1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board was called to order by the Supervisor Ken Schwartz at 7:00 p.m. on September 16, 2024, at the Superior Charter Township Hall, 3040 North Prospect, Superior Charter Township, Michigan.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

The members present were Supervisor Ken Schwartz, Clerk Lynette Findley, Treasurer Lisa Lewis, Trustee Nancy Caviston, Trustee Bernice Lindke, Trustee Rhonda McGill, and Trustee Bill Secrest.

Absent: None

4. ADOPTION OF AGENDA

It was moved by Trustee McGill supported by Treasurer Lewis, to adopt the agenda.

The motion carried by unanimous vote.

5. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

- Tom Freeman, Dixboro Village Green Board, thanked the Township Board for their support in the bicentennial celebration and spoke in favor New Business item “F”.
- Daryl Morris, Morris Concrete Solutions LLC, addressed the Board regarding the termination of his contract, expressing disappointment over the situation, speculating it turned political after Irma Golden’s involvement in sidewalk projects, and stating he would not contest the decision, inviting any questions.
- Trustee Caviston said that although being a Trustee and not on site every day, that she had never heard anything about Mr. Morris.
- Mr. Morris expressed concern that Deputy Supervisor Golden had rallied a group of people to send emails and post negative reviews about his company, possibly with the intent to damage its reputation. He is considering legal action but prefers to leave the matter in God's

hands, acknowledging that while his company is not perfect, he feels the complaints are unfair and that some people do not fully understand the concrete business.

- Trustee McGill questioned Daryl Morris about his company's licensing status, pointing out that a recent search on LARA (Michigan Department of Licensing and Regulatory Affairs) did not show Morris Concrete Solutions as licensed, and there was a gap in insurance coverage.
- Daryl Morris explained that his license is connected to his church and is in his pastor's name, noting that the company operates seasonally, which affects its insurance status.
- Trustee McGill reiterated that the license should be under Morris Concrete Solutions, given that they were performing work for the Township, and also expressed concerns about the lack of insurance coverage while he has been performing work.
- Daryl Morris responded that the insurance was now fully covered.
- Clerk Findley interjected, stating that the insurance coverage had not been in place earlier while Mr. Morris was doing work for the Township.
- Supervisor Schwartz intervened, stating that further back-and-forth discussion would not be productive.
- Clerk Findley responded that Morris Concrete had only been contracted with the Township for two years.
- Trustee Caviston noted that she had been aware of Morris Concrete for a long time.
- Brenda Baker, Ashton Ct., gave an update about the Committee to Promote Superior Township (C2PST).
- Trustee McGill suggested the C2PST interviews Township employees who are "Superior People".
- Kelly Goolsby, on behalf of Washtenaw County's Health Department, raised concerns about black mold at Sycamore Meadows and requested that all units be tested for mold. She mentioned that a client had lost a child due to mold exposure.
- Kelly Goolsby further requested the Board provide part-time help for the building inspector, Mr. Bill Balmes, to aid in smoother inspections at Sycamore Meadows.
- Kelly Goolsby also requested continued ARPA funding for the Trusted Parent Advisors for an additional one to two years, similar to what was awarded to CLR (Community. Leadership. Revolution.).
- Trustee Caviston questioned whether the Health Department should be involved, given the seriousness of black mold, and suggested bringing them in.
- Supervisor Schwartz confirmed that Bill Balmes would inspect a unit at Sycamore Meadows the following day and advised Kelly Goolsby to also alert the Washtenaw County Health Department.
- Kelly Goolsby expressed frustration with the property management at Sycamore Meadows and voiced concerns about biased inspections and remediation efforts, suggesting that an external entity should handle remediation.

- Supervisor Schwartz noted that four years ago, when Sycamore Meadows lacked central air, he, Former Treasurer Brenda McKinney, Clerk Findley and Congresswomen Debbie Dingell worked with management to get it installed.
- Clerk Findley redirected the conversation back to the issue of mold, noting that the central air matter was unrelated to the current health concerns.
- Supervisor Schwartz suggested that issues with HUD be addressed through congressional representatives and reiterated that the Township should handle mold related concerns.
- Dana Green Jr., Stamford Rd., thanked his wife, daughter, and all those who supported his candidacy for Superior Charter Township Trustee.
- Steph, Zoom, raised concerns about the sidewalk contractor, Morris Concrete Solutions LLC.
- Clerk Findley commended Treasurer Lewis, with the support of Trustees Lindke, McGill, and Secrest, for her efforts in addressing residents' concerns with trash collection services.
- Clerk Findley added that Supervisor Schwartz should be thanking the Treasurer because she is doing a part of his job.
- Supervisor Schwartz responded that handling the concerns of trash collection services is not solely his job but the entire Board.
- T.C. Collins, Director of Clay Hills Community Farm and Garden, gave an update on the project.
- Trustee McGill informed the meeting of a "Voter Registration Party" being offered by "Survivors Speak".

