

Superior Township Beautification Committee

Meeting Minutes

Date: Tuesday, July 7, 2026

Time: 2:00 PM EDT

Location: Superior Township Hall, 3040 N. Prospect Road, Superior Township, MI 48198

Call to Order

Chair Sarah Devereaux called the meeting to order at 2:00 PM.

Roll Call

Committee Members Present

- Sarah Devereaux, Chair
- Michelle McIntyre
- Patty Bradley

Others Present

- Steve Kraft, Deputy Supervisor

Approval of the Agenda

Michelle McIntyre moved to approve the agenda. Patty Bradley seconded the motion.

Motion carried unanimously.

Public Comment

No public comments were received.

Organizational Business

Welcome and Introductions

Committee members and staff introduced themselves.

- **Patty Bradley** shared that she has been a resident of Geddes Ridge for 31 years and retired from the University of Michigan in 2025 after 37 years of service. She expressed her desire to continue serving the Township through volunteer work and felt the Beautification Committee was an ideal opportunity to make a positive community impact.
- **Steve Kraft**, Deputy Supervisor since January 2026, explained his role in ordinance enforcement and serving as the Township staff liaison to the committee. In the absence of a Code Enforcement Officer, he has assumed many code enforcement responsibilities.
- **Michelle McIntyre** shared that she has lived in Woodside Village for 15 years after previously residing in Ypsilanti Township for 10 years. She described her family's appreciation for Superior Township's parks and open spaces, particularly LeFurge Woods, and noted her involvement with the Southeast Michigan Land Conservancy and her homeowners association.
- **Sarah Devereaux** welcomed everyone and expressed enthusiasm for the committee's work.

Committee Roles

The committee confirmed the following officer assignments:

- **Chair:** Sarah Devereaux
- **Vice Chair:** Michelle McIntyre
 - Will assume Chair responsibilities in the Chair's absence, including agenda preparation and meeting facilitation.
- **Secretary:** Patty Bradley
 - Responsible for preparing and distributing meeting minutes.

Patty Bradley moved to approve the committee officer assignments. Michelle McIntyre seconded the motion.

Motion carried unanimously.

Voting Rules

The committee reviewed its voting procedures:

- A quorum consists of a majority of currently serving committee members (vacant seats are not counted).
- With three serving members, two members constitute a quorum.
- Motions pass by a majority vote of members present when a quorum exists.

Michelle McIntyre moved to adopt the voting procedures. Patty Bradley seconded the motion.

Motion carried unanimously.

Meeting Structure

The committee approved the following changes to future meeting agendas:

- Add an **Old Business** section.
- Remove **Organizational Business** after the initial committee setup.
- Add **Ordinance Violations** as a standing item under Reports.
- Add a **KPI Report** under Reports to track progress toward committee goals.

Patty Bradley moved to approve the revised meeting structure. Michelle McIntyre seconded the motion.

Motion carried unanimously.

Meeting Schedule

The committee agreed to:

- Hold regular meetings on Tuesdays at 2:00 PM whenever possible.
- Schedule meetings prior to Board of Trustees agenda submission deadlines.
- Hold the next meeting on **Tuesday, August 4, 2026, at 10:00 AM** at Superior Township Hall.

Michelle McIntyre moved to approve the meeting schedule. Patty Bradley seconded the motion.

Motion carried unanimously.

Committee Email Alias

The committee approved the use of the email address:

BeautificationCommittee@superior-twp.org

Sarah Devereaux will update online forms so submissions are routed to the committee email. Sarah Devereaux, Steve Kraft, Michelle McIntyre, and Patty Bradley will all have access to the account.

Patty Bradley moved to approve the committee email alias. Michelle McIntyre seconded the motion.

Motion carried unanimously.

Reports

Chair Updates

Ordinance Enforcement

Sarah Devereaux provided an update on current ordinance enforcement efforts.

Volunteers continue canvassing neighborhoods to identify blight and ordinance violations. The committee's outreach emphasizes education and assistance through compassionate, supportive letters rather than punitive enforcement.

Feedback from residents has been overwhelmingly positive, with several residents expressing appreciation to volunteers and identifying additional areas of concern.

A new Standard Operating Procedure (SOP) has been implemented to provide consistent and reasonable resolution processes, particularly for repeat violations.

Current Status

- **Grass and vegetation violations:** Most property owners have come into compliance quickly. Only two cases have required additional enforcement.
- **Blight violations:** These cases remain more complex and often require individualized solutions.

Long-standing Cases Discussed

- 955 E. Clark Road
- 9075 Ascot Drive
- 1782 Ridge Road

Compassionate Compliance Process

Sarah Devereaux reported that she is developing a process for on-site visits and customized compliance plans that emphasize working collaboratively with residents to resolve violations while avoiding public shaming or unnecessarily punitive actions.

Board of Trustees Monthly Report

The committee discussed developing a monthly report to the Board of Trustees summarizing committee activities and progress.

New Business

Areas of Interest

Committee members discussed priorities for future work.

Patty Bradley

- Planting flowers in highly visible public spaces
- Developing volunteer opportunities through United Way
- Improving the Township website

Michelle McIntyre

- Pursuing grant opportunities
- Volunteer recruitment
- Community partnerships

Sarah Devereaux

- Blight reduction
- Code enforcement initiatives

Projects and Goals

Sarah Devereaux will prepare a list of potential committee projects along with proposed Key Performance Indicators (KPIs) for discussion at a future meeting. This item will be added to Old Business for continued discussion.

Michelle McIntyre moved to approve this action. Patty Bradley seconded the motion.

Motion carried unanimously.

Pleas and Petitions

None.

Adjournment

Michelle McIntyre moved to adjourn the meeting. Patty Bradley seconded the motion.

Motion carried unanimously.

The meeting adjourned.

If you'd like, I can also format these in the style typically used for Superior Township Board and committee minutes, with numbered agenda sections and a more concise, municipal-government format.