

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
APPROVED MINUTES
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1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board of Trustees was called to order by Supervisor Emily Dabish Yahkind at 7:00 p.m. on August 18, 2025, at the Superior Charter Township Hall, 3040 N Prospect Rd, Superior Charter Township, Michigan.

2. PLEDGE OF ALLEGIANCE

Supervisor Dabish Yahkind led the assembly in the Pledge of Allegiance.

3. ROLL CALL

The board members present included Supervisor Emily Dabish Yahkind, Clerk Angela Robinson, Treasurer Lisa Lewis, Trustee Dana Greene Jr., and Trustee Brenda McKinney.

Absent: Trustee Sarah Devereaux, Trustee Ken Schwartz

4. ADOPTION OF AGENDA

The motion was made by Trustee McKinney and supported by Treasurer Lewis to approve the agenda.

The motion carried unanimously.

Documents submitted at the table will appear at the end of these minutes

5. CITIZEN PARTICIPATION

- **Tom Brennan**, Chair of the Zoning Board of Appeals, introduced himself and welcomed the new ZBA nominees. He also raised a concern about unredacted bank account information in the packet, which was confirmed as acceptable by Plante Moran.
- **Brenda Baker** highlighted The Community to Promote Superior Township's monthly infographic, introduced a new neighborly approach for recognizing "Superior People," and announced participation with a promotional table at the upcoming Michigan Folk School Folk Festival.

6. SUPERVISOR COMMENTS

- **Supervisor Dabish Yahkind** reported ongoing collaboration with HUD, MISHDA, Legal Services, the Sheriff's Office, and community leaders at Sycamore Meadows and Danbury on safety and trust-building efforts. Recent community highlights included hosting a "Shop with a Cop" event providing 220 backpacks and water play with the fire department, and continued outreach to Westridge and Arbor Woods mobile home parks

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regarding resources and advocacy. The nearly completed Geddes Road Pathway is expected to open soon with a ribbon cutting, improving access for nearby neighborhoods. Two new firefighters have joined the township, and discussions are underway to address speeding on Plymouth Road using a new state law that allows speed limits to be set at the 50th percentile.

**7. PRESENTATIONS
8. CONSENT AGENDA**

The motion was made by Treasurer Lewis and supported by Trustee McKinney to approve the consent agenda with corrections to the July 21, 2025 minutes.

A. APPROVAL OF MINUTES

- 1. JULY 21, 2025, REGULAR MEETING MINUTES**
- 2. JULY 25, 2025, WORK SESSION MINUTES**

B. REPORTS

- 1. SUPERVISOR REPORT**
- 2. BUILDING DEPARTMENT**
- 3. FIRE DEPARTMENT**
- 4. PARKS COMMISSION MINUTES**
- 5. UTILITY DEPARTMENT**
- 6. PLANNING AND ZONING DEPARTMENT**
- 7. ACCOUNTING REPORT**
- 8. MONTHLY FINANCIAL REPORTS, JUNE 2025**

C. COMMUNICATIONS

- 1. COMMITTEE TO PROMOTE SUPERIOR TOWNSHIP (C2PST)**

The motion carried unanimously.

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. UNFINISHED BUSINESS

A. RESOLUTION 2025-43, RESOLUTION TO APPROVE SERVICE AGREEMENT WITH THE WOODHILL GROUP

The motion was made by Trustee McKinney and supported by Trustee Greene to approve the resolution.

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**~~RESOLUTION TO APPROVE SERVICE AGREEMENT
WITH THE WOODHILL GROUP~~**

~~RESOLUTION NUMBER: 2025-43~~

~~DATE: AUGUST 18, 2025~~

~~WHEREAS, the Charter Township of Superior ("Township") desires to retain the services of The WoodHill Group, LLC ("WHG") to provide professional accounting and budget support services to assist the Township with its financial management and compliance obligations; and~~

~~WHEREAS, WHG has agreed to provide such services under the terms and conditions set forth in a Service Agreement dated August 18, 2025, for a one-year period ending August 17, 2026, with a total contract budget not to exceed \$100,000; and~~

~~WHEREAS, compensation under the Agreement is based on the following hourly rates:~~

- ~~• \$250.00 per hour for principal and senior members,~~
- ~~• \$200.00 to \$225.00 per hour for program managers,~~
- ~~• \$85.00 to \$175.00 per hour for other staff assignments,~~
- ~~• Reimbursement of reasonable time costs for travel (at half-time) and mileage at the standard IRS rate; and~~

~~WHEREAS, the Board has reviewed the terms of the Service Agreement, including the detailed scope of work and compensation schedule, and finds that entering into such agreement is in the best interests of the Township.~~

~~WHEREAS, WHG will perform remote work to meet required timelines and will be onsite 1-2 days per month and as needed. WHG will report directly to the Township Supervisor, Clerk, and Treasurer.~~

~~WHEREAS, The Township will provide administrative level access to BS&A and QuickBooks, remote access to Township systems, shared network file access, and office space during onsite work.~~

~~**NOW, THEREFORE, BE IT RESOLVED** that the Superior Charter Township Board hereby approves the Service Agreement between the Township and The WoodHill Group, LLC, as presented, including the scope of duties and hourly compensation outlined above, and authorizes the Township Supervisor and Clerk to execute said Agreement on behalf of the Township.~~

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~~**BE IT FURTHER RESOLVED** that the Township Supervisor, Clerk, Treasurer, and other appropriate Township officials are hereby authorized to take any and all actions necessary to implement the Agreement and carry out its intent and purpose, including payment of invoices consistent with the hourly rate structure set forth in the Agreement.~~

Roll Call

Aye: Clerk Robinson

Nay: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney

Absent: Trustee Devereaux, Trustee Schwartz

The motion was denied.

B. RESOLUTION 2025-44, RESOLUTION TO APPROVE OPTION AGREEMENT FOR EASEMENT – SBA MONARCH TOWERS III, LLC

The motion was made by Treasurer Lewis and supported by Trustee McKinney to approve the resolution.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO APPROVE OPTION AGREEMENT FOR EASEMENT –
SBA MONARCH TOWERS III, LLC**

RESOLUTION NUMBER: 2025-44

DATE: AUGUST 18, 2025

WHEREAS, SBA Monarch Towers III, LLC has proposed an Option Agreement granting SBA the exclusive right to enter into a fifty-five (55) year communications easement and to assume the Township's interest in the existing ground lease for the property known as Site ID MI41274-T (Superior Township Maintenance Facility); and

WHEREAS, under the terms of the Option Agreement, SBA will pay Superior Township a one-time purchase price of \$676,000.00, with an additional monthly revenue share of \$300.00 beginning with the fourth broadband tenant on SBA's structure, escalating by 3% annually; and

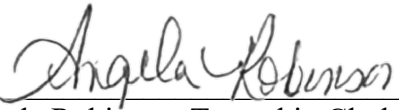
WHEREAS, the Township will cooperate with SBA in executing all required documents necessary to effectuate the transaction and ensure the issuance of title insurance, and the transaction is contingent upon conditions acceptable to SBA, including satisfactory title, survey, and governmental approvals;

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NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board of Trustees hereby approves the Option Agreement with SBA Monarch Towers III, LLC, and authorizes the Township Supervisor to execute the agreement and all related documents necessary to complete the transaction, subject to legal review.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

11. NEW BUSINESS

A. RESOLUTION 2025-46, RESOLUTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT WITH PLANTE & MORAN, PLLC FOR TEMPORARY FINANCE ASSISTANCE

The motion was made by Trustee McKinney and supported by Treasurer Lewis to approve the resolution with an amendment.

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

**RESOLUTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT
WITH PLANTE & MORAN, PLLC FOR TEMPORARY FINANCE ASSISTANCE**

RESOLUTION NUMBER: 2025-46

DATE: AUGUST 18, 2025

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WHEREAS, Superior Charter Township (“Township”) requires temporary finance assistance services to ensure continuity and efficiency in financial operations; and

WHEREAS, Plante & Moran, PLLC (“PM”) has proposed to provide such services in accordance with the terms and conditions set forth in its Professional Services Agreement – Temporary Finance Assistance, dated July 16, 2025, including advisory support, project deliverables, confidentiality provisions, and fee arrangements; and

WHEREAS, the Agreement outlines the scope of services, management responsibilities, review and supervision requirements, payment terms, and other provisions necessary for the Township to obtain high-quality financial support services; and

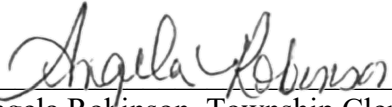
WHEREAS, the fees for such services will be based on the actual time expended and billed at the blended rate of \$195/hour for all personnel. ~~following discounted hourly rates: Accounting Consultant—\$165/hour, Senior Accounting Consultant—\$185/hour, Manager—\$250/hour, Partner—\$400/hour, with an optional blended rate of \$195/hour for all personnel; and~~

WHEREAS, the Board of Trustees has reviewed the Agreement and determined that engaging PM for these services is in the best interest of the Township.

NOW, THEREFORE, BE IT RESOLVED, the Superior Charter Township Board of Trustees hereby approves the Professional Services Agreement – Temporary Finance Assistance with Plante & Moran, PLLC, dated July 16, 2025, and authorizes the Township Supervisor and Clerk to execute all documents necessary to implement the Agreement.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

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**B. RESOLUTION 2025-47, RESOLUTION TO APPROVE NOMINATION TO THE
ZONING BOARD OF APPEALS**

The motion was made by Trustee McKinney and supported by Trustee Greene to approve the resolution.

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

**RESOLUTION TO APPROVE NOMINATION
TO THE ZONING BOARD OF APPEALS**

RESOLUTION NUMBER: 2025-47

DATE: AUGUST 18, 2025

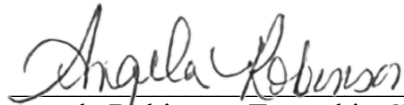
NOMINEE

William Schoefield, term expires August 18, 2028

NOW, THEREFORE, BE IT RESOLVED that the board member is hereby duly nominated to serve on the committees, commissions, boards, and authorities of Superior Township, as outlined above, and shall undertake their respective role with the dedication and expertise required to further the goals and responsibilities of these bodies.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

**Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee
McKinney, Clerk Robinson**

Nay: None

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Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously

C. RESOLUTION 2025-48, RESOLUTION TO APPROVE NOMINATION AS AN ALTERNATE TO THE ZONING BOARD OF APPEALS

The motion was made by Trustee Greene and supported by Treasurer Lewis to approve the resolution.

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

**RESOLUTION TO APPROVE NOMINATION AS AN
ALTERNATE TO THE ZONING BOARD OF APPEALS**

RESOLUTION NUMBER: 2025-48

DATE: AUGUST 18, 2025

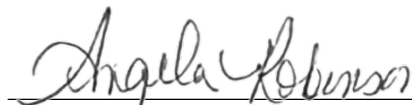
NOMINEE

Austin Anderson, term expires August 18, 2028

NOW, THEREFORE, BE IT RESOLVED that the board member is hereby duly nominated to serve on the committees, commissions, boards, and authorities of Superior Township, as outlined above, and shall undertake their respective role with the dedication and expertise required to further the goals and responsibilities of these bodies.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

The motion carried unanimously.

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D. RESOLUTION 2025-49, RESOLUTION TO AWARD CONTRACT FOR ROOF REPLACEMENT – FIRE STATION #1

The motion was made by Treasurer Lewis and supported by Trustee McKinney to approve the resolution.

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

**RESOLUTION TO AWARD CONTRACT FOR ROOF REPLACEMENT –
FIRE STATION #1**

RESOLUTION NUMBER: 2025-49

DATE: AUGUST 18, 2025

WHEREAS, the roof at Fire Station #1 is over 25 years old and has experienced ongoing leaks despite repeated repairs; and

WHEREAS, bids for a full roof replacement were solicited through Bidnet with the assistance of OHM Advisors, and four bids were received and reviewed on July 22, 2025; and

WHEREAS, the lowest bidder, Sterling Construction, failed to submit a required bid bond, and the second-lowest bidder, Armstrong Enterprises, submitted a complete and qualified bid; and

WHEREAS, OHM Advisors and the Fire Chief recommend awarding the bid to Armstrong Enterprises, 11185 Country Lane, Pinckney, MI, in the amount of \$74,950.00, with a contingency of \$10,000.00 for a total not-to-exceed cost of \$84,950.00; and

WHEREAS, funding for this project will come from the Township's Building Reserve Fund, which currently has a balance of \$471,000.00.

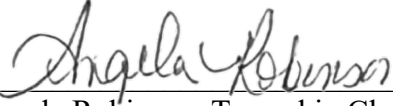
NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves awarding the contract for roof replacement at Fire Station #1 to Armstrong Enterprises for a total amount not to exceed \$84,950.00.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18,

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2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

E. RESOLUTION 2025-50, RESOLUTION TO APPROVE PURCHASE OF BEDROOM FURNITURE FOR FIRE STATION #2

The motion was made by Treasurer Lewis and supported by Trustee Greene to approve the resolution.