6. PRESENTATIONS AND PUBLIC HEARINGS

None

7. CONSENT AGENDA

It was moved by Trustee Lindke supported by Trustee McGill to approve the Consent Agenda with the removal of the following:

APPROVAL OF MINUTES
a. AUGUST 19, 2024

REPORTS
e. CONTROLLERS REPORT

The motion carried by unanimous vote.

A. APPROVAL OF MINUTES
a. AUGUST 19, 2024

B. REPORTS

a. **SUPERVISOR REPORT**
b. **LIAISON REPORT ON PARKS & RECREATION COMMISSION MEETING**
c. **COMMUNITY CENTER ADVISORY COMMITTEE**
d. **DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, ORDINANCE OFFICER REPORT, PARKS COMMISSION MINUTES, SHERIFF'S REPORT, PLANNING AND ZONING REPORT, UTILITY DEPARTMENT'S REPORT, ASSESSING REPORT**
e. **CONTROLLERS REPORT**
f. **FINANCIAL REPORT, (PREVIOUS MONTH)**

C. COMMUNICATIONS
a. **C2PST**

(All letters and documents given at the table are attached to the end of these minutes)

8. ITEMS REMOVED FROM THE CONSENT AGENDA

A. APPROVAL OF MINUTES: AUGUST 19, 2024

- Trustee Lindke said page five of the minutes "potential candidate" should be "Woodhill Group."
- Trustee Lindke addressed concerns that have been raised about the $93,500.00 the Board agreed to pay the Washtenaw County Parks and Recreation. She referenced an agreement made roughly a year ago, stating that damages would be assessed if the pump station was not completed by November of that year.
- Clerk Findley mentioned that she believed it might have been a verbal agreement but stated that all minutes had been reviewed, and there was no record of it.
- Trustee McGill suggested that there might have been an email from the County regarding this matter, but no written record was found.
- Supervisor Schwartz mentioned the letter from the attorney and suggested they could investigate further.
- Trustee Lindke reiterated her recollection of multiple discussions about the issue, and she believes it was "in writing."

It was moved by Trustee McGill supported by Treasurer Lewis to approve the minutes with the corrections given.

The motion carried by unanimous vote.

~~B. CONTROLLERS REPORT~~

Trustee Lindke said this matter can be discussed during Unfinished Business Item "A".

9. UNFINISHED BUSINESS

A. RESOLUTION 2024-51, BUDGET AMENDMENTS FOR ALL FUNDS

The following resolution was moved by Treasurer Lewis supported by Trustee Lindke.

- Clerk Findley questioned if the Opioid Settlement funds had been placed into the General Budget and emphasized that they should be allocated to a specific area, possibly under the Fire Chief's Budget, as the funds are intended for emergency needs.
- Nancy Mason, Township Bookkeeper, explained that initially, the settlement money was categorized as miscellaneous income due to lack of awareness but has since been assigned its own revenue line in the general budget until further decisions are made.
- Clerk Findley reiterated that the funds should be directed specifically towards issues related to the opioid crisis and not in General or Law Funds.
- Supervisor Schwartz clarified that the settlement was meant to address damages to the general public and suggested it was up to the Board to decide on its allocation.
- Nancy Mason mentioned that the current amount is over $20,000.00, and any additional instructions on its allocation would be needed.
- Supervisor Schwartz acknowledged that more settlement funds are expected but are not always notified beforehand.
- Nancy Mason noted they received an additional $400.00 today.
- Trustee Lindke inquired about the $200,000.00 from the property sale on Plymouth Road that was not reflected in the amended budget.
- Nancy Mason stated that she would need to verify whether the funds from the sale of the 1.7-acre property were received and properly allocated.
- Trustee Lindke highlighted some discrepancies in the Utility Budget, specifically about uniforms, training, and mileage, and noted that the original budget amounts were missing.
- Supervisor Schwartz suggested speaking to Keith Lockie, Township Controller, about the issue.
- Trustee Lindke also mentioned the purchase of trees for Clay Hills Community Farm and Garden, which was supposed to come from the Tree Fund, and noted that the Fund Balance had not changed.
- Nancy Mason clarified that adjustments for designated Fund Balances are typically done at the end of the year.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

