

**CHARTER TOWNSHIP OF SUPERIOR
REGULAR BOARD MEETING
SUPERIOR CHARTER TOWNSHIP HALL
3040 N. PROSPECT RD., SUPERIOR TOWNSHIP, MI 48198
SEPTEMBER 15, 2025
7:00 p.m.
AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. CITIZEN PARTICIPATION
6. SUPERVISOR COMMENTS
7. PRESENTATIONS
8. CONSENT AGENDA
 - A. APPROVAL OF MINUTES
 1. August 18, 2025, Regular Meeting
 - B. REPORTS
 1. Departmental Reports: Assessing Department, Building Department, Fire Department, OHM Status Update, Parks and Recreation Commission Minutes, Sheriff's Department, Utility Department Report
 2. Monthly Financial Reports, July 2025
 3. Treasurer's July 2025 Reconciliation Report
 - C. COMMUNICATIONS
 1. Committee to Promote Superior Township (C2PST)
9. ITEMS REMOVED FROM THE CONSENT AGENDA
10. UNFINISHED BUSINESS
11. NEW BUSINESS
 - A. Ordinance No. 198 – First Reading: Ordinance to Establish a Commission for Setting Salaries of Elected Township Officials
 - B. Resolution 2025-58, Resolution to Approve Promotion of Fire Lieutenants
 - C. Resolution 2025-59, Resolution to Approve and Adopt the Personnel Manual
 - D. Resolution 2025-60, Resolution Providing for the Release of Withheld Salary Increases and a Moratorium on Further Adjustments and Increases During the Hiring Freeze
 - E. Resolution 2025-61, Resolution to Approve a Proposal from OHM Advisors for GIS Application Development to Support Sewer and Water System Management.
 - F. Resolution 2025-62, Resolution to Approve a Proposal from OHM for Ridge Road Water Main Design Services

- G. Resolution 2025-63, Resolution to Approve the Development Agreement for Prospect Pointe West Phase 3
- H. Resolution, 2025-64, Resolution to Approve Camera System Installation at Township Facilities
- I. Motion to Adopt the Annual Investment Policy
- J. Motion to Schedule Truth in Taxation Hearing for October 20, 2025

13. DISCUSSION

14. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS

15. PLEAS AND PETITIONS

16. ADJOURNMENT

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

This Page Is Intentionally Left Blank

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 1**

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 2**

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.

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 3**

**~~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.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 4**

~~**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

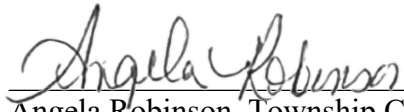
WHEREAS, the Township will cooperate with SBA in executing all required documents necessary to effectuate the transaction and ensure the issuance of title insurance, and the transaction is contingent upon conditions acceptable to SBA, including satisfactory title, survey, and governmental approvals;

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 5**

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 6**

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

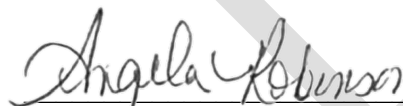
WHEREAS, the fees for such services will be based on the actual time expended and billed at the blended rate of \$195/hour for all personnel. ~~following discounted hourly rates: Accounting Consultant – \$165/hour, Senior Accounting Consultant – \$185/hour, Manager – \$250/hour, Partner – \$400/hour,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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 7**

**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

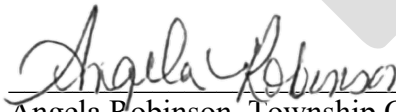
NOMINEE

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**

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 8**

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

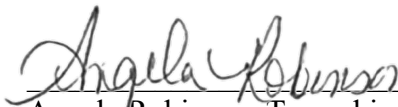
NOMINEE

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.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 9**

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.

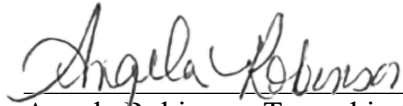
NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves awarding the contract for roof replacement at Fire Station #1 to Armstrong Enterprises for a total amount not to exceed \$84,950.00.

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,

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 10**

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

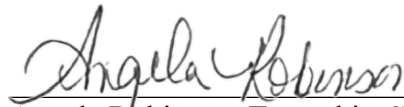
**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 11**

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

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.

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 12**

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 13**

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 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;

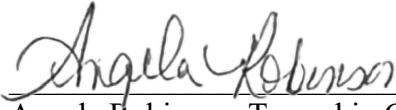
NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board does hereby determine that the fees for services and benefits furnished by the Township's water and sewer systems shall be amended per the attached Schedule A and Appendix B; and

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.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 14**

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.

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 15**

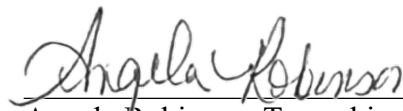
WHEREAS, the total cost for services in FY2026 is \$132,173, including \$86,613 for fixed-route services, \$27,231 for A-Ride demand-response services, and \$18,328 for capital costs; and

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.

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 16**

**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,

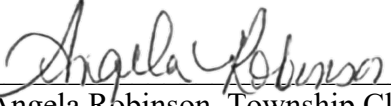
WHEREAS, a resolution of support is required to be submitted with the application from the Charter Township of Superior Board of Trustees.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 17**

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
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 18**

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

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 19**

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

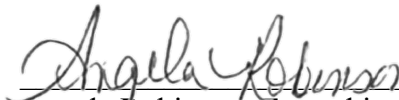
WHEREAS, the Township Board finds it to be in the best interest of the Township to approve the Development Agreement to ensure orderly development, adequate infrastructure, and compliance with all applicable regulations.

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.

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 20**

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

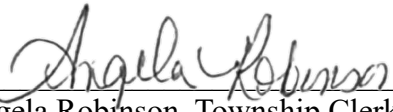
**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 21**

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),

**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 22**

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.

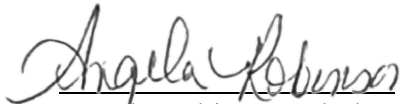
**CHARTER TOWNSHIP OF SUPERIOR BOARD
REGULAR MEETING
AUGUST 18, 2025
PROPOSED MINUTES
PAGE 23**

- **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

Emily Dabish Yahkind, Supervisor

This Page Is Intentionally Left Blank

AUGUST 2025 ASSESSING DEPARTMENT REPORT

TO: Superior Township Board of Trustees

FROM: Paula Calopisis, Assessor

SUBJECT: Assessing Department Activity Report for the September 15, 2025 Meeting
(not a complete list)

The assessor conducted the following business activities during the month of August:

- Worked with TAZ several times to re-establish a VPN connection
- Created a BS&A backup and new database before updating to the new Assessor's Manual calculations. Also checked to see if there were any problems after the update
- Prepared the department budget information for a meeting with the supervisor
- Submitted information for a FOIA request
- Answered numerous questions regarding potential land divisions
- Created a list of all residential and agricultural addresses for Priority Waste
- Reviewed and signed the Principal Residence Exemptions and sent some to the county
- Continued working on the vacant land sales
- Continued adjusting land values for the 2026 assessed values
- Assisted various appraisers, attorneys, and title companies via e-mails and phone calls
- Answered many questions regarding rental properties for the new rental inspections

The appraisers conducted the following business activities during the month of August:

- Assisted residents with assessing questions at the counter and on the phone
- Completed site visits and measurements for 32 final building inspections which included new construction
- Accepted and entered 73 property transfers, principal residence exemptions, and rescinds
- Assisted a veteran with exemption paperwork
- Conducted 63 re-appraisals and other site visits
- Updated the mobile home name and address information
- Created a new address list for mailing the township newsletter to residents

Building Department Report

10 September, 2025

- 1) New home construction continues at Prospect Pointe West. Phase 2 is well underway. Phase 3 has been approved and Phase 4 is under Engineering review.
- 2) Huron Dental Clinic at 5387 Plymouth /AA rd. is open for business.
- 3) There are 8 new homes under construction at Kinsley. One is finished.
- 4) We currently have 13 separate custom homes being built in the Township.
- 5) The latest word on the Blight/Hoarding situation at 4745 Napier Ct. There was a hearing before Judge Barr at 14-A2 District Court on July 15th. After listening to all the reasons for non-activity, he said he was tired of this dragging out so long and ordered that the house and outbuilding be demolished and the property totally cleared of all trash and debris within 90 days. This order was signed on July 25th. Our court appointed receiver is currently securing bids for demolition. Should the property be sold within the 90 days, the buyer will assume responsibility. If not, the Township will need to have it demolished and Bill the owner. If not paid , it will become a lien on the property.
- 6) The abandoned property at 9900 Ford rd. is sold. The new owner has already started to clean it up and is in the process of submitting plans for renovation.
- 7) There is a new Cranbrook Homes development off Curtis Rd. north of Warren. This is a 17-parcel property with lot size minimums of 5 acres. The first home has been started and we are receiving documents for the second.
- 8) We have a Blight case open for 9400 Geddes, near the entrance to Arbor Woods Mobile Home Park. The clean up is slow but continuing.

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB25-0179	AMISON EDWARD & GLORIA	9214 ABBEY LN	\$100.00	\$10,935
Work Description: Installing 6.075 kW roof mounted PV system				
PB25-0193	S E MICHIGAN LAND HOLDING	7426 ABIGAIL DR	\$2,936.00	\$451,677
Work Description: Construct new 2 story SFD on unfinished "garden view" basement with 2 car attached garage. 4ft side extension and 173 SF kitchen nook addition. "Austin" model				
PB25-0194	ABDULJABER ABIGAIL TRUST	7477 ABIGAIL DR	\$100.00	\$15,252
Work Description: Construct 12'x20' free standing, composite deck with landing and stairs				
PB25-0205	GRABOWSKI ADAM	10231 E AVONDALE CIR	\$100.00	\$12,478
Work Description: Tear off and re-roof house and attached garage				
PB25-0188	FINE INVESTMENTS LLC	8760 BARRINGTON DR	\$260.00	\$40,000
Work Description: Finish construction of new 2 story SFD on unfinished basement with 2 car attached garage. Mold test report required. Original work begun under PB17-0037.				
PB25-0171	RUDNICKI DANA M & THOMAS	9039 CHERRY HILL RD	\$3,250.00	\$50,000
Work Description: Construct new 1 story SFD on unfinished basement. With 3 car side entry attached garage w/ 350 SF bonus room above. Must comply with 2015 Michigan Residential Code and 2021 Energy Code.				
PB25-0177	COLLINS SPENCER	590 W CLARK RD	\$100.00	\$5,018
Work Description: Interior drain and sump pump				
PB25-0197	LEE JAMES & CARMEN GREEN	3671 DEER RIDGE CT	\$544.00	\$83,700
Work Description: Tear off and re-roof				
PB25-0192	KOSENKA-EVANS NICHOLAS	1726 DEVON ST	\$100.00	\$14,580
Work Description: Install 8.1 kW roof mounted PV system				
PB25-0212	GOODMAN RICHARD M	4910 DIXBORO RD	\$100.00	\$14,000
Work Description: Add 221 square foot deck addition to existing deck. Deck to include 5ftx21ft ramp.				
PB25-0184	LAYMAN JOEL O ELBEKHTI FA	1669 FAIRWAY GLENS DR	\$115.00	\$17,712
Work Description: Install 9.84kW roof mounted PV system				
PB25-0214	HYUNDAI AMERICA TECHNIC	6800 GEDDES RD	\$9,761.00	\$1,501,664
Work Description:				

remain. Install 1/2" HD Coverboard. Install new 60 mil TPO membrane.

Roof 1B - Remove existing membrane & 1st layer of insulation (1.5" insulation to remain). Install new 1.5" insulation. Install 1/2" HD Coverboard. Install new 60 mil TPO membrane.

Roof 1D - Remove existing roof system to deck. Install (2) layers 2-6" insulation. Install 1/2" HD Coverboard. Install new 60 mil TPO membrane.

Roof 1D (Chiller Area) - Remove existing roof system down to deck. Install (2) layers 3" insulation. Install new 60 mil TPO membrane.

PB25-0199	KELLY MICHAEL & REDIES CA'	8367 GLENDALE DR	\$100.00	\$10,000
Work Description: Tear off and re-roof				
PB25-0166	GORDON EDGAR	9563 GLENHILL DR	\$182.00	\$27,938
Work Description: Install 7.29kW roof mounted PV system				
PB25-0210	KOZLOWSKI VIRGINIA M TRUS	3747 GOTFREDSON RD	\$227.00	\$35,000
Work Description: Construct 16'x40'x9' high pole barn				
PB25-0207	DAVE KETANKUMAR B & SNEI	7940 HALLIE DR	\$102.00	\$15,759
Work Description: Install 136' of interior drain to existing sump				
PB25-0187	CHANDERRAJ RISHI & ERIKA	1806 HAMLET DR	\$100.00	\$13,898
Work Description: Tear off and re-roof house and attached garage				
PB25-0165	LAFOREST DAWN	1825 HAMLET DR	\$133.00	\$20,412
Work Description: Install 11.34kW roof mounted PV system				
PB25-0215	CHURILLA ANDREW R & SIMON	2630 HARRIS RD	\$163.00	\$25,000
Work Description: Kitchen and bathroom remodel. No structural changes.				
PB25-0169	MANIER EDWIN & SHARON	2029 HUNTERS CREEK DR	\$134.00	\$20,616
Work Description: Bathroom remodel				
PB25-0216	MELESSE TOJO	1918 MAGGIE LN	\$100.00	\$7,800
Work Description: Construct 19'x14' deck				
PB25-0195	JACOBS KEVIN L & CRAWFORD	1925 MAGGIE LN	\$102.00	\$15,750
Work Description: Construct 12'x16' free standing composite deck				
PB25-0170	ZHU YUFEI & YE NING	1949 MAGGIE LN	\$169.00	\$26,000
Work Description: Construct 24'x15' deck attached to the house. Ledger attachment to conform with R507 of 2015 Michigan Residential Code. Also see Handout provided.				
PB25-0191	WATSON GARY & AMANDA	8744 NOTTINGHAM DR	\$167.00	\$25,678
Work Description: Tear off and re-roof house and attached garage				
PB25-0201	SAWICKI STEPHINE & ENERSON	8836 NOTTINGHAM DR	\$137.00	\$21,081
Work Description: Install 5.74kW roof mounted PV system				
PB25-0185	MAYFIELD II ROBERT G	8660 PINE CT	\$100.00	\$6,561
Work Description: Install 3.645 kW roof mounted PV system				

PB25-0190	FORSHEE JOHN H TRUSTEE	2960 PROSPECT RD	\$100.00	\$15,350
Work Description: Replace 292 SF of wood lap siding Reframe and replace 4 windows. Strip interior walls on 2 walls, insulate and sheet with plywood.				
PB25-0204	SHUTER JEREMY L/PORCIUNCI	1660 SAVANNAH CT	\$299.00	\$46,061
Work Description: Tear off and re-roof house and attached garage				
PB25-0175	MITCHELL DEBORAH/COVINC	1664 SAVANNAH CT	\$130.00	\$20,000
Work Description: Construct 16'x22', Free Standing, Composite Deck				
PB25-0211	HINES DUANE & PATTY	8591 SOMERSET LN	\$100.00	\$9,056
Work Description: Construct 4'x8' deck with stairs				
PB25-0203	MILLARD JOHN C & KATHLEEN	8824 SOMERSET LN	\$100.00	\$14,800
Work Description: Tear off and re-roof house and attached garage				
PB25-0200	WINTER JAMES A & DEBORAH	8181 STAMFORD RD	\$169.00	\$26,000
Work Description: Install 8.36kW roof mounted PV system				
PB25-0176	GREGORY MARCELLUS LAMAR	1600 STEPHENS DR	\$100.00	\$11,366
Work Description: Tear off and Re-roof house				
PB25-0189	OAK TRAILS SCHOOL INC	6727 WARREN RD	\$122.00	\$18,698
Work Description: Tear off and re-roof school building. 2nd story and rear shed roof only.				
PB25-0206	FACKLER MITCHELL& ELANA	8316 N WARWICK CT	\$104.00	\$16,035
Work Description: Tear off and re-roof				
PB25-0180	INFINITY ACQUISITIONS LLC	1427 WEEPING WILLOW CT	\$1,802.00	\$277,309
Work Description: Construct new 2 story SFD on unfinished basement with 2 car attached garage. "Enclave" model - Elevation 'B'				
PB25-0181	INFINITY ACQUISITIONS LLC	1446 WEEPING WILLOW CT	\$1,936.00	\$297,887
Work Description: Construct new 2 story SFD on unfinished basement with 2 car attached garage "Nantucket" model - Elevation 'C'				
PB25-0183	INFINITY ACQUISITIONS LLC	1452 WEEPING WILLOW CT	\$1,823.00	\$280,520
Work Description: Construct new 2 story SFD on unfinished basement with 2 car attached garage. "Madison" model - Elevation 'B'				
PB25-0182	INFINITY ACQUISITIONS LLC	1458 WEEPING WILLOW CT	\$1,936.00	\$297,887
Work Description: Construct new 2 story SFD on unfinished basement with 2 car attached garage. "Nantucket" model - Elevation 'A'				
PB25-0167	MASSEY GIOIA K	1683 WEEPING WILLOW CT	\$152.00	\$15,645
Work Description: Install roof mounted 5.3 KW PV system				
PB25-0196	STOWE RYAN M & ERICA C	3324 WOODHILL CIR	\$100.00	\$5,000
Work Description: Construct small 4'x6' landing with stairs				

Total Permits For Type:	41
Total Fees For Type:	\$28,355.00
Total Const. Value For Type:	\$3,840,123

Report Summary

Population: All Records

Permit.PermitType = Building
AND

Permit.DateIssued in <Previous
month> [08/01/25 - 08/31/25]

Grand Total Fees:	\$28,355.00
-------------------	-------------

Grand Total Permits:	41
----------------------	----

Grand Total Const. Value:	\$3,840,123
---------------------------	-------------

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
MONTH-END REPORT
August 2025

Category	Estimated Cost	Permit Fee	Number of Permits
Com/Multi-Family Other Building	<i>\$1,520,362.00</i>	<i>\$9,883.00</i>	<i>2</i>
Electrical	<i>\$0.00</i>	<i>\$7,760.00</i>	<i>34</i>
Mechanical	<i>\$0.00</i>	<i>\$8,735.00</i>	<i>52</i>
Plumbing	<i>\$0.00</i>	<i>\$4,260.00</i>	<i>24</i>
Res-Additions (Inc. Garages)	<i>\$35,000.00</i>	<i>\$227.00</i>	<i>1</i>
Res-New Building	<i>\$1,655,280.00</i>	<i>\$13,683.00</i>	<i>6</i>
Res-Other Building	<i>\$528,515.00</i>	<i>\$3,905.00</i>	<i>28</i>
Res-Renovations	<i>\$100,966.00</i>	<i>\$657.00</i>	<i>4</i>
Totals	<i>\$3,840,123.00</i>	<i>\$49,110.00</i>	<i>151</i>

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
YEAR-TO-DATE REPORT

January 2025 To Date

Category	Estimated Cost	Permit Fee	Number of Permits
Com/Multi-Family New Building	<i>\$4,698,000.00</i>	<i>\$30,537.00</i>	<i>2</i>
Com/Multi-Family Other Building	<i>\$2,002,358.00</i>	<i>\$13,067.00</i>	<i>5</i>
Com/Multi-Family Renovations	<i>\$2,553,842.00</i>	<i>\$16,604.00</i>	<i>4</i>
Com-Other Non-Building	<i>\$40,000.00</i>	<i>\$260.00</i>	<i>1</i>
Electrical	<i>\$0.00</i>	<i>\$56,120.00</i>	<i>233</i>
Mechanical	<i>\$0.00</i>	<i>\$49,945.00</i>	<i>291</i>
Plumbing	<i>\$0.00</i>	<i>\$35,625.00</i>	<i>163</i>
Res-Additions (Inc. Garages)	<i>\$1,010,751.00</i>	<i>\$6,570.00</i>	<i>7</i>
Res-Manufactured/Modular	<i>\$110,000.00</i>	<i>\$1,050.00</i>	<i>7</i>
Res-New Building	<i>\$16,092,143.00</i>	<i>\$107,568.00</i>	<i>37</i>
Res-Other Building	<i>\$2,063,862.00</i>	<i>\$15,587.00</i>	<i>114</i>
Res-Other Non-Building	<i>\$306,929.00</i>	<i>\$2,048.00</i>	<i>8</i>
Res-Renovations	<i>\$1,436,980.00</i>	<i>\$9,386.00</i>	<i>23</i>
Totals	<i>\$30,314,865.00</i>	<i>\$344,367.00</i>	<i>895</i>

This Page Is Intentionally Left Blank

SUPERIOR TOWNSHIP FIRE DEPARTMENT

MEMO

To: Emily Dabish-Yahkind, Angela Robinson, Lisa Lewis
CC: Christina Benitez
From: Vic Chevrette, Fire Chief
Date: 9/9/2025
Re: Fire Chief/Fire Marshal Activity Report August 2025

The following is the August 2025 activity report for the Fire Chief and Fire Marshal.

FOIA Request: 3

CMS Reporting: 1

Meetings Attended: OHM Roof Project pre-bid & bid Review. Meeting with Twp. Supervisor. Department Head meetings. Meeting with OHM, Road Commission ref. Stamford Road Flooding problems. Fire Department Officers meeting. Meet with WMOI for bedding furniture at Station 2. Meeting with Servpro ref. insulation at Station 2.

Training:

Fire Prevention/Education:

Investigations: None

Fire Inspections: 1

Fire Service Casualty: One firefighter with back injury lifting a patient.

Other: Station 2 was closed at various times due to staffing issues. Lieutenant Oral Board Exam.

Total calls for service June 2025: 161

Respectfully Submitted, Victor G. Chevrette, Fire Chief

The following is the August 2025 activity report for the Fire Marshal

Fire Suppression Plan Reviews/Zoom Conference:

Fire Suppression Inspections: 2

Fire Protection Inspections: 1

Fire Department Access inspection: 1

Fire Pump Inspection:

Fire Pump Flow Test:

Plan Review: 1

Plan Review Zoom meetings:

Building Inspection: 2

Food Truck Inspections:

Knox Box Installation:

Consultation, Fire Protection:

Fire Alarm Plan Review:

Fire Alarm Inspection / test: 3

Fire Investigation:

Fire Investigations follow up:

Burning Complaint:

Burn Permits issued:

Officers Meeting: 1

Meetings: 2

EMT Training:

Code Research: 1

Food Truck: 1

Inspector Training:

Battery Fire Suppression Classes:

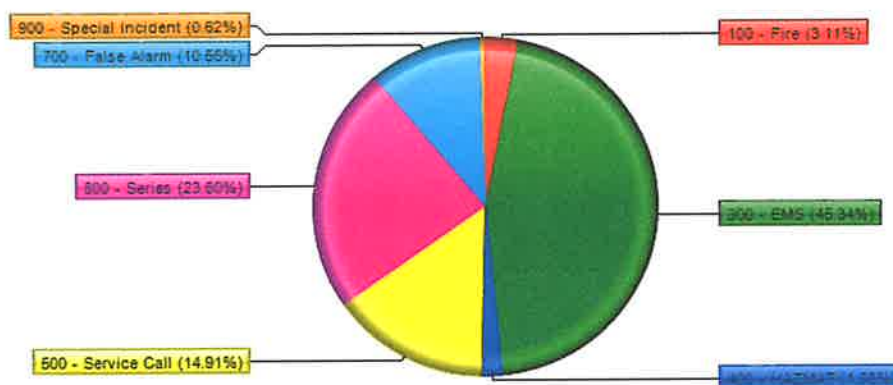
Site Inspection:

Stabler Farms tour: 1

Respectfully Submitted,
Dan Kimball, Fire Marshal

Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	5
300 - EMS	73
400 - HAZMAT	3
500 - Service Call	24
600 - Series	38
700 - False Alarm	17
900 - Special Incident	1
	161



Major Fires with Property Loss > \$1M

Incident Date	Incident Number	Alarm Date	Incident Type	Incident Type Code	Property Use	Property Use Code	Estimated Property Loss
---------------	-----------------	------------	---------------	--------------------	--------------	-------------------	-------------------------

No records were found.

Major Fires (Civilian Casualties)

Incident Date	Incident Number	Property Use	Property Use Code	Structure Fires	Estimated Property Loss	Injury or Death	Civilian Casualty	Severity Code	Civilian Deaths	Incident Type Code
8/3/2025 12:00:00 AM	4166243	1 or 2 family dwelling	419	01 - Residential - Private Dwelling	\$0.00	Not Recorded	0		0	113
8/29/2025 12:00:00 AM	4177631	Outbuilding or shed	808	11 - Storage in Structures	\$500.00	Not Recorded	0		0	161
8/1/2025 12:00:00 AM	4165094	1 or 2 family dwelling	419	01 - Residential - Private Dwelling		Not Recorded	0		0	111
7/31/2025 12:00:00 AM	4164602	1 or 2 family dwelling	419	01 - Residential - Private Dwelling		Not Recorded	0		0	111
8/4/2025 12:00:00 AM	4166647	Open land or field	931	12 - Other Structures		Not Recorded	0		0	151
					Total Loss \$500.00					

Part III - Breakdown of Fires (Incident Type 110-129)

Structure Fires	Estimated Property Loss	Civilian Casualty	Civilian Deaths	Total
01 - Residential - Private Dwelling	\$0.00	0	0	3
	Total Loss \$0.00			3

If Property Use is not shown in the output, then value is 0

Part III - Lines 5 and 13 on NFPA Form

Residential or Structure	Estimated Property Loss	Civilian Casualty	Deaths	Total
05 - Residential	\$0.00	0	0	3
				3

Part III - Lines 14a through 25

Fires in Structure by Property Use	Estimated Property Loss	Total
15 - Fires Outside of Structures	\$500.00	1
17 - Fires in Rubbish		1
20 - Rescue, EMS Response		75
21 - False Alarm Responses		17
23a - Hazmat (spills, leaks)		1
23b - Hazmat Other		2
24 - All Other Responses		43
		140

Fire - Confined vs Non-Confined

Residential or Structure	Click for Details
05 - Residential	3 Rows

Part IV - Breakdown of False Alarm Responses

False Alarm Breakdown	Total
2. System Malfunction (IT 730-739)	9
3. Unintentional (IT 740-749)	8
	17

Part V - Intentionally Set Fires in Structures and Vehicles

Structure v Vehicle	Civilian Deaths	Civilian Injuries	Total Estimated Loss	Total
---------------------	-----------------	-------------------	----------------------	-------

No records were found.

Fire Service Casualty - Injury Info

Severity	Age	Cause of Fire Fighter Injury	Factor Contributing To Injury	Primary Part of Body Injured	Activity at Time of Injury	Cause of Fire Fighter Injury	Factor Contributing To Injury	Primary Apparent Symptom
----------	-----	------------------------------	-------------------------------	------------------------------	----------------------------	------------------------------	-------------------------------	--------------------------

No records were found.

Fire Casualty - Injury Information

--	--	--	--	--	--	--	--	--

Age	Severity	Physical Condition Just Prior to Injury	Activity at Time of Injury	Cause of Fire Fighter Injury	Object Involved In Injury	Factor Contributing To Injury	Primary Apparent Symptom	Primary Part of Body Injured	Inside or Outside a Structure
-----	----------	---	----------------------------	------------------------------	---------------------------	-------------------------------	--------------------------	------------------------------	-------------------------------

No records were found.

Civilian Injuries

Severity	Incident Date	Incident Number	Activity When Injured	Activity When Injured	Primary Apparent Symptom	Primary Area Of Body Injured	Transported to Emergency Care	Location at Time of Incident	General Location at Time of Injury	Specific Location at Time of Injury
----------	---------------	-----------------	-----------------------	-----------------------	--------------------------	------------------------------	-------------------------------	------------------------------	------------------------------------	-------------------------------------

No records were found.

Incident Date	Incident Number	NFIRS Number	Alarm Date	Incident Type	Incident Type Code	Street Or Highway Name	Property Use	Incident Narrative
8/2/2025 12:00:00 AM	4165453	0001075	8/2/2025 1:13:52 AM	Smoke detector activation due to malfunction	733	Kenwyck	Multifamily dwelling	KUJAWA, JEFFREY Aug 02 2025 04:34PM:FD was dispatched to the above location for a residential fire alarm. Owners smoke detector was chipping 3 beeps, that indicated a malfunction. Homeowner stated she would replace the smoke detector in morning. FD cleared the scene. KUJAWA, JEFFREY Aug 02 2025 04:38PM:cancelled while responding KUJAWA, JEFFREY Aug 02 2025 04:38PM:FD was dispatched to the above location for a residential fire alarm. Owners smoke detector was chipping 3 beeps, that indicated a malfunction. Homeowner stated she would replace the smoke detector in morning. FD cleared the scene.
8/19/2025 12:00:00 AM	4173209	0001157	8/19/2025 2:37:55 PM	Smoke detector activation due to malfunction	733	Hillshire	1 or 2 family dwelling	FRENCH, JEFF Aug 19 2025 08:36PM:Dispatched to the listed address for a reported fire alarm. E11-1 arrived to find the home owner in the driveway she stated the the system was malfunctioning.
8/23/2025 12:00:00 AM	4174859	0001181	8/23/2025 7:44:12 AM	Smoke detector activation due to malfunction	733	Sheffield	1 or 2 family dwelling	BURNS, JORDAN Aug 23 2025 07:43PM:STFD E11-2 & L11-1 responded to a

								Smoke detector activation @ above-listed address. Upon E11-2 arrival, nothing was found showing—E-2 crew. The homeowner contacted the crew and found it to be a bad detector. L11-1 was cleared in service. STFD cleared in service.
8/27/2025 12:00:00 AM	4176538	0001201	8/27/2025 12:06:40 AM	Smoke detector activation due to malfunction	733	Barrington	1 or 2 family dwelling	MONDAY, DEREK Aug 27 2025 11:11AM:SUTFD E 11-2 and L 11-1 were dispatched to the above location for an alarm activation. Upon arrival and after investigating we discovered the alarm activated due to a malfunctioning alarm system and all STFD units returned in service.
8/28/2025 12:00:00 AM	4176957	0001205	8/28/2025 12:08:53 AM	Smoke detector activation due to malfunction	733	Brian	1 or 2 family dwelling	OBERSTAEDT, COREY Aug 28 2025 04:56AM:STFD dispatched for a reported carbon monoxide alarm at the above listed address. E11-1 responded once clear of a previous run and arrived on scene. The homeowner was outside of the home and stated that the alarm made a loud noise that woke her up. STFD entered the home and monitored the air throughout with the four gas monitor. The homeowner pointed to the alarm that had sounded and STFD investigated further. The alarm was displaying a red light that was on a timed sequence. It was determined that this was a smoke alarm and not a combination alarm.

								with carbon monoxide. The entire home was cleared with the four gas monitor and all levels were within the normal range. STFD personnel put a new 9V battery in the smoke alarm and the red light turned off. The scene was left with the homeowner and all STFD personnel returned in service.
8/30/2025 12:00:00 AM	4177877	0001216	8/30/2025 3:30:26 AM	Smoke detector activation due to malfunction	733	Pheasant	1 or 2 family dwelling	COKER, TYLER Aug 30 2025 08:09AM:STFD was dispatched to an Alarm Activation at the dispatched address. E11-1 responded and arrived to nothing showing being met by the home occupant. The home owner took FD to the basement where a smoke alarm, battery operated was malfunctioning. FD disabled it for the resident to use to get a new detector to match. Once completed STFD returned in service. COKER, TYLER Aug 30 2025 08:14AM:STFD was dispatched to an Alarm Activation at the dispatched address. E11-1 responded and arrived to nothing showing being met by the home occupant. The home owner took FD to the basement where a smoke alarm, battery operated was malfunctioning. FD disabled it for the resident to use to get a new detector to match. Once completed STFD returned in service.

8/13/2025 12:00:00 AM	4170615	0001141	8/13/2025 3:37:52 PM	Alarm system sounded due to malfunction	735	Geddes	Parking garage, general vehicle	GAKEN, JAMES Aug 15 2025 01:20AM:SUTFD was dispatched for a fire alarm at the above address. E11- 2 and T11-1 responded from their stations without delay and no issues on the way. E11-2 arrived to find a large two story garage with nothing showing. Personnel were met by security that stated power washers got water on an alarm sensor and set it off. No hazards were found and all SUTFD units cleared and returned in service without incident.
8/11/2025 12:00:00 AM	4169760	0001128	8/11/2025 8:03:07 PM	CO detector activation due to malfunction	736	Napier	1 or 2 family dwelling	CONKLIN, BARRY Aug 12 2025 02:20AM:T 11-1 ATF TWO PEOPLE STANDING OUTSIDE REPORTING AN AUTABLE ALARM STATING CO IN THE HOUSE. FD WENT INTO THE HOUSE WITH THE CO MONITOR AND CHECKED THE ENTIRE HOUSE INCLUDING THE BASEMENT. THERE WAS NO ALARM GOING OFF IN THE HOUSE AND THE FD CO MONITOR DID NOT READ ANY CO. THE OCCUPANTS WERE INFORMED AND T 11-1 WENT IN SERVICE.
8/26/2025 12:00:00 AM	4176270	0001197	8/26/2025 12:44:55 PM	CO detector activation due to malfunction	736	Berkshire	1 or 2 family dwelling	MONDAY, DEREK Aug 27 2025 12:50AM:STFD E11- 2 arrived on scene to discover no readings on our 4gas meter and just 2 malfunctioning detectors due to the age of them. Informed the homeowners and returned in service

8/3/2025 12:00:00 AM	4166169	0001089	8/3/2025 7:04:54 PM	Smoke detector activation, no fire - unintentional	743	Red Fox	1 or 2 family dwelling	GAKEN, JAMES Aug 04 2025 11:25AM:SUTFD was dispatched for a fire alarm at the above address. E11- 2 responded priority one from Geddes and Gale Rd after diverting from the previous call they were already enroute to. E11-2 arrived to find a medium two story single family dwelling with nothing showing. E11-2 went into offensive mode to investigate and were met by the homeowner at the front door. The homeowner stated they were changing batteries and set the alarms off. E11- 2 then advised dispatch and cleared the scene. E11-2 returned in service without incident.
8/19/2025 12:00:00 AM	4173171	0001155	8/19/2025 1:07:30 PM	Smoke detector activation, no fire - unintentional	743	Plymouth	Specialty shop	FRENCH, JEFF Aug 19 2025 05:24PM:Dispatched to the listed address for a reported fire alarm while responding the alarm was CNX. Engine 11-1 continued for information and confirmed false alarm
8/22/2025 12:00:00 AM	4174628	0001177	8/22/2025 6:07:22 PM	Smoke detector activation, no fire - unintentional	743	Joy	1 or 2 family dwelling	COKER, TYLER Aug 22 2025 11:40PM:STFD was dispatched to an Alarm Activation at the dispatched address. E11-1 responded and arrived to a large two story home with nothing showing out investigating. FD made contact with homeowner and stated the BBQ grill smoke set off the

								alarm. There was no fire at the resident. E11-1 returned in service. COKER, TYLER Aug 22 2025 11:42PM:STFD was dispatched to an Alarm Activation at the dispatched address. E11-1 responded and arrived to a large two story home with nothing showing out investigating. FD made contact with homeowner and stated the BBQ grill smoke set off the alarm. There was no fire at the resident. E11-1 returned in service.
8/25/2025 12:00:00 AM	4175864	0001191	8/25/2025 2:18:24 PM	Smoke detector activation, no fire - unintentional	743	Avondale	1 or 2 family dwelling	GAKEN, JAMES Aug 25 2025 06:40PM:SUTFD was dispatched to the above address for a fire alarm. L11-1 and E11-2 responded from their stations without delay and no issues on the way. E11-2 arrived to a small two story single family residential with nothing showing and were met by the homeowner. The home owner stated that they had workers working on pipes in the basement and they set the smoke alarm off while brazing pipes. Personnel checked it out and found no hazards. L11-1 was canceled at this time. Personnel then collected information and then cleared and returned in service without incident.
8/1/2025 12:00:00 AM	4165200	0001069	8/1/2025 1:38:00 PM	Detector activation, no fire - unintentional	744	Joy	Elementary school, including kindergarten	PIERCE, LANCE Aug 01 2025 05:57PM:Units were dispatched to the

								above location for a commercial fire alarm. Dispatched advised units that a callback from location advised to cancel, false alarm. U-11-1 continued and made contact with work crew on scene, and they advised work on the system was on going. Scene was left with the work crew.
8/9/2025 12:00:00 AM	4168818	0001114	8/9/2025 5:55:56 PM	Alarm system activation, no fire - unintentional	745	Tanglewood	Residential, other	OBERSTAEDT, COREY Aug 10 2025 12:33AM:STFD dispatched for a fire alarm at the above listed address. T11- 1 responded and central quickly notified that it was going to be a cooking mishap and a false alarm. T11-1 continued for a report. The homeowner stated that there was no damage to the home. All STFD units returned in service.
8/22/2025 12:00:00 AM	4174408	0001176	8/22/2025 9:38:31 AM	Alarm system activation, no fire - unintentional	745	Avondale	Residential, other	OBERSTAEDT, COREY Aug 22 2025 10:45PM:STFD dispatched for a smoke alarm at the above listed address. L11-1 and E11-1 responded to the scene. While en route central advised that per the alarm company this was going to be a false alarm. L11-1 and E11-1 continued for a report and arrived to a 2 story residential home with nothing showing. STFD personnel utilized this call as a training scenario and simulated hooking up to a hydrant and stretching a cross-

								lay to the front door. The homeowner stated that it was a cooking mishap and there was no damage to the home. Personnel picked up equipment and all STFD units returned in service.
8/28/2025 12:00:00 AM	4177375	0001208	8/28/2025 10:03:58 PM	Alarm system activation, no fire - unintentional	745	Paddock	1 or 2 family dwelling	MONDAY, DEREK Aug 29 2025 02:35AM:SUTFD E 11-2 was dispatched to the above location for a full alarm activation, We arrived on scene with WCSD and were met by the homeowner who informed us he changed a battery in a smoke detector and set the alarm off. All STFD units returned in service.