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

**RESOLUTION TO APPROVE PURCHASE OF BEDROOM FURNITURE
FOR FIRE STATION #2**

RESOLUTION NUMBER: 2025-50

DATE: AUGUST 18, 2025

WHEREAS, the Superior Township Fire Department requires additional bedroom furniture at Fire Station #2 to accommodate the recent hiring of three new firefighters; and

WHEREAS, the proposed purchase includes two (2) twin bed frames, three (3) wall lockers, three (3) night stands, one (1) room divider, three (3) pedestals for lockers, and associated delivery and installation; and

WHEREAS, West Michigan Office Interiors (WMOI) has provided a quote for the specified items in the amount not to exceed \$7,147.64, and has been a prior vendor for the Township; and

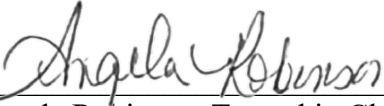
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WHEREAS, WMOI is the sole source provider for this purchase and delivery is time-sensitive, with a target date of September 6, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board of Trustees hereby approves the purchase of bedroom furniture for Fire Station #2 from West Michigan Office Interiors in an amount not to exceed \$7,147.64.

CERTIFICATION STATEMENT

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Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

F. RESOLUTION 2025-51, RESOLUTION TO APPROVE PURCHASE OF CLERK'S OFFICE COMPUTERS

The motion was made by Treasurer Lewis and supported by Trustee Greene to approve the resolution with an amendment.

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

RESOLUTION TO APPROVE PURCHASE OF CLERK'S OFFICE COMPUTERS

RESOLUTION NUMBER: 2025-51

DATE: AUGUST 18, 2025

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WHEREAS, the Clerk's Office requires necessary computer upgrades to ensure secure and reliable operations for the upcoming November 4, 2025, election and to comply with the end of Windows 10 support in October 2025; and

WHEREAS, TAZ Networks has provided a quote for the purchase of two Lenovo desktop computers and one Lenovo laptop, along with related consulting services, tailored to the Township's environment and focused on reliability and security; and

WHEREAS, the total estimated cost is \$4,900.95 ~~\$5,557.43~~, which may be reduced through available discounts and tax-exempt status; and

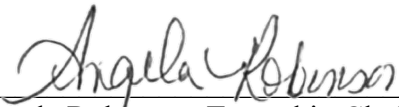
WHEREAS, the Clerk recommends proceeding with the purchase to ensure timely preparation and uninterrupted election operations.

NOW, THEREFORE, BE IT RESOLVED, the Superior Charter Township Board of Trustees hereby approves the purchase of the specified computer equipment and services from TAZ Networks in an amount not to exceed \$4,900.95 ~~\$5,557.43~~.

~~**BE IT FURTHER RESOLVED**, the Township Clerk is authorized to finalize the purchase and make necessary adjustments for discounts or tax-exempt status.~~

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025

Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

G. RESOLUTION 2025-52, RESOLUTION TO AMEND THE RATES, FEES, AND CHARGES RELATED TO WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT

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The motion was made by Treasurer Lewis and supported by Trustee Greene to approve the resolution.

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WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO AMEND THE RATES, FEES, AND CHARGES RELATED TO
WATER SERVICES PROVIDED BY THE TOWNSHIP'S UTILITY DEPARTMENT**

DATE: AUGUST 18, 2025

RESOLUTION NUMBER: 2025-52

WHEREAS, this Board is authorized by statute and by the provisions of Township Ordinance No. 169 to determine by resolution rates, fees and charges for services and benefits by Township's sewer and water systems, and

WHEREAS, the Ypsilanti Community Utilities Authority has increased the charge for water by 5.69% and sewer by 6.34%, and

WHEREAS, the Superior Charter Township Utility Fund may not operate at a deficit, and

WHEREAS, after an analysis of the effect of the new charges for water, it was determined that it would be adequate to increase our water rates by 6.69%, and sewer rates by 7.34% and

WHEREAS, this Board finds that the amended proposed schedule of fees is reasonable and necessary for the continuing operations of the Township Utility System and consistent with the past practices and policies of the Township;

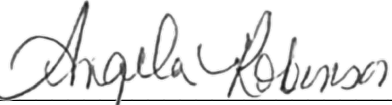
NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board does hereby determine that the fees for services and benefits furnished by the Township's water and sewer systems shall be amended per the attached Schedule A and Appendix B; and

BE IT FURTHER RESOLVED that this Resolution and attached schedule shall be published pursuant to Section 8 of the Charter Township Act being MCL 42.8 by posting in the Office of the Clerk, 3040 N. Prospect, Ypsilanti 48198 and on the Township website – www.superiortownship.org – with notice of such in *MLive*, an online newspaper of general circulation in the Township qualified under state law to publish legal notices, said rate changes shall be effective immediately upon publication thereof.

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CERTIFICATION STATEMENT

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Angela Robinson, Township Clerk

8/18/2025

Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

H. RESOLUTION 2025-53, RESOLUTION TO APPROVE FY2026 AAATA PURCHASE OF SERVICE AGREEMENT

The motion was made by Trustee Greene and supported by Clerk Robinson to approve the resolution.

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

**RESOLUTION TO APPROVE FY2026 AAATA PURCHASE
OF SERVICE AGREEMENT**

RESOLUTION NUMBER: 2025-53

DATE: AUGUST 18, 2025

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) and Superior Township have established an ongoing Purchase of Service Agreement (POSA) to provide public transit services for Township residents; and

WHEREAS, the POSA outlines fixed-route and demand-response services for the period of October 1, 2025 through September 30, 2026, with automatic annual renewals unless terminated with notice; and

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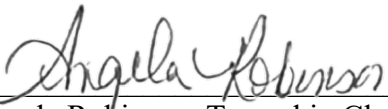
WHEREAS, the total cost for services in FY2026 is \$132,173, including \$86,613 for fixed-route services, \$27,231 for A-Ride demand-response services, and \$18,328 for capital costs; and

WHEREAS, continuation of this agreement is essential to ensure uninterrupted public transportation services beginning October 1, 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board of Trustees hereby approves the FY2026 Purchase of Service Agreement with the Ann Arbor Area Transportation Authority in the amount of \$132,173.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

I. RESOLUTION 2025-54, RESOLUTION OF SUPPORT FOR THE SUBMISSION OF A WASHTENAW COUNTY CONNECTING COMMUNITIES GRANT FOR AN ENGINEERING STUDY OF THE PLYMOUTH ROAD PATHWAY EXTENSION FROM THE DIXBORO PROJECT TO TANGLEWOOD

The motion was made by Trustee Greene and supported by Trustee McKinney to approve the resolution.

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WASHTENAW COUNTY, MICHIGAN**

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**RESOLUTION OF SUPPORT FOR THE SUBMISSION OF A WASHTENAW COUNTY
CONNECTING COMMUNITIES GRANT FOR AN ENGINEERING STUDY OF THE
PLYMOUTH ROAD PATHWAY EXTENSION FROM THE DIXBORO PROJECT TO
TANGLEWOOD**

RESOLUTION NUMBER: 2025-54

DATE: AUGUST 18, 2025

WHEREAS, the Charter Township of Superior previously received a Washtenaw County Parks and Recreation Commission (WCPARC) Connecting Communities grant for the Plymouth Road Pathway within Dixboro constructed in 2024; and,

WHEREAS, the Charter Township of Superior desires to extend the Plymouth Road Pathway east from The Dixboro Project to Tanglewood Drive to provide pedestrian and bicycle access to the Tanglewood subdivision, Church Street, and the commercial buildings at Ford Road; and,

WHEREAS, the project would provide a continuous non-motorized pathway on Plymouth Road through the Hamlet of Dixboro; and,

WHEREAS, the project is indicated as a Priority 1 connection in the Non-Motorized Pathway Plan within the 2023-2027 Superior Township Parks, Recreation, and Open Space Master Plan; and

WHEREAS, initial feasibility studies and preliminary engineering are required to create preliminary drawings and construction cost estimates for the project; and

WHEREAS, the Washtenaw County Parks and Recreation Commission Connecting Communities Program has a total of \$600,000 committed to funding non-motorized transportation projects in Washtenaw County in 2025, including \$100,000 for feasibility and engineering studies; and,

WHEREAS, applications are due for the 2025 program on August 28, 2025, by 4:00 P.M.; and,

WHEREAS, OHM Advisors has prepared a preliminary engineering study proposal for a fee of \$35,000; and,

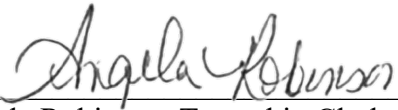
WHEREAS, a resolution of support is required to be submitted with the application from the Charter Township of Superior Board of Trustees.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
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NOW, THEREFORE BE IT RESOLVED that the Charter Township of Superior Board of Trustees supports the submission of an application for \$25,000 to the Washtenaw County Connecting Communities Program, with \$8,500 in local match, for the preliminary engineering study of the Plymouth Road Pathway Phase II.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

J. RESOLUTION 2025-55, RESOLUTION TO LIFT THE HIRING MORATORIUM FOR THE UTILITY DEPARTMENT

The motion was made by Treasurer Lewis and supported by Trustee Greene to approve the resolution.

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

**RESOLUTION TO LIFT THE HIRING MORATORIUM
FOR THE UTILITY DEPARTMENT**

RESOLUTION NUMBER: 2025-55

DATE: AUGUST 18, 2025

WHEREAS, on January 21, 2025, the Charter Township of Superior enacted a hiring moratorium in response to fiscal concerns and workforce reassessment needs; and

**CHARTER TOWNSHIP OF SUPERIOR BOARD
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WHEREAS, the hiring freeze was implemented as a temporary measure to stabilize township expenditures and evaluate staffing efficiency across departments; and

WHEREAS, the Township Board has since undertaken a review of the township's financial position, staffing needs, and departmental workloads, with particular attention to the operational demands of the Utility Department; and

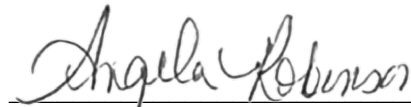
WHEREAS, the Board finds that adequate staffing within the Utility Department is essential to maintain uninterrupted public services, meet regulatory obligations, and ensure the continued safety and efficiency of township utility operations; and

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior hereby **lifts the hiring freeze moratorium enacted on January 21, 2025, solely for the Utility Department**, effective immediately upon passage of this resolution; and

BE IT FURTHER RESOLVED that the Utility Department is authorized to proceed with recruitment and hiring activities in accordance with township policies, budgetary constraints, and in consultation with the Township Supervisor and Accounting Administrator.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025

Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

K. RESOLUTION 2025-56, RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT FOR THE MEADOWS AT HAWTHORNE MILL – PHASE 1

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The motion was made by Clerk Robinson and supported by Trustee Greene to approve the resolution.

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

**RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT FOR
THE MEADOWS AT HAWTHORNE MILL – PHASE 1**

RESOLUTION NUMBER: 2025-56

DATE: AUGUST 18, 2025

WHEREAS, Pulte Homes of Michigan LLC (“Developer”) has proposed to develop Phase 1 of The Meadows at Hawthorne Mill, a five-phase residential condominium project located on approximately 71.57 acres south of Geddes Road and adjacent to the Prospect Pointe West Subdivision in Section 33 of Superior Charter Township; and

WHEREAS, the Township Planning Commission granted Final Site Plan approval for Phase 1 (STPC #21-01) on November 15, 2023, with an extension granted January 22, 2025, subject to conditions, which have been satisfied; and

WHEREAS, Section 10.05(G) of the Superior Township Zoning Ordinance requires the execution of a Development Agreement in connection with Final Site Plan approval; and

WHEREAS, the Development Agreement, attached hereto and incorporated herein by reference, outlines the terms, conditions, and responsibilities of the Developer and the Township regarding Phase 1 of the Development, including infrastructure installation, stormwater management, road improvements, tree replacement, performance guarantees, and other obligations; and

WHEREAS, the Township’s consultants have reviewed the Agreement and found it consistent with Township ordinances, engineering standards, and applicable law; and

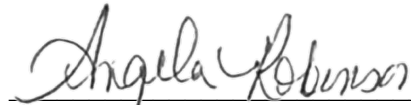
WHEREAS, the Township Board finds it to be in the best interest of the Township to approve the Development Agreement to ensure orderly development, adequate infrastructure, and compliance with all applicable regulations.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby approves the Development Agreement for The Meadows at Hawthorne Mill – Phase 1 between the Charter Township of Superior and Pulte Homes of Michigan LLC, in substantially the form attached hereto, and authorizes the Supervisor and Clerk to execute the Agreement on behalf of the Township.

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CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025

Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

L. RESOLUTION 2025-57, BUDGET AMENDMENTS FOR ALL FUNDS

The motion was made by Clerk Robinson and supported by Trustee Greene to approve the resolution.

