI	5880 VREELAND RD	\$100.00	\$20,000
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**Work Description:** Roof mounted photovoltaic solar panels

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PB19-0279	CRABILL THOMAS S & LINDA L	7509 VREELAND RD	\$488.00	\$75,000
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**Work Description:** 30'x50' detached accessory building with 12'x50' lean-to. and 30'x50' basement and partial (unfinished) second floor. Building must meet Energy Code if a permanent heating/AC system is installed.

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PB19-0258	VERSHA KRITIKA & WHITE PA'	6525 WARREN RD	\$100.00	\$12,300
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**Work Description:** Interior basement waterproofing drain system - to existing pump

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PB19-0278	INFINITY ACQUISITIONS LLC	1615 WEEPING WILLOW CT	\$1,486.00	\$221,028
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**Work Description:** Two story SFD on unfinished basement with attached garage.  
"Nantucket" model - elevation 'A' - garage right.

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<b>Total Permits For Type:</b>	<b>25</b>
<b>Total Fees For Type:</b>	<b>\$13,637.00</b>
<b>Total Const. Value For Type:</b>	<b>\$1,987,908</b>

# Report Summary

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Population: All Records

Permit.PermitType = Building  
AND

Permit.DateIssued in <Previous  
month> [09/01/19 - 09/30/19]

**Grand Total Fees:** \$13,637.00

**Grand Total Permits:** 25

**Grand Total Const. Value:** \$1,987,908

# SUPERIOR TOWNSHIP FIRE DEPARTMENT

## MEMO

**To:** Ken Schwartz, Lynette Findley, Brenda McKinney  
**CC:** Denisa Terrell  
**From:** Vic Chevrette, Fire Chief  
**Date:** 10/8/2019  
**Re:** Fire Chief Activity Report September 2019

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The following is the September 2019 activity report for the Fire Chief.  
Fire Suppression Plan Reviews: 0

Fire Suppression Inspections: 36

Fire Protection Inspections: 0

Building Plan Review: 0

Building Inspection: 1

Site Plan Review: 0

Pre-construction meeting: 0

Consultation, Fire Protection: 1

Fire Alarm Plan Review: 0

Fire Alarm Test: 7

Fire Investigations: 1

Fire Code Enforcement: 0

Burn Permits issued: 3

October 8, 2019

Meetings Attended: Department Officers Meeting. WAMAA E-Board meeting. Fire Dispatch quarterly meeting. Meeting with State Representative Ronnie Peterson.

Training: Fall Training for Michigan Fire Inspectors (Lansing). Southeast Michigan Fire Inspector Training (Community Risk Reduction).

Other: 9-11 Ceremony at Bethesda Church, Ypsilanti Township. Annual Pump Testing on all Apparatus. Mott Safety Day (Firemens Park).

Respectfully Submitted,

Victor G. Chevrette, Fire Chief



SEPTEMBER 2019

**TO: KEN SCHWARTZ -SUPERVISOR**

**FROM: SHAUN BACH - CAPTAIN**

**SUBJECT: HOSPITAL ALARMS**

**DATE: 10-1-2019**

**SUPERIOR TOWNSHIP FIRE DEPARTMENT FALSE ALARM RESPONSES TO  
SAINT JOSEPH HOSPITAL**

**TOTAL FALSE ALARMS:**

**1ST. ALARM: NO CHARGE**

**2<sup>ND</sup> ALARM \$50.00**

**3<sup>RD</sup> ALARM \$200.00**

**TOTAL: \$.200.00**

**ALARM LOCATIONS:**

NONE

# **Superior Township Monthly Report** **September/ October 2019**

## **Resident Debris/ Complaints:**

- 8487 Barrington- Mattress & Container on Extension- **(Tagged)**
- 8633 Cedar Ct.- Pallets & Misc. on Extension- **(Tagged)**
- 8690 Cedar Ct.- Debris on Extension- **(Tagged)**
- 9288 Panama Ave.- Debris on Extension- **(Tagged)**
- 1518 Harvest Ln.- Grill & Misc. on Extension- **(Tagged)**
- 1568 Stratford Ct.- Carpet & Cans on Extension- **(Tagged)**
- 8281 Barrington- Mattress & B/sping on Extension- **(Tagged)**
- 1856 Kenwyck Dr.- Furniture & Debris on Extension- **(Tagged)**
- 9537 Glenhill- Debris on Extension- **(Tagged)**
- 8624 Hemlock Ct.- Branches hanging in Neighbors yard- **(Tagged)**
- 1147 Stamford Rd.- 2 Containers & Refuse by Garage- **(Tagged)**
- 9226 Abbey Ln.- Furniture, Misc., & Debris on Extension- **(Tagged)**
- 8928 Nottingham- Sofa on Extension- **(Tagged)**
- 1760 Dover Ct.- Debris on Extension- **(Tagged)**
- 8969 Nottingham- Large Boxes on Extension- **(Tagged)**

## **Illegal Dumping:**

Stratford Ct. & Nottingham- Ottoman dumped at curb

## **Vehicle Complaints:**

- 2 Vehicles Parked on Grass at Stamford Rd. & Dawn Ave- **(Tagged)**
- 9982 Avondale- Vehicle with Flat Tires- **(Tagged)**
- 1739 Sheffield- Trailer left in street- **(Tagged for Removal)**



Superior Charter Township Park Commission  
Regular Meeting  
August 26, 2019

Adopted Minutes

1. Call to Order

The meeting was called to order by Chair Paula Jefferson at 6:34 pm.

2. Roll Call

Park Commissioners present: Paula Jefferson, Marion Morris, Bernedia Word, Sandi Lopez, Terry Lee Lansing, Nahid Sanii-Yahyai, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Trustee Alex Williams, Juan Bradford, Park Administrator; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator; Ellen Kurath

3. Flag Salute

Chair Paula Jefferson led those assembled in the Pledge of Allegiance to the Flag.

4. Agenda Approval

It was moved by Nahid Sanii-Yahyai and supported by Sandi Lopez to approve the agenda with the addition of Communications 8.C. CHNP Reservation Form and New Business 10.B. 2020 Budget Prep. The motion carried.

5. Prior Meeting Minutes Approval

A. July 22, 2019

It was moved by Terry Lee Lansing and supported by Marion Morris to approve the minutes of 7/22/19 as drafted. The motion carried.

6. Citizen Participation

Ellen Kurath addressed the Park Commission about plants, both intentionally planted and invasive, found in North Prospect Park and Cherry Hill Nature Preserve (CHNP). She also delivered a memo to the commission that detailed her findings.

North Prospect Park

The following intentionally plants are still growing: Yellow Coneflower, Brown-eyed Susan, Black-eyed Susan, Purple Coneflower, several kinds of Grasses. Ellen planted Cup Plants and Compass Plants but they are gone. She thinks deer ate them. Redbud trees were planted, but did not survive. She recommends trying blue ash.

Cherry Hill Nature Preserve

Nuisance Plants

Stick Tights (Hakelia) are not as present. This is a biennial plant, and next year more may be present. Park staff removed some stick tights last year, and this should be helping.

Asian Bittersweet is present on the hillside near the SW corner of the park. Many young plants were present. Ellen recommends a controlled burn.

These plants have not seeded yet. The plants could be cut near the ground now, before the seeds mature. This will decrease the likelihood of spreading next year.

Supervisor Ken Schwartz addressed the Park Commission about plans for Schock Park. He presented copies of photo maps of the township properties in the northeast corner of Cherry Hill and Prospect Roads to each park commissioner. He reviewed the history of how the township acquired the property known as Schock Park and proposed changing it from a park maintained by the Park Commission to a part of the township grounds complex. Ken stated he was addressing the Park Commission now because the agenda tonight contained Schock Park Plans under New Business. Marion Morris asked if that meant turning Schock Park property over to the township board for their maintenance. Ken responded that he thought the Township Board and Park Commission should mutually consider this idea. Sandi Lopez asked if Ken had a sketch of his idea for the property in Schock Park. Ken did not. Nahid Sani-Yahyai recommended we consider this suggestion from Ken Schwartz.

7. Reports

A. Chairperson

Chair Paula Jefferson reported that attendance at the Movie in Oakbrook Park on August 10 was low. Commissioners discussed possible reasons for this. Bernedia Word commented that the yard signs were very similar to the signs for the Dixboro movie in July, that some people may not have realized this was a different event. Other commissioners suggested a Marvel action movie may be more popular with families. Marion Morris suggested a craft event instead of a movie. Several other commissioners commented that children are into high-tech and we should appeal to that. Marion also suggested only hosting one movie event per year instead of two.

The block party in Harvest Moon Park took place on Saturday, August 24. Approximately 25 neighborhood residents attended. Several local elected officials and township fire fighters attended. Paula thanked Martha Kern-Boprie for attending. Several other community events took place on the same day as this block party. Patrick Pigott suggested that "freebies" such as food, prizes, t-shirts often draw participants to events.

B. Administrator

Juan Bradford submitted a written report. He spoke about a few items in more detail. Two events took place or will take place in Fireman's Park that were hosted by other agencies. One event was hosted by Washtenaw County Health Department on August 22. It ended up having a much higher attendance than Juan expected, and there were some calls from concerned neighbors. The future event is planned for Saturday, September 7. A discussion took place about how much notice Juan should provide to park commissioners about events hosted by other organizations in township parks. Bernedia Word suggested emailing the park commission about all such events. Paula Jefferson suggested doing this only if a certain event size was expected. A consensus was not reached on this issue.

Juan participated in a wrap-up meeting with the Dixboro Green organization about the movie event in July. The group would like to plan a Christmas themed event with the Park Commission.

On 10/11/19 a ribbon cutting ceremony is planned for the Dixboro Pavilion.

On 10/12/19 the grand opening for Staebler Farm Park and Folk School is planned by Washtenaw County Parks & Recreation.

On 9/25/19 Washtenaw County Parks & Recreation is holding a public meeting on their Five Year Plan, in their facility on Platt Road.

C. Board Liaison

Trustee Alex Williams reported that Ellen Kurath addressed the township board about the dangers of Wild Parsnips. Bill McFarlane spoke about a rumor that the Washtenaw County Board of Commissioners would absorb the responsibilities of the county board of Road Commissioners, and dissolve the Road Commission. There is a window of opportunity in state law to do this, and that window closes 12/31/19. Greg Dill, County Administrator and County Commissioner Ricky Jefferson

were both present, and both said they did not support taking this action. Absorbing Road Commission responsibilities into Board of Commissioners is viewed as a cost saving tool for some counties. Commissioner Ricky Jefferson commented that the Washtenaw County Road Commission will not use herbicides this year on roadsides. Township Supervisor Ken Schwartz reported that the ribbon cutting for the Dixboro Pavilion is scheduled on 10/11/19 and the Washtenaw County Staebler Farm Park and Folk School grand opening is planned for 10/12/19. Supervisor Schwartz met with Sycamore Meadow management, which is trying to improve conditions in the apartment complex. The Huron River Watershed Council (HRWC) is seeking to decrease the phosphorus limit in the river. The township is hiring an attorney to review the township personnel policy. The Personal Development Rights (PDR) ordinance is undergoing review. Superior Township does have an adopted PDR ordinance. Superior Township hopes to use Connecting Community Grants to fund a non-motorized path along the east side of Prospect Road from Geddes to Berkshire. The township board approved paying the HRWC dues and replacing a culvert on Warren Road. The township is splitting the culvert cost with the county road commission. The township approved an agreement with the Ypsilanti Community Utilities Authority (YCUA) and a water rate increase with YCUA. The township approved a driveway placement for Fire Station #2, repaving several streets in Tanglewood subdivision and engineering for a sewer section on MacArthur Blvd near Harris Road. Discussion took place concerning a sewer replacement on Harvest Lane. This is the oldest segment of sewer in Superior Township. Cost is estimated at \$1,500,000. The township board is divided on how soon to begin this project. The sewer is currently functioning, but the whole street is likely to experience sink holes should the sewer break down. Replacing this sewer now would require either borrowing the funds or expending a significant portion of the fund balance. Glen Oaks housing coop on Stamford amended their development agreement to move their office to another unit.

Alex Williams offered a comment that outdoor movies are a positive community recreation experience.

- D. Board Meeting Attendee  
Bernedia Word attended the board meeting. She reported that Alex Williams' report was thorough, and she had nothing to add.
- E. Park Steward – no report
- F. Safety  
Dave Buterbaugh reported there were no accidents or injuries in the past month. He added that some of the seasonal park maintenance staff have quit to return to school. We are down to four maintenance staff, and this is sufficient. Harvest Moon Park and Fireman's Park were mulched recently. Harvest Moon was in very good condition for the block party.

8. Communications

- A. Thank you letter from Oakbrook Sports, LLC
- B. Educational: Stinging Nettles/Poison Ivy/Poison Oak
- C. Kickball Day Flyer
- D. Fireman's Park Reservation Form: Washtenaw County Health Department
- E. Safety Social at Fireman's Park Flyer
- F. CHNP Reservation Form

It was moved by Marion Morris and supported by Nahid Sani-Yahyai to receive the Communications. The motion carried.

9. Old Business

- A. Special Events Sign-Up Information

The list of all 2019 special events from August through December was presented for commissioner information. No action is needed. There is no one to staff the Dixboro Farmers Market on August 30, so the Park Department will not have a table that day.

10. New Business

A. Schock Park Plans

Commissioners discussed the suggestion made by Ken Schwartz during Citizen Participation. Marion Morris commented that Ken's suggestion is serious. She is concerned about giving up a park. Marion asked for Juan Bradford's opinion. Juan responded that there is much to absorb and contemplate. He noted that it can be hard to give something up, but there may be value in reconsidering uses. Some commissioners suggested a committee to consider options.

B. 2020 Budget Preparation

Juan presented a 2020 Budget Worksheet, with only salary information entered. We have not received a funding recommendation from the township board yet. Our preliminary budget recommendation is due to the township board by 9/16/19. Marion Morris will work with Juan Bradford to draft the preliminary budget.

11. Bills for Payment

It was moved by Nahid Sani-Yahyai and supported by Marion Morris to pay the bills for a total of \$31,798.90. The motion carried.

12. Financial Statements

A. July 2019 Revenue & Expenditure Report

B. Movies on the Green 2019 Expenditures

C. Movies in the Park 2019 Expenditures

It was moved by Marion Morris and supported by Paula Jefferson to receive the Financial Statements. The motion carried.

13. Pleas and Petitions

Marion Morris reported that some people attending the Movie in Oakbrook Park asked if a power outlet was available. She asked if this could be accomplished. Juan Bradford said he would investigate, but it may be expensive to install and protect from illicit use of power and electrical accidents.

Paula Jefferson reported that the spot where a drinking fountain was removed from Harvest Moon Park has several sharp pieces of metal sticking out of it, and people tripped over them during the block party. Paula asked that these pieces be removed, or capped so they are no longer a trip/fall hazard. Juan and David Buterbaugh will investigate.

Martha Kern-Boprie informed commissioners of a large invasive weed called "common pokeweed" that grew nine feet tall in her front yard over just six weeks. The MSU Extension Staff helped her identify it, and made suggestions how to get rid of it. Martha dug out and burned the plant, berries and root.

14. Adjournment

It was moved by Sandi Lopez and supported by Martha Kern-Boprie to adjourn the meeting at 8:25 pm. The motion carried.

Submitted by,  
Martha Kern-Boprie  
Park Commissioner and Secretary



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



**JERRY L. CLAYTON**  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

**MARK A. PTASZEK**  
UNDERSHERIFF

October 4<sup>th</sup>, 2019

To: Kenneth Schwartz, Superior Twp Supervisor  
From: Keith Flores, Lieutenant  
Through: Mike Marocco, A / Police Services Commander  
Re: September 1<sup>st</sup> – September 30<sup>th</sup>, 2019 Police Services Monthly Report

During the month of September there were 979 calls for service. Deputies conducted 340 traffic stops during this time with 87 citations issued.

Noteworthy events in Superior Township during last month include:

- 19-69389 On September 1<sup>st</sup> deputies conducted a traffic stop on Ridge Road. While checking status of the driver, it was discovered that the driver had a warrant for drug paraphernalia. Upon searching the vehicle after the arrest, a white powder substance was located which turned out to be cocaine. Investigation turned over to the prosecutors office.
- 19-70015 On September 2<sup>nd</sup> deputies responded to the 7600blk of Warren for a burglary complaint. Sometime over the weekend, someone broke into the building and stole the A/C unit. Investigation on going
- 19-70296 On September 4<sup>th</sup> deputies observed a driver known to be a suspended driver and to have a felony warrant. The driver was exiting onto Macarthur Blvd. After conducting a traffic stop, it was confirmed the driver was suspended with two felony drunk driver warrants. The driver was turned over to the WC Jail
- 19-70632 On September 4<sup>th</sup> deputies responded to the 9000blk of Macarthur for a home invasion. Upon arrival (and being familiar with the address), deputies surrounded the residence due to past incidents where the suspect had fled the scene after assaulting his girlfriend. The subject ran out the back door and after a short foot pursuit was taken into custody. Case turned over to the prosecutor.
- 19-71439 On September 7<sup>th</sup> deputies were on foot patrol in the 8800blk of Macarthur when they noticed a subject violating a no trespass order. Upon making contact and arresting the subject, it was discovered that she also has a felony warrant for carrying a concealed weapon. She was transported to the WC Jail.
- 19-73898 On September 16<sup>th</sup> deputies responded to the 1800blk of Kenwyck for a larceny complaint. Sometime during the day, someone stole a package that was delivered. There are no suspects at this time.

- 19-74110 On September 16<sup>th</sup> deputies conducted a traffic stop on Macarthur and Heather. Upon contact with the driver, it was discovered that he was suspended, did not have a license and did not have insurance for the vehicle. The driver was placed in handcuffs and a vehicle search was conducted. During the search, a 9mm handgun was located in the glovebox. Investigation ongoing.
- 19-75290 On September 20<sup>th</sup> deputies conducted a search warrant in the 9000blk of Macarthur. After several days of surveillance, a search warrant was obtained and executed. A gun, drug scale and narcotics were all recovered. Investigation ongoing.
- 19-75817 On September 22<sup>nd</sup> deputies responded to the 5600blk of Stone Valley for an arson report. Sometime over the last couple days, someone burned the victim's 2003 Saturn Ion. Chief Chevrette was contacted and will be conducting an investigation as well.
- 19-75990 On September 23<sup>rd</sup> deputies responded to the 8800blk of Macarthur for a home invasion report. The investigation revealed that sometime during the day, two males entered the residence and stole a television. Investigation ongoing. See below 19-76917.
- 19-76395 On September 24<sup>th</sup> deputies responded to the 10000blk of Plymouth for a burglary to a barn. Sometime over the weekend, unknown suspect(s) entered the barn and stole two handguns. Investigation ongoing.
- 19-76810 On September 26<sup>th</sup> deputies were dispatched to the area of Myrtle Ct. and Hunters Creek for a suspicious vehicle in the area parked and running. Upon arrival, deputies discovered the driver asleep in the vehicle. After making contact with the driver, it was apparent that he was intoxicated. The driver refused to take a PBT and/or perform field sobriety tests. Based on the information that the deputies had, they arrested the driver and transported him to the hospital for a blood draw. Awaiting lab results.
- 19-76917 On September 26<sup>th</sup> deputies executed a search warrant on an address in the 8800blk of Macarthur relating to the above residence (19-75990). Deputies conducted surveillance and watched the camera system observing one of the suspects leaving the victim's home invasion and walking into another residence within close walking distance. Upon executing the search warrant, the television was recovered and the suspect was arrested. Turned over to the prosecutor's office.
- 19-77037 On September 26<sup>th</sup> deputies conducted a traffic stop in the area of Harvest Ln for speeding. Upon making contact with the driver, it was discovered that he has a felony warrant for forgery. The driver was arrested and transported to the jail for processing.



# SUPERIOR TOWNSHIP MONTHLY POLICE SERVICES DATA

## September 2019

JERRY L. CLAYTON  
SHERIFF

Incidents	Month 2019	Month 2018	% Change	YTD 2019	YTD 2018	% Change
Traffic Stops	340	243	40%	3022	2177	39%
Citations	87	80	9%	997	662	51%
Drunk Driving (OWI)	2	2	0%	22	12	83%
Drugged Driving (OUID)	0	0	-	4	1	300%
<b>Calls for Service Total</b>	979	783	25%	8583	7357	17%
<b>Calls for Service</b> <i>(Traffic stops and non-response medicals removed)</i>	553	466	19%	4810	4432	9%
Robberies	0	0	-	3	3	0%
Assaultive Crimes	19	14	36%	140	119	18%
Home Invasions	3	4	-25%	34	24	42%
Breaking and Entering's	2	0	+	9	3	200%
Larcenies	6	8	-25%	98	72	36%
Vehicle Thefts	1	2	-50%	19	11	73%
Traffic Crashes	28	29	-3%	256	242	6%
Medical Assists	16	6	167%	98	91	8%
Animal Complaints <i>(ACO Response)</i>	2	7	-71%	126	52	142%
<b>In/Out of Area Time</b>	<b>Month</b> <i>(minutes)</i>	<b>YTD</b> <i>(minutes)</i>	+ = Positive Change - = Negative Change			
Into Area Time	2016	16015				
Out of Area Time	941	18361				
Investigative Ops (DB)	5455	78085				
Secondary Road Patrol	101	1009				
County Wide	70	1337				
	<b>Hours Accum.</b>	<b>Hours Used</b>				
Banked Hours	496	252	1100.5			

### Incident Count by Incident Type For Agency WD

For 9/1/2019 12:00:00 AM Thru 9/30/2019 11:59:00 PM  
For City Code(s) - SUT

City	Incident	Address / Location	Incident Call Date	Location
SUT	190069473	5516 OVERBROOK DR	09/01/2019 12:37:54	ROBERT&NANCY CORN RESD
	190069573	5205 MCAULEY DR	09/01/2019 19:27:08	SMC ANN ARBOR
	190070027	9800 W PLYMOUTH RD	09/02/2019 20:15:51	FERRANTINO STORAGE
	190070255	8621 DEERING ST	09/03/2019 17:47:41	GREGORY CANNON RESD
	190070280	5205 MCAULEY DR	09/03/2019 19:16:27	FMC OF ANN ARBOR
	190070377	2120 PARKVIEW CT	09/04/2019 05:45:16	ZAKIR SIDDIQUE RESD
	190070462	3226 CRESTON CIR	09/04/2019 12:54:44	BURGER-RES
	190070806	1577 SHEFFIELD DR	09/05/2019 14:56:37	LEE MATTHEWS RES
	190070810	10272 E AVONDALE CIR	09/05/2019 15:12:07	NASTEPNIAK RESIDENCE
	190071683	1527 STAMFORD RD	09/08/2019 20:08:56	NEW BETHEL CHURCH
	190071957	3552 NORTHBROOKE DR	09/09/2019 19:41:28	AMY DING RESD
	190072459	8369 STAMFORD RD	09/11/2019 13:59:02	LLOYD JENSEN RESIDENCE
	190072462	5049 RED FOX RUN	09/11/2019 14:06:09	RILEY RESIDENCE
	190072777	3025 ANDORA DR	09/12/2019 12:12:48	ANDERSON RESD
	190072885	10170 E AVONDALE CIR	09/12/2019 18:40:13	SICTA RESD
	190073141	3552 NORTHBROOKE DR	09/13/2019 14:56:04	AMY DING RESIDENCE
	190073378	5550 STONE VALLEY DR	09/14/2019 09:31:43	SASSA RESD.
	190073414	2220 GALE RD	09/14/2019 12:45:27	WEIL RESID
	190073495	7644 PLYMOUTH RD	09/14/2019 18:35:38	HARRIS RESD
	190073496	4125 GOTFREDSON RD	09/14/2019 18:42:24	SUAREZ RESD
	190073516	3552 NORTHBROOKE DR	09/14/2019 20:29:30	RES:DING, AMY
	190073702	8839 SOMERSET LN	09/15/2019 15:32:36	JILESPI RESID
	190073739	1830 NORFOLK AVE	09/15/2019 17:58:41	MESSIN-RES
	190073798	3016 ANDORA DR	09/15/2019 21:47:00	SHARKAR RESID
	190073991	1055 TOWSLEY LN	09/16/2019 15:31:12	SHEIKH RESIDENCE



### Incident Count by Incident Type For Agency WD

For 9/1/2019 12:00:00 AM Thru 9/30/2019 11:59:00 PM  
For City Code(s) - SUT

City	Incident	Address / Location	Incident Call Date	Location
SUT	190074223	3552 NORTHBROOKE DR	09/17/2019 10:35:50	DING RESD
	190074300	9939 W AVONDALE CIR	09/17/2019 16:23:13	WORSHAM RESD
	190074425	3552 NORTHBROOKE DR	09/18/2019 03:29:11	RES: AMY DING
	190074474	8482 BARRINGTON DR	09/18/2019 08:30:51	WALLS RESD
	190074972	1995 WHITE OAK LN	09/19/2019 19:04:15	DALEY-RES
	190075331	1102 TOWSLEY LN	09/21/2019 00:03:05	SPENCER RESID
	190075552	8839 SOMERSET LN	09/21/2019 19:52:26	GILLESPIE
	190075600	3080 FLEMING LAKE DR	09/21/2019 23:11:13	JEROME WILBORN RES
	190075933	5410 WALDENHILL CT	09/23/2019 06:53:01	QUNGYUAN LI RES
	190076433	6180 FIRST ST	09/24/2019 20:20:05	ROBERT LYON RES
	190076936	9730 ASPEN LN	09/26/2019 15:07:19	PAMELA WILSON
	190077006	1273 STAMFORD CT	09/26/2019 19:05:52	SYCAMORE MEADOW APTS
	190077090	9565 CHERRY HILL RD	09/27/2019 02:10:16	YOUNG RESD
	190077195	3302 WOODHILL CIR	09/27/2019 12:37:59	USHA JOSYULA RESIDENCE
	190077310	2013 SHEFFIELD DR	09/27/2019 20:54:22	JOHN GAMMON
	190077350	10688 SCARLET OAK DR	09/28/2019 00:58:08	DAVIS RESIDENCE
	190077392	5390 MEADOWCREST DR	09/28/2019 07:50:20	SEKIYA RESD
SUT	42			
			Total:	42

### Incident Count by Incident Type For Agency WD

For 9/1/2019 12:00:00 AM Thru 9/30/2019 11:59:00 PM  
 For City Code(s) - SUT  
 For Incident Type(s) -

Incident Call Date	Alarms	Incident	Address / Location	City	Location
09/01/2019 12:37:54	C3902 - BURGLARY ALARM	190069473	5516 OVERBROOK DR	SUT	ROBERT&NANCY CORN RESD
09/18/2019 03:29:11		190074425	3552 NORTHBROOKE DR	SUT	RES: AMY DING
09/21/2019 00:03:05		190075331	1102 TOWSLEY LN	SUT	SPENCER RESID
09/28/2019 00:58:08		190077350	10688 SCARLET OAK DR	SUT	DAVIS RESIDENCE
	C3902 - BURGLARY ALARM		Total:	4	

Incident Call Date	Alarms	Incident	Address / Location	City	Location
09/27/2019 12:37:59	C3907 - PANIC ALARM	190077195	3302 WOODHILL CIR	SUT	USHA JOSYULA RESIDENCE
	C3907 - PANIC ALARM		Total:	1	

Incident Call Date	Alarms	Incident	Address / Location	City	Location
09/01/2019 19:27:08	C3999 - ALARMS ALL OTHER	190069573	5205 MCAULEY DR	SUT	SMC ANN ARBOR
09/02/2019 20:15:51		190070027	9800 W PLYMOUTH RD	SUT	FERRANTINO STORAGE
09/03/2019 17:47:41		190070255	8621 DEERING ST	SUT	GREGORY CANNON RESD
09/03/2019 19:16:27		190070280	5205 MCAULEY DR	SUT	FMC OF ANN ARBOR
09/04/2019 05:45:16		190070377	2120 PARKVIEW CT	SUT	ZAKIR SIDDIQUE RESD
09/04/2019 12:54:44		190070462	3226 CRESTON CIR	SUT	BURGER-RES
09/05/2019 14:56:37		190070806	1577 SHEFFIELD DR	SUT	LEE MATTHEWS RES
09/05/2019 15:12:07		190070810	10272 E AVONDALE CIR	SUT	NASTEPNIAK RESIDENCE
09/08/2019 20:08:56		190071683	1527 STAMFORD RD	SUT	NEW BETHEL CHURCH
09/09/2019 19:41:28		190071957	3552 NORTHBROOKE DR	SUT	AMY DING RESD
09/11/2019 13:59:02		190072459	8369 STAMFORD RD	SUT	LLOYD JENSEN RESIDENCE
09/11/2019 14:06:09		190072462	5049 RED FOX RUN	SUT	RILEY RESIDENCE
09/12/2019 12:12:48		190072777	3025 ANDORA DR	SUT	ANDERSON RESD
09/12/2019 18:40:13		190072885	10170 E AVONDALE CIR	SUT	SICTA RESD
09/13/2019 14:56:04		190073141	3552 NORTHBROOKE DR	SUT	AMY DING RESIDENCE

### Incident Count by Incident Type For Agency WD

For 9/1/2019 12:00:00 AM Thru 9/30/2019 11:59:00 PM  
 For City Code(s) - SUT  
 For Incident Type(s) -

Incident Call Date	Alarms	Incident	Address / Location	City	Location
09/14/2019 09:31:43	C3999 - ALARMS ALL OTHER	190073378	5550 STONE VALLEY DR	SUT	SASSA RESD.
09/14/2019 12:45:27		190073414	2220 GALE RD	SUT	WEIL RESID
09/14/2019 18:35:38		190073495	7644 PLYMOUTH RD	SUT	HARRIS RESD
09/14/2019 18:42:24		190073496	4125 GOTFREDSON RD	SUT	SUAREZ RESD
09/14/2019 20:29:30		190073516	3552 NORTHBROOKE DR	SUT	RES:DING, AMY
09/15/2019 15:32:36		190073702	8839 SOMERSET LN	SUT	JILESPI RESID
09/15/2019 17:58:41		190073739	1830 NORFOLK AVE	SUT	MESSIN-RES
09/15/2019 21:47:00		190073798	3016 ANDORA DR	SUT	SHARKAR RESID
09/16/2019 15:31:12		190073991	1055 TOWSLEY LN	SUT	SHEIKH RESIDENCE
09/17/2019 10:35:50		190074223	3552 NORTHBROOKE DR	SUT	DING RESD
09/17/2019 16:23:13		190074300	9939 W AVONDALE CIR	SUT	WORSHAM RESD
09/18/2019 08:30:51		190074474	8482 BARRINGTON DR	SUT	WALLS RESD
09/19/2019 19:04:15		190074972	1995 WHITE OAK LN	SUT	DALEY-RES
09/21/2019 19:52:26		190075552	8839 SOMERSET LN	SUT	GILLESPIE
09/21/2019 23:11:13		190075600	3080 FLEMING LAKE DR	SUT	JEROME WILBORN RES
09/23/2019 06:53:01		190075933	5410 WALDENHILL CT	SUT	QUNGYUAN LI RES
09/24/2019 20:20:05		190076433	6180 FIRST ST	SUT	ROBERT LYON RES
09/26/2019 15:07:19		190076936	9730 ASPEN LN	SUT	PAMELA WILSON
09/26/2019 19:05:52		190077006	1273 STAMFORD CT	SUT	SYCAMORE MEADOW APTS
09/27/2019 02:10:16		190077090	9565 CHERRY HILL RD	SUT	YOUNG RESD
09/27/2019 20:54:22		190077310	2013 SHEFFIELD DR	SUT	JOHN GAMMON
09/28/2019 07:50:20		190077392	5390 MEADOWCREST DR	SUT	SEKIYA RESD
	<b>C3999 - ALARMS ALL OTHER</b>	<b>Total:</b>		<b>37</b>	
				<b>Sum: 42</b>	

**Incident Count by Incident Type For Agency WD**

For 9/1/2019 12:00:00 AM Thru 9/30/2019 11:59:00 PM

For City Code(s) - SUT

For Incident Type(s) -

PROPOSAL OF SERVICES

# SUPERIOR TOWNSHIP MASTER PLAN

Submitted to Superior Township

SEPTEMBER 2019



**Carlisle | Wortman**  
ASSOCIATES, INC.

Submitted by Carlisle | Wortman Associates





**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

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September 19, 2019

Kenneth Schwartz, Supervisor  
Superior Charter Township  
3040 North Prospect  
Ypsilanti, MI 48198

RE: Proposal of Services for Superior Township Master Plan

Dear Mr. Schwartz:

Thank you for the opportunity to update the Township's Master Plan. The current Master Plan was adopted in 2010. Per the requirements of the Michigan Planning Enabling Act, Act 33 of 2008, a Master Plan must be updated every 5 years. The Planning Commission has raised a need for the township to update the Master Plan.