BUDGET AMENDMENTS FOR ALL FUNDS

RESOLUTION NUMBER: 2024-51

DATE: AUGUST 19, 2024

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 reviewed the revenues and expenditures for 2024 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.

FUND	DEPT.	ACCT. #	DESCRIPTION	APPROVED AMOUNT	CHANGE +/(-)	AMENDED AMOUNT	REASON
Utility	000	421	New Cust. Fees	$20,000	$30,000	$50,000	1
		423	Cust. Call Out	150	7,000	7,150	1
		441	Interest on Bank Accts.	6,000	12,000	18,000	2
	611MF	620	R&M	20,000	15,000	35,000	3
	650	651	Uniforms	0	3,750	3,750	4
		652	Mileage	0	16,000	16,000	4
		653	Employee Training	0	10,000	10,000	4
		656	Misc. Emp. Expenses	0	100	100	4
	850	856	Transfer to Cap. Res.	301,717	4,150	305,867	

1 - Increased Building

2 - Higher Interest Rates

3 - Security Upgrades

4 - New Budget

Parks	770	985.000	Equip. Over $5,000	$0	$5,697	$5,697	1
	000	699.999	Approp. From F. B.	7,089	5,697	12,786	

1 - New Landscape Trailer

GF	000	445	DELQ INTEREST & PENALTY	$250	$4,500	$4,750	1
		447.001	Delq W/S admin fee	4,700	(4,700)	0	2
		577.001	Grants Revenue	300,000	383,776	683,776	19
		577.002	ROW Revenue	10,500	5,000	15,500	3
		577.003	National Opioid Settlement	0	20,500	20,500	5
	261	802	Attorneys	20,000	35,000	55,000	4
		804	Audit	11,000	8,500	19,500	6
		805-006	PLYMOUTH RD PATHWAY	200,000	550,000	750,000	7
		805.007	Dixboro SH	15,000	60,000	75,000	8
		805-012	Macarthur Pathway	0	170,000	170,000	9
		805-013	Fireman's Park	0	60,000	60,000	10
		805-014	Trees	0	5,000	5,000	11
		805-015	Sidewalk Program	0	4,500	4,500	12
		805-016	Hyundai	0	184,312	184,312	13
		805-017	Clayhill Farm	0	36,700	36,700	14
		805-018	Park Dept Bathroom	0	28,000	28,000	15
		955-001	Ypsi Meals	0	10,000	10,000	16
	265	975	Building Improvements	0	8,000	8,000	17
	446	805	Contracting Serv.	1,000	19,000	20,000	18
	000	699.999	Approp. From F. B.	530,221	769,936	1,300,157	

1 - PA 105 interest

2-Collected by Utility Dept

3 - Add'l Revenue from Metro ACT Fund

4 - Drug Settlement Income

5- Sexual harassment lawyer

6- Add'l services provided by auditors

7- Construction of path

8- Purchased the

schoolhouse 9-
Construction of path
10- Clearing of grounds
11- Trees for Willow Run Acres
12- Owner deceased
13- Money owed back to
Hyundai 14-Clearing of land
15- New bathroom for Parks
16- Board
approved 17-
Generator
work
18- Final cleanup for Harris/MacArthur
19- Pathway Grants

Fire	000	687	Insurance Reimbursement	$1,000	$3,500	$4,500	1
	336	725	Taxable Benefits	181,084	70,000	251,084	2
		725.001	HCSP	61,200	-38,000	23,200	3
		806	Professional Services-Other	25,000	15,000	40,000	4
		915	Membership & Dues	6,000	1,200	7,200	
	338	976	Building Improvements	0	598,200	598,200	5
	965	965	BLDG. CONST. RESERVE	182,708	-182,708	0	
		966	TRUCK REPLACE. RESERVE	182,707	-182,707	0	
	000	699.999	Approp. From F. B.	0	280,985	280,985	