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

BUDGET AMENDMENTS FOR ALL FUNDS

RESOLUTION NUMBER: 2025-57

DATE: AUGUST 18, 2025

WHEREAS, the Charter Township of Superior Board of Trustee's has carefully reviewed the Township's current spending, and

WHEREAS, the Charter Township of Superior Board of Trustees recognizes its responsibility to the citizens of the Charter Township of Superior 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

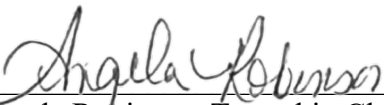
**CHARTER TOWNSHIP OF SUPERIOR BOARD
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reviewed the revenues and expenditures for 2025 and offers the following budget amendments.

NOW THEREFORE BE IT RESOLVED that the Charter Township of Superior Board of Trustees adopt the proposed budget amendments as set forth in the attached spreadsheet.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 August 18, 2025, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.



Angela Robinson, Township Clerk

8/18/2025
Date Certified

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

12. DISCUSSION

A. HIRING FREEZE

The board discussed continuing the hiring freeze due to projected overspending and scrutiny from the State of Michigan Treasury Department. Members expressed concern that granting raises during the freeze created long-term financial obligations without a clear process. They agreed the new personnel manual should establish a consistent, annual, performance-based system for raises. Concerns were also raised about how the township's financial situation could affect bond ratings and emergency borrowing for utilities or fire services. Ultimately, the board acknowledged the freeze must remain in place until finances improve.

B. STREET SWEEPING

The board discussed flooding concerns in Oakbrook, Washington Square, and other neighborhoods, with street sweeping proposed as a partial solution. The Road Commission quoted \$17,000 for additional summer sweeps (with matching funds),

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supplementing the usual spring and fall runs. Members stressed resident responsibility to bag leaves and avoid pushing debris into streets, as this clogs drains. Jurisdiction over drainage varies—older subdivisions fall under the Road Commission, newer ones involve HOAs, and private complexes remain owner-maintained—causing confusion that the township hopes to clarify through its GIS system. Public education and neighborly cooperation were emphasized, alongside ongoing infrastructure work such as new stormwater structures on Stamford Road.

13. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS

The motion was made by Trustee Greene and supported by Clerk Robinson to approve bills for payment and record of disbursements.

Roll Call

Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson

Nay: None

Absent: Trustee Devereaux, Trustee Schwartz

The motion carried unanimously.

14. PLEAS AND PETITIONS

- **Brenda McKinney** suggested exploring a free document-shredding event for township residents, similar to one offered by the Ypsilanti Library. Costs are estimated at \$700–\$1,200, with potential discounts through county partnerships. Location and logistics could be coordinated by the Sheriff and Fire Departments.
- **T.C. Collins** proposed installing marker rods in flood-prone areas to help identify clogged drains, suggested community shredding events that recycle paper into “seed biscuits” to promote pollinator awareness, and provided an update on the Clay Hill Community Farm and Garden, which has expanded to three weekly market days to meet growing demand and reduce food waste.
- **Mrs. Muhammad** reminded board members to use microphones and noted that mics remain live during breaks on Zoom. She echoed concerns about board member absences and pay, questioned why RFPs for a new auditing firm have not been issued, and urged Clerk Robinson to act promptly so the township is not forced to reuse the previous firm due to delays.
- **Rhonda McGill** stressed the need for board members to attend meetings, asked when the township newsletter will return for those not following meetings, and noted that Geddes Ridge lacks a sign.
- **Irma Golden** called for a forensic audit and a new auditor to ensure truth, transparency, and accountability.

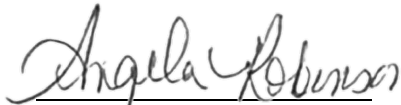
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- **Steph** requested an update on expanded lighting for Geddes Ridge, stating one proposed DTE light is insufficient, and asked for the timeline on installing the subdivision sign budgeted for this year, now that the Geddes pathway project is nearly complete.
- **Jan W.** opposed installing a Geddes Ridge sign due to current budget constraints.
- **Dana Greene Jr.**, announced that on August 21 the Ypsilanti District Library on Michigan Ave. will host a “Pull Up and Plug In” event offering free IDs, voter education and registration, community resources, a clothing giveaway, and free toiletries.

15. ADJOURNMENT

The motion was made by Trustee Greene and supported by Trustee McKinney to adjourn the meeting. The motion carried and the meeting adjourned at 8:31 pm.

Respectfully submitted,


Angela Robinson, Clerk

Public Safety & Neighborhoods

In addition to collaborating with HUD, MSHDA, and frequent communications with Legal Services -- Sheriff Dyer and I are working to strengthen engagement, improve safety, and hold landlords accountable for the conditions at Danbury Park and Sycamore Meadows. Our focus is on building trust with residents while ensuring housing is safe and secure.

The Township placed a lien on a Danbury property with long-standing violations after repeated attempts at compliance. This step reinforces our commitment to protecting tenants and improving neighborhood quality.

I'm also working with Westridge to support security efforts and bring oft looked after public resources to residents.

Community Engagement

On August 7, we hosted our first rental inspection town hall with landlords. These conversations are key to making sure everyone understands the program and feels heard as we roll it out in early September.

I've spoken with Arbor Woods residents about concerns over price gouging. I share their frustration and fully support legislation that would give municipalities and counties more authority to intervene in economic injustices in mobile home parks.

This fall, we'll be launching Community Tables — small, informal gatherings hosted by residents where neighbors and I can connect directly. These are meant to encourage open dialogue in a relaxed setting.

Thank you to everyone who joined the Trinity Health job fair on July 24. Events like these help connect residents to career opportunities and strengthen our ties to regional partners.

Planning is also underway for additional programming at Fireman's Park and the Dixboro Village Green following this summer's successful events.

Infrastructure & Services

The Geddes Road Pathway is nearing completion and will soon provide a much safer and more accessible route for walkers, runners, and cyclists bringing on-line Arbor Woods and Bromley Park to our non-motorized path.

EMERGENCY REPAIRS
ATTACHED

Emergency repairs were completed on the sewer main at Harvest Lane after a collapse earlier this summer. The line has been stabilized, and we are now planning for full replacement to avoid future issues.

Two new firefighters began today, expanding our department's ability to respond quickly to community needs.

Administration & Advocacy

The Township has also posted a part-time Blight Inspector position focused on addressing blight and supporting community engagement.

We continue to press the Michigan State Police to approve a lower speed limit on Plymouth Road. This is a top priority for safety, and I'll keep residents updated as we push this effort forward and lean on a public act that went into effect in fall of 2024 allowing for more discretion in lowering the limits -- and has yet to be taken advantage of by a Michigan community.

**DOCUMENT
SUBMITTED AT TABLE**

Inquiry Regarding Recent Financial Reporting for Superior Charter Township

From Breckner, Laura (TREASURY) <BrecknerL@michigan.gov>

Date Thu 8/7/2025 12:50 PM

To Emily Dabish Yahkind <edy@superior-twp.org>; Lisa Lewis <llewis@superior-twp.org>

Cc Brousseau, Nicholas (TREASURY) <BrousseauN@michigan.gov>

Some people who received this message don't often get email from brecknerl@michigan.gov. [Learn why this is important](#)

Good afternoon, Emily and Lisa,

I hope this message finds you doing very well.

My name is Laura Breckner. I am a departmental analyst with the Analytics & Outreach section in the Michigan Department of Treasury. Copied on this message is our section manager, Nick Brousseau. Our section reviews financial reporting from local units of government and works to help ensure the financial stability of local communities all around Michigan.

We noticed Superior Charter Township experienced a significant drop in General Fund balance reflected in the most recent financial reporting. We understand there are often circumstances that require significant financial investment for communities (both planned and unplanned). We wanted to inquire about any scenarios over the last year(s) that led to the drop in fund balance, plans for recovery, and if there are ways we may assist. If this is easily articulated via email, please feel free to respond. If you would like to schedule a virtual meeting, we would be glad to do that as well. Please let us know how we may best support your work and ensure the community's fiscal health.

We look forward to hearing from you soon.

Kind regards,

Laura

Laura Breckner

Departmental Analyst
Analytics & Outreach
Bureau of Local Government and School Services
Michigan Department of Treasury
Phone: 517-335-2127

**DOCUMENT
SUBMITTED AT TABLE**

**SUPERIOR CHARTER TOWNSHIP
PERSONNEL MANUAL**

WASHTENAW COUNTY, MICHIGAN

Last Revised: August 2025

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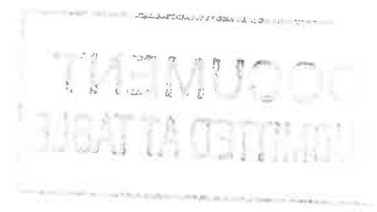
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1. INTRODUCTION

1.1 Purpose & Scope

This Personnel Manual applies to all non-union employees of Superior Charter Township. It does not apply to elected officials or their appointed deputies, or any employee whose employment is governed by a collective bargaining agreement. This manual provides guidance on employment policies, procedures, and benefits. It is intended to be informational and is not an employment contract.

It may be modified as needed over time, and any modifications shall be at the sole discretion of the Township Board (the Board). Furthermore, it is the responsibility of the Township Supervisor, either directly or through delegated representatives, to provide reasonable prior notice of changes or modifications to this manual to any affected employees.

1.2 Employment at Will

Employment with Superior Charter Township (the Township) is at-will, meaning either the Township or the employee may terminate employment at any time, with or without cause or notice, except as otherwise provided by law. This manual does not create an express or implied contract of employment, nor does it alter the at-will nature of employment.

This at-will policy does not apply to employees covered by collective bargaining agreements, civil service protections, or statutory provisions that grant specific termination rights. Employment decisions must comply with federal and state laws prohibiting discrimination or retaliation.

No representative of Superior Charter Township, other than the Township Board through a formal written agreement, has the authority to enter into any employment contract or make commitments regarding continued employment. The Township reserves the right to modify or amend this manual at any time, except where prohibited by law.

2. EQUAL EMPLOYMENT OPPORTUNITY & HARASSMENT POLICIES

2.1 Non-Discrimination Policy

Superior Charter Township is committed to providing equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, height, weight, or other protected statuses. All employment decisions — including hiring, compensation, benefits, promotions, transfers, and layoffs — will be based on individual qualifications, job-related skills,

and organizational needs. The Township Supervisor is responsible for overseeing civil rights compliance, subject to review by the Board.

2.2 Anti-Harassment Policy

Superior Charter Township is committed to maintaining a workplace free of harassment, or any kind or nature, and complies with the Michigan Elliott-Larsen Civil Rights Act (ELCRA) and Title VII of the Civil Rights Act of 1964. Harassment of any kind will not be tolerated.

Harassment includes, but is not limited to:

- a. Sexual harassment, including unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature..
- b. Employment decisions based on an employee's submission to or rejection of sexual conduct.
- c. Conduct that interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

2.3 Procedures for Processing Harassment and Discrimination Complaints

- a. **Report the Complaint:** If you have a complaint about harassment or discrimination, report it to the Township Supervisor. If the complaint involves the Supervisor, report it to the Township Clerk or Treasurer instead.
- b. **Initiate Investigation:** The Township will begin an investigation as soon as possible after receiving a complaint.
- c. **Conduct Investigation:**
 - (i) The investigation will usually be done by the Township Supervisor.
 - (ii) If the complaint involves the Supervisor or a member of the Township Board, a neutral third-party investigator will be used. This could be an HR consultant, lawyer, or someone appointed by the Board (referred to as the "In-House Investigator").
 - (iii) The investigation will involve interviewing people and reviewing evidence.
- d. **Document Findings:** The In-House Investigator will write down what they find and decide if a policy was violated.
- e. **Prepare Report:** The In-House Investigator will create a written report of their findings and give a copy to the person who complained and the Township

Board.

- f. **Corrective Action (If Complaint is True):** If the investigation finds that discrimination or harassment did happen, the Township will take action. This could include firing the person who did it.
- g. **Complaint Not Substantiated (If Complaint is Not True):** If the In-House Investigator finds that the complaint is not true, everyone involved will be told. The person who complained can appeal this decision to the entire Township Board by filing a written appeal
- h. **Appeal Process:** The Township Board can either deny the appeal (and the case is closed) or decide to get an outside investigator.
 - (i) If an "Outside Investigator" is brought in, they will review the original findings and either agree or disagree with the In-House Investigator's findings.
 - (ii) If the Outside Investigator agrees, the case is closed. If the Outside Investigator disagrees and finds discrimination or harassment did happen, the Township Board will take corrective action.
- i. Retaliation against anyone submitting a complaint, in good faith, is strictly prohibited.

