

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
SPECIAL MEETING  
NOVEMBER 20, 2024  
PROPOSED MINUTES  
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**1. CALL TO ORDER**

The special meeting of the Charter Township of Superior Board was called to order by the Supervisor Ken Schwartz at 10:30 a.m. on November 20, 2024, at the Superior Charter Township Hall, 3040 North Prospect, Superior Charter Township, Michigan.

**2. ROLL CALL**

The members present were Supervisor Ken Schwartz, Clerk Lynette Findley, Treasurer Lisa Lewis, Trustee Bernice Lindke.

Absent: Trustee Bill Secrest, Trustee Rhonda McGill, Trustee, Nancy Caviston.

**3. ADOPTION OF AGENDA**

It was moved by Treasurer Lewis and supported by Clerk Findley to adopt the agenda.

The motion carried by unanimous vote.

**4. PLEDGE OF ALLEGIANCE**

Supervisor Schwartz led the assembly in the pledge of allegiance to the flag.

**5. CITIZEN PARTICIPATION**

**A. CITIZEN COMMENTS**

- Irma Golden spoke and requested the board and incoming board unblock her personal emails, citing a civil rights violation. She also recommended informing residents that Morris Concrete, operating without proper licenses or insurance, has been allowed to work in the township, including stamping township property illegally. She highlighted that Morris Concrete owes workers over \$50,000 in unpaid wages. Ms. Golden stated that the township has aided and abetted Morris Concrete in operating illegally.
- Brenda Baker shared the Committee to Promote Superior Township's monthly infographic, noting there will be no third Wednesday meetings in November or December, with a consolidated holiday meeting on December 4th. She also thanked departing board members for their support in establishing the committee and working on social media projects.

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- Mrs. Mohammad thanked Trustee McGill, Trustee Lindke, and Clerk Findley for their leadership and assistance in understanding township government during their tenures. She raised questions about the Cash and Investments Summary and the \$6.5 million in daily operating cash. She spoke about the township's lack of an insured cash sweep account, and the \$21,000 in outstanding checks from the September reconciliation, asking how many are from the previous fiscal year and the policy for writing off old checks. She also inquired about the status of hiring a new controller and the audit's progress.
- Pastor Harold Wimberly raised concerns about the township's Parks and Recreation program, noting that relying on part-time staff with low wages could lead to high
- paying jobs to support families and ensure a sustainable, effective program for the community.

**6. CONSENT AGENDA**

**A. APPROVAL OF MINUTES**

**1. OCTOBER 21, 2024, REGULAR MEETING**

It was moved by Clerk Findley and supported by Treasurer Lewis to approve the Consent Agenda with removal of the following:

- 1. SUPERVISORS REPORT**
- 2. LIAISON REPORT ON PARKS & RECREATION COMMISSION MEETING**
- 3. CLERK'S AUGUST 6<sup>TH</sup> STATE PRIMARY UPDATE – CORRECTED**
- 4. TREASURERS INVESTMENT REPORT**
- 5. CONTROLLERS REPORT**

The motion carried by unanimous vote.

**7. ITEMS REMOVED FROM CONSENT AGENDA**

**A. SUPERVISOR REPORT**

- Supervisor Schwartz stated that he had no report. Trustee Lindke responded, calling the lack of a monthly report unacceptable and underscoring the need for active engagement and accountability to the community. She emphasized that residents require a full-time Supervisor, noting that under the current Supervisor's tenure, reports have been submitted infrequently.

**B. LIAISON REPORT ON PARKS & RECREATION COMMISSION MEETING**

- Trustee Lindke praised the Parks and Recreation Department for their excellent work. She also responded to Supervisor Schwartz's remarks about Dixboro Green, clarifying that Dixboro Green was purchased by the Parks and Recreation department as a public

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park for all Superior Township residents. She recommended placing a sign at Dixboro Green to designate it as a public park.

**C. ~~CLERK'S AUGUST 6<sup>TH</sup> STATE PRIMARY, UPDATE CORRECTED~~**

- Clerk Findley corrected her August Clerk's report, clarifying that the omission of the word "openly" misrepresented her statement regarding campaign literature in Precinct 5. She explained it was not her intent to restrict voters, but an error in communication. Due to this, she believes her name was submitted to the FIRE Foundation for Individual Rights and Expression by someone associated with the Ann Arbor Independent, a publication she feels has unfairly criticized Black leaders without proper fact-checking. She encouraged residents to review the Clerks update from August.