An approach that we would like to suggest for your consideration is an update of the plan that is topic based which focuses on community policies. In this approach we would work with the Township to identify the topics or issues that are most important to Superior Township. Examples of these topics could include land use, transportation, infrastructure, economic development, preservation, and community character. The plan would then be organized by these topics, with each chapter starting with policies related to the topic followed by background information as it relates to the township and specific actionable strategies that are developed through the process. We find this approach to be a way to simplify and streamline Master Plans.

The following are some minimum components that we would suggest should be included in this Master Planning process either because they are required in the Enabling Act, or are items that have been part of preliminary discussions with township staff and township officials:

1. Vision, Goals, and Objectives – The Master Plan is THE community policy document that outlines a community's vision, goals and objectives. These are key elements that are established during the planning process and should be based on the results of the community engagement efforts as well as the land use evaluation.

2. Public Engagement – Public engagement is required by the Planning Enabling Act, and is a critical component in the planning process. A Master Plan should be a community driven document. We should discuss the type of public engagement process the Township would like to implement.
3. Land Use Evaluation – As more land has been committed to development we suggest an inventory of undeveloped land within the Township in order to determine build out scenarios which can be analyzed to evaluate future infrastructure and other capital improvement needs.
4. Capital Improvements – Based on the Planning Enabling Act, the Master Plan is the foundation of a capital improvements plan. Through the planning process the Township can explore the future needs and desires of the community as they relate to capital outlays. We can use the Master Plan to articulate strategies related to timing and funding for a variety of community needs that require funds over and above typical operating budgets. This could include planning for road or utility infrastructure as well as pathways and parks, equipment for public safety, new facilities, etc.
5. Land Use Plan – Including a land use plan and zoning plan are minimum requirements for a Master Plan. The land use plan should be reviewed and updated as necessary based on the land use evaluation as well as any new policies developed throughout the planning process.
6. Dixboro Special Area Plan – The focus of the Special Area Plan is to establish a vision for the historic Dixboro Village with strategies that address issues of land use, zoning, and utilities; connectivity and circulation; and streetscape and placemaking.

We propose a budget not to exceed \$37,000. The proposal that follows is structured to briefly introduce our approach. We look forward to discussing this in more detail.

Sincerely,



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**CARLISLE/WORTMAN ASSOC., INC.**  
**Benjamin R. Carlisle, AICP, LEED AP**  
**Principal**

cc: Lynette Findley, Clerk  
Brenda L. McKinney, Treasurer  
Richard Mayernik, Building/Zoning Official

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# STEERING COMMITTEE

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The purpose of the Steering Committee is to guide the process and build consensus around a comprehensive strategy for the Township. Specifically, the Steering Committee will:

- Review and analyze existing conditions.
- Assist in gathering community input.
- Work with the Planning Team to develop the vision(s), review draft text, graphics, and maps of the plan, and assist in the development of an implementation strategy.
- Once the final plan is drafted, make a recommendation to the Planning Commission for consideration.
- Serve as ongoing champions of the plan during the planning process and plan implementation.

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# WORK PLAN

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Our work plan has 3 phases: 1). Visioning, Assets & Challenges, 2). Plan Drafting, and 3). Master Plan Development & Adoption. The phases occur one after another, with the community engagement happening throughout, as the foundation to create collaboration and consensus for a realistic Master Plan. The phases are described below.

## Phase 1 – Kick Off

CWA staff will work with Township staff, elected and appointed officials to lay the strategic ground work for the process to update the Master Plan and research the assets and challenges for Superior Township. This phase has the following tasks:

### *Task 1.1: Review/Analysis of Existing Plans*

CWA staff will review plans of surrounding municipalities, Washtenaw County plans and studies, and other Township related documents. The information and findings from these documents will form the Master Plan as well as communications with the public.

### *Task 1.2: Kick-off Meeting*

CWA will facilitate a joint meeting of the Planning Commission and Township Board, using a “Plan to Plan” process. A technical evaluation of the current Master Plan will be conducted and presented at the meeting. The “Plan to Plan” process helps leadership to target issues that need to be addressed in a meaningful manner during the Master Plan process. As part of the kick-off we will also discuss the public outreach strategy.

### *Task 1.3: Establishment of Master Plan Steering Committee*

A Master Plan Steering Committee should be established in this phase, with a commitment to work throughout the process. The team should consist of the Township Building/Zoning Official, at least one member from the Township Board and the Planning Commission, as well as five to seven community members representing the diversity of the Township. The team should have its first meeting to set a meeting schedule and work plan. CWA staff will meet with the Steering Committee throughout the Master Plan process.

### *Task 1.4: Interviews*

CWA staff will come to Superior Township for a day of interviews with key officials and community members. We'll work with the Steering Committee to identify members to interview.

### *Task 1.5: Community Profile/Demographics*

The CWA team will update the Community Profile for the Master Plan using the latest available data from the U.S. Census, as well as other resources.

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# WORK PLAN continued

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## *Task 1.6: Survey*

A township-wide survey will be created, distributed, and analyzed to obtain community sentiment towards plan goals and objectives. The survey will be distributed with various means based on input from the township regarding recent effective communication techniques.

## *Task 1.6: Review/Analysis of Existing Plans*

CWA staff will review plans of surrounding municipalities, Washtenaw County plans and studies, and other Township related documents. The information and findings from these documents will form the Master Plan as well as communications with the public.

## *Task 1.7: Inventory of Land Uses*

We propose a two-tiered approach to mapping the current land uses. First, with Township staff, CWA will develop an existing land use data base using the 2010 Master Plan. The data base will allow for comparison to 2019 land uses in a tabular format. Second, the consultant team will categorize the existing land use. We will identify commercial, preservation, residential, industrial, and rural areas and the corridors, nodes, center and special districts within them. All categories will be accompanied by a narrative summary.

## *Task 1.8: Green Infrastructure/Agricultural Land Inventory*

CWA staff will map undisturbed natural areas, agriculturally used land, soils, underutilized land, surface waters, parks and parkland, pathways, public and private spaces. CWA will then provide an analysis about how current policy protects, enhances or harms natural features and agricultural lands, as well as where opportunities exist for development with minimal environmental impact. The Steering Committee and Planning Commission would be asked to look at alternatives in zoning as part of this step.

## *Task 1.9: Goals and Objectives*

CWA staff will attend regular meetings of community groups to gather input on the Master Plan goals and objectives. Melding community input and the results of the data gathering in this phase, our consultant team, in consultation with Township staff and officials, will develop goals and objectives.

## *Task 1.10: Dixboro Assets and Challenges*

CWA staff will meet with stakeholders from Dixboro to discuss specific input on goals and objectives for the Dixboro Special Area Plan. Melding community input and the results of the data gathering in this phase, our consultant team, in consultation with Township staff and officials, will develop goals and objectives to be discussed, refined and endorsed by the community during the Assets and Challenges Workshop.

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# WORK PLAN continued

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## *Task 1.11: Visioning Workshop*

CWA will present the findings from the asset and challenge review as well as vision and goals for community input. CWA will work with the Steering Committee regarding the format of the workshop to ensure it's an effective meeting.

## **Phase 1 Time Frame: Months 1-4**

**Phase 1 Deliverables:** Survey, Community Engagement, Community Profile, Existing Land Use Map and Table, Green Infrastructure/Agricultural Land Inventory, Dixboro Analysis, and Draft Vision, Goals and Objectives

## **Phase 2 – Plan Design**

CWA staff will collaborate with Township staff and officials as well as community members to design the land use and Township framework to make Superior Township's vision a reality. Our team will prepare a highly graphic, concise and user-friendly Master Plan. The draft will be reviewed by Township staff, the Planning Commission, the Township Board, adjacent municipalities per state law and the community in Community Engagement activities for this phase. This phase includes the following tasks:

### *Task 2.1 Future Land Use*

CWA's GIS professionals will craft future land use alternatives. As a final framework is defined, the team will consider proposed networks between transportation, housing, and employment centers, identify conservation and preservation areas, identify development areas, as well as focus on protecting existing community character and natural resources.

### *Task 2.2: Build-Out Analysis*

CWA professionals will run a build-out analysis based on future land use approach. The analysis will include the potential population, number of housing units, tax base, and potential impacts on public services, the environment and transportation system.

### *Task 2.3: Infrastructure Analysis*

CWA professionals will work with the OHM to conduct analysis of existing and future infrastructure needs. The analysis will identify infrastructure deficiencies or needs that would limit or hinder future development and identify capitals cost to be incorporated into a Capital Improvement Plan.

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# WORK PLAN continued

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## *Task 2.4: Plan Elements*

We envision the following elements to be included in the plan:

- Land Use Plan
- Agricultural Preservation
- Open Space and Land Preservation
- Environmental Policies
- Transportation Plan
- Sanitary Sewer and Water Plans

These elements are subject to change once greater input is received during the planning process.

## *Task 2.5: Dixboro Sub Area Plan*

The Dixboro Special Area Plan will include the following strategies:

1. Dixboro Village Vision
2. Land Use, Zoning, and Utility
3. Connectivity and Circulation plan primarily focused on non-motorized
4. Streetscape and Beautification
5. Parking needs analysis

## *Task 2.6: Implementation*

CWA will develop an implementation matrix with tasks, priorities and assignments for Township departments, elected and appointed officials as well as other groups in the Township.

## *Task 2.7: Property Owner and Consultation*

Property owners can schedule meetings with CWA staff for one-on-one consultation to discuss any specific issues or questions they may have about the proposed draft plan.

## *Task 2.8: Plan Workshop*

CWA will present the draft plan. CWA will work with the Steering Committee regarding the format of the workshop to ensure it's an effective meeting.

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# WORK PLAN continued

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Phase 2 Time Frame: Months 4-9

Phase 2 Deliverables: Draft plan including Goals and Objectives, Future Land Use, Plan Elements, Dixboro sub-area plan, Build-Out Analysis, Implementation Matrix

## Phase 3 – Master Plan Finalization & Adoption

### *Task 3.1: Final Draft*

Based on input on the initial draft, our team will revise the Master Plan accordingly. CWA staff will present the final draft plan to the Planning Commission for recommendation and to the Township Board for distribution for the mandatory review.

### *Task 3.2: Plan Distribution*

Per state statute, the plan will be distributed for review.

### *Task 3.3: Planning Commission Public Hearing*

CWA staff in coordination with Township staff will facilitate the Public Hearing with the Planning Commission for recommendation and to the Township Board for approval. CWA staff will present the results from the reviews by the adjacent communities, groups in the Township and the community meeting as part of the public hearing for Master Plan, required by state law.

### *Task 3.4: Township Board Adoption*

CWA staff in coordination with Township staff will facilitate Township Board adoption.

Phase 3 Time Frame: Months 9-12

Phase 3 Deliverables: Electronic version of Master Plan and 15 bound copies of final Master Plan, as well as individual graphs, maps, charts, text, maps, and graphics incorporated in the final plans, digital spatial data as ESRI Shapefile with any necessary or useful metadata.

# BUDGET

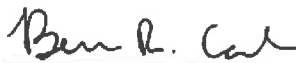
Task	Performed By	Hours	Rate	Total
Project Management / Plan Drafting / Stakeholder Involvement / Approval	Principal	120	\$100	\$11,975
Plan Drafting / Stakeholder Involvement	Associate	144	\$90	\$13,000
Graphics / Non-motorized componets	Landscape Architect/ Planner	113	\$85	\$9,625
Mapping and GIS Creation	Staff	40	\$60	\$2,400
<b>Total</b>	<b>NOT TO EXCEED \$37,000</b>			

Our cost estimates are on a not-to-exceed basis. As always, we will bill for only the work performed.

We will be able to initiate the project upon approval.

Yours Truly,

Acceptance and Authorization to Proceed:



**CARLISLE/WORTMAN ASSOC., INC.**  
**Benjamin R. Carlisle, AICP, LEED AP**  
**Principal**

\_\_\_\_\_  
 Kenneth Schwartz, Supervisor  
 Superior Charter Township

ORDINANCE NO. 193

**Prohibition of Marihuana Establishments Ordinance**

*An Ordinance to prohibit marihuana establishments pursuant to the Michigan Regulation and Taxation of Marihuana Act, Ballot Proposal of 2018.*

**THE CHARTER TOWNSHIP OF SUPERIOR, WASHTENAW COUNTY, MICHIGAN  
HEREBY ORDAINS:**

**Section 1. Title.**

This ordinance shall be known as the "Charter Township of Superior Prohibition of Marihuana Establishments Ordinance."

**Section 2. Definitions.**

Words used herein shall have the definitions as provided for in Initiated Law 1 of 2018, MCL \_\_\_\_\_ *et seq.*, as may be amended.

**Section 3. Prohibition on Marihuana Establishments.**

Superior Charter Township hereby prohibits all marihuana establishments within the boundaries of the Township pursuant to Initiated Law 1 of 2018, MCL \_\_\_\_\_ *et seq.*, as may be amended.

**Section 4. Violations and Penalties**

- 4.1. Any person who disobeys neglects or refuses to comply with any provision of this ordinance or who causes allows or consents to any of the same shall be deemed to be responsible for the violation of this ordinance. A violation of this ordinance is deemed to be a nuisance per se.
- 4.2. A violation of this ordinance is a municipal civil infraction, for which the fines shall as set forth in the Superior Charter Township Municipal Penalty, Civil Infraction Penalty Ordinance., being Ordinance 162. The foregoing sanctions shall be in addition to the rights of the Township to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction.
- 4.3. Each day during which any violation continues shall be deemed a separate offense.
- 4.4. In addition, the Township may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.
- 4.5. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the Township or by such other person (s) as designated by the Township



Board from time to time.

**Section 5. Severability.**

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

**Section 6. Repeal.**

All ordinances in conflict with this ordinance are, to the extent of such conflict, hereby repealed.

**Section 7. Effective Date.**

This ordinance shall become effective upon its publication (or publication of a summary thereof) in a newspaper in general circulation within Charter Township of Superior

YEAS: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

**Ordinance declared adopted on \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Kenneth Schwartz, Supervisor,  
Charter Township of Superior

**CERTIFICATE OF ADOPTION AND PUBLICATION**

I, Lynette Findley, the duly elected Clerk of the Charter Township of Superior certify that the foregoing ordinance is a true and correct copy of the ordinance enacted by the Charter Township Board of the Charter Township of Superior on \_\_\_\_\_, 2019 and published in \_\_\_\_\_ a newspaper circulated in the Charter Township of Superior on \_\_\_\_\_, 2019.

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

Date: October 21, 2019  
To: Superior Charter Township Board  
From: Brenda L. McKinney, Treasurer  
Re: 2019 Special Assessments

I am requesting authorization from the Board to levy the following 2019 Special Assessments on the Winter Tax Roll.

Delinquent Water Bills	\$ 156,172.03
False Alarms	\$ 0.00
Side Street Maintenance	\$ 22,646.00
Ordinance Violations	\$ 635.00
Streetlights	\$ 78,996.38
Drains	\$ 43,767.57
<b>TOTAL</b>	<b>\$ 245,984.55</b>

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE THE PURCHASE OF DOCUWARE RECORDS  
MANAGEMENT SYSTEM AND DOCUMENT IMAGING SOFTWARE**

**RESOLUTION NUMBER: 2019-42**

**DATE: OCTOBER 21, 2019**

**WHEREAS**, the Township is required to retain certain records and documents in accordance with the State of Michigan record retention schedules.

**WHEREAS**, Digital document management software assists staff in locating files faster, reduces storage space costs and improves information security, and

**WHEREAS**, Managing township records has dramatically increased the volume of paper documents being stored onsite, as well as the replication of documents, and

**WHEREAS**, FOIA requests are time sensitive and the purchase of DocuWare will significantly reduce the time spent locating documents.

**THEREFORE, BE IT AGREED** that the Township authorizes the purchase of DocuWare software from Applied Imaging, a Canon RD-6030C scanner, and an additional \$5,000.00 for initial contractual scanning of large scale plans, for a total cost not to exceed \$30,804.00.

# MEMO

**DATE:** October 1, 2019, 2019

**TO:** Superior Township Board of Trustees

**FROM:** Richard Mayernik, Building/Zoning Official; Allison Oleynik, Building Department Administrative Assistant; Laura Bennett, Planning Department Clerk

**RE:** Document Retention Software

The Township is required to retain certain records and documents in accordance with the State of Michigan record retention schedules. At this time, these records are all paper and are stored throughout the Township offices including the basement. For some time, Township Officials and staff have considered the option of digitizing our records in a format accepted by the State of Michigan for records retention purposes. Retaining digital records (rather than paper) would make it much faster and easier to locate, use and share (FOIA etc.) our documents. Once a transition to electronic records retention is made, the Township would be responsible for ensuring that the records remain accessible even if the original technology becomes obsolete. Records will need to be migrated to new technology as necessary. Nimble has recently upgraded our servers and other computer equipment and has assured us that we have the capacity to add this record retention capability to our existing system.

The record retention software will be able to be utilized by all Township Departments however, it is anticipated that the Building Department and the Planning Department will be the initial users. We anticipate that the Building and Planning Departments will begin using the system to input current and ongoing documents. The goal will be to digitize all of our archived plans and documents as well. We anticipate digitizing portions of our archives on a yearly basis as funding is available. Costs for scanning our archived documents are not included in the proposals we have received.

Over the past several months, staff and representatives from Nimble have met with three separate vendors and received proposals for software and services which are included in your Board packet. Each proposal has menu pricing for the software and available options. Staff and Nimble have reviewed the proposals and recommend accepting the proposal from Applied Imaging for DocuWare software. A letter from Nimble relating to the Applied Imaging proposal is included in your Board packet along with copies of emails from Hamburg Township and Green Oak Township relating to their user experiences with the DocuWare software and Applied Imaging staff.

The cost of the DocuWare software, scanner, and first year support for the menu items that are applicable to our current needs is \$25,804.00. This pricing does not include any contractor scanning costs.

We would respectfully ask that the Township Board authorize the purchase of DocuWare software from Applied Imaging, a Canon DR-6030C scanner, and an additional \$5,000.00 for some initial contractual scanning of large plans, for a total cost not to exceed \$30,804.00. Thank you for your consideration.



**Superior Township Document Management System**

The Sup Twp selection team has recommended a DocuWare proposal by Applied Imaging. The proposal discusses the features and costs. The selection team is familiar with document management solutions for municipalities and has experience using such a system. The selection process identified key features of the system. Multiple vendors made presentations. A final selection was made.

The selection team has recommended this proposal because (1) it is being used by other municipalities, (2) it will integrate with BS&A, (3) it has the key features.

**Recommendation.** Nimble worked with the selection team to discuss key features and to attend a couple of vendor presentations, including the presentation for the selected proposal. The selection team managed the selection process very well. We believe that the selected system will accomplish the desired document management objectives and is a good value (cost vs function).

Nimble will participate in the initial implementation by providing server resources and performing the product installation and configuration.

**Implementation.** The proposal is for an “on premise” solution. The existing Sup Township server hardware will be used for this purpose. The existing server hardware is running Server 2016 Hyper-V that permits the creation of multiple “virtual” servers (VMs). The existing Sup Twp domain controller and file server is presently the only VM.

The server hardware was spec’d with an eye toward expandability. It has the existing resources (CPU, RAM, disk) to create the DocuWare server, with no additional costs. As the document library grows, it may be necessary to add additional RAM or an additional CPU. The server hardware has the capacity to accommodate such upgrades.

There is presently about 2 TB of available storage on the server. According to DocuWare estimates, each TB should accommodate about 3.5 million pages of scanned documents. The disk storage has capacity to grow significantly.

**Costs.** The initial purchase will consist of (1) server software, (2) 3 user licenses, (3) Smart Connect for BS&A, (4) professional services to assist with initial consulting, install, and training, and (5) a robust document scanner. This is \$21,817 in 1-time costs and \$3,987 recurring annual cost.

	1-time License	Recurring Maintenance	Other	Count	1-time Cost	Recurring Cost
DocuWare "Professional" Server (software, not hardware)	6,300	1,260		1	6,300	1,260
Named client license	523	132		3	1,569	396
DocuWare Barcode & Forms Module	4,719	933			4,719	933
DocuWare Import Module	2,365	474		1	2,365	474
DocuWare Smart Connect Module (for BS&A)	2,365	474		1	2,365	474
Applied Imaging Professional Services, 16 hrs, 50% discount (consulting, installation/implementation, training)	1,500			1	1,500	
Canon DR-6030C Scanner, 33% discount	2,999	450		1	2,999	450
<b>Total</b>					<b>21,817</b>	<b>3,987</b>

## Rick Mayernik

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**From:** Daugherty, Susan <susan.daugherty@greenoaktwp.com>  
**Sent:** Thursday, May 23, 2019 10:43 AM  
**To:** Rick Mayernik  
**Cc:** Allison Oleynik; Laura Bennett; Beardsley, Emily  
**Subject:** RE: DocuWare

Richard:

Thanks for asking. We have been using Docuware for about three years now. We feel it is easy to use and the search engine is better than we initially thought. The hardest part is getting the initial cabinets set and structure set. That being said, Docuware has a great support team and was available for questions and helped quite a bit on our initial set up. We initially started with archiving old documents, but we are now working with employees to start scanning all new documents and getting them into Docuware.

If you or a team member would like to come here to see how we have our system and cabinets set up, we would be happy to show you anytime. I believe you are only a 20 minute ride to our Township hall.

*Susan M. Daugherty, CPFA, CPFIM, MICPT*  
Treasurer, Green Oak Charter Township  
10001 Silver Lake Road  
Brighton, MI 48116  
810-231-1333 x119  
810-231-5080 (fax)  
586-246-7600 (Cell)  
[susan.daugherty@greenoaktwp.com](mailto:susan.daugherty@greenoaktwp.com)

**From:** Rick Mayernik <[rmayernik@superior-twp.org](mailto:rmayernik@superior-twp.org)>  
**Sent:** Wednesday, May 22, 2019 10:34 AM  
**To:** Daugherty, Susan <[susan.daugherty@greenoaktwp.com](mailto:susan.daugherty@greenoaktwp.com)>  
**Cc:** Allison Oleynik <[building@superior-twp.org](mailto:building@superior-twp.org)>; Laura Bennett <[planning@superior-twp.org](mailto:planning@superior-twp.org)>  
**Subject:** DocuWare

Susan,

Here at Superior Township, we are looking to implement a digital document retention system and rid ourselves of mountains of paper. Mari from Applied Imaging has passed along your contact info as a jurisdiction who is currently using the DocuWare software. I was wondering if you would be kind enough to pass along your thoughts of how the software has worked for Green Oak Township and what your opinion is of Applied Imaging and DocuWare's after purchase support.

Thanks!!

*Richard Mayernik, CBO*

Building/Zoning Official  
734-482-6099

## Rick Mayernik

---

**From:** Tony Randazzo <TRandazzo@HAMBURG.MI.US>  
**Sent:** Thursday, May 23, 2019 11:39 AM  
**To:** Rick Mayernik  
**Cc:** Allison Oleynik; Laura Bennett  
**Subject:** RE: DocuWare

Hi Rick,

We have used Docuware for over five years now and have been very happy with it for document management. We were running out of filing space and needed a solution. By all accounts, Docuware has provided the answer to our storage problem. Originally, we used it only in Accounting but we have since expanded the scope and added more licenses for the Clerks office and Planning/Zoning. Although we haven't needed it very much, Docuware's customer support (and Applied Imaging) has been outstanding. We call Mari first if we have a problem and she either tells us how to fix it or puts us in touch with the right person who knows how. If you have any more questions, don't hesitate to ask.

Tony Randazzo  
810-222-1191

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**From:** Rick Mayernik <[rmayernik@superior-twp.org](mailto:rmayernik@superior-twp.org)>  
**Sent:** Wednesday, May 22, 2019 10:28 AM  
**To:** Tony Randazzo <[TRandazzo@HAMBURG.MI.US](mailto:TRandazzo@HAMBURG.MI.US)>  
**Cc:** Allison Oleynik <[building@superior-twp.org](mailto:building@superior-twp.org)>; Laura Bennett <[planning@superior-twp.org](mailto:planning@superior-twp.org)>  
**Subject:** DocuWare

Tony,

Here at Superior Township, we are looking to implement a digital document retention system and rid ourselves of mountains of paper. Mari from Applied Imaging has passed along your contact info as a jurisdiction who is currently using the DocuWare software. I was wondering if you would be kind enough to pass along your thoughts of how the software has worked for Hamburg Township and what your opinion is of Applied Imaging and DocuWare's after purchase support.

Thanks!!

*Richard Mayernik, CBO*

Building/Zoning Official  
734-482-6099



**Proposal For A  
Document Management Solution  
For The**



1

**A Solution Based On DocuWare Software  
UPDATED "ON PREMISE"  
Integrated Document Management Software**

Prepared By:



Mari Martin, CDIA  
ECM Sales Development Specialist  
517-913-8292  
[mmartin@appliedimaging.com](mailto:mmartin@appliedimaging.com)  
September 12, 2019

## **Table of Contents – Superior Township**

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## Superior Township - Current System

**Superior Township** - *"The Township of Superior is particularly an agricultural district...unsurpassed in the fertility of its soil or the advantages of its watercourses..."Superior" is stamped upon its lands and is said to extend itself to the people and their homes."* (From your website.)

**Current System** – Throughout the years, records for the township have been kept primarily in a paper format with some scanning now being done. BS&A Software is also in use within the township.

### **Challenges Faced**

- ✓ Searching for specific information can be challenging and time consuming.
- ✓ Documents can be misfiled or lost.
- ✓ It's difficult to share files in this environment.
- ✓ Storage space can be a challenge.
- ✓ There is a greater potential for disaster with paper records.

## Solution Overview

### **DocuWare Software Document Storage and Retrieval**

The DocuWare Software Solution has been proposed for all storage and retrieval of information for the Superior Township. This solution covers both hard copy and electronic information. Additional DocuWare records management features ensure that access to documents is secure, controlled and logged at all times.

### **DocuWare Software Electronic File Cabinets & Indexing**

- Electronic DocuWare file cabinets will be created and customized with the appropriate index fields for each cabinet.
- All index fields can be customized per cabinet.

### **Document Scanning**

- Information can be scanned with any copier or document scanner. Any information can be sent to a monitored folder for automatic transfer to the DocuWare Software or it can be sent directly into the DocuWare Document Tray.

### **DocuWare Printer**

Documents that exist electronically outside of the DocuWare Software can be "electronically printed" into the DocuWare Software for storage.

- Select print as you would for any printer in the office and then the "DW Printer" as your requested printer.
- If a template has been created in advance, the DW Printer will automatically index and store the document into the software. If a template does not exist, it will be added to the DW basket, waiting to be indexed.

### **DocuWare Search & Retrieval**

DocuWare makes it easy to find the information you're searching for in a matter of seconds. Here are a few of the ways to search within the DocuWare Software.

- Enter the exact information that is being searched for
- Wild card searches
- A combination of items such as a department name and date
- Search from select lists (drop down lists).
- Range searches can be done such as all invoices issued from June 1, 2015 to June 10, 2015.
- *Full text searching of the contents of any machine created document is also available.*
- The search results are available in seconds in a list format that you can sort as you wish.

### **Editing Documents**

With DocuWare you can edit your documents in two ways:

- ✓ In the Viewer you can apply **redaction, comments, text markers, or stamps** to nearly all document formats. *Here the documents themselves are not changed, as the elements are saved separately as an "overlay."*
- ✓ *Version Control* - A user can also open documents in the respective editing program such as Word or Excel. This can be done either in the file cabinet or after the document has been checked out. When documents are checked out, the current version in the DocuWare file cabinet is locked for editing by others. *A new version is created when the document is checked back into the DocuWare file cabinet. The previous versions are retained for checking and tracking purposes and can be found by selecting "document history".*

### **Security**

The DocuWare Cabinets (electronic) can be password protected at the "front door" or before accessing the cabinet. This can be customized cabinet by cabinet. Restrictions can also be placed as needed on specific types of information, restricting access. Authorized users will be set up and assigned rights based on their responsibilities and the DocuWare Cabinets they are authorized to view. Rights can be restricted to some of the following;

- ✓ Full Rights
- ✓ Delete Rights
- ✓ View Only Rights
- ✓ Share Rights (Email/Print)

**Optional DocuWare Software Modules** (The DocuWare Cloud includes all the modules listed below.)

#### **DocuWare Smart Connect**

Fully automated retrieval and indexing of documents from third-party applications. By clicking a button, the document is displayed immediately on the screen.

#### **DocuWare Intelligent Indexing Service**

Intelligent indexing based on crowd-learning mechanisms. DocuWare system requires access to the internet.

**DocuWare Barcode & Forms Module (Automatic Indexing)**

Speeds up and simplifies the capturing and storage of documents with Barcode & Forms. It instantly reads barcodes and text, so the documents can be automatically presorted, indexed and stored. Easy and accurate processing saves time and money.

**DocuWare Import Module (Automatic Storage)**

DocuWare Import easily and efficiently imports documents directly into your DocuWare system. The module works in the background monitoring selected folders in the file system or network. The Import Module automatically moves all incoming files into DocuWare for later retrieval.

**DocuWare Connect To Outlook (Email Storage)**

Structured storage of email integrated in Microsoft Outlook. Access to stored mail inside Outlook's user interface.

**DocuWare Forms Module (Electronic Forms Processing)**

Using Forms with DocuWare: Creating, filing and automatic archiving. Form entries can be used as index values and can be automatically inserted in existing forms.

**DocuWare Mobile (DocuWare for Mobile Devices)**

Document retrieval and display, task list and stamps for document approval on mobile devices with iOS, Android operating systems. Where additional apps are required, they can be downloaded for free from the respective stores. The license is required for document upload into DocuWare with PaperScan.