3. EMPLOYMENT CLASSIFICATIONS & WORK SCHEDULE

3.1 Employee Classifications

- a. **Full-Time Employees** – Employees required to work a minimum of 37.5 hours per week (40 hours for Utility Department employees) and receive full benefits.
- b. **Part-Time Employees** – Employees who work between 20 to 37.5 hours per week (under 40 hours for Utility Department employees) and may receive prorated benefits.
- c. **Temporary Employees** – Employees hired for up to 12 months to assist with staff absences or seasonal workloads. They do not receive benefits and are paid an hourly rate, unless otherwise approved by the Township Board. The Supervisor, Clerk, or Treasurer may hire temporary employees within the Board-approved budget.
- d. **Appointed Deputies** – The Clerk and Treasurer must appoint a deputy, while the Supervisor may do so. Deputies hold a public office and serve “at the

pleasure of the official,” meaning their appointment is tied to that official’s tenure. For personnel purposes, they are not considered regular employees.

3.2 Hire Dates & Employment Status Conversions

An employee’s hire date is used to determine benefits eligibility, vacation accrual, longevity pay, and pension vesting. In some cases, employees who transition to a new employment classification will receive a new hire date that impacts their benefits.

- a. Initial Hire Date.
 - (i) The initial hire date is assigned when an employee begins employment with Superior Charter Township.
 - (ii) If an employee transitions from part-time to full-time or temporary to regular status, a new full-time hire date will be assigned.
 - (iii) The new hire date will be used to calculate:
 - (a) Vacation and sick leave accrual
 - (b) Longevity pay eligibility
 - (c) Retirement health care vesting
 - (d) Years of service for pension benefits
- b. Conversion from Part-Time to Full-Time Status.
 - (i) Employees who transition from part-time to full-time after April 1, 2005, will be assigned a new full-time hire date.
 - (ii) Any accrued sick and vacation benefits will be prorated and transferred to their benefit bank.
 - (iii) Employees who transitioned before April 1, 2005, will retain their initial hire date for accruing all benefits, except for MERS Pension and MERS Health Care Savings Plan, which will use the full-time hire date.
 - (iv) The employee’s John Hancock pension account will be set to inactive status after the final contribution and will remain in John Hancock until termination or age 55. Employees with at least 20 months of combined participation in John Hancock and MERS are vested and retain employer contributions, while those with less than 20 months are unvested, and employer contributions revert to the Township. Upon transitioning to full-time, the employee will be enrolled in MERS, with part-time service not counting toward MERS years of service.
- c. *Conversion from Temporary to Permanent Status.* A temporary employee working 20+ hours per week may transition to a permanent position with Board of Trustees approval.

- d. *Part-Time Employees Converting to Permanent Part-Time.*
 - (i) Receive two (2) personal days upon conversion.
 - (ii) Previous months of service count toward the first-year employment requirement for vacation accrual.
 - (iii) Eligible for John Hancock Plan participation beginning the first workday as a permanent employee.
 - (iv) Assigned a new hire date, which will be used for benefit calculations.
- e. *Full-Time Employees Converting to Permanent Status.*
 - (i) Receive two (2) personal days upon conversion.
 - (ii) Previous months of service count toward the first-year employment requirement for vacation accrual.
 - (iii) Eligible for health and life insurance starting the first of the month after conversion.
 - (iv) Assigned a new hire date and enrolled in MERS effective on the first full-time workday.

3.3 Work Hours & Pay Periods

- a. Regular office hours: 8:00 AM - 4:00 PM, Monday - Friday.
- b. Utility Department hours: 8:00 AM - 4:30 PM, Monday - Friday.
- c. Any changes to these work hours must be authorized by the employee's Department Head in writing.
- d. Pay periods occur biweekly, with paychecks issued every other Thursday.
- e. Employees must submit timesheets by the designated deadline (Mondays at 9:00 AM) to ensure timely payroll processing. All time sheets, after departmental approval, must be turned over to the payroll administrator by Monday at 9:30 AM.

3.4 Lunch & Rest Breaks

- a. For each work day, employees are entitled to:
 - (i) One 30-minute unpaid lunch break.
 - (ii) Two **15-minute paid rest breaks** (one in the morning, one in the afternoon).
- b. Lunch and rest breaks may be combined, but may not exceed 45 minutes. Employees should work with their direct supervisor to ensure that their lunch

and rest breaks are scheduled at times that do not disrupt the daily operations of their departments. There is no smoking in Township buildings or on Township property.

3.5 Personal Information Updates

- a. Employees must report any changes to their name, address, telephone number, marital status, tax withholding status, beneficiaries, dependents, or emergency contact information to the Personnel Manager's Office within five (5) days of the change.
- b. Employees must also provide their current telephone number to their immediate supervisor and update them promptly if it changes. Failure to update personal information may affect payroll, benefits, or emergency notifications. The Township will use the most recent records on file for all employment-related matters.

3.6 Overtime & Compensatory Time

- a. Non-exempt employees receive overtime pay at 1.5x their hourly rate for work exceeding 40 hours per week, provided that the employee receiving the overtime pay has not used any benefit time during the week that the overtime was accrued. All overtime must be pre-approved in advance by a supervisor.
- b. Employees may request compensatory time instead of overtime pay, accruing 1.5 hours per overtime hour worked, subject to department approval. The maximum balance is 37.5 hours (40 for Utility Department); excess overtime is paid automatically. Employees receive a balance report with each paycheck and may cash out hours by submitting a request form, signed by their Department Head, to the Payroll Administrator.
- c. Utility employees will receive a minimum of three hours pay or comp time for all after-hours "call outs" in which they are called back to work to respond to an urgent utilities emergency. Hours worked immediately preceding or following the normal work schedule do not qualify as an after hours call-out and will be treated as normal overtime.
- d. Utility employees who are scheduled as "on-call" will be compensated for the time required to be available. Compensation will be determined and approved annually by the Board of Trustees.

3.7 Managerial Time

Exempt employees do not receive overtime pay but may accrue up to **five (5) Managerial Comp Days** per year. These are earned at a **1:1 ratio** for additional hours

worked beyond the standard workweek, subject to supervisor approval. Managerial comp days must be used within the same calendar year.

3.8 Drug Free Workplace

Superior Charter Township is committed to a safe, productive, and drug-free workplace in compliance with the Federal Drug-Free Workplace Act of 1988.

- a. *Prohibited Conduct.* Employees are prohibited from:
 - (i) Manufacturing, distributing, possessing, or using illegal drugs or controlled substances on Township property, in Township vehicles, or during work hours.
 - (ii) Reporting to work impaired due to illegal drugs or misuse of medication.
 - (iii) Using or possessing marijuana in the workplace, even if legally prescribed or recreationally permitted under Michigan law.

- b. *Employee Responsibilities & Assistance.*
 - (i) Employees must notify the Township within five (5) days of a drug-related workplace charge or conviction.
 - (ii) Employees seeking help for substance abuse may contact Human Resources for information on support programs.

- c. *Disciplinary Actions & Rehabilitation.*
 - (i) Violations may result in disciplinary action, including termination.
 - (ii) The Township may offer rehabilitation instead of discipline, but employees must comply fully with all rehabilitation requirements.
 - (iii) Employees may be subject to drug testing if there is reasonable suspicion of impairment while on duty.
 - (iv) The Township will provide drug awareness education and maintain compliance with federal law. Employees are expected to fully support this policy without exception.

4. COMPENSATION & BENEFITS

4.1 Salary & Pay Increases

- a. Salary adjustments may be based on performance evaluations, market conditions, federal Cost of Living Adjustments (COLA), and budgetary considerations. All increases are subject to review and approval by the Township Board of Trustees and are not guaranteed.

- b. Employees may be eligible for merit-based increases based on exceptional performance, subject to budget constraints and Board discretion. Merit pay adjustments may be one-time bonuses or permanent salary increases, as determined by the Township Board on an annual basis.
- c. The Township is committed to ensuring fair and equitable pay adjustments across departments while maintaining fiscal responsibility.
- d. The Township also offers full and part-time employees longevity pay on the anniversary hire date as follows:
 - (i) Years 2-3: 1% of base pay
 - (ii) Years 4-5: 2% of base pay
 - (iii) Years 6-7: 3% of base pay
 - (iv) Years 8-9: 4% of base pay
 - (v) Years 10-19: 5% of base pay
 - (vi) Years 20+: 6% of base pay
- e. If the due date for an employee's longevity pay falls during the time they are on unpaid leave, the longevity pay shall be prorated based on actual time worked plus paid service hours. Service hours are defined as days for which the employee used paid benefit time.

4.2 PTO: Holidays

Superior Charter Township observes designated holidays as determined by the Township Board each year. All Township offices will close on these holidays, except those required by the Board to remain open.

- a. *Eligibility for Holiday Pay.*
 - (i) Regular full-time employees will receive holiday pay, provided they are in a paid status (e.g., working, using approved leave) during the pay period in which the holiday falls.
 - (ii) Regular part-time employees will receive holiday pay if the holiday falls on a day they are normally scheduled to work.
 - (iii) Employees on approved paid leave (e.g., PTO, sick leave, FMLA) will receive holiday pay as if they had worked, without it reducing their leave balance.
- b. *Holiday Pay for Employees Working on a Holiday.* Non-managerial employees required to work on an official Township holiday will receive compensation as outlined the Overtime policy contained within this manual.

4.3 PTO: Vacation Days.

Vacation time accrues based on length of service, with different rates for full-time, part-time, and Utility Department employees.

- a. Full-Time Employees.
 - (i) Receive one week of vacation after six months.
 - (ii) Accrual begins in the 13th month at 6.25 hours per month.
 - (iii) Increases to 9.375 hours per month after 5 years of service.
 - (iv) Increases to 12.5 hours per month after 10 years of service.
 - (v) Utility Department Employees:
 - (a) Accrue 6.66 hours per month starting in the 13th month.
 - (b) Increase to 10 hours per month after 5 years.
 - (c) Increase to 13.333 hours per month after 10 years.
- b. Part-Time Employees.
 - (i) Receive one week of vacation after six months, based on their average workweek.
 - (ii) Accrual is based on hours worked per pay period, increasing at 5 and 10 years.
- c. *Banking Hours.* Employees may bank up to 1.5 times their annual vacation accrual and must use excess vacation or forfeit it unless granted a temporary exception. Vacation requests should be made at least two weeks in advance, though shorter notice may be approved depending on department needs. Holidays falling within scheduled vacation do not count as vacation days. Unpaid time off is generally not permitted but may be granted in special cases if vacation is exhausted.

4.4 PTO: Personal Days

Personal days accrue annually and may be used with or without advance notice, depending on the situation.

- a. Accrual & Carryover.
 - (i) Full-time employees receive two personal days per year, accruing on the first day of employment and then on January 1st each year.
 - (ii) Unused personal days may carry over to the next year, up to a maximum bank of five days.
 - (iii) If accrual on January 1st exceeds the five-day limit, excess days will be paid out.

- b. Usage & Notice Requirements.
 - (i) 48-hour notice is preferred for planned use, but personal days may be used without advance notice for emergencies or unforeseen circumstances.
 - (ii) Employees must call or message their supervisor before the workday begins if using personal time unexpectedly. Failure to notify may result in disciplinary action and loss of benefit time.
 - (iii) Personal time for non-emergencies without notice is allowed if it does not disrupt department operations, subject to supervisor approval.

4.5 PTO: Sick Leave

Superior Charter Township provides sick leave for employees to use in cases of personal or immediate family illness, accidents, or medical appointments. Sick time accrues monthly, and employees must follow proper procedures when requesting leave.

- a. Accrual & Banking.
 - (i) Full-time employees earn 1/2 day per month in their first year and 1 day per month thereafter.
 - (ii) There is no limit on how much sick time may be banked.
 - (iii) Employees receive a Sick Time Bank report with each paycheck.
- b. Usage & Notification Requirements.
 - (i) Medical appointments require two days' advance notice unless an emergency arises.
 - (ii) Unexpected absences must be reported to the Department Head as soon as possible. If the employee is incapacitated, a designated person may notify the Township.
 - (iii) If sick time is exhausted, employees may use vacation or personal time with a doctor's note. Unpaid leave may be granted in extenuating circumstances.
- c. Medical Verification & Return to Work.
 - (i) A doctor's note may be required after three consecutive sick days or when a pattern of absenteeism suggests potential abuse.
 - (ii) Fitness-for-duty evaluations must be job-related and consistent with business necessity under ADA guidelines.

Employees who repeatedly take sick leave before or after weekends, holidays, or vacations may be subject to review for potential abuse. Corrective action may

include documented counseling or requiring a doctor's note for future absences. Falsifying sick leave requests will result in disciplinary action. Department Heads will monitor sick leave use to ensure fairness and operational efficiency.

4.6 PTO Request Process

Superior Charter Township requires employees to follow an approval process for both prearranged and unexpected time off to ensure proper staffing and operations.