1 - Insurance claim
reimbursement 2- Cashing in
of more time
3 - Have forfeited funds to use
4 - Prepayment from
audit 5- Pavement @
Station #1

Building	000	628.000	Charges for Serv.	$225,000	$100,000	$325,000	1
	000	699.999	Approp. From F. B.	141,039	100,000	41,039	

1 - Increased Building

Law	000	664.000	Interest/Dividends	$25,000	$20,000	$45,000	1
	965	965.000	Transfer to Reserves	809,059	20,000	829,059	

1 - Higher Interest Rates

CERTIFICATION STATEMENT

I, Lynette Findley, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of Superior Board held on September 16, 2024, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

09/16/2024
Date Certified

Roll Call

Ayes: Treasurer Lewis
Trustee Lindke
Trustee Secrest
Trustee McGill
Supervisor Schwartz
Trustee Caviston
Clerk Findley

Nays: None.

Motion carried by unanimous vote.

10. NEW BUSINESS

A. RESOLUTION 2024-56, APPROVE THE PURCHASE OF SERVICE AGREEMENT BETWEEN THE CHARTER TOWNSHIP OF SUPERIOR AND THE ANN ARBOR AREA TRANSPORTATION AUTHORITY (AAATA)

The following resolution was moved by Trustee Lindke supported by Treasurer Lewis.

- Treasurer Lewis said she is very happy with the services that "AAATA" provides.

RESOLUTION TO APPROVE THE PURCHASE OF SERVICE AGREEMENT BETWEEN THE CHARTER TOWNSHIP OF SUPERIOR AND THE ANN ARBOR AREA TRANSPORTATION AUTHORITY (AAATA)

RESOLUTION NUMBER: 2024-56

DATE: SEPTEMBER 16, 2024

WHEREAS, the Charter Township of Superior Board of Trustees recognizes the importance of providing reliable and efficient public transportation services for its residents; and,

WHEREAS, the Ann Arbor Area Transportation Authority (hereinafter referred to as "Authority") provides fixed-route and demand-response public transit services within the Charter Township of Superior; and,

WHEREAS, the Township wishes to enter into a Purchase of Service Agreement with the Authority to provide public transportation services, with the term beginning on October 1, 2024, and ending on September 30, 2025, subject to renewal as outlined in the agreement; and,

WHEREAS, the total costs for the services provided under the agreement, including both fixed-route and demand-response services, are set at $121,547.00, with $79,586.00 allocated for fixed-route services, $25,106.00 for A-Ride Demand Response services, and $16,855.00 for capital costs; and,

WHEREAS, the Township will make monthly payments to the Authority based on the agreed costs, and the Authority will provide quarterly service reports and fulfill its obligations as outlined in the agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board approves the Purchase of Service Agreement between the Township and the Ann Arbor Area Transportation Authority for the period of October 1, 2024, through September 30, 2025, including the service levels and total local costs of $121,547.00 as outlined in the agreement's exhibits, with the possibility of renewal as described therein.

CERTIFICATION STATEMENT

I, Lynette Findley, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of

Superior Board held on September 16, 2024, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

09/16/2024
Date Certified

Roll Call

Ayes: Treasurer Lewis
Trustee Lindke
Trustee Secrest
Trustee McGill
Supervisor Schwartz
Trustee Caviston
Clerk Findley

Nays: None.

The motion carried by unanimous vote.

B. <u>RESOLUTION 2024-57, ALLOCATE OPERATIONAL FUNDS TO THE SUPERIOR TOWNSHIP PARKS AND RECREATION DEPARTMENT FOR MANAGEMENT AND COORDINATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDED PROGRAMS</u>

The following resolution was moved by Trustee Lindke and supported by Treasurer Lewis.

- Supervisor Schwartz questioned the allocation of $25,000.00 to the Parks and Recreation department and asked for clarification on its intended use.
- Juan Bradford, Parks and Recreation Director, explained that the funds had not been specifically allocated yet and would be discussed at the Parks and Recreation Commission meeting. He mentioned that potential uses included purchasing equipment, a vehicle for transportation, or park equipment.
- Supervisor Schwartz believed the funds were intended for the administration and coordination of ARPA-funded programs, and expressed that he didn't have a strong objection but was under a different impression about the purpose.
- Juan Bradford clarified that a possible vehicle would serve as an administrative asset for parks-related work.