Fire - Incident Types Codes with Detail Breakdown

Date: Tuesday, September 9, 2025
Time: 10:11:37 AM

Incident Type Group	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Incident Type	Action Taken 1	Property Use Code	Property Use
100 - Fire								
	111							
		7/31/2025 12:34:16 AM	4164602	0001060	Building fire	Extinguishment by fire service personnel	419	1 or 2 family dwelling
		8/1/2025 8:55:28 AM	4165094	0001071	Building fire	Extinguishment by fire service personnel	419	1 or 2 family dwelling
					2			
	113							
		8/3/2025 11:06:32 PM	4166243	0001090	Cooking fire, confined to container	Investigate	419	1 or 2 family dwelling
					1			
	151							
		8/4/2025 9:23:48 PM	4166647	0001096	Outside rubbish, trash or waste fire	Extinguishment by fire service personnel	931	Open land or field
					1			
	161							
		8/29/2025 2:29:02 PM	4177631	0001212	Outside storage fire	Extinguishment by fire service personnel	808	Outbuilding or shed
					1			
5								
300 - EMS								
	311							
		7/31/2025 6:22:22 AM	4164651	0001061	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/31/2025 9:32:51 AM	4164701	0001063	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other

		8/1/2025 3:14:59 AM	4165035	0001067	Medical assist, assist EMS crew	Emergency medical services, other	419	1 or 2 family dwelling
		8/1/2025 11:06:42 PM	4165427	0001074	Medical assist, assist EMS crew	Information, investigation & enforcement, other	965	Vehicle parking area
		8/2/2025 1:32:19 AM	4165458	0001076	Medical assist, assist EMS crew	Information, investigation & enforcement, other	429	Multifamily dwelling
		8/2/2025 3:47:02 AM	4165479	0001078	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/2/2025 1:43:38 PM	4165641	0001080	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/4/2025 12:55:08 PM	4166427	0001093	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/6/2025 1:59:34 PM	4167406	0001102	Medical assist, assist EMS crew	Provide manpower	311	24-hour care Nursing homes, 4 or more persons
		8/8/2025 10:50:58 AM	4168227	0001107	Medical assist, assist EMS crew	Provide basic life support (BLS)	419	1 or 2 family dwelling
		8/9/2025 4:41:01 PM	4168792	0001113	Medical assist, assist EMS crew	Information, investigation & enforcement, other	965	Vehicle parking area
		8/10/2025 9:35:51 AM	4169067	0001116	Medical assist, assist EMS crew	Provide basic life support (BLS)	419	1 or 2 family dwelling
		8/11/2025 10:46:52 PM	4169815	0001129	Medical assist, assist EMS crew	Information, investigation & enforcement, other	965	Vehicle parking area
		8/12/2025 11:45:35 AM	4170021	0001132	Medical assist, assist EMS crew	Assistance, other	429	Multifamily dwelling
		8/17/2025 4:26:22 PM	4172432	0001152	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/17/2025 7:53:09 PM	4172524	0001153	Medical assist, assist EMS crew	Provide basic life support (BLS)	419	1 or 2 family dwelling
		8/18/2025 12:57:47 PM	4172744	0001154	Medical assist, assist EMS crew	Provide manpower	429	Multifamily dwelling

		8/19/2025 9:07:21 PM	4173357	0001161	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/20/2025 12:26:58 AM	4173391	0001163	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/20/2025 2:47:12 PM	4173628	0001164	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/21/2025 1:49:00 PM	4174040	0001169	Medical assist, assist EMS crew	Provide manpower	961	Highway or divided highway
		8/21/2025 10:26:33 PM	4174269	0001173	Medical assist, assist EMS crew	Assistance, other	419	1 or 2 family dwelling
		8/23/2025 1:04:06 AM	4174798	0001180	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/24/2025 12:29:13 PM	4175409	0001183	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/25/2025 3:38:54 AM	4175683	0001187	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		8/26/2025 10:44:51 AM	4176224	0001196	Medical assist, assist EMS crew	Standby	419	1 or 2 family dwelling
		8/26/2025 3:11:45 PM	4176334	0001198	Medical assist, assist EMS crew	Standby	419	1 or 2 family dwelling
		8/26/2025 8:15:23 PM	4176479	0001195	Medical assist, assist EMS crew	Standby	419	1 or 2 family dwelling
		8/27/2025 10:01:27 AM	4176649	0001202	Medical assist, assist EMS crew	Information, investigation & enforcement, other	311	24-hour care Nursing homes, 4 or more persons
		8/27/2025 12:04:10 PM	4176691	0001203	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/27/2025 11:57:28 PM	4176955	0001204	Medical assist, assist EMS crew	Information, investigation & enforcement, other	400	Residential, other
		8/29/2025 4:11:20 AM	4177460	0001209	Medical assist, assist EMS crew	Standby	429	Multifamily dwelling
		8/30/2025 11:32:28 PM	4178360	0001219	Medical assist, assist EMS crew	Emergency medical services, other	311	24-hour care Nursing homes, 4 or more persons

					33			
	321							
		8/1/2025 10:52:03 AM	4165138	0001072	EMS call, excluding vehicle accident with injury	Standby	311	24-hour care Nursing homes, 4 or more persons
		8/2/2025 2:32:01 PM	4165659	0001083	EMS call, excluding vehicle accident with injury	Information, investigation & enforcement, other	000	Property Use, other
		8/3/2025 6:45:57 PM	4166159	0001097	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
		8/4/2025 7:22:02 AM	4166312	0001092	EMS call, excluding vehicle accident with injury	Information, investigation & enforcement, other	400	Residential, other
		8/6/2025 3:14:17 AM	4167225	0001100	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/7/2025 9:10:59 PM	4168030	0001119	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/10/2025 6:22:40 PM	4169264	0001124	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	962	Residential street, road or residential driveway
		8/11/2025 12:13:07 PM	4169580	0001126	EMS call, excluding vehicle accident with injury	Information, investigation & enforcement, other	429	Multifamily dwelling
		8/11/2025 11:30:41 PM	4169826	0001130	EMS call, excluding vehicle accident with injury	Information, investigation & enforcement, other	429	Multifamily dwelling
		8/12/2025 11:02:11 AM	4169996	0001133	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
		8/13/2025 2:04:07 AM	4170363	0001134	EMS call, excluding vehicle accident with injury	Provide basic life support (BLS)	419	1 or 2 family dwelling
		8/13/2025	4170686	0001142	EMS call.	Provide first	419	1 or 2 familv

		6:28:52 PM			excluding vehicle accident with injury	aid & check for injuries		dwelling
		8/14/2025 6:07:38 PM	4171134	0001137	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
		8/15/2025 6:00:58 AM	4171304	0001143	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/15/2025 11:50:38 AM	4171428	0001144	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/15/2025 6:13:24 PM	4171601	0001147	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
		8/15/2025 8:56:50 PM	4171662	0001148	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
		8/16/2025 7:54:52 PM	4172082	0001151	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/19/2025 2:01:26 PM	4173198	0001156	EMS call, excluding vehicle accident with injury	Investigate	962	Residential street, road or residential driveway
		8/19/2025 2:13:40 PM	4173201	0001158	EMS call, excluding vehicle accident with injury	Provide manpower	419	1 or 2 family dwelling
		8/19/2025 5:35:55 PM	4173275	0001160	EMS call, excluding vehicle accident with injury	Provide basic life support (BLS)	419	1 or 2 family dwelling
		8/20/2025 3:30:47 PM	4173651	0001165	EMS call, excluding vehicle accident with injury	Information, investigation & enforcement, other	400	Residential, other
		8/20/2025 6:37:20 PM	4173722	0001166	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling

		8/21/2025 7:26:58 PM	4174194	0001170	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
		8/23/2025 5:25:07 PM	4175073	0001184	EMS call, excluding vehicle accident with injury	Provide basic life support (BLS)	500	Mercantile, business, other
		8/25/2025 9:44:10 PM	4176018	0001192	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/26/2025 7:13:08 PM	4176455	0001199	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/26/2025 7:54:01 PM	4176471	0001200	EMS call, excluding vehicle accident with injury	Provide basic life support (BLS)	419	1 or 2 family dwelling
		8/28/2025 4:56:27 PM	4177256	0001206	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	960	Street, other
		8/28/2025 10:40:33 PM	4177389	0001210	EMS call, excluding vehicle accident with injury	Provide basic life support (BLS)	419	1 or 2 family dwelling
		8/29/2025 2:46:25 PM	4177641	0001215	EMS call, excluding vehicle accident with injury	Notify other agencies.	429	Multifamily dwelling
		8/30/2025 4:22:20 PM	4178108	0001222	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
		8/30/2025 7:44:56 PM	4178219	0001220	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	419	1 or 2 family dwelling
		8/30/2025 10:38:11 PM	4178338	0001221	EMS call, excluding vehicle accident with injury	Provide first aid & check for injuries	429	Multifamily dwelling
					34			
322								
		8/1/2025	4165170	0001073	Motor vehicle	Hazardous	962	Residential

		12:15:18 PM			accident with injuries	materials spill control and confinement		street, road or residential driveway
		8/3/2025 6:56:06 PM	4166161	0001168	Motor vehicle accident with injuries	Provide first aid & check for injuries	965	Vehicle parking area
		8/7/2025 3:44:59 PM	4167869	0001104	Motor vehicle accident with injuries	Provide first aid & check for injuries	962	Residential street, road or residential driveway
		8/29/2025 3:16:40 AM	4177449	0001211	Motor vehicle accident with injuries	Provide first aid & check for injuries	419	1 or 2 family dwelling
					4			
324								
		8/20/2025 5:04:33 AM	4173431	0001162	Motor vehicle accident with no injuries.	Investigate	962	Residential street, road or residential driveway
		8/25/2025 8:27:32 AM	4175731	0001189	Motor vehicle accident with no injuries.	Investigate	962	Residential street, road or residential driveway
					2			
73								
400 - HAZMAT								
424								
		8/25/2025 1:26:35 AM	4175665	0001188	Carbon monoxide incident	Investigate	419	1 or 2 family dwelling
					1			
442								
		8/16/2025 5:38:01 PM	4172031	0001145	Overheated motor	Investigate	419	1 or 2 family dwelling
					1			
463								
		8/25/2025 8:06:56 AM	4175725	0001190	Vehicle accident, general cleanup	Remove hazard	961	Highway or divided highway
					1			

3								
500 - Service Call								
	500							
		8/14/2025 12:21:41 AM	4170815	0001140	Service Call, other	Emergency medical services, other	419	1 or 2 family dwelling
					1			
	531							
		8/10/2025 5:21:08 PM	4169232	0001121	Smoke or odor removal	Investigate	419	1 or 2 family dwelling
					1			
	541							
		8/5/2025 7:47:21 AM	4166762	0001099	Animal problem	Investigate	962	Residential street, road or residential driveway
					1			
	542							
		8/11/2025 12:13:15 PM	4169581	0001125	Animal rescue	Rescue, remove from harm	938	Graded and cared-for plots of land
					1			
	551							
		8/21/2025 9:18:00 PM	4174242	0001172	Assist police or other governmental agency	Assistance, other	449	Hotel/motel, commercial
		8/28/2025 1:55:11 PM	4177171	0001207	Assist police or other governmental agency	Investigate	960	Street, other
					2			
	553							
		8/3/2025 10:46:00 AM	4165998	0001086	Public service	Assistance, other	419	1 or 2 family dwelling
					1			
	554							
		7/31/2025 8:41:10 AM	4164944	0001065	Assist invalid	Information, investigation &	400	Residential, other

		PM				enforcement, other		
		8/4/2025 4:16:05 PM	4166517	0001091	Assist invalid	Information, investigation & enforcement, other	400	Residential, other
		8/4/2025 8:42:36 PM	4166633	0001094	Assist invalid	Information, investigation & enforcement, other	400	Residential, other
		8/7/2025 9:21:34 AM	4167713	0001103	Assist invalid	Assist physically disabled	419	1 or 2 family dwelling
		8/7/2025 6:42:30 PM	4167969	0001120	Assist invalid	Assist physically disabled	419	1 or 2 family dwelling
		8/8/2025 7:14:15 PM	4168457	0001109	Assist invalid	Assist physically disabled	419	1 or 2 family dwelling
		8/9/2025 9:47:21 PM	4168928	0001115	Assist invalid	Information, investigation & enforcement, other	400	Residential, other
		8/16/2025 3:53:21 PM	4171994	0001150	Assist invalid	Assist physically disabled	419	1 or 2 family dwelling
		8/21/2025 8:48:00 PM	4174226	0001171	Assist invalid	Assist physically disabled	419	1 or 2 family dwelling
		8/21/2025 10:16:48 PM	4174265	0001174	Assist invalid	Assistance, other	429	Multifamily dwelling
		8/23/2025 10:39:17 AM	4174906	0001182	Assist invalid	Provide manpower	419	1 or 2 family dwelling
		8/25/2025 3:03:50 AM	4175677	0001186	Assist invalid	Provide manpower	419	1 or 2 family dwelling
		8/26/2025 2:56:17 AM	4176091	0001193	Assist invalid	Provide manpower	419	1 or 2 family dwelling
		8/29/2025 12:08:58 PM	4177568	0001213	Assist invalid	Information, investigation & enforcement, other	400	Residential, other
		8/30/2025 9:54:35 PM	4178320	0001218	Assist invalid	Assistance, other	311	24-hour care Nursing homes, 4 or more persons
					15			
561								
		8/2/2025 8:06:23 PM	4165797	0001084	Unauthorized burning	Investigate	938	Graded and cared-for plots of land

		8/5/2025 11:46:00 AM	4166853	0001098	Unauthorized burning	Investigate	500	Mercantile, business, other
					2			
24								
600 - Series								
	600							
		8/2/2025 4:15:00 AM	4165482	0001087	Good intent call, other	Investigate	962	Residential street, road or residential driveway
					1			
	611							
		8/1/2025 1:37:08 AM	4165016	0001066	Dispatched & canceled en route	Cancelled en route		
		8/1/2025 7:47:54 AM	4165077	0001068	Dispatched & canceled en route	Cancelled en route	419	1 or 2 family dwelling
		8/1/2025 3:46:00 PM	4165264	0001070	Dispatched & canceled en route	Cancelled en route		
		8/2/2025 3:47:32 AM	4165477	0001079	Dispatched & canceled en route	Cancelled en route		
		8/2/2025 2:01:22 PM	4165647	0001081	Dispatched & canceled en route	Cancelled en route		
		8/3/2025 6:07:58 PM	4166141	0001088	Dispatched & canceled en route	Cancelled en route		
		8/6/2025 8:21:17 AM	4167278	0001101	Dispatched & canceled en route	Cancelled en route		
		8/7/2025 1:58:13 PM	4167822	0001105	Dispatched & canceled en route	Cancelled en route		
		8/7/2025 7:55:50 PM	4167995	0001106	Dispatched & canceled en route	Cancelled en route		
		8/7/2025 11:37:42 PM	4168068	0001123	Dispatched & canceled en route	Cancelled en route	419	1 or 2 family dwelling
		8/9/2025 8:21:08 AM	4168625	0001110	Dispatched & canceled en route	Cancelled en route		
		8/9/2025 8:04:52 AM	4168638	0001111	Dispatched & canceled en route	Cancelled en route		

		AM			route			
		8/10/2025 5:28:59 PM	4169236	0001122	Dispatched & canceled en route	Cancelled en route		
		8/11/2025 5:53:13 AM	4169438	0001127	Dispatched & canceled en route	Cancelled en route		
		8/13/2025 2:19:42 AM	4170366	0001138	Dispatched & canceled en route	Cancelled en route		
		8/13/2025 8:01:23 AM	4170430	0001139	Dispatched & canceled en route	Cancelled en route		
		8/15/2025 7:00:40 PM	4171622	0001146	Dispatched & canceled en route	Cancelled en route		
		8/17/2025 7:16:58 AM	4172249	0001149	Dispatched & canceled en route	Cancelled en route		
		8/19/2025 3:03:47 PM	4173222	0001159	Dispatched & canceled en route	Cancelled en route	419	1 or 2 family dwelling
		8/21/2025 6:47:56 AM	4173876	0001167	Dispatched & canceled en route	Cancelled en route		
		8/22/2025 11:23:56 PM	4174770	0001179	Dispatched & canceled en route	Cancelled en route		
		8/24/2025 4:04:04 PM	4175475	0001185	Dispatched & canceled en route	Cancelled en route	311	24-hour care Nursing homes, 4 or more persons
		8/26/2025 5:35:28 PM	4176407	0001194	Dispatched & canceled en route	Cancelled en route		
		8/29/2025 11:33:44 AM	4177545	0001214	Dispatched & canceled en route	Cancelled en route		
					24			
621								
		8/14/2025 3:19:00 PM	4171072	0001136	Wrong location	Investigate	961	Highway or divided highway
					1			
622								
		7/31/2025 4:41:35 PM	4164863	0001062	No incident found on arrival at dispatch address	Investigate	965	Vehicle parking area
		8/2/2025 11:32:20	4165590	0001077	No incident found on	Investigate	962	Residential street road

		AM			arrival at dispatch address			or residential driveway
		8/2/2025 3:13:20 PM	4165674	0001112	No incident found on arrival at dispatch address	Information, investigation & enforcement, other	963	Street or road in commercial area
		8/2/2025 9:40:39 PM	250802- 221741- SUTFD	0001085	No incident found on arrival at dispatch address	Standby	961	Highway or divided highway
		8/4/2025 9:43:12 PM	4166653	0001095	No incident found on arrival at dispatch address	Information, investigation & enforcement, other	400	Residential, other
		8/8/2025 5:45:54 PM	4168417	0001108	No incident found on arrival at dispatch address	Investigate	961	Highway or divided highway
		8/10/2025 3:16:38 AM	4169007	0001118	No incident found on arrival at dispatch address	Investigate	961	Highway or divided highway
		8/12/2025 10:27:00 AM	4169986	0001131	No incident found on arrival at dispatch address	Investigate	961	Highway or divided highway
		8/14/2025 5:34:56 AM	4170866	0001135	No incident found on arrival at dispatch address	Investigate	961	Highway or divided highway
		8/22/2025 8:58:29 PM	4174715	0001178	No incident found on arrival at dispatch address	Investigate	961	Highway or divided highway
		8/30/2025 10:45:18 AM	4177967	0001217	No incident found on arrival at dispatch address	Investigate	962	Residential street, road or residential driveway
					11			
651								
		7/31/2025 10:33:14 AM	4164728	0001064	Smoke scare, odor of smoke	Provide manpower	241	Adult education center, college classroom
					1			

38								
700 - False Alarm								
	733							
		8/2/2025 1:13:52 AM	4165453	0001075	Smoke detector activation due to malfunction	Investigate	429	Multifamily dwelling
		8/19/2025 2:37:55 PM	4173209	0001157	Smoke detector activation due to malfunction	Investigate	419	1 or 2 family dwelling
		8/23/2025 7:44:12 AM	4174859	0001181	Smoke detector activation due to malfunction	Investigate	419	1 or 2 family dwelling
		8/27/2025 12:06:40 AM	4176538	0001201	Smoke detector activation due to malfunction	Investigate	419	1 or 2 family dwelling
		8/28/2025 12:08:53 AM	4176957	0001205	Smoke detector activation due to malfunction	Information, investigation & enforcement, other	419	1 or 2 family dwelling
		8/30/2025 3:30:26 AM	4177877	0001216	Smoke detector activation due to malfunction	Investigate	419	1 or 2 family dwelling
					6			
	735							
		8/13/2025 3:37:52 PM	4170615	0001141	Alarm system sounded due to malfunction	Investigate	882	Parking garage, general vehicle
					1			
	736							
		8/11/2025 8:03:07 PM	4169760	0001128	CO detector activation due to malfunction	Investigate	419	1 or 2 family dwelling
		8/26/2025 12:44:55 PM	4176270	0001197	CO detector activation due to malfunction	Investigate	419	1 or 2 family dwelling
					2			

743								
		8/3/2025 7:04:54 PM	4166169	0001089	Smoke detector activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
		8/19/2025 1:07:30 PM	4173171	0001155	Smoke detector activation, no fire - unintentional	Investigate	549	Specialty shop
		8/22/2025 6:07:22 PM	4174628	0001177	Smoke detector activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
		8/25/2025 2:18:24 PM	4175864	0001191	Smoke detector activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
					4			
744								
		8/1/2025 1:38:00 PM	4165200	0001069	Detector activation, no fire - unintentional	Investigate	213	Elementary school, including kindergarten
					1			
745								
		8/9/2025 5:55:56 PM	4168818	0001114	Alarm system activation, no fire - unintentional	Information, investigation & enforcement, other	400	Residential, other
		8/22/2025 9:38:31 AM	4174408	0001176	Alarm system activation, no fire - unintentional	Information, investigation & enforcement, other	400	Residential, other
		8/28/2025 10:03:58 PM	4177375	0001208	Alarm system activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
					3			
17								
900 - Special Incident								
911								
		8/2/2025 2:47:45 PM	4165665	0001082	Citizen complaint	Investigate	938	Graded and cared-for plots of land

		1	
1			

Aid Given Or Received	Incident Number	NFIRS Number	Alarm Date	Aid Given Or Received Code	Aided Agency Name	Aiding Agency Name	Report Writer Last Name
Automatic aid given							
	4171622	0001146	8/15/2025 7:00:40 PM	4	Ypsilanti City Fire Department		BURNS
	4165094	0001071	8/1/2025 8:55:28 AM	4	Ypsilanti Township Fire Department		FRENCH
	4167278	0001101	8/6/2025 8:21:17 AM	4	Ypsilanti Township Fire Department		BURNS
	4169236	0001122	8/10/2025 5:28:59 PM	4	Ypsilanti Township Fire Department		CLARK
	4164602	0001060	7/31/2025 12:34:16 AM	4	Ypsilanti Township Fire Department		FRENCH
	4164728	0001064	7/31/2025 10:33:14 AM	4	Ann Arbor Township Fire Department		OBERSTAEDT
Automatic aid received							
	4177631	0001212	8/29/2025 2:29:02 PM	2		Ann Arbor Township Fire Department	KUJAWA
	4177631	0001212	8/29/2025 2:29:02 PM	2		Ypsilanti Township Fire Department	KUJAWA
	4177631	0001212	8/29/2025 2:29:02 PM	2		Ypsilanti City Fire Department	KUJAWA

Aided Agency Name	Details
Ann Arbor Township Fire Department	1 Rows
Ypsilanti City Fire Department	1 Rows
Ypsilanti Township Fire Department	4 Rows
	6 Rows

Alarm Date	Incident Number	NFIRS Number	Aid Given Or Received	Aiding Agency Name	Aided Agency Name
8/29/2025 2:29:02 PM	4177631	0001212	Automatic aid received	Ann Arbor Township Fire Department	
8/29/2025	4177631	0001212	Automatic aid	Ypsilanti Township Fire	

2:29:02 PM			received	Department	
8/29/2025 2:29:02 PM	4177631	0001212	Automatic aid received	Ypsilanti City Fire Department	

Incident Type Code	Incident Date	Incident Number	Contents Loss	Incident Type	District	Zip	Apparatus Total	Total Value	Total Loss	Percent Saved	Property Value	Percent Lost	Property Loss	Contents Value	Contents Loss	NFIRS Number
111																
								\$0.00	\$0.00							
	7/31/2025	4164602		Building fire	Out Of District	48198	3	\$0.00	\$0.00	NaN		NaN				0001060
	8/1/2025	4165094		Building fire	Out Of District	48198	2	\$0.00	\$0.00	NaN		NaN				0001071
113																
								\$0.00	\$0.00							
	8/3/2025	4166243	\$0.00	Cooking fire, confined to container	Superior Township 36	48198	2	\$0.00	\$0.00	NaN		NaN	\$0.00		\$0.00	0001090
151																
								\$0.00	\$0.00							
	8/4/2025	4166647		Outside rubbish, trash or waste fire	Superior Township 1	48170-5166	2	\$0.00	\$0.00	NaN		NaN				0001096
161																
								\$7,500.00	\$3,000.00							
	8/29/2025	4177631	\$2,500.00	Outside storage fire	Superior Township 28	48198	1	\$7,500.00	\$3,000.00	60.00%	\$5,000.00	40.00%	\$500.00	\$2,500.00	\$2,500.00	0001212
311																
								\$0.00	\$0.00							
	7/31/2025	4164701		Medical assist, assist EMS crew	Superior Township 36	48198	1	\$0.00	\$0.00	NaN		NaN				0001063
	7/31/2025	4164651		Medical assist, assist EMS crew	Superior Township 33	48198	1	\$0.00	\$0.00	NaN		NaN				0001061
	8/1/2025	4165035		Medical assist, assist EMS crew	Superior Township 36	48198	1	\$0.00	\$0.00	NaN		NaN				0001067
	8/1/2025	4165427		Medical assist, assist EMS crew	Superior Township 34	48198	1	\$0.00	\$0.00	NaN		NaN				0001074
	8/2/2025	4165458		Medical assist, assist EMS crew	Superior Township 34	48198	1	\$0.00	\$0.00	NaN		NaN				0001076
	8/2/2025	4165479		Medical assist, assist EMS crew	Superior Township 34	48198	2	\$0.00	\$0.00	NaN		NaN				0001078
	8/2/2025	4165641		Medical assist, assist EMS crew	Superior Township 36	48198	1	\$0.00	\$0.00	NaN		NaN				0001080
	8/4/2025	4166427		Medical assist, assist EMS crew	Superior Township 30	48105	1	\$0.00	\$0.00	NaN		NaN				0001093

This Page Is Intentionally Left Blank

TOWNSHIP PROJECTS					
OHM PROJECT NO.	REMAINING ENG. BUDGET	CONSTRUCTION COST ESTIMATE	APPROX. PERCENT COMPLETE	PROJECT NAME	PROJECT COMMENTS
0140-19-0053	n/a	n/a	100%	Clark Road Sewer Pump Station (LaSalle)	LaSalle v. Superior Charter Township, facilitation hearing on Feb 22nd, 2024. Deposition of G. Tsakoff (OHM) taken on 4/16/25 by LaSalle attorney. Mark Sassek / Ron Deneweth at DVS Law are representing Superior Township and their consultants.
0140-19-0071	\$0.00		95%	Sanitary Sewer Pipe and Manhole Rehabilitation	Anticipating final design and bidding documents in 2026 when Utilites Dept authorizes next steps to proceed. This is part of sanitary CIP to finish in next couple years.
0140-22-0070	\$0.00	\$396,000.00	99%	Fireman's Park Drainage and Amenities Improvements - Final Engineering, Bidding, CA/CE	Final closeout in progress.
0140-22-0080	\$5,000.00	\$630,643.00	80%	ADA Sidewalk Ramp Improvement Program	TAP grant received for fiscal year 2025, will be moved to FY2026 due to ROW delay. Engineer's Estimate is \$630,643 with \$126,000 local match (20%). \$498,514 TAP award. GI submittal sent to MDOT in April and GI Meeting held in May. OHM working on GI comments and potential ROW concern (5 existing curb ramps built outside the ROW). OHM will bring Township estimate of additional cost required for ROW resolution.
0140-21-0091	\$0.00	\$869,870.00	99%	Plymouth Road Pathway - CA/CE	Waiting on final punch list from WCRC to be addressed. One ramp at Cherry Hill needs to be repaired.
0140-22-0011	\$3,000.00	\$683,187.19	90%	Geddes Road Pathway - CA/CE	MDOT project - \$592,150 TAP grant (74.75% SEMCOG/25.25% Twp match). CACE services are through WCRC. Fonson back in mid-September to complete fence, rumble strips. Grass is starting to grow. Final closeout paperwork after final work.
0140-23-0073	\$0.00	n/a	98%	Stamford Water Main Replacement - CACE	ICC resolving remaining punch list items. Then final payment and closeout.
0140-25-0010	\$15,000.00	\$84,950.00	100% Design	Fire Station No. 1 Roof Replacement	Bid awarded to Armstrong. Precon meeting 9/9.
0140-24-0040	\$7,500.00	n/a	70%	Utilities Standards Updates	Drafts of updated Detail Sheets being developed based on discussions with Utility Dept. staff
FUTURE/PLANNED PROJECTS					
				Geddes Road Pathway (Wexford to Ridge Rd)	OHM sent preliminary engineering proposal to Supervisor for review. No funding identified yet. Likely engineering will need to be locally funded.
				Stamford Water Main Phase 2	Township Utilities Department evaluating next segment of Stamford WM replacement.
				Fireman's Park Parking Lot Repaving	OHM sent draft proposal to County to review funding opportunities. Waiting on funding amount available from CDBG, scope accepted. If enough funding, will bring engineering proposal to BOT in the Fall.
				Plymouth Rd Pathway (Extension to Tanglewood)	Connecting Communities applications sent to WCPARC. Waiting on funding decision. Preliminary engineering proposal will be brought to Board after funding identified.
				Ridge Rd Water Main	Design proposal on agenda for September BOT meeting. Work will fill gap in existing water main between Ridge Rd and Scarlet Oak Dr.
				GIS Application Development	Proposal on agenda for September BOT meeting. Work involves development of GIS based field mapping applications for Utilities Department water distribution and sanitary system maintenance operations.

DEVELOPMENT PROJECTS (Applicant Funded escrow accounts)					
OHM PROJECT NO.			PROJECT STATUS	PROJECT NAME	PROJECT COMMENTS
0140-21-0083			Punchlist/Close-Out	Woodside Village Phase 1 Close-Out	Sidewalk ramps need to be replaced. Plan submitted and reviewed for Ridge Road path.
0140-20-1020			Punchlist	Woodside Village Phase 2	Punchlist phase; Record drawings, Grading Certificate and easements requested but not received.
0140-22-1030			Construction	Woodside Village Phase 3	Water services remain to be completed before punchlist can be generated. Initial plan submitted for rear yard sump pump lead collector was reviewed in early December and waiting for resubmittal.
0140-21-0100			Punchlist/Close Out	Arbor Hills Animal Clinic	Site work has been completed, and Temporary C of O issued. Drive connection to adjacent Huron Dental Site has been constructed but cannot be utilized until Huron Dental site is completed. At that time temporary drive to Plymouth Road will need to be removed. Record drawings have been requested.
0140-19-1050			Substantial Completion	Prospect Pointe West - Phase 1	Sustantial Completion Letter for Utilities and Streets has been issued. Record drawings and easements have been submitted and have been approved. Home construction well underway.
0140-19-1050			Substantial Completion	Prospect Pointe West - Phase 2	Utilities have been installed and roads have been paved. Substantial Completion Letter sent on 3/26/25
0140-19-1050			Engineering Review	Prospect Pointe West - Phase 3	Engineering Plan re-submittal received 8/27/25 are under review. Approval of the Phase 3 Development Agreement (DA) is on the agenda for the September BOT meeting.
0140-20-1010			Pre-Construction	The Meadows - Phase 1	Engineering Plan review has been completed, and the Development Agreement (DA) was approved at the August BOT meeting. Developer is still working with the WCRC on final approvals for the Geddes/Ridge intersection improvements. Construction is anticipated to start next Spring (2026) as they do not anticipate being able to complete on-site paving this year.
0140-22-1030			Substantial Completion	Kinsley Development	Road construction has been completed. Record drawings have been submitted for review. Substantial Completion Letter has been issued. Contractor will begin house construction and submit permits through building department. OHM will perform final inspection at completion of houses.
0140-23-1010			Punchlist	Huron Dental	Parking lot and drive approach have been constructed. Building construction and overall project is nearing completion. As-Builts have been received and are under review.
0140-23-1030			Engineering Review	Brookwood	Final Site Plan approved by PC at their regular May meeting on 5/28/25. Review of updated Engineering Plan submittal received on 7/10/25 being completed.
0140-23-1040			Construction	Garrett's Space	Work began in March, 2025 and is underway.
0140-23-1050			Rezoning and Area Plan	Clay Hill Community Farm and Garden	On 6/28/23 the PC recommended approval of the area plan and rezoning by the BOT, and on 8/21/23 they were approved by the BOT. A combined Preliminary and Final Site Plan submittal is anticipated in future.
0140-24-1010			Preliminary Site Plan	DTE Substation (Dixboro Rd)	DTE submitted Preliminary Site Plan application for upgrades to substation at 3270 N. Dixboro Rd. PSP approval was postponed by the PC at their regular meeting in February. More information is required from the applicant.
0140-25-1020			Engineering Review	Hyundai Fuel Farm Replacement	Site plan was approved with conditions at the August PC Meeting. Construction is anticipated to start late September.
0140-25-1030			Area Plan	Prospect Pointe South	A public hearing was held at the August PC meeting. Action on the Area Plan was postponed by the PC to allow the applicant to work on unresolved items.
0140-25-1040			Preliminary/Final Site Plan	Trinity Health ER Renovations	Initial submittal is under review.
\\ohm\dfs\Corporate\Groups\Municipal\SuperiorTwp\Status_Update\Project_Update\2025\2025.09.09_OHM Status Update.xlsx\Project Status					

Superior Charter Township Park Commission
Regular Meeting
July 28, 2025

Approved Minutes

1. Call to Order

The meeting was called to order by Chair Nahid Sanii-Yahyai at 6:35 pm.

2. Roll Call

Park Commissioners present: Nahid Sanii-Yahyai, Greg Vessels, Martha Kern-Boprie, Jack Smiley, Sharon Bryant-Phillips, Curtis Freeman, Matthew Yahyai

Park Commissioners absent: none

Others present: Trustee Sarah Devereaux; Juan Bradford, Parks & Recreation Director; Brenda Baker

3. Flag Salute

Chair Nahid Sanii-Yahyai led those assembled in the Pledge of Allegiance to the Flag.

4. Agenda Approval

It was moved by Matthew Yahyai and supported by Greg Vessels to approve the agenda as drafted. The motion carried.

5. Prior Meeting Minutes Approval

A. June 23, 2025

It was moved by Jack Smiley and supported by Sharon Bryant-Phillips to approve the minutes of 6/23/25 as drafted. The motion carried.

6. Citizen Participation

There was none.

7. Reports

A. Chairperson

Chair Nahid Sanii-Yahyai reported she and Matthew attended the Movie on the Green. The movie and snacks were well received. Approximately 60 to 70 people attended. This seemed to be a bit less than previous years. Nahid also attended the Board of Trustees meeting on July 21. She concurred with Trustee Sarah Devereaux' report.

B. Director's Report

Director Juan Bradford submitted a written report. The Bug Hunt was very successful, with about 150 people attending. Suggestions to improve this event in future years included providing some transportation to help those with mobility limitations and/or small tired children, and possibly staging the event, so there are not so many people present at the same time. The "Storybook Walk" will be installed in Fireman's Park this week. A zoom meeting was held with Southeast Michigan Land Conservancy (SMLC). SMLC will provide maintenance/management plans for natural areas in Superior Township for use by park staff. The Ann Arbor Summer Festival will collaborate with CLR and the Park Commission to produce a pop-up concert on September 13 in Fireman's Park. The concert will take place in early evening. Discussion took place among park commissioners and Juan about methods to seek input from township residents about what the Park Commission does well, where it could improve, and how residents find out about events presented by Parks.

- C. Board Liaison
Trustee Sarah Devereaux provided a detailed report on the Township Board meeting held July 21, 2025 and on the Board Work Session held July 25, 2025.
- D. Board Attendee
Sharon Bryant-Phillips was scheduled to attend the July 21 Township Board meeting, but did not attend.
- E. Park Steward – no report
- F. Safety
There were no accidents or injuries in the past month.

It was moved by Curtis Freeman and supported by Matthew Yahyai to receive the reports. The motion carried.

8. Communications

- A. Washtenaw County Parks Victory Gardens Volunteer
Washtenaw County Parks is seeking someone to coordinate the Victory Gardens project.
- B. SMLC Midsummer Greenway Delight
This is a walking event on August 24 at 2:00 pm in Cherry Hill Nature Preserve.

It was moved by Martha Kern-Boprie and supported by Curtis Freeman to receive the communications. The motion carried.

9. Old Business

- A. Birdsong Nature Preserve Update
Jack Smiley provided a detailed update on restoration plans for BirdSong Nature Preserve, and projects completed thus far. Bluebird boxes have been installed, occupied by nesting bluebirds, and chicks have hatched. The restoration and improvements are projected to take over two years and cost a total of \$225,000. Work will be performed in stages, and reimbursed by a grant as stages are completed.

It was moved by Jack Smiley and supported by Nahid Sanii-Yahyai to adopt the Restoration and Site Improvement Plan for BirdSong Nature Preserve. The motion carried.

10. New Business

- A. Proposed BirdSong Nature Preserve & Superior Township Community Farm Announcement
Edits were made:
Paragraph One, last sentence: remove parentheses
Paragraph Two, first sentence, remove “a” after “observation platform,” and “a butterfly garden” so that it reads “observation platform, butterfly garden,”
Paragraph Two: add this sentence at the end of the paragraph “Bluebirds have already taken up residence on the bluebird trail.”

It was moved by Sharon Bryant-Phillips and supported by Martha Kern-Boprie to approve the text of the announcement, with the edits noted above. The motion carried.

- B. Movies in the Park Volunteers: Saturday August 9 8:00 – 10:30 pm
Movies in the Park will take place in Oakbrook Park.
Volunteers
Nahid Sanii-Yahyai

Matthew Yahyai
Sharon Bryant-Phillips

C. Shop with a Cop

This is an opportunity for children to shop for back-to-school items with a sheriff deputy on Tuesday August 12 from 12:30 to 4:00 pm in Fireman's Park.

Volunteers

Nahid Sanii-Yahyai

Greg Vessels (maybe)

Curtis Freeman commented that the sheriff deputies should not be heavily armed for this event, as this will not make children comfortable.

D. Proposed Dixboro Village Green and Schoolhouse improvements

A list of planned site improvements to the Dixboro Village Green and Schoolhouse was reviewed by park commissioners. Construction and installation of Accessible Bathrooms and a gravel parking area are to be provided by the Township Board as part of the purchase agreement. Other improvements will be paid for by parks resources and/or donations.

E. Transient and Amusement Permit Application: Willow Run Acres

Presented for park commissioner's information only. No action needed.

F. DTE Easement: North Prospect Park

DTE will relocate and replace some poles. Easement permits them to access North Prospect Park for this purpose. Presented for park commissioner's information only. No action needed.

G. Superior Road Roundabout Beautification

A suggestion was made to make the Superior Road Roundabout more attractive with plantings and/or artwork. The Washtenaw County Road Commission said this is permissible.

11. Bills for Payment

It was moved by Curtis Freeman and supported by Martha Kern-Boprie to approve payment of the bills totaling \$32,234.43 through 7/28/2025. The motion carried.

12. Financial Statements

A. June 2025 Revenue & Expenditure Report

It was moved by Matthew Yahyai and supported by Curtis Freeman to receive the June 2025 Revenue & Expenditure Report. The motion carried.

13. Pleas and Petitions

Brenda Baker asked that roundabout beautification be considered for the roundabout at Geddes and Ridge roads as well as the one at Geddes and Superior roads.

Curtis Freeman asked if Park Commissioners can have a Superior Township email address. They can. Juan Bradford asked all commissioners who want a superior township email address to let him know, and he will get the process started.

14. Adjournment

It was moved by Curtis Freeman and supported by Matthew Yahyai to adjourn the meeting at 7:40 pm. The motion carried.

Submitted by,

Approved by the Superior Charter Township Park Commission on August 25, 2025

Martha Kern-Boprie
Park Commissioner and Secretary



WASHTENAW COUNTY OFFICE OF THE SHERIFF

EST. 1823

ALYSHIA M. DYER, SHERIFF



EXECUTIVE SUMMARY

Distribution Date: 9/10/25

August 2025

WCSO Patrol Operations responded to calls for service, conducted traffic enforcement, and completed criminal investigations in support of our community's quality of life.

During August 2025, there were 870 calls for service in Superior Twp. Calls for service have decreased 10.1 % compared to the previous year, year to date.

Please refer to the *Monthly Data Report* for the complete overview of Police Services data for the month.

SIGNIFICANT INCIDENTS:

Below are the incidents WCSO deemed significant for your area. If you require additional information on a specific incident, please contact your area Lieutenant.

INCIDENT #	DATE	VERIFIED OFEENSE
250055020	8/11/2025	Assault w/Intent to Murder
250059656	8/29/2025	Animal cruelty/neglect



WASHTENAW COUNTY OFFICE OF THE SHERIFF

EST. 1823

ALYSHIA M. DYER, SHERIFF



EXECUTIVE SUMMARY

Distribution Date: 9/10/25

August 2025

COMMUNITY DIRECTED ENFORCEMENT

DATE	LOCATION	COMPLAINT	INITIATIVES
ongoing	GEDDES/ CLARK/ PROSPECT RD		High visibility; radar
7/30-8/06	STIRLING CT	Vacation Watch	property check
ongoing	Sycamore/Danbury		High visibility

STAFFING

11 / 14 Deputies (Billable for 11)



WASHTENAW COUNTY OFFICE OF THE SHERIFF

EST. 1823

ALYSHIA M. DYER, SHERIFF



EXECUTIVE SUMMARY

Distribution Date: 9/10/25

August 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

OID: 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: August



Incidents	Month 2025	2025 YTD	2024 YTD	% Change
Animal Complaints	27	211	207	8.0%
Assaultive Crimes	9	85	111	-50.0%
Burglaries		11	14	-100.0%
Larcenies	5	25	40	-64.3%
Medical Assists	13	101	91	18.2%
OWI		2	16	-100.0%
Robberies		3	1	-100.0%
Traffic Crashes	23	244	242	-28.1%
Traffic Stops	152	1,141	2,404	-45.5%
Vehicle Theft	2	8	17	-60.0%
Calls For Service Total	870	6,462	7,501	-10.1%
Community Engagement		2		-
Citations	11	156	401	-61.1%
In/Out of Area Time		Minutes		
Into Area Time		10		
Secondary Road Patrol - Into Area		85		
Collab Out of Area Time		1,365		

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: August



Classification	Month 2025	2025 YTD	2024 YTD	% Change
AGGRAVATED/FELONIOUS ASSAULT	3	40	54	-25.9%
ANIMAL CRUELTY			2	-100.0%
BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)			2	-100.0%
BURGLARY -FORCED ENTRY		11	14	-21.4%
DAMAGE TO PROPERTY	5	35	53	-34.0%
EMBEZZLEMENT			1	-100.0%
EXTORTION		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	1	12	14	-14.3%
FRAUD - IDENTITY THEFT	1	4	6	-33.3%
FRAUD -WIRE FRAUD		2	2	0%
INTIMIDATION/STALKING		6	10	-40.0%
KIDNAPPING/ABDUCTION			1	-100.0%
LARCENY -OTHER	4	11	15	-26.7%
LARCENY -THEFT FROM BUILDING		5	13	-61.5%
LARCENY -THEFT FROM MOTOR VEHICLE	2	8	11	-27.3%
LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES		2		-
MOTOR VEHICLE, AS STOLEN PROPERTY		2		-
MOTOR VEHICLE THEFT	2	8	18	-55.6%
MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)	1	1		-
NARCOTIC EQUIPMENT VIOLATIONS	1	2		-
NONAGGRAVATED ASSAULT	6	55	66	-16.7%
RETAIL FRAUD -THEFT		2	3	-33.3%
ROBBERY		3	2	50.0%
SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE		1	2	-50.0%
SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE	1	5	3	66.7%
SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE		2		-
SEXUAL PENETRATION ORAL/ANAL -CSC 1ST DEGREE		3	1	200.0%
SEXUAL PENETRATION PENIS/VAGINA -CSC 1ST DEGREE		2	6	-66.7%
STOLEN PROPERTY	1	4	2	100.0%
VIOLATION OF CONTROLLED SUBSTANCE ACT	3	7	9	-22.2%



CFS Summary

Reporting Period: August



WEAPONS OFFENSE- CONCEALED	2	4	12	-66.7%
WEAPONS OFFENSE -OTHER		4	2	100.0%
Sum:	33	226	295	-23.4%

Classification	Month 2025	2025 YTD	2024 YTD	% Change
BURGLARY - UNLAWFUL ENTRY (NO INTENT)			4	-100.0%
DISORDERLY CONDUCT	1	3		-
FAMILY -ABUSE/NEGLECT NONVIOLENT	1	9	13	-30.8%
FAMILY -NONSUPPORT			2	-100.0%
FRAUD -BAD CHECKS	1	1	1	0%
HEALTH AND SAFETY			1	-100.0%
HIT and RUN MOTOR VEHICLE ACCIDENT		1	1	0%
JUVENILE RUNAWAY	1	8	10	-20.0%
LIQUOR VIOLATIONS -OTHER		1		-
MISCELLANEOUS CRIMINAL OFFENSE		1	3	-66.7%
OBSTRUCTING JUSTICE	2	20	33	-39.4%
OBSTRUCTING POLICE	3	13	18	-27.8%
OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS		7	27	-74.1%
PUBLIC PEACE -OTHER		1	1	0%
TRESPASS		3		-
Sum:	9	65	111	-41.4%

Classification	Month 2025	2025 YTD	2024 YTD	% Change
ALARMS	31	172	226	-23.9%
ANIMAL COMPLAINTS	28	224	215	4.2%
JUVENILE OFFENSES AND COMPLAINTS	6	53	44	20.5%
MISCELLANEOUS COMPLAINTS	189	1,319	1,388	-5.0%
MISCELLANEOUS TRAFFIC COMPLAINTS	171	1,277	2,593	-50.8%
NON - CRIMINAL COMPLAINTS	255	1,869	1,632	14.5%
SICK / INJURY COMPLAINT	37	348	300	16.0%
TRAFFIC CRASHES	23	246	248	-0.8%
TRAFFIC OFFENSES	2	19	18	5.6%
WARRANTS	11	39	56	-30.4%
Sum:	753	5,541	6,701	-17.3%



CFS Summary

Reporting Period: August



Classification	Month 2025	2025 YTD	2024 YTD	% Change
HAZARDOUS TRAFFIC CITATIONS / WARNINGS			1	-100.0%
MISCELLANEOUS A THROUGH UUUU	2	50	34	47.1%
PARKING CITATIONS		1	1	0%
Sum:	2	51	36	41.7%

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

Classification	Month 2025	2025 YTD	2024 YTD	% Change
CANINE ACTIVITIES		10	2	400.0%
COURT / WARRANT ACTIVITIES	1	13	1	1200.0%
CRIME PREVENTION ACTIVITIES	3	13	17	-23.5%
INVESTIGATIVE ACTIVITIES	26	203	103	97.1%
MISCELLANEOUS ACTIVITIES (6000)	30	206	86	139.5%
MISCELLANEOUS ACTIVITIES (6100)	30	237	290	-18.3%
Sum:	90	682	499	36.7%

Sum:	887	1,012		
------	-----	-------	--	--



CCW Report

Reporting Period: August



Incident Number	Report Date	Offense	Case Status Disposition
250054757	08/10/25	CCW-Concealed Weapons - Carrying Concealed	Pending Prosecutors Review
250057956	08/22/25	Concealed Weapons - Firearm in Auto (CCW)	Warrant Issued



Out of Area Report

Reporting Period: August



ANN ARBOR CITY

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250052606	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/02/2025 22:53:00	12
			Sum:	12

COUNTY OWNED PROPERTY

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250054669	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/10/2025 16:50:00	25
			Sum:	25

PITTSFIELD TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250056094	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/15/2025 17:59:00	35
250056145	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/15/2025 22:00:00	20
			Sum:	55

SALEM TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250053915	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/07/2025 19:15:00	35
250056809	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/18/2025 17:34:00	42
			Sum:	77



Out of Area Report

Reporting Period: August





Out of Area Report

Reporting Period: August



SCIO TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
	ANN ARBOR-SUPERIOR TWP COLLABORATION	FOLLOW-UP	08/06/2025 04:02:00	123
			Sum:	123

WEBSTER TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250052383	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/01/2025 23:31:00	60
			Sum:	60

YPSILANTI TWP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minute
250052406	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/02/2025 02:25:00	156
250052552	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/02/2025 18:40:00	25
250052609	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/02/2025 23:45:00	10
250052812	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/03/2025 21:26:00	80
250052812	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	08/03/2025 21:26:00	2
250054064	ANN ARBOR-SUPERIOR TWP COLLABORATION	FOLLOW-UP	08/08/2025 10:33:00	73
250054218	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/08/2025 21:37:00	18
250054218	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/08/2025 21:40:00	10
250054265	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/09/2025 02:10:00	30
250054276	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/09/2025 03:40:00	5
250054538	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/10/2025 02:05:00	20



Out of Area Report
Reporting Period: August



S



Out of Area Report

Reporting Period: August



250054539	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/10/2025 01:40:00	10
250054540	ANN ARBOR-SUPERIOR TWP COLLABORATION	TRAFFIC STOP	08/10/2025 01:40:00	10
250054548	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/10/2025 04:30:00	60
250055041	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	08/12/2025 00:14:00	18
250055048	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/12/2025 00:32:00	0
250056141	ANN ARBOR-SUPERIOR TWP COLLABORATION	TRAFFIC STOP	08/15/2025 21:30:00	5
250056412	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	08/16/2025 21:44:00	31
250056412	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	08/16/2025 21:50:00	5
250056414	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/16/2025 21:55:00	5
250056427	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	08/16/2025 23:10:00	20
250056430	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/16/2025 23:30:00	0
250057550	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/21/2025 15:45:00	73
250057550	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/21/2025 15:45:00	80
250057979	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	08/22/2025 23:37:00	29
250057998	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/23/2025 00:52:00	12
250058192	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/23/2025 19:55:00	30
250058192	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/23/2025 19:50:00	10
250058287	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/24/2025 04:00:00	35
250058742	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/26/2025 01:25:00	35
250059411	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/28/2025 14:03:00	7
250059413	ANN ARBOR-SUPERIOR TWP COLLABORATION	COMMUNITY DIRECTED ACTIVITIES	08/28/2025 13:18:00	12



Out of Area Report

Reporting Period: August



250059417	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	08/28/2025 13:31:00	19
250059491	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/28/2025 17:55:00	8
250060172	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	08/31/2025 13:10:00	10
	ANN ARBOR-SUPERIOR TWP COLLABORATION	FOLLOW-UP	08/31/2025 20:30:00	60
			Sum:	1,013



Out of Area Report

Reporting Period: August





Into Area Report

Reporting Period: August



SALEM TWP

Incident #	Reporting Area	Activity Category	Activity Start Date	Minutes
250052379	SUPERIOR TWP	TRAFFIC STOP	08/01/2025 23:00:00	10
250052702	SUPERIOR TWP	CITATIONS	08/03/2025 12:20:00	0
250052702	SUPERIOR TWP	TRAFFIC STOP	08/03/2025 12:15:00	10
250053604	SUPERIOR TWP	BACKUP DISPATCHED CALLS	08/06/2025 19:50:00	10
250055163	SUPERIOR TWP	BACKUP DISPATCHED CALLS	08/12/2025 12:01:00	24
250055272	SUPERIOR TWP	DISPATCHED CALLS	08/12/2025 19:40:00	15
250057575	SUPERIOR TWP	DISPATCHED CALLS	08/21/2025 17:00:00	10
250058823	SUPERIOR TWP	BACKUP DISPATCHED CALLS	08/26/2025 13:20:00	45
			Sum:	124



Into Area Report

Reporting Period: August



YPSILANTI TWP

Incident #	Reporting Area	Activity Category	Activity Start Date	Minutes
250052397	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/02/2025 01:05:00	7
250052820	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/03/2025 21:52:00	4
250054006	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/08/2025 02:40:00	15
250054007	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/08/2025 02:30:00	20
250054007	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/08/2025 02:35:00	5
250054610	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/10/2025 12:00:00	30
250054610	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/10/2025 12:07:00	27
250054610	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/10/2025 12:10:00	50
250054610	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/10/2025 12:05:00	30
250054720	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/10/2025 21:00:00	35
250054757	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/11/2025 00:05:00	10
250055020	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/11/2025 22:35:00	40
250055020	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/11/2025 22:45:00	30
250055153	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/12/2025 11:25:00	10
250055154	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/12/2025 11:24:00	2
250055154	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/12/2025 11:20:00	5
250055278	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/12/2025 19:17:00	24
250055278	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/12/2025 19:18:00	22
250055325	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/12/2025 22:18:00	6
250058497	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/25/2025 00:15:00	10
250058497	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	08/25/2025 00:16:00	8
250058823	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/26/2025 13:21:00	55
250058823	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/26/2025 13:39:00	3
250058823	SUPERIOR TWP	BACKUP DISPATCHED CALLS	08/26/2025 13:38:00	4
250059726	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	08/29/2025 16:52:00	56
250060284	SUPERIOR TWP	BACKUP DISPATCHED CALLS	08/31/2025 21:27:00	29
250060284	SUPERIOR TWP	BACKUP DISPATCHED CALLS	08/31/2025 21:35:00	10
250060284	SUPERIOR TWP	DISPATCHED CALLS	08/31/2025 21:30:00	10
			Sum:	557



Into Area Report

Reporting Period: August



Violations

Reporting Period: August



Violation Description	Violation Count
DISOBEYED TRAFFIC SIGNAL	1
DROVE WHILE UNLICENSED/WITHOUT OBTAINING LICENSE WITHIN 3 YRS	1
NO PROOF OF INSURANCE	1
REGISTRATION AND/OR PLATE EXPIRED CI	6
SPEEDING 26 - 30 MPH OVER	1
VIOLATION OF CHILD RESTRAINT LAW	1
Sum:	11



Traffic Stops

Reporting Period: August



TS Reason For Contact	Activities Count
Alcohol/Drugs	1
Equipment Vio	24
Other	21
Speed	48
Traffic Vio.	67
	161



Utility Department Memorandum

To: Superior Township Board of Trustees
From: Mary Burton, Utility Director
Date: September 15, 2025
Re: Utility Department Report

- **Harvest Lane Sewer Repair:**
Written quotes have been received from two contractors for the Harvest Lane sewer repair. Quotes will be presented to the Board for review at the September meeting.
- **Hydrant Winterization:**
Utility maintenance crews have begun winterizing hydrants throughout the township. Winterization will be completed by the end of September.
- **EPA UCMR 5 Sampling:**
UCMR 5 sampling continues for Superior Township this month per EPA requirements. Sampling will continue until the end of 2025.
- **Preventive Maintenance Work:**
Prospect Point lift station was cleaned out and cleared of debris.