**DocuWare Task Manager Module (Workflow)**

Controlling of document workflow processes through Task Lists in Web Client. Email notification for new documents or changed index values.

**DocuWare Autoindex Module (Ability To Pull Information From Third Party External Software)**

Automatic assignment of external database information to pre-indexed documents in DocuWare file cabinets.

**Proof of Benefits**

The following benefits will be realized by Superior Township with the use of the DocuWare Software.

- ✓ All information will be securely stored and indexed electronically in one location, in the DocuWare Cloud.
  - *Please note that all information is encrypted on the way to the cloud and while stored in the DocuWare Cloud. All information stored for the Superior Township will be kept in an information silo dedicated for their use only. The stored information is replicated across two storage sites located on the east coast of the United State and in Iowa. So, if there is any down time in one location, the other location will back it up and keep things moving.*
- ✓ Information will no longer have the potential to be lost, misplaced or damaged.
- ✓ All information is stored electronically for quick search and retrieval as needed.

- ✓ This will process will make staff more efficient in order to provide better customer service.
- ✓ Searches can be completed in a matter of seconds for quicker response times, including full text searching on machine created documents. Plus, with the use of DocuWare's Smart Connect Search, searching can be done from within any third-party software (BS&A) for all related documents.
- ✓ Electronically received information will not need to be printed and then scanned back in. It can be sent directly into DocuWare via the DocuWare Printer. This will save click charges on your copier, adding additional savings.
- ✓ Any email related to stored information can be stored in using the DocuWare Connect to Outlook Module included with the cloud. When conducting a search, all related information, including emails, will be brought back in a result list.
- ✓ Security can be established for each electronic file cabinet, restricting access and what may be done with the information.
- ✓ Information will be stored in one secure location with proper backup in case of disaster.
- ✓ This solution will free up additional storage space.
- ✓ *ALL STAFF INVOLVED WILL BE MORE EFFICIENT IN THE WORK THEY ACCOMPLISH, THUS SAVING THE ORGANIZATION MONEY.*

**DOCUWARE "ON PREMISE" SOFTWARE**

**DocuWare Software**

**(1) DocuWare "Professional" Server** *(Software-Not Hardware)* **\$6,300.00**

Includes:

- Flexible server for mid-sized organizations.
- *Unlimited file cabinet size*
- Includes Web Client Server.
- One (Software) Server license for usage on one hardware server provided by the Monroe County Road Commission.
- *Expandable with DocuWare's add-on modules.*

**DocuWare Professional Server Maintenance & Support** **\$1,260.00**

- Provides for *1 year of support and maintenance.* This Support and Maintenance Agreement will be provided via phone, fax or e-mail. This agreement also includes all software patches and upgrades.
- After initial installation, on-site technical support will be available on a billable basis at a cost \$200.00 per hour.

**DocuWare Software Client Licenses**

- User license for the use of DocuWare Client and Server Software as well as Additional Modules licensed for the respective end-user organization.
- The price depends on the total number of licenses purchased by an end-user organization.
- Four (4) "Named" Client Licenses can be converted to one (1) "Concurrent" license.
- Price per "Named" Client License

**3 DocuWare Client Licenses @ \$523.00 Each = \$1,569.00**

**3 DocuWare Client Licenses Maintenance & Support @ \$132.00 Each\***  
**= \$396.00**

**\*1 year of maintenance and support**

**Additional DocuWare Client Licenses & Optional Modules**

*(Can be added as needed in the future, the corresponding additional professional service costs will be quoted prior to the decision to add any of these modules.)*

**DocuWare Software Client Licenses Options** - Can be added 1 client license at a time.

**From 1 to 9 DocuWare "Named" Client Licenses** @ **\$523.00 Each**  
1 to 9 DocuWare "Named" Client Licenses Maintenance & Support @ **\$132.00 Each\***  
\*1 year of maintenance and support

**From 10 to 19 DocuWare Client Licenses** @ **\$504.00 Each**  
10 to 19 DocuWare Client Licenses Maintenance & Support @ **\$126.00 Each\***  
\*1 year of maintenance and support

**From 20 to 39 DocuWare Client Licenses** @ **\$478.00 Each**  
20 to 39 DocuWare Client Licenses Maintenance & Support @ **\$120.00 Each\***  
\*1 year of maintenance and support

**From 40 to 59 DocuWare Client Licenses** @ **\$468.00 Each**  
40 to 59 DocuWare Client Licenses Maintenance & Support @ **\$114.00 Each\***  
\*1 year of maintenance and support

**OPTIONAL DOCUWARE MODULES**

**(1) DocuWare Barcode & Forms Module (Automated Indexing) \$ 4,719.00**  
Detection of barcode and text on documents for automating further processes such as page separation and indexing.

**DocuWare Barcode & Forms Module Maintenance** \$ **933.00**  
• Price includes 1 year of maintenance and support.

**(1) DocuWare Import Module (Automated Storage) \$2,365.00**  
Automated import of files to DocuWare baskets and file cabinets. Simple index enhancements. (For Web Client)

**DocuWare Import Module Maintenance** \$ **474.00**  
• Price includes 1 year of maintenance and support.

**(1) DocuWare Smart Connect Module (For BS&A) \$2,365.00**  
Fully automated "retrieval and indexing" of documents from third-party applications. By clicking a button, the document is displayed immediately on the screen.

**DocuWare Smart Connect Module Maintenance & Support** \$ **474.00**

(1) **DocuWare Task Manager Module ( Basic Workflow) \$4,719.00**  
Controlling of document workflow processes through Task Lists in Web Client. Email notification for new documents or changed index values.

**DocuWare Task Manager Module Maintenance & Support \$ 933.00**

(1) **DocuWare Workflow Manager Module (Advanced Workflow) \$11,735.00**  
Controlling of document workflow processes through Task Lists in Web Client. Email notification for new documents or changed index values.

**DocuWare WorkFlow Module Maintenance & Support \$2,346.00**

(1) **DocuWare Forms Module (Electronic Forms Processing) \$11,735.00**  
Using forms with DocuWare: Creating, filing and automatic archiving. Form entries can be used as index values and can be automatically be inserted in existing forms.

**DocuWare Forms Module Maintenance \$ 2,346.00**  
• *Price includes 1 year of maintenance and support.*

***For Email Storage In Outlook***

(1) **DocuWare Connect to Outlook Module \$2,365.00**  
Structured storage of email integrated in Microsoft Outlook. Access to stored mail inside Outlook's user interface.

**DocuWare Connect To Outlook Maintenance & Support \$ 474.00**  
• *Price includes 1 year of maintenance and support.*

(1) **DocuWare Mobile Module \$1,452.00**  
Document retrieval and display, task list and stamps for document approval on mobile devices with iOS, Android operating systems. Where additional apps are required, they can be downloaded for free from the respective stores. The license is required for document upload into DocuWare with PaperScan.

**DocuWare Mobile Module Maintenance & Support \$ 300.00**

(1) **DocuWare Autoindex Module \$3,075.00**  
Automatic assignment of external database information to pre-indexed documents in DocuWare file cabinets.

**DocuWare Autoindex Module Maintenance & Support \$ 612.00**

**Intelligent Indexing Service Subscription\* \$ 70.00**

Intelligent indexing for up to 2500 documents per month based on crowd-learning mechanisms. DocuWare service requires access to the internet.

*\*This will renew as a subscription each year.*

**Optional 500 Additional Requests – Intelligent Indexing \$ 14.00**

DocuWare Intelligent Indexing for additional 500 documents.



**Storage Estimates for Figuring Required Storage Space** - a standard PDF, scanned from a copier and imported, you can get about 2,800 to 3,200 pages per GB. Most copiers do not have or have very poor file compression. Copiers want the best quality and hang the file size.

Using a desktop scanner, going through the DocuWare Scan utility, you can get from 3,300 to 4,000 pages per GB.

Using DocuWare Printer, you can get 4,000 to 4,350 pages per GB.

Using the average of the three, you will get about 3,608 pages per GB so you would get about 72,160 pages with 20GB of HD space.

**APPLIED IMAGING PROFESSIONAL SERVICES – 16 Hours\***

**Less Special Discount**

**Total Cost 16 Hours**

**\$ 3,000.00**

**\$-1,500.00**

**\$ 1,500.00\***

*\*The cost for this was included in the total proposed cost for the DocuWare Cloud and in moving to an on-premise solution, the dollar amount did not move forward to this proposal. As a result, we are offering a special discount on these hours.*

**Consulting Services**

Applied Imaging will provide consulting services to assist with the initial design of your database(s), including indexes and security.

**Installation & Implementation**

Applied Imaging will provide the initial installation and implementation of all software and hardware purchased from our company.

**Training Services**

Applied Imaging will provide introductory training on the operation of all software purchased. This training is designed to make the user comfortable with using the product and allow them to expand their own knowledge through hands-on experience.

*\*Please note the above pricing includes software and professional services costs estimated for a basic store and retrieve solution, with email storage.*

*The addition of "Workflows and/or Forms", including changes or modifications to the scope of the solution may incur additional professional services costs. A Discovery Meeting can be scheduled to determine the workflows/forms required and an exact cost for these additions can be provided at that time.*

**Superior Township Backfile**

I would recommend one of the following options for dealing with the extensive backfile of stored hard copy information throughout the organization.

"Conversion" – Start day forward with the DocuWare Software solution and start converting the backfile beginning with the most recent documentation from 2018 to 2017 and so forth.

"Scan on Demand" – Start day forward with the DocuWare Software solution and add/scan information in as it's pulled from the backfile information.

"Day Forward" – Implement the DocuWare Software solution with all records generated from day forward, leaving the backfile as is.

**HARDWARE**

**(1) Canon DR-6030C Scanner**

- Includes: 80 ppm Simplex Scanning Speeds
- 160 ipm Duplex Scanning Speeds
- Skip Blank Page Option
- Long Document Mode
- Color, Grayscale, Black & White
- Advanced Text Enhancement (Three Types)
- Error Diffusion (Quality Scans Of Photo & Text Combinations)
- Two Paper Paths – Traditional & Straight Path Feeding
- Color Dropout & Custom Color Dropout
- Automatically Remove Black Dots
- Rapid Recovery System & Ultrasonic Double Feed Detection
- Approximate 10,000 Per Day Duty Cycle
- Capture Perfect Software (included free)
- USB Cable

Canon's Suggested Retail Price	\$ 4,495.00
Canon Promotional Discounts	<u>\$-1,496.00</u>
<b>Total</b>	<b>\$2,999.00 Each</b>

**OPTIONAL SERVICE:**

The Canon DR-6030C comes with a **90-Day Warranty** which includes all defective parts and the associated labor. Annual service contract includes all parts and labor.

**\$450.00 Each**

**NOTES:**

- ⬇ The DocuWare Software is a custom designed solution for Superior Township. Payment options are a lease OR 100% of the software cost due upon signature, with 50% of the Professional Services cost due with the execution of the Statement of Work (SOW) and the final 50% of the Professional Services costs due when the project "Goes Live".
- ⬇ Prices are firm for 30 days.

Sincerely yours,

*Mari Martin*

Mari Martin, CDIA  
ECM Sales Development Specialist

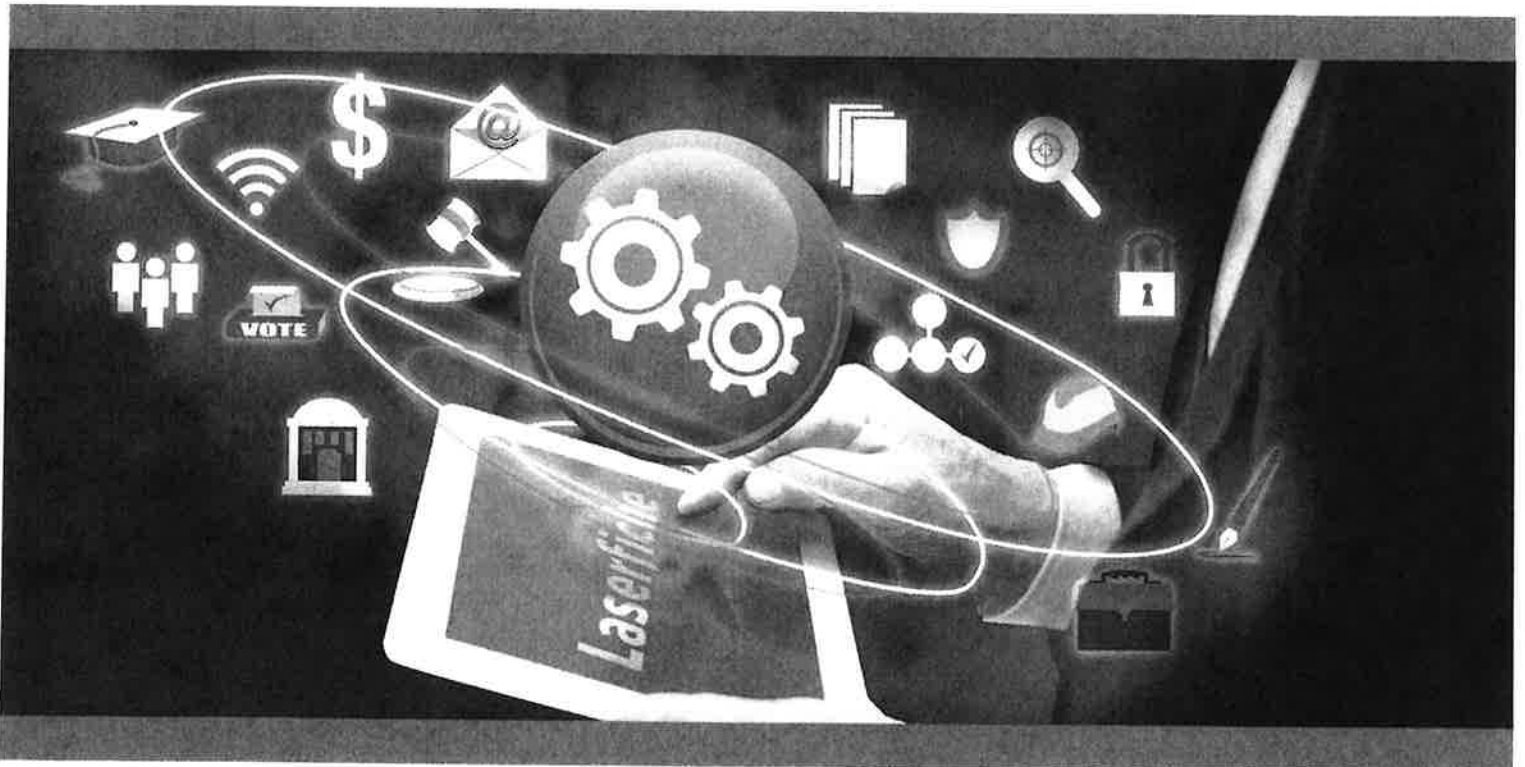
# Charter Township of Superior, MI

Washtenaw County

## Enterprise Content Management System

June 6, 2019

Valid for 3 months



Bryan Fatka  
Solutions Account Executive  
248-320-3948  
[BFatka@generalcode.com](mailto:BFatka@generalcode.com)

**GENERAL  
CODE**

A Member of the ICG Family of Companies

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## INTRODUCTION

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### SITUATION ANALYSIS

Based on the Township's current needs and looking to the Township's potential future uses of electronic content management, General Code recommends implementation of Laserfiche Avante.

Laserfiche Avante is a robust system that provides the flexibility to configure the system to your specific way of doing business without your having to "shoehorn" your processes to fit the mandates of a software solution. Laserfiche is also easily expanded – to different departments, different types of documents, and many other users in the future as you see other uses.

General Code's experienced staff will help you configure your system to maximize efficiencies now and for decades to come.

### ABOUT GENERAL CODE

General Code provides a variety of information management solutions to more than 2,700 local governments, educational and commercial organizations throughout the United States. We set the standard for improving document management processes and are on the cutting edge of technology, providing new and reliable tools to our customers to better serve their clients. We pride ourselves in our level of experience, our technical knowledge in the industry and our focus on the customer.

General Code is a top 5 government reseller of Laserfiche in the United States, offering more than 14 years of experience, coupled with an industry-leading service, integration, training and helpdesk team.

With Laserfiche at the center of your Enterprise Content Management Solution, you get what nearly 30,000 other public and private organizations are already getting – the most powerful combination of electronic capture, storage and business process automation tools available today. We selected Laserfiche as our technology platform because of its open architecture, integration capabilities and the capacity to scale up as your demand for information sharing and access grows.

Every system designed and implemented by General Code fits your specific needs and requirements. Configuration of your Enterprise Content Management Solution to your situation reduces the time and additional resources required to "adjust" or "optimize" a one-dimensional system.

As a values-based company we adhere to the principles outlined in our "General Code." These guides for conduct are integral to building a comprehensive content management solution – one that leverages our 50+ years of service to public organizations and governments of all sizes.

Elements of our "code":

*Digital information must be designed and implemented in ways that support the success of the entire organization.*

*Our content management solutions must run on a platform that we believe in.*

*The quality of our service and support determines the ultimate value of the solution we develop.*

*Our content management solutions are based on the practical—if there is a better way to do something we will design and implement it.*

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## LASERFICHE AVANTE SYSTEM OVERVIEW

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Today, successful organizations need more than document management; they need to optimize the decision-making process by getting the right content – whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail – into the right hands at the right time.

Laserfiche Avante is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information – turning it into an asset that enables efficiency and smart decision making organization-wide. Laserfiche Avante provides all of the elements for today's comprehensive needs:

- **Document Imaging** – Converts paper documents or film into an electronic or digital format.
- **Document Management** – Manages documents (physical or digital) through their lifecycles.
- **Business Process Management** – Applies workflow technology to content-related processes in order to standardize and optimize them.
- **Integrative Middleware** – Provides many ways to interface with other business-specific applications to enable you to have one document repository that can be accessed from other applications and to enable “sharing” of data between other applications and Laserfiche.

The Laserfiche workflow engine gives you a platform to map, model and manage your business processes in order to obtain a better understanding of how to achieve your overall goals by:

- **Increasing productivity** by automating manual, repetitive processes.
- Modeling, executing and managing business processes **without writing code**.
- Triggering workflows based on **actions taken in Laserfiche or in 3<sup>rd</sup> party applications**, such as CRM, GIS, ERP and more.

Laserfiche Avante readily fits into your existing networked environment, without requiring custom programming or extensive hardware and software updates. Laserfiche is developed to support close integration with industry-standard operating systems and database management systems. See specifications in Appendix A for more detail.

Technology represents one of the most significant investments you make in your organization's success, and General Code and Laserfiche are committed to providing a comprehensive framework for delivering value quickly, easily and without the need to bring in expensive experts at every turn. General Code has seasoned professionals to guide you through the planning and implementation process and will be there to provide on-going support.

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## PRELIMINARY DOCUMENT MANAGEMENT PROJECT PLAN

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- I. Upon finalization of the agreement, General Code's Project Manager will call you to review the Project Plan and discuss the following:
  - Designate the main contacts for the project from General Code and your organization
  - Discuss the proposed schedule and set dates
  - Determine any necessary hardware purchases, installation or configuration that must take place prior to the system installation, and set a date for completion of that work
  - Confirm availability of required personnel, equipment and facilities
  - Address any outstanding questions, concerns or issues
  
- II. The Initial Design and System Implementation Phase will include the following:
  - Installation and configuration of the main server components
  - Installation and configuration of the named user licenses, including Laserfiche client software, Snapshot Plug-In and E-mail functionality, as well as scanner configuration and testing, if applicable
  - Complete system testing of all installed components
  - A file structure review and creation of a hierarchical tree structure designed to maximize efficient use of the document management system
  - Discussion of file-naming conventions to be used in the document management system
  - Establishment of an initial set of templates (electronic index cards)
  - Configuration of users, groups and user rights (security)
  - Training for users
  - Administrator training for up to two (2) people who will be responsible for administration of the system


## DESCRIPTION OF RECOMMENDED COMPONENTS

<p><b>Laserfiche Avante™ Server Software</b></p>	<p>Laserfiche Avante MS SQL Express server software is a complete electronic content management solution with <u>fully integrated</u> business process management. Laserfiche Avante includes the Laserfiche Automated Workflow Module and other important business-process functionality “baked into” the core software.</p> <p>The Laserfiche Automated Workflow Module is a robust component that facilitates the flow of documents, auto-files and auto-names folders and documents and enforces time schedules, where desired, by providing e-mail reminders or notifications to backups or supervisors or by re-assigning documents to others’ folders. By automating processes, you can ensure that proper process is followed, and work can be distributed to users in an orderly and predetermined manner.</p> <p>Laserfiche’s robust security enables you to limit both access and functional rights of users. Your IT staff will appreciate the ability to set security by user or group, as well as the option to use Windows Authentication for single log-in.</p> <p>System administrators have access to the Laserfiche Administrator Console either in a client or a web format.</p>
<p><b>Named Users</b></p>	<p>Laserfiche named users have the ability to utilize all of the features of the software, including scanning, importing, file and volume management, search and retrieval, annotations, e-mail routing and workflow participation, as applicable and as security rights permit. Additional named user licensees can be added at any time, in any increment.</p> <p><b>SnapShot Functionality:</b> The SnapShot functionality allows designated users the ability to “print” existing electronic files into the Laserfiche system directly and automatically convert them to inalterable Laserfiche images rather than having to print them out and then scan them into the system.</p> <p><b>E-Mail Functionality:</b> The E-Mail Plug-in allows users to send Laserfiche documents as e-mail attachments to anyone using a MAPI-compatible E-mail system. All or part of a document can be e-mailed; multiple files can be “zipped” into one e-mail; and you can choose the format in which the documents will be sent (e.g., PDF, TIFF, JPEG, etc.).</p> <p><b>Web Access:</b> Laserfiche Web Access is a browser-based thin client offering virtually all of the document management capabilities of the thick client interface. Authorized users organization-wide can simultaneously access documents, whether they are accessing Laserfiche from their desks or a remote location. IT can add new users without installing software on individual workstations. Users access Laserfiche through a Web browser. Authorized users scan,</p>



	<p>index and otherwise manage documents with Web Access. Staff can also search, retrieve, create, move, rename and annotate documents from the Web, as well as participate in workflow processes. Web Access has real-time access to the Laserfiche repository, which means that information input into Laserfiche is instantly available to all users, whether connected directly to your server, or using Web Access. Also included with Web Access is the Laserfiche SharePoint integration. Laserfiche was the first electronic records management solution to obtain joint Department of Defense records management certification with SharePoint. Laserfiche Web Access also provides real-time access to your Laserfiche repository through the use of mobile devices. The Laserfiche iPad and iPhone apps provide impressive access, and Web Access Light is very useful for other tablets and mobile phones. Laserfiche mobile and Web Access Light are included with Web Access.</p> <p><b>Laserfiche Mobile/App</b> is an app that lets you capture, upload, and securely access and work with documents in and outside your Laserfiche repository while on the go. You can review and submit forms from the app as well. You can browse for documents in a folder structure; search the entire repository or a specific folder; create, copy, move, rename, sign, download, print, and delete documents; modify document fields; view annotations; submit and approve forms; view and work with offline documents and forms; and start and view business processes. Additionally, you can add documents to your repository from other apps, the mobile device's gallery, or its camera. Gallery and camera images can be processed and enhanced for easier viewing.</p> <p><b>Laserfiche Forms Essentials</b> comes with all Laserfiche Rio and Avante 10.2.1 installations and upgrades. All full named users can sign in to Laserfiche Forms, submit forms, access tasks, and perform any other action in Laserfiche Forms that their Laserfiche Forms security settings allow them (e.g., creating or administering business processes). These users are automatically retrieved from the Laserfiche Server and are managed on the System Security page in Laserfiche Forms. Forms Essentials Full Users have access to the core features necessary to design processes and forms. Essential Users also have access to the Operational Dashboard where they can view statistics on process in progress.</p>
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<p><b>Laserfiche Connector</b></p>	<p>Laserfiche Connector provides a streamlined experience for integrating Laserfiche with line of business applications such as CRM and ERP systems. Laserfiche Connector integrates easily through user-defined hotkeys and embedded icons.</p> <p>Laserfiche Connector allows:</p> <ul style="list-style-type: none"> <li>• Searching the Laserfiche repository based on fields from third-party applications such as CRM and ERP systems. Both basic and advanced searching is supported. If only one result is found, the document will automatically open in the Laserfiche Client, Laserfiche Web Access or Laserfiche WebLink.</li> <li>• Launching Laserfiche Scanning and automatically populating metadata for the scanned documents with information from a third-party application.</li> <li>• Connecting two applications by allowing one of them to start the other (including the ability to pass parameters between them).</li> <li>• Choosing whether any of the above actions are activated from a keyboard shortcut, a button embedded in the application's title bar, or both.</li> <li>• In many cases being able to push data to ODBC compliant applications/databases</li> </ul>
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 <p><b>GCStreamline</b> Laserfiche Process Automation by General Code</p> <p><i>(Optional)</i></p>	<p><b>GCStreamline – Laserfiche Process Automation by General Code.</b></p> <ul style="list-style-type: none"> <li>• Pre-developed business processes with accompanying database/SQL table in Laserfiche workflow</li> <li>• Designed from experience and development from recent solutions</li> <li>• Packaged to deliver faster business process solutions with only configuration adjustments based on an individual entity’s work procedures</li> <li>• With <i>GC Streamline</i>, you can enhance your return on investment and leverage your Laserfiche system to do more, while implementing it faster. We can create electronic forms, configure your workflow routing, and integrate with third-party software applications for departmental and enterprise-wide business processes. You’ll do more with less, reduce employee stress, and realize cost-savings.</li> </ul>
<p><b>GCStreamline – Transparent Records Management</b></p>	<p>Meet the needs of both records managers and general users. Easily manage multiple departments’ information requirements, different records series and retention schedules, and multiple software applications. Improve adherence to your records management plan.</p>
<p><b>Records Management Module</b></p> <p><b>Includes setup and configuration of “Transparent Records Management”</b></p>	<p>The Laserfiche Records Management Module manages imaged, electronic, and physical records. The Records Management Module is fully integrated within the Laserfiche interface, presenting a uniform look and feel to all users and simplifying the adherence to records management rules and policies. The Records Management Module helps you to enforce consistent organization-wide records retention policies, provides secure records tracking from cutoff to final destruction/disposition, and enables you to manage your paper records from the same application as your digital records.</p> <p>General Code implements “<u>Transparent</u>” Records Management” for our clients. Transparent Records Management enables Records Managers to have records organized by record series, while end users can have the documents organized differently, in an organizational structure that makes their day-to-day work more efficient. Transparent Records Management uses the Laserfiche Records Management Module to enforce Retention Policies, and Laserfiche workflow, Laserfiche security and Laserfiche shortcuts automate setting up alternate folder structures. Each person sees only what they need to see to avoid confusion.</p> <p>The end result? Only one “original” of each record is stored in your Laserfiche database (a records management best practice), people inputting records into Laserfiche do not need to know or understand Records Management concepts or policies, and the records are automatically processed and filed according to the set policies of your organization. To find out more about Transparent Records Management, ask your General Code representative for the whitepaper on that topic.</p>

## INVESTMENT DETAIL & OPTIONS

**Hardware or any applicable taxes are not included in price, unless otherwise noted.**

Line Item Description	Model #	Quantity	Unit Price	Total
<b>Base Software</b>				
Avante Server for SQL Express with Workflow	MSE10	1	\$1,500.00	\$1,500.00
Avante Named Full User with Snapshot, Web Access & Email	MNF16	3	\$600.00	\$1,800.00
<b>Base Software Subtotal</b>				<b>\$3,300.00</b>
<b>Add-Ons/Plug-Ins</b>				
Avante Laserfiche Connector	MCNC16	3	\$25.00	\$75.00
<b>Add-Ons/Plug-Ins Subtotal</b>				<b>\$75.00</b>
<b>Support</b>				
LSAP Avante Server for SQL Express with Workflow	MSE10B	1	\$300.00	\$300.00
LSAP Avante Named Full User with Snapshot, Web Access & Email	MNF16B	3	\$120.00	\$360.00
LSAP Avante Laserfiche Connector	MCNC16B	3	\$5.00	\$15.00
<b>Support Subtotal</b>				<b>\$675.00</b>
<b>Professional Services</b>				
Laserfiche Install and Training ( <i>On-Site Days</i> )		2	\$1,650.00	\$3,300.00
Remote Services / Project Coordination		1	\$500.00	\$500.00
<b>Professional Services Subtotal</b>				<b>\$3,800.00</b>
<b>Grand Total</b>				<b>\$7,850.00</b>

Anticipated annual LSAP fees after the included 1<sup>st</sup> year for the above configuration would be **\$675.00**.

Note: This estimate is subject to change based upon the then-current support prices for that year.

Automated Workflow Module and Electronic Forms (software) is included with Laserfiche Avante. If/when the client wishes to implement Automated Workflow and Electronic Forms, there will be additional development, configuration and training time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired workflows to be implemented.) These additional service fees would not apply until you are ready to implement this component.

Remote Services include but are not necessarily limited to the following services: software order processing; project management; software implementation such as modification of server to reflect new license levels; installation or modification of server; client or scanning software; installation and/or configuration of add-on products, such as WebLink, Quick Fields or Workflow and configuration of hardware, such as scanners.

OPTIONAL COMPONENT - GC STREAMLINE RECORDS MANAGEMENT				
<b>Software</b>				
Avante Records Management Module	MSM60	1	\$6,000.00	\$6,000.00
<b>Add-Ons/Plug-Ins Subtotal</b>				<b>\$6,000.00</b>
<b>Support</b>				
LSAP Avante Records Management Module	MSM60B	1	\$1,200.00	\$1,200.00
SAP GC Streamline Business Process Automation	GCSL1_SAP	3	\$619.00	\$1,857.00
<b>Support Subtotal</b>				<b>\$3,057.00</b>
<b>Professional Services</b>				
GC Streamline - Records Management ( <i>includes 1 On-Site Day</i> )		1	\$5,500.00	\$5,500.00
<b>Professional Services Subtotal</b>				<b>\$5,500.00</b>
<b>Grand Total</b>				<b>\$14,557.00</b>

**1. Adjustments to Performance Schedule; Rescheduling.**

Adjustments to Schedule. Upon the mutual consent of the Township and General Code, the "Performance Schedule" may be changed or extended as outlined below.

Rescheduling. The Township must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables. Such notification must identify the reason for the delay, as well as the anticipated period of delay.

Travel-related penalties incurred by General Code due to a change in the Installation / Training schedule by the Township may be charged directly to the Township unless the delay is a result of a state of emergency.

**2. Contract Cancellation Policy.**

If the Township chooses to cancel this contract, it must do so in writing. The Township will be billed for the following contract-related expenses incurred and services provided up to the receipt of written contract cancellation, including:

- Any and all travel-related expenses incurred by General Code,
- Any and all consultation, installation and training services performed by General Code,
- Any and all software-related expenses incurred by General Code as per the Laserfiche Software Return Policy.

**3. Laserfiche Software Return Policy:**

- Unopened and not activated products can be returned within 30 days from the date of purchase at no charge.\*
- Unopened and not activated products returned between 31 days to 120 days from the date of purchase will incur a 15% restocking fee on the original purchase price.\*
- There is no return of products over 120 days from the date of purchase.
- There is no return of products that have been opened or activated.