- a. Prearranged Time Off Requests.
 - (i) Employees submit requests to their Department Head for initial approval.
 - (ii) The Department Head reviews requests for conflicts within the department and prioritizes based on submission date and ability to adjust plans.
 - (iii) If no conflicts exist, the request is sent to the Township Supervisor (except for Parks) to check for conflicts across departments. If needed, coverage may be arranged to accommodate multiple requests.
 - (iv) The Township Supervisor returns approved or denied requests to the Department Head, who notifies the employee.

- b. Department Head Time Off Requests.
 - (i) General, Utility, and Building Department Heads submit requests directly to the Township Supervisor, or the Deputy Supervisor.
 - (ii) The Parks Administrator submits requests to the appointed Parks Commissioner and informs the Township Supervisor of approved employee vacations in writing.

- c. Unexpected Time Off Requests.
 - (i) Employees using sick or personal time unexpectedly must submit a Time Off Request Form upon returning to work.
 - (ii) Employees submit the form to their Department Head, who forwards it to the Township Supervisor for final approval.
 - (iii) Once signed, the employee attaches the approved request to their timesheet.

4.7 Health Insurance

Full-time employees are eligible for medical, dental, and vision insurance starting on the first day of the month following hire. Coverage extends to spouses, dependents, and domestic partners as defined by the plan. Employees may be required to contribute a portion of the premium costs, which are reviewed annually.

Employees may opt out of Township-sponsored health insurance if covered under another qualifying group plan (e.g., spouse's employer plan, retirement benefits). To qualify, employees must provide proof of alternative coverage annually. Opt-out participants receive a taxable stipend equal to 40% of the Township's premium cost for the opted-out portion (single, couple, or family coverage). Employees covered under another Township employee's plan are not eligible for the opt-out stipend.

The Township provides COBRA continuation coverage as required by federal law. Employees will receive COBRA enrollment information upon termination or a qualifying event.

4.8 Reimbursements

- a. *Mileage.* Employees on Township business will be reimbursed for mileage at the current IRS rate. Reimbursement forms must include odometer readings, a trip description, and approval from the Department Head and Township Supervisor. Only employees with a valid Michigan driver's license are eligible, and a copy must be on file with the Township Clerk before requesting reimbursement.
- b. *Meals & Lodging.* Employees will be reimbursed for meals and lodging while attending training or conducting Township business, with pre-approval from the Township Supervisor. Reimbursement follows the Board-approved benefit structure and standard government per diem rates. Luxury accommodations and alcohol are not covered, and gratuities are capped at 20%. Original itemized receipts are required for reimbursement.
- c. *Training Seminars.* Employees may be required to attend job-related training and will be paid their regular hourly rate, including travel time, with overtime for hours beyond their normal schedule. Mileage will be reimbursed. Employees may request voluntary training by submitting a request to their Department Head for review with the Township Supervisor. The Township may approve tuition, materials, and regular pay (excluding overtime), cover only tuition and materials, or deny the request.
- d. *College Training.* Employees may request an educational allowance for tuition, books, and fees per the Board-approved benefit structure. Non-college training seminars are excluded. Classes must relate to the employee's job but need not count toward a degree. Requests must be pre-approved by the Department Head and Township Supervisor. Reimbursement is retroactive and requires a "B" or higher. Classes must not interfere with work or mandatory overtime. Township-required courses do not count toward the annual limit.

- e. *Uniforms.* Allowances provided for eligible departments. Check with your Department Head for more information.

4.9 Retirement Plans & Benefits

Full-time employees participate in the Michigan Municipal Employees' Retirement System (MERS) Defined Benefit Plan, with a 5% employee contribution. Employees hired before January 1, 2004, had a one-time option to remain in the John Hancock Defined Contribution Plan; all employees hired after January 1, 2004, must participate in MERS.

- a. *MERS Vesting Schedule.* Employees are vested after six (6) years of service.
- b. *Retirement Eligibility.* Employees may retire under the following conditions:
 - (i) Age 55 with at least 15 years of service
 - (ii) Any age with 30 years of service
 - (iii) Age 60 with at least six (6) years of service
- c. *John Hancock Defined Contribution Plan.* Permanent part-time employees working 20+ hours per week may enroll in this plan upon hire. The Township contributes 10%, and employees contribute 5%. Employees who opt out must sign an Irrevocable Waiver of Participation, though best practice recommends allowing future enrollment if desired.

4.10 Retirement Health Benefits (MERS HCSP)

All full-time employees hired after November 1, 2013, are automatically enrolled in the MERS Health Care Savings Plan (HCSP) the first of the month following hire. Employees contribute 3% of gross regular pay pre-tax, and the Township contributes an employer match based on a vesting schedule.

- a. *Employer Contribution Vesting.*
 - (i) 25% vested after 6 years
 - (ii) 50% vested after 9 years
 - (iii) 75% vested after 12 years
 - (iv) 100% vested after 15 years
 - (v) Employees may access funds for IRS-approved medical expenses upon separation from service, regardless of age.
- b. *Annual Review.* Employer contributions are reviewed annually during the budget process and may be adjusted by the Township Board.

4.11 Benefit Time Payouts Upon Resignation or Retirement

- a. Employees with at least six (6) years of full-time service who resign or retire with at least 14 days' notice are eligible for unused benefit time payouts:
 - (i) Personal Time. 25% payout
 - (ii) Sick Time:
 - (a) 25% payout after 6 years
 - (b) 50% payout after 9 years
 - (c) 75% payout after 12 years
 - (d) 100% payout after 15 years
 - (iii) Compensatory & Management Time: 100% payout
 - (iv) Vacation Time: 100% payout
- b. Benefit payouts will be processed on the final regular payroll cycle following termination unless the employee has elected to deposit payout funds into their MERS Health Care Savings Plan via a signed Benefit Time Pay-Off Election Form.
- c. In cases of sudden death or disability, payout elections on record will be honored before any benefit time is transferred to MERS HCSP. Employees may update their Benefit Time Pay-Off Election Form at any time before 3:30 p.m. on their last scheduled workday.

5. LEAVES OF ABSENCE

5.1 Unpaid Medical Leave

Superior Charter Township is not covered by the Family and Medical Leave Act (FMLA) because the Township does not meet the minimum employee threshold required for FMLA applicability. Under federal law, FMLA applies only to employers with 50 or more employees within a 75-mile radius. While not required, the Township offers Unpaid Medical Leave to support employees facing serious health conditions, family caregiving, or parental bonding. This policy provides up to 12 weeks of unpaid leave with job reinstatement, benefits continuation, and a structured approval process, aligning with HR best practices.

- a. Eligibility & Duration.
 - (i) Employees must have 12 months of service and have worked at least 1,250 hours in the past 12 months.
 - (ii) Employees may take up to 12 weeks of unpaid leave per calendar year

for:

- (a) A serious health condition preventing the employee from performing their job.
- (b) Caring for a spouse, child, or parent with a serious health condition.
- (c) Birth, adoption, or foster placement of a child.

b. Request & Approval Process.

- (i) Employees must submit a Leave Request Form to their Department Head before the leave begins, except in emergencies.
- (ii) The request must include the reason for leave and expected duration.
- (iii) The Township Supervisor reviews and approves leave based on objective eligibility criteria, ensuring consistent application.

c. *Medical Certification & Intermittent Leave.* Employees requesting leave for a serious health condition (their own or a family member's) may be required to provide medical certification from a licensed healthcare provider, such as a doctor, nurse practitioner, clinical psychologist, or other qualified medical professional. If the certification is incomplete or unclear, the Township may request additional information or a second opinion at its own expense.

- (i) Employees requesting leave for a serious health condition (their own or a family member's) may need to provide medical certification stating the condition's start date, duration, and medical facts. If applicable, it must confirm whether the employee is unable to work or needed to provide care and for how long.
- (ii) Employees requesting intermittent or reduced schedule leave must provide certification confirming the medical necessity, expected duration, and planned treatment dates if applicable.
- (iii) Employees seeking intermittent leave to care for a spouse, child, or parent must submit documentation stating that their presence is necessary for care or recovery, along with an estimated schedule and duration of leave.

d. Use of Accrued Leave and Unpaid Leave.

- (i) Employees must exhaust all accrued sick leave before taking unpaid leave.
- (ii) If sick time is exhausted, employees may use vacation or personal time before transitioning to unpaid leave.

e. Job Protection and Benefits Continuation.

- (i) Employees approved for leave are guaranteed reinstatement to their original or an equivalent job with the same pay and benefits.
 - (ii) The Township will continue to pay health, dental, vision, and life insurance premiums for up to 12 weeks, provided the employee meets eligibility requirements.
 - (iii) Employees opting out of health insurance during leave will not receive opt-out payments.
 - (iv) Employees will not accrue sick or vacation time while on unpaid leave, nor receive holiday pay.
 - (v) The 12-week benefits continuation period includes any time taken as paid leave (sick, vacation, or personal time) prior to unpaid leave.
 - (vi) If an employee remains on unpaid leave beyond 12 weeks, they are responsible for paying their own insurance premiums to continue coverage.
- f. Extended Medical Leave (Beyond 12 Weeks).
- (i) If an employee requires leave beyond 12 weeks, they may submit a request for Extended Medical Leave.
 - (ii) Approval is at the sole discretion of the Township and is based on operational needs.
 - (iii) Employees on extended leave are not guaranteed reinstatement to their previous position or pay level upon return.

5.2 Personal Leave of Absence

- a. Regular full-time employees who have completed six (6) months of service may request an unpaid personal leave for up to 60 calendar days within a 12-month period.
- (i) Employees must submit a Personal Leave Request Form stating the reason for leave and expected duration.
 - (ii) The Department Head must approve the request and submit it to Township Administrative Staff along with an explanation of how the employee's work will be covered.
- b. Approval Process & Appeals.
- (i) If denied, the employee may appeal to the Township Board of Trustees and may request an executive session for the appeal.
 - (ii) If an employee wishes to extend an approved leave, they must submit a written extension request at least one (1) week in advance (if circumstances permit).
 - (iii) Extensions are not automatic and require approval from the

Department Head and Township Supervisor.

- c. Leave Conditions & Benefit Impacts.
 - (i) The Township will continue to pay health, dental, vision, and life insurance premiums for up to 12 weeks for approved leaves of absence, including personal leave, provided the employee has at least one (1) year of service and has worked 1,250 hours in the past 12 months.
 - (ii) This 12-week period includes both paid and unpaid leave, meaning any time used for sick, vacation, or personal leave counts toward the 12-week total.
 - (iii) After 12 weeks, the Township is no longer obligated to continue paying insurance premiums. Employees on unpaid leave beyond this period must pay the full cost to maintain coverage.
 - (iv) Employees do not accrue sick leave or vacation time during unpaid leave and are not eligible for paid holidays that occur while on leave.
 - (v) Longevity pay will be prorated based on actual time worked and paid benefit hours used.

5.3 Prior Notice for Medical and Personal Leaves

The Township provides discretionary leave for eligible employees for childbirth, adoption, family care, or medical treatment. Employees must follow the procedures outlined below to request and schedule leave.

- a. Employees must provide at least 30 days' notice for foreseeable leave related to childbirth, adoption, or planned medical treatment. If 30 days' notice is not possible, employees must notify the Township as soon as practicable.
- b. Employees should schedule medical treatments to minimize workplace disruption, when possible, with approval from their healthcare provider.
- c. Intermittent or reduced schedule leave for childbirth or adoption is not permitted unless approved by the Township. Medically necessary intermittent leave may be approved on a case-by-case basis.
- d. If both spouses work for the Township, the Township may limit the combined leave duration for childbirth, adoption, or family care, based on operational needs.

Employees must use all accrued paid leave before taking an unpaid leave of absence, unless an exception is approved by the Township. Leave requests will be

reviewed based on staffing needs, job responsibilities, and the impact on Township operations.

5.4 Bereavement Leave

a. Superior Charter Township recognizes the profound impact of losing a loved one and is committed to supporting employees during difficult times. Employees will be granted up to three (3) days of paid bereavement leave for the loss of an immediate family member, including:

- (i) Parent, sibling, spouse, child, or stepchild
- (ii) Legal foster child, legal guardian, or stepparent
- (iii) Grandparent or grandchild
- (iv) Parent-in-law, sibling-in-law, or child-in-law

Employees who experience the loss of a spouse, child, or parent may take up to five (5) days of paid bereavement leave.

b. Additional Leave & Special Circumstances.

- (i) Employees may request additional time off using sick, personal, or vacation time, subject to Department Head approval.
- (ii) If a death occurs during a scheduled vacation, up to four (4) vacation days may be rescheduled if the employee attends the funeral.
- (iii) Employees may be asked to provide reasonable verification, such as a funeral program or obituary.

5.5 Military Leave

Superior Charter Township supports employees serving in the United States Armed Forces, National Guard, or Reserves by providing military leave in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

a. Eligibility & Leave Rights.

- (i) Employees who enlist, are drafted, or are called to active duty, training, or emergency service will be granted unpaid military leave.
- (ii) Employees must provide advance written notice of military obligations unless prevented by military necessity.
- (iii) Military leave will not exceed five cumulative years, except for exemptions outlined in USERRA.

b. Pay & Benefits During Military Leave.