Pumps at all lift stations will be greased in September for proper functioning.

Brush was cleared and removed at all utility assets to gain better access.
- **Valve Repair:**
Maintenance crews accessed a 12-inch inoperable valve and repaired it at the Utility Admin Building.

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
101-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	124,332.15	275,896.61
101-000-001.002	HUNT 0768 CHK - DIXBORO SCHOOL HOUSE	12,393.09	12,562.60
101-000-001.003	HUNT 6873 HYB - FIRE INSURANCE WITHHOLD	17,657.32	9,657.32
101-000-001.004	COMERICA 9108 CHKG - CREDIT CARDS	5,687.35	4,110.54
101-000-001.005	COMERICA 5286 CHKG - ACCRUED ABSENCES	19,427.33	19,427.33
101-000-002.002	COMERICA 6074 JFUND DIXBORO SCHOOL HOUSE	25,695.34	27,134.84
101-000-004.001	PETTY CASH	100.00	100.00
101-000-004.002	REGISTER DRAWER CASH	100.00	300.00
101-000-009.000	MICHIGAN CLASS -0002	0.00	251,985.15
101-000-017.001	CHASE 5503 - GOVERNMENT T-BILLS	589,580.09	0.00
101-000-017.002	COMERICA - GOVERNMENT T-BILLS	118,098.87	0.00
Cash		913,071.54	601,174.39
Accounts Receivable			
101-000-040.001	A/R - CABLE FEES AT&T AND COMCAST	145,269.21	137,006.31
101-000-040.002	A/R - OTHER	228,802.14	121,887.39
101-000-078.003	A/R - STATE OF MICHIGAN EVIP	37,252.00	36,879.00
101-000-089.001	A/R - HCSP FORFEITURE RECEIVABLE	0.00	21,708.00
Accounts Receivable		411,323.35	317,480.70
Fixed Assets			
101-000-188.000	LEASE RECEIVABLE - LONG TERM	0.00	366,724.00
Fixed Assets		0.00	366,724.00
Other Assets			
101-000-056.000	A/R - ACCRUED INCOME	107.78	94.68
101-000-062.000	LEASE RECEIVABLE - CURRENT	0.00	13,837.00
101-000-123.000	PRE-PAID EXPENSES MISC.	1,637.45	373.99
101-000-123.050	PREPAID INSURANCE	17,174.26	24,103.17
101-000-126.000	UNREALIZED GAINS/LOSSES	70,767.32	0.00
Other Assets		89,686.81	38,408.84
Due From Other Funds			
101-000-084.203	DUE FROM SIDE STREET MAINTENANCE	0.00	5,000.00
101-000-084.206	DUE FROM FIRE FUND	0.00	831.14
101-000-084.211	DUE FROM LEGAL DEFENSE FUND	98,225.50	0.00
101-000-084.249	DUE FROM BUILDING FUND	71.97	0.00
101-000-084.508	DUE FROM PARK FUND	0.00	16.99
101-000-084.592	DUE FROM UTIL	98.16	0.00
101-000-084.701	DUE FROM TRUST & AGENCY	0.00	2,650.00
101-000-084.704	DUE FROM PAYROLL FUND	4,937.79	4,937.79
Due From Other Funds		103,333.42	13,435.92
Total Assets		1,517,415.12	1,337,223.85
*** Liabilities ***			
Accounts Payable			
101-000-202.000	A/P - VENDORS	744,182.74	19,135.38
101-000-202.200	A/P - CREDIT CARD ACCOUNT	3,861.53	1,679.26
Accounts Payable		748,044.27	20,814.64
Liabilities-ST			
101-000-237.001	FIRE INSURANCE WITHHOLD PROGRAM	17,500.00	9,500.00
101-000-257.000	ACCURED WAGES PAYABLE	40,541.00	40,157.00
101-000-260.000	ACCRUED PTO	3,979.00	3,333.00
Liabilities-ST		62,020.00	52,990.00

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Liabilities ***			
	Liabilities-LT (under 1 year)	0.00	0.00
	Liabilities-LT (over 1 year)		
101-000-361.000	DEFERRED INFLOW - LEASES	0.00	363,316.00
	Liabilities-LT (over 1 year)	0.00	363,316.00
	Due To Other Funds		
101-000-214.701	DUE TO TRUST AND AGENCY	100.51	0.00
101-000-214.704	DUE TO PAYROLL FUND	(43,839.58)	16,344.22
	Due To Other Funds	(43,739.07)	16,344.22
	Total Liabilities	766,325.20	453,464.86
*** Fund Balance ***			
	Unassigned		
101-000-390.000	FUND BALANCE - UNDESIGNATED	1,610,485.09	524,172.41
	Unassigned	1,610,485.09	524,172.41
	Assigned		
101-000-385.001	FUND BALANCE - DIXBORO SCHOOL HOUSE	220,612.68	38,966.28
101-000-385.002	FUND BALANCE - NM TRAILS MAINT.	30,659.02	30,193.74
101-000-385.003	FUND BALANCE - RIGHT OF WAY	18,195.35	26,915.76
101-000-385.004	FUND BALANCE - ACCRUED ABSENCES	61,042.29	71,733.11
101-000-385.005	FUND BALANCE - TREE PRESERVATION FUND	247,500.00	241,425.00
	Assigned	578,009.34	409,233.89
	Total Fund Balance	2,188,494.43	933,406.30
	Beginning Fund Balance	2,188,494.43	933,406.30
	Net of Revenues VS Expenditures	(1,437,404.51)	(49,647.31)
	Ending Fund Balance	751,089.92	883,758.99
	Total Liabilities And Fund Balance	1,517,415.12	1,337,223.85

User: NANCY

PREPARED BY: NANCY MASON, ACCOUNTING

DB: Superior Twp

INCOMPLETE

Fund 203 SIDE STREET MAINTENANCE

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
203-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	26,309.20	5,469.53
Cash		26,309.20	5,469.53
Accounts Receivable			
203-000-020.000	A/R - TAXROLL REVENUE	0.00	25,436.00
Accounts Receivable		0.00	25,436.00
Total Assets		26,309.20	30,905.53
*** Liabilities ***			
Accounts Payable			
Accounts Payable		0.00	0.00
Liabilities-LT (under 1 year)			
Liabilities-LT (under 1 year)		0.00	0.00
Due To Other Funds			
203-000-214.101	DUE TO GENERAL FUND	0.00	5,000.00
Due To Other Funds		0.00	5,000.00
Total Liabilities		0.00	5,000.00
*** Fund Balance ***			
Unassigned			
203-000-390.000	FUND BALANCE - UNDESIGNATED	14,316.72	12,822.50
Unassigned		14,316.72	12,822.50
Total Fund Balance		14,316.72	12,822.50
Beginning Fund Balance		14,316.72	12,822.50
Net of Revenues VS Expenditures		11,992.48	13,083.03
Ending Fund Balance		26,309.20	25,905.53
Total Liabilities And Fund Balance		26,309.20	30,905.53

User: NANCY

PREPARED BY: NANCY MASON, ACCOUNTING

DB: Superior Twp

INCOMPLETE

Fund 206 FIRE OPERATING FUND

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
206-000-001.001	HUNT 6014 - DAILY OPERATING CHECKING	222,285.38	213,429.54
206-000-002.001	COMERICA 5587 J-FUND - ACCRUED ABSENCES	466,392.85	487,626.52
206-000-002.002	COMERICA 5588 J-FUND - DAILY OPERATING	651,129.90	680,774.49
206-000-009.000	MICHIGAN CLASS - 0003	0.00	1,938,571.87
206-000-017.001	HUNT 4740 - GOVERNMENT T-BILLS	350,853.47	2,652.12
206-000-017.002	COMERICA - GOVERNMENT T-BILLS	326,945.40	0.00
206-000-017.003	HUNT 5377 - GOVERNMENT T-BILLS	999,557.85	0.00
Cash		3,017,164.85	3,323,054.54
Accounts Receivable			
Accounts Receivable		0.00	0.00
Other Assets			
206-000-056.000	A/R - ACCRUED INCOME	4,863.95	4,075.80
206-000-123.000	PRE-PAID EXPENSES MISC.	398.08	270.90
206-000-123.050	PREPAID INSURANCE	83,722.74	96,919.43
206-000-126.000	UNREALIZED GAINS/LOSSES	50,833.52	0.00
Other Assets		139,818.29	101,266.13
Due From Other Funds			
206-000-084.704	DUE FROM PAYROLL FUND	0.00	5.35
Due From Other Funds		0.00	5.35
Total Assets		3,156,983.14	3,424,326.02
*** Liabilities ***			
Accounts Payable			
206-000-202.000	A/P - VENDORS	7,029.04	56,624.24
Accounts Payable		7,029.04	56,624.24
Liabilities-ST			
206-000-257.000	ACCURED WAGES PAYABLE	58,806.00	74,747.00
206-000-260.000	ACCRUED PTO	43,841.00	28,503.00
Liabilities-ST		102,647.00	103,250.00
Liabilities-LT (under 1 year)			
Liabilities-LT (under 1 year)		0.00	0.00
Liabilities-LT (over 1 year)			
Liabilities-LT (over 1 year)		0.00	0.00
Due To Other Funds			
206-000-214.101	DUE TO GENERAL FUND	0.00	831.14
206-000-214.704	DUE TO PAYROLL FUND	(62,140.55)	41,747.85
Due To Other Funds		(62,140.55)	42,578.99
Total Liabilities		47,535.49	202,453.23
*** Fund Balance ***			
Unassigned			
206-000-390.000	FUND BALANCE - UNDESIGNATED	1,313,774.97	839,835.49
Unassigned		1,313,774.97	839,835.49

User: NANCY

PREPARED BY: NANCY MASON, ACCOUNTING

DB: Superior Twp

INCOMPLETE

Fund 206 FIRE OPERATING FUND

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Fund Balance ***			
Assigned			
206-000-385.000	FUND BALANCE - BUILDING RESERVE	471,875.84	471,875.84
206-000-385.001	FUND BALANCE - TRUCK RESERVE	12,084.19	12,084.19
206-000-385.002	FUND BALANCE - ACCRUED ABSENCES	496,512.95	541,464.54
206-000-385.003	FUND BALANCE - BOND PAYMENT RESERVE	123,160.30	123,160.30
Assigned		1,103,633.28	1,148,584.87
Total Fund Balance		2,417,408.25	1,988,420.36
Beginning Fund Balance		2,417,408.25	1,988,420.36
Net of Revenues VS Expenditures		692,039.40	1,233,452.43
Ending Fund Balance		3,109,447.65	3,221,872.79
Total Liabilities And Fund Balance		3,156,983.14	3,424,326.02

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
211-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	299.89	76,229.58
211-000-009.000	MICHIGAN CLASS - 0011	0.00	101,107.97
211-000-017.001	CHASE 5503 - GOVERNMENT T-BILLS	253,860.60	0.00
Cash		254,160.49	177,337.55
Other Assets			
211-000-126.000	UNREALIZED GAINS/LOSSES	24,687.68	0.00
Other Assets		24,687.68	0.00
Total Assets		278,848.17	177,337.55
*** Liabilities ***			
Accounts Payable			
211-000-202.000	A/P - VENDORS	0.00	200.00
Accounts Payable		0.00	200.00
Other Liabilities			
Other Liabilities		0.00	0.00
Due To Other Funds			
211-000-214.101	DUE TO GENERAL FUND	98,225.50	0.00
Due To Other Funds		98,225.50	0.00
Total Liabilities		98,225.50	200.00
*** Fund Balance ***			
Unassigned			
211-000-390.000	FUND BALANCE - UNDESIGNATED	193,251.70	177,538.98
Unassigned		193,251.70	177,538.98
Total Fund Balance		193,251.70	177,538.98
Beginning Fund Balance		193,251.70	177,538.98
Net of Revenues VS Expenditures		(12,629.03)	(401.43)
Ending Fund Balance		180,622.67	177,137.55
Total Liabilities And Fund Balance		278,848.17	177,337.55

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
219-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	66,980.73	21,019.79
219-000-009.000	MICHIGAN CLASS -0013	0.00	50,396.79
Cash		66,980.73	71,416.58
Accounts Receivable			
219-000-020.000	A/R - TAXROLL REVENUE	0.00	0.72
Accounts Receivable		0.00	0.72
Other Assets			
Other Assets		0.00	0.00
Due From Other Funds			
Due From Other Funds		0.00	0.00
Total Assets		66,980.73	71,417.30
*** Liabilities ***			
Accounts Payable			
219-000-202.000	A/P - VENDORS	8,067.98	7,993.77
Accounts Payable		8,067.98	7,993.77
Liabilities-LT (under 1 year)			
Liabilities-LT (under 1 year)		0.00	0.00
Due To Other Funds			
Due To Other Funds		0.00	0.00
Total Liabilities		8,067.98	7,993.77
*** Fund Balance ***			
Unassigned			
219-000-390.000	FUND BALANCE - UNDESIGNATED	115,684.49	120,812.99
Unassigned		115,684.49	120,812.99
Total Fund Balance		115,684.49	120,812.99
Beginning Fund Balance		115,684.49	120,812.99
Net of Revenues VS Expenditures		(56,771.74)	(57,389.46)
Ending Fund Balance		58,912.75	63,423.53
Total Liabilities And Fund Balance		66,980.73	71,417.30

User: NANCY

PREPARED BY: NANCY MASON, ACCOUNTING

DB: Superior Twp

INCOMPLETE

Fund 249 BUILDING

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
249-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	467,151.10	115,576.71
249-000-004.001	PETTY CASH	100.00	100.00
249-000-009.000	MICHIGAN CLASS - 0007	0.00	907,150.29
249-000-017.001	CHASE 5503 - GOVERNMENT T-BILLS	236,393.29	0.00
249-000-017.002	COMERICA - GOVERNMENT T-BILLS	141,207.72	0.00
Cash		844,852.11	1,022,827.00
Accounts Receivable			
Accounts Receivable		0.00	0.00
Other Assets			
249-000-123.050	PREPAID INSURANCE	1,101.62	916.23
249-000-126.000	UNREALIZED GAINS/LOSSES	39,049.05	0.00
Other Assets		40,150.67	916.23
Due From Other Funds			
Due From Other Funds		0.00	0.00
Total Assets		885,002.78	1,023,743.23
*** Liabilities ***			
Accounts Payable			
249-000-202.000	A/P - VENDORS	114.47	2,398.93
Accounts Payable		114.47	2,398.93
Liabilities-ST			
249-000-257.000	ACCURED WAGES PAYABLE	7,283.00	8,228.00
249-000-260.000	ACCRUED PTO	1,042.00	301.00
Liabilities-ST		8,325.00	8,529.00
Due To Other Funds			
249-000-214.101	DUE TO GENERAL FUND	71.97	0.00
249-000-214.704	DUE TO PAYROLL FUND	(6,688.59)	3,465.10
Due To Other Funds		(6,616.62)	3,465.10
Total Liabilities		1,822.85	14,393.03
*** Fund Balance ***			
Unassigned			
249-000-390.000	FUND BALANCE - UNDESIGNATED	765,212.01	915,527.56
Unassigned		765,212.01	915,527.56
Assigned			
249-000-385.000	FUND BALANCE - ACCRUED ABSENCES	6,570.32	8,716.02
Assigned		6,570.32	8,716.02
Total Fund Balance		771,782.33	924,243.58
Beginning Fund Balance		771,782.33	924,243.58
Net of Revenues VS Expenditures		111,397.60	85,106.62

User: NANCY

PREPARED BY: NANCY MASON, ACCOUNTING

DB: Superior Twp

INCOMPLETE

Fund 249 BUILDING

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
	Ending Fund Balance	883,179.93	1,009,350.20
	Total Liabilities And Fund Balance	885,002.78	1,023,743.23

User: NANCY

PREPARED BY: NANCY MASON, ACCOUNTING

DB: Superior Twp

INCOMPLETE

Fund 266 LAW ENFORCEMENT FUND

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
266-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	732,468.64	295,578.12
266-000-009.000	MICHIGAN CLASS - 0001	0.00	5,256,621.49
266-000-017.001	CHASE 5503 - GOVERNMENT T-BILLS	3,144,285.92	0.00
266-000-017.002	COMERICA - GOVERNMENT T-BILLS	186,577.71	0.00
Cash		4,063,332.27	5,552,199.61
Accounts Receivable			
266-000-040.002	A/R - SYCAMORE REG PATROLS	50,981.72	154,545.08
266-000-040.003	A/R - DANBURY REG PATROLS	23,180.67	7,726.89
Accounts Receivable		74,162.39	162,271.97
Other Assets			
266-000-123.050	PREPAID INSURANCE	500.00	1,500.00
266-000-126.000	UNREALIZED GAINS/LOSSES	159,839.89	0.00
Other Assets		160,339.89	1,500.00
Due From Other Funds			
Due From Other Funds		0.00	0.00
Total Assets		4,297,834.55	5,715,971.58
*** Liabilities ***			
Accounts Payable			
266-000-202.000	A/P - VENDORS	3,774.54	3,779.55
Accounts Payable		3,774.54	3,779.55
Liabilities-ST			
Liabilities-ST		0.00	0.00
Liabilities-LT (over 1 year)			
Liabilities-LT (over 1 year)		0.00	0.00
Due To Other Funds			
Due To Other Funds		0.00	0.00
Total Liabilities		3,774.54	3,779.55
*** Fund Balance ***			
Unassigned			
266-000-390.000	FUND BALANCE - UNDESIGNATED	2,790,518.87	3,666,109.30
Unassigned		2,790,518.87	3,666,109.30
Total Fund Balance		2,790,518.87	3,666,109.30
Beginning Fund Balance		2,790,518.87	3,666,109.30
Net of Revenues VS Expenditures		1,503,541.14	2,046,082.73
Ending Fund Balance		4,294,060.01	5,712,192.03
Total Liabilities And Fund Balance		4,297,834.55	5,715,971.58

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
464-000-001.001	HUNT 4758 CHK - OPERATING	47,200.04	211,070.83
464-000-003.002	HUNTINGTON 9243- CD	1,000,000.00	0.00
464-000-009.000	MICHIGAN CLASS -0006	0.00	603,535.85
Cash		1,047,200.04	814,606.68
Accounts Receivable			
Accounts Receivable		0.00	0.00
Due From Other Funds			
Due From Other Funds		0.00	0.00
Total Assets		1,047,200.04	814,606.68
*** Liabilities ***			
Accounts Payable			
464-000-202.000	A/P - VENDORS	41,116.00	0.00
Accounts Payable		41,116.00	0.00
Liabilities-LT (over 1 year)			
464-000-339.000	DEFERRED REVENUE	1,060,663.60	781,449.66
Liabilities-LT (over 1 year)		1,060,663.60	781,449.66
Due To Other Funds			
Due To Other Funds		0.00	0.00
Total Liabilities		1,101,779.60	781,449.66
*** Fund Balance ***			
Unassigned			
464-000-390.000	FUND BALANCE - UNDESIGNATED	8,424.47	63,344.42
Unassigned		8,424.47	63,344.42
Assigned			
Assigned		0.00	0.00
Total Fund Balance		8,424.47	63,344.42
Beginning Fund Balance		8,424.47	63,344.42
Net of Revenues VS Expenditures		(63,004.03)	(30,187.40)
Ending Fund Balance		(54,579.56)	33,157.02
Total Liabilities And Fund Balance		1,047,200.04	814,606.68

COMPARATIVE BALANCE SHEET FOR SUPERIOR TOWNSHIP
 PREPARED BY: NANCY MASON, ACCOUNTING
 INCOMPLETE
 Fund 508 PARKS & RECREATION

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
508-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	361,863.39	152,558.08
508-000-009.000	MICHIGAN CLASS - 0010	0.00	402,550.88
508-000-017.001	CHASE 5503 - GOVERNMENT T-BILLS	67,926.54	0.00
508-000-017.002	COMERICA - GOVERNMENT T-BILLS	184,721.05	0.00
Cash		614,510.98	555,108.96
Accounts Receivable			
Accounts Receivable		0.00	0.00
Other Assets			
508-000-123.050	PREPAID INSURANCE	7,507.44	7,305.39
508-000-126.000	UNREALIZED GAINS/LOSSES	27,587.18	0.00
Other Assets		35,094.62	7,305.39
Due From Other Funds			
Due From Other Funds		0.00	0.00
Total Assets		649,605.60	562,414.35
*** Liabilities ***			
Accounts Payable			
508-000-202.000	A/P - VENDORS	6,542.18	2,963.21
Accounts Payable		6,542.18	2,963.21
Liabilities-ST			
508-000-257.000	ACCURED WAGES PAYABLE	7,881.00	9,908.00
508-000-260.000	ACCRUED PTO	325.00	2,354.00
Liabilities-ST		8,206.00	12,262.00
Liabilities-LT (under 1 year)			
Liabilities-LT (under 1 year)		0.00	0.00
Other Liabilities			
Other Liabilities		0.00	0.00
Due To Other Funds			
508-000-214.101	DUE TO GENERAL FUND	0.00	16.99
508-000-214.592	DUE TO UTILITY FUND	0.00	49.93
508-000-214.704	DUE TO PAYROLL FUND	(15,120.01)	2,986.05
Due To Other Funds		(15,120.01)	3,052.97
Total Liabilities		(371.83)	18,278.18
*** Fund Balance ***			
Unassigned			
508-000-390.000	FUND BALANCE - UNDESIGNATED	38,330.89	21,667.34
Unassigned		38,330.89	21,667.34
Assigned			
508-000-385.000	FUND BALANCE - BUILDING RESERVE	401,730.53	355,730.53
508-000-385.001	FUND BALANCE - ACCRUED ABSENCES	19,556.88	23,261.03

09/09/2025 02:21 PM
User: NANCY
DB: Superior Twp

COMPARATIVE BALANCE SHEET FOR SUPERIOR TOWNSHIP
PREPARED BY: NANCY MASON, ACCOUNTING
INCOMPLETE
Fund 508 PARKS & RECREATION

Page: 13/16

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Fund Balance ***			
508-000-385.002	FUND BALANCE - SCHROETER	50.00	50.00
508-000-385.003	PARKS & PRESERVES IMPROVEMENT FUND	80,000.00	80,000.00
508-000-385.006	VEHICLE & LARGE EQUIPMENT REPLACEMENT	60,000.00	60,000.00
508-000-385.007	PROGRAM DEVELOPMENT FUND	20,000.00	20,000.00
508-000-385.008	EMERGENCY REPAIRS	16,196.16	16,196.16
Assigned		597,533.57	555,237.72
Restricted			
Restricted		0.00	0.00
Total Fund Balance		635,864.46	576,905.06
Beginning Fund Balance		635,864.46	576,905.06
Net of Revenues VS Expenditures		14,112.97	(32,768.89)
Ending Fund Balance		649,977.43	544,136.17
Total Liabilities And Fund Balance		649,605.60	562,414.35

COMPARATIVE BALANCE SHEET FOR SUPERIOR TOWNSHIP
PREPARED BY: NANCY MASON, ACCOUNTING
INCOMPLETE
Fund 701 TRUST AND AGENCY

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
701-000-001.002	DAILY CHECKING - CHASE	428,317.86	212,497.26
701-000-009.000	MICHIGAN CLASS - 0014	0.00	503,907.86
Cash		428,317.86	716,405.12
Accounts Receivable			
Accounts Receivable		0.00	0.00
Other Assets			
Other Assets		0.00	0.00
Due From Other Funds			
701-000-084.101	DUE FROM GENERAL FUND	100.51	0.00
Due From Other Funds		100.51	0.00
Total Assets		428,418.37	716,405.12
*** Liabilities ***			
Accounts Payable			
701-000-202.000	A/P - VENDORS	31,945.25	3,550.00
Accounts Payable		31,945.25	3,550.00
Liabilities-ST			
701-000-283.035	DELINQUENT PERSONAL/MANUF PROP TAX	21,374.53	45,647.27
701-000-283.037	PARK PAVILLION SECURITY DEPOSIT	300.00	0.00
Liabilities-ST		21,674.53	45,647.27
Other Liabilities			
701-000-283.001	9220 FORD ROAD WETLAND ESCROW	675.00	675.00
701-000-283.002	CONSTRUCTION BONDS	8,000.00	8,000.00
701-000-283.003	DG RES.-WOODSIDE VILLAGE SURETY BOND	40,000.00	0.00
701-000-283.004	WOODSIDE VILLAGE	5,463.75	(709.75)
701-000-283.007	TEMPORARY OCCUPANCY	4,660.00	12,160.00
701-000-283.008	HYUNDAI SITE EXPANSION	25,150.50	18,857.75
701-000-283.010	SELECTIVE GROUP 2003 UNCLAIMED BOND	42,000.00	42,000.00
701-000-283.012	HAWTHORNE MILL AREA PLAN	155.00	0.00
701-000-283.013	ARBOR HILLS ANIMAL CLINIC CUP	3,509.50	3,209.50
701-000-283.014	YPSI DISTRICT LIBRARY SUPERIOR BRANCH	1,859.00	1,619.00
701-000-283.015	PROSPECT PT WEST SITE PLAN PH1	20,679.25	12,961.25
701-000-283.018	HSHV SHED ADDITION	1,363.75	1,363.75
701-000-283.019	KINSLEY DEVELOPMENT	46,926.52	35,329.27
701-000-283.020	DIXBORO HOUSE RESTAURANT	1,578.00	1,578.00
701-000-283.021	CR DEVCO - PROSPECT & BERKSHIRE	7.50	7.50
701-000-283.022	HYUNDAI PARKING LOT 2021	7,605.00	7,605.00
701-000-283.023	BROMLEY PARK CONDOS	1,122.50	1,122.50
701-000-283.024	THE MEADOWS	19,390.25	7,927.75
701-000-283.025	AUTUMN WOODS ESCROW	1,788.92	1,788.92
701-000-283.026	HUMANE SOCIETY PARKING LOT	3,919.00	3,919.00
701-000-283.027	DG RES.(MCTAVISH) BROOKSIDE 3 TREE BOND	10,000.00	6,570.00
701-000-283.028	DG RES.(MCTAVISH) BROOKSIDE 3 UTIL. BOND	34,630.00	34,630.00
701-000-283.029	SJMH THE FARM AT ST JOES	(1,860.75)	0.00
701-000-283.031	TAX COLLECTION 2020	2,020.72	2,020.72
701-000-283.032	CLOVER GROUP	80.00	80.00
701-000-283.036	GARRETT'S SPACE	4,390.00	25,351.25
701-000-283.038	ARBOR HILLS PERFORMANCE BOND	15,000.00	15,000.00
701-000-283.039	5288 GEDDES RD WATER MAIN	(410.25)	(1,350.75)
701-000-283.041	BROOKWOOD	5,000.00	28,973.50
701-000-283.044	HURON DENTAL	27,518.25	20,663.50
701-000-283.045	PLYMOUTH & NAPIER REZONING	440.00	440.00
701-000-283.046	PPW PH 1 UTILITY REPAIR BOND	39,215.00	341,715.00

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Liabilities ***			
701-000-283.047	PROSPECT PTE WEST PH 2	1,358.50	(23,390.25)
701-000-283.048	DTE SUBSTATION	0.00	(1,053.75)
701-000-283.049	PPW PH 2 UTILITY REPAIR BOND	0.00	23,600.00
701-000-283.050	MAJESTIC OAKS - 2024	0.00	(140.00)
701-000-283.052	9101 CHERRY HILL LOT SPLIT	0.00	1,480.00
701-000-283.053	PROSPECT POINTE WEST PHASE 3	0.00	3,320.00
701-000-283.055	PULTE - THE MEADOWS	0.00	1,785.00
701-000-283.056	PROSPECT PT SOUTH - M/I HOMES	0.00	16,900.00
701-000-283.057	HYUNDAI FUEL FARM	0.00	3,500.00
701-000-283.058	TRINITY HEALTH EMERGENCY FAMILY SHELTER	0.00	3,500.00
Other Liabilities		373,234.91	663,008.66
Due To Other Funds			
Due To Other Funds		0.00	0.00
Total Liabilities		426,854.69	712,205.93
*** Fund Balance ***			
Unassigned			
701-000-390.000	FUND BALANCE - UNDESIGNATED	0.00	0.30
Unassigned		0.00	0.30
Total Fund Balance		0.00	0.30
Beginning Fund Balance		0.00	0.30
Net of Revenues VS Expenditures		1,563.68	4,198.89
Ending Fund Balance		1,563.68	4,199.19
Total Liabilities And Fund Balance		428,418.37	716,405.12

COMPARATIVE BALANCE SHEET FOR SUPERIOR TOWNSHIP
 PREPARED BY: NANCY MASON, ACCOUNTING
 INCOMPLETE
 Fund 704 PAYROLL FUND

GL Number	Description	PERIOD ENDED 07/31/2024	PERIOD ENDED 07/31/2025
*** Assets ***			
Cash			
704-000-007.000	HUNT 9485 CHECKING	90,931.07	33,768.02
Cash		90,931.07	33,768.02
Accounts Receivable			
704-000-040.002	DUE FROM OTHERS	93,175.78	0.00
Accounts Receivable		93,175.78	0.00
Other Assets			
Other Assets		0.00	0.00
Due From Other Funds			
704-000-085.101	DUE FROM GENERAL FUND	(43,839.58)	16,344.22
704-000-085.206	DUE FROM FIRE FUND	(62,140.55)	41,747.85
704-000-085.249	DUE FROM BUILDING FUND	(6,688.59)	3,465.10
704-000-085.508	DUE FROM PARK FUND	(15,120.01)	2,986.05
704-000-085.592	DUE FROM UTIL	(26,488.83)	11,382.36
Due From Other Funds		(154,277.56)	75,925.58
Total Assets		29,829.29	109,693.60
*** Liabilities ***			
Accounts Payable			
704-000-259.003	DUE TO HCSP NON-UNION - EMPLOYEE	3,564.57	5,756.42
704-000-259.004	DUE TO HCSP FIRE UNION - EMPLOYEE	1,614.53	2,062.00
704-000-259.005	DUE TO HCSP-NON-UNION-EMPLOYER	3,324.00	945.00
704-000-259.006	DUE TO HCSP - UNION - EMPLOYER	0.00	3,144.65
704-000-262.000	DUE TO JOHN HANCOCK-EMPLOYEE	1,453.59	1,731.80
704-000-262.001	DUE TO JOHN HANCOCK-EMPLOYER	2,907.18	3,463.60
704-000-262.002	DUE TO MERS #1 FIRE MERS-EMPLOYEE	5,803.33	9,585.98
704-000-262.003	DUE TO MERS#1 FIRE -EMPLOYER	21,568.89	37,145.55
704-000-262.004	DUE TO MERS#2-EMPLOYEE	6,368.76	9,779.02
704-000-262.005	DUE TO MERS#2-EMPLOYER	20,927.74	31,136.44
Accounts Payable		67,532.59	104,750.46
Liabilities-ST			
704-000-228.002	STATE WITHHOLDING	(5,565.11)	0.00
704-000-229.000	FEDERAL & FICA 941 TAXES	(37,075.98)	0.00
Liabilities-ST		(42,641.09)	0.00
Due To Other Funds			
704-000-214.101	DUE TO GENERAL FUND	4,937.79	4,937.79
704-000-214.206	DUE TO FIRE FUND	0.00	5.35
Due To Other Funds		4,937.79	4,943.14
Total Liabilities		29,829.29	109,693.60
Beginning Fund Balance		0.00	0.00
Net of Revenues VS Expenditures		0.00	0.00
Ending Fund Balance		0.00	0.00
Total Liabilities And Fund Balance		29,829.29	109,693.60

2:21 PM

09/09/25

Accrual Basis

Superior Township Utility Department

Balance Sheet

INCOMPLETE

	Jul 31, 25	Jun 30, 25	Jul 31, 24
ASSETS			
Current Assets			
Checking/Savings			
100 · CASH - O&M			
101 · Checking - Chase 205000485529	271,411.44	133,734.43	348,687.52
101.5 · Michigan Class - 0009 - O & M (Transfer Funds to Michigan Class)	806,926.61	803,935.76	
104 · O&M Petty Cash	100.00	100.00	100.00
Total 100 · CASH - O&M	1,078,438.05	937,770.19	348,787.52
120 · CASH - CAPITAL RESERVE			
125 · CR Chkg. - Chase 639918234	329,765.14	333,846.78	2,107,491.16
125.5 · Michigan Class - 0010 - Cap Res (Funds Transferred to Michigan...)	707,755.90	705,132.60	
1251 · CR Checking-Huntington Bank4855	265,438.42	265,134.42	96,246.87
1252 · CD - Huntington - CR			1,600,000.00
1253 · Michigan Class - 0012 - A/C4855 (Funds Transferred to Michigan ...)	1,550,190.65	1,544,444.87	
Total 120 · CASH - CAPITAL RESERVE	2,853,150.11	2,848,558.67	3,803,738.03
140 · CASH - DEBT SERVICE RESERVE			
147 · T Bills - Huntington Bank-5151	502,598.13	500,815.12	480,619.14
Total 140 · CASH - DEBT SERVICE RESERVE	502,598.13	500,815.12	480,619.14
Total Checking/Savings	4,434,186.29	4,287,143.98	4,633,144.69
Accounts Receivable			
160 · A/R - Due From Other Funds			
160-GF · Due From General Fund	226.28	226.28	
160-PR · Due From Parks & Rec.		49.93	
Total 160 · A/R - Due From Other Funds	226.28	276.21	
161 · A/R - Other Customers	130,167.26	142,005.65	18.50
162 · A/R - Water/Sewer Bills (UB)	1,336,419.43	1,325,908.79	962,013.65
Total Accounts Receivable	1,466,812.97	1,468,190.65	962,032.15
Other Current Assets			
164 · Undeposited Funds	7,262.37	(22,743.85)	126,400.68
166 · Prepaid Expenses	67,121.29	67,121.29	32,357.32
170 · Inventory - Meters & Parts	33,193.94	33,193.94	35,736.22
Total Other Current Assets	107,577.60	77,571.38	194,494.22
Total Current Assets	6,008,576.86	5,832,906.01	5,789,671.06
Fixed Assets			
174 · Buildings	3,332,204.74	3,332,204.74	3,434,386.74
175 · Acc. Dep. - Buildings	(1,938,179.54)	(1,929,131.87)	(1,916,164.75)
176 · Water & Sewer System	29,750,381.95	29,750,381.95	29,645,877.95
177 · Acc. Dep. - Water & Sewer Sys.	(11,109,986.13)	(11,062,004.96)	(10,925,191.26)
178 · Improvements & Equipment	271,548.76	271,548.76	294,591.76
179 · Acc. Dep - Imp. & Equipment	(15,359.25)	(14,457.67)	(143,700.29)
180 · Office Improvements	136,360.16	136,360.16	125,975.16
181 · Acc. Dep. - Office Improvements	(63,163.92)	(62,735.17)	(56,782.25)
182 · Office Furniture & Equipment	73,300.27	73,300.27	73,300.27
183 · Acc. Dep. - Off. Furn. & Equip.	(78,134.89)	(77,329.06)	(74,441.76)
184 · Vehicles	914,994.57	914,994.57	647,673.57
185 · Acc. Dep. - Vehicles	(539,767.44)	(536,614.06)	(551,188.84)
186 · Metering Program	45,919.87	45,919.87	45,919.87
187 · Acc. Dep. - Meter Program	(2,745.00)	(2,287.25)	(46,211.75)
188 · Land	210,462.50	210,462.50	210,462.50
190 · Const. in Progress	787,138.36	787,138.36	(9,178.68)
Total Fixed Assets	21,774,975.01	21,837,751.14	20,755,328.24
TOTAL ASSETS	27,783,551.87	27,670,657.15	26,544,999.30

2:21 PM

09/09/25

Accrual Basis

Superior Township Utility Department

Balance Sheet

INCOMPLETE

	Jul 31, 25	Jun 30, 25	Jul 31, 24
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200 · A/P - Due To Other Funds		3,750.00	
200-GF · Due To General Fund			
200-PF · Due To Payroll Fund	11,382.36		3,432.00
Total 200 · A/P - Due To Other Funds	11,382.36	3,750.00	3,432.00
205 · A/P - Vendors	327,079.59	278,181.99	89,764.94
Total Accounts Payable	338,461.95	281,931.99	93,196.94
Other Current Liabilities			
219 · Contracts Payable			
224 · Michigan Finance Authority Bond	2,632,353.00	2,632,353.00	2,649,319.00
Total 219 · Contracts Payable	2,632,353.00	2,632,353.00	2,649,319.00
225 · Accrued Vacation & Sick Pay	145,981.05	145,981.05	117,008.16
226 · Accrued Wages			31,622.00
Total Other Current Liabilities	2,778,334.05	2,778,334.05	2,797,949.16
Total Current Liabilities	3,116,796.00	3,060,266.04	2,891,146.10
Total Liabilities	3,116,796.00	3,060,266.04	2,891,146.10
Equity			
390 · Retained Earnings	24,325,388.32	24,325,388.32	23,450,212.84
Net Income	341,367.55	285,002.79	203,640.36
Total Equity	24,666,755.87	24,610,391.11	23,653,853.20
TOTAL LIABILITIES & EQUITY	27,783,551.87	27,670,657.15	26,544,999.30

GENERAL BANK - JULY 2025 RECONCILIATION

Fund Account	Description		Beginning Balance 07/01/2025		Total Debits		Total Credits		Ending Balance 07/31/2025
Fund 101 GENERAL									
001.001	CHASE 5503 - DAILY OPERATING CHECKING	\$	427,073.19	\$	94,141.53	\$	245,118.11	\$	276,096.61
Fund 203 SIDE STREET MAINTENANCE									
001.001	CHASE 5503 - DAILY OPERATING CHECKING	\$	5,755.87	\$	5,013.67	\$	5,300.01	\$	5,469.53
Fund 211 LEGAL DEFENSE FUND									
001.001	CHASE 5503 - DAILY OPERATING CHECKING	\$	76,138.98	\$	190.60	\$	100.00	\$	76,229.58
Fund 219 STREET LIGHT FUND									
001.001	CHASE 5503 - DAILY OPERATING CHECKING	\$	28,838.77	\$	52.56	\$	7,871.54	\$	21,019.79
Fund 249 BUILDING									
001.001	CHASE 5503 - DAILY OPERATING CHECKING	\$	394,908.88	\$	50,752.98	\$	330,085.15	\$	115,576.71
Fund 266 LAW ENFORCEMENT FUND									
001.001	CHASE 5503 - DAILY OPERATING CHECKING	\$	914,646.78	\$	102,489.08	\$	721,557.74	\$	295,578.12
Fund 508 PARKS & RECREATION									
001.001	CHASE 5503 - DAILY OPERATING CHECKING	\$	360,321.37	\$	33,242.78	\$	241,006.07	\$	152,558.08
	TOTAL - ALL FUNDS	\$	2,207,683.84	\$	285,883.20	\$	1,551,038.62	\$	942,528.42

Bank Balance per statement	\$984,075.56
Outstanding Checks	-\$42,647.14
Deposits/CC in Transit	\$700.00
Misc Items	\$400.00
Total	\$942,528.42

This Page Is Intentionally Left Blank



Committee to Promote Superior Township

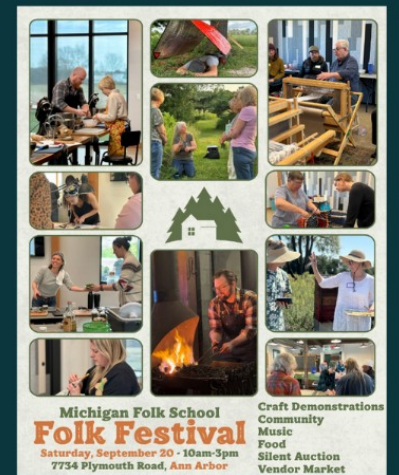
A Volunteer Committee

Fostering pride, unity and a sense of place among
Superior Township residents



C2PST September Highlights

- **Social Media:** We've seen strong growth in new users. Our focus is shifting to more frequent, diverse content to encourage return visits and spread the word about all things Superior. Recent contributions came from Parks & Rec, the Ypsilanti District Library, and the Supervisor's Office.
- **Library Display:** A new display highlights the official announcement of the BirdSong Nature Preserve and Superior Township Community Farm, complete with maps and photos.
- **C2PST Booth at Folk Festival:** On September 20, C2PST will host an information booth at the Michigan Folk School Folk Festival. Similar to our Dixboro Farmers' Market booth, this one will place added emphasis on township history.
- **Dixboro Farmers' Market Vendor Spotlight:** Our new social media feature spotlighting vendors at the Dixboro Farmers' Market continues to see strong engagement and positive responses. So far this month, we've highlighted Vera's Kuntry Bakery, showcasing the delicious variety of homemade baked goods she brings to the community.