*\*Return Credit, less applicable charges, will only be given after Laserfiche receives a letter of confirmation that the software was not opened or activated.*

**AUTHORIZATION & AGREEMENT**

The Township of Superior, Michigan hereby agrees to the procedures outlined above, to General Code's Content Management Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <http://cms.generalcode.com/terms-conditions>, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

**Electronic Document Management Project** **\$7,850.00**

*Estimated Annual support fee second year forward (LSAP): \$675.00*

*Note: This estimate is subject to change based upon the then-current support prices for that year.*

**Optional Component:** *Please check if optional component is to be included.*

**GC Streamline Records Management** **\$14,557.00**

<b>Electronic Document Management Solution:</b>	\$ 7,850.00
<b>Optional Component, if selected:</b>	+ \$
<b>Estimated Total Investment:</b>	\$

**SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE**

All software components will be ordered approximately three weeks prior to installation and shipped to customer. The software maintenance (annual support) will start 30 days after software order.

- 50% of the project price shall be invoiced upon authorization of the project – payable within 30 days of authorization.
- 50% of the project price shall be invoiced upon completion of the installation and training.

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**(Client please fill out) Invoice for this Project to be sent to:**

**Department:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

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

**By:** \_\_\_\_\_ **In the Presence of:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GENERAL CODE, CMS, LLC**

**By:** \_\_\_\_\_ **In the Presence of:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***In order to authorize the project:***

- 1. Sign the Proposal**
- 2. Fax or email the Authorization & Agreement Section only to: [Sales@generalcode.com](mailto:Sales@generalcode.com) • fax (585) 328-8189**
- 3. Mail the signed Proposal to General Code at: 781 Elmgrove Road • Rochester, NY 14624**

***General Code will then sign and mail a copy of this agreement back to the Township for its records.***

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## APPENDIX A – RECOMMENDED SERVER/WORKSTATION SPECIFICATIONS

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*Please click on the below links to view current specifications:*

[Laserfiche Avante Minimum Recommended Hardware Specs](#)

[Laserfiche Default Ports](#)

[Virtualization Considerations for Laserfiche](#)



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## APPENDIX B – INSTALLATION, TRAINING AND SUPPORT

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### Pre-Installation Teleconference and Technical Review

Prior to the on-site installation and training, one of General Code's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda for the on-site days.

### Customized, Hands-On Training

General Code provides practical hands-on training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Our training experts will come on-site to your facility and provide thorough training for your staff with manuals customized to your specific system and needs. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

**Our standard Laserfiche user training** covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

**Administrator Training** covers the system administrative functions and typically takes place throughout the on-site sessions, as appropriate.

### Laserfiche Software Assurance Plan (LSAP)

**LSAP** is renewable on an annual basis and was created to deliver critical program updates and provide on-going technical support for your Laserfiche document management system. With LSAP you will always be confident that you are receiving the very best performance and quality possible.

#### **TECHNICAL SUPPORT**

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at [lfsupport@generalcode.com](mailto:lfsupport@generalcode.com). With Basic LSAP service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. General Code's support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By

providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

#### **SOFTWARE PATCHES AND UPGRADES:**

In addition to receiving technical support, customers with a current LSAP contract will receive **critical program updates within the current version of Laserfiche**. This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer after a period of additional General Code in-house testing, as applicable. These patches and software upgrades are available for download at our FTP site. Customers are given the option of applying the patches themselves or having one of our Laserfiche technicians apply the patch remotely.

There is no additional cost for the installation of minor software updates or patches (typically called 'point releases'). Major software updates (typically called 'version releases') may have associated service charges to install, upgrade, or to migrate your Laserfiche software to the new major release level. Related training on new functionality of the upgraded software may also have associated service charges. Any additional charges will be outlined and quoted to you in advance.

#### **LASERFICHE OFF-HOURS SYSTEMS UPGRADES:**

At times it is a requirement that Laserfiche systems upgrades are done during off hours or over the weekend to minimize operational interruptions. General Code is happy to work with our customers to accommodate these requirements. With changes in the law regarding payment of overtime for non-exempt helpdesk staff that are involved in doing work after hours or over the weekend, they must be paid overtime. General Code is going to begin charging a nominal fee for the off-hours work to cover this new expense. The charge will not exceed \$500.00 for the time involved.

#### **Services covered under LSAP:**

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- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
- Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
- Provide and remotely apply minor patches/point releases on an as needed basis
- Respond to request calls within 8 business hours, if not immediately
- Provide technical support between the hours of 8:00 AM - 5:00 PM EST
- Provide access to all major and minor patches provided by Compulink Laserfiche
- Access to TIPS and FAQs on the General Code website
- User group meetings
- Access to Laserfiche's knowledgebase
- Regular newsletters - Laserfiche & The Decoder
- Access to webinars

Services not covered under LSAP:

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- Training - New user or refresher training - either on-site or remote
- Repair of damaged databases
- Establishment of SQL maintenance plan
- Addition of custom features or functionality to the software
- Support or troubleshooting of third party software
- Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
- Installation, Migration, Upgrading of software related to major software releases
- Problems or faults caused by use of the product outside its normal operating conditions.
- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

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- To maintain appropriate backups of the Laserfiche database and associated files.
- To contact General Code prior to implementing significant network changes that has the potential to impact the Laserfiche system. Some examples are, operating system changes on either the server or PC, replacement of existing PCs or server(s), and changes in network configurations, such as server name, IP address or workgroup on PCs.
- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide General Code's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

## ImageSoft Statement of Work (SOW)

<b>Statement of Work No.</b>	20175
<b>Revision No.</b>	1.0
<b>Customer Name:</b>	Superior Charter Township
<b>Project Name:</b>	OnBase Scan/Retrieve Implementation
<b>ImageSoft Contact:</b>	Tim Zarzycki
<b>Contract Type</b>	Fixed Price
<b>Submitted Date:</b>	7/30/2019

This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 25900 W. 11 Mile Rd, Suite 100 Southfield, MI 48034 ("ImageSoft"), and Superior Charter Township with its principal offices at 3040 North Prospect, Ypsilanti, MI 48198 ("Customer"):

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA" or "Master") entered into by and between Customer and ImageSoft dated **TBD**.

Unless otherwise specified, the products and services provided within this SOW are hereby added to and covered for the duration and under the terms of the System Maintenance Agreement (SMA) entered into by and between Customer and ImageSoft dated **TBD**.

Capitalized terms are as defined in the PSA or herein. To the extent that any terms and conditions contained in the related PSA or SMA are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control, except for terms and conditions that cannot be overridden as noted in Section 1.1 of the Master.

The pricing and terms in this SOW are valid for thirty (30) calendar days from the date of submission.

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## 1. Executive Summary

Superior Charter Township has requested the following Statement of Work (SOW) for ImageSoft to implement a new OnBase Enterprise Content Management system for scan/retrieve functionality only within the Building and Planning Department at Superior Charter Township.

ImageSoft will configure OnBase to allow the Customer to scan in building and planning documents and retrieve these documents using the OnBase Unity Client.

This SOW provides pricing and scope information for installing, configuring, testing, and training of the OnBase system enhancement based on the initial discovery efforts documented and information provided by the Customer.

The implementation services proposed within this SOW were defined and estimated without the benefit of detailed requirements, architecture, and design that are required to accurately define solution customization effort, approach, and integration priorities. As such, the estimated Deliverable and Service fees will be confirmed, subject to assumptions obligations identified in the PSA, during the 3.1 Business Analysis and Design activity identified in this SOW.

Any changes that arise during the Business Analysis and Design activity will be managed through the *Project Change Authorization Procedure* described in Appendix B-1. If a change in scope occurs, ImageSoft will present to Customer the reasoning for the additional or reduced scope and an estimate of the changed effort. Customer will be given the option to accept the scope change, through a change order, or where feasible, to continue the project at the original scope.

## 2. Proposed Solution

Superior Charter Township has requested a SOW from ImageSoft to design and implement the OnBase software solution to provide scan/retrieve functionality of Township files within the Planning and Building Department. This solution will benefit the Township office by creating efficiencies through the use of electronic files. For the proposed solution, ImageSoft will implement the OnBase Document Management solution including the following components:

- **OnBase ECM Suite** to serve as the central document repository for the Planning and Building Department. This implementation will start with scan/retrieve, but can be expanded to include Township workflows to help streamline processes and create further efficiencies with employee files.

### Solution Description

The purpose of the SOW for this project is to implement the OnBase Electronic Content Management System to include: scanning, indexing, and document retrieval. This solution will provide:

- OnBase Enterprise Content Management (ECM) Platform

ImageSoft Professional Services includes the following activities:

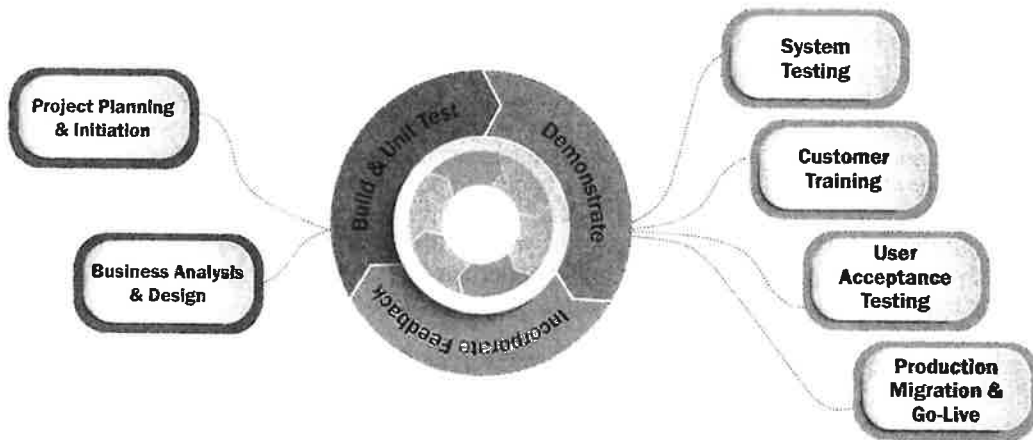
- OnBase Software Installation
- Setup Security and Microsoft AD Integration
- OnBase Configuration. Document Types, Document metadata (keywords), Note strategies and document cross references will be configured.
- Configure Unity Forms (up to three (3) forms). Forms can be used to help organize and store meta data on projects. Frequent usage of forms includes using forms as a cover sheet or folder jacket for project records.
- Configure one (1) electronic file cabinet. Electronic file cabinets store documents in a familiar strategy similar to a paper file cabinet, organizing related documents in folders for ease of retrieval.
- Configure Full Text Search to allow for text searches on image based documents.
- Configure Application Enabler to allow retrieval of documents stored in OnBase while viewing BS&A screens. Four BS&A screens will be configured to perform this retrieval. During the discovery phase Superior Charter Township to determine with ImageSoft which screens will be used.
- Configure up to three (3) custom queries. Custom queries assist users when performing repetitive searches.

The following are incorporated in and made part of this SOW:

- Appendix A: Hardware and Software Deliverables
- Appendix B: Project Procedures

### 3. The ImageSoft Way Project Implementation

This section describes the project implementation methodology, "The ImageSoft Way," which consists of Services and the Deliverables to be provided by ImageSoft. ImageSoft responsibilities, Customer responsibilities, completion criteria and initial anticipated project schedule are detailed. The ImageSoft Way provides customers inclusive insight into their solutions as they are being developed on time and within scope by using an iterative mode of development, demonstration and feedback cycles. The ImageSoft Way relies on traditional project phases but uses an iterative feedback cycle during the build phase which allows ImageSoft to demonstrate the solution to the customer, receive immediate feedback, and make adjustments to the solution. In turn, the customer doesn't wait until the start of their testing period to see their solution for the first time; they can collaborate through the entire build process. This results in business requirements being clarified, missed requirements being identified, and ensures the best solution for the customer is delivered.



Project Begins |-----| Project Complete

The first phase is our Planning and Initiation phase. This phase allows the team to learn about the project and the solution, first by meeting with the Sales team and then with the customer. Any documentation provided to the Sales team is shared with the Project team to ensure an efficient transfer of knowledge. During this phase, the Project Manager builds an initial draft of the project schedule so the customer will know what to expect. The project kickoff meeting is scheduled and conducted and discovery is scheduled.

Our second phase, Business Analysis and Design, is often called discovery. We send two experienced team members, usually the Solution Architect and a Systems Engineer, to your location to sit with the users and walk through their business process. We listen, document, and ask questions. We do not build out the solution during this time; we ensure we understand your business, your pain points, and have the right information to build you a solution that will work. When we return to our office, we design your solution. In order to ensure we understand your business rules, we draft a document called the Solution Requirements Document (SRD). In this document, we write Use Cases to identify the steps required to complete your business process within the new solution. Once internally vetted and reviewed, we send you this draft and schedule a review with you and your business Subject Matter Experts. We review the document live with you, making corrections to the process to ensure all parties agree on what the solution will include. The Business Analysis and Design phase completes once the Solution Requirements Document is signed.

With the design agreed to, the Build phase begins. While we collaborate consistently through the entire project, the Build phase is the most iterative in terms of solution reviews and feedback loops. We will establish a regular cadence with you to demonstrate the solution as it is being built. Your feedback is critical in this phase. If we can catch a misunderstanding early in the project, we can update the design



and estimate early to avoid overages later in the project. Seeing the solution often also helps your users and IT team understand the solution well before it is released to test and support.

Before we release a solution for user testing, we perform system testing within ImageSoft to ensure everything works as designed within the Solution Requirements Document. After this is complete, we train your users to test the solution. We provide and consult on a sample training plan that you can customize for your team, as well as provide training manuals for your solution. We follow a checklist of steps that include other templates and documents that we share with your team to make sure training is successful.

During the User Acceptance Testing (UAT) phase, we setup an issue tracking software, Jira, just for you to log your issues or enhancements. We meet with your team multiple times a week to review the issues, work with you to prioritize, resolve, and release for retest. At the end of UAT, we send you a signoff form to permit the solution to be promoted to Production.

The last phase is the Production Migration and Go Live. While it seems like we are at the end of the project lifecycle, this is a critical phase and we treat it as such. Our team will collaborate with your IT staff well in advance of migration day to review the infrastructure, apply all licenses, and prep the environment. We build a migration checklist with your IT team with tasks, assignees, and dates to make sure nothing is missed. We are available outside of business hours so that there can be as little impact as possible to your end users. The project team is allocated post go live to provide the continued support of your solution in Production for up to 30 days. After that 30 days is up, the project team completes a checklist for our Customer Care team that evaluates whether the solution is ready to be transitioned. The Customer Care team has product and development experts available for quick issue resolution and will escalate back to the project team to expedite the resolution of issues for you.

Through all phases, you will have a dedicated Project Manager working to ensure your project stays on track. Whether tracking budget, challenging design decisions that compromise scope, removing roadblocks to allow the project team to meet dates, the Project Manager is your project advocate. They also provide you status reports, identify and mitigate risks, and maintain the project plan.

Regardless of which team is working on your solution, the ImageSoft Way is to be collaborative, open to feedback, and quick to respond.

### **3.1 ImageSoft Responsibilities**

#### **ImageSoft Project Management**

ImageSoft will provide a specific amount of project management services to manage ImageSoft project responsibilities defined in this SOW. The purpose of this activity is to provide direction and control of ImageSoft project personnel and to work cooperatively with the Customer Project Manager on project planning, communications, and contractual activity. ImageSoft Project Manager will conduct project status meeting every two weeks with the Customer Project Manager and key project stakeholders.

This activity includes the following tasks:

- Drive to completion of the deliverables and other contractual responsibilities of ImageSoft, working cooperatively with the Customer Project Manager.
- Coordinate and manage the implementation activities of ImageSoft project personnel to maintain project scope, schedule and budget.
- Actively communicate with Customer on issue identification and escalation.
- Manage project risks as they arise.
- Coordinate with Customer Project Manager the establishment of the project environment.
- Establish documentation and procedural standards for Deliverables outlined in Appendix A of this SOW.

- Maintain the ImageSoft project plan for performance of this SOW which lists the activities, tasks, assignments, milestones, and estimates.
- Measure and evaluate progress against the ImageSoft project plan with the Customer Project Manager. Work with the Customer Project Manager to address and resolve deviations from the ImageSoft project plan.
- Conduct project status meeting every two weeks with the Customer Project Manager and key project stakeholders.
- Prepare and submit status reports every two weeks to the Customer Project Manager.
- Administer the Project Change Authorization Procedure with the Customer Project Manager.

To manage this project ImageSoft has made the following assumptions in estimating our Project Manager work effort:

- Hours per week: 4
- Project duration (weeks): 20
- Total estimated (hours): 80
- A change in the project scope or duration will affect the amount of project management effort required and may result in a Project Change Request.
- If Customer requires Project Manager to conduct status meetings or submit status reports at a higher frequency, it will result in an additional ImageSoft professional service cost.
- If there is a change in the scope or schedule of the project, the ImageSoft Project Manager will administer the Project Change Authorization Procedure with the Customer Project Manager.

## Project Planning & Initiation

The purpose of this activity is to define roles and responsibilities of the ImageSoft and Customer team members, review the SOW, prepare and deliver high level project schedule, and conduct a project kick-off meeting.

This activity consists of the following subtasks:

- Prepare and deliver the initial ImageSoft project plan.
- Gather and review preliminary background and project related information.
- Prepare and deliver Communication Plan.
- Schedule discovery sessions with assistance from Customer Project Manager.
- Schedule and conduct a project kick-off meeting with Customer and ImageSoft project teams including key stakeholders.

## Business Analysis and Design

The objective of this activity is to define the functional and technical requirements for the solution and create a design for the solution. Customer's business and IT Subject Matter Experts will participate in discovery, design, and review sessions.

This activity consists of the following subtasks:

- Conduct up to one and one-half (1.5) days of onsite discovery meetings (two (2) ImageSoft resources).
- Conduct follow up sessions as needed.
- Document functional design information into a Solution Requirements Document (SRD) using Use Case language.
- Perform internal review of Solution Requirements Document.
- Review the Solution Requirements Document with Customer.
- Deliver and receive sign-off for Solution Requirements Document.
- Perform Work Breakdown Structure to validate scope, estimates and schedule.
- Revise the project plan based on the results of Discovery. Any changes that arise will be managed through the procedure described in Appendix B-1: Project Change Authorization Procedure.

## Build & Unit Test

The objective of this activity is to install and configure the system and to develop any required custom software as defined in the Solution Requirements Document. Build and Unit Test will be performed in a single DEV environment and migrated to a PROD environment. ImageSoft will schedule and perform functional demonstrations at regular intervals as determined by the project plan.

This activity includes the following subtasks:

- Confirm system access.
- Perform Customer environment review.
- Install and configure software in accordance to the Solution Requirements Document.
- Develop solution in one environment in accordance to the Solution Requirements Document.
- Perform bi-weekly internal planning activities to ensure build is progressing in accordance to the project plan.
- Perform internal reviews of system at regular intervals.
- Schedule and perform Customer demonstrations at regular intervals as determined by the project plan.
- Perform internal Unit Testing.

## System Testing

The objective of this activity is to test the system and ensure it is working as designed in accordance to the Solution Requirements Document and associated test cases.

This activity consists of the following subtasks:

- Create Test Cases from Solution Requirements Document.
- Conduct system testing.
- Fix identified problems.
- Retest as required.

## Conduct User Training

The objective of this activity is to train up to ten (10) users on the system. Training will be performed onsite at Customer facility unless otherwise specified. As a prerequisite, users may be required to attend a Hyland end user web-based course.

The following Training Courses will be provided in accordance to this SOW:

- OnBase Unity Client Training including Scan/Index Training

This activity consists of the following subtasks:

- Provide Customer with installation instructions for any machines to be used during training session.
- Review of a sample training machine to ensure training readiness.
- Purge system of unit testing data as needed.
- Load system with sample training documents.
- Plan and discuss with Customer how and where the training will be conducted.
- Prepare ImageSoft training materials. All training materials are customized with screenshots of the user's solution, but these are not click by click end user guides.
- Review materials with Customer.
- Schedule and conduct one (1) end user training session.

## Conduct Solution Administration Training

The purpose of this task is to train the designated Customer System Administrator on how to manage and administer the solution. This training will occur remotely and a Solution Administration document will be provided. Document typically includes high-level environment infrastructure and administrative tasks required to maintain the solution. Solution Administration Training does not replace training offered by the software manufacturer.

This activity consists of the following subtasks:

- Prepare System Administrator Guide.
- Schedule and conduct one (1), four-hour Solution Knowledge Transfer session

## Support User Acceptance Testing

The purpose of User Acceptance Testing (UAT) is for Customer to test the solution to ensure that it meets what was defined in the Solution Requirements Document. The UAT process is a cooperative effort facilitated by ImageSoft.

UAT requires heavy involvement from both the ImageSoft and Customer teams; preparation for the UAT process starts early on in the project and culminates with the testing period. The duration of the testing period for this SOW is three (3) weeks. A Project Change Request will be required for additional UAT duration.

ImageSoft will perform the following tasks as part of the UAT process:

- Provide Test Cases to Customer based off the SRD with test results to be completed by Customer. ImageSoft will consult with Customer throughout UAT to ensure tests are completed successfully.
- Provide UAT Issue Tracking system for Customer to log defects.
- Discuss testing best practices and Test Plan with the customer.
- Work on-site with Customer during a pre-defined period of time to guide UAT.
- Provide onsite support for UAT Kickoff.
- Conduct regular (at least 2x per week) status meetings during testing to assess test results and progress.
- Assess reported issues and discuss, provide scope details, and estimate any requested enhancements which may be identified.
- Correct defects which Customer demonstrates are behaving contrary to what was defined in the Solution Requirements Document.

Customer will perform the following tasks as part of the UAT process:

- Provide at least one (1) resource to perform a minimum of twenty (20) hours per week of testing during the testing period. Report results and issues to ImageSoft.
- Identify a single point of contact for internal testers to report defects.
- Identify a single point of contact to report defects and communicate with ImageSoft.
- Participate in regular UAT status meetings (at least 2x per week).
- Customer System Administration shall verify user reported defects are behaving contrary to the Solution Requirements Document prior to submitting defects to ImageSoft. Enter defects into the ImageSoft-provided Issue Tracking system. Details to be entered include a minimum of:
  - Detailed description of the problem (include screenshot(s) if applicable)
  - Steps needed to reproduce the issue
  - Troubleshooting steps which have already been taken to solve the issue
- Perform regular retest of ImageSoft resolved defects (at least every other day) and communicate resolutions to end users.
- Work with ImageSoft to prioritize issues that arise during UAT.

## Assist Production Cutover (Go-Live)

ImageSoft will assist Customer in the rollout of the final system into production. Production Rollout is a joint effort, and will require significant effort from Customer.

This activity consists of the following subtasks:

- Create Production cutover plan and communicate plan and status with Customer.
- Coordinate with Customer on Production cutover schedule and activities, including any required system outages.

- Promote configuration to Production (single environment only)
- Perform smoke test of Production system after promotion.

## Post Go-Live Support

The purpose of this activity is to provide transition of the system into support for the newly implemented solution. The duration of the support period for this SOW is two (2) weeks. A Project Change Request will be required for additional Post Go-Live Support duration. All work will be conducted remotely.

This activity consists of the following subtasks:

- Provide up to twenty (20) hours to Customer to transition newly implemented solution to ImageSoft support.
- Assess reported issues and discuss, scope, and estimate any requested enhancements which may be identified.
- Correct defects which Customer demonstrates are behaving contrary to what was defined in the Solution Requirements Document.
- Perform ImageSoft internal transition readiness assessment (and create documentation as necessary).
- Perform Health Check of Production system in conjunction with ImageSoft Customer Care.
- Schedule and conduct a joint meeting with the Customer and ImageSoft Customer Care.

## System Support

ImageSoft has included support for the system after it has been accepted or has been migrated into production for the first twelve (12) months of post-production. Post-Production Support includes ImageSoft Customer Care support coverage. Production support is described in the external System Maintenance Agreement (SMA).

### 3.2 Customer Project Responsibilities

The successful completion of the proposed scope of work depends on the full commitment and participation of Customer management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to ImageSoft.

- Prior to the start of this SOW, Customer will designate a Project Manager, who will be the focal point for ImageSoft communications relative to this project and who will have the authority to act on behalf of Customer. The Project Manager will: attend all status meetings; provide access to Subject Matter Experts, Project Sponsors, and other Stakeholders; ensure communication is timely across Customer organization, and support issue escalation and resolution.
- Customer will respond in a timely manner (within three (3) business days) to questions and other requests from the ImageSoft project team.
- Customer is responsible to select and provide knowledgeable personnel to manage the system after rollout. This includes both IT and business process skills transfer.
- Customer will ensure that appropriate personnel are available to attend the scheduled trainings.
- Customer is responsible for providing updated standards and procedures. Step by step user documentation on user processes will not be provided by ImageSoft as a part of this Statement of Work.
- Customer will provide adequate access to all systems (servers and workstations) required by the project on-site and/or remote via the Internet.
- Customer will ensure its staff is available to provide such assistance as ImageSoft reasonably requires. ImageSoft is given reasonable access to Customer's Senior Management team, as well as any members of its staff to enable ImageSoft to provide Services. If any Customer staff fails to perform as required, Customer will make suitable additional or alternative staff available.
- Customer will provide relevant information and documentation required for the engagement. Customer agrees that all information disclosed or to be disclosed to ImageSoft is and will be true, accurate and not misleading in any material respect. ImageSoft will not be liable for any loss,

damage or deficiencies in the services arising from inaccurate, incomplete, or otherwise defective information and materials supplied by Customer.

- Customer will ensure it has appropriate agreements in place with third parties to enable ImageSoft to perform the services under this SOW. This includes Customer using or providing ImageSoft with third party information, software, support or materials for the project including but not limited to, where Customer is employing other suppliers whose work may affect ImageSoft's ability to provide the services. Unless specifically agreed to in writing, Customer will be responsible for the management of the third parties and the quality of their input and work.
- Unless otherwise specified, Customer will provide the necessary software and licenses that ImageSoft will use for developing custom components and applications.
- Customer is responsible for ensuring that data is secure and protected at all times on Customer computers. ImageSoft is not responsible for and cannot be held liable for inadvertent data disclosure or theft from Customer computers.
- Customer is responsible for obtaining and installing the required hardware and software infrastructure in a timeframe consistent with the deployment schedule established jointly by Customer and ImageSoft. Except to the extent ImageSoft specifically agrees otherwise in this SOW, Customer is solely responsible for the selection and management of all third-party hardware, software or communications equipment used on Customer premises. ImageSoft cannot guarantee compatibility with all third-party products, however ImageSoft will assist in verifying compatibility with ImageSoft provided products. Products that are not verified by ImageSoft may be used, however extra costs may be incurred for ImageSoft to address issues that arise.
- Customer is responsible for the setup, installation, and configuration of the servers, base operating system, database software, storage devices and network for the solution.
- Customer, at all times, during and after the performance of the Work, is responsible for maintaining adequate data backups to protect against loss of data on Customer computers.
- Customer is responsible for network performance and troubleshooting assistance including the ability to monitor network traffic and isolate bottlenecks.
- Customer is responsible for database administration and maintenance, including:
  - Implementing ImageSoft recommended database settings
  - Monitoring space consumption and adding additional storage space to accommodate growth
  - Monitoring database error logs and correcting issues that arise.
  - Applying manufacturer and ImageSoft recommended patches and service packs, after first ensuring that all products have been tested.
- Customer is responsible for managing servers and workstations, including:
  - Monitoring server error logs and correcting issues that arise.
  - Monitoring space consumption and adding additional storage space to accommodate growth
  - Applying manufacturer or ImageSoft recommended patches and service packs, after first ensuring that all products have been tested.
- Customer responsibilities when integrating to Customer Systems
  - Technical expertise and assistance with existing Customer systems, which may include engaging third-party vendors for assistance where necessary.
  - Provide all relevant documentation of their system that are to be integrated.
  - Unless otherwise described in a SOW, Customer is responsible for any programming in legacy systems necessary to provide integration.
  - Third Party interfaces need to be available PRIOR to starting Design Phase of the project to ensure that we are designing against a stable interface. All documentation, interface access, and SMEs are required to be available to ImageSoft throughout the project lifecycle. ImageSoft will not engage in parallel build of Integration to an interface under development without a special consideration.

### **3.3 Completion Criteria**

ImageSoft will have fulfilled its obligations under this SOW when one of the following first occurs:

- ImageSoft and Customer mutually agree that the solution has been delivered by signing a Project Acceptance Form; or
- ImageSoft provides the number of professional services hours as specified in this SOW and/or in any mutually agreed upon subsequent project change request; or
- Customer or ImageSoft terminates the project in accordance with the provisions of the Agreement.

### 3.4 Project Schedule

The Services in this SOW are estimated to be performed over a period of 20 weeks from the agreed upon start date. A draft project plan will be delivered to the customer early in the project planning phase and updated iteratively.

Note: ImageSoft's professional service team currently has a lead time of up to six to eight (6-8) weeks to ramp-up project resources for a new customer project. Customers should check with their Account Executive for current project lead times. During this time, ImageSoft will assign an ImageSoft Project Manager to perform some of the following Project Planning and Initiation activities defined in Section 3.1.

### 3.5 Investment

The table below provides detailed pricing for ImageSoft's proposed solution. Hours may be reallocated across line items during project planning.