- (i) Employees may use accrued vacation or personal leave but are not required to do so.
 - (ii) Health insurance coverage may continue for up to 24 months, with employees responsible for premiums beyond 30 days of service.
 - (iii) Seniority, pension, and other benefits will continue to accrue as required under USERRA.
- c. Job Reinstatement.
 - (i) Employees must notify the Township of their intent to return to work within the USERRA-specified timeline, based on the length of service.
 - (ii) Upon timely return, employees will be reinstated to their previous position or an equivalent role with the same pay, benefits, and seniority.
- d. *Discrimination and Retaliation Prohibited.* The Township prohibits discrimination or retaliation against employees for military service and ensures full compliance with federal and state military leave protections.

5.6 Jury Duty

Employees summoned for jury duty will receive time off and be paid their **regular straight-time** rate for scheduled workdays served, provided they submit their jury fee (excluding mileage) to the Township. To qualify for jury duty pay, employees must:

- a. Provide reasonable advance notice of the jury summons.
- b. Submit proof of jury service for claimed days.
- c. Be scheduled to work on the jury service day.
- d. Return to work if excused with three or more hours left in their shift.

6. WORKPLACE POLICIES & CONDUCT

6.1 Code of Conduct & Workplace Ethics

Superior Charter Township expects employees to maintain professionalism, integrity, and respect in all workplace interactions. Employees must comply with all Township policies, ethical standards, and applicable laws, including those governing confidentiality, harassment, discrimination, and public service responsibilities. Violations may result in disciplinary action.

6.2 Attendance & Tardiness

Reliable attendance is critical to Township operations and public service delivery. Employees are expected to report to work on time and as scheduled. Excessive tardiness, unexcused absences, or failure to notify a supervisor of an absence may lead to corrective action, up to and including termination.

- a. Employees who anticipate being late or absent must notify their supervisor as soon as possible, ideally before the start of their shift.
- b. Absences due to illness, emergencies, or other unforeseen circumstances should be communicated promptly to minimize workplace disruptions.
- c. Supervisors may request documentation for absences, particularly in cases of extended or frequent leave requests.

6.3 Drug-Free Workplace

The Township is committed to maintaining a safe, drug-free work environment in compliance with federal and Michigan state laws. The use, possession, distribution, or sale of illegal drugs, marijuana, or alcohol is strictly prohibited on Township property, in Township vehicles, or while performing official duties.

- a. Employees who violate this policy or report to work under the influence may face disciplinary action, up to and including termination.
- b. Employees taking prescription or over-the-counter medications that may impair their ability to work must notify their supervisor if accommodations are needed.
- c. The Township may require drug and alcohol testing in accordance with applicable laws, particularly in cases of reasonable suspicion, post-accident investigations, or for safety-sensitive positions.

6.4 Workplace Safety & Workers' Compensation

- a. Superior Township prioritizes employee health and workplace safety. Employees must follow all safety policies, procedures, and training requirements to prevent workplace injuries.
 - (i) Employees must report all injuries or workplace accidents to their supervisor immediately, even if the injury seems minor.
 - (ii) Employees may be eligible for Workers' Compensation benefits as provided under Michigan law. These benefits cover medical expenses and lost wages for job-related injuries or illnesses.

- (iii) Employees must cooperate with return-to-work programs if medically cleared to resume duties.
- b. All Township employees are covered by Michigan's Workers Compensation laws and all associated rights and privileges.

6.5 Use of Township Property & Technology

Township resources, including equipment, vehicles, computers, email, and internet access, must be used exclusively for work-related purposes.

- a. Unauthorized personal or commercial use of Township property is prohibited and may result in disciplinary action.
- b. Employees must safeguard Township data and information systems, adhering to IT security protocols to prevent unauthorized access, data breaches, or misuse.
- c. Employees using Township vehicles must comply with all traffic laws, maintain proper documentation, and report any vehicle incidents or maintenance issues immediately.
- d. Personal use of Township telephones, email, or internet should be minimal and must not interfere with work responsibilities.

6.6 Conflict of Interest & Outside Employment

- a. Employees must avoid conflicts of interest that could compromise their ability to perform Township duties impartially and in the public's best interest. Outside employment, personal business activities, and employment of relatives must not interfere with Township responsibilities or create ethical concerns.
- b. *Approval & Reporting Requirements.*
 - (i) Employees must obtain written approval from their Department Head before engaging in outside employment or business activities.
 - (ii) Employees must disclose potential conflicts of interest in writing, including employment with vendors, contractors, or entities doing business with the Township.
 - (iii) Employees in supervisory or decision-making roles must recuse themselves from Township matters involving a personal or financial interest.
 - (iv) If a conflict of interest is discovered after hiring or outside employment approval, the Township may require mitigation measures, such as

reassignment, divestment of interests, or termination of outside employment.

c. *Employment of Relatives.*

- (i) Hiring immediate family members of employees or Township Board members is discouraged, except for qualified temporary employees.
- (ii) Immediate family members cannot work in the same department if married, and no employee—full-time or part-time—may supervise their spouse or immediate family member, except for part-time on-call firefighters.
- (iii) No Township official or employee may use their position or political influence to affect the hiring, promotion, or employment decisions of a relative or associate.

d. *Restrictions on Outside Work.*

- (i) Township resources, time, and information may not be used for outside work or personal business.
- (ii) Employees may not perform outside work during scheduled Township hours, including breaks or lunch periods.
- (iii) Outside work must not create a scheduling conflict that affects an employee's attendance or job performance.
- (iv) Employees and Township officials may not enter into contracts or business arrangements with the Township if they, their relatives, or a business they have a financial interest in would benefit—unless the Township Board formally approves the contract after full disclosure.
- (v) Employees may be required to terminate outside employment if it interferes with Township operations, violates ethical standards, or creates a conflict of interest.

e. *Enforcement and Consequences.*

- (i) Failure to disclose outside employment, conflicts of interest, or employment of a relative may result in disciplinary action, including suspension or termination.
- (ii) If a conflict arises after approval, employees must immediately report the issue to their Department Head for review.

7. PERFORMANCE MANAGEMENT

Superior Charter Township is committed to maintaining a high-performing workforce by providing employees with clear expectations, regular feedback, and opportunities for improvement. The Township's Performance Management System consists of annual

evaluations, mid-year check-ins, and performance improvement plans (PIPs) to ensure accountability and support employee success. The Township also follows a progressive discipline process to address workplace misconduct or performance deficiencies.

7.1 Performance Evaluations

- a. All regular employees will receive annual performance evaluations to assess job performance, recognize strengths, and identify areas for development.
- b. *Evaluation Process.*
 - (i) Annual Cycle:
 - (a) **Self-Assessment (September):** Employees reflect on their performance, accomplishments, and areas for growth to provide insight into their own development.
 - (b) **Manager Assessment (September–October):** Supervisors evaluate employee performance based on job responsibilities, goals, and competencies, considering feedback from the self-assessment.
 - (c) **Formal Review Meeting (October):** Employees and supervisors meet to discuss performance evaluations, set future goals, and outline any necessary development plans.
 - (d) **Mid-Year Informal Check-in (May–June):** A casual progress discussion between employees and supervisors to review performance, address challenges, and ensure alignment with goals.
 - (ii) 5-Point Rating Scale:
 - (a) **1 - Poor Performance:** Does not meet job expectations; performance is consistently below standards, requiring immediate and significant improvement. The employee may lack necessary skills, fail to meet deadlines, or require frequent intervention. Continued poor performance may result in corrective action.
 - (b) **2 - Needs Improvement:** Performance is inconsistent and does not fully meet expectations in some areas. The employee may struggle with productivity, accuracy, or adherence to policies, requiring coaching or a development plan. Improvement is necessary for continued success in the role.
 - (c) **3 - Succeeding:** Fully meets job expectations and performs duties reliably and competently. The employee consistently meets deadlines, produces quality work, and adheres to

policies, contributing positively to their department and the Township.

- (d) **4 - Exceptional:** Exceeds job expectations in key areas by demonstrating strong initiative, problem-solving, and leadership. The employee consistently delivers high-quality work, contributes innovative ideas, and enhances team performance.
- (e) **5 - Superb:** Consistently performs at an outstanding level, going above and beyond job requirements to significantly contribute to the Township's success. The employee demonstrates exceptional leadership, expertise, and a positive impact on workplace culture and efficiency.

- c. Employees rated "Needs Improvement" or "Poor Performance" may be placed on a Performance Improvement Plan (PIP).

7.2 Progressive Discipline & Performance Improvement

The Township follows a structured, progressive discipline process to address policy violations, performance deficiencies, or workplace misconduct. The goal of this process is to correct behavior whenever possible while ensuring accountability. At any point in this process, direct supervisors and Department Heads are encouraged to escalate to higher levels of Township leadership if they need support or guidance in following the below steps.

- a. *Step 1 – Feedback Conversation (Informal Discussion).* This conversation is between the employee and their direct supervisor, and serves as an opportunity to clarify expectations, address concerns, and provide coaching. The supervisor will explain the issue, offer guidance for improvement, and document the conversation informally for reference. No official record is placed in the employee's personnel file at this stage. If the issue is minor and resolved, no further action is needed. However, if concerns persist, the process escalates to Step 2.
- b. *Step 2 – Written Warning (Formal Documentation).* If performance or behavior does not improve, the direct supervisor issues a formal written warning that:
 - (i) Clearly outlines the specific issue(s) with examples, if available.
 - (ii) Details the expected corrective actions and a timeline for improvement.
 - (iii) Notes potential consequences if the problem continues.
 - (iv) Places the employee on a PIP if appropriate (see section 7.4).

The employee must sign the warning to acknowledge receipt (though signing does not indicate agreement). A copy of the warning is placed in the employee's personnel file and submitted to the relevant Department Head and Township Supervisor. If the issue remains unresolved, the process moves to Step 3.

- c. *Step 3 – Termination Recommendation.* If the employee fails to improve within the designated timeframe, the direct supervisor and Department Head may submit a formal recommendation for termination to the Township Supervisor. This recommendation must include:

- (i) A summary of the performance or behavioral issues.
- (ii) Documentation of previous disciplinary actions, such as warnings or performance improvement plans.
- (iii) Any additional considerations, such as repeated violations or failure to meet essential job functions.

The Township Supervisor then reviews the case before determining the next steps.

- d. *Step 4 – Township Supervisor Review & Investigation.*

- (i) The Township Supervisor reviews the recommendation and may conduct further investigation, which could include:
 - (a) Interviewing the employee for clarification.
 - (b) Consulting with an external HR consultant or legal counsel to ensure compliance with employment laws.
 - (c) Reviewing past documentation to confirm consistency and fairness.
- (ii) If the Township Supervisor agrees with termination, they will submit the recommendation to the Township Board for final review. If the Township Supervisor disagrees, they must still forward the recommendation to the Board, but they may include a dissenting opinion.

- e. *Step 5 – Township Board Review (Confidential Closed Session).* The Board of Trustees conducts a confidential review of the case, considering all documentation, supervisor and Department Head input, and the Township Supervisor's findings. After deliberation, the Board will vote on whether to proceed with termination or impose an alternative corrective action.

- f. *Step 6 – Final Action & Notification.* Once a decision is reached.

- (i) If termination is approved, the employee will receive a written termination notice outlining:
 - (a) The effective date of separation.
 - (b) Final pay and benefit details, including payout of any eligible accrued time.
 - (c) Information on COBRA benefits (if applicable).
 - (d) Any required return of Township property.
- (ii) If termination is denied, the Board may impose alternative corrective actions, such as:
 - (a) Implementing or extending a Performance Improvement Plan (PIP).
 - (b) Suspension without pay for up to five days.
 - (c) Issuing a final written warning with strict conditions and a timeline for re-review of the case.

The Township ensures that all disciplinary actions are documented and handled consistently to maintain fairness, transparency, and legal compliance.

7.3 Performance Improvement Plans (PIP)

A Performance Improvement Plan (PIP) is a formal process that helps employees address documented performance deficiencies by outlining specific concerns, measurable goals, a timeline for improvement, and support resources. It provides employees with clear expectations and structured feedback to help them succeed. Failure to meet expectations within the PIP timeframe may result in further disciplinary action, up to and including termination.

a. *PIP Process.*

- (i) All performance interventions start with a feedback conversation between the employee and either their direct supervisor, Department Head, or Township Supervisor.
- (ii) If no improvement occurs within an agreed upon timeframe, a PIP is developed by the employee's direct supervisor, with input from the Department Head and Township Supervisor as needed.
- (iii) The PIP lasts 6 weeks and outlines:
 - (a) Specific performance issues
 - (b) Required improvements
 - (c) Measurable goals
 - (d) Support resources

- (e) Check-in schedule
- b. *Outcome of the PIP.*
 - (i) If sufficient improvement occurs, the employee is removed from the PIP.
 - (ii) If partial improvement occurs, the PIP may be extended.
 - (iii) If no improvement occurs, termination may be considered.