Vendor Spotlight!

DIXBORO FARMERS' MARKET

Vera's Kuntry Bakery

Vera's Kuntry Bakery, owned by Vera Merkle of Canton, Michigan, is bringing homemade comfort to the Dixboro Farmers' Market for the very first time this year. Baking has always been her passion, and that love shines through in the wide variety of goods she offers. From pies and cakes to cookies, sweet breads, frozen pastries, cabbage rolls, shepherd's pie, and pierogis, every item is made completely from scratch—including her own pie crusts and fillings. Vera is also a fully licensed caterer, adding even more depth to her culinary offerings.



For Vera, the highlight of market day is connecting with customers who appreciate the time and care she puts into her baking. She describes the Dixboro community as "fantastic" and she's excited to share her creations with such a welcoming group. With both sweet and savory options, Vera's Kuntry Bakery brings a homemade touch that's quickly becoming a new favorite at the market.



Special Thank you to our Working Committee

Brenda Baker, Margery Dosey, Katie Russo,
Carole Hann, Nancy Caviston, Haneen Alaouie

Join our committee – just email
C2PST@superior-twp.org

Connect with us

Instagram



@superiorchartertownship

Facebook



@SuperiorCharterMI

This Page Is Intentionally Left Blank



CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road Ypsilanti, MI 48198

Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form per agenda item.

TO: Superior Township Board of Trustees

FROM: Dana Greene

DATE SUBMITTED: 08/29/2025

BOARD MEETING DATE: 09/15/2025

ITEM TITLE: Salary Commission Ordinance

DESCRIPTION OF ITEM/RESOLUTION:

An ordinance to establish a commission to establish salaries for elected township officials.

REQUESTED BOARD ACTION:

I'm presenting this ordinance for a first reading. No vote is required.

BACKGROUND/JUSTIFICATION:

Superior Township currently approves the salaries for township officials and trustees on an annual bases during budget review. Currently there is no external review process for board members salaries. Creating a salary commission provides an external accountability and creates transparency.

Currently there are three townships in Washtenaw County who use salary commissions:

- 1.) Pittsfield Charter Township
- 2.) Dexter Township
- 3.) Scio Township

IMPACT ON TOWNSHIP BUDGET (if any):

There would be no impact on this current budget.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

All superior township board members will be affected by the adoption of this ordinance.

DEADLINES OR URGENCY (if applicable):

Include any timelines, deadlines or reasons for urgency.

SUPPORTING DOCUMENTS ATTACHED:

Include number of attachments and a brief title of each file.

CONTACT PERSON FOR QUESTIONS:

Name: Dana Greene Jr.

Title: Trustee

Phone: 313-670-0408

Email: dgreene@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following individuals: arobinson@superior-twp.org, cbenitez@superior-twp.org, krarkin@superior-twp.org, edy@superior-twp.org

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

ORDINANCE NUMBER 198

**ORDINANCE ESTABLISHING A COMMISSION TO
SET SALARIES FOR ELECTED TOWNSHIP OFFICIALS.**

FIRST READING: SEPTEMBER 15, 2025

SUPERIOR TOWNSHIP ORDAINS:

Section 1. Title.

This ordinance shall be known as the Salary Commission Ordinance.

Section 2. Purpose, Composition and Compensation.

- 2.1. **Purpose.** The salary commission (hereafter referred to as the “commission”) shall determine the salary of each township elected official.
- 2.2. **Composition.** The commission shall consist of 5 members who are registered electors of the township, appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board. The terms of office shall be 3 years, except that of the members first appointed; 1 shall be appointed for a term of 1 year; 2 shall be appointed for a term of 2 years; and 2 shall be appointed for a term of 3 years. The first members shall be appointed within 30 days after the effective date of the ordinance. Subsequent members shall be appointed within 30 days after a term expires or a vacancy occurs. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a government agency or unit or member of the immediate family of an officer or employee shall not be appointed to the commission.
- 2.3. **Chair.** The commission shall elect a chairperson from among its members.
- 2.4. **Compensation.** The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

Section 3. Commission Meetings.

- 3.1. The commission shall meet for not more than 15 session days in each odd numbered year and shall make its determination within 45 calendar days of its first meeting. As used in this section, "session days" means calendar days on which the commission meets and a quorum is present.
- 3.2. A majority of the members of the commission constitutes a quorum for conducting the

business of the commission.

- 3.3. The business that the commission may perform shall be conducted at a public meeting of the commission held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.
- 3.4. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission.

Section 4. Salary Determination.

- 4.1. Subject to Section 4.2 of this ordinance, the commission shall determine the salary of each member of the township board, which shall be effective at the beginning of the next fiscal year
- 4.2. The salary of an elected township official shall not be decreased during the official's term of office as long as the responsibilities and requirements of that office are not diminished during the term of the official's term of office, and the salary of an elected township official shall not be decreased during the official's term of office unless the official consents in writing to the reduction in salary.
- 4.3. The determination of the commission shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. The determination of the commission shall be effective 30 days following filing of the determination with the township clerk unless rejected by the township board. If the determination is rejected, the existing salary shall prevail.

Section 5. Expenses

An expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

Section 6. Repealer

All ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

Section 7. Severability

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

Section 8. Effective Date

This Ordinance shall take force and effect upon publication.



CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road Ypsilanti, MI 48198

Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form per agenda item.

TO: Superior Township Board of Trustees

FROM: Fire Chief Vic Chevrette

DATE SUBMITTED: 09/03/2025

BOARD MEETING DATE: 09/22/2025

ITEM TITLE: Request for Promotion of Fire Lieutenants

DESCRIPTION OF ITEM/RESOLUTION:

On 09/03/2025 the Superior Township Fire Department completed the Promotional Exam for the position of two (2) Fire Lieutenant. The exam process was conducted in accordance with IAFF Local 3292 contract and completed with EMPCO Inc.

REQUESTED BOARD ACTION:

Request that the Superior Township Board of Trustees approve the Promotion of Fire Fighter Corey Oberstaedt and Fire Fighter James Gaken to the position of Fire Lieutenant effective 1 October 2025.

BACKGROUND/JUSTIFICATION:

Currently, the Fire Department has one Shift Captain on duty per shift and is based at Fire Station 1. The purpose of a Fire Lieutenant is for supervision at Fire Station 2 and allows for immediate supervision on emergency incidents. Our goal is to have three Fire Lieutenants, one per shift. In 03/06/2025 one promotion was approved for Lt. Lance Pierce. The two additional promotions would complete the two positions. The current Union Contract allows for the positions of Fire Lieutenant to include the pay scale. Both Fire Fighter Oberstaedt and Fire Fighter Gaken meet the requirements of the State of Michigan Firefighting Training Council General Rules and IAFF local 3292 Contract. Four Fire fighters Applied and two completed the testing process.

IMPACT ON TOWNSHIP BUDGET (if any):

Increase in pay from Fire Fighter to Lieutenant.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

EMPCO Inc of Troy, Michigan. Independant testing company.

DEADLINES OR URGENCY (if applicable):

10/01/2025

SUPPORTING DOCUMENTS ATTACHED:

CONTACT PERSON FOR QUESTIONS:

Name: Victor G. Chevrette

Title: Fire Chief

Phone: 734-896-3547

Email: vchevrette@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following individuals: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

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

RESOLUTION NUMBER 2025-58

DATE: SEPTEMBER 15, 2025

RESOLUTION TO APPROVE THE PROMOTION OF FIRE LIEUTENANTS

WHEREAS, the Superior Township Fire Department currently operates with one Shift Captain per shift based at Station 1, and seeks to improve supervision by assigning one Fire Lieutenant per shift, stationed at Fire Station 2; and

WHEREAS, the department aims to staff three Fire Lieutenants total—one per shift—and previously promoted Fire Fighter Lance Pierce to Lieutenant on March 6, 2025; and

WHEREAS, on September 3, 2025, the department completed a promotional exam for two (2) additional Fire Lieutenant positions, in accordance with the IAFF Local 3292 contract and conducted by EMPCO Inc.; and

WHEREAS, four Fire Fighters applied, two completed the process, and both **Fire Fighter Corey Oberstaedt** and **Fire Fighter James Gaken** met all requirements under State of Michigan rules and the IAFF Local 3292 contract; and

WHEREAS, the union contract provides for the Fire Lieutenant position and corresponding pay scale, and promotions will result in a pay increase;

NOW, THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees approves the promotion of **Fire Fighter Corey Oberstaedt** and **Fire Fighter James Gaken** to **Fire Lieutenant**, effective **October 1, 2025**.



CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road Ypsilanti, MI 48198

Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Emily Dabish Yahkind

DATE SUBMITTED: 9/8/25

BOARD MEETING DATE: 9/15/25

ITEM TITLE: Personnel Manual

DESCRIPTION OF ITEM/RESOLUTION:

Provide a clear/concise summary of the item being presented.

Adoption of the updated Superior Charter Township Personnel Manual (Last Revised: August 2025) establishing current policies for non-union employees.

REQUESTED BOARD ACTION:

Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Approve and adopt the Personnel Manual and authorize the Supervisor (or designee) to implement and administer it.

BACKGROUND/JUSTIFICATION:

Provide relevant history, previous board actions, community input, or project developments.

The manual consolidates and updates employment policies (e.g., at-will status, EEO/harassment, classifications, PTO, discipline, grievances) to ensure clarity, legal compliance, and consistent administration across departments.

IMPACT ON TOWNSHIP BUDGET (if applicable):

Minimal administrative costs for distribution, training, and possible HR/legal consultation, with no immediate material change to approved compensation or benefits beyond policies outlined.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

List any departments or external entities responsible for or impacted by this item.

Supervisors Office, Clerk, Treasurer, Utilities, Parks, and Personnel/HR

DEADLINES OR URGENCY (if applicable):

Include any timelines, deadlines or reasons for urgency.

Effective upon adoption, with prompt distribution and collection of employee acknowledgment forms to ensure timely compliance.

SUPPORTING DOCUMENTS ATTACHED:

Include number of attachments and a brief title of each file.

(1) Resolution Adopting Personnel Manual; (2) Personnel Manual—Last Revised August 2025

CONTACT PERSON FOR QUESTIONS:

Name: Emily Dabish Yahkind

Title: Supervisor

Phone:

Email: edy@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

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

**RESOLUTION ADOPTING THE “SUPERIOR CHARTER TOWNSHIP PERSONNEL
MANUAL (LAST REVISED: AUGUST 2025)” FOR NON-UNION EMPLOYEES AND
AUTHORIZING IMPLEMENTATION**

RESOLUTION NUMBER: 2025-59

DATE: SEPTEMBER 15, 2025

WHEREAS, Superior Charter Township (“Township”) employs non-union personnel to deliver essential public services to residents and businesses; and

WHEREAS, the Township seeks to maintain clear, consistent, and up-to-date policies governing employment classifications; work schedules; compensation and benefits; leaves of absence; workplace conduct; performance management and progressive discipline; grievance and complaint resolution; and separation and termination processes; and

WHEREAS, Township administration has prepared an updated Superior Charter Township Personnel Manual (Last Revised: August 2025) (the “Manual”) applicable to non-union employees and not applicable to elected officials, their appointed deputies, or employees covered by collective bargaining agreements; and

WHEREAS, the Manual affirms the Township’s employment-at-will status (except where otherwise provided by law), sets forth equal employment opportunity and anti-harassment policies consistent with Michigan and federal law, and provides procedures to ensure fair, transparent, and legally compliant administration of personnel matters; and

WHEREAS, the Board of Trustees finds that adoption of the Manual is in the best interest of the Township to promote effective governance, operational continuity, and employee clarity.

NOW, THEREFORE, BE IT RESOLVED:

1. Adoption. The Superior Charter Township Personnel Manual (Last Revised: August 2025) is hereby adopted and approved as presented and attached hereto as Exhibit A and is incorporated by reference with the same force and effect as if fully set forth herein.
2. Scope. The Manual applies to all non-union Township employees. It does not apply to elected officials or their appointed deputies, or to any employee whose employment is governed by a collective bargaining agreement, civil service protection, or other controlling statute or contract.

3. Employment at Will. The Manual's employment-at-will statement is affirmed. Nothing in this Resolution or the Manual creates an express or implied contract of employment.

4. Superseder; Repealer. All prior personnel manuals, handbooks, policies, memoranda, and Board actions inconsistent with the Manual are hereby repealed or superseded to the extent of any conflict. Department-level practices must conform to the Manual unless a different rule is expressly authorized by the Board.

5. Administrative Authority & Implementation. a. The Township Supervisor (or designee) is authorized to implement, interpret, and administer the Manual; to issue administrative guidelines and forms necessary for implementation; and to make non-substantive updates (e.g., formatting, contact names, form links). b. Substantive policy changes to the Manual require Board approval. c. The Supervisor may engage HR professionals or legal counsel, as needed, to ensure compliance with applicable law.

6. Employee Acknowledgment. The Supervisor (or designee) shall distribute the Manual to all covered employees and obtain a signed Employee Acknowledgment Form from each employee, to be retained in the employee's personnel file.

7. Effective Date; Transition. a. This Resolution and the Manual shall take effect upon adoption unless a later effective date is specified by the Board.

SUPERIOR CHARTER TOWNSHIP PERSONNEL MANUAL

WASHTENAW COUNTY, MICHIGAN

Last Revised: August 2025

TABLE OF CONTENTS

1. INTRODUCTION

- 1.1 Purpose & Scope
- 1.2 Employment at Will

2. EQUAL EMPLOYMENT OPPORTUNITY & HARASSMENT POLICIES

- 2.1 Non-Discrimination Policy
- 2.2 Anti-Harassment Policy
- 2.3 Procedures for Processing Harassment and Discrimination Complaints

3. EMPLOYMENT CLASSIFICATIONS & WORK SCHEDULE

- 3.1 Employee Classifications
- 3.2 Hire Dates & Employment Status Conversions
- 3.3 Work Hours & Pay Periods
- 3.4 Lunch & Rest Breaks
- 3.5 Personal Information Updates
- 3.6 Overtime & Compensatory Time
- 3.7 Managerial Time

4. COMPENSATION & BENEFITS

- 4.1 Salary & Pay Increases
- 4.2 PTO: Holidays
- 4.3 PTO: Vacation Days
- 4.4 PTO: Personal Days
- 4.5 PTO: Sick Leave
- 4.6 PTO Request Process
- 4.7 Health Insurance
- 4.8 Reimbursements (Mileage, Meals, Training, Uniforms)
- 4.9 Retirement Plans & Benefits

5. LEAVES OF ABSENCE

- 5.1 Unpaid Medical Leave
- 5.2 Personal Leave of Absence
- 5.3 Prior Notice for Medical & Personal Leaves
- 5.4 Bereavement Leave

5.5 Military Leave

5.6 Jury Duty

6. WORKPLACE POLICIES & CONDUCT

6.1 Code of Conduct & Workplace Ethics

6.2 Attendance & Tardiness

6.3 Drug-Free Workplace

6.4 Workplace Safety & Workers' Compensation

6.5 Use of Township Property & Technology

6.6 Conflict of Interest & Outside Employment

7. PERFORMANCE MANAGEMENT

7.1 Performance Evaluations

7.2 Progressive Discipline & Performance Improvement

7.3 Immediate Disciplinary Action

7.4 Employee Rights & Appeals

8. EMPLOYEE GRIEVANCE & COMPLAINT RESOLUTION

8.1 Grievance Procedure

8.2 Protection from Retaliation

9. SEPARATION & TERMINATION

9.1 Resignation & Retirement

9.2 Involuntary Termination & Severance Policy

9.3 Final Pay & Benefit Payouts

10. POLICY UPDATES & ACKNOWLEDGMENT

10.1 Manual Updates & Revisions

10.2 Employee Acknowledgment Form

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.

Full-time employees working in the Utility Department earn 5.78 hours per month and employees working at Townhall receive 5.42 hours a month for the first year of employment after the first year they earn 1 day per month.

- (i) Full-time employees working in the Utility Department earn 5.78 hours per month and employees working at Town Hall receive 5.42 hours a month for the first year of employment. After the first year one day per month is earned.
- (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:



CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road Ypsilanti, MI 48198

Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Dana Greene Jr.

DATE SUBMITTED: 9/8/05

BOARD MEETING DATE: 9/15/25

ITEM TITLE: A RESOLUTION AUTHORIZING THE RELEASE OF FROZEN SAL

DESCRIPTION OF ITEM/RESOLUTION:

Provide a clear/concise summary of the item being presented.

This resolution authorizes the release of frozen salary increases for previously approved raises

REQUESTED BOARD ACTION:

Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

I am requesting that the board allow for raises previously approved to be released to the appropriate employees.

BACKGROUND/JUSTIFICATION:

Provide relevant history, previous board actions, community input, or project developments.

Board has adopted a hiring freeze due to constraints in our general fund. However, we did approve raises for two positions, one on March 17th and another on June 16th. Both raises were to be adopted once the hiring freeze was lifted. However it appears that the hiring freeze will remain in place for a prolonged period and I would like to move forward with releasing these funds to avoid significant back pay in the future.

IMPACT ON TOWNSHIP BUDGET (if applicable):

1.) Clerk Administrative Assistance will hourly rate will increase from \$32.00 to \$35.00 dating back to June 16th

2.) Office/ Accounting Administrator will receive a 3% raise dating back to March 17th

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

List any departments or external entities responsible for or impacted by this item.

Clerks Department

DEADLINES OR URGENCY (if applicable):

Include any timelines, deadlines or reasons for urgency.

SUPPORTING DOCUMENTS ATTACHED:

Include number of attachments and a brief title of each file.

- 1.) Resolution 2025-18
- 2.) Resolution 2025-39

CONTACT PERSON FOR QUESTIONS:

Name: Dana Greene

Title: Trustee

Phone: 313-670-0408

Email: dgreene@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

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

**A RESOLUTION AUTHORIZING THE RELEASE OF FROZEN SALARY INCREASES
FOR GOVERNMENTAL STAFF AND ESTABLISHING A TEMPORARY
MORATORIUM ON FUTURE RAISES UNTIL THE HIRING FREEZE IS LIFTED**

RESOLUTION NUMBER: 2025-60

DATE: SEPTEMBER 15, 2025

WHEREAS, salary increases for governmental staff were previously frozen in response to financial constraints affecting the Township's operating budget; and

WHEREAS, the Board of Trustees has reviewed the Township's current fiscal condition and determined that sufficient funds are available to implement previously approved raises without compromising the Township's financial stability; and

WHEREAS, the Township continues to face ongoing budgetary pressures, and the current fiscal circumstances require that a hiring freeze remain in place until further notice; and

WHEREAS, the release of previously approved salary increases at this time is intended to avoid a prolonged delay in employee compensation and to prevent the accumulation and significant financial impact of retroactive backpay that would otherwise result when the hiring freeze is eventually lifted; and

WHEREAS, the Board recognizes the importance of compensating current staff fairly while maintaining fiscal responsibility and compliance with staffing restrictions;

NOW, THEREFORE, BE IT RESOLVED by the Superior Township Board of Trustees of, as follows:

Section 1.

Effective immediately, all previously approved but frozen salary increases for governmental staff shall be released and implemented in accordance with applicable personnel policies, and the adopted budget.

Section 2.

No further salary increases, cost-of-living adjustments, merit increases, or other forms of compensation enhancements shall be granted to governmental staff until such time as the current hiring freeze is formally lifted by a majority vote of the Superior Township Board of Trustees.

Section 3.

The Board affirms that the hiring freeze shall remain in effect due to the Township's current fiscal circumstances, and that any staffing changes will continue to be evaluated on a case-by-case basis to ensure the continuity of essential services.

Section 4.

This resolution shall take effect immediately upon its adoption.

CHARTER TOWNSHIP OF SUPERIOR

**RESOLUTION TO RENAME NANCY MASON'S POSITION
TO OFFICE/ACCOUNTING ADMINISTRATOR**

RESOLUTION NUMBER: 2025-18

DATE: MARCH 17, 2025

WHEREAS, the Charter Township of Superior is committed to ensuring the accurate and timely management of financial records for the benefit of the township and its residents;

WHEREAS, Nancy Mason has consistently and diligently carried out accounting responsibilities for the Charter Township of Superior, including managing financial records, reconciling accounts, preparing financial reports and statements, and performing other key administrative functions;

WHEREAS, the Township Board recognizes the valuable contribution of Nancy Mason in supporting the township's financial operations, and acknowledges the importance of her role in the preparation and management of the township's budget;

NOW, THEREFORE, BE IT RESOLVED, by the Township Board of the Charter Township of Superior, Michigan, that:

1. Nancy Mason is hereby officially appointed as Office/Accounting Administrator for the Charter Township of Superior, effective March 17, 2025.
2. The responsibilities of Nancy Mason in her role as Office/Accounting Administrator shall include the following duties:
 - Maintaining accurate and up-to-date financial records for the Township.
 - Regularly reconciling bank accounts and financial ledgers.
 - Preparing and presenting monthly and annual financial reports and statements to the Township Board.
 - Assisting with the preparation, monitoring, and management of the Township's budget, in collaboration with the Township Supervisor. Ensuring compliance with financial regulations and providing the Township Board with necessary financial data and insights.
 - Performing other administrative duties as required.
3. The Accounting/Office Administrator will operate under the supervision of the Township Clerk.
4. Compensation for Nancy Mason in her role as Office/Accounting Administrator will be in accordance with the terms established in the Township's budget and compensation policies, and a 3% raise will be added to her pay effective upon termination of the hiring moratorium, with the pay increase being paid retroactively starting March 18, 2025.
5. This resolution shall be effective immediately upon adoption.
6. The final adjustment to Nancy Mason's rate of pay will be reevaluated.

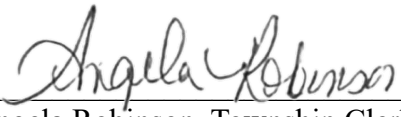
Specific Duties and Responsibilities:

- **Accounts Payable:**
 - Manage all functions for government funds (excluding tax funds).
 - Print checks for the Utility Department and enter invoices as necessary.
- **Payroll:**
 - Oversee all aspects of payroll for the entire township, including check printing.
- **General Ledger:**
 - Manage all functions for government funds, including monthly closings and yearly audit.
 - Balancing of T-bills and J-Funds.
- **Human Resources:**
 - Handle HR tasks as needed, with no other staff members available to perform these duties.
- **Workers' Compensation:**
 - Administer all claims, audits, and related activities.
- **Grants:**
 - Act as administrator for all fire-related grants and assist with other government grants as required.
- **Pension/HCSF/HSA:**
 - Administer all pension, healthcare savings accounts (HCSF), and Health Savings Accounts (HSA).
 - Perform monthly reports and process payments online.
- **Telephone/Internet Systems:**
 - Oversee all township phone systems and the Comcast internet service.
- **MESC Reporting:**
 - Complete all reports and claims related to the Michigan Employment Security Commission (MESC).
- **Office Supplies:**
 - Manage office supply purchases.
- **IT Support:**
 - Serve as the primary IT contact for the Township.
- **Planning Department Assistance:**
 - Provide support to the Planning Department, including handling invoices, payments, and other related tasks.
- **Monthly Reports:**
 - Prepare monthly reports for the Department of Labor.
 - Prepare monthly reports for Board of Trustee meetings related to the accounting department's activities.

(Certification Statement and signature on following page)

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 March 17, 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

3/17/2025
Date Certified

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

**RESOLUTION TO ASSIGN PAYROLL BACK UP DUTIES TO THE CLERK'S
ADMINISTRATIVE ASSISTANT AND APPROVE A PAY ADJUSTMENT**

RESOLUTION NUMBER: 2025-39

DATE: JUNE 16, 2025

WHEREAS, the Charter Township of Superior recognizes the critical importance of the Office/Accounting Administrator in ensuring the effective operation of the Township payroll functions; and

WHEREAS, a review of the position has identified a significant operational risk due to the absence of a designated backup for the Office/Accounting Administrator, in the areas of payroll during periods of absence, leave, vacation or turnover; and

WHEREAS, this risk can be effectively mitigated by integrating payroll backup responsibilities into the Clerk's Administrative Assistant position; and

WHEREAS, Kristina Rankin, currently serving as the Administrative Assistant to the Clerk, brings 25 years of court administrative experience and holds a bachelor's degree, with demonstrated excellence in document management, account reconciliation, compliance, confidentiality, and administrative operations; and

WHEREAS, since beginning formal payroll training on June 13, 2025, Kristina Rankin has exhibited a high level of competence and professionalism, including exceptional organizational skills, sound judgment, and reliable execution of payroll-related responsibilities; and

WHEREAS, the addition of these complex and sensitive payroll duties significantly expands the scope and accountability of Kristina Rankin's current role and warrants equitable compensation that reflects the increased responsibilities; and

WHEREAS, a compensation hourly wage adjustment to \$35.00 as appropriate and justified, an increase from her previous \$32.00; and

WHEREAS, the Board affirms the importance of retaining high-performing personnel whose contributions directly support the Township's operational stability and service delivery.

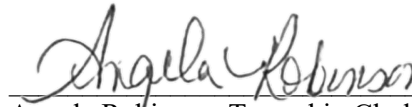
NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board of Trustees hereby:

1. **Formally** assign payroll backup responsibilities to the Clerk's Administrative Assistant position to ensure continuity in payroll functions.

2. **Approves an hourly wage increase** to \$35.00 for Kristina Rankin, effective immediately and retroactive to June 13, 2025, in recognition of her expanded role.
3. **Confirms** that this compensation adjustment shall take effect upon the formal lifting of the Township's hiring moratorium, with retroactive pay applied from June 13, 2025.
4. **Declares** this resolution effective immediately upon adoption to address the Township's urgent operational needs and safeguard critical administrative functions.

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 June 16, 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

6/16/2025
Date Certified



CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road Ypsilanti, MI 48198

Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: OHM Advisors

DATE SUBMITTED: 9/3/25

BOARD MEETING DATE: 9/15/25

ITEM TITLE: Proposal for GIS Application Development Professional Services

DESCRIPTION OF ITEM/RESOLUTION:

Provide a clear/concise summary of the item being presented.

A proposal from OHM Advisors to provide professional services to develop Geographical Information System (GIS) applications for enhancing the management and maintenance of the Township's sanitary sewer and water distribution system by the Township Utilities Department.

REQUESTED BOARD ACTION:

Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Approval of the proposal.

BACKGROUND/JUSTIFICATION:

Provide relevant history, previous board actions, community input, or project developments.

The Utilities Department is looking to utilize field mapping applications to better manage, track and document their daily workflows and tasks for the water distribution and sanitary sewer systems. The Department has discussed this desire with OHM Advisors, who has developed this proposal to provide the desired applications built upon the Township's ArcGIS system.

IMPACT ON TOWNSHIP BUDGET (if applicable):

The work in this proposal will be funded by the Utilities Department.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

List any departments or external entities responsible for or impacted by this item.

Utilities Department; OHM Advisors

DEADLINES OR URGENCY (if applicable):

Include any timelines, deadlines or reasons for urgency.

SUPPORTING DOCUMENTS ATTACHED:

Include number of attachments and a brief title of each file.

1 attachment (OHM's GIS Application Development Professional Services)

CONTACT PERSON FOR QUESTIONS:

Name: George Tsakoff

Title: Principal (OHM Advisors)

Phone: 734-466-4439

Email: george.tsakoff@ohm-advisors.com

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR

WASHTENAW COUNTY, MICHIGAN

**RESOLUTION TO APPROVE THE GIS APPLICATION DEVELOPMENT PROPOSAL
WITH OHM**

RESOLUTION NUMBER: 2025-61

DATE: SEPTEMBER 15, 2025

WHEREAS, the Superior Charter Township (the “Township”) recognizes the need to utilize GIS-based asset management applications for the operation and maintenance of its sanitary sewer and water distribution systems; and

WHEREAS, OHM has been assisting the Township for approximately ten years with the management and administration of its ArcGIS Online account, data collection and updates; and

WHEREAS, OHM Advisors (“OHM”) has demonstrated extensive experience working with municipalities and water utilities in southeast Michigan and possesses the requisite expertise to assist the Township in the development of GIS-based asset management applications; and

WHEREAS, OHM has submitted a proposal outlining the scope of services, including development of field mapping applications for the water distribution and sanitary sewer systems including dashboard and staff training, needed GIS utility network updates, GPS receiver support including setup and training, and general as-needed GIS support; and

WHEREAS, the proposal includes schedules for performing and completing the various aspects of the work which are acceptable to the Township; and

WHEREAS, OHM proposes to provide these services on a time and materials basis for a not-to-exceed fee of \$55,000;

NOW, THEREFORE, BE IT RESOLVED the Superior Charter Township Board of Trustees hereby approves the proposal submitted by OHM Advisors for professional services for GIS Application Development and authorizes the Township Supervisor to execute the agreement on behalf of the Township.

BE IT FURTHER RESOLVED funding for this project shall be allocated from the appropriate Utility Department budget, and the Township’s Utility Department Staff shall collaborate with OHM to ensure the successful completion of the work.



September 3, 2025

Superior Charter Township
575 E. Clark Road
Ypsilanti, MI 48198

Attn: Mary Burton, Utility Director

RE: GIS Application Development Professional Services

Dear Ms. Burton:

OHM Advisors is pleased to submit this proposal to the Township for Geographical Information System (GIS) Application Development for enhancing the management and maintenance of the Township's sanitary sewer and water distribution system. The following is a summary of our proposal to perform this work.

PROJECT UNDERSTANDING

We understand that Superior Charter Township (the Township) desires to move forward with the development of GIS-based asset management applications for the sanitary sewer and water distribution systems. The Township Utilities Department and OHM Advisors (OHM) have discussed this project, and the Utilities Department supports this scope of work recognizing the future benefits to their utility operations utilizing the requested applications.

SCOPE OF SERVICES

OHM proposes to utilize the existing Superior Township Utilities GIS and ArcGIS Online Account to build the desired asset management applications. The following is our proposed scope of services for this work.

Task 1: GIS Field Maps / Application Development

The Township has requested multiple specific Field Mapping Applications that the Utilities Department will use to better manage, track, and document their daily workflows. Field Map Applications will be built on the Township's ArcGIS Online Account and will utilize Esri Field Maps and Dashboards. OHM will work closely with the Township to customize each Field Map (data collection template) and Dashboard Application to their needs. Training & Support of these applications is included in the fee. Training & Support is limited to 2 hours each of on-site & virtual support.

Field Mapping Applications:

- Water Distribution System
 - Hydrant Maintenance Program Application
 - Flushing, Winterizing, and Routine Maintenance tracking
 - Valve Exercising Application
 - Valve Exercising Program tracking
 - Water Service Identification Application
 - Water service materials tracking



- ▼ Sanitary Sewer System
 - Sewer Jetting Application
 - Ongoing Jetting Program tracking

Deliverables

- ▼ Field Mapping Applications and Reference Guides for each application, listed above, will be provided.
- ▼ Web Dashboards for each application listed above will be created.
 - Spatial and Attribute Filtering
 - Tabular export capabilities will be available within each Dashboard.
- ▼ GIS Application on-site training (8 hours)
- ▼ Virtual Support (8 hours)

Task 2 – GIS Utility Updates

Under this task, OHM will update the master GIS water and sanitary sewer network with new developments and capital projects added to the systems. This includes updating the utilities where infrastructure has been upgraded, modified, or replaced.

Updates to Include:

- ▼ Woodside Village - Phases 2 and 3
- ▼ Ypsilanti District Library
- ▼ Prospect Point West – Phases 1 and 2
- ▼ 5288 Geddes Road Water Main Extension
- ▼ Hyundai Site Expansion
- ▼ McCarthur Boulevard Water Main
- ▼ Stamford Road Water Main Replacement

Task 3 – GPS Support

The Township is interested in purchasing a new Eos GNSS (GPS Receiver) to collect GPS points of assets throughout the Township. If the Township does purchase the recommended unit, this task will include initial GPS setup, GPS training, and building a new GPS Field Map for staff to collect updated GPS coordinates of existing features and new features as they are installed. OHM will provide up to 40 hours of support to provide Quality Control to any on-going, newly collected data and the integration of this data into the master database.

Task 4 – General GIS Support

This task includes as-needed support for GIS tasks not associated with Tasks 1 or 2. OHM and the Township will discuss the level of effort required for each additional task and determine a budget prior to performing work under this task. Depending on the level of effort, OHM will determine if an addendum should be made to the contract.

Proposed Project Schedule

The following table outlines the task schedule for this project.

TASK	SCHEDULE/ MILESTONE DATES
Task 1 – GIS Field Maps / Application Development	October 2025 – January 2026
Task 2 - GIS Utility Updates (Record Drawing GIS Updates)	October 2025 – January 2026
Task 3 – GPS Support	October 2025 - November 2026
Task 4 – General GIS Support	October 2025 - April 2026



Potential schedule related items that may impact task durations are as follows:

- Scheduling of meetings / trainings
- Township responsiveness in the development of data collection templates
- Township IT Support (if needed)
- Contacting Esri representatives if necessary

Fee Schedule

OHM Advisors will provide the above-outlined professional services on a time and materials basis in accordance with the following fee schedule.

Tasks	Fee
Task 1 – GIS Field Maps / Application Development	\$28,000
Task 2 - GIS Utility Updates (Record Drawing Updates)	\$15,000
Task 3 – GPS Support	\$7,000
Task 4 – General GIS Support	\$5,000
Total	\$55,000

Notes:

The cost associated with each task assumes authorization and execution of all the tasks (Tasks 1-4). Costs associated with the purchase of the GPS receiver will be delivered separately.

No additional services outside the scope of work provided above will proceed without receipt of written authorization by the Township.

ACCEPTANCE

If you find our proposal acceptable, please provide us with written authorization to proceed based on our Scope of Services and OHM Terms and Conditions.

We thank you for this opportunity to provide professional services to the Township and we look forward to completing this GIS Application Development project. Please do not hesitate to contact us at (734) 466-4554 if you have any questions or need any additional information.

Sincerely,
OHM Advisors

Jacob Murawski
Project Manager
9/3/2025

Digitally signed by George Tsakoff
DN: C=US,
E=gttsakoff@cloud.com,
CN=George Tsakoff
Date: 2025.09.03
08:56:12-04'00'

George Tsakoff, P.E.
Principal
9/3/2025

Encl: OHM Terms and Conditions
cc: Cresson Slotten, P.E., OHM



Superior Township Authorization
2025 GIS Application Development
Professional Services

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____

TERMS & CONDITIONS



1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. GOVERNING LAW. The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.
13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM

ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.

22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.



CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road Ypsilanti, MI 48198

Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: OHM Advisors

DATE SUBMITTED: 9/3/25

BOARD MEETING DATE: 9/15/25

ITEM TITLE: Proposal for Ridge Rd Water Main Design Services

DESCRIPTION OF ITEM/RESOLUTION:

Provide a clear/concise summary of the item being presented.

A proposal from OHM Advisors to provide professional services to develop contract documents for bidding the Ridge Rd Water Main project.

REQUESTED BOARD ACTION:

Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Approval of the proposal.

BACKGROUND/JUSTIFICATION:

Provide relevant history, previous board actions, community input, or project developments.

The Utilities Department is looking to fill a critical gap in water main infrastructure on Ridge Rd, as discussed during the previous Water Master Plan presentation. The Department has discussed this desire with OHM Advisors, who has developed this proposal to provide design services to permit the project with EGLE and prepare contract documents for bidding the project.

IMPACT ON TOWNSHIP BUDGET (if applicable):

The work in this proposal will be funded by the Utilities Department.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

List any departments or external entities responsible for or impacted by this item.

Utilities Department; OHM Advisors

DEADLINES OR URGENCY (if applicable):

Include any timelines, deadlines or reasons for urgency.

SUPPORTING DOCUMENTS ATTACHED:

Include number of attachments and a brief title of each file.

OHM proposal

CONTACT PERSON FOR QUESTIONS:

Name: Claire Martin

Title: Project Manager (OHM Advisors)

Phone: 734-466-4592

Email: claire.martin@ohm-advisors.com

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

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

**RESOLUTION TO APPROVE THE RIDGE ROAD WATER MAIN DESIGN PROPOSAL
WITH OHM**

RESOLUTION NUMBER: 2025-62

DATE: SEPTEMBER 15, 2025

WHEREAS, the Superior Charter Township (the “Township”) recognizes the need to close a 2,400-foot gap in its water infrastructure along Ridge Road between Geddes Road and Scarlet Oak Drive; and

WHEREAS, OHM previously completed the Township Water System Master Plan in 2023, which recommended the addition of a 16-inch water main along this section of Ridge Road to close the aforementioned gap; and

WHEREAS, OHM Advisors (“OHM”) has demonstrated extensive experience working with municipalities and water utilities in southeast Michigan and possesses the requisite expertise to assist the Township in the design of the water main; and

WHEREAS, OHM has submitted a proposal outlining the scope of services, including meetings with Utility Department Staff, preparation of permit applications, development of contract documents, and bidding assistance; and

WHEREAS, the proposed project schedule includes an initial meeting by September 26, 2025, submission of permit applications by February 13, 2026, and completion of final documents for bid by May 15, 2026, with an anticipated bid letting of June 18, 2026; and

WHEREAS, OHM has proposed to provide these services on a time and materials basis for a not-to-exceed fee of \$98,700;

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves the proposal submitted by OHM Advisors for professional services for the design of the Ridge Road Water Main and authorizes the Township Supervisor to execute the agreement on behalf of the Township.

BE IT FURTHER RESOLVED that funding for this project shall be allocated from the appropriate Utility Department budget, and the Township’s Utility Department Staff shall collaborate with OHM to ensure the successful completion of the updates.

September 5, 2025

Superior Charter Township
575 E. Clark Road
Ypsilanti, MI 48198

Attn: Mary Burton, Utility Director

RE: Proposal for Professional Engineering Services
Ridge Road Water Main

Dear Ms. Burton:

OHM Advisors is pleased to submit this proposal to assist the Township with engineering and design services for the installation of 2,400-feet of 16-inch water main along Ridge Road between Geddes Road and Scarlet Oak Drive. We have prepared the scope of work outlined below based on discussions with Township staff, our knowledge of the Township's water distribution system, and recommendations in the Water System Master Plan. Our letter proposal for professional services contains several sections that outline our strategy to accomplish the project objectives. These sections include our Project Understanding, Scope of Services, Project Deliverables, Assumptions, Project Fee, and Schedule for the anticipated water main project.

PROJECT UNDERSTANDING

It is our understanding that the Township desires to install approximately 2,400 feet of new 16-inch diameter water main along Ridge Road. The proposed segment crosses Fowler Creek and potentially several wetland areas. It is anticipated that the water main would be installed on the west side of the road within the greenbelt. Per the December 2022 Water System Master Plan, it is in the 5-year Capital Improvement Plan to complete the water main loop from Geddes Road to Scarlet Oak Drive. Closing this gap in the water system will increase the reliability of the system and provide additional hydrant coverage on Ridge Road, along with providing water service availability for properties within the utilities district along this segment of Ridge Rd. It is anticipated that the Township will offer existing property owners along Ridge Rd who are currently on wells the opportunity to tie-in to the new water main.

Conceptual costs for this segment of water main were estimated at \$1.6 million in the previously prepared master plan. We understand that the Township would like to move forward with the design of this water main segment anticipating a 2026 construction project. This proposal includes design engineering services to prepare construction plans and bidding documents, and bidding assistance.

SCOPE OF SERVICES

The following is a summary of necessary tasks to be provided for each of the main phases of work related to preliminary engineering, final design, preparation of contract documents, and bidding assistance.

Preliminary Engineering

Under this phase of work, OHM Advisors will complete preliminary engineering efforts for this project. Specific work tasks would include the following:



- Meet with the Township to review the proposed preliminary horizontal alignment and construction methodology, and the preliminary cost estimate for the water main.
- Contact and coordinate with utility companies to request utility mapping and request a field design ticket through Miss Dig for flagging of existing utilities in the project corridor.
- Collect topographic survey data and perform structure inventories on public utility structures within project limits to verify pipe orientation, sizes, and invert elevations for sanitary and drainage structures. It is anticipated that survey will be conducted on the west side of the road from the centerline of road to the west edge of right-of-way.
- Provide five (5) soil borings to 15-foot depth along the route to establish soil conditions and groundwater levels, along with a brief geotechnical report. This work will be performed by G2 Consulting Group, a geotechnical consultant of OHM Advisors.
- Perform a wetland delineation to locate the limits of wetland areas in the vicinity of the proposed route.
- Review proposed sizing of the water main to complete the basis of design. Previous planning efforts indicate the installation of 16-inch water main along the Ridge Road corridor.
- Finalize the horizontal design of the water main route.
- Provide preliminary plans to Washtenaw County Road Commission (WCRC) to receive feedback on horizontal location of water main within public ROW and review any traffic control requirements.
- Prepare a preliminary Opinion of Construction Cost based on the updated design of the water main.

Final Design and Preparation of Construction Documents

Under this phase of work, OHM Advisors will provide detailed design and prepare contract documents for this project. Specific work tasks would include the following:

- Prepare plan and profile drawings of the water main based on the preliminary engineering phase of work and topographic data, in conformance with Township and EGLE Standards. Include design of water main, water services (including optional tie-ins for existing homeowners on wells), soil erosion and sedimentation control measures, staging areas, and site restoration.
- Prepare a traffic control plan to provide proper signage, flagging, and safety measures during construction based on the final alignment of the water main. It's anticipated that only standard traffic control details will be required to satisfy WCRC requirements.
- Provide Township Standard Detail Sheets regarding public water main construction, as well as any necessary custom details necessary for HDPE pipe transitions and thrust blocks.
- Prepare a project manual/contract book for the project to include bid sheet, general conditions, general specifications, detailed engineering specifications, and/or special provisions as necessary for the project.
- Provide permit submittals with necessary permit application and plans/attachments to relevant agencies for the project. The following permit submittals are anticipated:



- Washtenaw County Water Resources Commission (WCWRC) Soil Erosion and Sedimentation Control (SESC) Permit
- Washtenaw County Road Commission (WCRC) Right-of-way Permit
- Michigan Department of Environment, Great Lakes and Energy (EGLE) Joint Permit Application for the crossing of Fowler Creek and associated wetlands.
- YCUA approval of water main and coordination for EGLE PA 399 Water System Construction Permit

- Prepare a Final Opinion of Construction Cost for the project.

Bidding Assistance

Under this phase of work, OHM Advisors will assist the Township with bidding the project. Specific work tasks would include the following:

- Assist the Township with advertisement of the construction documents for bid on MITN/Bid Net (Township Account) and through the OHM on-line bidding site.
- Coordinate a pre-bid meeting.
- Respond to bidding questions and issue Addenda if necessary.
- Review bids and verify qualifications of the low bidder (Contractor) through communication with contractor references and internal team familiarity as applicable. Provide a Bid Summary letter to the Township.
- Attend one (1) Township board meeting for contract award.
- Provide necessary administrative efforts and coordination to prepare executed contract documents and obtain bonds and insurance from the Contractor prior to execution of an Agreement between Contractor and Township.

PROJECT DELIVERABLES

OHM Advisors will provide the Township with the following deliverables consistent with the scope of work:

- Preliminary water main layout plan and opinion of construction cost for Township review.
- Water main plan and profile drawings, contract documents, and updated opinion of construction cost at the 80% stage of work, for permitting and Township review.
- A geotechnical report based on five (5) 15-foot-deep soil borings and trenchless construction methods.
- Final plans and contract documents, and final opinion of construction cost.
- A Bid Summary Letter for Township decision making regarding contract award.