<b>Premise Software</b>				
	<b>Product</b>	<b>Unit Cost</b>	<b># Units</b>	<b>Cost</b>
<b>OnBase Software</b>				
Local Government Licensing Bundle Provides limited ECM functionality to Local Government with populations of less than 250,000. Modules comprising the bundle include: Multi-User Server (1), Unity Client Server with Combined Viewer (1), EDM Services (1), Application Enabler (single application) (1), Full-Text Search (1), Workflow/Workview Named User (1), and Virtual Print Driver (1).	GOVT-B-LOCAL	\$20,000	1	\$20,000
Document Import Processor (DIP)	DPIPW1	\$5,000	1	\$5,000
Local Government Named Client	GV-B-MU2-CTIPN1	\$400	3	\$1,200
Local Government Production Document Imaging (Kofax or TWAIN) (1)	GV-B-MU2-DIIPW1	\$2,000	1	\$2,000
Single Sign-on with Microsoft Active Directory	SNIP1	\$0	1	\$0
Archival API	ARIP1	\$0	1	\$0
OnBase Software Subtotal				\$28,200
<b>Premise Software Subtotal</b>				<b>\$28,200</b>
<b>Annual Software Maintenance</b>				
OnBase Annual Software Maintenance <i>* cost subject to current licensing</i>	OBMAINT	\$5,640		\$5,640
<b>Annual Support</b>				
ImageSoft Customer Care				\$4,359
<b>Annual Software and Support Subtotal</b>				<b>\$9,999</b>
<b>Professional Services</b>				
	<b>Product</b>	<b>Unit Cost (hours)</b>	<b># Units (hours)</b>	<b>Cost</b>

<b>Planning &amp; Initiation</b>			<b>4</b>	<b>\$780</b>
Conduct Planning and Initiation Activities		\$195	4	
<b>Business Analysis and Design</b>			<b>104</b>	<b>\$20,280</b>
Prepare for On-site Discovery		\$195	4	
Conduct On-site Business Analysis and Discovery		\$195	24	
Solution Requirements (SRD) Creation and Delivery		\$195	60	
Conduct Internal Scope Review of SRD		\$195	8	
Conduct Customer Review of SRD		\$195	8	
<b>Build &amp; Test</b>				
<b>OnBase and ImageSoft Configuration</b>			<b>78</b>	<b>\$15,210</b>
Server/Environment Review		\$195	2	
OnBase Software Installation		\$195	16	
Setup Security and Microsoft AD Integration		\$195	16	
OnBase Configuration (Disk Groups, Doc Types, Keywords, Notes, X-Refs, etc)		\$195	8	
Configure Custom Queries ( up to three (3) queries)		\$195	6	
Configure Unity Forms (up to three (3) forms)		\$195	12	
Configure Foldering (one (1) folder template)		\$195	10	
Configure Full Text Search		\$195	8	
<b>Integrations</b>			<b>16</b>	<b>\$3,120</b>
Configure OnBase Application Enabler with Customer LOB Applications (up to 4 Screens for each below)				
<b>BS&amp;A</b>		\$195	16	
<b>Document Capture</b>			<b>14</b>	<b>\$2,730</b>
Setup Scanners Setup and Perform Testing (up to 2 scanners)		\$195	4	
Create/Test OnBase Scan Queues (up to 6 queues)		\$195	10	
<b>Standard Documentation</b>			<b>24</b>	<b>\$4,680</b>
Create Technical SysAdmin Training Notes (~4-10 pages)		\$195	12	
Provide Standard OnBase Functional User Training Manuals with Customer Specific Modification (~8-10 pages)		\$195	12	
*Customized end user training manuals are available at an additional cost				
<b>System Testing</b>			<b>17</b>	<b>\$3,315</b>
Perform OnBase System & Integration Testing		\$195	17	
<b>Solution Training Classes - Train the Trainer Methodology</b>	<b># of Sessions</b>		<b>22</b>	<b>\$4,290</b>
*Pricing includes both preparation time and training for up to 10 people				
OnBase Functional and Scan Training (Unity Client)	1	\$195	12	
Conduct Solution Knowledge Transfer	1	\$195	10	
<b>Solution Certification and Online Training</b>				<b>\$3,000</b>
Hyland Facilitated - Classes available in Cleveland, Irvine or Remote				
OnBase System Administration Certification Training	TRSYS1	\$3,000	1	



<b>Conduct User Acceptance Testing (UAT)</b>			<b>60</b>	<b>\$11,700</b>
Assist with UAT Testing, UAT Training, and issue correction	\$195		60	
<b>Production Rollout (Go-Live)</b>			<b>48</b>	<b>\$9,360</b>
Create Test Environment	\$195		4	
Promote System to Production	\$195		8	
Onsite Go-Live Support	\$195		16	
Post Go-Live Transition to Support	\$195		20	
<b>Project Management</b>			<b>78</b>	<b>\$15,210</b>
Conduct Project Management Activities	\$195		78	
<b>Services Subtotal</b>				<b>\$93,675</b>
<b>Total</b>				
Grand Total (including travel)				<b>\$131,874</b>
<i>Pricing valid for 60 days</i>				

<b>Travel &amp; Expenses Estimation</b>				
		<b>Unit Cost</b>	<b># Units</b>	<b>Cost</b>
<b>Estimated Travel Expenses (Rebilled at Cost)</b>				<b>\$0</b>
Airfare		\$350	0	
Hotel		\$150	0	
Daily Meal and Incidental Allowance		\$50	0	
Car Rental w/ Fuel		\$130	0	
Travel Time		\$97.50	0	
<b>Travel &amp; Expense Estimation</b>				<b>\$0</b>

### Payment Schedule

This project will commence upon a signed Statement of Work (SOW) and received payment for 25% of the initial software and hardware costs. The table below provides further details regarding the payment schedule.

All payments will be due on a Net-30 day basis.

<i>Num</i>	<i>Payment</i>	<i>When</i>	<i>Amount</i>
	<b>Hardware &amp; Software</b>		
1	Down Payment (25%)	Invoiced when Project Signed	\$8,460
2	Software Balance (75%)	Invoiced on order by ImageSoft	\$25,380
	<b>Professional Services</b>		
3	Services	Billed based on Milestone Payments below	\$93,675
4	Customer Care	Due 30 days after Go-Live	\$4,710
	<b>Total</b>		<b>\$131,874</b>

Phase/Milestone	Deliverable	Payment Amount
Project Planning & Initiation	<b>Deliverable Includes:</b> - Planning activities - Initial Project Plan - Project Kickoff <i>* Milestone will be invoiced upon delivery of Project Kickoff Notes and Initial Project Plan</i>	\$9,067.50
Business Analysis & Design	<b>Deliverable Includes:</b> - Requirements Gathering (generally onsite) - Creation of Solution Requirements Document (SRD) <i>* Milestone will be invoiced upon delivery of SRD (note: signoff of SRD is not required for invoicing of milestone)</i>	\$18,135.00
Build and System Test	<b>Deliverable Includes:</b> - Development of solution in one environment - Demonstrations as dictated by Project Plan - ImageSoft internal System Testing - Delivery of solution for User Acceptance Testing <i>*Milestone will be invoiced upon delivery of the solution for testing (note: Training for UAT is not required for invoicing of milestone)</i>	\$27,202.50
Training	<b>Deliverable Includes:</b> - Documentation and Training as defined in the SOW - May include UAT and End User Training <i>*Milestone will be invoiced upon customer receipt of training documentation and training efforts as determined by the SOW (note: Sys Admin handoff nor customer approval of delivered document are required for invoicing of milestone)</i>	\$4,533.75
Hyland Training	<b>Deliverable Includes:</b> - Registration of Customer to Hyland Training	\$3,000.00
User Acceptance Testing	<b>Deliverable Includes:</b> - Support during UAT - Frequent Review Meetings - Resolution of project issues and bugs during UAT <i>* Milestone will be invoiced upon customer signoff of UAT (note: additional duration of UAT may necessitate a Project Change Order. In that event, this milestone will be invoiced after the duration of UAT is met per the SOW. Enhancement requests or non-bug/project issue items will not impede the invoicing of milestone)</i>	\$9,067.50
Production Cutover (Go Live)	<b>Deliverable Includes:</b> - Migration of solution to one environment (or as determined by SOW) - System Administrator Handoff meeting and documentation <i>* Milestone will be invoiced when solution is migrated to Production environment, Sys Admin meeting is complete and documentation is delivered</i>	\$9,067.50

Post Production Support	<b>Deliverable Includes:</b> - Post Go Live support duration as defined in the SOW - Resolution of in scope project issues and bugs - Transition to Customer Care <i>* Milestone and any hold back % will be invoiced upon transition to Customer Care (note: Enhancement requests or non-bug/project issue items will not impede the invoicing of milestone).</i>	\$4,533.75
Project Management	<b>Deliverable Includes:</b> - Maintenance of Project Plan - Regular Status Reports and meetings - Communication Plan - Issue Identification and Escalation - Risk Management - Active management to maintain scope, schedule, budget <i>* Milestone will be invoiced 30 days post production go live date</i>	\$9,067.50

### Out-Of-Pocket Expenses

Customer shall reimburse ImageSoft for all reasonable out-of-pocket expenses that ImageSoft incurs in performing the Work described herein. Out-of-pocket expenses shall include travel costs, meals, and lodging expenses and must be supported by proper invoices or other appropriate documentation.

Customer shall reimburse ImageSoft for travel time at an hourly rate equal to 50% of the Standard Hourly Rate.

### 3.6 Additional Considerations

#### Third-Party Software Procurement and Maintenance

Unless otherwise specified, the third-party software that is being provided within this SOW will be ordered by ImageSoft immediately following the acceptance of this SOW.

Software Maintenance: The first year of software maintenance is required with every third-party software purchase. The software maintenance for the third-party software provided in this SOW will begin based on the selected option below:

- The third-party software is for a new system, and therefore maintenance will begin ninety (90) days after the software is ordered by ImageSoft.
- The third-party software is an add-on to an existing system, and therefore maintenance will begin immediately after the software is ordered by ImageSoft.

### 3.7 Project Assumptions

The following assumptions were made by ImageSoft while preparing this SOW for Customer. A significant change in any of the below assumptions may directly affect the work, schedule, and cost of this project.

- The solution will be implemented at Customer's facility in Superior Charter Township, MI.
- ImageSoft's professional services will be performed both onsite, at the customer's facility, and remotely from ImageSoft's offices. Customer will provide VPN access to implementation team to

facilitate remote development. Additional security requests prior to providing access may be requested by customer.

- Deliverable Materials will be accepted or written feedback delivered within five (5) business days of receipt. If ImageSoft receives no response from the Customer Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. Revisions not agreed to by ImageSoft or Customer will be managed in accordance with Project Change Authorization Procedure and/or Escalation procedure.
- The system being provided runs in a Local Area Network and Web environment. As such, the performance of the system is directly related to, among other things: available network bandwidth, network performance, and the performance of other applications. For this reason, ImageSoft can make no guarantees as to system response time.
- No workflow has been included in the scope of this project.
- No CAD specific integrations are included in the scope of this project.
- Outside of the Application Enabler integration with BS&A screens, no further integration work is included in the scope of this project.
- Not all screens in BS&A may be configurable for use with Application Enabler. The screens to be configured are contingent upon a successful Proof of Concept which will be performed as part of the build and test phase of the project.
- Unity Form templates will include fewer than 15 separate data entry fields and will not include any custom scripting or external lookups.

## 4. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<i>Agreed to:</i> <b>Superior Charter Township</b> 3040 North Prospect Ypsilanti, MI 48198	<i>Agreed to:</i> <b>ImageSoft, Inc.</b> 25900 W. 11 Mile Rd., Suite 100, Southfield, MI 48034
By: _____ Authorized Signature	By: _____ Authorized Signature
Date: _____	Date: _____
Name (type or print): _____	Name (type or print): <b>Scott Bade</b>
Title (type or print): _____	Title (type or print): <b>President</b>
Project name: <b>OnBase Scan/Retrieve Implementation</b>	

<i>Internal Use:</i> Opportunity #: <u>20175</u>
Sales Order #: _____
Document Control #: 1.0

## Appendix A: Hardware and Software Deliverables

### A-1: Software Deliverables

The table below provides a short description of each of the OnBase modules being provided. The description provided here is to provide a brief overview of the intended purpose. A more comprehensive description of each of the modules is available upon request.

Module Name	Part #	Description
Local Government Licensing Bundle	GOVT-B-LOCAL	Provides limited ECM functionality to Local Government with populations of less than 250,000. Modules comprising the bundle include: Multi-User Server (1), Unity Client Server with Combined Viewer (1), EDM Services (1), Application Enabler (single application) (1), Full-Text Search (1), Workflow/Workview Named User (1), and Virtual Print Driver (1).
Document Import Processor (DIP)	DPIPW1	Imports documents (scanned or other) and their respective index information. This module is often used in conjunction with third party forms processing software as well as data conversion utilities
Local Government Named Client	GV-B-MU2-CTIPN1	Provides retrieval, viewing, printing, and management of documents for a single named user
Local Government Production Document Imaging (Kofax or TWAIN) (1)	GV-B-MU2-DIIPW1	Scans (digitizes) paper documents using TWAIN compatible devices. Advanced features include bar code recognition, distributed capture and indexing, blank page separation and auto-enabled indexing
Single Sign-On for Microsoft Active Directory Service	SNIP11	Allows OnBase to be configured to use authentication credentials from selected single sign-on service vendors. Single sign-on services centralize authentication and authorization across multiple applications.
Archival API	ARIP11	Provides the ability to archive documents from third party systems into the OnBase system.

## Appendix B: Project Procedures

### B-1: Project Change Authorization Procedure

A Project Change Request (PCR) will be the vehicle for communicating change and will describe the change and the effect the change will have on the project.

The following process will be followed if a change to this SOW is required:

- A change is proposed by either party's Project Manager and discussed.
- The Project Team will investigate scope, schedule, and cost impacts of the proposed change.
- A PCR will be created by ImageSoft Project Manager and submitted for internal review and approval.
- The Account Executive and/or ImageSoft Project Manager will submit the PCR to the Customer Project Manager for review.
- A PCR must be signed by authorized representatives from both parties to authorize investigation of the recommended changes. ImageSoft will invoice Customer for any such charges when incurred as per the PCR deliverables.
- Until a change is agreed in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

### B-2: Escalation Procedure

The following procedure will be followed if resolution is required to a conflict arising during the performance of this SOW.

- When a conflict arises between Customer and ImageSoft, the project team member(s) will first strive to work out the problem internally.
- Level 1: If the project team cannot resolve the conflict within a reasonable timeframe, the Customer Project Manager and ImageSoft Project Manager will meet to resolve the issue.
- Level 2: If the conflict is not resolved within three (3) working days after being escalated to Level 1, the Customer Project Lead will meet with the ImageSoft Team Lead to resolve the issue.
- Level 3: If the conflict is not resolved after being escalated to Level 2, the Customer Project Sponsor and ImageSoft Executive Sponsor will meet to resolve the issue.
- If the conflict remains unresolved after Level 3 intervention, either party may terminate this SOW. If the conflict is addressed by termination, Customer agrees to pay ImageSoft for the following:
  - All Services ImageSoft provides and any Products and Materials ImageSoft delivers through termination;
  - All expenses ImageSoft incurs through termination; and
  - Any charges ImageSoft incurs in terminating the Services.
- During any conflict resolution, ImageSoft agrees to provide Services relating to items not in dispute, to the extent practicable pending resolution of the conflict. Customer agrees to pay invoices per the Agreement.



**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION NAMING A UTILITY OFFICE CLERK/BILLING SPECIALIST**

**RESOLUTION NUMBER: 2019-43**

**DATE: OCTOBER 21, 2019**

**WHEREAS**, the Superior Township Utility Department (STUD) has a Utility Office Clerk/Billing Specialist vacancy; and,

**WHEREAS**, Landis Smith was hired to perform the Utility Office Clerk duties as set forth by the Utility Administrator and has performed the duties brilliantly.

**NOW THEREFORE BE IT RESOLVED**, that the Superior Township Board of Trustees hereby hire Landis Smith as Utility Office Clerk/Billing Specialist at a wage of \$21.00 per hour.

**CHARTER TOWNSHIP OF SUPERIOR  
BOARD OF TRUSTEE'S RESOLUTION**

**RESOLUTION NUMBER: 2019-44**

**DATE: OCTOBER 21, 2019**

**A RESOLUTION ADOPTING GENERAL APPROPRIATION ACT MILLAGE RATES:**

**WHEREAS:** The Charter Township of Superior Board of Trustee's has carefully reviewed the Township's current and projected financial needs, and

**WHEREAS:** The Board of Trustee's recognizes its responsibility to the citizens of the Charter Township of Superior to carefully monitor the Township funds and provide necessary revenue to offset proposed expenditures, and

**WHEREAS:** The auditors suggested that millage rates for revenue should be by resolution, and

**THEREFORE BE IT RESOLVED:** that the Charter Township of Superior Board of Trustees adopts the millages on the attachment by Resolution.

	TAXABLE VALUE	MILLAGE	TOTAL TAX REVENUE
<b>GENERAL</b>			
REG	\$664,059,989	0.8073	\$536,095.62
IFT	\$23,010,648	0.4036	\$9,287.09
<b>FIRE</b>	Voter-Approved		
REG	\$664,059,989	3.4902	\$2,317,702.17
IFT	\$23,010,648	1.7451	\$40,155.88
<b>LAW</b>	Voter-Approved		
REG	\$664,059,989	2.7423	\$1,821,051.70
IFT	\$23,010,648	1.3711	\$31,549.89

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION ADOPTING GENERAL APPROPRIATIONS ACT:  
2020 BUDGETS FOR ALL FUNDS**

**RESOLUTION NUMBER: 2019-45**

**DATE: OCTOBER 21, 2019**

**WHEREAS:** the Charter Township of Superior Board of Trustee's has carefully reviewed the Township's current and projected financial needs, and

**WHEREAS:** the Charter Township of Superior Board of Trustees recognizes its responsibility to the citizens of Superior Township to carefully monitor the Township funds and provide for the needs of the Township, and

**WHEREAS:** the Board of Trustees of the Charter Township of Superior has carefully considered the projected revenues and expenditures for the coming year, and

**NOW THEREFORE BE IT RESOLVED:** that the Charter Township of Superior Board of Trustee's adopt the proposed budgets for the 2020 calendar year: the General Fund Budget by activity dated October 21, 2019, the Fire fund Budget dated October 21, 2019, the Building Fund budget dated October 21, 2019, the Law Fund budget dated October 21, 2019, the Park Fund Budget dated October 21, 2019, the Utility Fund Budget dated October 21, 2019, The Streetlight Budget dated October 21, 2019, the Side Street Maintenance fund budget dated October 21, 2019, and the Hyundai Special Assessment Fund dated October 21, 2019.

Fund	Revenues	Expenditures	Transfers
General	\$2,103,772	\$1,739,782	\$363,990
Fire	2,409,668	2,127,916	281,752
Law	2,199,339	1,846,138	353,201
Building	398,200	345,957	52,243
Parks	334,159	334,159	-0-
Streetlights	87,115	87,115	-0-
SidestreetMaint.	22,646	12,300	10,346
Hyundai SAD	-0-	-0-	-0-
Utilities	4,216,640	4,100,311	116,329



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

		B U D G E T S			
		ACTUALS	2019	2020	% CHANGE
		Jan - Jun 2019	AMENDED	BUDGET	2020/2019
<b>101 - GENERAL FUND:</b>					
000	402 000				
	Current Real, Personal & IFT Taxes	\$531,458	\$520,144	\$542,956	4.4%
	403 050	0	200	200	0.0%
	Prior Years Delinquent Personal Property Tax				
	404	2,279	4,000	4,000	0.0%
	Trailer Fees				
	406	950	1,800	1,800	0.0%
	PILOT Program Taxes				
	407	651	400	400	0.0%
	PPT Reimbursement				
	451	0	1,000	1,000	0.0%
	Election Reimbursements				
	452	145,000	145,000	145,000	0.0%
	Cable TV Franchise Fees - Comcast				
	453	50,000	50,000	50,000	0.0%
	Cable TV Franchise Fees - AT&T				
	574	172,598	1,107,096	1,147,000	3.6%
	State Constitutional Revenue Sharing				
	575	9,600	15,000	15,000	0.0%
	State Reimbursement for ROWs				
	576	45,132	45,131	46,169	2.3%
	State Revenue Sharing				
	605	80	200	200	0.0%
	Ordinance Violation Fees				
	607	5,965	15,000	15,000	0.0%
	Planning Administration Fees				
	611	0	100	100	0.0%
	Meetings, Court Reimbursement Revenue				
	626	0	31,000	31,000	0.0%
	Summer Tax Collection Fees				
	630	1,148	2,400	2,400	0.0%
	Bag & Tag Program Fees				
	631	2,000	3,000	3,000	0.0%
	Recycling Education Revenue				
	632	1,500	3,708	3,819	3.0%
	Sycamore Meadows Litter Control Income				
	633	1,800	3,708	3,708	0.0%
	Danbury Litter Control Income				
	664	19,274	4,100	38,000	826.8%
	Interest Income				
	666	418	500	500	0.0%
	Delinquent Interest & Penalty Income				
	672	0	20	20	0.0%
	Medical Insurance/COBRA Income				
	673	158	500	500	0.0%
	Insurance Reimbursements Income				
	674	13,137	35,000	35,000	0.0%
	Cell Tower Revenue				
	675	0	6,500	6,500	0.0%
	Delinquent W/S Bills Admin. Fee Income				
	695 076	10,000	2,500	10,000	300.0%
	CTAP Grant - Dixboro				
	698	0	500	500	0.0%
	Miscellaneous Income				
	699	0	0	0	0.0%
	Appropriations from Fund Balance				
<b>Total Revenue</b>		<b>1,013,147</b>	<b>1,998,507</b>	<b>2,103,772</b>	<b>5.3%</b>



# 2020 SUPERIOR TOWNSHIP Government Funds Budget - PROPOSED

		B U D G E T S			
		ACTUALS Jan - Jun 2019	2019 AMENDED	2020 BUDGET	% CHANGE 2020/2019
<b>EXPENSES:</b>					
<b>101 - BOARDS</b>					
700 000	Board of Trustees Stipends	3,675	9,300	9,300	0.0%
701 005	Wetlands Board Stipends	105	3,000	1,500	-50.0%
701 010	Dixboro Design Review Board Stipends	150	500	500	0.0%
701 015	Zoning Board of Appeal Stipends	0	500	500	0.0%
703	Contract Services	0	100	100	0.0%
710	Training	0	1,000	500	-50.0%
727	Office Supplies	0	500	100	-80.0%
801	Professional Services - Other	0	100	100	0.0%
860	Transportation	0	250	0	-100.0%
900	Printing & Publishing	0	250	250	0.0%
	<b>Total Boards</b>	<b>3,930</b>	<b>15,500</b>	<b>12,850</b>	<b>-17.1%</b>
<b>102 - ADMINISTRATION</b>					
702 000	Salaries	6,278	0	0	100.0%
710	Training	0	500	0	-100.0%
717	Taxable Benefits	0	0	0	0.0%
727	Office Supplies	0	2,500	1,000	-60.0%
728	Postage	7,789	12,000	15,000	25.0%
740	Operating Supplies	1,981	0	0	0.0%
777	Cemetery Upkeep Expense	0	500	500	0.0%
798	Economic Development	0	1,000	500	-50.0%
800 000	Professional Services - Attorneys	893	7,500	5,000	-33.3%
800 010	Professional Services - Audit	10,200	10,073	10,073	0.0%
800 015	Professional Services - Engineers	2,683	1,000	1,000	0.0%
802	Professional Services - IT	3,232	30,000	0	-100.0%
801	Professional Services - Other	25,377	5,000	5,000	0.0%



# 2020 SUPERIOR TOWNSHIP Government Funds Budget - PROPOSED

	B U D G E T S				% CHANGE 2020/2019
	ACTUALS		2019		
	Jan - Jun 2019	AMENDED	2020 BUDGET	2020 BUDGET	
850		1,584	4,000	4,000	0.0%
851	Telecommunications	6,679	12,000	13,000	8.3%
860	Insurance & Bonds	3,521	5,000	5,000	0.0%
861	Transportation	0	1,000	1,000	0.0%
900	Meals & Lodging	5,879	13,000	13,000	0.0%
930	Printing & Publishing	249	500	500	0.0%
940	Repairs & Maintenance	(1,496)	(2,000)	(3,000)	50.0%
952	Other Fund Contributions	0	2,200	2,200	0.0%
954	Ypsilanti Meals on Wheels	3,417	4,000	4,000	0.0%
958	Equipment Rental	13,687	21,000	26,000	23.8%
963	Membership & Dues	95	600	100	-83.3%
980	Bank Fees & Charges	0	15,000	10,000	-33.3%
981	Equipment over \$5,000	8,503	5,000	5,000	0.0%
985	Equipment under \$5,000	57	500	500	0.0%
999	Tax Chargebacks	134	500	500	0.0%
	Miscellaneous Expense				
	<b>Total Administration</b>	<b>100,743</b>	<b>152,373</b>	<b>119,873</b>	<b>-21.3%</b>
	<b>171 - SUPERVISOR</b>			<b>0</b>	
700 000	Supervisor Salary	42,460	84,921	87,467	3.0%
702	Supervisor Asst. Salary	0	25,000	25,000	0.0%
717	Taxable Benefits	7,616	12,897	12,432	-3.6%
727	Office Supplies	0	200	200	0.0%
	<b>Total Supervisor</b>	<b>50,076</b>	<b>123,017</b>	<b>125,099</b>	<b>1.7%</b>
	<b>191 - ELECTIONS</b>				
702 000	Salaries	0	500	500	0.0%
702 037	FICA Exempt Salaries	0	10,000	10,000	0.0%
703	Contract Services	0	0	0	0.0%
717	Taxable Benefits	0	0	0	0.0%
727	Office Supplies	0	500	500	0.0%
728	Postage	167	500	500	0.0%





# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

	ACTUALS Jan - Jun 2019	B U D G E T S			% CHANGE 2020/2019
		2019 AMENDED	2020 BUDGET		
740	1,387	1,000	1,000	0.0%	
862	0	0	0	0.0%	
900	0	250	250	0.0%	
981	0	2,000	2,000	0.0%	
<b>Total Elections</b>	<b>1,554</b>	<b>14,750</b>	<b>14,750</b>	<b>0.0%</b>	





# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

		B U D G E T S			% CHANGE
ACTUALS		2019	2020		2020/2019
Jan - Jun 2019		AMENDED	BUDGET		
<b>201 - ACCOUNTING</b>					
	702 000	Salaries	79,231	87,338	10.2%
	710	Training	750	750	0.0%
	717	Taxable Benefits	3,829	4,517	18.0%
	727	Office Supplies	900	900	0.0%
	740	Operating Supplies	0	0	0.0%
	940	Other Fund Contributions	(22,202)	(24,000)	9.1%
		<b>Total Accounting</b>	<b>62,709</b>	<b>69,505</b>	<b>10.8%</b>
<b>209 - ASSESSING</b>					
	702 000	Salaries	145,219	153,704	5.8%
	702	Tax Board of Review Wages	2,200	2,500	13.6%
	703	Contract Services	5,000	5,000	0.0%
	710	Training	1,000	1,000	0.0%
	717	Taxable Benefits	18,669	21,404	14.6%
	727	Office Supplies	600	600	0.0%
	740	Operating Supplies	0	0	0.0%
	850	Telecommunications	1,200	650	-45.8%
	860	Transportation	500	500	0.0%
	861	Meals & Lodging	500	500	0.0%
	958	Membership & Dues	1,500	1,300	-13.3%
		<b>Total Assessing</b>	<b>176,388</b>	<b>187,158</b>	<b>6.1%</b>





# 2020 SUPERIOR TOWNSHIP Government Funds Budget - PROPOSED

		B U D G E T S			
ACTUALS		2019	2020	% CHANGE	
Jan - Jun 2019		AMENDED	BUDGET	2020/2019	
<b>215 - CLERK</b>					
	700 000	38,362	76,725	3.0%	
	702	21,187	43,122	3.0%	
	710	0	1,500	0.0%	
	717	1,579	3,031	0.4%	
	727	0	1,500	0.0%	
	740	383	0	0.0%	
	<b>Total Clerk</b>	<b>61,512</b>	<b>129,878</b>	<b>2.9%</b>	
<b>253 - TREASURER</b>					
	700 000	38,362	76,725	3.0%	
	702	33,490	58,799	3.0%	
	710	205	500	0.0%	
	717	8,632	18,176	-1.7%	
	727	0	1,500	0.0%	
	740	512	1,500	-100.0%	
	900	0	2,000	0.0%	
	958	50	100	0.0%	
	<b>Total Treasurer</b>	<b>81,251</b>	<b>159,300</b>	<b>1.4%</b>	



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

		B U D G E T S			% CHANGE	
		2019	2020			2020/2019
		AMENDED	BUDGET			
ACTUALS						
Jan - Jun 2019						
<b>265 - TOWNSHIP HALL BUILDING &amp; GROUNDS</b>						
702 000	Salaries	0	0	0	0.0%	0.0%
703	Contract Services	9,600	12,000	12,000	0.0%	0.0%
717	Taxable Benefits	0	0	0	0.0%	0.0%
740	Operating Supplies	1,667	2,500	2,500	0.0%	0.0%
920	Utilities	4,951	11,000	11,000	0.0%	0.0%
930	Repairs & Maintenance	14,354	20,000	20,000	0.0%	0.0%
940	Other Fund Contributions	(4,172)	(6,000)	(8,300)	38.3%	38.3%
??	Township Grounds Planning	0	7,500	7,500	100.0%	100.0%
976	Building Improvements	0	5,000	5,000	0.0%	0.0%
	<b>Total Township Hall Building &amp; Grounds</b>	<b>26,400</b>	<b>44,500</b>	<b>49,700</b>	<b>11.7%</b>	<b>11.7%</b>
<b>266 - SPECIAL PROJECTS</b>						
947 000	Master Plan Revisions	568	4,000	24,000	500.0%	500.0%
947 002	Ordinance Compilation	0	100	100	0.0%	0.0%
947 012	Geddes Ridge Drain	0	35,000	35,000	0.0%	0.0%
950	Signage	0	5,000	5,000	0.0%	0.0%
962	Special Projects - Miscellaneous	4,970	20,000	0	-100.0%	-100.0%
962 001	Special Projects - Personnel Manual	0	7,500	7,500	0.0%	0.0%
962 002	Ypsilanti District Library	4,945	0	0	0.0%	0.0%
962 003	Prospect Road Pathway	16,415	0	2,000	100.0%	100.0%
962 004	Plymouth Road Pathway	1,077	0	1,000	100.0%	100.0%
971	CTAP Grant Match - Dixboro	3,939	2,000	2,000	0.0%	0.0%
	<b>Total Special Projects</b>	<b>31,913</b>	<b>73,600</b>	<b>76,600</b>	<b>4.1%</b>	<b>4.1%</b>
<b>278 - ORDINANCE ENFORCEMENT</b>						
702 000	Salaries	20,907	43,577	44,885	3.0%	3.0%
703	Contract Services (Mowing)	200	515	500	-2.9%	-2.9%
717	Taxable Benefits	2,793	1,771	2,822	59.3%	59.3%
740	Operating Supplies	213	600	500	-16.7%	-16.7%
850	Telecommunications	91	0	200	100.0%	100.0%



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

	ACTUALS Jan - Jun 2019	B U D G E T S		% CHANGE 2020/2019
		2019 AMENDED	2020 BUDGET	
860	2,068	4,000	4,000	0.0%
953	0	0	0	0.0%
<b>Total Ordinance Enforcement</b>	<b>26,272</b>	<b>50,464</b>	<b>52,907</b>	<b>4.8%</b>



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

		B U D G E T S			% CHANGE
		2019	2020	2020/2019	
		AMENDED	BUDGET		
ACTUALS					
Jan - Jun 2019					
<b>410 - PLANNING</b>					
701	000	Commission Stipends	5,000	5,000	0.0%
702		Salaries	18,000	28,087	56.0%
703		Contract Services	100	100	0.0%
710		Training	600	600	0.0%
727		Office Supplies	500	500	0.0%
740		Operating Supplies	0	0	0.0%
801		Professional Services - Other	8,000	8,000	0.0%
900		Printing & Publishing	2,000	1,000	-50.0%
		<b>Total Planning</b>	<b>34,200</b>	<b>43,287</b>	<b>26.6%</b>
<b>446 - INFRASTRUCTURE</b>					
702	000	Salaries	2,500	2,500	0.0%
703		Contract Services	5,000	5,000	0.0%
740		Operating Supplies	200	200	0.0%
866		Road Maintenance	150,000	250,000	66.7%
867		Non-Motorized Trails Maintenance	1,000	5,000	400.0%
902		ROW Maintenance	18,000	15,000	-16.7%
921		Drains	50,000	50,000	0.0%
931		<b>Total Infrastructure</b>	<b>226,700</b>	<b>327,700</b>	<b>44.6%</b>