7.4 Immediate Disciplinary Action

- a. While the Township follows a progressive discipline process, certain serious infractions may warrant immediate disciplinary action, bypassing initial steps such as verbal or written warnings. Depending on the severity of the violation, disciplinary actions may include suspension, immediate termination, or legal action. These cases are handled on a case-by-case basis, ensuring a fair and legally compliant approach. Violations that may warrant immediate disciplinary action include, but are not limited to:
 - (i) **Severe misconduct or violations of Township policy** – Actions that significantly disrupt operations, endanger safety, or breach ethical standards.
 - (ii) **Misuse of public funds or Township property** – Unauthorized use, misappropriation, fraud, or intentional damage to Township resources.
 - (iii) **Conflict of interest** – Engaging in decisions, transactions, or actions that create a financial or personal conflict, especially without disclosure.
 - (iv) **Repeated insubordination – Blatant refusal** to follow lawful instructions from supervisors or Township leadership.
 - (v) **Significant negative impact on workplace culture** – Harassment, discrimination, workplace violence, or any behavior that creates a hostile work environment.
 - (vi) **Theft, fraud, or dishonesty** – Unauthorized taking of Township property, falsifying records, or providing false information.
 - (vii) **Violence or threats in the workplace** – Physical altercations, intimidation, or credible threats against coworkers, supervisors, or the public.
 - (viii) **Possession or use of drugs/alcohol on duty** – Being under the influence while working, especially if it impairs performance or safety.
 - (ix) **Breach of confidentiality** – Unauthorized disclosure of sensitive employee, resident, or Township information.
 - (x) **Violations of safety regulations** – Actions that create **imminent danger** to oneself, coworkers, or the public.

- (xi) **Unauthorized access or misuse of Township technology** – Accessing, altering, or misusing Township records, systems, or confidential data without approval.
- b. *Response & Action.* When a point-in-time disciplinary issue arises, the Department Head and Township Supervisor will immediately assess the situation, reviewing witness statements, documentation, and relevant policies. Depending on the severity of the issue:
 - (i) The employee may be placed on immediate administrative leave while an investigation is conducted.
 - (ii) An external HR consultant or legal counsel may be consulted for compliance and risk assessment.
 - (iii) The Township Board will be notified if the violation requires their review.
- c. In cases of termination, the Township Supervisor will present a formal recommendation, following the progressive discipline process where applicable. However, if the violation is severe enough to warrant immediate removal, the Township Board may authorize immediate termination without further steps.

7.5 Employee Rights & Appeals

- a. *Access to Documentation.* Employees may request copies of their own performance evaluations, Performance Improvement Plans (PIPs), or formal disciplinary records from their personnel file. Requests must be submitted in writing to the Township Supervisor or designated personnel administrator. Copies will be provided within a reasonable timeframe in accordance with Michigan law. The Township reserves the right to deny requests for documents containing confidential information, third-party complaints, or legally privileged content.
- b. *Appeals Process.* Employees may appeal formal disciplinary actions (such as written warnings, suspensions, or termination recommendations) through the Township’s grievance procedure. However, appeals must be based on procedural errors, lack of just cause, or new evidence that was unavailable during the initial review. Minor corrective actions, such as verbal warnings, coaching, or informal performance feedback, are not subject to appeal.
- c. *Finality of Certain Decisions.* The Township Board’s decision on termination cases is final. If an employee disagrees with disciplinary action but chooses not to appeal through the grievance process, the Township considers the matter closed after the designated appeal window expires.

8. EMPLOYEE GRIEVANCE & COMPLAINT RESOLUTION

8.1 Grievance Procedure

Superior Charter Township provides a structured grievance process for employees with job-related concerns regarding policy administration, workplace conditions, or employment decisions. The Township values its employees and is committed to ensuring that all grievances are heard, addressed fairly, and resolved in a timely manner.

a. *Step 1: Department Head Review.*

- (i) Employees must submit a written grievance to their Department Head within five (5) working days of the issue.
- (ii) The Department Head will meet with the employee within five (5) working days and issue a written response within five (5) working days after the meeting.

b. *Step 2: Township Supervisor Review.*

- (i) If unresolved, the employee may submit a written appeal to the Township Supervisor within five (5) working days of receiving the Department Head's response.
- (ii) The Supervisor may hold a meeting and will provide a written decision within ten (10) working days.

c. *Step 3: Appeal to Township Board.*

- (i) If still unresolved, the employee may file a final appeal with the Township Clerk within five (5) working days of the Supervisor's response.
- (ii) The Township Board will review the grievance at a regularly scheduled meeting or, at the Supervisor's discretion, a special meeting.
- (iii) Employees may request a closed session, subject to compliance with the Michigan Open Meetings Act.
- (iv) The Board's majority vote decision is final and binding, except in cases where the Treasurer or Clerk have authority over deputy disciplinary actions.

d. *Additional Provisions.*

- (i) Time Extensions – Deadlines may be extended by mutual written agreement.
- (ii) Automatic Appeal Advancement – If a Department Head or Supervisor

- fails to respond on time, the grievance advances to the next step.
- (iii) Written Record – All grievance dispositions will be recorded and filed with the Township Clerk.
- (iv) False Complaints – Knowingly false complaints may result in disciplinary action, up to and including termination, after investigation.

8.2 Protection From Retaliation

- a. Superior Charter Township strictly prohibits retaliation against any employee who files a grievance, participates in an investigation, or reports concerns in good faith. Employees have the right to raise workplace concerns without fear of punishment, discrimination, or adverse employment actions.
- b. Retaliation may include, but is not limited to:
 - (i) Demotion, termination, or reduction in hours or pay
 - (ii) Unwarranted negative performance evaluations
 - (iii) Harassment, intimidation, or exclusion from workplace activities
 - (iv) Unjustified changes in job duties or responsibilities
- c. Employees who believe they have experienced retaliation should report it immediately to their Department Head, the Township Supervisor, or the Township Board. Any substantiated retaliation will result in disciplinary action, up to and including termination.
- d. The Township is committed to ensuring a fair, transparent, and supportive workplace, where employees can voice concerns freely and without fear of repercussions.

9. SEPARATION & TERMINATION

9.1 Resignation & Retirement

Employees resigning must provide at least **14 days' written notice**. Employees planning to retire should notify their supervisor as early as possible to facilitate a smooth transition.

9.2 Involuntary Termination & Severance Policy

- a. Employees may be terminated due to performance issues, misconduct, or organizational needs. The Township may provide severance pay at its discretion.
- b. The Township Supervisor, Treasurer and Clerk may terminate the employment of their deputies as noted above. The Township Board may terminate the

employment of any employee, except the deputies of the Supervisor, Treasurer and Clerk, as noted above. The Township Supervisor, or in their absence, the Deputy Supervisor, may suspend, without pay, an employee pending a final decision by the Township Board.

9.3 Final Pay & Benefit Payouts

- a. Employees who resign or retire with at least 14 calendar days' notice and six (6) or more years of full-time service are eligible for a benefit time payout as follows:
 - (i) Personal Time: 25% of unused balance
 - (ii) Sick Time:
 - (a) 25% payout after 6 years
 - (b) 50% payout after 9 years
 - (c) 75% payout after 12 years
 - (d) 100% payout after 15 years
 - (iii) Compensatory & Management Time: 100% payout
 - (iv) Vacation Time: 100% payout
- b. Payouts will be processed based on the employee's Benefit Time Pay-Off Election form on the day before termination. In the case of sudden death or incapacitation, benefit time will be cashed out according to the employee's most recent election form on file before any remaining balance is transferred to their MERS Health Care Savings Plan account.
- c. Employees may amend their Benefit Time Pay-Off Election form at any time before 3:30 p.m. on their last scheduled workday, by submitting the updated form to the Personnel Manager, or in their absence, the Township Clerk or Township Supervisor.
- d. The Township may approve benefit time payouts for employees with less than six (6) years of service as part of a case-by-case severance package, at its discretion.

10. POLICY UPDATES & ACKNOWLEDGMENT

10.1 Manual Updates & Revisions

Superior Charter Township reserves the right to amend this manual as necessary. Employees will be notified of significant policy changes.

10.2 Employee Acknowledgment Form

Employees must sign an acknowledgment form confirming receipt and understanding of this manual.

Employee Name:

Date:

Signature:

**DOCUMENT
SUBMITTED AT TABLE**



Superior Township Board of Trustees
3040 N. Prospect Road
Superior Township, MI 48198

Dear Supervisor Dabish Yahkind and Members of the Board,

On behalf of the Huron Waterloo Pathways Initiative (HWPI), I am pleased to express our strong support for the Plymouth Road Pathway Extension project and to affirm our belief that it represents a timely and viable partnership opportunity between HWPI, Superior Township, Washtenaw County Parks & Recreation, and the Connecting Communities program.

Following my recent meeting with Supervisor Dabish Yahkind, HWPI is eager to work alongside Superior Township to move this project forward. We have a proven track record of collaborating with communities to plan, fund, and complete major pathway projects that connect neighborhoods, schools, parks, and regional trail systems. The Plymouth Road Pathway Extension aligns perfectly with our mission to expand safe, accessible, and connected non-motorized pathways across Washtenaw County.

In our experience, trail projects of size and scope even larger than the proposed Plymouth Road Pathway Expansion can be funded through a combination of private donations and competitive grants. The Township's proposed local match of \$8,500 toward the engineering study—should the application be approved—will serve as the essential seed investment demonstrating strong local commitment. Through robust collaboration, all additional costs can be covered through private fundraising and grant opportunities, which HWPI is eager to support.

Importantly, while local investment need not be significant in size relative to the project, projects with demonstrated local support tend to advance more quickly through the fundraising process and score more competitively in grant reviews. If initiated now, we anticipate the Plymouth Road Pathway Extension will move through planning, fundraising, and construction over the coming years, with completion targeted for 2028.

We respectfully urge the Board to approve the application enabling the \$8,500 match and to join HWPI as an active partner in bringing this long-envisioned connection to life. Together, we can create a safe, well-connected corridor that will serve residents and visitors for generations to come.

Respectfully,

Kiff Hamp

A handwritten signature in black ink, appearing to read "Kiff Hamp".

Executive Director, HWPI



WASHTENAW COUNTY OFFICE OF THE SHERIFF

EST. 1823

ALYSHIA M. DYER, SHERIFF



EXECUTIVE SUMMARY

Distribution Date: 8/13/20

July 2025

WASHTENAW ALERT (EVERBRIDGE)

As a reminder for residents, they can sign up for "Up-to-the-minute updates" from the Washtenaw County Sheriff's Office by email or cell phone at www.washtenaw.org/alerts

HOUSE WATCH

If you plan on being gone for a period of time sign your house up for house checks. The house watch form can be found at:

<https://www.washtenaw.org/1743/House-Watch>

NEW FACES

The Sheriff's Office is hiring! We continue to hire highly qualified, motivated, and diverse people that are committed to pursuing our mission: "Together, we are committed to creating a safer, more just, and compassionate Washtenaw County for all".

If you are interested in joining us in serving your community in Police Services, Corrections, Communications, Emergency Services or Community Corrections please check us out at: <https://www.washtenaw.org/1124/Sheriff>

PUBLIC DASHBOARD

Check out our Data & Information Dashboard!

<https://www.washtenaw.org/3915/Sheriff-Data-Information-Dashboard>

COMMONLY USED ABBREVIATIONS

AWIM: Assault with Intent to Murder

CCW: Carrying Concealed Weapon

CSC: Criminal Sexual Conduct

DV: Domestic Violence

OUID: Operating Under the Influence of Drugs

OWI: Operating While Intoxicated

R&O: Resisting & Obstructing

UDAA: Unlawfully Driving Away an Automobile

Police Service Data Report

Reporting Period: July



**DOCUMENT
SUBMITTED AT TABLE**

Incidents	Month 2025	2025 YTD	2024 YTD	% Change
Animal Complaints	30	184	182	-26.8%
Assaultive Crimes	10	78	94	-16.7%
Burglaries	1	9	11	-50.0%
Larcenies	7	18	26	16.7%
Medical Assists	10	88	80	-37.5%
OUID			4	-
OVI	1	4	17	-66.7%
Robberies	1	2		-
Traffic Crashes	34	218	209	41.7%
Traffic Stops	150	990	2,125	-66.7%
Vehicle Theft	1	6	12	-50.0%
Calls For Service Total	872	5,590	6,533	-23.9%
Community Engagement		2		-
Citations	4	1,112	2,184	-49.1%
In/Out of Area Time		Minutes		
Into Area Time		180		
Collab Out of Area Time		2,080		

Into Area Time: The time that other areas contracted deputies spent in SUT. *ACO, SRP, Command, Countywide, and DB are excluded*

Out of Area Time: Time that ANT/SUT contracted deputies spent anywhere other than SUT/ANT, including non-contract areas.