**D. ~~TREASURERS INVESTMENT REPORT~~**

- Trustee Lindke discussed the lack of sweep accounts for cash investments, noting the township holds millions in accounts not earning sufficient returns. She emphasized the need to implement sweep accounts for better protection and investment of funds, as many other townships, like Pittsfield exercises. Trustee Lindke suggested hiring an auditor if needed for expertise, stressing that current accounts are underperforming. She assured the board she would follow up to ensure the issue is addressed.

**E. ~~CONTROLLER'S REPORT~~**

- The controller was not online. Trustee Lindke stressed the importance of hiring a local controller, stating that there are many qualified candidates in the area. She noted that the current controller had resigned twice before but was brought back by the board and emphasized the need for leadership closer to the community. She also alleged that the lack of quorum at the Monday meeting was orchestrated.
- Regarding the controller's report on the proposed budget, Trustee Lindke pointed out that it only reflected ongoing salary and legacy costs, excluding over \$200,000 for new positions. She clarified that no public hearing was required for the salary increases of the clerk, treasurer, and trustee positions, which were adjusted to be more comparable to neighboring townships.
- Trustee Lindke addressed misstatements by the controller regarding utility worker raises, stressing that she never promised increases. She explained that utility funds are separate from the general fund and cannot be combined, and that the raises for utility workers were modest and in line with other townships.
- She also highlighted disparities in how non-utility positions, like the new ordinance position with a \$90,000 salary, are handled compared to utility staff. Trustee Lindke urged residents to closely review the proposed increase for the Parks and Recreation Department, which includes a .9 FTE for family programming and emphasized the importance of funding these initiatives.

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- Lastly, she pointed out the \$1.6 million in undesignated reserves, criticizing the supervisor for withdrawing \$750,000 for Dixboro and the Motor Pathway but not approving funds for enhanced family programming. She concluded by reiterating that it is possible to allocate funds for these important programs.
- Trustee Lindke emphasized the ease with which funding was approved for projects like the Dixboro Motor Pathway, noting that \$750,000 was withdrawn from the undesignated reserves without hesitation. In contrast, she highlighted the difficulty in securing funding for enhanced programming in underprivileged areas, particularly for families and children, despite the availability of \$1.6 million in undesignated reserves. She urged residents to closely examine the proposed .9 FTE increase for family programming in the Parks and Recreation Department, stressing the importance of allocating resources to support these vital community initiatives.
- Clerk Findley noted that, for the past eight years, she had been involved in budget decisions. However, this year she was not consulted, and to her surprise, a critical permanent position, the Clerk Administrative Assistant (Kristina Rankin), was omitted from the budget. She had to request that the position be reinstated. Clerk Findley advised new members to carefully monitor the budget process.
- Supervisor Schwartz countered the disparities in allocating money and commented that too many substantive motions were made by this board.

**8. UNFINISHED BUSINESS**

A. Ordinance Officer – Job Posting

Treasurer Lewis moved to approve; however, the motion failed to carry for lack of support

**9. NEW BUSINESS**

A. RESOLUTION 2024-60, REPORTING OF TOWNSHIP CONTROLLER TO THE TOWNSHIP CLERK

It was moved by Treasurer Lewis supported by Clerk Findley to approve the resolution.

- Trustee Lindke reported that State law requires the Clerk's position always have finances reported directly to the Clerk. She expressed uncertainty as to why the financials had been directed to the Supervisor instead. Trustee Lindke informed the new Clerk that she has the authority to hire someone for this role, as it was unanimously approved. She reminded Clerk Robinson that, according to the Red Book, financials should be reported to the Clerk.