CLARIFICATIONS AND ASSUMPTIONS

The following assumptions are part of our proposal, in addition to any assumptions noted within our scope of work section:

- We assume that the Township will provide input on any preferences related to pipe alignment, pipe material, or other aspects of the water main system during the preliminary engineering stage.
- Construction administration & construction engineering services are not included but can be provided as a future service.
- All work is assumed to take place within the public County ROW. Currently, we are not aware of a need for easements along the route, but this would not be confirmed until the preliminary engineering stage is complete. At this time, no fee has been included for easement sketches or descriptions. If they become necessary in the future, an additional fee can be provided for consideration to provide easement acquisition support and necessary documents once the scope of this effort is known.
- The format of Contract Documents will follow EJCDC format for the front-end portion of the contract document (including Notice to Bidders, Bid Sheet, Agreement, and Bonds), and CSI format for detailed specifications for water main, directional drilling, earthwork, demolition, and restoration. Supplemental General Conditions can be provided if the Township desires to vary from typical EJCDC General Conditions for insurance standards or other administrative contract items.
- The Township will cover necessary permit application fees that are necessary to design and bid the project.
- OHM will prepare and submit necessary permit applications as outlined above. The Contractor will be responsible for obtaining WCRC right-of-way and WCWRC soil erosion permits prior to commencing work on-site.
- A Geotechnical Investigation will be performed by an engineering consultant selected by OHM Advisors as part of this contract. This report will be utilized for reference during the design of the water main.
- No road or drainage-related improvements are assumed to be part of this project for water main installation. Existing conditions would be restored related to pavement disturbance, and for drainage patterns within disturbed greenbelt areas.

FEE

We will perform engineering services consistent with our scope of work and assumptions outlined above, for a **Total Not-to-Exceed Fee of \$98,700**. The terms of the contract will be in accordance with our attached Standard Terms & Conditions. The fee breakdown is as follows:

- Design Phase Fee - \$81,400
- Geotechnical Analysis (by our subconsultant G2 Consulting) - \$10,300
- Bidding Assistance - \$6,000
- Permit Fee Allowance - \$1,000



SCHEDULE

Assuming we receive authorization to proceed by the Township prior to September 16, 2025, the project schedule would follow the milestone dates for completion of each phase of work as outlined below:

- Meeting with Township – Week of September 22, 2025
- Base Plans and Preliminary Water Main Layout – November 21, 2025
- 80% Design and Permit Plan Sets – February 13, 2026
- Final Construction Set Documents – May 15, 2026
- Bid Letting – June 18, 2026
- Board Award – July 20, 2026
- Anticipated Construction Start and Finish Dates – August 2026 to November 2026

If you find this proposal acceptable, please provide us written authorization to proceed. Should you have any questions related to this proposal, please do not hesitate to contact me at (734) 466-4592. We thank you for this opportunity to provide professional engineering services to Superior Township.

Sincerely,
OHM Advisors

 Digitally signed by Claire Martin
DN: C=US,
E=claire.martin@ohm-advisors.com,
O=OHM Advisors, OU=Municipal,
CN=Claire Martin
Date: 2025.09.05 11:08:06-04'00'

Claire Martin, PE
Project Manager

Attach: OHM Standard Terms & Conditions
Ridge Rd Water Main Loop Map

cc: George Tsakoff, OHM, Principal
file

TERMS & CONDITIONS



1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. GOVERNING LAW. The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.
13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

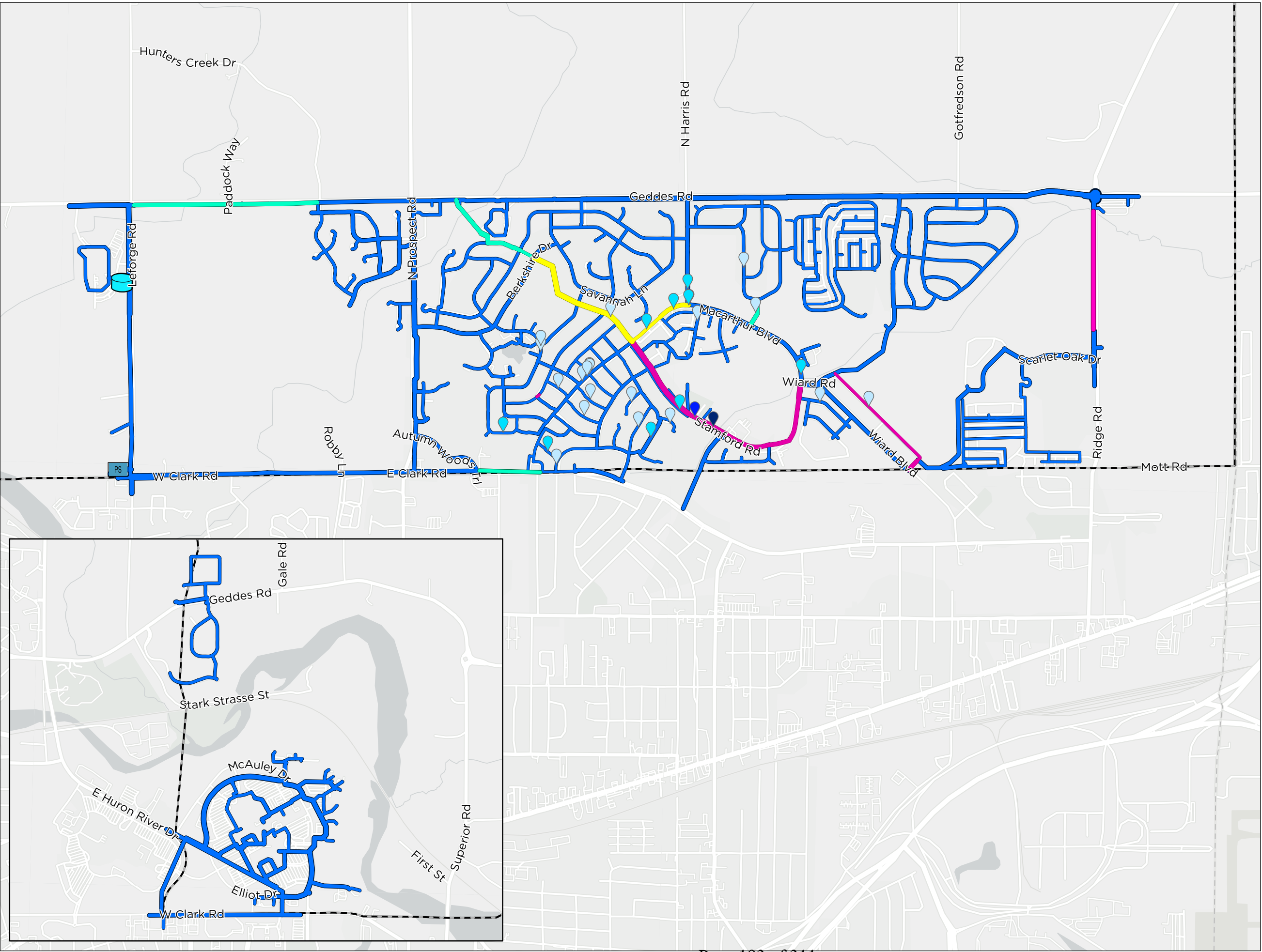
17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM

ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.

22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.



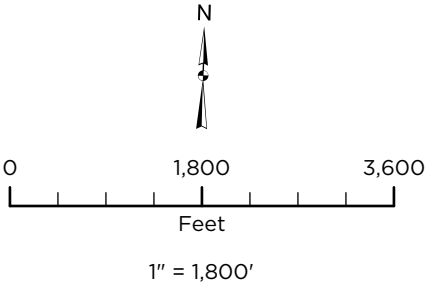
Figure H-4:
Capital Improvement Plan



Capital Improvement Plan

- 2-3 Year (4,019 ft)
- 5 Year (10,283 ft)
- 20 Year (7,635 ft)
- Water Main

- Water Main Breaks (#)
- 1
 - 2
 - 3
 - 4
- PS Water Pump Station
- Private Water Tower
- Municipal Boundary



Source: Data provided by Superior Township, OHM Advisors, State of Michigan, and Esri. OHM Advisors does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the Community and all use is strictly at the user's own risk.

Coordinate System: NAD 1983 2011 StatePlane Michigan South FIPS 2113 Ft Intl

Map Published: January 3, 2023





CHARTER TOWNSHIP OF SUPERIOR

3040 North Prospect Road Ypsilanti, MI 48198

Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form per agenda item.

TO: Superior Township Board of Trustees

FROM: Michelle Marin

DATE SUBMITTED: September 3, 2025

BOARD MEETING DATE: September 15, 2025

ITEM TITLE: Prospect Pointe West Phase 3 Draft Development Agreement

DESCRIPTION OF ITEM/RESOLUTION:

Development Agreement for Prospect Pointe West Phase 3

REQUESTED BOARD ACTION:

Approval of the Development Agreement

BACKGROUND/JUSTIFICATION:

Internal review and approval has been conducted by CWA, OHM, and Fred Lucas.

IMPACT ON TOWNSHIP BUDGET (if any):

N/A

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

Planning and Zoning, Building, Engineering (OHM), Utilities

DEADLINES OR URGENCY (if applicable):

Include any timelines, deadlines or reasons for urgency.

SUPPORTING DOCUMENTS ATTACHED:

Draft Development Agreement

CONTACT PERSON FOR QUESTIONS:

Name: Michelle Marin

Title: Planning & Zoning Administrator

Phone: 909-762-6736

Email: planning@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following individuals: arobinson@superior-twp.org, cbenitez@superior-twp.org, krarkin@superior-twp.org, edy@superior-twp.org

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

**RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT FOR
PROSPECT POINTE WEST – PHASE 3**

RESOLUTION NUMBER: 2025-63

DATE: SEPTEMBER 15, 2025

WHEREAS, Diverse Real Estate (“Developer”) has proposed to develop Three of a four-phase project, an overall parcel of a size totaling approximately 67.99 acres located south of Geddes Road and adjacent to the Prospect Pointe Subdivision in the northeast quarter of Section 33, (the "Development"); and

WHEREAS, the Developer is developing the residential development pursuant to the Superior Township Zoning Ordinance No. 174, as amended, and other applicable law; and

WHEREAS, the Developer desires to build all necessary on-site infrastructure for the Development, including but not limited to: water mains, sanitary sewers, non-motorized trails, open space, storm water management system, sidewalks and private roads, and similar amenities in the Development (the "Site Improvements"); and

WHEREAS, the Developer desires to install grading and soil erosion and sedimentation control improvements to facilitate the drainage of storm water from the Development in such a manner as is not expected to result in damage to any adjacent property outside of the Development or any site, building, or residential unit within the Development from an increase in the flow of storm water or decrease in water quality of storm water from the Development, as more fully set forth in the final engineering plans approved by the Township (“Engineering Plans”); and

WHEREAS, all agreements, approvals, and conditions agreed to by the Developer and the Township remain in effect for the Development, including, but not limited to, conditions of all approvals by the Township regarding zoning and site plan approval for the Development and permits that may have been issued by appropriate governmental review agencies for the Development; and

WHEREAS, on May 28, 2025, the Township approved, by action of the Superior Township Planning Commission, the Final Site Plan for the STPC #25-01, Prospect Pointe West Phase 3, with conditions ("Final Site Plan"), and all conditions of the Final Site Plan have been satisfactorily met; and

WHEREAS, the approved Final Site Plan for the Development is consistent with the purposes and objectives of the Township's Zoning Ordinance pertaining to the use and development of the Development; and

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

WHEREAS, the Development Agreement shall be binding upon the Township, the Developer of the Development, their successors-in-interest, and assigns.

NOW, THEREFORE BE IT RESOLVED, in consideration of the premises and the mutual covenants of the parties described in this Agreement, and with the express understanding that this Agreement contains important and essential terms as part of the approval of the Developer's Final Site Plan for the Development, the parties hereby agree as follows

**CHARTER TOWNSHIP OF SUPERIOR
DEVELOPMENT AGREEMENT**

Prospect Pointe West – Phase 3

THIS DEVELOPMENT AGREEMENT (the "**Agreement**") is made this ____ day of _____, 2025, by and between Diverse Real Estate, LLC, whose address is 13001 23 Mile Road, Suite 200, Shelby Township, MI 48315 (the "**Developer**"), and the Charter Township of Superior, a Michigan municipal corporation, whose address is 3040 N. Prospect Road, Ypsilanti, Michigan 48198 (the "**Township**").

RECITALS:

A. WHEREAS, the Developer desires to develop Phase Three of a four-phase project, an overall parcel of a size totaling approximately 67.99 acres located south of Geddes Road and adjacent to the Prospect Pointe Subdivision in the northeast quarter of Section 33, in accordance with the approved Final Site Plan dated May 21, 2025 (the "**Development**") as more particularly described in the attached **Exhibit A**; and

B. WHEREAS, the Developer is developing the residential development pursuant to the Superior Township Zoning Ordinance No. 174, as amended, and other applicable law; and

C. WHEREAS, the Developer desires to build all necessary on-site infrastructure for the Development, including but not limited to: water mains, sanitary sewers, non-motorized trails, open space, storm water management system, sidewalks and private roads, and similar amenities in the Development (**the "Site Improvements"**); and

D. WHEREAS, the Developer desires to install grading and soil erosion and sedimentation control improvements to facilitate the drainage of storm water from the Development in such a manner as is not expected to result in damage to any adjacent property outside of the Development or any site, building, or residential unit within the Development from an increase in the flow of storm water or decrease in water quality of storm water from the Development, as more fully set forth in the final engineering plans approved by the Township ("**Engineering Plans**"); and

E. WHEREAS, all agreements, approvals, and conditions agreed to by the Developer and the Township remain in effect for the Development, including, but not limited to, conditions of all approvals by the Township regarding zoning and site plan approval for the Development and permits that may have been issued by appropriate governmental review agencies for the Development; and

F. WHEREAS, on May 28, 2025, the Township approved, by action of the Superior Township Planning Commission, the Final Site Plan for the STPC #25-01, Prospect Pointe West Phase 3, with conditions ("**Final Site Plan**"), and all conditions of the Final Site Plan have been satisfactorily met; and

H. WHEREAS, the approved Final Site Plan for the Development is consistent with the purposes and objectives of the Township's Zoning Ordinance pertaining to the use and development of the Development; and

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

J. WHEREAS, the Development Agreement shall be binding upon the Township, the Developer of the Development, their successors-in-interest, and assigns.

NOW, THEREFORE, in consideration of the premises and the mutual covenants of the parties described in this Agreement, and with the express understanding that this Agreement contains important and essential terms as part of the approval of the Developer's Final Site Plan for the Development, the parties hereby agree as follows:

ARTICLE I. GENERAL TERMS

Section 1.01 Recitals Part of Agreement.

Developer and the Township acknowledge and represent that the foregoing recitals are true, accurate and binding on the respective parties and are an integral part of this Agreement.

Section 1.02 Zoning District.

The Township acknowledges and represents that the property is zoned R-4 (Single Family Residential) for the Development and, for purposes of recordation, shall be referred to as Prospect Pointe West Phase 3, and that the Developer's intended use as described herein is a permitted use under the R-4 (Single-Family Residential) zoning district designation.

Section 1.03 Approval of Final Site Plan.

The Final Site Plan dated May 21, 2025, attached hereto as **Exhibit B** has been approved pursuant to the authority granted to and vested in the Township pursuant to the Michigan Public Act 110 of the 2006 Zoning Enabling Act, as amended.

Section 1.04 Conditions of Final Site Plan Approval.

The Developer and the Township acknowledge that the approved Final Site Plan for the Development referenced in Section 1.03 incorporates the Township's complete and final approved conditions and requirements for the Final Site Plan that were adopted by the Township Planning Commission pursuant to recommendations by the consultants and departments of the Township.

Section 1.05 Agreement Running with the Land.

The terms, provisions and conditions of this Agreement shall be deemed to be of benefit to the Development described herein, shall be deemed a restrictive covenant which shall run with the land and be binding upon and inure to the benefit of the parties and their successors and assigns, and binding upon the successors-in-interest to any portion of the Development, and may not be modified or rescinded except as provided in Section 3.01 below.

Section 1.06 Developer Responsibilities for Improvements and Assessments.

Except as otherwise provided for in this Agreement and except as dedicated by the Developer to the Township or other governmental authorities after approval of the Township, the Developer shall be responsible for the maintenance of all Site Improvements.

**ARTICLE II.
PROVISIONS REGARDING DEVELOPMENT**

Section 2.01 Permitted Principal Uses.

The permitted principal uses within the Development shall conform to the list of allowable land uses specified on the adopted Site Plan for the Development, along with any other accessory uses and/or amenities permitted under the Township's ordinances.

Section 2.02 Payment of Fees and Invoices.

Developer shall pay all such applicable fees and invoices as may be due and payable prior to the issuance of building permits. Construction permit fees for buildings to be constructed within the Development shall be the responsibility of the party requesting such permits.

Section 2.03 Common Elements.

As used in this Agreement the term Common Elements refers to the following items:

- (a) Open space
- (b) Parks
- (c) Pathways
- (d) Detention areas
- (e) Storm water drainage; and
- (f) Any other items depicted in the Final Site Plan and designated as a Common Element.

Section 2.04 Use of Detention Areas; Use of Open Space and Park Areas.

Certain portions of the Development are to be used for storm water detention and drainage; recreation, open space, wetlands as depicted in the approved drainage plan and/or Final Site Plan.

Section 2.05 Changes and Improvements.

Incidental changes to the Development, the Final Site Plan, or to the Site Improvements may be installed or constructed with the prior approval of the Township Building Official, Planning & Zoning Administrator, and the Township Supervisor per Section 10.02(C), Administrative Approval, of Zoning Ordinance No. 174, which approval shall not unreasonably be withheld. All other improvements and changes must be approved by the Township Planning Commission.

Section 2.06 Performance Guarantees.

Prior to the commencement of any work on the Site Improvements in the Development, the Developer shall deliver to the Township financial security by means of either or collectively a certified check, surety bond, cash, or an irrevocable letter of credit at the Developers discretion (hereafter referred to as the "**Security**") that names the Township as the beneficiary thereof in an amount equal to the estimated costs as approved by the Township consulting engineers, which approval may not be unreasonably withheld for the following items with respect to the Development:

- (a) All Site Improvements to be installed pursuant to the Final Site Plan and approved Engineering Plans.
- (b) Repairs to underground public utility infrastructure.
- (c) Maintenance and Restoration of slopes installed by Developer may be necessary in future after initial construction, prior to the installation of adjacent phases to complete the public utilities and road through Phase 3. It is also possible that if the adjacent phase(s) do not proceed in future, the Township may need to implement some work to integrate the Phase 3 improvement as an existing condition. Therefore, this guarantee shall be held until adjacent phase(s) is installed.

The Security may be amended or replaced from time to time as expressly provided in this Agreement.

The Security may be drawn upon by the Township only as expressly permitted in this Agreement. The Security shall be fully returned by the Township to the Developer when all of the conditions to its release set forth in **Exhibit C** (the "**Security Itemization**"), attached hereto, have been satisfied.

The Security shall be reduced from time to time as those items in (a) through (b) above are completed by the Developer and approved by the Township. Further, the Developer shall receive partial reductions in the amount of the Security and/or partial returns of the Security when individual units within the Development to which the Security pertains, receives a final certificate of occupancy. The Developer shall provide written notice of completion to the Township and the Township shall inspect the items as soon as reasonably possible. The reduction or return of the Security shall be made annually and be based on the percentage of dwellings within the phase to which such the Security pertains that have received final certificates of occupancy.

Section 2.07 Completion of Site Improvements.

All Site Improvements for Phase 3 will be installed in one phase, including those necessary to connect to the existing Township water main and sanitary sewer systems. Improvements for subsequent phases will not be installed until Final Site Plans are approved for each of those phases. Site Improvements shall be installed, as depicted on the Final Site Plan and approved final Engineering Plans by no later than the time of application for the building permit for the construction of the first building. The first building permit may be issued if the franchise utilities (gas, electric, telephone, cable TV) are not installed, but no certificate of occupancy will be issued until the franchise utilities have been completed.

Section 2.08 Responsibility to Preserve, Retain, and Maintain the Development and Common Elements.

The Developer shall regularly remove, but no less frequently than once a month, all construction debris and rubbish within the Development and for maintaining the function of all Common Elements. The Developer shall be responsible for the function and maintenance of all Common Elements. No burning of any kind will be allowed on the site, including the burning of trees, brush, stumps, or vegetative materials while clearing the site, or of construction materials during construction.

In the event the Developer fails at any time to preserve, retain, or maintain the function of the Common Elements, the Township may serve written notice upon the Developer setting forth the manner in which the Developer has failed to maintain or preserve the Common Element. Such notice shall include a demand that deficiencies in maintenance or preservation be cured within thirty (30) days of the notice. If the deficiencies set forth in the original notice, or any modification thereof, are not cured within such thirty (30) day period or any extension thereof, the Township, in order to prevent the Common Element from becoming a nuisance, may, but is not obligated to, enter upon the Common Element and perform the required maintenance or otherwise cure the deficiencies. The Township's reasonable cost to perform any such maintenance or cure, together with a surcharge equal to fifteen percent (15%) for administrative costs, shall be assessed against the Developer, on the Township's tax rolls for the Development.

Section 2.09 Private Roads.

All roads within the Development shall be private roads as depicted on the approved Final Site Plan and approved Engineering Plans.

Section 2.10 Storm Water Management.

The Developer shall notify the Township in writing within thirty (30) days of the date the Washtenaw County Water Resources Commission (WCWRC) becomes responsible for the storm water management system, including its related detention basin areas, inlet and outlet areas (the "**Storm Water Management System**") as depicted on the Final Site Plan. Notwithstanding the dedication and acceptance of the Storm Water Management System by the WCWRC, the Developer shall be responsible for the maintenance and appearance of the Storm Water Management System. The detention basin(s) or components thereof, shall not be maintained in an unkempt manner.

Section 2.11 Public Sewer and Water

- (a) The Development shall have public sanitary sewers and public water mains (“**Public Utilities**”) installed as approved by the Charter Township of Superior, Ypsilanti Community Utilities Authority, the Great Lakes Water Authority and/or the Michigan Department of Environment, Great Lakes, and Energy, subject to applicable laws and regulations. All standard connection and inspection costs and fees imposed by the Township, or other regulatory agencies, including, but not limited to, engineering inspections, shall be paid by the Developer or its successors (e.g. builders).
- (b) Developer acknowledges that the Township shall not issue utility connection permits or building permits unless and until the Public Utilities required by the Township to be constructed under this Agreement are substantially complete. Developer agrees, for itself and its successors and assigns, that neither Developer nor its successors or assigns shall do any work on or in preparation for the installation of "public water" on the site without the appropriate permits; provided, however, that Developer shall not be liable for the actions of its successors and assigns.
- (c) The Developer shall dedicate to the township and provide public utility easements for the Public Utilities prior to the issuance of any building permits. Upon approval from Township staff, the public utility easements shall be recorded with the Washtenaw County Register of Deeds. Recording fees are the responsibility of the Developer.

Section 2.12 Repair of Public Utilities.

The Township may draw down from the Security an amount necessary to pay the out-of-pocket costs incurred by the Township to repair any damages which occur to the Public Utilities installed by the Developer after substantial completion of any portion of the Development connected to such Public Utilities but prior to final acceptance of such Public Utilities within such portion of the Development if the Developer (or the Developer's successor or assign) does not complete such repairs within a reasonable amount of time after the Township's request. The Security shall be reduced by the portion thereof allocated to the repair of Public Utilities as set forth in attached **Exhibit C** within 30 days after the Township issues final acceptance of Public Utilities.

Section 2.13 Escrow Amounts.

Prior to the pre-construction meeting, the Developer shall pay the Township an amount to be established by the Township's engineers as an escrow to cover the costs of construction administration, inspection, punch-list efforts, as-built data collection and review, and additional close out efforts related to the Public Utilities, Site Improvements, and other related infrastructure in the Development. The Developer will deposit additional funds from time to time to cover the costs of inspections performed by the Township's consultants, as outlined in the Zoning Ordinance and engineering standards, or when the escrow amount has been depleted prior to final approval of the Public Utilities, Site Improvements, and other related infrastructure in the Development.

Section 2.14 Engineering Approval of Plans.

In accordance with Superior Township Ordinance and Superior Township Engineering Design Specifications, no construction work or grading shall be performed on the Development until Engineering Plans are reviewed and approved.

Section 2.15 Driveways.

All driveways shall be constructed of Portland Cement Concrete. Driveways shall be 4-inches thick through the drive approach to the garage as shown on the Engineering Plans. All driveways shall have a maximum grade of eight percent (8%) as shown on the Engineering Plans.

Section 2.16 Sidewalks and Non-Motorized Trails.

The Developer shall install all public and private sidewalks and paved pathway improvements shown on the Final Site Plan on the Development in full conformance to the Final Site Plan.

Section 2.17 Landscaping Improvements and Replacement Trees.

The Developer shall be responsible for installing landscaping improvements and replacement trees as indicated on the Final Site Plan. The Developer shall inform the Township in writing of the date of the planting of landscaping improvements and replacement trees and shall be responsible for replacing any plant material that does not survive in a healthy condition for the time period indicated in Section 14.05(F)(6) of Zoning Ordinance No. 174. The Township shall reserve the right to use the Security to pay the out-of-pocket cost incurred by the Township in replacing any such trees that the Developer fails to replace as required per Section 14.05(F)(6) and as permitted under Section 2.06 of this Agreement.

Section 2.18 Construction Access.

Developer shall take all reasonable measures requested by the Township to reduce any dirt, mud and dust created by trucks traveling to and from the Development during construction. This may include regular cleaning of streets, cleaning and replacement of the mud mat at the entrance to the Development, as well as deploying a water truck on site when dust conditions create a nuisance during the site development stage of construction, the expense of which shall be borne exclusively by the Developer.

Section 2.19 Construction Work Schedule.

Construction work within the Development (including excavation, demolition, alteration, and erection) and construction noises shall be prohibited at all times other than:

Monday through Saturday from 7:00 A.M. to 6:00 P.M.

The Township may issue a work permit for hours other than those identified immediately above upon written request of the owner or owner's representative. The request must demonstrate unusual or unique circumstances relating to the proposed construction hours.

Section 2.20 Engineering and Certification.

- (a) Developer shall furnish as-built drawing plans signed and sealed by an engineer licensed in the State of Michigan indicating that the site grading, water transmission system, sanitary sewer system, storm water conveyance, soil erosion/ sedimentation and detention/retention facilities have been constructed in substantial accordance with the approved Engineering Plans. Format shall be as requested by Township Engineer. All inspections for water and sewer (sanitary and storm) installations are to be performed by the Township engineers, with applicable fees paid by Developer. The Township will review and approve improvements in accordance with the Township "Engineering Design Specification for Site Improvements" and other applicable laws and ordinances.
- (b) Developer shall furnish as-built drawing plans in digital format that is in conformance with the Charter Township of Superior Standards for Submitting Digital As-Built Drawings, Revised March 2007 as amended.
- (c) Engineering Consultant will obtain GPS coordinate information for public utilities during the utility walkthrough and punch-list phase for inclusion into the Township GIS system, this effort will be included in the construction escrow requirements.

Section 2.21 Underground Utilities.

The Developer shall install all electric, telephone and other communication systems underground in accordance with requirements of the applicable utility company and applicable Township Ordinances. No underground utility structures, i.e. manholes, shall be permitted in sidewalks or driveways per Superior Charter Township Engineering Standards.

Section 2.22 Site Grading

- (a) The Developer or the Developer's representative shall submit as-built plot plans and certify that the as-built lot grading conforms to the Township approved site and engineering drawings within industry standards, and that building setbacks conform to the Township approved site and engineering drawings. This certification shall be prepared by and bear the seal of a professional land surveyor licensed in the State of Michigan.
- (b) The Township shall have the right to spot-check certification grades at its own discretion. The final certificate of use and occupancy of each building shall be withheld until the lot grading/setback certification is received and approved by the Township. The Township shall have the right, at its own discretion, to waive some or all of the lot grading and building setback certification requirements.

ARTICLE III. MISCELLANEOUS PROVISIONS

Section 3.01 Amendment and Modifications.

No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by all parties.

Section 3.02 Governing Law.

This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

Section 3.03 Township Approval.

This Agreement has been approved through action of the Township Board at a duly scheduled meeting.

Section 3.04 Developer Approval.

The signers on behalf of the Developer below represent by their signatures that they represent and have authority to bind all owners of legal and equitable title in the Development.

Section 3.05 Execution in Counterparts.

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which shall constitute one Agreement. The signature of any party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart.

Section 3.06 Preconstruction Meeting with Contractors.

Prior to the commencement of any grading on the Development, the Developer or such other third parties shall schedule a meeting as per the Township's engineering standards with its general contractor, construction manager and the Township's applicable departments, officials, and consultants to review the applicable policies, procedures, and requirements of the Township with respect to construction of the Development.

Section 3.07 Fees.

The Developer shall pay for any reviews reasonably necessary to determine conformance of the Development to this Agreement. This fee would include review time by the Township Engineer, Planner or Attorney.

Section 3.08 Recordation of Agreement.

The Township shall record this Agreement with the Washtenaw County Register of Deeds and shall provide a true copy to the Developer. All costs associated with the recording of this Agreement shall be borne by the Developer. This Agreement will run with the land.

Section 3.09 Mutual Cooperation.

Each party to this Agreement shall (i) take all actions required of it by the terms of this Agreement as expeditiously as possible; (ii) cooperate, to the fullest extent possible, with the other party to this Agreement and with any individual, entity or governmental agency involved in or with jurisdiction over the engineering, design, construction or operation of the Development, or any other improvements which are undertaken in connection with the foregoing, in the granting and

obtaining of all easements, rights-of-way, permits, licenses, approvals and any other consents or permissions necessary for the construction or operation thereof, and including cooperation reasonably necessary to obtain loans or grants; (iii) execute and deliver all reasonable documents necessary to accomplish the purposes and intent of this Agreement, including, but not limited to, such documents or agreements as may be required by the lenders with respect to the Development to secure the financing from such lenders; and (iv) use its reasonable efforts to assist the other party to this Agreement in the discharge of their respective obligations hereunder.

[Signatures appear on the following page]

IN WITNESS WHEREOF, the parties have executed this Agreement as the year and date set forth above.

DEVELOPER:

DIVERSE REAL ESTATE, LLC,
A Michigan Limited Liability Company

By: Anthony Lombardo
Its: Authorized Agent

TOWNSHIP:

CHARTER TOWNSHIP OF SUPERIOR,
a Michigan Municipal Corporation

By: Emily Dabish Yahkind
Its: Supervisor

By: Angela Robinson
Its: Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF MACOMB)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Anthony Lombardo, Authorized Agent of Diverse Real Estate, LLC, a Michigan Limited Liability Company, on behalf of the company.

_____, Notary Public
_____, County, Michigan
My Commission Expires: _____
Acting in _____ County, MI

STATE OF MICHIGAN)
) ss.
COUNTY OF WASHTENAW)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024,
by Kenneth Schwartz and Lynette Findley, Supervisor and Clerk, respectively, of the Charter
Township of Superior, a Michigan Municipal Corporation, on behalf of the corporation.

_____, Notary Public
_____, County, Michigan
My Commission Expires: _____
Acting in _____ County, MI

When recorded return to:
Angela Robinson
Superior Charter Township Clerk
3040 N. Prospect
Ypsilanti, Michigan 48198
(734) 482-6099

Exhibits:

Exhibit A – Legal Description of Development
Exhibit B – Final Site Plan
Exhibit C – The Security Itemization

EXHIBIT A

Legal Description of the "Development"

Land located in the Charter Township of Superior, Washtenaw County, Michigan and legally described as follows:

DESCRIPTION OF 14.77 ACRE PARCEL OF LAND LOCATED IN THE NORTHEAST 1/4 OF SECTION 33, TOWN 2 SOUTH, RANGE 7 EAST, SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, INCLUDING A PORTION OF LOT 201 OF AMENDED PLAT OF LOT 199 AND THE VACATED PORTION OF FRANCES WAY OF "PROSPECT POINTE SUBDIVISION NO. 2" AS RECORDED IN LIBER 36 OF PLATS, PAGE 65, WASHTENAW COUNTY RECORDS: (AS SURVEYED BY ATWELL)

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 33, TOWN 2 SOUTH, RANGE 7 EAST, SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN; THENCE S87°25'50"W (RECORDED AS S87°41'00"W) 1079.06 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 33 FOR A PLACE OF BEGINNING; THENCE CONTINUING S87°25'50"W (RECORDED AS S87°41'00"W) 440.88 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 33; THENCE N62°44'08"E 115.15 FEET; THENCE N52°07'49"E 90.66 FEET; THENCE N39°00'51"E 90.67 FEET; THENCE N57°36'31"W 132.67 FEET; THENCE 15.04 FEET ALONG THE ARC OF A 263.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING A CHORD BEARING S34°01'46"W 15.04 FEET; THENCE N54°27'46"W 198.09 FEET; THENCE N82°26'43"W 702.52 FEET; THENCE N07°33'17"E 130.00 FEET; THENCE N82°26'43"W 32.25 FEET; THENCE N07°33'18"E 66.00 FEET; THENCE S82°26'43"E 18.50 FEET; THENCE N07°33'17"E 209.84 FEET; THENCE 34.11 ALONG THE ARC OF A 197.00 FOOT RADIUS CURVE TO THE LEFT, HAVING A CHORD BEARING N02°35'42"E 34.06 FEET; THENCE N87°38'06"E 66.00 FEET; THENCE N89°11'20"E 130.03 FEET; THENCE N89°00'34"E 164.84 FEET; THENCE N72°54'03"E 203.72 FEET; THENCE ALONG THE WESTERLY LINE OF PROSPECT POINTE SUBDIVISION NO. 2, AS RECORDED IN LIBER 35 OF PLATS, PAGE 99, WASHTENAW COUNTY RECORDS, FOR THE FOLLOWING SEVEN (7) COURSES: S40°21'48"E (PLATTED AS S40°06'38"E) 75.94 FEET, S50°50'05"E (PLATTED AS S50°34'55"E) 75.85 FEET, S57°55'06"E (PLATTED AS S57°39'56"E) 98.34 FEET, N32°04'54"E (PLATTED AS N32°20'04"E) 120.00 FEET, S57°55'06"E (PLATTED AS S57°39'56"E) 112.81 FEET, S32°04'54"W (PLATTED AS S32°20'04"W) 120.00 FEET AND S61°33'56"E (PLATTED AS S61°18'46"E) 74.87 FEET; THENCE S70°08'30"E (PLATTED AS N69°53'20"W) 94.83 FEET ALONG THE SOUTH LINE OF LOT 201 OF AMENDED PLAT OF LOT 199 AND THE VACATED PORTION OF FRANCES WAY OF "PROSPECT POINTE SUBDIVISION NO. 2" AS RECORDED IN LIBER 36 OF PLATS, PAGE 65, WASHTENAW COUNTY RECORDS; THENCE 8.22 FEET ALONG THE ARC OF A 197.00 FOOT RADIUS CIRCULAR CURVE TO THE LEFT, CHORD BEARING N21°03'12"E 8.22 FEET; THENCE N19°51'30"E 111.78 FEET; THENCE S70°08'30"E (PLATTED AS S69°53'20"E) 66.00 FEET ALONG THE SOUTH LINE OF HUNTERS CREEK DRIVE (66 FEET WIDE) OF SAID PROSPECT POINTE SUBDIVISION NO. 2; THENCE THE FOLLOWING TWO (2) COURSES ALONG THE EAST LINE OF SAID LOT 201, ALSO BEING THE WEST LINE OF SAID PROSPECT POINTE SUBDIVISION NO. 1: S19°51'30"W (PLATTED AS S20°06'40"W) 111.78 FEET AND 8.22

FEET ALONG THE ARC OF A 263.00 FOOT RADIUS CIRCULAR CURVE TO THE RIGHT, CHORD BEARING S20°45'13"W (PLATTED AS S21°00'23"W) 8.22 FEET; THENCE ALONG THE WESTERLY LINE OF SAID PROSPECT POINTE SUBDIVISION NO. 1 FOR THE FOLLOWING SEVEN (7) COURSES: 118.83 FEET ALONG THE ARC OF A 263.00 FOOT RADIUS NON TANGENTIAL CIRCULAR CURVE TO THE RIGHT, CHORD BEARING S34°35'35"W 117.82 FEET, S47°32'14"W (PLATTED AS S47°47'24"W) 48.01 FEET, S42°27'46"E 135.80 FEET (RECORDED AS S42°12'36"E 135.08 FEET AND PLATTED AS S42°12'36"E 135.80 FEET), S69°28'35"E (PLATTED AS S69°13'25"E) 162.02 FEET, S19°15'30"E (PLATTED AS S19°00'20"E) 125.77 FEET, S07°37'05"W (PLATTED AS S07°52'15") 120.86 FEET AND S39°20'09"W (PLATTED AS S39°35'19"W) 126.12 FEET TO THE PLACE OF BEGINNING, CONTAINING 14.77 ACRES OF LAND, MORE OR LESS, BEING SUBJECT TO EASEMENTS, CONDITIONS, RESTRICTIONS AND EXCEPTIONS OF RECORD, IF ANY.

EXHIBIT B

Prospect Pointe West Phase 3 Final Site Plan

A copy of this Final Site Plan is also on file with
Charter Township of Superior,
located at 3040 N. Prospect Road, Ypsilanti, MI 48198.

EXHIBIT C

The Security Itemization

Site Work Financial Guarantee

Earthwork & Erosion Control	\$237,300.00
Water Mains and Appurtenances	\$40,400.00
Sanitary Sewers	\$32,900.00
Stormwater Piping and Detention	\$0.00*
Landscaping/Seeding	\$149,400.00
<u>Paving</u>	<u>\$630,000.00</u>
Total	\$1,090,000.00

Site Work Financial Guarantee Amount: \$1,090,000.00

* Value reduced as Financial Guarantee for Prospect Pointe Drainage District improvements by development to be provided to WCWRC by developer

Public Utility Repair Bond

Water Mains and Appurtenances	\$40,400.00
<u>Sanitary Sewers</u>	<u>\$32,900.00</u>
Total	\$73,300.00
(\$ x 5%)	
Public Utility Repair Bond Amount	\$3,665.00

Section 2.20 Engineering and Certification.

- (a) Developer shall furnish as-built drawing plans signed and sealed by an engineer licensed in the State of Michigan indicating that the site grading, water transmission system, sanitary sewer system, storm water conveyance, soil erosion/ sedimentation and detention/retention facilities have been constructed in substantial accordance with the approved Engineering Plans. Format shall be as requested by Township Engineer. All inspections for water and sewer (sanitary and storm) installations are to be performed by the Township engineers, with applicable fees paid by Developer. The Township will review and approve improvements in accordance with the Township "Engineering Design Specification for Site Improvements" and other applicable laws and ordinances.
- (b) Developer shall furnish as-built drawing plans in digital format that is in conformance with the Charter Township of Superior Standards for Submitting Digital As-Built Drawings, Revised March 2007 as amended.

Section 2.21

(c) Engineering Consultant will obtain GPS coordinate information for public utilities during the utility walkthrough and punchlist phase for inclusion into the Township GIS system, this effort will be included in the construction escrow requirements.

The Developer shall install all electric, telephone and other communication systems underground in accordance with requirements of the applicable utility company and applicable Township Ordinances. No underground utility structures, i.e. manholes, shall be permitted in sidewalks or driveways per Superior Charter Township Engineering Standards.

Section 2.22 Site Grading

- (a) The Developer or the Developer's representative shall submit as-built plot plans and certify that the as-built lot grading conforms to the Township approved site and engineering drawings within industry standards, and that building setbacks conform to the Township approved site and engineering drawings. This certification shall be prepared by and bear the seal of a professional land surveyor licensed in the State of Michigan.
- (b) The Township shall have the right to spot-check certification grades at its own discretion. The final certificate of use and occupancy of each building shall be withheld until the lot grading/setback certification is received and approved by the Township. The Township shall have the right, at its own discretion, to waive some or all of the lot grading and building setback certification requirements.

ARTICLE III. MISCELLANEOUS PROVISIONS

Section 3.01 Amendment and Modifications.

No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing and executed by all parties.

Section 3.02 Governing Law.

This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan.

EXHIBIT A

Legal Description of the "Development"

Land located in the Charter Township of Superior, Washtenaw County, Michigan and legally described as follows:

DESCRIPTION OF 14.77 ACRE PARCEL OF LAND LOCATED IN THE NORTHEAST 1/4 OF SECTION 33, TOWN 2 SOUTH, RANGE 7 EAST, SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, INCLUDING A PORTION OF LOT 201 OF AMENDED PLAT OF LOT 199 AND THE VACATED PORTION OF FRANCES WAY OF "PROSPECT POINTE SUBDIVISION NO. 2" AS RECORDED IN LIBER 36 OF PLATS, PAGE 65, WASHTENAW COUNTY RECORDS: (AS SURVEYED BY ATWELL)

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 33, TOWN 2 SOUTH, RANGE 7 EAST, SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN; THENCE S87°25'50"W (RECORDED AS S87°41'00"W) 1079.06 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 33 FOR A PLACE OF BEGINNING; THENCE CONTINUING S87°25'50"W (RECORDED AS S87°41'00"W) 440.88 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 33; THENCE N62°44'08"E 115.15 FEET; THENCE N52°07'49"E 90.66 FEET; THENCE N39°00'51"E 90.67 FEET; THENCE N57°36'31"W 132.67 FEET; THENCE 15.04 FEET ALONG THE ARC OF A 263.00 FOOT RADIUS CURVE TO THE RIGHT, HAVING A CHORD BEARING S34°01'46"W 15.04 FEET; THENCE N54°27'46"W 198.09 FEET; THENCE N82°26'43"W 702.52 FEET; THENCE N07°33'17"E 130.00 FEET; THENCE N82°26'43"W 32.25 FEET; THENCE N07°33'18"E 66.00 FEET; THENCE S82°26'43"E 18.50 FEET; THENCE N07°33'17"E 209.84 FEET; THENCE 34.11 ALONG THE ARC OF A 197.00 FOOT RADIUS CURVE TO THE LEFT, HAVING A CHORD BEARING N02°35'42"E 34.06 FEET; THENCE N87°38'06"E 66.00 FEET; THENCE N89°11'20"E 130.03 FEET; THENCE N89°00'34"E 164.84 FEET; THENCE N72°54'03"E 203.72 FEET; THENCE ALONG THE WESTERLY LINE OF PROSPECT POINTE SUBDIVISION NO. 2, AS RECORDED IN LIBER 35 OF PLATS, PAGE 99, WASHTENAW COUNTY RECORDS, FOR THE FOLLOWING SEVEN (7) COURSES: S40°21'48"E (PLATTED AS S40°06'38"E) 75.94 FEET, S50°50'05"E (PLATTED AS S50°34'55"E) 75.85 FEET, S57°55'06"E (PLATTED AS S57°39'56"E) 98.34 FEET, N32°04'54"E (PLATTED AS N32°20'04"E) 120.00 FEET, S57°55'06"E (PLATTED AS S57°39'56"E) 112.81 FEET, S32°04'54"W (PLATTED AS S32°20'04"W) 120.00 FEET AND S61°33'56"E (PLATTED AS S61°18'46"E) 74.87 FEET; THENCE S70°08'30"E (PLATTED AS N69°53'20"W) 94.83 FEET ALONG THE SOUTH LINE OF LOT 201 OF AMENDED PLAT OF LOT 199 AND THE VACATED PORTION OF FRANCES WAY OF "PROSPECT POINTE SUBDIVISION NO. 2" AS RECORDED IN LIBER 36 OF PLATS, PAGE 65, WASHTENAW COUNTY RECORDS; THENCE 8.22 FEET ALONG THE ARC OF A 197.00 FOOT RADIUS CIRCULAR CURVE TO THE LEFT, CHORD BEARING N21°03'12"E 8.22 FEET; THENCE N19°51'30"E 111.78 FEET; THENCE S70°08'30"E (PLATTED AS S69°53'20"E) 66.00 FEET ALONG THE SOUTH LINE OF HUNTERS CREEK DRIVE (66 FEET WIDE) OF SAID PROSPECT POINTE SUBDIVISION NO. 2; THENCE THE FOLLOWING TWO (2) COURSES ALONG THE EAST LINE OF SAID LOT 201, ALSO BEING THE WEST LINE OF SAID PROSPECT POINTE SUBDIVISION NO. 1: S19°51'30"W (PLATTED AS S20°06'40"W) 111.78 FEET AND 8.22

FEET ALONG THE ARC OF A 263.00 FOOT RADIUS CIRCULAR CURVE TO THE RIGHT, CHORD BEARING S20°45'13"W (PLATTED AS S21°00'23"W) 8.22 FEET; THENCE ALONG THE WESTERLY LINE OF SAID PROSPECT POINTE SUBDIVISION NO. 1 FOR THE FOLLOWING SEVEN (7) COURSES: 118.83 FEET ALONG THE ARC OF A 263.00 FOOT RADIUS NON TANGENTIAL CIRCULAR CURVE TO THE RIGHT, CHORD BEARING S34°35'35"W 117.82 FEET, S47°32'14"W (PLATTED AS S47°47'24"W) 48.01 FEET, S42°27'46"E 135.80 FEET (RECORDED AS S42°12'36"E 135.08 FEET AND PLATTED AS S42°12'36"E 135.80 FEET), S69°28'35"E (PLATTED AS S69°13'25"E) 162.02 FEET, S19°15'30"E (PLATTED AS S19°00'20"E) 125.77 FEET, S07°37'05"W (PLATTED AS S07°52'15") 120.86 FEET AND S39°20'09"W (PLATTED AS S39°35'19"W) 126.12 FEET TO THE PLACE OF BEGINNING, CONTAINING 14.77 ACRES OF LAND, MORE OR LESS, BEING SUBJECT TO EASEMENTS, CONDITIONS, RESTRICTIONS AND EXCEPTIONS OF RECORD, IF ANY.