# 2020 SUPERIOR TOWNSHIP Government Funds Budget - PROPOSED

		B U D G E T S			
		ACTUALS Jan - Jun 2019	2019 AMENDED	2020 BUDGET	% CHANGE 2020/2019
<b>528 - SOLID WASTE MANAGEMENT</b>					
	703 000	2,880	5,000	5,000	0.0%
	826	1,275	2,500	2,500	0.0%
	828	952	2,000	2,729	36.5%
	<b>Total Solid Waste Management</b>	<b>5,107</b>	<b>9,500</b>	<b>10,229</b>	<b>7.7%</b>
<b>550 - TRANSPORTATION</b>					
	864 000	27,731	55,461	56,759	2.3%
	865	10,203	20,406	20,883	2.3%
	868	6,250	12,500	12,500	0.0%
	<b>Total Transportation</b>	<b>44,183</b>	<b>88,367</b>	<b>90,142</b>	<b>2.0%</b>
<b>965 - TRANSFER OF FUNDS</b>					
	965	0	87,988	87,988	0.0%
	965 051	0	10,000	0	-100.0%
	966	141,141	282,282	290,876	3.0%
	<b>Total Transfer of Funds</b>	<b>141,141</b>	<b>380,270</b>	<b>378,864</b>	<b>-0.4%</b>
<b>966 - UNALLOCATED EXPENSES</b>					
	715 000	27,922	54,990	58,245	5.9%
	852	36,901	86,631	88,631	2.3%
	853	3,591	9,592	9,478	-1.2%
	854	802	2,046	2,046	0.0%
	855	849	1,811	1,811	0.0%
	856	77	500	250	-50.0%
	857	7,088	23,436	30,690	31.0%
	858	42,816	81,984	91,198	11.2%
	<b>Total Unallocated Expenses</b>	<b>120,045</b>	<b>260,991</b>	<b>282,349</b>	<b>8.2%</b>
	<b>Total 755.999 - TOTAL EXPENSES</b>	<b>849,966</b>	<b>1,998,507</b>	<b>2,132,049</b>	<b>6.7%</b>
	965	0	0	0	0.0%
<b>Net of Revenues and Expenditures</b>		<b>163,181</b>	<b>0</b>	<b>(28,277)</b>	<b>0.0%</b>







# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

		B U D G E T S			% CHANGE
		2019	2020		2020/2019
		AMENDED	BUDGET		
ACTUALS					
Jan - Jun 2019					
<b>204 - LEGAL DEFENSE FUND</b>					
000	103 050	Prior Year Delinquent Property Tax	\$0	\$0	0.0%
	698	Miscellaneous Income	\$0	\$0	0.0%
	699	Appropriations from Fund Balance	0	5,000	0.0%
		<b>Total Revenue</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>
<b>245 - EXPENSES</b>					
	800 000	Professional Services - Attorneys	(4,411)	3,000	0.0%
	801	Professional Services - Other	0	2,000	0.0%
		<b>Total Expenses</b>	<b>(4,411)</b>	<b>5,000</b>	<b>0.0%</b>
<b>965 - TRANSFER OF FUNDS</b>					
	965 000	Transfer to Legal Defense Reserve	0	0	0.0%
		<b>Total Transfer of Funds</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
		<b>Net of Revenues and Expenditures</b>	<b>4,411</b>	<b>0</b>	<b>0.0%</b>



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

	ACTUALS Jan - Jun 2019	B U D G E T S			% CHANGE 2020/2019
		2019 AMENDED	2020 BUDGET		
<b>206 - FIRE FUND</b>					
000 402 000	\$1,924,097	\$2,226,670	\$2,347,368	5.4%	
000 403 050	0	1,000	1,000	0.0%	
000 406	3,479	6,400	6,400	0.0%	
000 407	2,025	2,900	2,900	0.0%	
000 590	1,138,546	0	0	0.0%	
000 604	751	0	1,000	100.0%	
000 663	21,036	18,000	42,000	133.3%	
000 664	3,423	0	7,000	100.0%	
000 671	0	0	0	0.0%	
000 672	79	0	0	0.0%	
000 673	607	8,000	1,000	-87.5%	
000 695	0	500	500	0.0%	
000 696	0	0	0	0.0%	
000 698	473	500	500	0.0%	
000 699	0	0	0	0.0%	
<b>Total Revenue</b>	<b>3,094,516</b>	<b>2,263,970</b>	<b>2,409,668</b>	<b>6.4%</b>	
<b>264 - VEHICLES</b>					
740 000	1,615	6,000	4,000	-33.3%	
742	7,894	18,000	18,000	0.0%	
860	1,165	1,000	2,200	120.0%	
860 000	0	500	500	0.0%	
930 000	13,549	30,000	30,000	0.0%	
<b>Total Vehicles</b>	<b>24,223</b>	<b>55,500</b>	<b>54,700</b>	<b>-1.4%</b>	
<b>265 - BUILDINGS &amp; GROUNDS</b>					
740 000	2,417	6,000	6,000	0.0%	
920	10,307	22,000	22,000	0.0%	
930	7,436	17,000	17,000	0.0%	
<b>Total Buildings &amp; Grounds</b>	<b>20,160</b>	<b>45,000</b>	<b>45,000</b>	<b>0.0%</b>	



# 2020 SUPERIOR TOWNSHIP Government Funds Budget - PROPOSED

		B U D G E T S			
		2019 AMENDED	2020 BUDGET	% CHANGE 2020/2019	
ACTUALS					
Jan - Jun 2019					
<b>336 - FIRE OPERATIONS</b>					
702 000	Salaries	374,470	806,537	17.5%	
702 001	State Authorized Overtime	28,843	63,415	19.1%	
702 012	Overtime	111,118	203,000	0.0%	
704 000	Fire Chief/Marshall Expenses	157	500	0.0%	
710 000	Training	550	7,500	0.0%	
717	Taxable Benefits	212,552	120,585	2.6%	
740	Operating Supplies	30,192	60,000	140.0%	
800	Professional Services - Attorneys	0	1,000	0.0%	
800 010	Professional Services - Audit	2,500	2,600	-79.2%	
801	Professional Services - Other	1,503	8,000	0.0%	
802	Professional Services - IT	12,410	24,000	100.0%	
803	Accounting Chargeback Fee	5,000	10,000	0.0%	
849	Dispatch Services	11,633	21,000	0.0%	
850	Telecommunications	5,252	12,000	0.0%	
851	Insurance & Bonds	26,819	54,200	0.0%	
880	Fire Prevention Expense	0	2,500	0.0%	
890	Contingencies	0	10,000	0.0%	
947	Grant Expenditures	1,137,492	0	0.0%	
954	Equipment Rental	1,305	3,000	0.0%	
958	Membership & Dues	3,010	7,000	0.0%	
963	Bank Fees & Charges	121	100	0.0%	
980	Equipment Over \$5,000	0	25,000	0.0%	
981	Equipment Under \$5,000	13,381	10,000	0.0%	
982	Debt Principal	94,292	103,000	0.0%	
983	Debt Interest	4,929	15,000	0.0%	
985	Tax Chargebacks	232	600	0.0%	
999	Miscellaneous Expense	0	500	0.0%	
<b>Total Fire Operations</b>		<b>2,077,762</b>	<b>1,571,037</b>	<b>13.1%</b>	





# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

		B U D G E T S			
		2019	2020	% CHANGE	
		AMENDED	BUDGET	2020/2019	
ACTUALS					
Jan - Jun 2019					
<b>965 - TRANSFER OF FUNDS</b>					
965	000	282,420	211,314	-25.2%	
					Transfer to Bldg. Const. Reserve
966	000	94,140	70,438	-25.2%	
					Transfer to Truck Replace. Reserve
		<b>0</b>	<b>281,752</b>	<b>-25.2%</b>	<b>Total Transfer of Funds</b>
<b>966 - UNALLOCATED EXPENSES</b>					
715	000	58,847	68,247	16.0%	FICA
852		162,456	173,454	6.8%	Medical Insurance
853		12,985	13,682	5.4%	Dental Insurance
854		2,711	2,977	9.8%	Vision Insurance
855		1,348	1,634	21.2%	Life Insurance
856		600	600	0.0%	HSA Administration Fee
857		38,610	46,800	21.2%	HCSP
858		120,468	149,784	24.3%	Pension
		398,025	457,179	14.9%	<b>Total Unallocated Expenses</b>
		<b>2,263,970</b>	<b>2,409,668</b>	<b>6.4%</b>	<b>Total 755.999 - TOTAL EXPENSES</b>
<b>Net of Revenues and Expenditures</b>		<b>(0)</b>	<b>(0)</b>	<b>0.0%</b>	



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

	B U D G E T S				
	ACTUALS		2019	2020	% CHANGE
	Jan - Jun 2019	AMENDED	BUDGET	2020/2019	
<b>219 - STREET LIGHT FUND</b>					
000 403 000	Special Assessment	\$0	\$87,115	\$87,115	0.0%
<b>Total Revenue</b>		<b>0</b>	87,115	87,115	0.0%
<b>223 - EXPENSES</b>					
800 000	Professional Services - Attorneys	0	500	417	-16.6%
800 010	Professional Services - Audit	600	541	624	100.0%
801 000	Professional Services - Other	0	500	500	0.0%
920	Utilities	36,433	85,574	85,574	0.0%
<b>Total Expenses</b>		<b>37,033</b>	87,115	87,115	0.0%
<b>Net of Revenues and Expenditures</b>		<b>(37,033)</b>	0	0	0.0%

<b>220 - SIDESTREET MAINTENANCE FUND</b>					
000 403 000	Special Assessment	\$22,646	\$22,646	\$22,646	0.0%
<b>Total Revenue</b>		<b>22,646</b>	22,646	22,646	0.0%
<b>222 - EXPENSES</b>					
703 000	Contract Services	5,697	15,000	12,000	-20.0%
740	Operating Supplies	0	300	300	0.0%
<b>Total Expenses</b>		<b>5,697</b>	15,300	12,300	-19.6%
<b>965 - TRANSFER OF FUNDS</b>					
965 000	Transfer to Reserves	0	7,346	10,346	40.8%
<b>Total Transfer of Funds</b>		<b>0</b>	7,346	10,346	40.8%
<b>Net of Revenues and Expenditures</b>		<b>16,949</b>	0	0	0.0%



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

		B U D G E T S			
		2019		2020	% CHANGE
		AMENDED		BUDGET	2020/2019
		ACTUALS			
		Jan - Jun 2019			
<b>249 - BUILDING FUND:</b>					
000	610 000		\$195,281	\$300,000	30.0%
	610 025		560	2,500	-20.0%
	663		3,137	200	3000.0%
	698		3,500	0	0.0%
	699		0	27,694	-100.0%
	<b>Total Revenue</b>		<b>202,478</b>	<b>330,394</b>	<b>20.5%</b>
<b>371 - SAFETY INSPECTION</b>					
	702 000		56,757	126,749	3.0%
	703		27,895	60,000	0.0%
	710		0	500	0.0%
	717		9,298	7,419	33.8%
	727		0	2,000	100.0%
	740		1,748	1,200	-100.0%
	800 010		1,200	1,215	1.0%
	801		0	1,000	0.0%
	802		2,066	3,000	33.3%
	803		12,270	19,000	31.6%
	850		212	1,200	-58.3%
	851		219	600	0.0%
	860		343	2,000	-50.0%
	861		0	100	0.0%
	900		0	100	0.0%
	930		0	500	0.0%
	954		0	100	0.0%
	958		290	600	0.0%
	962		60,000	0	0.0%
	963		8	0	100.0%
	980		0	45,000	0.0%



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

ACTUALS		B U D G E T S		
Jan - Jun 2019	2019 AMENDED	2020 BUDGET	% CHANGE 2020/2019	
172,307	272,283	284,720	4.6%	
<b>Total Safety Inspection</b>				



# 2020 SUPERIOR TOWNSHIP Government Funds Budget - PROPOSED

		A C T U A L S			B U D G E T S			% CHANGE 2020/2019
		Jan - Jun 2019	2019 AMENDED	2020 BUDGET	2020 BUDGET	2020/2019		
<b>966 - UNALLOCATED EXPENSES</b>								
	715 000		4,845	10,264	10,747	10,747	4.7%	
	852		9,136	24,191	23,420	23,420	-3.2%	
	853		403	994	991	991	-0.2%	
	854		100	248	248	248	0.0%	
	855		99	232	232	232	0.0%	
	856		51	50	100	100	100.0%	
	857		1,088	4,284	5,610	5,610	31.0%	
	858		6,853	17,849	19,889	19,889	11.4%	
			<b>22,574</b>	<b>58,111</b>	<b>61,237</b>	<b>61,237</b>	<b>5.4%</b>	
	<b>Total Unallocated Expenses</b>		<b>194,882</b>	<b>330,394</b>	<b>345,957</b>	<b>345,957</b>	<b>4.7%</b>	
<b>965 - TRANSFER OF FUNDS</b>								
	965 000		0	0	52,243	52,243	100.0%	
	<b>Total Transfer of Funds</b>		<b>0</b>	<b>0</b>	<b>52,243</b>	<b>52,243</b>	<b>100.0%</b>	
<b>Net of Revenues and Expenditures</b>			<b>7,596</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0.0%</b>	





# 2020 SUPERIOR TOWNSHIP Government Funds Budget - PROPOSED

		ACTUALS Jan - Jun 2019	B U D G E T S		% CHANGE 2020/2019		
			2019 AMENDED	2020 BUDGET			
<b>266 - LAW ENFORCEMENT FUND</b>							
000	402	000	Current Real, Personal & IFT Taxes	\$1,443,050	\$1,788,027	\$1,844,359	3.2%
	403	050	Prior Years Delinquent Personal Property Tax	0	750	750	0.0%
	406	000	Pilot Program Taxes	2,609	6,000	6,000	0.0%
	407		PPT Reimbursement	1,519	4,200	4,200	0.0%
	660		Fines & Forfeits	19,355	25,000	30,000	20.0%
	661		Sycamore Reg Law Enforcement	50,964	103,000	103,000	0.0%
	662		Danbury Reg Law Enforcement	42,010	85,261	85,261	0.0%
	663		Interest on Reserves Income	6,302	2,000	2,000	0.0%
	668		St. Joseph Law Enforcement	60,240	122,268	122,268	0.0%
	673		Insurance Reimbursements Income	37	500	500	0.0%
	695		False Alarm Revenue	25	1,000	1,000	0.0%
	699		Appropriations from Fund Balance	0	0	0	0.0%
			<b>Total Revenue</b>	<b>1,626,111</b>	<b>2,138,007</b>	<b>2,199,339</b>	<b>2.9%</b>
<b>310 - CRIME CONTROL</b>							
	703	000	Contract Services	803,250	1,651,268	1,680,165	1.8%
	703	001	Contract Overtime	31,172	113,300	113,300	0.0%
	740		Operating Supplies	0	200	200	0.0%
	800		Professional Services - Attorneys	8,152	10,000	10,000	0.0%
	800	010	Professional Services - Audit	1,000	1,076	1,087	1.0%
	801		Professional Services - Other	145	0	500	100.0%
	803		Accounting Chargeback Fee	600	1,200	1,200	0.0%
	851		Insurance & Bonds	600	1,200	1,200	0.0%
	920		Utilities	3,281	8,000	8,000	0.0%
	930		Repairs & Maintenance	1,165	1,000	2,000	100.0%
			Blight Enforcement	0	25,000	25,000	0.0%
	985		Tax Chargebacks	157	500	500	0.0%
			<b>Total Crime Control</b>	<b>849,521</b>	<b>1,812,745</b>	<b>1,843,152</b>	<b>1.7%</b>



# 2020 SUPERIOR TOWNSHIP

## Government Funds Budget - PROPOSED

	ACTUALS Jan - Jun 2019	B U D G E T S		% CHANGE 2020/2019
		2019 AMENDED	2020 BUDGET	
<b>346 - NEIGHBORHOOD WATCH</b>				
702 000	712	763	785	3.0%
Salaries				
717	0	0	0	0.0%
Taxable Benefits				
728	0	50	50	0.0%
Postage				
740	0	25	25	0.0%
Operating Supplies				
860	0	100	100	0.0%
Transportation				
900	0	50	50	0.0%
Printing & Publishing				
<b>Total Neighborhood Watch</b>	712	988	1,010	2.3%
<b>966- UNALLOCATED EXPENSES</b>				
715	54	58	60	3.6%
FICA				
<b>Total Unallocated Expenses</b>	54	58	60	3.6%
<b>Total 755.999 -TOTAL EXPENSES</b>	850,288	1,813,790	1,844,223	1.7%
<b>965 - TRANSFER OF FUNDS</b>				
965 000	0	324,216	355,116	100.0%
Transfer to Reserves				
<b>Total Transfer of Funds</b>	0	324,216	355,116	100.0%
<b>Net of Revenues and Expenditures</b>	775,823	0	(0)	0.0%



# 2020 SUPERIOR TOWNSHIP BUDGET

## Wages & Fringe Benefits - PROPOSED



	2019		2020		3.0% Increase	Rate	2020 Rate	2020 Wages	LONG			Total		Employee Insurance Per Month					Annual		HIRE	
	Rate	Increase	OT	Educ.					Med.	Bonus	%	Longevity	Tax. Ben.	TOTAL	Pension @ 14.48%	HCSP \$275	S/F	Medical	Dental	Vision	Life	Ins.
Oleynik, A.	\$25.46	\$0.76	\$0	1,534	0	\$1,300	1%	511	\$3,345	\$7,701	\$3,300	M	\$397	\$32	\$9	\$11	\$5,382	\$4,168	2017	\$75,043		
Bldg. 100%						1,300												5,392	\$4,168			
Bennett, L.	\$28.22	\$0.79							\$0	\$0	\$0											
Schwartz, K.	\$3,266.14	\$97.98	\$0	0	\$9,832	\$2,600			\$12,432	\$12,665	\$3,300	F	\$0	\$130	\$25	11	1,996	\$7,443	2013	\$30,236		
New Supervisor Asst.	\$0.00	\$0.00	\$0	0					\$0	\$0	\$0								\$7,443	2013	\$122,703	
Mason, N.	\$31.51	\$1.26	\$0	0		\$2,600	3%	1,917	\$4,517	\$9,531	\$3,300	C	\$1,464	\$62	\$14	11	18,613	\$5,035	2013	\$102,298		
Lockie, K.	\$57.02	\$2.28	\$0	0	\$0	\$0	0%	0	\$0	\$0	\$0							\$1,793	1998	\$25,228		
Util. 50%																						
P&R 10%																						
Acctg. 40%																						
Caloplis, P.	\$2,999.25	\$89.98	\$0	0	\$8,152	\$2,600	5%	4,016	\$14,768	\$12,212	\$3,300	F	\$0	\$130	\$25	11	1,996	\$7,274	2004	\$119,869		
Kooyers, V.	\$22.11	\$0.66	\$0	0		\$1,300	3%	1,332	\$3,932	\$6,623	\$3,300	C	\$1,937	\$62	\$14	11	24,292	\$3,698	2013	\$86,253		
Treas. 50%									\$1,966	\$3,312	\$1,650		\$969	\$31	\$7	\$6	12,148	\$1,849				
Assess. 50%									\$1,966	\$3,312	\$1,650		\$969	\$31	\$7	\$6	12,148	\$1,849				
Terrill, D.	\$22.11	\$0.66	\$0	0		\$1,300	1%	444	\$1,744	\$6,495	\$3,300	S	\$817	\$32	\$9	11	10,424	\$3,531	2019	\$69,901		
Clerk 100%						1,300			\$1,744	\$6,495	\$3,300		\$17	\$0	\$0	\$0	10,424	\$3,531				
Lee, S.	\$25.77	\$0.77	\$0	1,553		\$2,600	1%	518	\$4,670	\$7,794	\$3,300	S	\$351	\$130	\$25	11	6,213	\$4,317	2017	\$78,054		
Findley, L.	\$2,950.95	\$88.53	\$0	0	\$0	\$1,300			\$1,300	\$11,443	\$3,300	C	\$1,050	\$32	\$9	11	13,226	\$6,145	2016	\$114,440		
McKinney, B.	\$2,950.95	\$88.53	\$0	0	\$9,164	\$2,600			\$11,764	\$11,443	\$3,300	C	\$0	\$62	\$14	11	1,048	\$6,945	1996	\$13,527		
Neff, J.	\$19.10	\$0.57	\$0	1,151		\$2,600	1%	384	\$4,134	\$5,777	\$3,300	C	\$505	\$62	\$14	11	7,113	\$3,251	2017	\$61,938		
Mayermik, R.	\$4,236.18	\$127.09	\$0	0	\$0	\$2,600	6%	6,807	\$9,406.69	\$17,412	\$3,300	C	\$1,967	\$62	\$14	11	24,653	\$9,398	1989	\$177,615		
Bldg. 70%						\$1,820			\$6,584.69	\$12,189	\$2,310		\$1,377	\$43	\$10	\$8	17,257	\$6,579				
OE 30%						\$760			\$2,822.01	\$5,224	\$990		\$590	\$18	\$4	\$3	7,396	\$2,819				
Peatry, Ron	\$20.26	\$0.61	\$0	0	\$0	\$0			\$0	\$1,571	\$0	N/A	\$0	\$0	\$0	\$0	0	\$0	0	0	\$830	
Hudson, J.	\$12.71	\$0.38	\$0	0	\$0	\$0			\$0	\$785	\$0	N/A	\$0	\$0	\$0	\$0	0	\$0	0	0	\$60	
Parks & Util. Emp.	\$16.48	\$0.49	\$0	0	\$0	\$0			\$0	\$0	\$0	N/A	\$0	\$0	\$0	\$0	0	\$0	0	0	\$191	
<b>General</b>						\$20,280			\$62,084	\$91,198	\$30,690		\$7,386	\$790	\$170	\$151	\$8,497	\$8,497			\$58,245	
<b>Bldg.</b>						\$3,120			\$9,930	\$19,889	\$5,610		\$1,952	\$63	\$21	\$19	\$2,074	\$2,074			\$10,747	





# 2020 SUPERIOR TOWNSHIP BUDGET

## Wages & Fringe Benefits - PROPOSED



FIRE:	2019		2020		3.0% Increase	2020 Rate	2020 Wages	OT	Educ.	Med.	Bonus	LONG %	Longevity	Total		FICA	DATE	HIRE	Employee Insurance Per Month		Annual Ins.	TOTAL	2020
	Rate	3.0% Increase	Rate	2020										Tax. Ben.	Ins.								
Bach, S	\$25.50	\$0.77	\$26.27	72,386	\$6,146	2,356					\$4,600		3,927	\$10,883	\$3,269	\$1,003	\$32	2003	\$12,725	\$6,370	\$121,293	17	
Kujawa, J.	\$25.50	\$0.77	\$26.27	72,386	\$6,146	2,356				\$4,600			3,141	\$10,097	\$2,484	\$698	\$62	2005	9,427	\$6,310	\$117,011	15	
Burns, J.	\$18.44	\$0.55	\$18.99	52,345	\$4,444	0				\$4,600			0	\$4,600	\$5,945	\$828	\$62	2019	10,965	\$4,355	\$86,250	1	
Pierce, L.	\$23.21	\$0.70	\$23.91	65,986	\$5,594	2,144				\$4,600			3,574	\$10,318	\$7,204	\$1,497	\$130	2003	19,956	\$5,830	\$119,569	17	
French, J.	\$25.50	\$0.77	\$26.27	72,386	\$6,146					\$4,600			3,927	\$8,927	\$0,913	\$1,229	\$130	2002	16,747	\$6,190	\$122,362	18	
Coker, T.	\$20.01	\$0.60	\$20.61	56,802	\$4,823	1,704			\$0	\$4,600			1,849	\$8,153	\$4,955	\$1,308	\$130	2017	17,698	\$4,969	\$103,061	3	
Robson, N.	\$23.21	\$0.70	\$23.91	65,986	\$5,594	2,144				\$4,600			2,144	\$8,889	\$4,775	\$1,388	\$130	2012	18,654	\$5,720	\$116,475	8	
Pritula, W.	\$23.21	\$0.70	\$23.91	65,986	\$5,594					\$2,300			2,144	\$4,444	\$0,330	\$380	\$92	2012	5,191	\$5,380	\$97,847	8	
Conklin, B.	\$23.21	\$0.70	\$23.91	65,986	\$5,594					\$4,600			3,574	\$8,174	\$4,060	\$1,655	\$130	2001	21,855	\$5,666	\$118,779	19	
Murphy, J.	\$18.44	\$0.55	\$18.99	52,345	\$4,444	0				\$4,600			0	\$4,600	\$6,945	\$1,051	\$62	2019	13,661	\$4,556	\$88,926	1	
Monday, D.	\$18.44	\$0.55	\$18.99	52,345	\$4,444					\$2,300			0	\$2,300	\$4,645	\$397	\$62	2019	5,815	\$4,180	\$78,604	1	
Rudowski, L.	\$16.44	\$0.55	\$16.99	52,345	\$4,444					\$4,600			0	\$4,600	\$6,945	\$1,347	\$62	2019	17,206	\$4,355	\$92,471	1	
Uniform & Sick Pay				746,885	63,415									\$35,000									
TOTAL				806,637	63,415									120,585	892,122	149,784	\$14,455	\$1,140	\$248	170,289	\$68,247	\$1,327,243	
Board of Trustees	\$150.00		\$175.00	8,400										8,400	8,400	\$420				45	\$643	\$268	
Fire Chief	\$2,227.49	\$66.82	\$59,652.18	59,652						\$0				\$0	59,652					185	\$4,563	\$64,216	
Dickinson, W.										\$0				\$0	0	\$185	0	\$0		194	\$0	\$185	
Timothy Winters										\$0				\$0	0	\$174	16	\$4		194	\$0	\$194	
TOTAL FIRE				806,637	63,415									120,585	892,122	149,784	\$14,455	\$1,140	\$248	170,289	\$68,247	\$1,327,243	
Board of Trustees	\$150.00		\$175.00	8,400										8,400	8,400	\$420				45	\$643	\$268	

EDUCATION:	3%	2%	LONGEVITY:	LONGEVITY (FIRE):
Bachelor's	3%	2%	2-3 Yrs.	1% 5-9
Associate's	2%	2%	4-5 Yrs.	2% 10-14
			6-7 Yrs.	3% 15-19
			8-9 Yrs.	4% 20+
			10-19 Yrs.	5%
			20+ Yrs.	6%

Insurances:	CURRENT
Delta Single	\$31.94
Delta Couple	\$61.66
Delta Family	\$129.67
Vision Single	\$8.80
Vision Couple	\$14.30
Vision Family	\$25.30
Life All	\$11.35

Anticipated Medical Insurance Increase 1.10



# 2020 Budget - PROPOSED



## UTILITY DEPARTMENT

	ACTUALS		B U D G E T S		Change
	Jan-Jun '19		2019	2020	
<b>O&amp;M Revenue</b>					
404 - Water Sales	1,021,833	2,442,476	2,442,476	2,608,640	6.8%
405 - Sewer Sales	696,391	1,368,012	1,368,012	1,450,000	6.0%
407 - Water Sales During Const.	595	500	500	1,000	100.0%
408 - Penalty Revenue	28,579	72,000	72,000	58,000	-19.4%
410 - Meter Sales Revenue	22,553	5,000	5,000	50,000	900.0%
421 - Fees	7,495	10,000	10,000	15,000	50.0%
422 - HSA Administrative Fees	0	50	50	0	-100.0%
423 - Customer Call Out Income	0	1,000	1,000	1,000	0.0%
Office Rent - Parks & Rec.	0	6,000	6,000	6,000	0.0%
425 - Other Miscellaneous Income	3,473	3,500	3,500	4,000	14.3%
441 - Interest on Bank Accounts	11,249	15,000	15,000	23,000	53.3%
<b>Total Revenue</b>	<b>1,792,167</b>	<b>3,923,538</b>	<b>4,216,640</b>		<b>7.5%</b>
<b>Expenses</b>					
550 - Water & Sewer Purchased	574,766	1,446,048	1,489,429		3.0%
560 - Sewer Purchased	518,676	1,113,029	1,124,159		1.0%
Total 550 - Water & Sewer Purchased	1,093,442	2,559,077	2,613,589		2.1%
600 - Payroll Expenses					
601 - Salaries	252,808	478,561	478,561	508,813	6.3%
602 - Overtime Premium	10,587	18,689	18,689	21,321	14.1%
603 - Taxable Benefits	28,029	32,896	32,896	43,911	33.5%
605 - FICA/Medicare	21,938	40,556	40,556	43,914	8.3%
607 - Employee Insurance - HSA Fees	77	150	150	150	0.0%
607 - Employee Insurance - Delta	3,087	5,657	5,657	6,065	7.2%
607 - Employee Insurance - Life	375	599	599	899	50.1%
607 - Employee Insurance - Medical	30,549	68,000	68,000	78,951	16.1%
607 - Employee Insurance - Vision	647	2,085	2,085	2,271	8.9%
609 - Pension	32,173	58,732	58,732	65,477	11.5%
610 - HCSP	4,575	15,120	15,120	23,100	52.8%
Total 600 - Payroll Expenses	384,845	721,045	721,045	794,872	10.2%





# 2020 Budget - PROPOSED



## UTILITY DEPARTMENT

	ACTUALS Jan-Jun '19	B U D G E T S		
		2019	2020	Change
611 - Building & Equipment Expenses				
611-AB - Administration Building				
620-AB - R&M	1,719	8,000	5,000	-37.5%
643-AB - Computer Serv. & Supp.	4,579	20,000	10,000	-50.0%
645-AB - Operating Supplies	3,734	6,000	7,000	16.7%
665-AB - Utilities	2,792	6,000	6,000	0.0%
668-AB - Telecommunications	4,210	9,000	9,000	0.0%
677-AB - Leased Equipment	4,347	9,000	9,000	0.0%
678-AB - Cleaning Services	2,400	5,000	5,000	0.0%
Total 611-AB - Administration Building	23,780	63,000	51,000	-19.0%
611-MF - Maintenance Facility				
620-MF - R&M	19,241	50,000	50,000	0.0%
643-MF - Computer Serv. & Supp.	2,038	20,000	5,000	-75.0%
645-MF - Operating Supplies	8,220	25,000	18,000	-28.0%
665-MF - Utilities	7,842	18,000	18,000	0.0%
668-MF - Telecommunications	3,131	9,000	8,000	-11.1%
677-MF - Leased Equipment	3,800	0	7,600	100.0%
Total 611-MF - Maintenance Facility	44,272	122,000	106,600	-12.6%
611-LB - Lift & Booster Stations				
620-LB - R&M	11,268	50,000	50,000	0.0%
645-LB - Operating Supplies	2,125	5,000	5,000	0.0%
665-LB - Utilities	9,179	23,000	21,000	-8.7%
668-LB - Telecommunications	1,228	2,000	2,400	20.0%
Total 611-LB - Lift & Booster Stations	23,800	80,000	78,400	-2.0%
Total 611 - Building & Equipment Expenses	91,852	265,000	236,000	-10.9%