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

**RESOLUTION TO MOVE THE REPORTING OF THE TOWNSHIP CONTROLLER  
TO THE TOWNSHIP CLERK'S OFFICE**

**RESOLUTION NUMBER: 2024-60**

**DATE: NOVEMBER 18, 2024**

**WHEREAS**, the Charter Township of Superior is committed to ensuring the most efficient and effective administrative and financial reporting structure; and

**WHEREAS**, the Township recognizes the need for clear lines of communication and reporting within its government structure to optimize operations; and

**WHEREAS**, it is a typical reporting structure for a township controller to report to the Township Clerk's office in many municipalities, which has proven to be effective; and

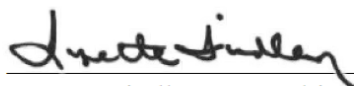
**WHEREAS**, such a reporting structure facilitates better coordination, oversight, and accountability of the financial operations of the township; and

**WHEREAS**, the Township Clerk is the official record keeper of the Township and works in concert with the Controller and Treasurer's Office to review and execute the release of funds, ensuring a high level of fiscal responsibility and transparency; and

**WHEREAS**, under MCL Section 41.65, the Township Clerk is mandated to maintain custody of all township records, books, and papers, and is responsible for the detailed accounting records of the township, including journals and ledgers that reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund, ensuring proper financial oversight and adherence to the uniform chart of accounts prescribed by the state treasurer.

**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 Charter Township of Superior Board held on November 20, 2024, 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

November 20, 2024  
Date Certified

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The motion carried by unanimous vote.

**B. 2024-61, APPROVE THE PURCHASE OF FIRE NOZZLES AND APPLIANCES USING  
FEMA ASSISTANCE TO FIREFIGHTERS GRANT FUNDS**

It was moved by Clerk Findley supported by Trustee Lindke to approve the resolution.

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

**RESOLUTION TO APPROVE THE PURCHASE OF FIRE NOZZLES AND  
APPLIANCES USING FEMA ASSISTANCE TO FIREFIGHTERS GRANT FUNDS**

**RESOLUTION NUMBER: 2024-61**

**DATE: NOVEMBER 18, 2024**

**WHEREAS**, the Charter Township of Superior Fire Department was awarded the Fiscal Year 2023 FEMA Assistance to Firefighters Grant (AFG) under award number EMW-2023-FG-05927 on July 8, 2024, for the purchase of fire nozzles and appliances; and

**WHEREAS**, this grant is part of a regional effort involving the fire departments of Pittsfield Township, Northfield Township, and the City of Belleville, with a total project budget of \$156,401.00, including \$142,182.72 in Federal funding and a required 10% local cost share of \$14,218.28; and

**WHEREAS**, a request for bids was issued via Bidnet/Biddirect, with bid submissions received and opened on October 30, 2024, by Nancy Mason and Fire Chief Vic Chevrette; and

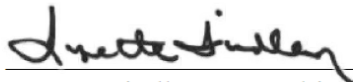
**WHEREAS**, two bids were received and reviewed: MacQueen Company of St. Paul, Minnesota, with a bid amount of \$101,311.00 (including a 20% factory discount), and Municipal Emergency Services (MES) of Sandy Hook, Connecticut, with a bid amount of \$123,175.57; and

**WHEREAS**, the bid from MacQueen Company was deemed the lowest responsible bid and met all the required specifications for the purchase of the nozzles and appliances needed for the Superior Township Fire Department and its regional partners.

**CERTIFICATION STATEMENT**

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

November 20, 2024  
Date Certified

The motion carried by unanimous vote.

**C. 2024-62, ALLOCATE REMAINING ARPA FUNDS**

It was moved by Clerk Findley supported by Trustee Lindke to approve the resolution.

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

**RESOLUTION TO APPROVE ARPA ALLOCATION TO WASHTENAW COUNTY  
FOR EAST WASHTENAW COMMUNITY AND RECREATION CENTER  
RESOLUTION NUMBER: 2024-62**

**DATE: NOVEMBER 18, 2024**

**WHEREAS**, the Charter Township of Superior has been allocated American Rescue Plan Act (ARPA) funds from the U.S. Department of Treasury for the purpose of supporting community development initiatives; and

**WHEREAS**, the Charter Township of Superior recognizes the need for enhanced community and recreational facilities to serve its residents and the surrounding areas; and

**WHEREAS**, the Township, in collaboration with Washtenaw County, has identified the development of the East Washtenaw Community and Recreation Center (EWCRC) as a critical project to meet these needs, with a proposed site at 1500 Stamford Rd., a 26-acre property owned by Washtenaw County and spanning both Ypsilanti and Superior Township; and

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**WHEREAS**, the Township intends to allocate \$445,472.52 of its ARPA funds to support the planning, development, and initial operational phases of the EWCRC, with the understanding that a formal agreement will be drafted and finalized before December 31, 2024, in compliance with federal ARPA regulations; and