Draft Only

EXHIBIT B

Prospect Pointe West Phase 3 Final Site Plan

A copy of this Final Site Plan is also on file with
Charter Township of Superior,
located at 3040 N. Prospect Road, Ypsilanti, MI 48198.

Draft Only

EXHIBIT C

The Security Itemization

Site Work Financial Guarantee

Earthwork & Erosion Control	\$237,300.00
Water Mains and Appurtenances	\$40,400.00
Sanitary Sewers	\$32,900.00
Stormwater Piping and Detention	\$0.00*
Landscaping/Seeding	\$149,400.00
<u>Paving</u>	<u>\$630,000.00</u>
Total	\$1,090,000.00

Site Work Financial Guarantee Amount: \$1,090,000.00

* Value reduced as Financial Guarantee for Prospect Pointe Drainage District improvements by development to be provided to WCWRC by developer

Public Utility Repair Bond

Water Mains and Appurtenances	\$40,400.00
<u>Sanitary Sewers</u>	<u>\$32,900.00</u>
Total	\$73,300.00

(\$ x 5%)

Public Utility Repair Bond Amount \$3,665.00

PROJECT CONTACTS

DEVELOPER / APPLICANT	CIVIL ENGINEER
DIVERSE REAL ESTATE LLC 13001 23 MILE ROAD, SUITE 200 SHELBY TWP, MICHIGAN 48315 CONTACT: AMIE ACKERMAN PHONE: (248) 561-0001	ATWELL, LLC 311 NORTH MAIN STREET ANN ARBOR, MICHIGAN 48104 CONTACT: MATT BUSH, P.E. PHONE: (810) 923-6878

LEGAL DESCRIPTION

DESCRIPTION OF 67.99 ACRE PARCEL OF LAND LOCATED IN THE NORTHEAST 1/4 OF SECTION 33, TOWN 2 SOUTH, RANGE 7 EAST, SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, INCLUDING A PORTION OF LOT 200 OF AMENDED PLAT OF LOT 1 AND THE VACATED PORTION OF ABIGAIL DRIVE OF "PROSPECT POINTE SUBDIVISION NO. 1" AS RECORDED IN LIBER 36 OF PLATS, PAGE 64, WASHTENAW COUNTY RECORDS, ALSO INCLUDING A PORTION OF LOT 201 OF AMENDED PLAT OF LOT 199 AND THE VACATED PORTION OF FRANCES WAY OF "PROSPECT POINTE SUBDIVISION NO. 2" AS RECORDED IN LIBER 36 OF PLATS, PAGE 65, WASHTENAW COUNTY RECORDS, BEING MORE PARTICULARLY DESCRIBED AS: (AS SURVEYED BY ATWELL)

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 33, TOWN 2 SOUTH, RANGE 7 EAST, SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN; THENCE S87°25'50"W (RECORDED AS S87°41'00"W) 1079.06 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 33 FOR A PLACE OF BEGINNING; THENCE CONTINUING S87°25'50"W (RECORDED AS S87°41'00"W) 1658.89 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION 33 TO THE CENTER POST OF SAID SECTION 33; THENCE N02°57'34"W (RECORDED AS N02°42'24"W) 2652.37 FEET ALONG THE NORTH-SOUTH 1/4 LINE OF SAID SECTION 33 TO THE NORTH 1/4 CORNER OF SAID SECTION 33; THENCE N86°48'36"E (RECORDED AS N87°03'46"E) 833.32 FEET ALONG THE NORTH LINE OF SAID SECTION 33 AND THE CENTERLINE OF GEDDES ROAD (VARIABLE WIDTH); THENCE S03°12'30"E (PLATTED AS S02°57'20"E) 230.61 FEET ALONG THE WESTERLY LINE OF PROSPECT POINTE SUBDIVISION NO. 1, AS RECORDED IN LIBER 35 OF PLATS, PAGE 67, WASHTENAW COUNTY RECORDS, ALSO BEING THE WEST LINE OF LOT 200 OF AMENDED PLAT OF LOT 1 AND THE VACATED PORTION OF ABIGAIL DRIVE OF "PROSPECT POINTE SUBDIVISION NO. 1" AS RECORDED IN LIBER 36 OF PLATS, PAGE 64, WASHTENAW COUNTY RECORDS; THENCE N86°47'30"E 105.00 FEET; THENCE S17°39'09"E (PLATTED AS S17°23'58"E) 68.15 FEET ALONG THE WEST LINE OF HUNTERS CREEK DRIVE (100 FEET WIDE) OF SAID PROSPECT POINTE SUBDIVISION NO. 1; THENCE S86°47'30"W (PLATTED AS S87°02'40"W) 120.00 FEET ALONG THE SOUTH LINE OF SAID LOT 200, ALSO BEING THE NORTH LINE OF LOT 86 OF SAID PROSPECT POINTE SUBDIVISION NO. 1; THENCE S03°12'30"E (PLATTED AS S02°57'20"E) 86.00 FEET ALONG THE WEST LINE OF SAID PROSPECT POINTE SUBDIVISION NO. 1; THENCE ALONG THE WESTERLY LINE OF PROSPECT POINTE SUBDIVISION NO. 2, AS RECORDED IN LIBER 35 OF PLATS, PAGE 99, WASHTENAW COUNTY RECORDS, FOR THE FOLLOWING TWENTY NINE (29) COURSES: S20°03'11"W (PLATTED AS S20°18'21"W) 37.01 FEET, S34°16'37"W (PLATTED AS S34°31'47"W) 103.24 FEET, S14°36'50"W (PLATTED AS S14°52'00"W) 85.12 FEET, S04°44'49"W (PLATTED AS S05°59'59"W) 89.33 FEET, S08°01'14"E (PLATTED AS S07°46'04"E) 81.01 FEET, S19°49'12"E (PLATTED AS S19°34'02"E) 76.46 FEET, S28°36'23"E (PLATTED AS S28°21'13"E) 40.86 FEET, S36°50'24"E (PLATTED AS S36°35'14"E) 69.56 FEET, S47°03'42"W (PLATTED AS S47°18'52"W) 95.59 FEET, S04°56'41"W (PLATTED AS S05°11'51"W) 120.87 FEET, S14°29'11"E (PLATTED AS S14°14'10"E) 63.68 FEET, S50°10'13"E (PLATTED AS S49°55'03"E) 129.94 FEET, S89°37'53"E (PLATTED AS S89°22'43"E) 133.38 FEET, N53°09'36"E (PLATTED AS N53°24'46"E) 62.06 FEET, S36°50'24"E (PLATTED AS S36°35'14"E) 85.67 FEET, S25°39'53"E (PLATTED AS S25°24'43"E) 44.78 FEET, S12°08'48"E (PLATTED AS S11°53'38"E) 36.45 FEET, S03°10'48"W (PLATTED AS S03°25'58"W) 173.12 FEET, S13°51'38"E (PLATTED AS S13°36'28"E) 37.88 FEET, S14°58'30"E (PLATTED AS S14°43'20"E) 14.00 FEET, S16°17'53"E (PLATTED AS S16°41'17"E) 42.30 FEET, S27°56'27"E (PLATTED AS S27°41'17"E) 80.08 FEET, S40°21'48"E (PLATTED AS S40°06'38"E) 75.94 FEET, S50°50'05"E (PLATTED AS S50°34'55"E) 75.85 FEET, S57°55'06"E (PLATTED AS S57°39'56"E) 98.34 FEET, N32°04'54"E (PLATTED AS N32°20'04"E) 120.00 FEET, S57°55'06"E (PLATTED AS S57°39'56"E) 112.81 FEET, S32°04'54"W (PLATTED AS S32°20'04"W) 120.00 FEET, S61°33'56"E (PLATTED AS S61°18'46"E) 74.87 FEET; THENCE S70°08'30"E (PLATTED AS N69°53'20"W) 94.83 FEET ALONG THE SOUTH LINE OF LOT 201 OF AMENDED PLAT OF LOT 199 AND THE VACATED PORTION OF FRANCES WAY OF "PROSPECT POINTE SUBDIVISION NO. 2" AS RECORDED IN LIBER 36 OF PLATS, PAGE 65, WASHTENAW COUNTY RECORDS; THENCE 8.22 FEET ALONG THE ARC OF A 197.00 FOOT RADIUS CIRCULAR CURVE TO THE LEFT, CHORD BEARING N21°03'12"E 8.22 FEET; THENCE N19°51'30"E 111.78 FEET; THENCE S70°08'30"E (PLATTED AS S69°53'20"E) 66.00 FEET ALONG THE SOUTH LINE OF HUNTERS CREEK DRIVE (66 FEET WIDE) OF SAID PROSPECT POINTE SUBDIVISION NO. 2; THENCE THE FOLLOWING TWO (2) COURSES ALONG THE EAST LINE OF SAID LOT 201, ALSO BEING THE WEST LINE OF SAID PROSPECT POINTE SUBDIVISION NO. 1: S19°51'30"W (PLATTED AS S20°06'40"W) 111.78 FEET AND 8.22 FEET ALONG THE ARC OF A 263.00 FOOT RADIUS CIRCULAR CURVE TO THE RIGHT, CHORD BEARING S20°45'13"W (PLATTED AS S21°00'23"W) 8.22 FEET; THENCE ALONG THE WESTERLY LINE OF SAID PROSPECT POINTE SUBDIVISION NO. 1 FOR THE FOLLOWING SEVEN (7) COURSES: 118.83 FEET ALONG THE ARC OF A 263.00 FOOT RADIUS NON TANGENTIAL CIRCULAR CURVE TO THE RIGHT, CHORD BEARING S34°35'53"W 117.82 FEET, S47°32'14"W (PLATTED AS S47°47'24"W) 48.01 FEET, S42°27'46"E 135.80 FEET (RECORDED AS S42°12'36"E 135.08 FEET AND PLATTED AS S42°12'36"E 135.80 FEET), S69°28'35"E (PLATTED AS S69°13'25"E) 162.02 FEET, S19°15'30"E (PLATTED AS S19°00'20"E) 125.77 FEET, S07°37'05"W (PLATTED AS S07°52'15") 120.86 FEET AND S39°20'09"W (PLATTED AS S39°35'19"W) 126.12 FEET TO THE PLACE OF BEGINNING, CONTAINING 67.99 ACRES OF LAND, MORE OR LESS, BEING SUBJECT TO THE RIGHTS OF THE PUBLIC OVER THE NORTHERLY 33 FEET THEREOF AS OCCUPIED BY SAID GEDDES ROAD AND SUBJECT TO EASEMENTS, CONDITIONS, RESTRICTIONS AND EXCEPTIONS OF RECORD, IF ANY.

PROJECT NARRATIVE

PROSPECT POINTE WEST IS LOCATED AT THE SOUTHWEST CORNER OF GEDDES ROAD AND PROSPECT ROAD, WEST OF HUNTERS CREEK DRIVE IN SUPERIOR TOWNSHIP. THIS PARCEL WAS ORIGINALLY PART OF THE PROSPECT POINTE DEVELOPMENT, A PLATTED SUBDIVISION, WHICH WAS PERMITTED THROUGH SUPERIOR TOWNSHIP APPROXIMATELY 10 YEARS AGO. PROSPECT POINTE WEST IS 67.99 ACRES AND IS ZONED R4, SINGLE FAMILY RESIDENTIAL DISTRICT, URBAN.

THE APPLICANT IS PROPOSING TO DEVELOP THE PROJECT AS A 157 - UNIT SITE CONDOMINIUM. THE PROPOSED LOT DIMENSIONS ARE 66' X 130' WITH A MINIMUM LOT SIZE OF 8,580 SF. THE HOMES WILL RANGE IN SIZE FROM 2,000 TO 3,200 SF WITH SALES PRICES STARTING IN THE \$400,000S. THE DEVELOPMENT WILL BE CONSTRUCTED IN 4 PHASES. THIS PLAN IS FOR PHASE 3 OF THE DEVELOPMENT.

PROSPECT POINTE IS PROPOSED TO CONTAIN PRIVATE ROADS WITH SIDEWALKS ON BOTH SIDES, WHICH HAVE ALREADY RECEIVED APPROVAL FROM THE COUNTY ROAD COMMISSION BASED ON THE PREVIOUSLY APPROVED PLANS FOR THE PROJECT. THE DEVELOPMENT WILL BE SERVICED BY PUBLIC SANITARY SEWER WHICH WILL BE DESIGNED AS AN EXTENSION OFF OF THE EXISTING PROSPECT POINTE DEVELOPMENT. PUBLIC WATER WILL ALSO BE EXTENDED FROM THE EXISTING SUBDIVISION.

PROSPECT POINTE WEST

A SINGLE FAMILY DEVELOPMENT

SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

FINAL SITE PLAN - PHASE 3



OVERALL DEVELOPMENT MAP

SCALE: 1" = 200'

PHASING SCHEDULE

	# UNITS	START	COMPLETION
PHASE I	39	OCTOBER 2023	JULY 2024
PHASE II	45	JUNE 2024	APRIL 2025
PHASE III	26	JUNE 2025	APRIL 2026
PHASE IV	47	JUNE 2026	APRIL 2027

NOTES:

- ACTUAL START OF PHASES III - IV SUBJECT TO ECONOMIC AND OTHER FACTORS

PERMITS AND APPROVALS

Agency	Status/Date Approved	Application/Permit Number
Superior Township Preliminary Site Plan	8/26/2020	
Superior Township Engineering Plan	6/1/2023	
WCWRC SESC PHASE 1/2	4/13/2023	SESC2023-0054
WCWRC SESC PHASE 3/4		
EGLE Wetlands Permit	3/16/2023	WRP036295
Washtenaw County Road Commission	11/21/2022	2022-000681
WCWRC - Stormwater	7/8/2022	1524
EGLE Water Supply (PA 399)	2/26/2023	ACT-229388
EGLE Waste Water Collection (Part 41)	10/14/2022	P41003992
NPDES Construction Stormwater Discharge PH 1/2	5/16/2023	MIR117620
NPDES Construction Stormwater Discharge PH 3/4		

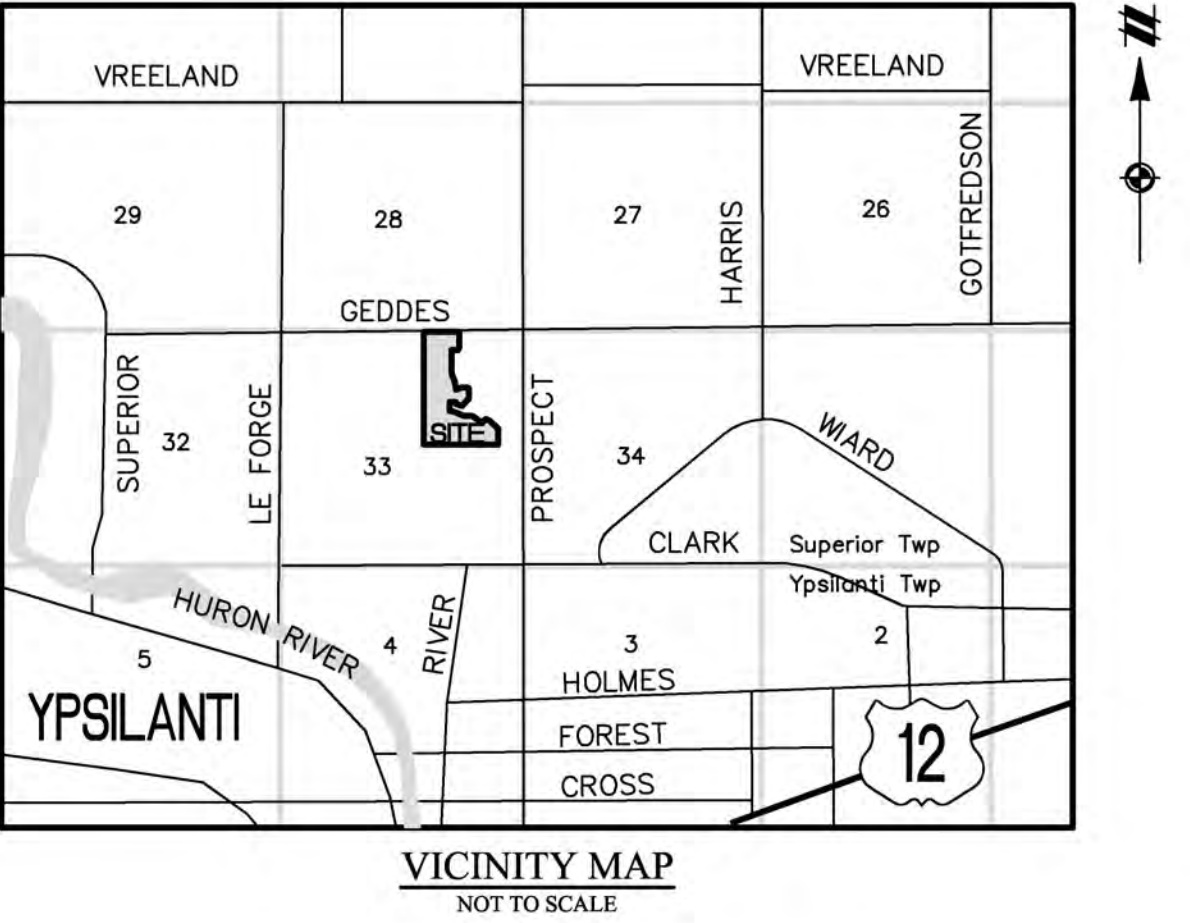
SHEET INDEX

1	COVER SHEET	31	DRAINAGE AREA PLAN
2	OVERALL ORIGINAL CONDITIONS	32	DRAINAGE AREA PLAN
3	ORIGINAL CONDITIONS & DEMOLITION PLAN	33	SOUTH DETENTION BASIN DESIGN
4	ORIGINAL CONDITIONS & DEMOLITION PLAN	34	STORMWATER CONVEYANCE CALCULATIONS
5	TREE LIST	35	UTILITY STRUCTURE TABLE
6	TREE LIST	36	INTERSECTION DETAILS
7	NATURAL FEATURES PLAN	37	FIRE PROTECTION PLAN
8	SOIL EROSION CONTROL PLAN	38	INVASIVE SPECIES REMOVAL PLAN
9	SOIL EROSION CONTROL PLAN	39	DETAIL SHEET 1
10	TEMPORARY CONSTRUCTION ACCESS DRIVE	40	DETAIL SHEET 2
11	SOIL EROSION CONTROL NOTES & DETAILS	41	TYPICAL BUILDING DETAILS
12	OVERALL LAYOUT PLAN	42	TYPICAL BUILDING DETAILS
13	LAYOUT PLAN	43	SIDE AND REAR ELEVATIONS
14	LAYOUT PLAN	44	SIDE AND REAR ELEVATIONS
15	OVERALL GRADING PLAN	45	SIDE AND REAR ELEVATIONS
16	GRADING PLAN	46	SUPERIOR TOWNSHIP SANITARY DETAIL SHEET 1
17	GRADING PLAN	47	SUPERIOR TOWNSHIP SANITARY DETAIL SHEET 2
18	OVERALL UTILITY PLAN	48	SUPERIOR TOWNSHIP STORM DETAIL SHEET 1
19	UTILITY PLAN	49	SUPERIOR TOWNSHIP STORM DETAIL SHEET 2
20	UTILITY PLAN	50	SUPERIOR TOWNSHIP WATER DETAIL SHEET 1
21	MAGGIE LANE PLAN & PROFILE	51	SUPERIOR TOWNSHIP WATER DETAIL SHEET 2
22	JENNIFER DRIVE & PROFILE 1	L-1	LANDSCAPE PLAN
23	JENNIFER DRIVE PLAN & PROFILE 2	L-2	STORMWATER PLAN
24	SANITARY PLAN & PROFILE	L-3	LANDSCAPE DETAILS
25	STORM PLAN AND PROFILES		
26	STORM PLAN AND PROFILES		
27	STORM PLAN AND PROFILES		
28	STORM PLAN AND PROFILES		
29	STORM PLAN AND PROFILES		
30	OVERALL DRAINAGE AREA PLAN		

SITE DATA

GROSS AREA:	67.99 ACRES
GEDDES ROAD ROW:	1.15 ACRES
NET AREA:	66.84 ACRES
EXISTING ZONING:	R4 - SINGLE FAMILY RESIDENTIAL
PROPOSED ZONING:	R4 - SINGLE FAMILY RESIDENTIAL
PROPOSED USE:	SINGLE FAMILY RESIDENTIAL SITE CONDOMINIUM
NUMBER OF PROPOSED LOTS TOTAL:	157
PROPOSED DENSITY (GROSS):	2.31
PROPOSED DENSITY (NET):	2.35
NUMBER OF PROPOSED LOTS PHASE 3:	26
LOT AREA PER DWELLING UNIT:	66' X 130' = 8580 SF (TYPICAL)
MINIMUM LOT WIDTH:	66'
LOT SETBACKS:	
FRONT-	25'
SIDE-	6' MIN. (16' TOTAL)
REAR-	35'
PROPOSED LOT COVERAGE:	MAX 25%
PROPOSED GENERAL COMMON ELEMENT (G.C.E.):	21.77 ACRES
WETLAND IMPACTS:	
REGULATED	0.50 ACRES
NON-REGULATED	0.06 ACRES

*FIRE DEPARTMENT NOTE: ROADWAYS AND BRIDGES TO BE CAPABLE OF SUPPORTING THE IMPOSED LOAD OF FIRE APPARATUS WEIGHTING 80,000 POUNDS



Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE CONTRACTOR. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT ©2025 ATWELL, LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL, LLC.

866.850.4200 www.atwell-group.com
311 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33

TOWN 2 SOUTH, RANGE 7 EAST

SUPERIOR TOWNSHIP

WASHTENAW COUNTY, MICHIGAN

CLIENT

SE MICHIGAN LAND HOLDING LLC

PROSPECT POINTE WEST

FINAL SITE PLAN - PHASE 3

COVER SHEET

DATE

NOVEMBER 22, 2024

03-07-2025: PER TWP

04-21-2025: PER TWP

05-21-2025: PER TWP

REVISIONS

0 100 200

SCALE: 1" = 200 FEET

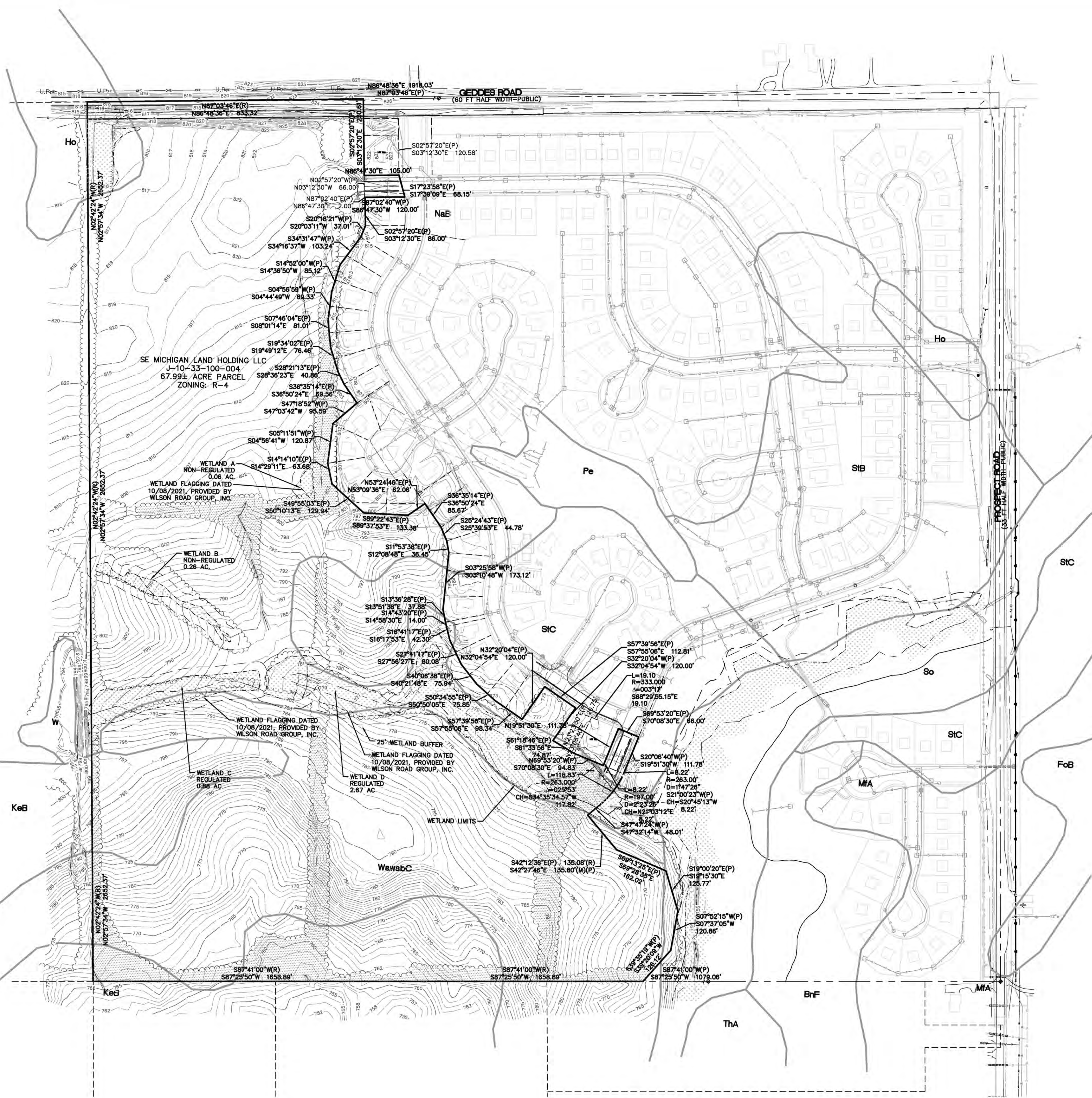
DR. SK CH. SS

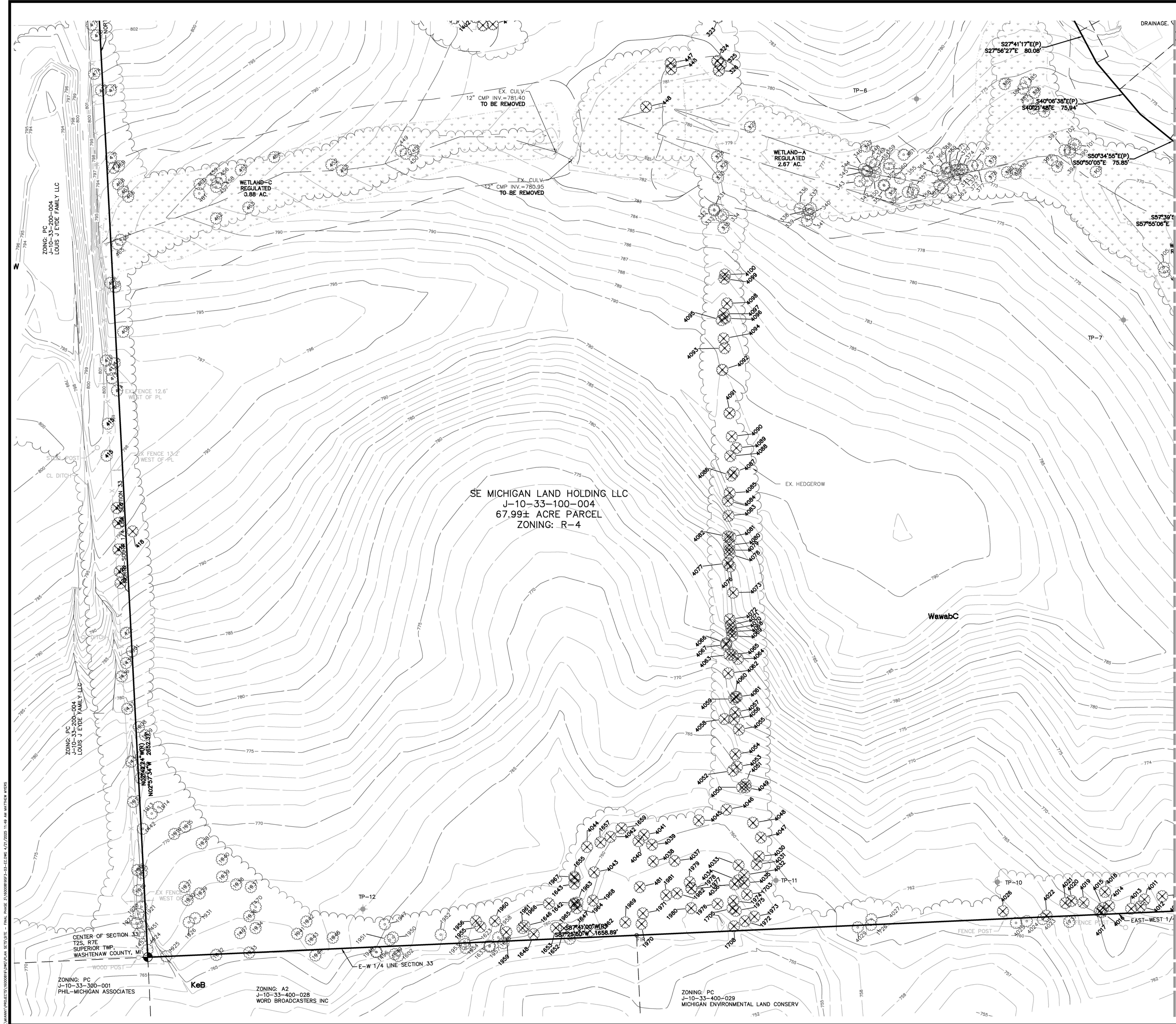
P.M. MB

BOOK --

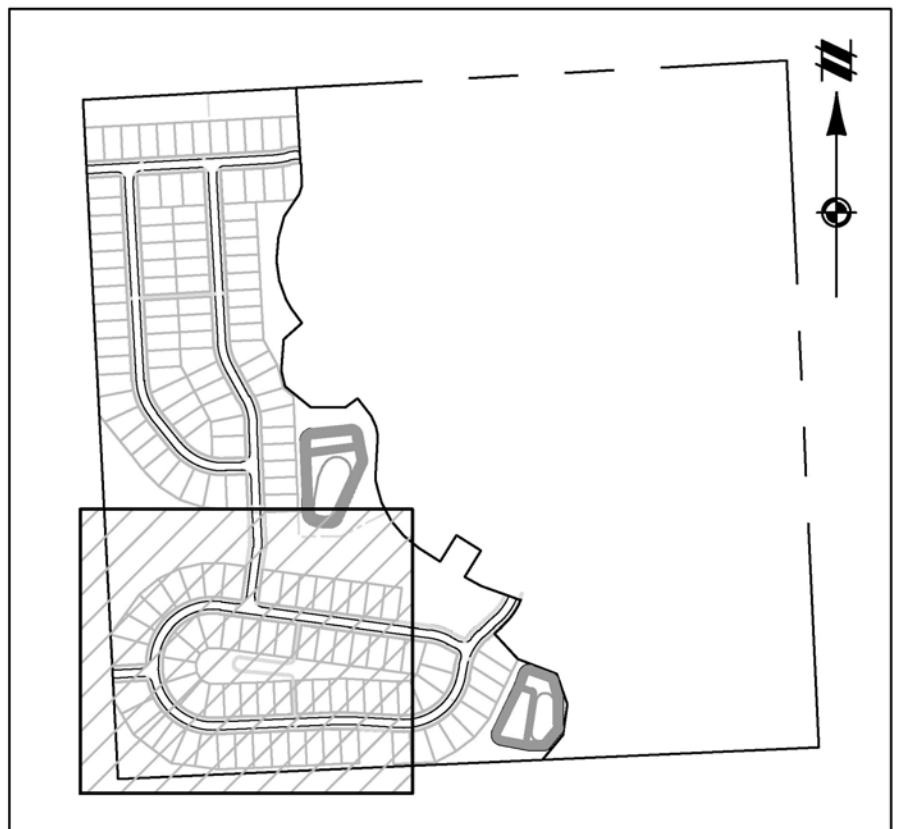
JOB 16000819

SHEET NO. 1





SEE SHEET 4 FOR CONTINUATION



KEYMAP
SCALE: 1" = 750'

LEGEND

- BOUNDARY LINE
- EXISTING EASEMENT
- SECTION LINE
- BOUNDARY/PROPERTY LINE
- EXISTING CONTOUR
- EXISTING TREE LINE
- EXISTING CURB AND GUTTER
- EXISTING FENCE
- EXISTING BUILDING
- EXISTING STRUCTURE
- EXISTING WALL
- EXISTING WATER MAIN
- EXISTING SANITARY
- EXISTING GAS
- EXISTING STORM
- EXISTING OVERHEAD ELECTRICAL LINE
- EXISTING OVERHEAD TELEPHONE LINE
- EXIST. CULVERT
- EXIST. CATCH BASIN/INLET
- EXIST. HYDRANT
- EXIST. VALVE
- EXIST. SANITARY SEWER
- EXIST. UNSPECIFIED UTILITY
- EXISTING WATER EDGE
- EXISTING WETLAND
- EXISTING WETLAND BUFFER
- EXISTING TREES
- EXISTING TREES TO BE REMOVED

BENCHMARKS

- BM#1 ARROW ON HYDRANT
SW CORNER OF LOT 1, NORTH
SIDE OF ABIGAIL DR 150'
WEST OF HUNTERS CREEK DR
ELEV=822.79 NAVD88
- BM#2 ARROW ON HYDRANT
SE CORNER OF LEAH LANE
AND HUNTERS CREEK DRIVE
ELEV=798.38 NAVD88
- BM#3 ARROW ON HYDRANT
SW CORNER OF FRANCES WAY
AND HUNTERS CREEK DRIVE
ELEV=771.22 NAVD88

NOTES

- BEARINGS ARE BASED ON NAD83 MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, INTERNATIONAL FEET, GROUND DISTANCES, VERTICAL DATUM: NAVD88.
- WATER MAIN, STORM SEWER, AND SANITARY SEWER UTILITY STRUCTURES HAVE BEEN FIELD LOCATED WHERE VISIBLE. UTILITY AND AS-BUILT MAPS HAVE BEEN REQUESTED AND SOME MAPS HAVE BEEN RECEIVED AT DATE OF THIS SURVEY. FRANCHISE UTILITY MAPS HAVE BEEN REQUESTED FROM THE APPROPRIATE FRANCHISE COMPANY, BUT NOT ALL MAPS HAVE BEEN RECEIVED AT DATE OF SURVEY. FRANCHISE UTILITY STRUCTURES HAVE BEEN FIELD LOCATED WHERE VISIBLE.
- THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN-SERVICE OR ABANDONED.
- SUBJECT PROPERTY AS SHOWN AND NOTED ON SURVEY DESCRIBES THE SAME PROPERTY AS SCHEDULE C PROPERTY DESCRIPTION (PER TITLE COMMITMENT ISSUED BY FIRST AMERICAN TITLE INSURANCE, FILE NO.: 755321, COMMITMENT DATE SEPTEMBER 07, 2016)
- SUBJECT PROPERTY IS NOT LOCATED WITHIN A FLOODPLAIN PER FIRM MAP NUMBER 26161C0288C DATED APRIL 3, 2012.
- PROSPECT POINT SUBDIVISION NO. 1 PLAT WAS AMENDED TO REMOVE ABIGAIL DRIVE STUB AS PUBLIC RIGHT-OF-WAY AS RECORDED IN LIBER 35, PAGES 67-68 AS OF 12/12/22 AND PROSPECT POINT SUBDIVISION NO. 2 PLAT WAS AMENDED TO REMOVE THE FRANCES WAY STUB AS A PUBLIC RIGHT OF WAY AS RECORDED IN LIBER 5426, PAGE 892, AS OF 11/5/22, AS REQUIRED BY THE WASHTENAW COUNTY ROAD COMMISSION.

Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE CONTRACTOR. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2024 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.

ATWELL
866.850.4200 www.atwell-group.com
311 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33	TOWN 2 SOUTH, RANGE 7 EAST	SUPERIOR TOWNSHIP	WASHTENAW COUNTY, MICHIGAN
CLIENT SE MICHIGAN LAND HOLDING LLC PROSPECT POINT WEST FINAL SITE PLAN - PHASE 3	ORIGINAL CONDITIONS & DEMOLITION PLAN		
DATE NOVEMBER 22, 2024	REVISIONS 03-07-2025: PER TWP 04-21-2025: PER TWP		
DR. SK	CH. SS	P.M. MB	BOOK
JOB 16000819		SHEET NO. 3	

\\MAIN\PROJECTS\16000819\DWG - 4/27/2025 11:51 AM MATTHEW MYERS

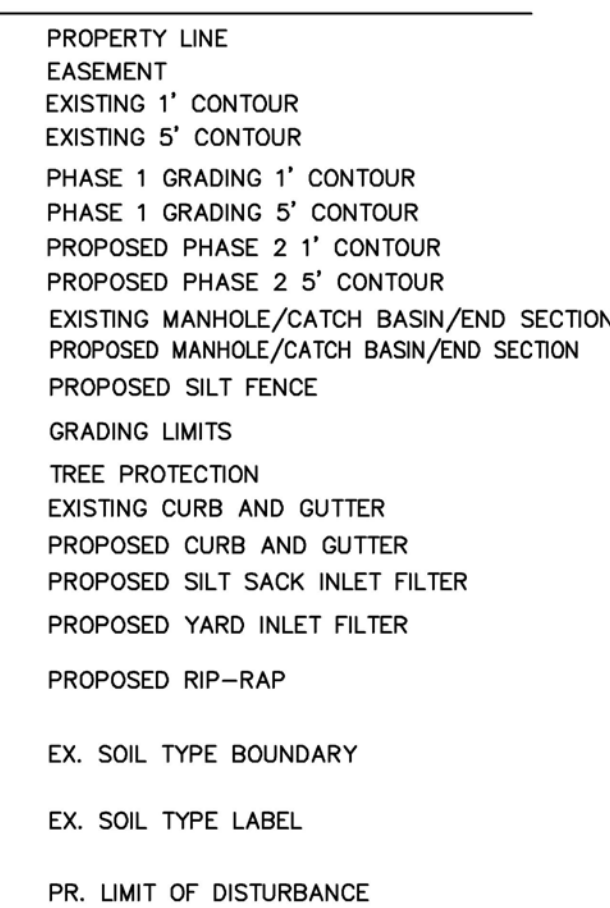
TAG #	COMMON NAME	BOTANICAL NAME	DIAMETER (IN.)	CONDITION	LANDMARK	INVASIVE	EXEMPT	REMOVE
1708	Black Walnut	Juglans nigra	15	Good				Y
1706	Black Walnut	Juglans nigra	22	Good	Y			
1737	Black Walnut	Juglans nigra	19	Fair	Y			
1901	White Ash	Fraxinus americana	8.5	Good				
1908	Red Oak	Quercus rubra	19.5	Good	Y			
1909	Black Walnut	Juglans nigra	30	Good				
1910	Black Walnut	Juglans nigra	13	Good				
1911	Black Walnut	Juglans nigra	14	Excellent				
1912	Black Walnut	Juglans nigra	13	Good				
1913	American Elm	Ulmus americana	15	Good		Y	Y	
1914	Box-elder	Acer negundo	12	Good				
1915	American Elm	Ulmus americana	8	Good				
1916	Black Walnut	Juglans nigra	9	Good				
1917	Black Walnut	Juglans nigra	12	Good				
1918	Black Walnut	Juglans nigra	15	Good				
1919	Black Walnut	Juglans nigra	12	Good				
1920	American Elm	Ulmus americana	8	Good				
1921	Bitternut Hickory	Carya cordiformis	11	Excellent				
1923	Black Walnut	Juglans nigra	10.5	Fair				
1924	Black Walnut	Juglans nigra	9.5	Excellent				
1925	Black Walnut	Juglans nigra	16	Good				
1926	Box-elder	Acer negundo	13.5	Poor	Y	Y		
1927	Black Walnut	Juglans nigra	16	Good				
1928	Box-elder	Acer negundo	9	Fair	Y	Y		
1929	Box-elder	Acer negundo	11	Fair	Y	Y	Y	
1930	Peachleaf Willow	Salix amygdaloides	20	Good				
1931	Box-elder	Acer negundo	10	Poor		Y	Y	
1932	Black Walnut	Juglans nigra	20	Excellent	Y			
1933	Black Walnut	Juglans nigra	20.5	Good	Y			
1934	Box-elder	Acer negundo	10	Dead		Y	Y	
1936	Box-elder	Acer negundo	8	Poor		Y	Y	
1937	Black Walnut	Juglans nigra	8.5	Good				
1938	Common Buckthorn	Rhamnus carthartica	11	Fair		Y	Y	
1939	American Elm	Ulmus americana	12	Good				
1940	Black Walnut	Juglans nigra	10	Good				
1941	Box-elder	Acer negundo	10	Dead		Y	Y	
1942	Black Walnut	Juglans nigra	8	Good				
1943	Black Walnut	Juglans nigra	16	Good				
1944	Bitternut Hickory	Carya cordiformis	11.5	Excellent				
1945	Red Oak	Quercus rubra	11	Good				
1946	Black Cherry	Prunus serotina	14	Poor			Y	
1947	American Elm	Ulmus americana	9	Fair				
1948	Black Walnut	Juglans nigra	12	Good				
1949	Black Walnut	Juglans nigra	12	Poor			Y	
1950	Box-elder	Acer negundo	8	Fair		Y	Y	
1951	Box-elder	Acer negundo	14	Good		Y	Y	
1952	Box-elder	Acer negundo	13	Good		Y	Y	
1953	Black Walnut	Juglans nigra	11	Fair				
1954	Black Walnut	Juglans nigra	21	Good	Y			
1955	Box-elder	Acer negundo	10.5	Fair		Y	Y	Y
1956	Box-elder	Acer negundo	10	Fair		Y	Y	Y
1957	Box-elder	Acer negundo	11	Good		Y	Y	Y
1958	Black Walnut	Juglans nigra	11	Fair				
1959	Box-elder	Acer negundo	14	Fair		Y	Y	Y
1960	Box-elder	Acer negundo	9.5	Fair		Y	Y	Y
1961	Box-elder	Acer negundo	11.5	Fair		Y	Y	Y
1962	Black Walnut	Juglans nigra	11	Excellent				
1963	Cottonwood	Populus deltoides	12.5	Excellent		Y	Y	Y
1964	Cottonwood	Populus deltoides	11.5	Good		Y	Y	Y
1965	Cottonwood	Populus deltoides	14	Good		Y	Y	Y
1966	Cottonwood	Populus deltoides	12.5	Good		Y	Y	Y
1967	Cottonwood	Populus deltoides	10.5	Good		Y	Y	Y
1968	Black Walnut	Juglans nigra	12.5	Excellent				
1969	Black Walnut	Juglans nigra	8	Good				Y
1970	Box-elder	Acer negundo	9	Good		Y	Y	Y
1971	Box-elder	Acer negundo	8	Poor		Y	Y	Y
1972	Box-elder	Acer negundo	15	Fair		Y	Y	Y
1973	Black Walnut	Juglans nigra	9	Good				
1974	Black Walnut	Juglans nigra	17.5	Good				Y
1975	Black Walnut	Juglans nigra	9	Good				
1976	Box-elder	Acer negundo	9.5	Fair		Y	Y	Y
1977	Box-elder	Acer negundo	14	Good		Y	Y	Y
1978	Box-elder	Acer negundo	8	Good		Y	Y	Y
1979	Box-elder	Acer negundo	11	Good		Y	Y	Y
1980	Box-elder	Acer negundo	8.5	Fair		Y	Y	Y
1981	Box-elder	Acer negundo	8	Dead		Y	Y	Y
1982	Box-elder	Acer negundo	8	Fair		Y	Y	Y
4001	Red Oak	Quercus rubra	11.3	Good				
4002	Red Oak	Quercus rubra	18.2	Good	Y			
4003	Box-elder	Acer negundo	9.5	Poor		Y	Y	
4004	Box-elder	Acer negundo	6	Poor		Y	Y	Y
4005	Box-elder	Acer negundo	8.5	Poor		Y	Y	Y
4006	Box-elder	Acer negundo	8	Fair		Y	Y	Y
4007	Box-elder	Acer negundo	9	Fair		Y	Y	Y
4008	Box-elder	Acer negundo	11	Fair		Y	Y	Y
4009	American Elm	Ulmus americana	11	Good				Y
4010	American Elm	Ulmus americana	9.5	Excellent				Y
4011	Box-elder	Acer negundo	12	Fair		Y	Y	Y
4012	Box-elder	Acer negundo	12	Poor		Y	Y	Y
4013	Box-elder	Acer negundo	14.5	Fair		Y	Y	Y
4014	Box-elder	Acer negundo	19.5	Good		Y	Y	Y
4015	Box-elder	Acer negundo	10	Fair		Y	Y	Y
4016	Box-elder	Acer negundo	15	Good		Y	Y	Y
4017	Box-elder	Acer negundo	8	Good		Y	Y	Y
4018	Box-elder	Acer negundo	10.5	Poor		Y	Y	Y
4019	Box-elder	Acer negundo	10	Fair		Y	Y	Y
4020	Box-elder	Acer negundo	16	Fair		Y	Y	Y
4021	Box-elder	Acer negundo	11.5	Fair		Y	Y	Y
4022	Box-elder	Acer negundo	21	Good		Y	Y	Y
4023	Box-elder	Acer negundo	9	Fair		Y	Y	Y
4024	Box-elder	Acer negundo	12.5	Fair		Y	Y	Y
4025	Black Walnut	Juglans nigra	22	Excellent	Y			
4026	Box-elder	Acer negundo	20	Good		Y	Y	Y
4027	Hackberry	Celtis occidentalis	10	Fair				
4029	American Elm	Ulmus americana	14.5	Good				
4030	Black Walnut	Juglans nigra	8	Good				Y
4031	Black Walnut	Juglans nigra	8.5	Excellent				Y
4032	Black Walnut	Juglans nigra	15	Good				Y
4033	Black Walnut	Juglans nigra	14	Good				Y
4034	Black Walnut	Juglans nigra	12.5	Good				Y
4035	Black Walnut	Juglans nigra	30	Good				Y
4036	Box-elder	Acer negundo	8.5	Fair		Y	Y	Y
4037	Box-elder	Acer negundo	10	Fair		Y	Y	Y
4038	Box-elder	Acer negundo	8	Fair		Y	Y	Y
4039	Black Walnut	Juglans nigra	9.5	Good				Y
4040	Black Walnut	Juglans nigra	8	Excellent				Y
4041	Black Walnut	Juglans nigra	13	Good				Y
4042	Cottonwood	Populus deltoides	43	Good	Y	Y	Y	Y
4043	Black Walnut	Juglans nigra	10.5	Excellent				Y
4044	Black Walnut	Juglans nigra	9.5	Good				Y
4045	Pussy Willow	Salix discolor	8	Good				Y
4046	Hackberry	Celtis occidentalis	10	Excellent				Y
4047	Black Walnut	Juglans nigra	10	Excellent				Y
4048	Black Walnut	Juglans nigra	13	Excellent				Y
4049	Black Walnut	Juglans nigra	10.5	Good				Y
4050	Black Walnut	Juglans nigra	18	Good	Y			Y
4051	Black Walnut	Juglans nigra	18	Good	Y			Y
4052	Black Walnut	Juglans nigra	23	Good	Y			Y
4053	Black Walnut	Juglans nigra	8.5	Fair				Y
4054	Black Walnut	Juglans nigra	13	Good				Y