# 2020 Budget - PROPOSED



## UTILITY DEPARTMENT

	ACTUALS		B U D G E T S		Change
	Jan-Jun '19	2019	2020		
670 - Other Expenses					
620 · Repairs & Maintenance - Other					
620 · R&M - System	7,349	75,000	50,000		-33.3%
625 · R&M - Root Foaming	4,666	10,000	10,000		0.0%
Total 620 · Repairs & Maintenance - Other	12,015	85,000	60,000		-29.4%
630 · Professional Services					
631 · Prof. Serv. - Engineers	16,915	30,000	50,000		66.7%
632 · Prof. Services - Auditors	6,500	6,400	6,800		6.3%
635 · Prof. Serv. - Attorneys	0	500	500		0.0%
635 · Prof. Serv. - Other	0	250	250		0.0%
638 - Magic Wrighter Fees	382	800	0		-100.0%
Total 630 · Professional Services	23,797	37,950	57,550		51.6%
650 · Employee Related Expenses					
651 · Uniforms	1,115	2,400	3,000		25.0%
652 · Transportation & Mileage	892	1,500	1,700		13.3%
653 · Employee Training	1,440	3,000	3,000		0.0%
656 · Misc. Employee Expenses	202	900	900		0.0%
Total 650 · Employee Related Expenses	3,650	7,800	8,600		10.3%
671 - Meters & Supplies	45,858	150,000	200,000		33.3%
672 - Fuel	3,724	9,000	9,000		0.0%
673 - Insurance & Bonds	31,776	40,000	62,000		55.0%
676 - Postage	3,649	10,000	20,000		100.0%
700 - Bank Fees	17	50	50		0.0%
701 - Bad Debt Expense	0	3,400	3,400		0.0%
709 · Printing & Publishing	1,352	4,000	5,000		25.0%
711 · Membership & Dues	9,330	9,000	30,000		233.3%
712 - Miscellaneous Expense	1	250	250		0.0%
Total 670 · Other Expenses	135,169	356,450	455,850		27.9%
<b>Total Expenses</b>	<b>1,705,307</b>	<b>3,901,572</b>	<b>4,100,311</b>		<b>5.1%</b>
Net Ordinary Revenue	86,860	21,966	116,329		429.6%
856 - Transfers Out to Capital Reserves	0	21,966	116,329		429.6%
<b>Net of Revenues and Expenditures - O&amp;M</b>	<b>86,860</b>	<b>0</b>	<b>0</b>		<b>0.0%</b>



**UTILITY DEPARTMENT**

**2020 Budget - PROPOSED**



ACTUALS	B	U	D	G	E	T	S
Jan-Jun '19	2019			2020			Change





# 2020 Budget - PROPOSED Wages & Fringe Benefits

UTILITY DEPARTMENT



NAME	2019 Rate	3.0% Increase	2020 Rate	2020 Wages	OVERTIME	Education	Medical	Bonus	Longevity %	Longevity \$	Total Taxable Benefits	TOTAL EARNINGS	Pension @ 14.45%	HCSP \$275	Dental	Life	Employee Insurance - ANNUAL COSTS			FICA	HIRE DATE	TOTAL	2020
																	Medical	Vision	Degree				
Allen, D.	\$27.60	\$0.83	\$28.43	\$59,130	\$4,477	\$1,774		\$2,600	5%	\$2,957	\$7,330	\$70,938	\$9,895	\$3,300	\$1,556	\$136	\$15,247	\$304	\$5,427	2007	\$106,803	13	Degree
Foster, G.	\$26.60	\$0.80	\$27.40	\$56,988	\$4,315			\$1,300	5%	\$2,849	\$4,149	\$65,452	\$9,289	\$3,300	\$0	\$136	\$5,565	\$740	\$5,007	2003	\$89,490	17	
Burton, M.	\$2,784.86	\$83.55	\$2,868.41	\$74,579				\$2,600	1%	\$746	\$3,346	\$77,924	\$10,907	\$3,300	\$1,556	\$136	\$24,798	\$304	\$5,961	2017	\$124,887	3	
Lockie, K.	\$57.02	\$2.28	\$59.30	\$29,295	\$0			\$0	0%	\$0	\$0	\$29,295	\$0	\$0	\$0	\$0	\$0	\$0	\$2,241		\$31,536		
Castro, J.	\$769.24	\$23.08	\$792.32	\$20,600				\$0	0%	\$0	\$0	\$20,600	\$0	\$0	\$0	\$0	\$0	\$0	\$1,576	2017	\$22,176	3	
Harding, R.	\$36.03	\$1.08	\$37.11	\$77,191	\$5,845			\$2,600	5%	\$3,860	\$6,460	\$89,495	\$12,582	\$3,300	\$1,556	\$136	\$21,598	\$304	\$6,846	2003	\$135,817	17	
McMullan, N.	\$15.45	\$0.46	\$15.91	\$33,100	\$2,506			\$0	0%	\$0	\$0	\$35,606	\$3,561	\$3,300	\$0	\$0	\$4,566	\$0	\$2,724	2019	\$49,757	1	
Millett, R.*	\$25.75	\$0.77	\$26.52	\$55,167	\$4,177		\$6,969	\$2,600	1%	\$552	\$10,121	\$69,465	\$8,673	\$3,300	\$106	\$136	\$0	\$136	\$5,314	2018	\$87,130	2	
New Clerk**			\$16.00	\$18,304	\$0			\$0		\$0	\$0	\$18,304	\$1,830	\$0	\$0	\$0	\$0	\$106	\$1,400	2020	\$21,640	-	
Skryki, A.***	\$24.40	\$0.73	\$25.13	\$41,820	\$0	\$1,255		\$0	3%	\$1,255	\$2,509	\$44,329	\$4,433	\$0	\$0	\$0	\$0	\$0	\$3,391	2014	\$52,153	6	Degree
Smith, L.*	\$19.57	\$0.59	\$20.50	\$42,640	\$0		\$6,969	\$2,600	1%	\$426	\$9,995	\$52,635	\$4,307	\$3,300	\$740	\$136	\$0	\$172	\$4,027	2018	\$65,316	2	
<b>TOTAL HOURLY</b>	<b>\$344.23</b>	<b>Average</b>	<b>\$356.09</b>	<b>\$508,813</b>	<b>\$21,321</b>	<b>\$3,028</b>	<b>\$13,938</b>	<b>\$14,300</b>		<b>\$12,644</b>	<b>\$43,911</b>	<b>\$574,045</b>	<b>\$65,477</b>	<b>\$23,100</b>	<b>\$5,514</b>	<b>\$817</b>	<b>\$71,774</b>	<b>\$2,064</b>	<b>\$43,914</b>				
<b>TOTAL SALARY</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$28,793</b>	

\* Does not receive Medical Insurance, gets Taxable Benefits pay as compensation

\*\* 22 hours per week with Benefits

\*\*\* 32 hours per week with Benefits

<b>TOTAL</b>	<b>\$12,644</b>	<b>\$43,911</b>	<b>\$574,045</b>	<b>\$65,477</b>	<b>\$23,100</b>	<b>\$6,065</b>	<b>\$899</b>	<b>\$78,951</b>	<b>\$2,271</b>	<b>\$43,914</b>
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Insurances	
Delta	Single \$31.94
	Couple \$61.66
	Family \$129.67
Vision	Single \$8.80
	Couple \$14.30
	Family \$25.36
Life	All \$11.35

EDUCATION:	
Bachelor's	3%
Associate's	2%

LONGEVITY:	
2-3 Yrs.	0.01
4-5 Yrs.	0.02
6-7 Yrs.	0.03
8-9 Yrs.	0.04
10-15 Yrs.	0.05
16+ Yrs.	0.06

Anticipated Medical Insurance Increase

1.10

# 2020 Budget - PROPOSED



## PARKS & RECREATION DEPARTMENT

	ACTUALS Jan - Jun 2019	B U D G E T S			% CHANGE 2020/2019
		2019 AMENDED	2020 BUDGET		
<b>Revenue:</b> 588,000 · General Fund Contribution	141,141	282,282	290,876		3.0%
604,000 - Reimb. For Labor Costs	408	1,000	1,000		0.0%
663,000 - Interest on Reserves	5,168	6,000	10,000		3.0%
671,100 - Disposition of Assets Income	0	0	0		100.0%
673,000 - Insurance Reimbursements	184	200	200		100.0%
696,000 · Donations	1,850	500	500		100.0%
699,000 · Approp. from Reserves	0	30,000	30,000		0.0%
<b>Total Revenue</b>	<b>148,751</b>	<b>319,982</b>	<b>332,576</b>		<b>3.9%</b>
<b>Expense:</b> 751 · Administration Department:					
701,000 · Commission Stipends	3,188	8,289	8,567		3.4%
702,000 · Admin. Salary	18,242	42,118	37,579		-10.8%
702,002 · Controller's Salary	2,817	0	5,859		-100.0%
710,000 - Training	1,096	1,000	1,300		100.0%
727,000 - Office Supplies	0	600	0		-100.0%
728,000 · Postage	0	100	100		0.0%
740,000 · Operating Supplies	146	0	500		100.0%
801,010 · Professional Services-Audit	1,000	1,500	1,040		100.0%
801,000 · Professional Services-Other	1,989	2,200	3,000		36.4%
850,000 · Telecommunications	412	1,200	800		-33.3%
851,000 · Insurance and Bonds	4,530	7,725	9,000		16.5%
860,000 · Transportation	557	1,100	1,200		9.1%
900,000 · Printing & Publishing	0	500	500		0.0%
930,000 · Repairs & Maintenance	0	500	500		0.0%
945,000 - Office Rent	0	6,000	6,000		0.0%
958,000 · Memberships & Dues	440	650	880		35.4%
963,000 · Bank Fees & Charges	8	100	10		-90.0%
981,000 · Equipment Under \$5,000	712	1,000	1,000		0.0%
999,000 - Miscellaneous Expense	200	0	200		0.0%
<b>Total 751 · Administration Department</b>	<b>35,336</b>	<b>74,582</b>	<b>78,035</b>		<b>4.6%</b>

2020 Budget - PROPOSED



**PARKS & RECREATION DEPARTMENT**

		ACTUALS	B U D G E T S		% CHANGE
		Jan - Jun 2019	2019	2020	2020/2019
			AMENDED	BUDGET	
754. · Recreation Department:					
	702.000 · Staff Salaries	4,459	10,341	10,651	3.0%
	710.000 - Training	0	500	500	100.0%
	740.000 · Operating Supplies	1,851	5,500	4,400	-20.0%
	801.000 · Professional Services-Other	675	0	2,000	100.0%
	850.000 Telecommunications	192	400	400	0.0%
	860.000 · Transportation	0	100	100	0.0%
	930.000 · Rep. & Maint.	0	500	500	0.0%
	975.000 Signage	0	600	1,000	66.7%
	<b>Total 754. · Recreation Department</b>	7,177	17,941	19,551	9.0%
755. · Parks Maintenance Department:					
	702.000 · Staff	49,382	112,998	116,370	3.0%
	710.000 - Training	0	500	500	100.0%
	717.000 · Taxable Benefits -Staff	3,985	1,900	4,497	136.7%
	740.000 · Operating Supplies	1,966	3,500	4,300	22.9%
	740.003 · Herbicide (Non-Selective)	0	500	500	0.0%
	740.004 · Sand, Gravel, Bark and Soil	0	1,500	1,500	0.0%
	741.000 · Uniforms	501	1,000	1,000	0.0%
	742.000 · Fuel - Lubricants	1,415	5,000	3,000	-40.0%
	801.000 - Professional Services-Other	870	0	2,000	1000.0%
	850.000 · Telecommunications	197	500	800	60.0%
	860.000 · Transportation	0	100	100	0.0%
	920.000 · Utilities	215	850	850	0.0%
	930.000 · Repairs & Maintenance	4,531	10,500	11,500	9.5%
	930.001 · Controlled Burns	4,400	3,800	4,400	15.8%
	975.000 - Signage	0	100	100	0.0%
	980.000 · Equipment Over \$5,000	0	25,000	23,500	-6.0%
	981.000 - Equipment Under \$5,000	45	2,500	2,000	-20.0%
	<b>Total 755. · Parks Maintenance Department</b>	67,507	170,248	176,917	3.9%



2020 Budget - PROPOSED



**PARKS & RECREATION DEPARTMENT**

	ACTUALS Jan - Jun 2019	B U D G E T S			% CHANGE 2020/2019
		2019 AMENDED	2020 BUDGET		
756 - Park Development/Improvement:					
740.000 Operating Supplies	0	0	0		0.0%
951.000 - Projects	0	30,000	30,000		0.0%
<b>Total 756 - Park Development/Improvement</b>	0	30,000	30,000		0.0%
966 - Unallocated Expenses:	TRUE				
715.000 - FICA	6,279	13,475	14,097		4.6%
858.000 - Pension	6,732	13,736	14,424		5.0%
<b>Total 966 - Unallocated Expenses</b>	13,011	27,211	28,073		100.0%
<b>Total 755.999 - TOTAL EXPENSES</b>	123,031	319,982	332,576		3.9%
<b>Net of Revenues and Expenditures</b>	25,720	0	0		0.0%





2020 Budget - PROPOSED

Wages & Fringe Benefits

PARKS & RECREATION DEPARTMENT



	2019 Rate	3.0% Increase	2020 Rate	2020 Wages	OT	Educ.	Med.	LONGEVITY		Total Taxable Benefits	TOTAL	Pension @ 10.00%	HCSP \$0	S/F	EMPLOYEE INSURANCE				FICA	HIRE DATE	2020 TOTAL			
								%	Amt.						Med.	Dental	Vision	Life						
COMMISSIONERS:																								
Commissioners	\$88.50	\$2.66	\$91.16	\$5,925	N/A			N/A	N/A	\$5,925	\$5,925	\$0	\$0	\$0	\$0	\$453	N/A	N/A	N/A	N/A		\$6,378	N/A	
Chair & Secy	\$98.66	\$2.96	\$101.62	\$2,642	N/A			N/A	N/A	\$2,642	\$2,642	\$0	\$0	\$0	\$0	\$202	N/A	N/A	N/A	N/A		\$2,844	N/A	
TOTAL COMM.	N/A	N/A	N/A	\$8,567	N/A			N/A	N/A	\$8,567	\$8,567	\$0	\$0	\$0	\$0	\$655	N/A	N/A	N/A	N/A		\$9,223	N/A	
Bradford, J.	\$1,403	\$42.10	\$37,579	\$37,579	\$0			2%	\$752	\$38,330	\$38,330	\$3,833	\$0	\$/2	\$0	\$2,932	2015	2015	2015	2015		\$45,096	5	
Lockie, K. (10%)	\$57.02	\$2.28	\$59.30	\$5,859						\$5,859	\$5,859					\$448						\$6,307		
RECREATION:																								
Buterbaugh, D.	\$26.57	\$0.80	\$27.37	\$2,244	\$616			5%	See Below	\$2,860	\$2,860	See Below	\$0	\$0	\$0	\$219	2009	2009	2009	2009		\$3,079	11	
Szanti, M	\$15.45	\$0.46	\$15.91	\$1,305	\$358			0%	N/A	\$1,663	\$1,663	See Below	\$0	\$0	\$0	\$127	2014	2014	2014	2014		\$1,790	6	
Pigott, P.	\$20.29	\$0.61	\$20.90	\$2,194	\$470			3%	See Below	\$2,665	\$2,665	See Below	\$0	\$0	\$0	\$204	2013	2013	2013	2013		\$2,868	7	
Walligore, D.	\$16.73	\$0.50	\$17.23	\$1,413	\$388			2%	See Below	\$1,801	\$1,801	See Below	\$0	\$0	\$0	\$138	2016	2016	2016	2016		\$1,938	4	
Summer Worker	\$15.45	\$0.46	\$15.91	\$1,305	\$358			0%	N/A	\$1,663	\$1,663	See Below	\$0	\$0	\$0	\$127	2014	2014	2014	2014		\$1,790	6	
TOTAL REC.				\$8,461	\$2,190					\$10,651	\$10,651					\$815						\$11,466		
MAINTENANCE:																								
Buterbaugh, D.	\$26.57	\$0.80	\$27.37	\$49,808	\$0			5%	\$2,521	\$52,329	\$52,329	\$5,519	\$0	\$0	\$0	\$4,003	2009	2009	2009	2009		\$61,851	11	
Szanti, M	\$15.45	\$0.46	\$15.91	\$11,458	\$0			0%	\$0	\$11,458	\$11,458	\$0	\$0	\$0	\$0	\$877	2014	2014	2014	2014		\$12,334	6	
Pigott, P.	\$19.04	\$0.57	\$19.61	\$25,495	\$0	\$831		3%	\$779	\$27,104	\$27,104	\$2,977	\$0	\$0	\$0	\$2,073	2013	2013	2013	2013		\$32,155	7	
Walligore, D.	\$16.73	\$0.50	\$17.23	\$17,921	\$0			2%	\$366	\$18,287	\$18,287	\$2,095	\$0	\$0	\$0	\$1,399	2016	2016	2016	2016		\$19,686	4	
Summer Worker	\$15.45	\$0.46	\$15.91	\$11,689	\$0			0%	\$0	\$11,689	\$11,689	\$0	\$0	\$0	\$0	\$894	2016	2016	2016	2016		\$12,583	4	
TOTAL MAINT.				\$116,370	\$0				\$3,666	\$4,497	\$120,867	\$10,591	\$0	\$0	\$0	\$9,246						\$138,609		
TOTAL				\$176,836	\$0				\$41,245	\$5,249	\$184,275	\$14,424	\$0	\$0	\$0	\$752	\$0	\$0	\$0	\$0	\$0	\$210,701		

Delta	\$0.00
Vision	\$0.00
Life	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

1.00

Anticipated Insurance Increase

<b>DUCATION:</b>	
Bachelor's	3% LONGEVITY: 1%
Associate's	2% 2-3 Yrs. 2%
	4-5 Yrs. 2%
	6-7 Yrs. 3%

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE THE PURCHASE OF  
NEW UTILITY DEPARTMENT VEHICLES**

**RESOLUTION NUMBER 2019-46**

**OCTOBER 21, 2019**

**WHEREAS**, the Superior Township Utility Department currently owns and operates three (3) service trucks that are Ford F-250's model years 2003, 2005 and 2008; and,

**WHEREAS**, all three service vehicles are the department's primary vehicles used daily for service calls and maintenance.

**WHEREAS**, the vehicles should be replaced for the following reasons:

1. The vehicles are old, and repairs are becoming more frequent and costly due to the aging of vehicles.
2. When a vehicle is down for repairs, it limits and interferes with the department's productivity level.

**NOW, THEREFORE, BE IT RESOLVED**, that the Superior Township Board of Trustees authorizes the Supervisor and the Utility Department Office administrator to execute the sales agreement to purchase vehicles as set forth in the MiDeal quotes from Gorno Ford an authorized MiDeal dealer located in Woodhaven, Michigan, for two (2) 2019 Ford F250 4x4 pick-up with service box totaling \$103,318 and one (1) 2019 Ford F250 4x4 regular body totaling \$32,020 and one (1) 2019 Ford Ranger 4x4 regular body totaling \$28,904, for a total cost of \$164,242; to be paid from utility department capital reserves.

## *Memorandum*

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**To:** Superior Township Board of Trustees  
**From:** Mary Burton, Utility Administrator  
**Date:** October 21, 2019  
**Re:** Maintenance Service Truck Replacement

### **Background**

Superior Township Utility Department currently owns and operates three (3) service trucks that are Ford F-250 model year 2003, 2005 and 2008. All are primary vehicles used on a daily basis for service calls and maintenance throughout the Township.

#### Issues:

1. Vehicles are old and should be replaced with reliable transportation.
2. Repairs are becoming more costly due to the aging of vehicles.
3. When a vehicle is down for repairs, it limits and interferes with the department's productivity level.

### **Recommended Action**

Replace all service vehicles for the Maintenance Department. Purchase vehicles through MiDeal to receive discounted pricing through the State of Michigan buying power. Attached are quotes from an authorized MiDeal dealer at Gorno Ford in Woodhaven, Michigan. The first quote is for two (2) 2019 Ford F250 4x4 pick-up with service box totaling \$103,318. The second quote is for one (1) 2019 Ford F250 4x4 regular body totaling \$32,020. The third quote is for one (1) 2019 Ford Ranger 4x4 regular body totaling \$28,904. Total cost to replace the fleet would be \$164,242.

/attachments

**DATE:** 8/10/19

**TO:** MARY BURTON, SUPERIOR TWP.  
734-480-5500 (DIRECT) (CELL) [mburton@superior-twp.org](mailto:mburton@superior-twp.org)

**FROM:** JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES  
734-671-4033 (DIRECT) (FAX) 734-671-4375 [jagney@gornoford.com](mailto:jagney@gornoford.com)

**RE:** MiDEAL #4WDL-0078 - 2020MY FORD *F-250, 4x4, REG. CAB, 142"WB, 8' Box, **INGOT SILVER**/EARTH CLOTH, 6.2L V8 Gas, 6spd.A/Tw/OD, A/C, AM/FM/CLOCK/SYNC Bluetooth, PWR. DISC BRKSw/ABS, AIR BAGS, DRL'S, 3.73 E-LOCK AXLE, PLOW PREP. PKG., SPARE TIRE/WHL.,10,000 # GVWR, LT245/70R-17AT, TRAILER TOW PKG., TILT/CRUISE, ELEC. TRLR. – BRAKE CNTRLR, ADVANCE TRACw/ROLL STABILITY CNTRL., FRNT. TOW HOOKS, TPMS, PWR. WINDOWS/LOCKS/Htd.MIRRORS, ROOF CLR. LIGHTS, UPFITTER SWITCHES, FACTORY RUNNING BOARDS, H.D. ALT./H.D. BATT., REVERSE SAFETY BEEPER, ALL-WEATHER H.D. MATS, RHINO SPRAY-IN BEDLINER, MUNICIPAL SAFETY LIGHT PKG.*

F.O.B. DELIVERED TO SUPERIOR TWP., MI ..... \$32,020.00  
(MSRP = \$44,063.00)

**Current lead time to order is estimated at 20 – 24 weeks from receipt of Purchase Order.**

**RECOMMENDED OPTIONS:**

BOSS 8'2" STEEL V-DXT SMART-TECH PLOW SYSTEM w/DEFLECTOR ..... 6,995.00

Please review, sign and e-mail/fax back or e-mail/fax Purchase Order to Jim Agney.

Customer Signature: \_\_\_\_\_

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Superior Twp.. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorizes personnel.

DATE: 8/10/19 **(Gas/Box Delete/Svc. Body)**

TO: MARY BURTON, SUPERIOR TWP..  
734-480-5500 (DIRECT) (CELL) [mburton@superior-twp.org](mailto:mburton@superior-twp.org)

FROM: JIM AGNEY, GORNO FORD, GOVERNMENT & FLEET SALES  
734-671-4033 (DIRECT) (FAX) 734-671-4375 [jagney@gornoford.com](mailto:jagney@gornoford.com)

RE: MiDEAL #4WDL-0078 - 2020MY FORD **F-250, 4x4, REG. CAB, 142"WB,**  
**8' Box, INGOT SILVER/EARTH CLOTH, 6.2L V8 Gas, 6spd.A/Tw/OD, A/C,**  
**AM/FM/CLOCK/SYNC Bluetooth, PWR. DISC BRKSw/ABS, AIRBAGS, DRL'S,**  
**3.73 E-LOCK AXLE, PLOW PREP. PKG., SPARE TIRE/WHL.,10,000 # GVWR,**  
**LT245/70R-17AT, TRAILER TOW PKG., TILT/CRUISE, ELEC. TRLR. –**  
**BRAKE CNTRLR, ADVANCE TRACw/ROLL STABILITY CNTRL., P.U.**  
**BOX DELETE, FRNT. TOW HOOKS, TPMS, PWR. WINDOWS/LOCKS/Htd.MIRRORS,**  
**ROOF CLR. LIGHTS, UPFITTER SWITCHES, FACTORY RUNNING BOARDS,**  
**H.D. ALT./H.D. BATT., REVERSE SAFETY BEEPER**

98" Reading Classic II Steel Service Body, Pooched Steel Bumper, Reverse Camera, Flip-Up Spacemaker –  
Compartments, 7- Way Round/Flat Pin Trlr. Plug., E- Coat Primer Svc. Body, Finish Paint (UX Silver –  
To Match Cab, Municipal Safety Light Pkg. (Acari Mount Mini-Bar/Frnt-Rear Amber LED Flashers),  
Boss V-DXT - Steel Smart Plow System w/Smart Lights w/Rubber Deflector, Flip Top Compartments,  
V Mount (no vice), Spray-In Bed Liner include to meet your Spec, All Strobe/Warning Lights Wired to -  
Upfitter Switches

F.O.B. DELIVERED TO SUPERIOR TWP., MI ..... \$51,659.00 each  
(MSRP = \$64,105.00)

**Current lead time to order is estimated at 20 – 24 weeks from receipt of Purchase Order.**

**RECOMMENDED OPTIONS:**

Please review, sign and e-mail/fax back or e-mail/fax Purchase Order to Jim Agney.

Customer Signature: \_\_\_\_\_

Thank you,

Jim Agney

This quotation is confidential and privileged and is intended solely for the use of Gorno Ford and Superior Twp.. This quotation is compiled in association with the MiDEAL Contract and intended for use by MiDEAL Members and State of Michigan government agencies stated above. Information/specifications in this quotation have been established by and are intended only for use by the stated parties. This document is not to be disclosed, distributed, used/re-used as a basis for specifications subsequent bids or request(s) for quotation(s) to any other party or bidders other than the intended parties and/or their authorized personnel.



# SUPERIOR TOWNSHIP Record of Disbursements

Date: October 21, 2019

\*Contains all checks written since last report for the following funds:

General Bank - includes all checks written from the following funds:

- 101 - General Fund
- 204 - Legal Defense Fund
- 219 - Streetlight Fund
- 220 - Side Street Maintenance Fund
- 249 - Building Fund
- 266 - Law Fund
- 508 - Park Fund
- 701 - Trust & Agency Fund
  
- 206 - Fire Fund
- 592 - Utility Dept.

**Total amount for all disbursements - \$1,257,699.60**

Note: Some of these checks were presented to the board for approval. All others are either pre-approved or under \$3,000.00 for Government Funds and \$5,000 for Utility Dept.



Check Date	Bank	Check	Vendor Name	Description	Amount
09/17/2019	GENL	42125	BLUE CROSS/BLUE SHIELD-W	MEDICAL INSURANCE- OCTOBER 2019	7,716.99
09/17/2019	GENL	42126	BRENDA MCKINNEY	CELL PHONE STIPEND -SEPT 2019	50.57
09/17/2019	GENL	42127	BRENDA PRIEST	DUMP TICKET REIMBURSEMENT	11.50
09/17/2019	GENL	42128	CONSUMERS LIFE INSURANCE CO	LIFE INSURANCE - OCTOBER 2019	164.58
09/17/2019	GENL	42129	EDWIN MANIER	21-ELECTRICAL INSPECTIONS 9/2-13/19	735.00
09/17/2019	GENL	42130	GORDON FOOD SERVICE, INC.	KICKBALL FOOD	79.87
09/17/2019	GENL	42131	INFINITY HOMES	TEMP BOND C/O REUND - 1648 CRAB APPLE DR	500.00
09/17/2019	GENL	42132	JALEEN WILSON	TRASH PICK-UP MACARTHUR	150.00
09/17/2019	GENL	42133	JOHN DIEFENBACHER	48- BUILDING INSPECTIONS 9/2/19-9/13/19	1,680.00
09/17/2019	GENL	42134	KENNETH SCHWARTZ	DUMP TICKET/PARKING REIMBURSEMENT	24.20
09/17/2019	GENL	42135	MICROSOFT	ESSENTIAL ONLINE SERVICES SEPT 2019	500.89
09/17/2019	GENL	42136	MML WORKERS' COMP FUND	BALANCE DUE 7/2018-6/2019 PREMIUM	3,543.00
09/17/2019	GENL	42137	OHM ADVISORS	ENGINEERING SERVICES	6,710.25
09/17/2019	GENL	42138	PAULA CALOPISIS	CELL PHONE STIPEND - SEPT 2019	50.57
09/17/2019	GENL	42139	PEDRO BERMUDEZ	DUMP TICKET REIMBURSEMENT	50.00
09/17/2019	GENL	42140	RICHARD MAYERNIK	CELL PHONE STIPEND - SEPT 2019	50.57
09/17/2019	GENL	42141	RON PEATRY	MILEAGE REIMBURSEMENT 9/2-9/13/19	151.38
09/17/2019	GENL	42142	SPARTAN DISTRIBUTORS INC	TORO MOWER CASTOR ARM	584.07
09/17/2019	GENL	42143	STOUT RISIUS ROSS, LLC	HYUNDAI APPRAISAL FOR TRIBUNAL	541.25
09/17/2019	GENL	42144	SUPERIOR TOWNSHIP CREDIT CARD ACCT	ICHAT	155.99
09/17/2019	GENL	42145	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 9/19/19 PAY	40,445.39
09/17/2019	GENL	42146	WEX BANK	FUEL - SEPTEMBER 2019	81.25
09/24/2019	GENL	42147	ALL SEASONS LANDSCAPING CO. INC.	MOWER MAINTENANCE SUPPLIES	65.79
09/24/2019	GENL	42148	ARC DOCUMENT SOLUTIONS LLC	BLUE PRINT COPIES	37.15
09/24/2019	GENL	42149	CANON FINANCIAL SERVICES INC.	LEASE ON (2) COPY MACHINES & COPIES AUGU	482.82
09/24/2019	GENL	42150	DELTA DENTAL	DENTAL INSURANCE- OCT 2019	665.68
09/24/2019	GENL	42151	INCH MEMORIALS	DXBORO VILLAGE GREEN MEMORIAL MARKER	497.00
09/24/2019	GENL	42152	JALEEN WILSON	TRASH PICK-UP MACARTHUR	150.00
09/24/2019	GENL	42153	MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP DUES 7/1/2019 - 6/30/2020	200.00
09/24/2019	GENL	42154	MR. SEALCOAT, INC.	SEALCOATING - SYCAMORE MEADOWS	1,780.00
09/24/2019	GENL	42155	OHM ADVISORS	ENGINEERING SERVICES	2,690.50
09/24/2019	GENL	42156	PARKWAY SERVICES	PORTA-JOHN - FIREMAN'S PARK	115.00
09/24/2019	GENL	42157	RICHARD MAYERNIK	CAR WASHES, WATER SAMPLES, WASP SPRAY	65.54
09/24/2019	GENL	42158	ROBERT BUTLER	2019 CONTRACT	1,424.36
09/24/2019	GENL	42159	STARKS CLEANING LLC	MONTHLY CLEANING SERVICES - TOWN HALL	1,600.00
09/24/2019	GENL	42160	SUPERIOR TOWNSHIP CREDIT CARD ACCT	INK REPLACEMENT PAD	270.96
09/24/2019	GENL	42161	SUPERIOR TWP PAYROLL FUND	PENSION - SEPT 2019	8,517.88
09/24/2019	GENL	42162	SUPERIOR TWP UTILITY DEPARTMENT	K LOCKIE CELL PHONE SEPT 19	106.20
09/24/2019	GENL	42163	TGI DIRECT MARKETING SUPPORT SERV	POSTAGE FALL NEWSLETTER	712.58
09/24/2019	GENL	42164	U.S. POSTAL SERVICE	POSTAGE FOR METER	2,500.00
09/24/2019	GENL	42165	VISION SERVICE PLAN	VISION INSURANCE - OCT 2019	151.80
09/24/2019	GENL	42166	WALMART COMMUNITY/SYNCR	SHOP SUPPLIES / KICKBALL DAY	110.37
09/24/2019	GENL	42167	WASHTEENAW COUNTY TREASURER	ANIMAL CONTROL SERVICES SEPT 1, 2019- S	10,000.00
09/24/2019	GENL	42168	WEX BANK	FUEL - SEP 19 & ICE FOR KICKBALL DAY	180.69
09/24/2019	GENL	42169	WOLVERINE RENTAL & SUPPLY	WHEEL FOR TORO MOWER	95.09
10/01/2019	GENL	42170	AMAZON CAPITAL SERVICES, INC	TONER/KLEENEX	161.61
10/01/2019	GENL	42171	BETTY MEYER	FREE CHURCH CEMETERY	500.00
10/01/2019	GENL	42172	BRENDA MCKINNEY	MILEAGE REIMBURSEMENT 9/10/19-9/30/19	126.44
10/01/2019	GENL	42173	DENISA TERRELL	MILEAGE REIMBURSEMENT	22.04
10/01/2019	GENL	42174	EDWIN MANIER	27-ELECTRICAL INSPECTIONS 9/16-9/27/19	945.00
10/01/2019	GENL	42175	JALEEN WILSON	TRASH PICK-UP MACARTHUR	150.00
10/01/2019	GENL	42176	JENNIFER NEFF	MILEAGE REIMBURSEMENT 7/2-9/24/19	108.46
10/01/2019	GENL	42177	JERRY CLIFTON	DUMP TICKET REIMBURSEMENT	33.00
10/01/2019	GENL	42178	JOHN DIEFENBACHER	35- BUILDING INSPECTIONS 9/16-9/27/19	2,590.00
10/01/2019	GENL	42179	LYNETTE FINDLEY	MILEAGE REIMBURSEMENT 9/11-9/27/19	67.28