**WHEREAS**, the Charter Township of Superior will remain the primary recipient of the ARPA funds, and Washtenaw County will be designated as a subrecipient, subject to federal reporting and evaluation requirements as stipulated by the U.S. Department of Treasury and the Township's ARPA guidelines; and

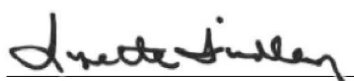
**WHEREAS**, the allocation of these funds will support Washtenaw County's efforts to secure architects and engineers through a competitive RFP process, establish a strategy for affordability and accessibility of the center for Superior Township residents, and provide quarterly progress reports to the Township Board regarding the project; and

**WHEREAS**, the approval of this allocation is contingent upon future review and approval of a formal subrecipient agreement by the Charter Township of Superior Administrative Officials and the Washtenaw County Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED** that the Charter Township of Superior hereby approves the allocation of \$445,472.52 of its ARPA funds to Washtenaw County for the development of the East Washtenaw Community and Recreation Center and directs the Township Attorney to draft an agreement with Washtenaw County, subject to final review and approval by the Township Clerk, Treasurer, and Supervisor. The Township is further directed to comply with all federal reporting requirements and ensure proper financial oversight in accordance with U.S. Department of Treasury guidelines.

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Roll Call

Ayes: Trustee Lindke  
Supervisor Schwartz  
Clerk Findley  
Treasurer Lewis  
Supervisor Schwartz

Nays: None

Absent: Caviston, McGill, Secret

The motion carried by majority vote.

**D. HOPE CLINIC**

Treasurer Lewis spoke about the annual initiative to support and donate food, blankets and non-perishable food. She invited the community to participate.

**E. SCHEDULED TRUTH AND TAXATION HEARING**

Friday, December 13, 2024, at 5:30pm.

It was moved by Trustee Lindke and supported by Treasurer Lewis.

The motion carried by unanimous vote.

**F. Outgoing Board Members Comments**

- Trustee McGill submitted a farewell letter, thanking the community for their support and highlighting accomplishments such as the speed humps on Stephens Drive and the new Community Center. She committed to staying actively involved in the community's future initiatives.
- Clerk Findley also submitted a farewell letter and highlighted her commitment to ethical service, respect for all, and efforts to improve resources for marginalized communities, develop trails, and preserve land. She thanked the board members for their support in achieving these goals. She recommended that all officials be included in key decisions and emphasized that retaliation or discrimination should not be tolerated. She criticized the exclusion of officials from a recent ceremony at Dixboro Green and urged residents to remain vigilant about how resources are allocated. She expressed gratitude for the opportunity to serve and her appreciation for the community.
- Trustee Lindke expressed pride in the significant accomplishments during her term, including the establishment of the community center, the opening of the library, the expansion of

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programming, and the development of motorized trails. She commended resident Jerry Clifton for his leadership in securing speed humps on Stephens Drive, noting that the process highlighted disparities between neighborhoods, particularly when compared to the swift approval of speed humps at Tanglewood.

**10. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS**

It was moved by Trustee Lindke supported by Clerk Findley to approve the resolution.

The motion carried by unanimous vote.

**11. PLEAS AND PETITIONS**

- Resident Steph raised concerns about Morris Concrete handling residents' winter tax bills, citing significant liability and the lack of a resolution for homeowners.
- Jan Wisner thanked the outgoing board members for their service and emphasized the need for an HR position to handle comparative reviews and evaluations, noting the legal risks of not doing so. She also recommended hiring a new controller, stating that the township's growth requires a more professional approach. She urged the board to prioritize competency and transparency.
- Irma Golden highlighted the importance of hiring a Human Resources Director to prevent employees from having undue influence over salary decisions.
- Trustee Lindke addressed Steph's inquiries about the lawsuit, explaining that the board had been advised by legal counsel to refrain from commenting. She encouraged residents to independently review the lawsuit's timeline and understand why no consequences were pursued against the developer.

**12. ADJOURNMENT**

It was moved by Trustee Lindke supported by Clerk Findley that the meeting be adjourned. The motion carried and the meeting adjourned at 11:45 a.m.

Respectfully submitted,

Angela Robinson, Clerk

Emily Dabish-Yahkind, Supervisor