TAG #	COMMON NAME	BOTANICAL NAME	DIAMETER (IN.)	CONDITION	LANDMARK	INVASIVE	EXEMPT	REMOVE
4055	Black Walnut	Juglans nigra	22	Excellent	Y			Y
4056	Black Walnut	Juglans nigra	11.5	Good				Y
4057	Black Walnut	Juglans nigra	8	Fair				Y
4058	White Ash	Fraxinus americana	8	Fair				Y
4059	Apple/Crabapple	Malus spp.	18.5	Fair				Y
4060	Black Cherry	Prunus serotina	16	Poor			Y	Y
4061	Black Cherry	Prunus serotina	18	Fair	Y			Y
4062	Black Cherry	Prunus serotina	45	Fair	Y			Y
4063	Black Cherry	Prunus serotina	17	Poor		Y		Y
4064	Black Walnut	Juglans nigra	15.5	Good				Y
4065	Black Cherry	Prunus serotina	8	Fair				Y
4066	American Elm	Ulmus americana	10.5	Good				Y
4067	Apple/Crabapple	Malus spp.	12	Fair				Y
4068	Black Walnut	Juglans nigra	11	Good				Y
4069	Black Walnut	Juglans nigra	8	Good				Y
4070	Black Walnut	Juglans nigra	12.5	Good				Y
4071	Black Walnut	Juglans nigra	16.5	Good				Y
4072	Black Cherry	Prunus serotina	17.5	Poor			Y	Y
4073	Black Walnut	Juglans nigra	27	Good	Y			Y
4076	Black Walnut	Juglans nigra	11	Good				Y
4077	Black Cherry	Prunus serotina	15	Poor			Y	Y
4078	Serviceberry	Amelanchier spp.	8	Good				Y
4079	Black Cherry	Prunus serotina	16	Poor			Y	Y
4080	Black Cherry	Prunus serotina	14	Fair				Y
4081	Black Cherry	Prunus serotina	18	Fair	Y			Y
4082	Apple/Crabapple	Malus spp.	13	Good				Y
4083	Hawthorn	Crataegus spp.	13	Good				Y
4084	Black Cherry	Prunus serotina	15	Poor			Y	Y
1993	Black Walnut	Juglans nigra	20.5	Good			Y	Y
4086	Hawthorn	Crataegus spp.	12	Fair				Y
4087	Hawthorn	Crataegus spp.	15.5	Fair				Y
4088	Black Cherry	Prunus serotina	12	Good				Y
4089	Hawthorn	Crataegus spp.	8	Good				Y
4090	Hawthorn	Crataegus spp.	9.5	Excellent				Y
4091	Black Cherry	Prunus serotina	27	Poor	Y		Y	Y
4092	Black Walnut	Juglans nigra	28	Good	Y			Y
4093	American Elm	Ulmus americana	11	Good				Y
4094	Black Cherry	Prunus serotina	23	Fair	Y			Y
4095	American Elm	Ulmus americana	11	Good				Y
4096	Black Cherry	Prunus serotina	19	Poor	Y		Y	Y
4097	Black Cherry	Prunus serotina	17	Fair				Y
4098	Shagbark Hickory	Carya ovata	12	Excellent				Y
4099	Black Walnut	Juglans nigra	15.5	Excellent				Y
4100	Black Cherry	Prunus serotina	20	Fair	Y			Y

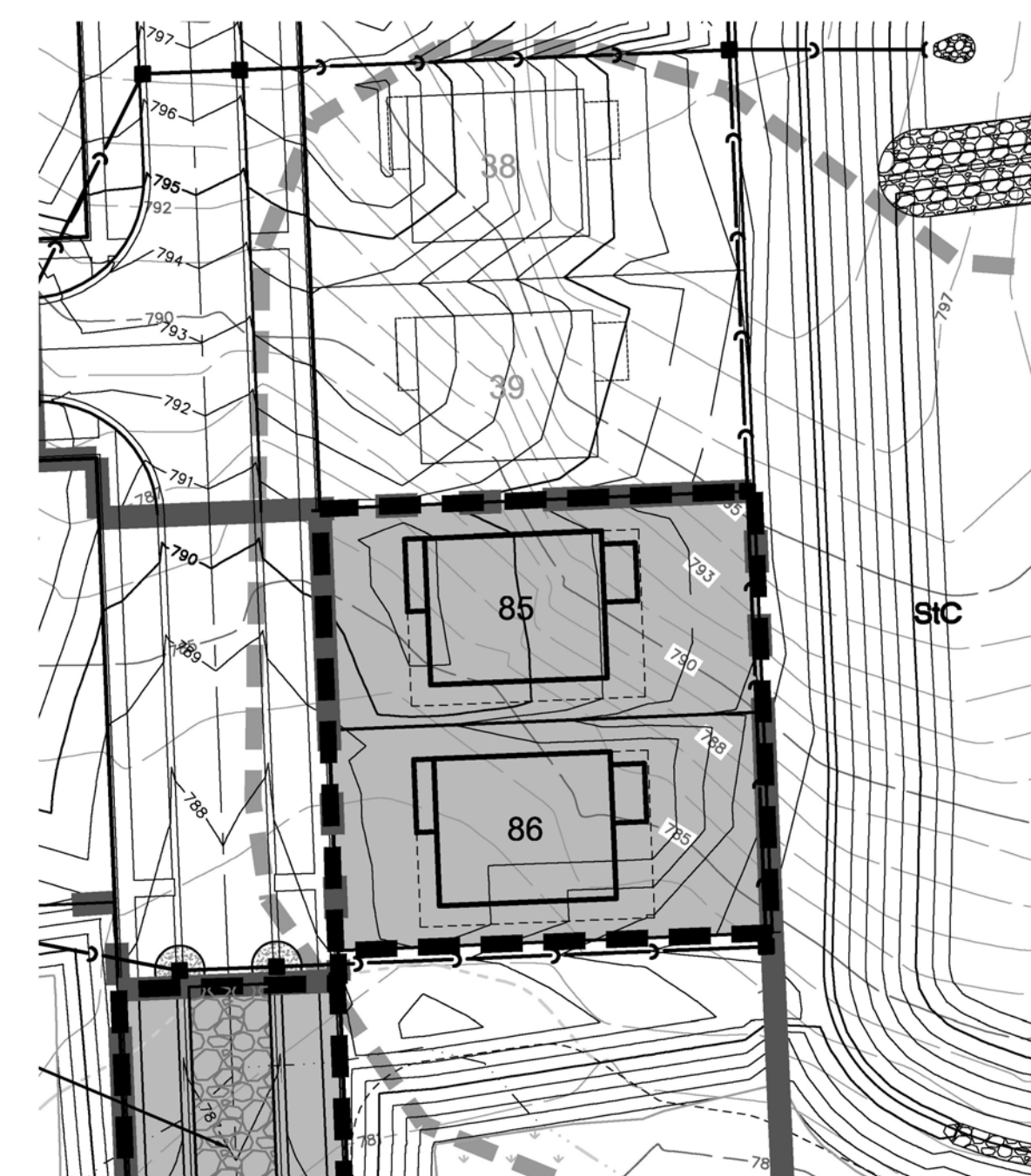
COMMON NAME	DIAMETER (IN.)	SOVEREIGN DIAMETER (IN.)	COMMON NAME	
Basswood	18	54	Common Buckthorn	Y
Beech	18	45	Glossy Buckthorn	Y
Ohio Buckeye	18		Autumn Olive	Y
Catalpa	18	45	Honeysuckle	Y
Black Cherry	18	54	Multiflora Rose	Y
American Elm	18	50	Phramites	Y
Fir	18		Box-Elder	Y
Douglas Fir	18		Silver Maple	Y
Kentucky Coffee Tree	18	40	Cottonwood	Y
Pine	18		Cottonwood	Y
Sycamore	18	54	Red-Cedar	Y
London Plane	18	54		
Spruce	18			
Tulip-tree	18	54		
Black Walnut	18	54		
Shagbark Hickory	18	54		
Pignut Hickory	18	54		
Bitternut Hickory	16	35		
Red Maple	16	48		
Red Oak	16	48		
Bur Oak	16	48		
White Oak	16	48		
Black Oak	16	48		
Swamp White Oak	16	48		
Birch	12	36		
Cherry	12	36		
Sweet Cherry	12	36		
American Chestnut	6	18		
Butternut	6	18		

PHASE 1 AND 2 TREE REMOVAL / REPLACEMENT CALCULATIONS

TREE REMOVAL/REPLACEMENT CALCULATION		
REGULATED 8"- 12" TREES REMOVED	76 : 76	REPLACEMENT TREES REQUIRED
REGULATED 12.1"-16" TREES REMOVED	25 : 75	REPLACEMENT TREES REQUIRED
REGULATED 16.1" & GREATER TREES REMOVED	9 : 54	REPLACEMENT TREES REQUIRED
TOTAL NUMBER OF REGULATED TREES REMOVED	110 : 205	REPLACEMENT TREES REQUIRED
TOTAL NUMBER OF LANDMARK TREES REMOVED	3	
TOTAL LANDMARK DBH REMOVED (INCHES)	68 : 68	REPLACEMENT TREES REQUIRED
TOTAL NUMBER OF REPLACEMENT TREES	273	TREES

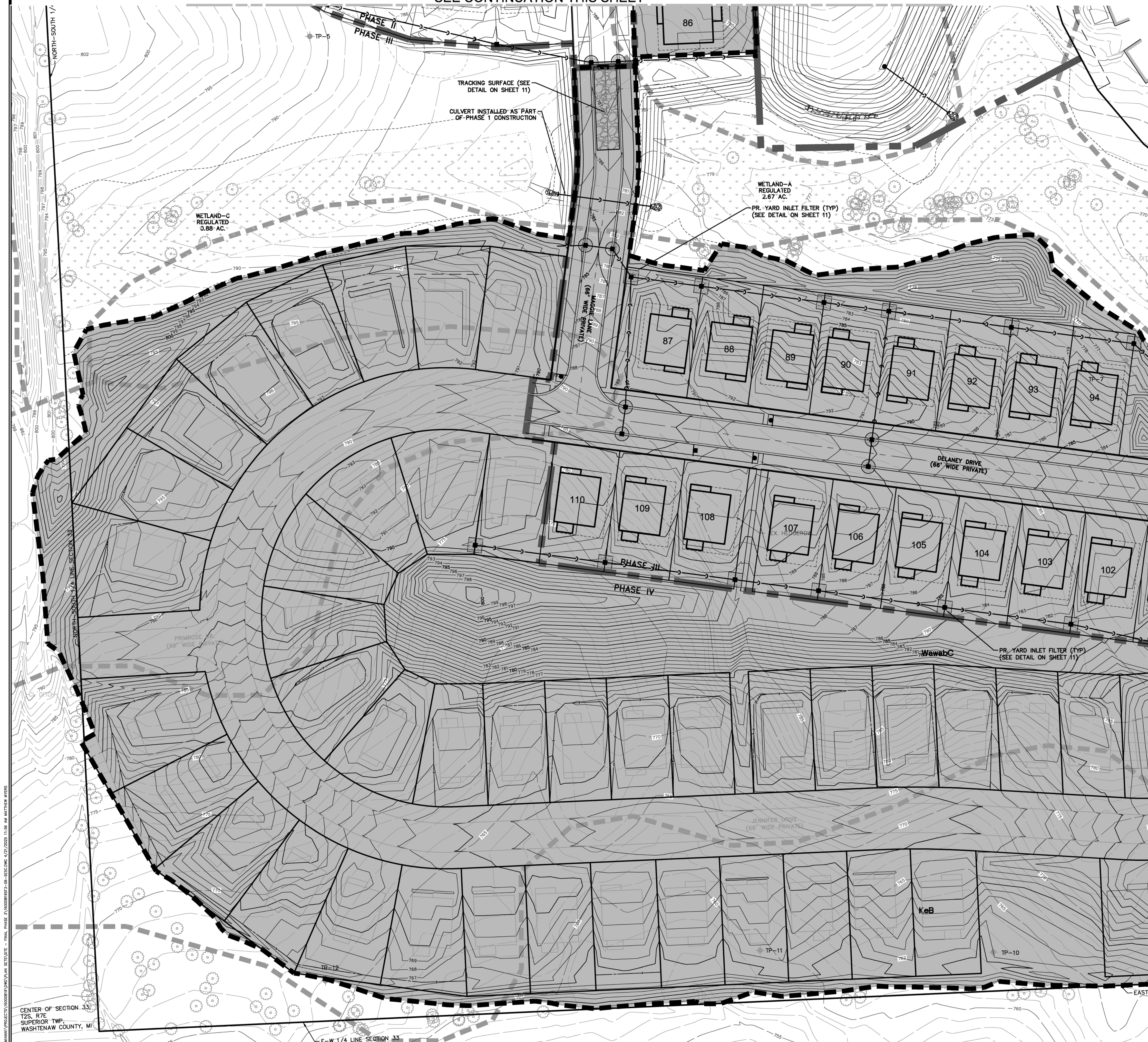


EMERGENCY ACCESS ALONG GEDDES TO BE MAINTAINED AT ALL TIMES INCLUDING SNOW REMOVAL, UNTIL SECONDARY SITE ACCESS AT FRANCES WAY IS CONSTRUCTED.



SEE CONTINUATION THIS SHEET

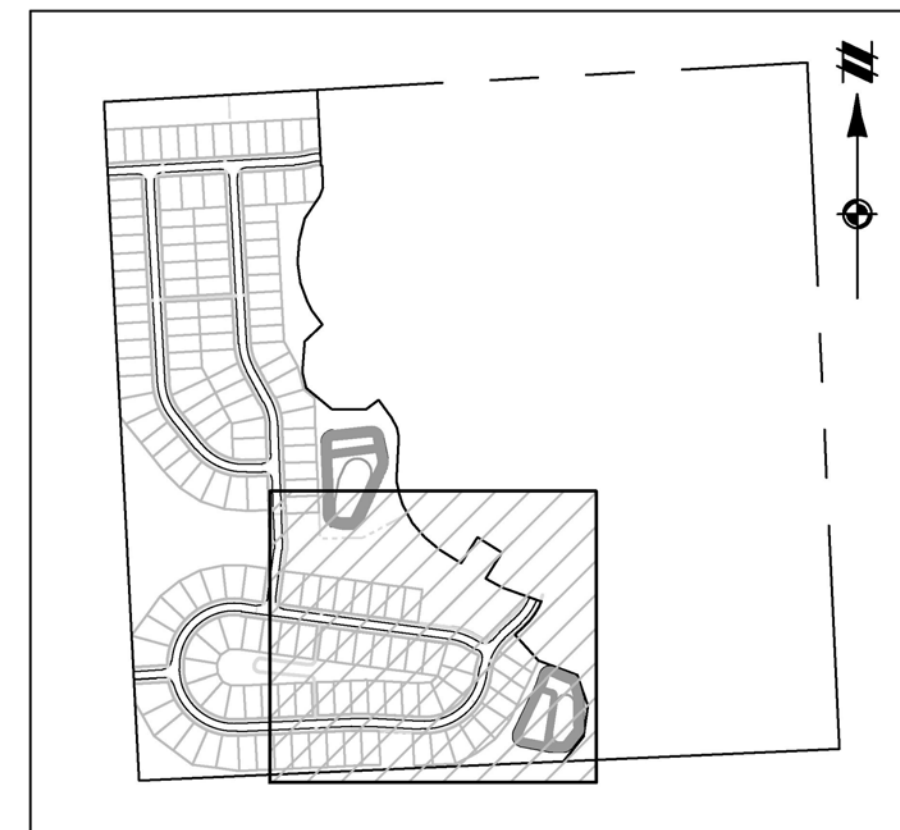
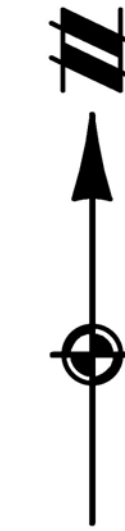
SEE CONTINUATION THIS SHEET



Page 226 of 311

\\MAIN\PROJECTS\16000819\DWG\REV\STATE - FINAL\16000819P3-06-RECC.DWG 4/27/2025 11:57 AM MATTHEW KAYES

SEE SHEET 8 FOR CONTINUATION



KEYMAP
SCALE: 1" = 750'

LEGEND

	PROPERTY LINE
	EASEMENT
	EXISTING 1' CONTOUR
	EXISTING 5' CONTOUR
	PHASE 1 GRADING 1' CONTOUR
	PHASE 1 GRADING 5' CONTOUR
	PROPOSED 1' CONTOUR
	PROPOSED 5' CONTOUR
	EXISTING MANHOLE/CATCH BASIN/END SECTION
	PROPOSED MANHOLE/CATCH BASIN/END SECTION
	PROPOSED SILT FENCE
	GRADING LIMITS
	TREE PROTECTION
	EXISTING CURB AND GUTTER
	PROPOSED CURB AND GUTTER
	PROPOSED SILT SACK INLET FILTER
	PROPOSED YARD INLET FILTER
	PROPOSED RIP-RAP
	EX. SOIL TYPE BOUNDARY
	EX. SOIL TYPE LABEL
	PR. LIMIT OF DISTURBANCE
	PHASE LINE

Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2025 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.

ATWELL
866.850.4200 www.atwell-group.com
311 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33	TOWN 2 SOUTH, RANGE 7 EAST	SE MICHIGAN LAND HOLDING LLC	PROSPECT POINTE WEST
	SUPERIOR TOWNSHIP	FINAL SITE PLAN - PHASE 3	
	WASHTENAW COUNTY, MICHIGAN	SOIL EROSION CONTROL PLAN	

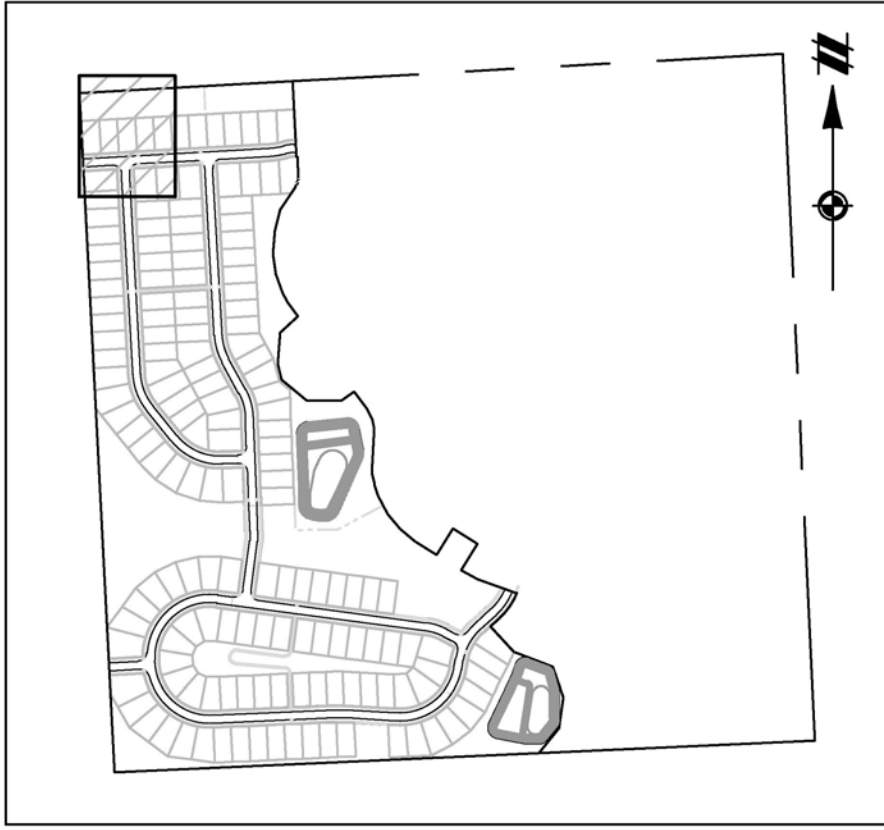
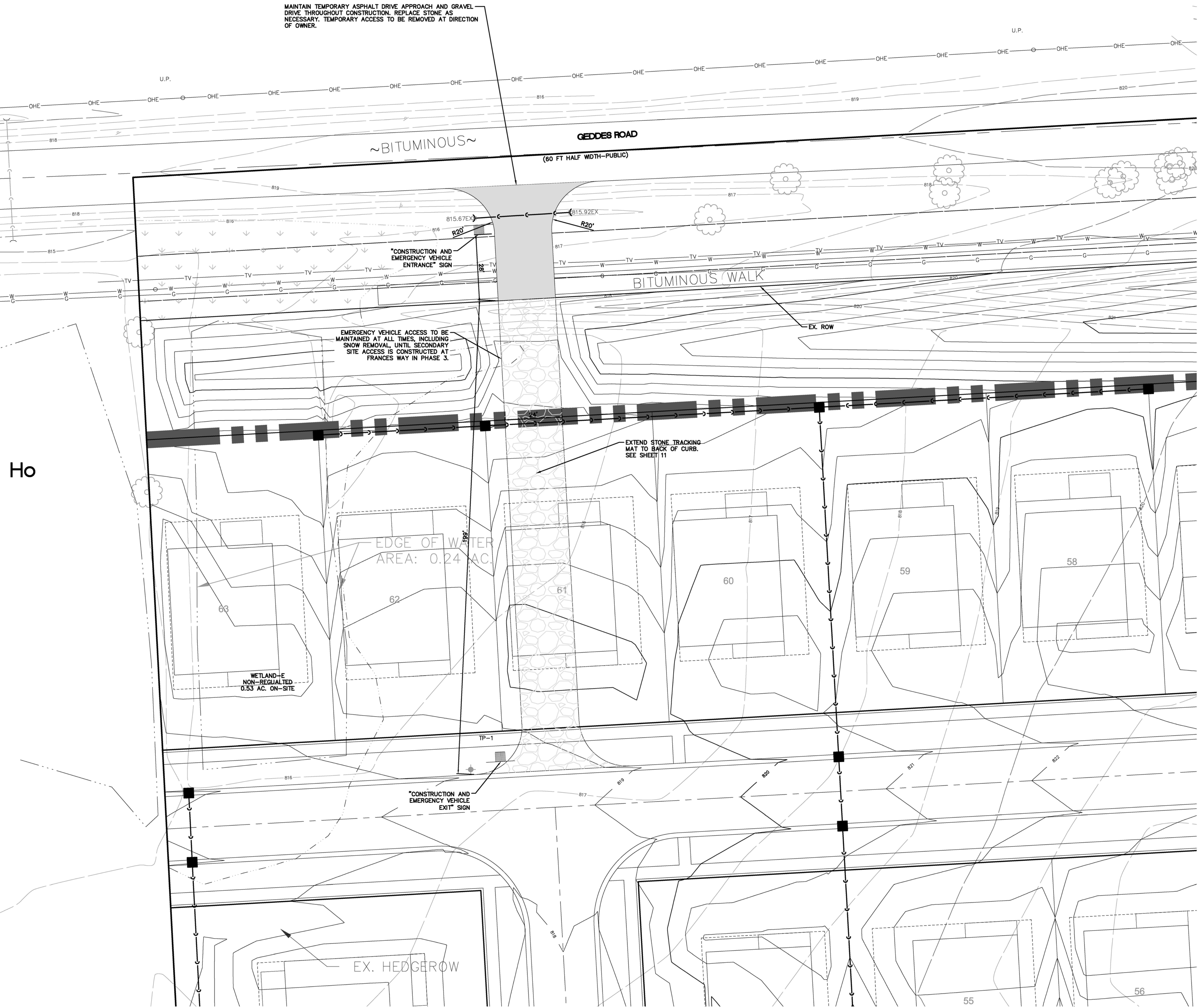
CLIENT

DATE
NOVEMBER 22, 2024

03-07-2025: PER TWP
04-21-2025: PER TWP

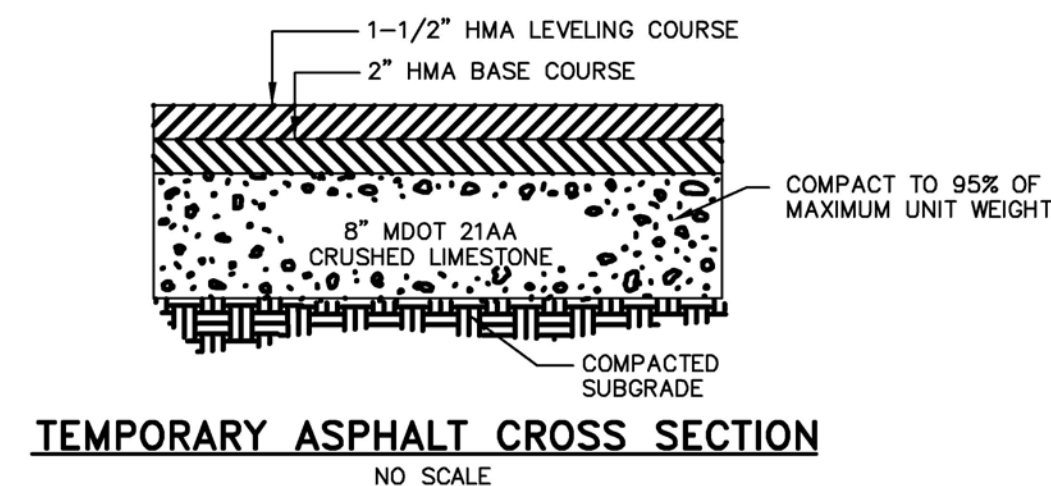
REVISIONS			
0	25	50	
SCALE: 1" = 50 FEET			
DR.	SK	CH.	SS
P.M.	MB		
BOOK	---		
JOB	16000819		
SHEET NO.	9		

\\MANN\PROJECTS\160000819\DWG\PLAN SET\160000819-06-REDCING 4/27/2023 11:08 AM MATTHEW MYERS



LEGEND

- PROPERTY LINE
- EASEMENT
- EXISTING 1' CONTOUR
- EXISTING 5' CONTOUR
- PHASE 1 GRADING 1' CONTOUR
- PHASE 1 GRADING 5' CONTOUR
- PROPOSED 1' CONTOUR
- PROPOSED 5' CONTOUR
- EXISTING MANHOLE/CATCH BASIN/END SECTION
- PROPOSED MANHOLE/CATCH BASIN/END SECTION
- PROPOSED SILT FENCE
- GRADING LIMITS
- TREE PROTECTION
- EXISTING CURB AND GUTTER
- PROPOSED CURB AND GUTTER
- PROPOSED SILT SACK INLET FILTER
- PROPOSED YARD INLET FILTER
- PROPOSED RIP-RAP
- EX. SOIL TYPE BOUNDARY
- EX. SOIL TYPE LABEL
- PR. LIMIT OF DISTURBANCE



Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY IN THE WORK OF PERSONS ENGAGED IN THE WORK OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2025, ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.

866.850.4200 www.atwell-group.com
301 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33	TOWN 2 SOUTH, RANGE 7 EAST	SUPERIOR TOWNSHIP	WASHTENAW COUNTY, MICHIGAN
------------	----------------------------	-------------------	----------------------------

CLIENT
SE MICHIGAN LAND HOLDING LLC
PROSPECT POINTE WEST
FINAL SITE PLAN - PHASE 3
TEMPORARY CONSTRUCTION ACCESS DRIVE

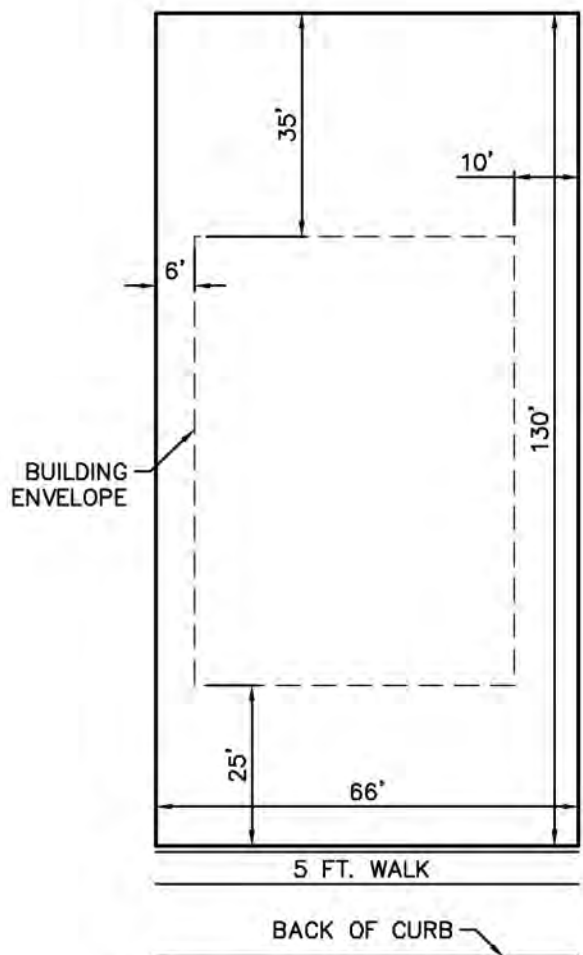
DATE
NOVEMBER 22, 2024

03-07-2025: PER TWP
04-21-2025: PER TWP

REVISIONS

DR.	SK	CH.	SS
P.M.	MB		
BOOK			
JOB	16000819		
SHEET NO.	10		

Parcel Table		Parcel Table	
Parcel #	Area (S.F.)	Parcel #	Area (S.F.)
85	8,580	91	8,580
86	8,580	92	8,580
87	10,530	93	8,580
88	8,580	94	8,580
89	8,580	95	10,534
90	9,100	96	10,221
		97	9,651
		98	9,170
		99	8,979
		100	11,292
		101	9,451
		102	8,840
		103	8,840
		104	8,840
		105	8,840
		106	8,840
		107	9,100
		108	9,100
		109	9,100
		110	9,100



TYPICAL 66' LOT DETAIL
N.T.S.

SITE DATA

GROSS AREA: 67.99 ACRES
GDDDES ROAD ROW: 1.15 ACRES
NET AREA: 66.84 ACRES

EXISTING ZONING: R4 SINGLE FAMILY RESIDENTIAL
PROPOSED ZONING: R4 SINGLE FAMILY RESIDENTIAL
PROPOSED USE: SINGLE FAMILY RESIDENTIAL SITE CONDOMINIUM

NUMBER OF PROPOSED LOTS: 157
PROPOSED DENSITY (GROSS): 2.31
PROPOSED DENSITY (NET): 2.35

LOT AREA PER DWELLING UNIT: 66' X 130' = 8580 SF (TYPICAL)

MINIMUM LOT WIDTH: 66'

LOT SETBACKS:
FRONT 25'
SIDE 6' MIN. (16' TOTAL)
REAR 35'

PROPOSED LOT COVERAGE (2,000 SF - 3200 SF HOMES): MAX 25%

PROPOSED GENERAL COMMON ELEMENT (G.C.E.): 21.65 ACRES

PROPOSED WETLAND IMPACTS
REGULATED 0.63 ACRES
NON-REGULATED 0.22 ACRES

LEGEND

- BOUNDARY LINE
- EXIST. EASEMENT
- SECTION LINE
- BOUNDARY/PROPERTY LINE
- EXIST. SETBACK
- EXIST. TREE LINE
- EXIST. CURB AND GUTTER
- EXIST. BUILDING
- EXIST. WETLAND BUFFER
- PROP. SETBACK
- PROP. LOT LINE
- PROP. ROAD CENTERLINE
- PROP. BACK OF CURB
- PROP. WALK
- PROP. ASPH.
- GENERAL COMMENT ELEMENT
- EXISTING WETLAND
- PROP. PHASE LINE
- GENERAL COMMON ELEMENT
- PROP. DRIVE LOCATION

PARKING CALC SUMMARY - PHASE 3

PARKING SUMMARY	ORDINANCE	UNIT	REQUIRED	PROVIDED	NOTES
RESIDENTIAL					
DETACHED CONDOS	2 PER DWELLING	26	52	104	2 PER GARAGE + 2 PER DRIVEWAY
TOTAL			52	104	REQUIREMENT MET



Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2024 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.

866.850.4200 www.atwell-group.com
311 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33

TOWN 2 SOUTH, RANGE 7 EAST

SUPERIOR TOWNSHIP

WASHTENAW COUNTY, MICHIGAN

CLIENT

SE MICHIGAN LAND HOLDING LLC
PROSPECT POINTE WEST
FINAL SITE PLAN - PHASE 3

OVERALL LAYOUT PLAN

DATE

NOVEMBER 22, 2024

03-07-2025: PER TWP

04-21-2025: PER TWP

REVISIONS

0 50 100

SCALE: 1" = 100 FEET

DR. SK CH. SS

P.M. MB

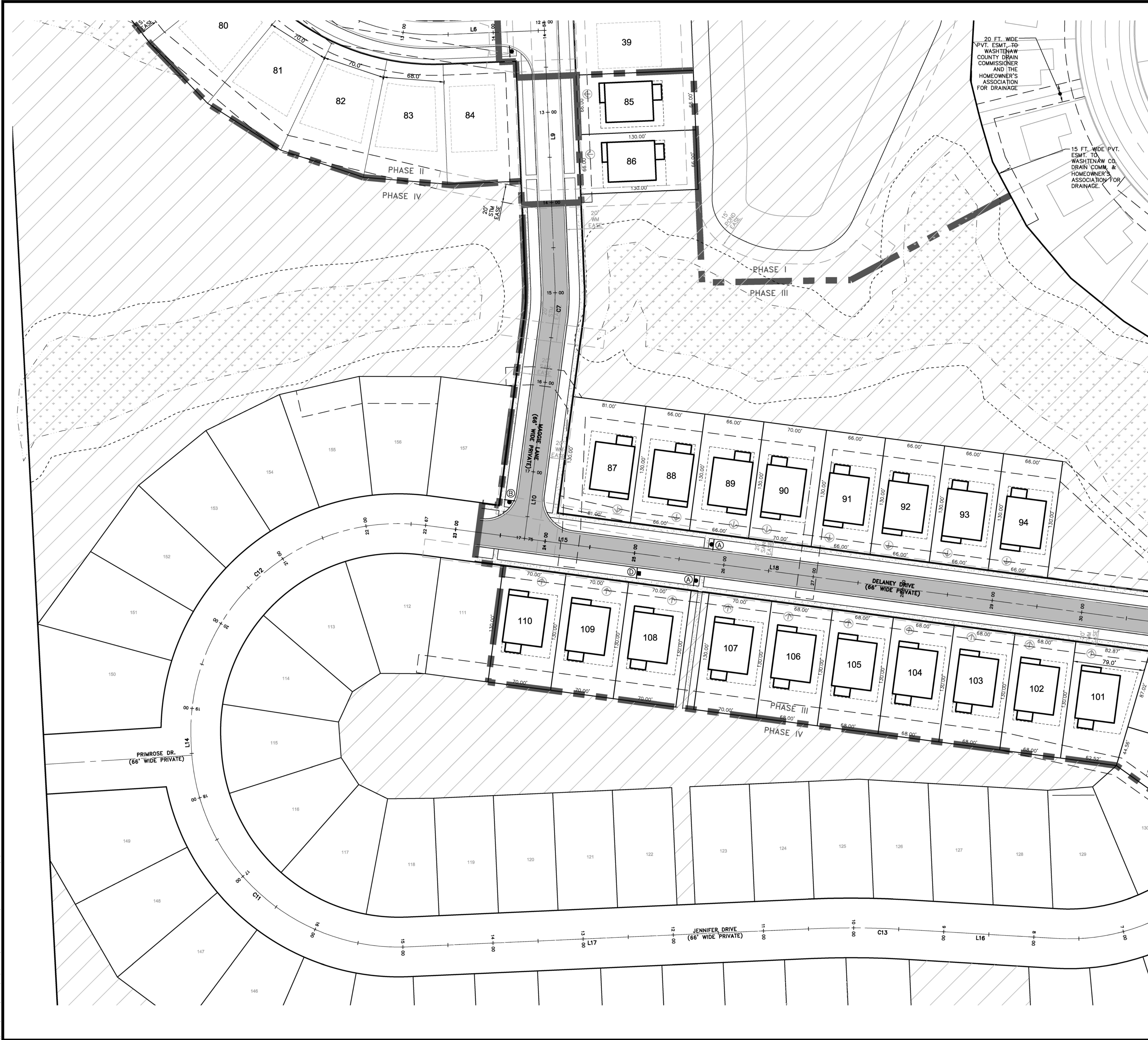
BOOK --

JOB 16000819

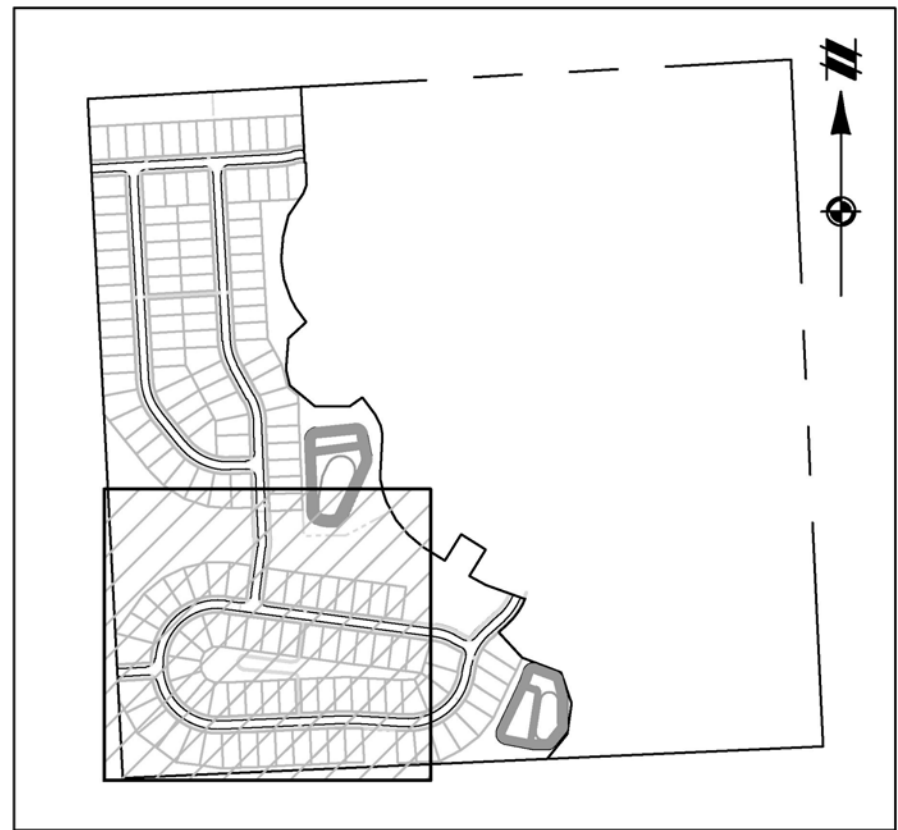
SHEET NO.

12

\\MAIN\PROJECTS\16000819\DWG - FINAL\16000819P3-08-1.DWG 6/27/2025 10:01 PM MATTHEW MYERS



SEE SHEET 14 FOR CONTINUATION



LEGEND

- BOUNDARY LINE
- EXIST. EASEMENT
- SECTION LINE
- BOUNDARY/PROPERTY LINE
- EXIST. SETBACK
- EXIST. TREE LINE
- EXIST. CURB AND GUTTER
- EXIST. BUILDING
- EXIST. WETLAND BUFFER
- PROP. SETBACK
- PROP. LOT LINE
- PROP. ROAD CENTERLINE
- PROP. BACK OF CURB
- PROP. WALK
- PROP. ASPH.
- GENERAL COMMON ELEMENT
- PROP. PHASE LINE
- EXIST. WETLAND
- GENERAL COMMON ELEMENT
- GARAGE/DRIVEWAY LOCATION INDICATOR

SIGN LEGEND

- W11A-2 PEDESTRIAN CROSSING SIGN
- R1-1 STOP SIGN
- D3-1 STREET NAME SIGN
- 'NO PARKING' FIRE LANE SIGN

FRANCES WAY, JENNIFER DR., DELANEY DR.