Check	Bank	Vendor Name	Description	Amount
42180	GENL	MAILFINANCE	POSTAGE METER LEASE - 7/24/19-10/23/19	934.59
42181	GENL	MLIVE MEDIA GROUP	AUGUST 2019	83.50
42182	GENL	NIMELE SYSTEMS	INSTALLATION OF BATTERY BACKUPS AT TOWNH	1,825.00
42183	GENL	PETER GALE	OAK GROVE CEMETERY	500.00
42184	GENL	REPUBLIC WASTE SERVICES #241	500 TAGS	1,275.00
42185	GENL	RON PEATRY	MILEAGE REIMBURSEMENT 9/16-9/27/19	84.10
42186	GENL	SAM'S CLUB/SYNCHRONY BANK	KICKBALL SNACKS	207.61
42187	GENL	STANDARD PRINTING	INSPECTION NOTICES	365.00
42188	GENL	SUPERIOR TOWNSHIP CREDIT CARD ACCT	ADOBE - MONTHLY SCRIPT - OCT 2019	477.57
42189	GENL	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 10-3-19 PAY	41,439.32
42190	GENL	TAZ NETWORKS, INC	UPKEEP SERVICES - OCTOBER 2019	1,130.93
42191	GENL	TERMINIX PROCESSING CENTER	PEST CONTROL - SEPTEMBER 2019	90.00
42192	GENL	WASHTENAW ASSESSORS ASSOCIATION	MEMBERSHIP DUES 2019/2020	15.00
42193	GENL	WASHTENAW COUNTY TREASURER	2019 TREASURER'S ASSOCIATION DUES	10.00
42194	GENL	WILLIAM FISBECK	PRAY CEMETERY	500.00
42195	GENL	D.R.A.C.O.	MEMBERSHIP DUES SEPT 2019 - AUGUST 2020	75.00
42196	GENL	WASHTENAW COUNTY TREASURER	2019 CONTRACT - OCTOBER 2019	133,875.00
42197	GENL	DTE ENERGY	STREETLIGHTS -SEPT 2019	6,533.46
42198	GENL	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	259.89
42199	GENL	ANN ARBOR AREA TRANSPORTATION AUTH.	SEPTEMBER 2019	7,363.90
42200	GENL	ARC DOCUMENT SOLUTIONS LLC	BLUE PRINT COPIES	40.83
42201	GENL	CINTAS CORPORATION - 300	RUG SERVICE MONTH OF OCTOBER 2019	259.74
42202	GENL	COMCAST	INTERNET/PHONE SERVICES - SEPTEMBER 201	165.08
42203	GENL	DIXBORO VILLAGE GREEN LLC	INSTALLATION OF PLAQUE FOR PAVILLION	1,560.00
42204	GENL	DTE ENERGY	GEN/LAW SPLIT/GENERATOR-GAS -SEPTEMBER 2	1,007.48
42205	GENL	JALEEN WILSON	TRASH PICK-UP MACARTHUR	165.00
42206	GENL	JCM MEDIA GROUP LLC	REPAIR WEBSITE AS NEEDED	250.00
42207	GENL	LUCAS LAW, PC	LEGAL SERVICES - SEPT 2019	180.00
42208	GENL	O'REILLY AUTOMOTIVE, INC.	VEHICLE MAINTENANCE/BULBS	28.15
42209	GENL	PATRICK FIGOTT	CELL PHONE STIPEND- SEPT 2019	32.00
42210	GENL	PETER GALE	DUMP TICKET REIMBURSEMENT	22.00
42211	GENL	ROBERT BUTLER	2019 CONTRACT - #12	1,424.36
42212	GENL	STEFANI A CARTER PLLC	LEGAL SERVICES - SEPT 2019	1,140.00
42213	GENL	SUPERIOR TOWNSHIP CREDIT CARD ACCT	DOLLARS FOR SCHOLARS - LYNETTE	105.36
42214	GENL	SUPERIOR TWP PAYROLL FUND	HSA FEES - 2019	21.25
42215	GENL	TAZ NETWORKS, INC	EMAIL SCANNING ISSUES	640.00
42216	GENL	VICTOR L. LILLICH, J.D.	LEGAL SERVICES - SEPTEMBER 2019	1,015.00
42217	GENL	WASHTENAW COUNTY TREASURER	TRAILER FEES - SEPT 2019	1,900.00
42218	GENL	WEX BANK	FUEL - SEPTEMBER 2019	131.20
42219	GENL	DIXBORO VILLAGE GREEN LLC	WAYFINDING SIGNAGE/PAINTING INTERIOR SCH	4,000.00
42220	GENL	ABBEY DOOR, LLC	REPAIR GARAGE DOOR	120.00
42221	GENL	ABSOPURE WATER COMPANY	COOLER RENTAL - 2019	24.00
42222	GENL	AMAZON CAPITAL SERVICES, INC	CAN OPENER	7.75
42223	GENL	AUTO VALUE YPSILANTI	WHEEL HUB CAP	11.08
42224	GENL	BRENDA MCKINNEY	CELL PHONE STIPEND - OCT 2019	50.57
42225	GENL	BUSY BUTLER	TREE REMOVAL @ HARRIS AND GEDDES	7,000.00
42226	GENL	CARLISLE WORTMAN ASSOCIATES	PLANNING SERVICES - SEPTEMBER 2019	1,192.50
42227	GENL	DAVID BUTERBAUGH	WHEEL HUB CAP	6.88
42228	GENL	DENISA TERRELL	MILEAGE REIMBURSEMENT 10/10-11/19	23.20
42229	GENL	EDWIN MANIER	22-ELECTRICAL INSPECTIONS	770.00
42230	GENL	HUTCH PAVING, INC.	TANGLEWOOD ESTATES & CREEKSIDE DRIVE	68,567.00
42231	GENL	JALEEN WILSON	TRASH PICK-UP MACARTHUR	180.00
42232	GENL	JOHN DIEFFENBACHER	42- BUILDING INSPECTIONS	1,470.00
42233	GENL	LYNETTE FINDLEY	MILEAGE REIMBURSEMENT 9/30/19-10/15/19	71.92
42234	GENL	MICHIGAN ASSESSORS ASSOCIATION	EMPLOYMENT AD IN NEWSLETTER	200.00
42235	GENL	MICROSOFT	ESSENTIAL ONLINE SERVICES -OCTOBER 19	502.50
42236	GENL	PAULA CALOPISIS	CELL PHONE STIPEND - OCT 2019	50.57
42237	GENL	PINNACLE / M/I HOMES	TEMP C/O BOND REFUND - 8375 ARDMOOR DRIV	500.00
42238	GENL	RICHARD MAYERNIK	CELL PHONE STIPEND - OCT 2019	50.57
42239	GENL	RON PEATRY	MILEAGE REIMBURSEMENT 9/30-10/9/19	229.10

Check Date	Bank	Check	Vendor Name	Description	Amount
10/16/2019	GENL	42240	RYAN GALERNEAU	DUMP TICKET REIMBURSEMENT	46.00
10/16/2019	GENL	42241	STARKS CLEANING LLC	CARPET CLEANING AT TOWN HALL	450.00
10/16/2019	GENL	42242	SUPERIOR TOWNSHIP CREDIT CARD ACCT	DOLLARS FOR SCHOLARS - BRENDA	105.36
10/16/2019	GENL	42243	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 10/17/19 PAYROLL	41,591.42
10/16/2019	GENL	42244	SUPERIOR TWP UTILITY DEPARTMENT	KTL - REPAIR LAPTOP	264.82
10/16/2019	GENL	42245	WOLVERINE RENTAL & SUPPLY	KUBOTA PARTS	28.22
10/16/2019	GENL	42246	YPSILANTI ACE HARDWARE	FASTNERS	4.56
10/16/2019	GENL	42247	PINNACLE / M/I HOMES	TEMP C/O BOND REFUND - 8389 ARDMOOR DRIV	500.00
				Total Paper Check:	436,250.90
					<u>436,250.90</u>
					<u>0.00</u>
					<u>436,250.90</u>

GENL TOTALS:

Total of 123 Checks:  
 Less 0 Void Checks:  
 Total of 123 Disbursements:

Check Date	Bank	Check	Vendor Name	Description	Amount
09/17/2019	FIRE	24548	BLUE CROSS/BLUE SHIELD-M	MEDICAL INSURANCE - OCTOBER 2019	17,554.39
09/17/2019	FIRE	24549	COMCAST	ADD'L OUTLET ADDED AT STATION #1	10.50
09/17/2019	FIRE	24550	CONSUMERS LIFE INSURANCE CO	LIFE INSURANCE - OCTOBER 2019	136.20
09/17/2019	FIRE	24551	CUMMINS SALES AND SERVICE	GENERATOR REPAIR	534.08
09/17/2019	FIRE	24552	EMERGENT HEALTH PARTNERS	2019 - SEPTEMBER	2,118.80
09/17/2019	FIRE	24553	SUPERIOR TWP GENERAL FUND	MICROSOFT CHARGES - AUGUST 2019	2,920.45
09/17/2019	FIRE	24554	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 9/19/19 PAY	48,363.82
09/24/2019	FIRE	24555	ANN ARBOR WELDING SUPPLY	OXYGEN CYLINDER RENTAL	41.85
09/24/2019	FIRE	24556	BIO-CARE, INC.	ANNUAL PHYSICALS FOR FIRE FIGHTERS	3,592.20
09/24/2019	FIRE	24557	CANON FINANCIAL SERVICES INC.	LEASE ON COPY MACHINE - SEPTEMBER 19/COP	169.52
09/24/2019	FIRE	24558	COMCAST	INTERNET/PHONE -STATION #2 -OCT 2019	276.87
09/24/2019	FIRE	24560	CORRIGAN OIL COMPANY	243.4 GALLONS DIESEL	605.10
09/24/2019	FIRE	24561	DELTA DENTAL	DENTAL INSURANCE -OCTOBER 2019	1,250.15
09/24/2019	FIRE	24562	DTE ENERGY	GAS - STATION #1 - SEPT 19	58.00
09/24/2019	FIRE	24563	F & M MECHANICAL SERVICES, LLP	TRUCK REPAIR	173.00
09/24/2019	FIRE	24564	HOME DEPOT CREDIT SERVICES	TRUCK CLEANING SUPPLIES	364.43
09/24/2019	FIRE	24565	PHILIP W. DICKINSON	HEALTH INSURANCE REIMBURSEMENT OCT 2019	168.44
09/24/2019	FIRE	24566	SUPERIOR TOWNSHIP CREDIT CARD ACCT	FIRE SAFETY BANNERS	204.35
09/24/2019	FIRE	24567	SUPERIOR TWP PAYROLL FUND	PENSION - SEPT 2019	13,502.94
10/01/2019	FIRE	24568	VISION SERVICE PLAN	VISION INSURANCE - OCTOBER 2019	260.70
10/01/2019	FIRE	24569	ALLIED BUILDING SERVICES OF DETROIT	CLEANING OF FLOORS AT STATION #1	570.00
10/01/2019	FIRE	24570	AMERICAN AQUA, INC.	WATER SOFTNER SUPPLIES	351.06
10/01/2019	FIRE	24571	DINGES FIRE COMPANY	OIL DRY	117.90
10/01/2019	FIRE	24572	GRAINGER	PORTABLE SCENE LIGHT	620.96
10/01/2019	FIRE	24573	NIMBLE SYSTEMS	BATTERIES	163.47
10/01/2019	FIRE	24574	SUPERIOR TOWNSHIP CREDIT CARD ACCT	REPAIR CHIEF'S LAPTOP AND SET UP ACTIVE	235.00
10/01/2019	FIRE	24575	SUPERIOR TWP GENERAL FUND	ICC MEMBERSHIP	90.00
10/01/2019	FIRE	24576	SUPERIOR TWP PAYROLL FUND	ACCOUNTING FEES - OCT 2019	833.33
10/01/2019	FIRE	24577	TAZ NETWORKS, INC	CASH TRANSFER 10-3-19 PAY	41,181.83
10/01/2019	FIRE	24578	THE BANK OF NEW YORK MELLON	UPKEEP SERVICES -OCTOBER 2019	161.57
10/01/2019	FIRE	24579	TIMOTHY WINTERS	INTEREST PAYMENT 2013 REFG BOND	9,300.00
10/01/2019	FIRE	24580	TRUGREEN PROCESSING CENTER	HEALTH INSURANCE REIMBURSEMENT -OCT 2019	158.04
10/01/2019	FIRE	24581	UNIQUE 1 SERVICES, LLC	LAWN SERVICE - STATION #1	171.82
10/08/2019	FIRE	24582	AUTO VALUE YPSILANTI	PUMP TEST OF FIRE TRUCKS	525.00
10/08/2019	FIRE	24583	COMCAST	BATTERIES	467.97
10/08/2019	FIRE	24584	CORRIGAN OIL COMPANY	INTERNET/PHONE SERVICES - ST #1 -OCT 201	195.08
10/08/2019	FIRE	24585	DTE ENERGY	250 GALLONS DIESEL FUEL	621.33
10/08/2019	FIRE	24586	EMERGENT HEALTH PARTNERS	ELECTRIC & GAS - STATION #2 - SEPT 19	1,224.94
10/08/2019	FIRE	24587	FIREWRENCH OF MICHIGAN	2019 - OCTOBER	2,118.80
10/08/2019	FIRE	24588	PAYETTE SALES & SERVICE, INC.	REPAIRS - ENGINE #1	1,873.38
10/08/2019	FIRE	24589	SUPERIOR TWP PAYROLL FUND	TRUCK REPAIR	449.08
10/08/2019	FIRE	24590	TAZ NETWORKS, INC	HSA FEES - 2019	46.75
10/08/2019	FIRE	24591	VERIZON WIRELESS	SHARED COMPUTER NOT SEEING NETWORK	240.00
10/08/2019	FIRE	24592	WEST SHORE FIRE	CELL PHONES -SEPTEMBER 2019	270.02
10/16/2019	FIRE	24593	WEX BANK	FIRE GLOVES	191.67
10/16/2019	FIRE	24594	ANN ARBOR WELDING SUPPLY	FUEL - CHIEF -SEPTEMBER 2019	197.96
10/16/2019	FIRE	24595	GABBYS BP	MEDICAL OXYGEN	110.72
10/16/2019	FIRE	24596	HUTCH PAVING, INC.	ADD'L OUTLET ADDED AT STATION #1	10.50
10/16/2019	FIRE	24597	JOHN RANDLE	GAS FOR CANS	27.50
10/16/2019	FIRE	24598	LUCAS NURSERIES & LANDSCAPING	REMOVE/REPLACE ASPHALT AT STATION #1	34,218.00
10/16/2019	FIRE	24599	SUPERIOR TOWNSHIP CREDIT CARD ACCT	TRAINING ON SEXUAL HARASSMENT	550.00
10/16/2019	FIRE	24600	SUPERIOR TWP GENERAL FUND	CORN STALKS FOR BUILDING	34.34
10/16/2019	FIRE	24601	SUPERIOR TWP PAYROLL FUND	UPS CHARGES	11.41
10/16/2019	FIRE	24602	SUPERIOR TWP PAYROLL FUND	MICROSOFT CHARGES - OCTOBER 2019	182.50
				CASH TRANSFER 10/17/19 PAYROLL	44,277.11

Check Type: Paper Check

10/16/2019 10:10 AM

User: NANCY

DB: Superio. .wp

CHECK REGISTER FOR CHAPARRAL TOWNSHIP OF SUPERIOR  
CHECK DATE FROM 01/2019 - 10/21/2019

Check Date	Bank	Check	Vendor Name	Description	Amount
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Total Paper Check:

234,104.83

FIRE TOTALS:

Total of 55 Checks:

Less 0 Void Checks:

Total of 55 Disbursements:

234,104.83

0.00

234,104.83

SUPERIOR TOWNSHIP - UTILITY DEPARTMENT  
CHECK REGISTER  
SEPTEMBER 17 THROUGH OCTOBER 21, 2019

10:17 AM  
10/16/19  
ACCRUAL BASIS

DATE	NUM	NAME	MEMO	AMOUNT
100 - CASH - O&M				
101 - CHECKING - CHASE	2050000485529			
09/17/19	11942	ALL SEASONS LANDSCAPING CO., INC.	MISC. SUPPLIES	(589.91)
09/17/19	11943	BLUE CROSS BLUE SHIELD	MEDICAL INSURANCE - OCT 19	(5,437.41)
09/17/19	11944	CONSUMER'S LIFE INSURANCE COMPANY	LIFE INSURANCE - OCTOBER 2019	(73.78)
09/17/19	11945	CORRIGAN OIL CO.	DIESEL - 360.0 GALLONS	(759.46)
09/17/19	11946	DTE	ELECT. & GAS @ 1799 N. PROSPECT - SEP19	(195.72)
09/17/19	11947	EJ USA, INC. (EAST JORDAN)	WRENCH SOCKET	(152.00)
09/17/19	11948	MAILFINANCE	FOLDER LEASE - SEP-NOV19	(867.45)
09/17/19	11949	OCCUPATIONAL HEALTH CENTERS OF MICH...	DOT RECERTIFICATIONS	(283.00)
09/17/19	11950	SLC METER, LLC	END POINTS & IR COMM DEVICE	(16,272.00)
09/17/19	11951	SOUTHEASTERN EQUIPMENT CO., INC.	SKIDSTEER RENTAL	(7,000.00)
09/17/19	11952	SUPERIOR TWP. GENERAL FUND	MICROSOFT 360 ONLINE SERVICES - SEP19	(135.00)
09/17/19	11953	SUPERIOR TWP. PAYROLL FUND	PAYROLL - 09/19/2019	(24,536.92)
09/17/19	11954	THE BOSTWICK COMPANY	ARLINGTON ASPHALT REPAIR	(3,500.00)
09/17/19	11955	YPSILANTI COMM. UTILITIES AUTHORITY	W/S PURCH. - AR PROPERTIES - AUG19	(230.55)
09/24/19	11956	AIS CONSTRUCTION EQUIPMENT (POWERPL...	HYDRAULIC PRESSURE HOSE	(149.71)
09/24/19	11957	AMAZON CAPITAL SERVICES, INC.	OFFICE SUPPLIES	(196.60)
09/24/19	11958	AUTO-WARES GROUP (AUTO VALUE)	GREASE	(28.90)
09/24/19	11959	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE - OCTOBER 2019	(546.49)
09/24/19	11960	EFFICIENCY PRODUCTION, INC.	MIOSHA TRAINING - HARDING & MILLETT	(100.00)
09/24/19	11961	HOME DEPOT	NEW SUMP PUMP	(465.92)
09/24/19	11962	LOUIS MCSWAIN	REFUND PAYMENT MADE IN MAGIC WRIGHTER IN ERROR	(296.00)
09/24/19	11963	MARY BURTON	MILEAGE - 08/02-09/20/19	(87.00)
09/24/19	11964	MICHIGAN PUBLIC SERVICE INSTITUTE	FOCUS ON LEADERSHIP	(695.00)
09/24/19	11965	OHM ENGINEERING ADVISORS	WATER AMP	(1,959.25)
09/24/19	11966	SUPERIOR TWP. GENERAL FUND	ADD'L WORKERS' COMP. INSURANCE	(198.29)
09/24/19	11967	SUPERIOR TWP. PAYROLL FUND	PENSION & HCSP - SEPT 2019	(6,164.69)
09/24/19	11968	TERMINIX PROCESSING CENTER	PEST CONTROL	(53.00)
09/24/19	11969	TRUGREEN	LAWN SERVICE - MAINT. FAC.	(131.96)
09/24/19	11970	VERIZON	CELL PHONES - SEP19	(613.60)
09/24/19	11971	VISION SERVICE PLAN	VISION INSURANCE - OCT 19	(116.60)
09/24/19	11972	WEX BANK	FUEL - SEPT 19	(369.28)
09/24/19	11973	YPSILANTI ACE HARDWARE	SUPPLIES	(56.74)
09/24/19	11974	YPSILANTI COMM. UTILITIES AUTHORITY	WATER - ADM. BLDG. - JUL-AUG19	(43.81)
10/01/19	11975	MLIVE MEDIA GROUP	WATER RATE INCREASE	(63.75)
10/01/19	11976	SUPERIOR TWP. PAYROLL FUND	PAYROLL - 07/14/16	(24,567.79)
10/02/19	11977	BRAD SYLVESTER	VOID: SIGN PAINTED	0.00
10/02/19	11978	ALL SEASONS LANDSCAPING CO., INC.	MISC SUPPLIES	(216.97)
10/02/19	11979	AMAZON CAPITAL SERVICES, INC.	EQUIPMENT	(393.41)
10/02/19	11980	AT&T	BOOSTER STA. PHONE - SEP19	(228.83)
10/02/19	11981	BATTERIES + BULBS	BATTERIES	(17.99)
10/02/19	11982	BEAVER RESEARCH COMPANY	GREASE	(246.57)
10/02/19	11983	CINTAS CORPORATION	FIRST AID REFILL	(213.33)
10/02/19	11984	CORE & MAIN	2" METER	(982.04)
10/02/19	11985	DTE	GAS & ELECTRIC @ MAINT. FAC. - SEP19	(786.39)

SUPERIOR TOWNSHIP UTILITY DEPARTMENT  
CHECK REGISTER  
SEPTEMBER 17 THROUGH OCTOBER 21, 2019

10:17 AM  
10/16/19  
ACCRUAL BASIS

DATE	NUM	NAME	MEMO	AMOUNT
10/02/19	11986	DTE	GAS & ELECTRIC @ 1756 WIARD - SEP19	(90.25)
10/02/19	11987	DTE	ELECT. & GAS @ 1799 N. PROSPECT - SEP19	(212.98)
10/02/19	11988	DTE	GAS @ ADM. BLDG. - SEP19	(43.54)
10/02/19	11989	DTE	ELECTRIC @ 810 W. CLARK - SEP19	(198.46)
10/02/19	11990	DTE	ELECTRIC @ 250 W. CLARK - SEP19	(98.07)
10/02/19	11991	DTE	ELECT. @ ADM. BLDG. - SEP19	(316.28)
10/02/19	11992	MILLENNIUM BUSINESS SYSTEMS	TOSHIBA COPIER LEASE - SEP19	(290.45)
10/02/19	11993	NIMBLE SYSTEMS	COMPUTER & PHONE ISSUES	(1,120.00)
10/02/19	11994	SHARE CORPORATION	DEGREASER	(1,635.02)
10/02/19	11995	SITEONE LANDSCAPE SUPPLY	MATERIALS FOR LAWN REPAIRS	(138.25)
10/02/19	11996	STARKS CLEANING, LLC	ADM. BLDG. CLEANING - SEP19	(400.00)
10/02/19	11997	STERICYCLE COMMUNICATIONS	ANSWERING SERVICE - SEP19	(271.52)
10/02/19	11998	SUPERIOR TWP. FIRE FUND	UD'S PORTION OF 2013 BOND	(5,314.02)
10/02/19	11999	SUPERIOR TWP. GENERAL FUND	UPKEEP MANAGED SERVICES - OCT19	(618.89)
10/02/19	12000	YOST SAND AND GRAVEL	TOPSOIL	(46.64)
10/02/19	12001	BRAD SYLVESTER	SIGN PAINTED	(350.00)
10/08/19	12002	PRINTING SYSTEMS, INC.	QB O&M CHECKS	(160.86)
10/08/19	12003	SUPERIOR TWP. PAYROLL FUND	HSA FEES - SEPTEMBER 19	(12.75)
10/08/19	12004	WEX BANK	FUEL - OCTOBER 2019	(109.55)
10/16/19	12005	AMAZON CAPITAL SERVICES, INC.	3 COMPUTER MONITORS	(386.97)
10/16/19	12006	AUTO-WARES GROUP (AUTO VALUE)	FILTER & OIL	(36.88)
10/16/19	12007	BADGER METER	ORION CELLULAR SERVICE UNIT (1,664) - SEP19	(1,480.96)
10/16/19	12008	COMCAST	INTERNET & PHONE - ADM. BLDG. - SEP19	(165.08)
10/16/19	12009	DTE	ELECTRIC @ 1385 E. CLARK - JUL-SEP19	(40.51)
10/16/19	12010	DTE	ELECTRIC @ 1649 CRAB APPLE - JUL-SEP19	(41.37)
10/16/19	12011	NEOFUNDS	POSTAGE METER REFILL	(500.00)
10/16/19	12012	NIMBLE SYSTEMS	SHIPPING - KTL'S LAPTOP	(262.06)
10/16/19	12013	SLC METER, LLC	END POINTS	(16,272.00)
10/16/19	12014	STANDARD PRINTING	#10 WINDOW ENVELOPES	(390.00)
10/16/19	12015	SUPERIOR TWP. PAYROLL FUND	PAYROLL - 10/17/19	(25,332.28)
10/16/19	12016	TAZ NETWORKS INC.	REPAIR LAPTOP	(400.00)
TOTAL 101 - CHECKING - CHASE 2050000485529				(156,758.75)
TOTAL 100 - CASH - O&M				(156,758.75)

10:17 AM,  
 10/16/19  
 ACCRUAL BASIS

SUPERIOR TOWNSHIP UTILITY DEPARTMENT  
 CHECK REGISTER  
 SEPTEMBER 17 THROUGH OCTOBER 21, 2019

DATE	NUM	NAME	MEMO	AMOUNT
120 · CASH · CAPITAL RESERVE				
125 · CR CHKG. - CHASE 639918234				
125YC · CAP. RESERVES CHECKING - YCUA				
09/17/19	712	EJ USA, INC. (EAST JORDAN)	ADJUSTMENT RINGS & RISERS	(991.44)
09/17/19	713	FTL CONSTRUCTION INC.	OAKBROOK HYDRANT INSTALLATION	(15,200.00)
09/17/19	714	YPSILANTI COMM. UTILITIES AUTHORITY	2010 BOND PAYMENT	(345,931.58)
09/24/19	715	CORE & MAIN	HYDRANT EXTENSION	(523.93)
09/24/19	716	LUCAS NURSERIES AND LANDSCAPING INC.	SEWER LINE REPAIR PROJECT	(699.00)
09/24/19	717	OHM ENGINEERING ADVISORS	CLARK RD. PUMP STATION DESIGN	(47,024.25)
09/24/19	718	SUPERIOR TOWNSHIP CREDIT CARD ACCOU...	SEWER LINE REPAIR PROJECT	(1,718.88)
09/24/19	719	SUPERIOR TWP. UTIL. DEPT. O&M	TRANSFER FROM CR TO O&M FUNDS FOR TWO DANBURY PA...	(7,660.04)
10/10/19	720	HOLMAN SURVEILLANCE SYSTEMS, LLC	MAINTENANCE BLDG SECURITY SYSTEM	(10,836.00)
TOTAL 125YC · CAP. RESERVES CHECKING - YCUA				(430,585.12)
TOTAL 125 · CR CHKG. - CHASE 639918234				(430,585.12)
TOTAL 120 · CASH · CAPITAL RESERVE				(430,585.12)
TOTAL				(587,343.87)



# SUPERIOR TOWNSHIP BILLS FOR PAYMENT

Date: October 21, 2019

GENERAL FUND	NONE TO SUBMIT
FIRE	NONE TO SUBMIT
LAW	NONE TO SUBMIT
PARK	NONE TO SUBMIT
BUILDING	NONE TO SUBMIT
UTILITY	NONE TO SUBMIT





## Public Hearing Notice City of Ypsilanti Zoning Board of Appeals

**Tuesday, 29 October 2019, 7:00 p.m.**  
**Council Chambers, City Hall**  
**1 S Huron, Ypsilanti, MI 48197**

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A public hearing will be held by the Zoning Board of Appeals to receive comments on the following:

**Variance Request: Dimensional variance for fence height at 632 N Mansfield.**

The Zoning Board of Appeals will hear an application, hold a public hearing, and make a determination regarding a variance application Sec. 122-422 (C) (3) to permit a fence higher than 6'. The property address, parcel number, and legal description are: 632 N Mansfield, 11-11-05-381-009, \*OLD SID - 11 11-161-325-00 YP CITY 19A-W93 PT OF LOTS 324, 325, & 326 COM 19.07' SLY OF SW COR LOT324, TH SLY 58', TH ELY AT RT ANGLES TO A PT 18.78' NLYOF SE COR OF LOT 325, TH N 59.35', TH SWLY TO BEG. COLLEGE HEIGHTS SUBDIVISION NUMBER ONE.

Zoning Board of Appeals agendas and packets, including applications, staff reviews, and digital plans when possible, are available at [cityofypsilanti.com/ZBA](http://cityofypsilanti.com/ZBA). For further information, please call **734-483-9646** or email Scott Slagor, Preservation Planner, at [sslagor@cityofypsilanti.com](mailto:sslagor@cityofypsilanti.com). For a full calendar of City events, please go to our website at [cityofypsilanti.com/calendar.aspx](http://cityofypsilanti.com/calendar.aspx).

The City invites all interested persons to attend this meeting or to send written comments to the City of Ypsilanti, Community & Economic Development Department, One South Huron Street, Ypsilanti, Michigan 48197. The City of Ypsilanti will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired, Limited English Proficiency (LEP) services, and audios of printed materials being considered at the meeting. Individuals requiring auxiliary aids or services should provide two (2) days' notice to the City, and contact the City by writing the City Clerk's Office, One South Huron Street, Ypsilanti, Michigan 48197; or by calling the Clerk's Office at (734) 483-1100.

Andrew Hellenga  
City Clerk

**LANDLORDS, PLEASE POST THIS  
INFORMATION FOR YOUR TENANTS.**