Secondary Road Patrol – Into Area: The time SRP spent in SUT.



CFS Summary

Reporting Period: July



Classification	Month 2025	2025 YTD	2024 YTD	% Change
AGGRAVATED/FELONIOUS ASSAULT	4	37	45	-17.8%
ANIMAL CRUELTY			2	-100.0%
BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)			2	-100.0%
BURGLARY -FORCED ENTRY	1	11	11	0%
DAMAGE TO PROPERTY	2	30	40	-25.0%
EMBEZZLEMENT			1	100.0%
EXTORTION	1	1	2	-50.0%
FORGERY/COUNTERFEITING		2	2	0%
FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE		2	1	100.0%
FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME	5	11	14	-21.4%
FRAUD - IDENTITY THEFT	1	3	5	-40.0%
FRAUD -WIRE FRAUD		2	2	0%
INTIMIDATION/STALKING	1	6	6	0%
LARCENY -OTHER	2	7	8	-12.5%
LARCENY -THEFT FROM BUILDING	1	5	9	-44.4%
LARCENY -THEFT FROM MOTOR VEHICLE	3	6	8	-25.0%
LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES		2		-
MOTOR VEHICLE, AS STOLEN PROPERTY		2		-
MOTOR VEHICLE THEFT	1	6	13	-53.8%
NARCOTIC EQUIPMENT VIOLATIONS		1		-
NONAGGRAVATED ASSAULT	6	49	53	-7.5%
RETAIL FRAUD -THEFT		2	3	-33.3%
ROBBERY	1	3	1	200.0%
SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE		1	1	0%
SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	2	4	3	33.3%
SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE	1	2		-
SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE	1	3	1	200.0%
SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE		2	6	-66.7%
STOLEN PROPERTY	1	3	2	50.0%
VIOLATION OF CONTROLLED SUBSTANCE ACT		4	8	-50.0%
WEAPONS OFFENSE- CONCEALED	1	2	11	-81.8%
WEAPONS OFFENSE -OTHER	2	4	2	100.0%

LAW ENFORCEMENT
 DOCUMENT



CFS Summary

Reporting Period: July



Sum:	37	197	236	-16.5%
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Classification	Month 2025	2025 YTD	2024 YTD	% Change
BURGLARY - UNLAWFUL ENTRY (NO INTENT)			3	-100.0%
DISORDERLY CONDUCT		2		-
FAMILY -ABUSE/NEGLECT NONVIOLENT		8	10	-20.0%
FAMILY -NONSUPPORT			2	-100.0%
FRAUD -BAD CHECKS			1	-100.0%
HEALTH AND SAFETY			1	-100.0%
HIT and RUN MOTOR VEHICLE ACCIDENT		1	1	0%
JUVENILE RUNAWAY	1	7	9	-22.2%
LIQUOR VIOLATIONS -OTHER		1		-
MISCELLANEOUS CRIMINAL OFFENSE	1	1	3	-66.7%
OBSTRUCTING JUSTICE		18	27	-33.3%
OBSTRUCTING POLICE	1	10	14	-28.6%
OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	1	7	24	-70.8%
PUBLIC PEACE -OTHER		1	1	0%
TRESPASS		3		-
Sum:	4	56	93	-39.8%

Classification	Month 2025	2025 YTD	2024 YTD	% Change
ALARMS	15	141	188	-25.0%
ANIMAL COMPLAINTS	33	196	189	3.7%
JUVENILE OFFENSES AND COMPLAINTS	16	47	34	38.2%
MISCELLANEOUS COMPLAINTS	182	1,129	1,201	-6.0%
MISCELLANEOUS TRAFFIC COMPLAINTS	166	1,106	2,295	-51.8%
NON - CRIMINAL COMPLAINTS	226	1,613	1,403	15.0%
SICK / INJURY COMPLAINT	60	311	277	12.3%
TRAFFIC CRASHES	34	223	214	4.2%
TRAFFIC OFFENSES	2	17	15	13.3%
WARRANTS	6	28	47	-40.4%
Sum:	740	4,788	5,846	-18.1%

Classification	Month 2025	2025 YTD	2024 YTD	% Change
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CFS Summary

Reporting Period: July



HAZARDOUS TRAFFIC CITATIONS / WARNINGS			1	-100.0%
MISCELLANEOUS A THROUGH UUUU	6	48	22	118.2%
PARKING CITATIONS	1	1	1	0%
Sum:	7	49	24	104.2%

Classification	Month 2025	2025 YTD	2024 YTD	% Change
FIRE CLASSIFICATIONS		1		-
Sum:		1		-

Classification	Month 2025	2025 YTD	2024 YTD	% Change
CANINE ACTIVITIES	1	10	2	400.0%
COURT / WARRANT ACTIVITIES		12	1	1100.0%
CRIME PREVENTION ACTIVITIES	1	10	14	-28.6%
INVESTIGATIVE ACTIVITIES	31	177	92	92.4%
MISCELLANEOUS ACTIVITIES (6000)	33	175	78	124.4%
MISCELLANEOUS ACTIVITIES (6100)	34	207	254	-18.5%
Sum:	100	591	441	34.0%

Sum:	888	1,166		
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CCW Report
Reporting Period: July



Incident Number	Report Date	Offense	Case Status Disposition
250050638	07/26/25	CCW-Concealed Weapons - Carrying Concealed	Pending Prosecutors Review



Out of Area Report
Reporting Period: July



COUNTY OWNED PROPERTY

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250045140	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/06/2025 10:17:00	56
250045229	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/06/2025 17:01:00	4
250049232	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/21/2025 12:00:00	46
			Sum:	106

DEXTER TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250043836	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/01/2025 20:55:00	9
			Sum:	9

OUT OF COUNTY

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250049183	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/21/2025 02:50:00	53
250052055	ANN ARBOR-SUPERIOR TWP COLLABORATION	FOLLOW-UP	07/31/2025 21:15:00	70
			Sum:	123

SALEM TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250051796	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/30/2025 20:02:00	87
250051796	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/30/2025 20:00:00	90
			Sum:	177



Out of Area Report
Reporting Period: July



YPSILANTI CITY

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration In Minutes
250047768	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/15/2025 22:40:00	11
250047768	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/15/2025 22:40:00	23
250047768	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/15/2025 22:41:00	17
250047768	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/15/2025 22:50:00	10
250051402	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/29/2025 12:40:00	340
			Sum:	401

YPSILANTI TWP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration In Minutes
250043783	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/01/2025 16:45:00	23
250043863	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	07/01/2025 22:28:00	20
250044092	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/02/2025 19:09:00	13
250044605	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/04/2025 16:20:00	70
250044625	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/04/2025 17:30:00	14
250044727	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/04/2025 22:45:00	85
250044727	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/04/2025 22:56:00	73
250044859	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/05/2025 11:21:00	5
250044981	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/05/2025 19:29:00	11
250045077	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/06/2025 02:48:00	39
250045079	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/06/2025 03:28:00	13



Out of Area Report

Reporting Period: July



250047533	ANN ARBOR-SUPERIOR TWP COLLABORATION	TRAFFIC STOP	07/15/2025 08:57:00	4
250047722	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/15/2025 19:15:00	22
250047747	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/15/2025 20:52:00	33
250048626	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/18/2025 18:20:00	5
250048700	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	07/18/2025 22:37:00	10
250048741	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/19/2025 02:21:00	3
250049518	ANN ARBOR-SUPERIOR TWP COLLABORATION	FOLLOW-UP	07/22/2025 13:30:00	70
250049522	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/22/2025 14:14:00	22
250049934	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/23/2025 22:37:00	39
250049934	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/23/2025 22:40:00	80
250049938	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/23/2025 23:28:00	15
250049955	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/24/2025 05:14:00	12
250050253	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/25/2025 04:47:00	17
250050477	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/25/2025 23:19:00	36
250050477	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/25/2025 23:20:00	19
250050482	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/25/2025 23:54:00	27
250050482	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/25/2025 23:55:00	30
250050604	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/26/2025 13:38:00	56
250050779	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/27/2025 02:05:00	5
250050936	ANN ARBOR-SUPERIOR TWP COLLABORATION	FOLLOW-UP	07/27/2025 18:49:00	27
250051832	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/30/2025 23:45:00	40



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250051832	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/31/2025 02:35:00	35
250051833	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/31/2025 00:25:00	10
250052013	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/31/2025 18:18:00	42
250052079	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	07/31/2025 22:40:00	5
250052087	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	07/31/2025 23:10:00	10
250052087	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/31/2025 23:05:00	15
	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/23/2025 23:43:00	137
	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	07/24/2025 04:02:00	72
			Sum:	1,264



Into Area Report

Reporting Period: July



YPSILANTI TWP

Incident #	Reporting Area	Activity Category	Activity Start Date	Minutes
250043623	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/01/2025 00:45:00	50
250043628	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/01/2025 02:00:00	30
250043628	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/01/2025 02:00:00	20
250044649	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/04/2025 19:00:00	30
250044649	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/04/2025 19:05:00	45
250044656	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/04/2025 19:30:00	30
250045153	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/06/2025 11:20:00	25
250045153	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/06/2025 11:20:00	140
250045153	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/06/2025 11:25:00	20
250045153	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/06/2025 11:25:00	100
250045531	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/07/2025 20:10:00	40
250045842	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/08/2025 23:15:00	20
250045842	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/08/2025 23:15:00	30
250045842	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/08/2025 23:15:00	35
250045842	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/08/2025 23:15:00	40
250045846	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/08/2025 23:45:00	10
250046330	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/10/2025 20:25:00	20
250046366	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/10/2025 22:30:00	15
250046389	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/11/2025 00:30:00	15
250046591	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/11/2025 21:15:00	45
250046592	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/11/2025 22:20:00	43
250046624	MACARTHUR BLVD CONTRACT	BACK-UP TRAFFIC STOP	07/11/2025 22:08:00	12
250046624	SUPERIOR TWP	BACK-UP TRAFFIC STOP	07/11/2025 22:05:00	20
250046763	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/12/2025 13:50:00	5
250047196	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/14/2025 04:55:00	20
250047278	SUPERIOR TWP	DISPATCHED CALLS	07/14/2025 11:33:00	18
250047364	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/14/2025 16:50:00	40
250047508	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/15/2025 04:02:00	12
250047508	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	07/15/2025 04:02:00	12



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250047792	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/16/2025 00:55:00	50
250048135	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/17/2025 05:40:00	30
250048135	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/17/2025 05:45:00	20
250048135	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/17/2025 05:45:00	25
250048142	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	07/17/2025 06:50:00	15
250048666	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/18/2025 20:50:00	30
250048970	SUPERIOR TWP	BACK-UP TRAFFIC STOP	07/20/2025 03:06:00	19
250048970	SUPERIOR TWP	BACK-UP TRAFFIC STOP	07/20/2025 03:18:00	2
250049932	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/23/2025 23:18:00	7
250049937	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/23/2025 23:26:00	5
250050011	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/24/2025 11:30:00	20
250050670	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/26/2025 18:21:00	90
250050670	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	07/26/2025 18:20:00	100
250050670	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	07/26/2025 18:25:00	35
250050670	SUPERIOR TWP	BACKUP DISPATCHED CALLS	07/26/2025 18:20:00	115
250050726	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	07/26/2025 23:10:00	15
			Sum:	1,520



Violations

Reporting Period: July



Violation Description	Violation Count
DISOBEYED STOP SIGN	1
DROVE WHILE LICENSE SUSPENDED, REVOKED, DENIED	1
DROVE WHILE LICENSE SUSP/REV/DENIED	1
FAILED TO DISPLAY A VALID LICENSE	1
FAILED TO STOP WITHIN ASSURED CLEAR DISTANCE	1
FAILED TO YIELD	1
FAILED TO YIELD TO EMERGENCY VEHICLE	1
FAIL TO USE DUE CARE & CAUTION FOR STATIONARY EMERG.RESPONDER	1
IMPROPER TURN	1
LIMITED ACCESS SPEEDING 01 - 05 MPH OVER	1
LIMITED ACCESS SPEEDING 26 - 30 MPH OVER	1
NO INSURANCE UNDER THE INSURANCE CODE (MISD)	3
NOISE ORDINANCE VIOLATION	1
NO PROOF OF INSURANCE	1
OPERATE UNREGISTERED VEHICLE MISD	1
PROHIBITED PARKING	1
REGISTRATION AND/OR PLATE EXPIRED CI	4
SPEEDING 01 - 05 MPH OVER	1
SPEEDING 06 - 10 MPH OVER	1
SPEEDING 26 - 30 MPH OVER	1
VIOLATION OF CHILD RESTRAINT LAW	1
Sum:	26



Traffic Stops
Reporting Period: July



TS Reason For Contact	Activities Count
Assist	1
Equipment Vio	21
Other	10
Speed	62
Traffic Vio.	51
	145