ALIGNMENT LINE TABLE				
Line #	Length	Direction	Start Point	End Point
L11	60.27	S19° 51' 29.48"W	(13328960.63,281542.12)	(13328940.16,281485.43)
L12	86.82	S47° 32' 13.57"W	(13328879.11,281393.89)	(13328815.06,281335.27)
L13	38.17	S10° 54' 11.78"W	(13328744.49,281209.10)	(13328737.27,281171.62)
L14	8.86	N2° 57' 34.43"W	(13327538.96,281194.13)	(13327538.50,281202.98)
L15	233.73	S82° 26' 42.68"E	(13327798.44,281442.86)	(13328030.13,281412.13)
L16	168.78	N86° 36' 24.80"W	(13328497.81,280985.53)	(13328329.32,280995.52)
L17	446.79	S87° 25' 49.58"W	(13328225.30,280996.27)	(13327778.96,280976.24)
L18	820.96	S82° 26' 42.68"E	(13327798.44,281442.86)	(13328612.26,281334.92)
L19	88.32	S62° 44' 35.31"E	(13328687.36,281311.38)	(13328765.87,281270.93)

ALIGNMENT CURVE TABLE					
CURVE #	RADIUS	LENGTH	DELTA	CHD. BEARING	CHORD
C8	230.00'	111.11'	27°40'44"	S33°41'52"W	110.03'
C9	230.00'	147.06'	36°38'02"	S29°13'13"W	144.57'
C10	230.00'	331.14'	82°29'23"	S52°08'53"W	303.27'
C11	230.00'	359.72'	89°38'36"	N47°45'52"W	324.16'
C12	230.00'	403.48'	100°30'52"	N47°17'51"E	353.70'
C13	1000.00'	104.07'	5°57'46"	N89°35'18"W	104.02'
C14	230.00'	79.09'	19°42'07"	S72°35'39"E	78.70'

Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2024 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.

866.850.4200 www.atwell-group.com
311 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33

TOWN 2 SOUTH, RANGE 7 EAST

SUPERIOR TOWNSHIP

WASHTENAW COUNTY, MICHIGAN

CLIENT
SE MICHIGAN LAND HOLDING LLC
PROSPECT POINTE WEST
FINAL SITE PLAN - PHASE 3
LAYOUT PLAN

DATE
NOVEMBER 22, 2024

03-07-2025: PER TWP
04-21-2025: PER TWP

REVISIONS

SCALE: 1" = 50 FEET

DR. SK CH. SS

P.M. MB

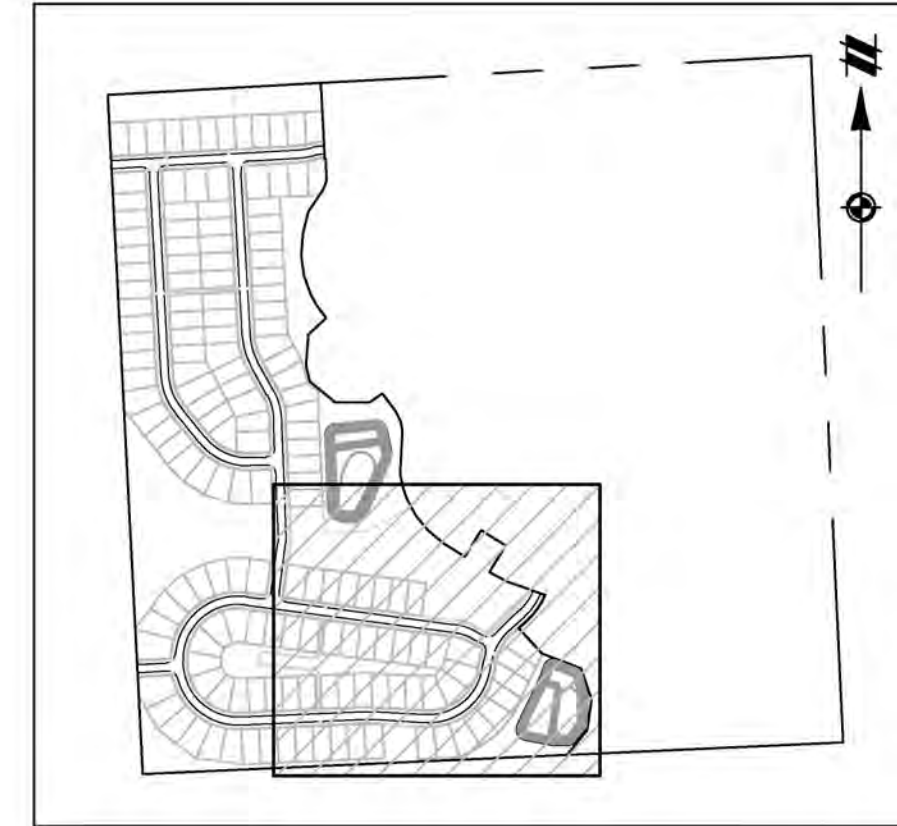
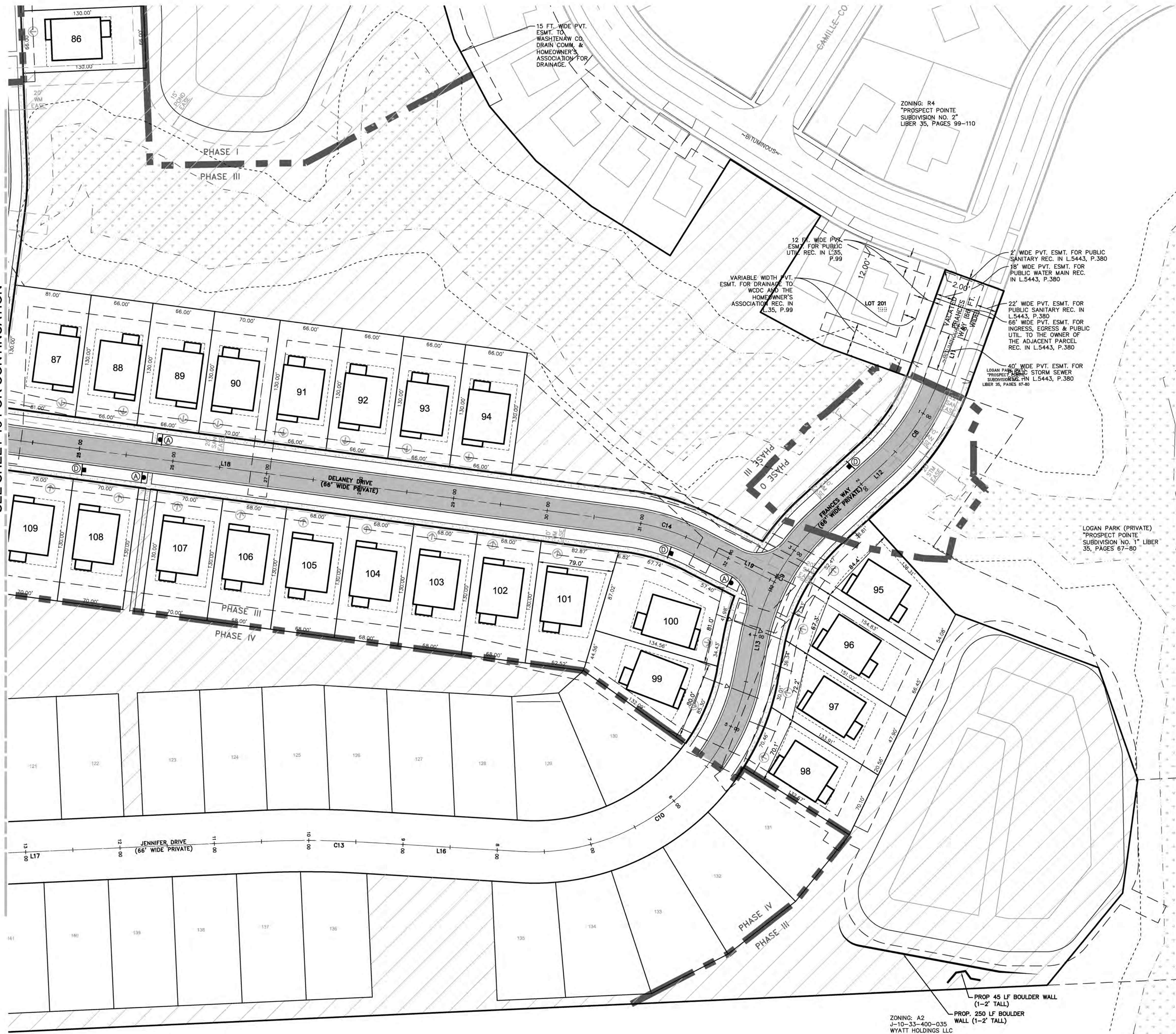
BOOK --

JOB 16000819

SHEET NO. 13

\\MAIN\PROJECTS\16000819\PLAN REVIEW - FINAL\PHASE 1\16000819P1-08.dwg 4/27/2025 10:02 PM MATTHEW MYERS

SEE SHEET 13 FOR CONTINUATION



LEGEND

	BOUNDARY LINE
	EXIST. EASEMENT
	SECTION LINE
	BOUNDARY/PROPERTY LINE
	EXIST. SETBACK
	EXIST. TREE LINE
	EXIST. CURB AND GUTTER
	EXIST. BUILDING
	EXIST. WETLAND BUFFER
	PROP. SETBACK
	PROP. LOT LINE
	PROP. ROAD CENTERLINE
	PROP. BACK OF CURB
	PROP. WALK
	PROP. ASPH.
	GENERAL COMMON ELEMENT
	PROP. PHASE LINE
	EXIST. WETLAND
	GENERAL COMMON ELEMENT
	GARAGE/DRIVEWAY LOCATION INDICATOR

SIGN LEGEND

- W11A-2 PEDESTRIAN CROSSING SIGN
- R1-1 STOP SIGN
- D3-1 STREET NAME SIGN
- 'NO PARKING' FIRE LANE SIGN



R1-1 SIGN DETAIL
NO SCALE



W11A-2 SIGN DETAIL
NO SCALE

FRANCES WAY, JENNIFER DR., DELANEY DR.

ALIGNMENT LINE TABLE				
Line #	Length	Direction	Start Point	End Point
L11	60.27	S19° 51' 29.48"W	(13328960.63,281542.12)	(13328940.16,281485.43)
L12	86.82	S47° 32' 13.57"W	(13328879.11,281393.89)	(13328815.06,281335.27)
L13	38.17	S10° 54' 11.78"W	(13328744.49,281209.10)	(13328737.27,281171.62)
L14	8.86	N2° 57' 34.43"W	(13327538.96,281194.13)	(13327538.50,281202.98)
L15	233.73	S82° 26' 42.68"E	(13327798.44,281442.86)	(13328030.13,281412.13)
L16	168.78	N86° 36' 24.80"W	(13328497.81,280985.53)	(13328329.32,280995.52)
L17	446.79	S87° 25' 49.58"W	(13328225.30,280996.27)	(13327778.96,280976.24)
L18	820.96	S82° 26' 42.68"E	(13327798.44,281442.86)	(13328612.26,281334.92)
L19	88.32	S62° 44' 35.31"E	(13328687.36,281311.38)	(13328765.87,281270.93)

ALIGNMENT CURVE TABLE						
CURVE #	RADIUS	LENGTH	DELTA	CHD. BEARING	CHORD	
C8	230.00'	111.11'	27°40'44"	S33°41'52"W	110.03'	
C9	230.00'	147.06'	36°38'02"	S29°13'13"W	144.57'	
C10	230.00'	331.14'	82°29'23"	S52°08'53"W	303.27'	
C11	230.00'	359.72'	89°36'36"	N47°45'52"W	324.16'	
C12	230.00'	403.49'	100°30'52"	N47°17'51"E	353.70'	
C13	1000.00'	104.07'	5°57'46"	N89°35'18"W	104.02'	
C14	230.00'	79.09'	19°42'07"	S72°35'39"E	78.70'	

Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE CONTRACTOR. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2024 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.

866.850.4200 www.atwell-group.com
311 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33

TOWN 2 SOUTH, RANGE 7 EAST

SUPERIOR TOWNSHIP

WASHTENAW COUNTY, MICHIGAN

CLIENT
SE MICHIGAN LAND HOLDING LLC
PROSPECT POINT WEST
FINAL SITE PLAN - PHASE 3
LAYOUT PLAN

DATE
NOVEMBER 22, 2024

03-07-2025: PER TWP
04-21-2025: PER TWP

REVISIONS

SCALE: 1" = 50 FEET

DR. SK CH. SS

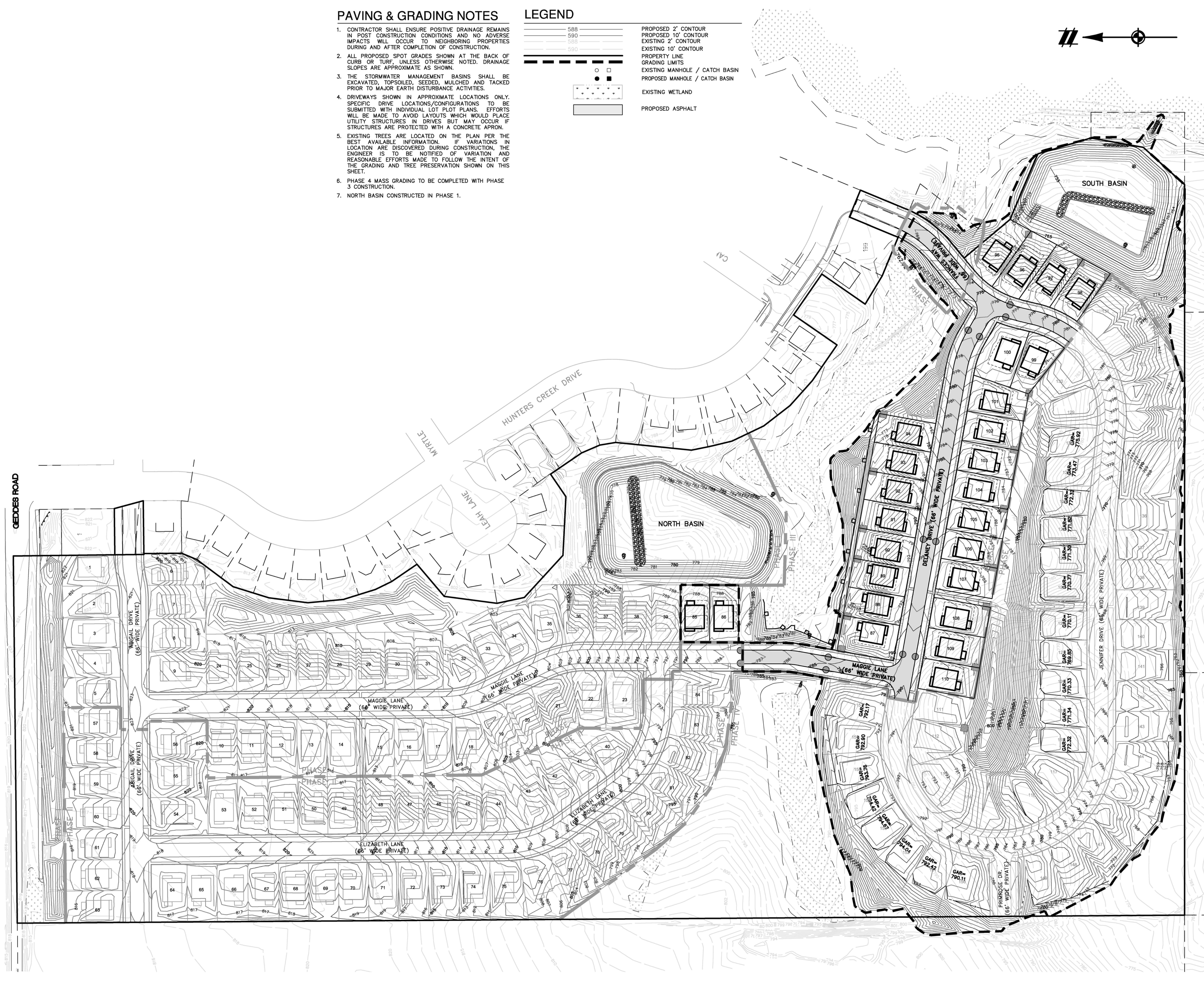
P.M. MB

BOOK --

JOB 16000819

SHEET NO. 14

\\MAIN\PROJECTS\16000819\DWG\PLAN SET\SITE - FINAL.Plan SET\16000819.dwg 12/24/2024 12:04 PM MATTHEW MYERS



PAVING & GRADING NOTES

1. CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE REMAINS IN POST CONSTRUCTION CONDITIONS AND NO ADVERSE IMPACTS WILL OCCUR TO NEIGHBORING PROPERTIES DURING AND AFTER COMPLETION OF CONSTRUCTION.
2. ALL PROPOSED SPOT GRADES SHOWN AT THE BACK OF CURB OR TURF, UNLESS OTHERWISE NOTED. DRAINAGE SLOPES ARE APPROXIMATE AS SHOWN.
3. THE STORMWATER MANAGEMENT BASINS SHALL BE EXCAVATED, TOPSOILED, SEEDED, MULCHED AND TACKED PRIOR TO MAJOR EARTH DISTURBANCE ACTIVITIES.
4. DRIVEWAYS SHOWN IN APPROXIMATE LOCATIONS ONLY. SPECIFIC DRIVE LOCATIONS/CONFIGURATIONS TO BE SUBMITTED WITH INDIVIDUAL LOT PLOT PLANS. EFFORTS WILL BE MADE TO AVOID LAYOUTS WHICH WOULD PLACE UTILITY STRUCTURES IN DRIVES BUT MAY OCCUR IF STRUCTURES ARE PROTECTED WITH A CONCRETE APRON.
5. EXISTING TREES ARE LOCATED ON THE PLAN PER THE BEST AVAILABLE INFORMATION. IF VARIATIONS IN LOCATION ARE DISCOVERED DURING CONSTRUCTION, THE ENGINEER IS TO BE NOTIFIED OF VARIATION AND REASONABLE EFFORTS MADE TO FOLLOW THE INTENT OF THE GRADING AND TREE PRESERVATION SHOWN ON THIS SHEET.
6. PHASE 4 MASS GRADING TO BE COMPLETED WITH PHASE 3 CONSTRUCTION.
7. NORTH BASIN CONSTRUCTED IN PHASE 1.

LEGEND

- 588
 - 590
 - 592
 - 594
 - 596
 - 598
 - 600
 - 602
 - 604
 - 606
 - 608
 - 610
 - 612
 - 614
 - 616
 - 618
 - 620
 - 622
 - 624
 - 626
 - 628
 - 630
 - 632
 - 634
 - 636
 - 638
 - 640
 - 642
 - 644
 - 646
 - 648
 - 650
 - 652
 - 654
 - 656
 - 658
 - 660
 - 662
 - 664
 - 666
 - 668
 - 670
 - 672
 - 674
 - 676
 - 678
 - 680
 - 682
 - 684
 - 686
 - 688
 - 690
 - 692
 - 694
 - 696
 - 698
 - 700
 - 702
 - 704
 - 706
 - 708
 - 710
 - 712
 - 714
 - 716
 - 718
 - 720
 - 722
 - 724
 - 726
 - 728
 - 730
 - 732
 - 734
 - 736
 - 738
 - 740
 - 742
 - 744
 - 746
 - 748
 - 750
 - 752
 - 754
 - 756
 - 758
 - 760
 - 762
 - 764
 - 766
 - 768
 - 770
 - 772
 - 774
 - 776
 - 778
 - 780
 - 782
 - 784
 - 786
 - 788
 - 790
 - 792
 - 794
 - 796
 - 798
 - 800
 - 802
 - 804
 - 806
 - 808
 - 810
 - 812
 - 814
 - 816
 - 818
 - 820
 - 822
 - 824
 - 826
 - 828
 - 830
 - 832
 - 834
 - 836
 - 838
 - 840
 - 842
 - 844
 - 846
 - 848
 - 850
 - 852
 - 854
 - 856
 - 858
 - 860
 - 862
 - 864
 - 866
 - 868
 - 870
 - 872
 - 874
 - 876
 - 878
 - 880
 - 882
 - 884
 - 886
 - 888
 - 890
 - 892
 - 894
 - 896
 - 898
 - 900
 - 902
 - 904
 - 906
 - 908
 - 910
 - 912
 - 914
 - 916
 - 918
 - 920
 - 922
 - 924
 - 926
 - 928
 - 930
 - 932
 - 934
 - 936
 - 938
 - 940
 - 942
 - 944
 - 946
 - 948
 - 950
 - 952
 - 954
 - 956
 - 958
 - 960
 - 962
 - 964
 - 966
 - 968
 - 970
 - 972
 - 974
 - 976
 - 978
 - 980
 - 982
 - 984
 - 986
 - 988
 - 990
 - 992
 - 994
 - 996
 - 998
 - 1000
- PROPOSED 2' CONTOUR
 - PROPOSED 10' CONTOUR
 - EXISTING 2' CONTOUR
 - EXISTING 10' CONTOUR
 - PROPERTY LINE
 - GRADING LIMITS
 - EXISTING MANHOLE / CATCH BASIN
 - PROPOSED MANHOLE / CATCH BASIN
 - EXISTING WETLAND
 - PROPOSED ASPHALT

Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2025 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.

ATWELL

866.850.4200 www.atwell-group.com

311 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33	TOWN 2 SOUTH, RANGE 7 EAST	SUPERIOR TOWNSHIP	WASHTENAW COUNTY, MICHIGAN
------------	----------------------------	-------------------	----------------------------

CLIENT
SE MICHIGAN LAND HOLDING LLC
PROSPECT POINTE WEST
FINAL SITE PLAN - PHASE 3

DATE
NOVEMBER 22, 2024

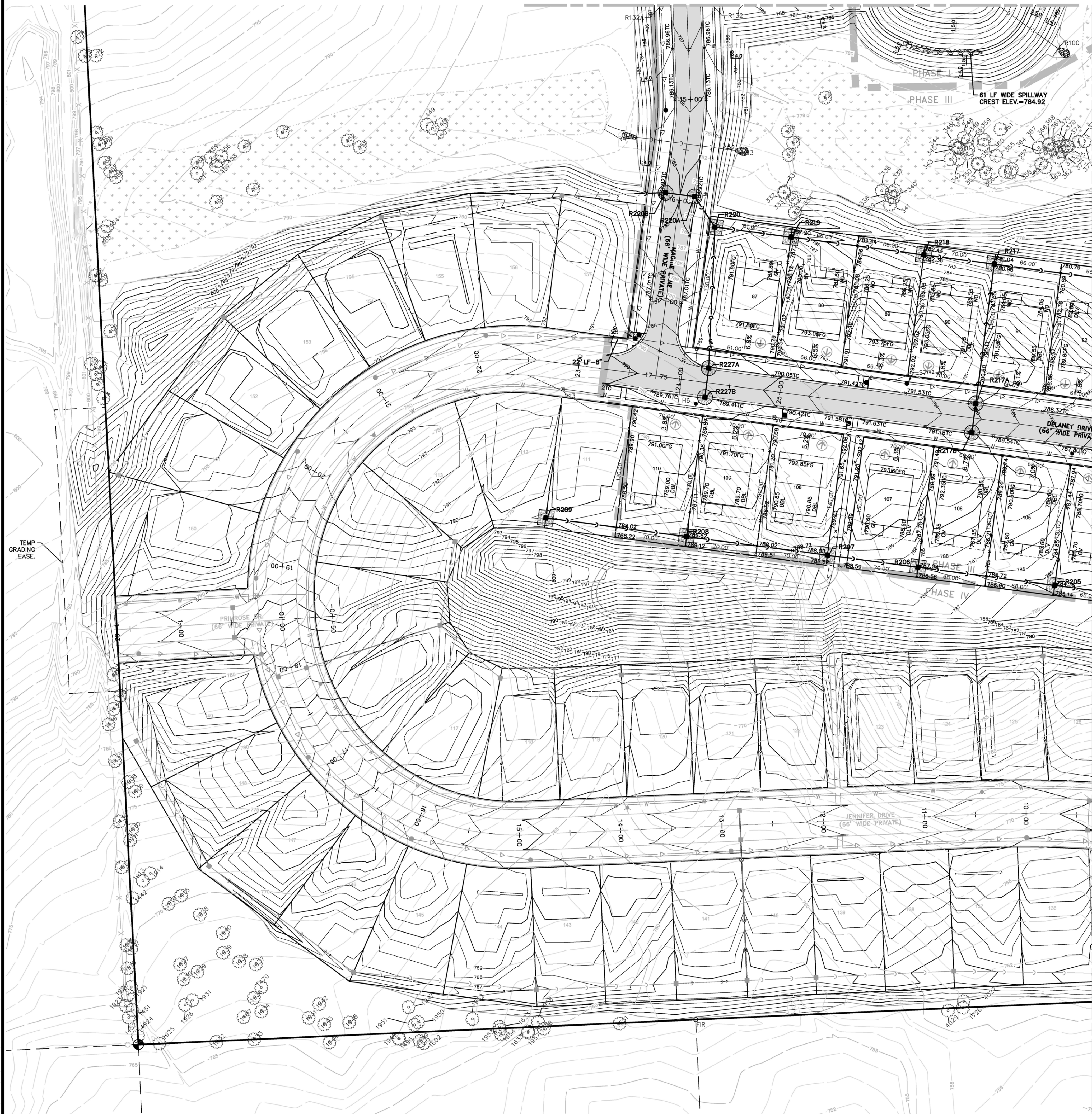
03-07-2025: PER TWP
04-21-2025: PER TWP

REVISIONS

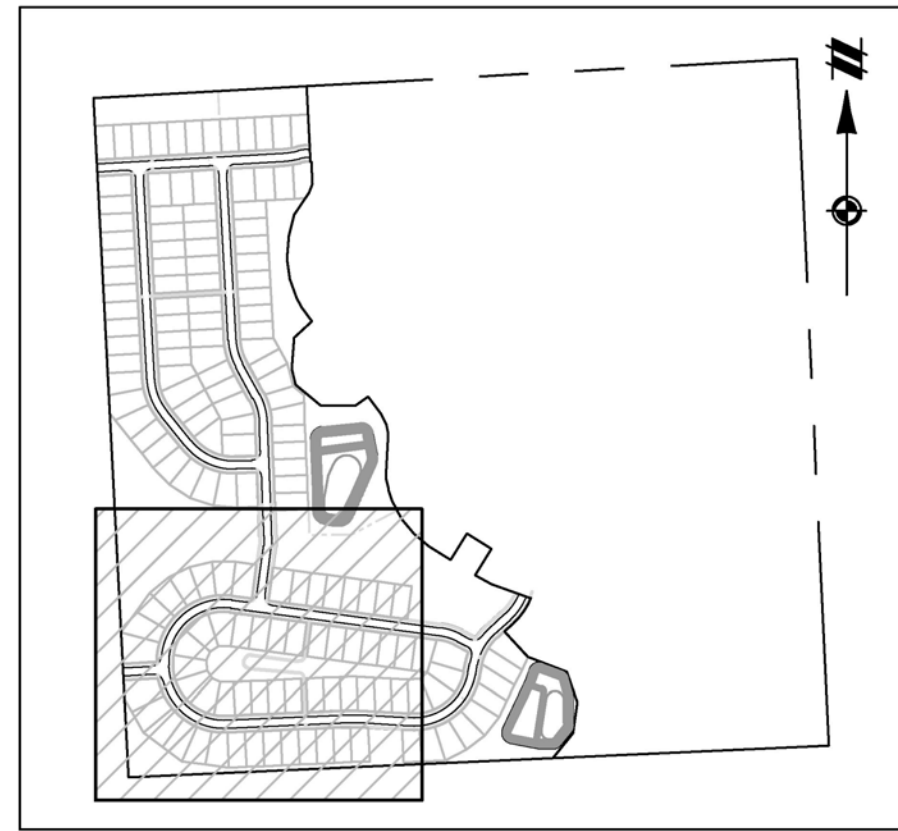
0 50 100
SCALE: 1" = 100 FEET

DR.	SK	CH.	SS
P.M.	MB		
BOOK			
JOB	16000819		
SHEET NO.	15		

SEE BELOW FOR CONTINUATION



SEE SHEET 17 FOR CONTINUATION



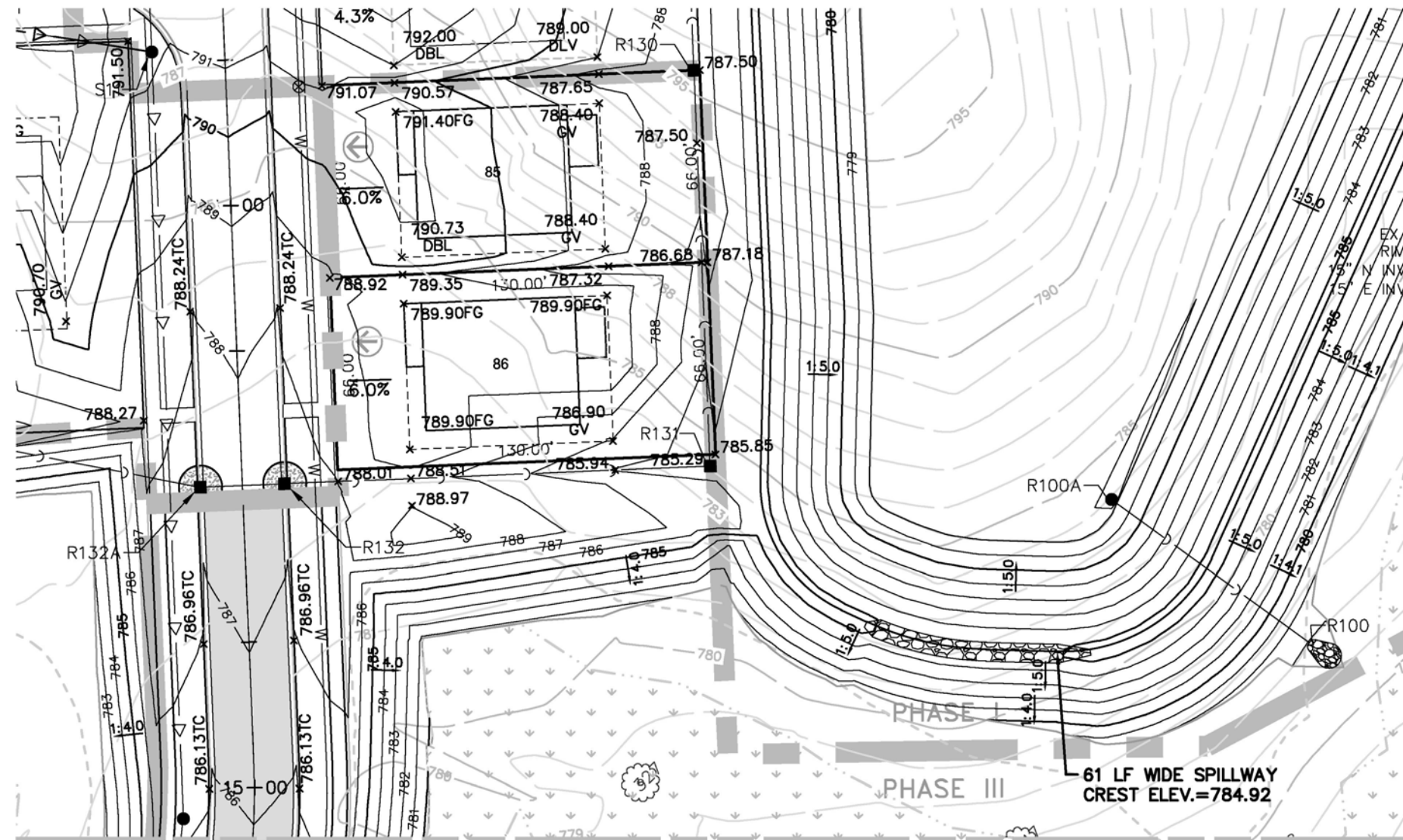
KEYMAP
SCALE: 1" = 750'

LEGEND

- | | |
|-----|-----------------------------------|
| 588 | PROPOSED 1' CONTOUR |
| 590 | PROPOSED 5' CONTOUR |
| 592 | EXISTING 1' CONTOUR |
| 594 | EXISTING 5' CONTOUR |
| --- | PROPERTY LINE |
| --- | GRADING LIMITS |
| ○ | EXISTING MANHOLE / CATCH BASIN |
| □ | PROPOSED MANHOLE / CATCH BASIN |
| ▽ | EXISTING HYDRANT |
| ○ | PROPOSED HYDRANT |
| ○ | EXISTING GATE VALVE & WELL |
| ○ | PROPOSED GATE VALVE & WELL |
| ○ | EXISTING WATER MAIN MANHOLE |
| ○ | PROPOSED SANITARY SEWER MANHOLE |
| ○ | EXISTING SANITARY SEWER MANHOLE |
| ○ | EXISTING WETLAND |
| --- | PROPOSED ASPHALT |
| --- | PROPOSED CONCRETE |
| → | PROPOSED EMERGENCY OVERFLOW ROUTE |

PAVING & GRADING NOTES

- CONTRACTOR SHALL ENSURE POSITIVE DRAINAGE REMAINS IN POST CONSTRUCTION CONDITIONS AND NO ADVERSE IMPACTS WILL OCCUR TO NEIGHBORING PROPERTIES DURING AND AFTER COMPLETION OF CONSTRUCTION.
- ALL PROPOSED SPOT GRADES SHOWN AT THE BACK OF CURB OR TURF, UNLESS OTHERWISE NOTED. DRAINAGE SLOPES ARE APPROXIMATE AS SHOWN.
- THE STORMWATER MANAGEMENT BASINS SHALL BE EXCAVATED, TOPSOILED, SEED, MULCHED AND TACKED PRIOR TO MAJOR EARTH DISTURBANCE ACTIVITIES.
- DRIVEWAYS SHOWN IN APPROXIMATE LOCATIONS ONLY. SPECIFIC DRIVE LOCATIONS/CONFIGURATIONS TO BE SUBMITTED WITH INDIVIDUAL LOT PLOT PLANS. EFFORTS WILL BE MADE TO AVOID LAYOUTS WHICH WOULD PLACE UTILITY STRUCTURES IN DRIVES BUT MAY OCCUR IF STRUCTURES ARE PROTECTED WITH A CONCRETE APRON.
- EXISTING TREES ARE LOCATED ON THE PLAN PER THE BEST AVAILABLE INFORMATION. IF VARIATIONS IN LOCATION ARE DISCOVERED DURING CONSTRUCTION, THE ENGINEER IS TO BE NOTIFIED OF VARIATION AND REASONABLE EFFORTS MADE TO FOLLOW THE INTENT OF THE GRADING AND TREE PRESERVATION SHOWN ON THIS SHEET.
- PHASE 4 MASS GRADING TO BE COMPLETED WITH PHASE 3 CONSTRUCTION.
- NORTH BASIN CONSTRUCTED IN PHASE 1.



SEE ABOVE FOR CONTINUATION



Know what's below.
Call before you dig.

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE: CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK OF PERSONS ENGAGED IN THE WORK OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

COPYRIGHT © 2025 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE PRIOR WRITTEN CONSENT OF ATWELL LLC.



866.850.4200 www.atwell-group.com
301 N. MAIN STREET
ANN ARBOR, MI 48104
734.994.4000

SECTION 33

TOWN 2 SOUTH, RANGE 7 EAST

SUPERIOR TOWNSHIP

WASHTENAW COUNTY, MICHIGAN

CLIENT SE MICHIGAN LAND HOLDING LLC

PROSPECT POINTE WEST

FINAL SITE PLAN - PHASE 3

GRADING PLAN

DATE

NOVEMBER 22, 2024

03-07-2025: PER TWP

04-21-2025: PER TWP

REVISIONS

0 25 50
SCALE: 1" = 50 FEET

DR. SK CH. SS

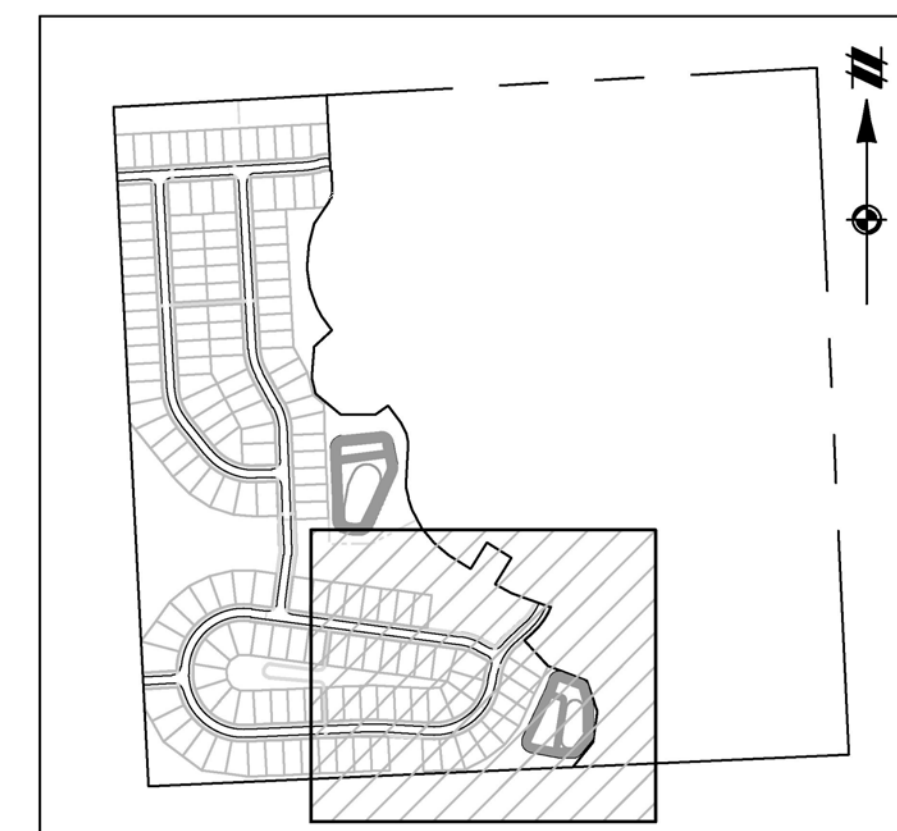
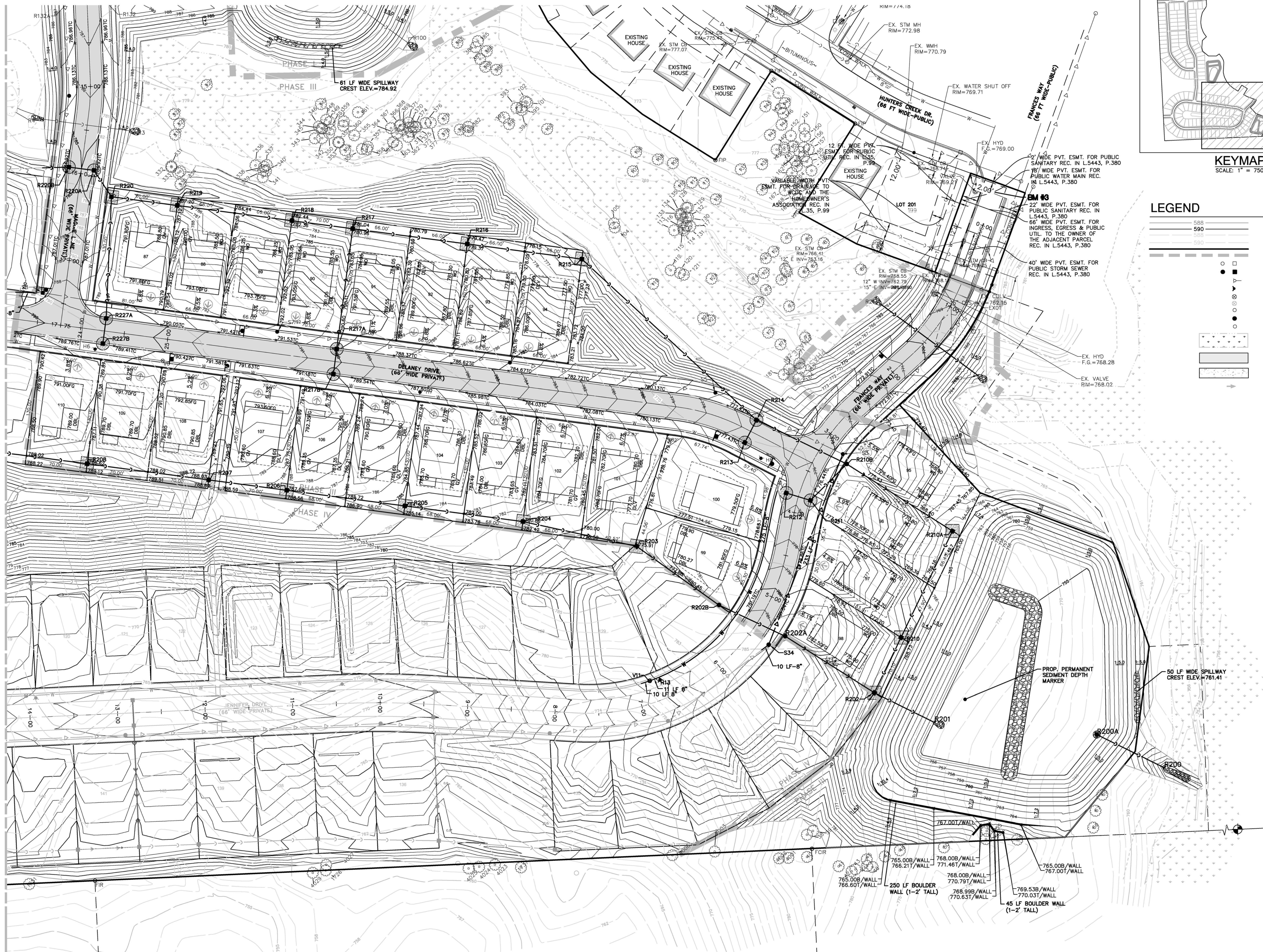
P.M. MB

BOOK --

JOB 16000819

SHEET NO.

16



- # LEGEND
- | | |
|--|-----------------------------------|
| | PROPOSED 1' CONTOUR |
| | PROPOSED 5' CONTOUR |
| | EXISTING 1' CONTOUR |
| | EXISTING 5' CONTOUR |
| | PROPERTY LINE |
| | GRADING LIMITS |
| | EXISTING MANHOLE / CATCH BASIN |
| | PROPOSED MANHOLE / CATCH BASIN |
| | EXISTING HYDRANT |
| | PROPOSED HYDRANT |
| | EXISTING GATE VALVE & WELL |
| | PROPOSED GATE VALVE & WELL |
| | EXISTING WATER MAIN MANHOLE |
| | PROPOSED SANITARY SEWER MANHOLE |
| | EXISTING SANITARY SEWER MANHOLE |
| | EXISTING WETLAND |
| | PROPOSED ASPHALT |
| | PROPOSED CONCRETE |
| | PROPOSED EMERGENCY OVERFLOW ROUTE |

 Know what's below. Call before you dig. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROPRIATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL EXTEND THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL OTHER PERSONS.			
NOTICE: CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTORS. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.			
COPYRIGHT © 2025 ATWELL LLC. NO REPRODUCTION SHALL BE MADE WITHOUT THE WRITTEN CONSENT OF ATWELL LLC. ATWELL 866.850.4200 www.atwell-group.com 331 N MAIN STREET ANN ARBOR MI 48104			
SECTION 33		TOWN 2 SOUTH, RANGE 7 EAST	
		SUPERIOR TOWNSHIP	
		WASHTENAW COUNTY, MICHIGAN	
SE MICHIGAN LAND HOLDING LLC PROJECT POINTE WEST FINAL SITE PLAN - PHASE 3 GRADING PLAN			
CLIENT			
DATE NOVEMBER 22, 2024			
03-07-2025: PER TRIP			
04-21-2025: PER TRIP			
REVISIONS			
0 25 50 SCALE: 1" = 50 FEET			
DR.	SK	CH.	SS
P.M. MB			
BOOK			
JOB 16000819			
SHEET NO. 17			