

**CHARTER TOWNSHIP OF SUPERIOR BOARD  
WORK SESSION  
JULY 25, 2025  
APPROVED MINUTES  
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**1. CALL TO ORDER**

The work session meeting of the Charter Township of Superior Board of Trustees was called to order by Supervisor Emily Dabish Yahkind at 1:30 p.m. on July 25, 2025, at the Superior Charter Township Hall, 3040 N Prospect Rd, Superior Charter Township, Michigan.

**2. ROLL CALL**

The board members present included Supervisor Emily Dabish Yahkind, Clerk Angela Robinson, Treasurer Lisa Lewis, Trustee Sarah Devereaux, Trustee Dana Greene Jr., and Trustee Ken Schwartz.

Absent: Trustee Brenda McKinney

**3. ADOPTION OF AGENDA**

The motion was made by Trustee Schwartz and supported by Trustee Devereaux to approve the agenda.

**The motion carried unanimously.**

**4. CITIZEN PARTICIPATION**

None.

**5. DISCUSSION**

**A. REVIEW OF JANUARY – JUNE BUDGET WITH PRELIMINARY/INCOMPLETE ACTUALS**

The board reviewed the balance sheet and discussed cash holdings, receivables (e.g., T-bills, cable fees, and state revenue), and new accounting items like lease receivables and healthcare savings due to updated federal standards. Treasurer and staff explained the movement of funds from T-bills into sweep accounts for better interest returns, generating over \$100,000 since March. Board members emphasized the need for better financial education and transparency for new trustees and the public, requesting quarterly summaries and clearer analysis—possibly from a future controller or external firm.

Deficit spending was clarified as drawing from reserves rather than a true negative balance, with current reserves equating to about six months of operating expenses. Some overspending was tied to one-time commitments like infrastructure and ADA projects. The board discussed the hiring freeze, emphasizing the need for clarity and a financial impact summary before lifting it. Additionally, they explored updates on revenue trends,

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tree fund usage, right-of-way funding, and expectations for upcoming budget growth. Members agreed that upcoming budgets should focus on holding expenditures flat to rebuild reserves.

**B. AUDIT**

The board discussed the audit, focusing on the long-standing material weakness noted in every audit since the 1980s due to not having a CPA on staff to certify financials—an issue common among townships of similar size and not indicative of poor internal controls. A resident also raised concern about a property sale where net revenue was lower than the sale price; the board explained that deductions for realtor commissions and testing fees accounted for the difference. Members recommended providing greater clarity when listing large expenditures to help the public better understand the associated revenue sources.

**C. PERSONNEL MANUAL**

The board discussed finalizing the employee manual, with a key suggestion to establish a set schedule for merit-based raises—potentially biannual—to improve fairness and financial planning. Members agreed to share the draft manual with department heads for feedback before the August meeting. Edits related to sick leave and vacation payout policies are pending clarification and updates.

Additional action items include gathering documentation on the Plymouth Rd. land sale for transparency, confirming details regarding item “lease receivable – long term”, reviewing hiring freeze metrics, and considering quarterly financial reports with one-page summaries. Members expressed interest in future work sessions on topics like the tree fund and resettlement funds.

**6. ADJOURNMENT**

The motion was made by Trustee Greene and supported by Trustee Schwartz to adjourn the meeting. The motion carried and the meeting adjourned at 2:36 p.m.

Respectfully submitted,

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Angela Robinson, Clerk

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Emily Dabish Yahkind, Supervisor