- Clerk Findley clarified that the funds were for supporting the work that the parks department had done in obtaining grants and managing programs enabled by ARPA funds.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO ALLOCATE OPERATIONAL FUNDS TO THE SUPERIOR TOWNSHIP PARKS AND RECREATION DEPARTMENT FOR MANAGEMENT AND COORDINATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDED PROGRAMS

RESOLUTION NUMBER: 2024-57

DATE: SEPTEMBER 16, 2024

WHEREAS, the Charter Township of Superior recognizes that the Parks and Recreation Department plays an essential role in the well-being of the community, enhancing the quality of life for residents through the provision of recreational programs, management of parks, and stewardship of public spaces; and,

WHEREAS, the Charter Township of Superior Parks and Recreation Department is responsible for coordinating and managing various recreational programs and activities that promote health, wellness, and community engagement, including but not limited to youth sports programs, seasonal activities, senior programs, and environmental preservation efforts; and

WHEREAS, the Township has allocated funds through the American Rescue Plan Act (ARPA) to support a variety of programs aimed at mitigating the impacts of the COVID-19 pandemic, including public health initiatives, infrastructure improvements, and recreational activities that foster community recovery and resilience; and,

WHEREAS, the Charter Township of Superior Parks and Recreation Department has undertaken the responsibility of managing and coordinating several ARPA-funded programs, which require significant time, resources, and expertise to ensure the successful implementation and ongoing operation of these projects; and,

WHEREAS, the Board of Trustees recognizes the importance of providing sufficient operational support to the Parks and Recreation Department as it continues to oversee these ARPA-related programs, ensuring that they are administered efficiently and in accordance with the objectives of the ARPA funding.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board of Trustees hereby allocates ARPA funds to the Charter Township of Superior Parks and Recreation Department for the purpose of managing and coordinating ARPA-funded programs and projects;

BE IT FURTHER RESOLVED that these operational funds shall be utilized by the Parks and Recreation Department to cover costs associated with staffing, materials, and other necessary resources to ensure the successful execution of ARPA projects in alignment with the Township's goals for community recovery and enhancement totaling in the amount of $20,000.00.

FINALLY, the Superior Township Parks and Recreation Department shall continue to report to the Board of Trustees on the status and progress of ARPA-funded programs and provide updates on the use of operational funds allocated under this resolution.

CERTIFICATION STATEMENT

I, Lynette Findley, the duly qualified Clerk of the Charter Township of Superior, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Charter Township of Superior Board held on September 16, 2024, and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Lynette Findley, Township Clerk

09/16/2024
Date Certified

Roll Call

Ayes: Treasurer Lewis
Trustee Lindke
Trustee Secrest
Trustee McGill
Supervisor Schwartz
Trustee Caviston
Clerk Findley

Nays: None.

The motion carried by unanimous vote.

C. RESOLUTION 2024-58, APPROVE THE UPDATED POLICY AND PROCEDURE FOR USE AND OPERATION OF TOWNSHIP POOL VEHICLES, TOWNSHIP-OWNED VEHICLES, AND THE USE OF PRIVATE VEHICLES FOR TOWNSHIP BUSINESS

The following resolution was moved by Clerk Findley and supported by Trustee Lindke.

- Trustee Lindke asked why section 2.1 was bolded.
- Clerk Findley clarified that 2.1 was bolded based on the content but noted it has always been there.
- Supervisor Schwartz explained that everything except 5.1, 5.2, and 5.3 was part of the current policy.
- Trustee Lindke suggested a change to 5.3, recommending that each department be responsible for its own vehicle maintenance instead of the Assessing Department taking care of all.
- Clerk Findley emphasized that in the original policy, the Assessing Department was responsible for more than one vehicle and not just filling gas tanks.
- Supervisor Schwartz asserted that everyone should be responsible for their own vehicle and that the supervisor would be responsible for the general pool vehicle.
- Trustee McGill questioned if the supervisor would be responsible for ensuring maintenance.
- Supervisor Schwartz confirmed that he had been responsible and mentioned he previously ensured the vehicles were maintained and clean.
- Clerk Findley disputed this, suggesting that proper maintenance had not been done.
- Trustee McGill inquired about tracking vehicle mileage.
- Clerk Findley stated there should be a check-in and check-out system.
- Trustee McGill argued that mileage tracking is essential for accountability.
- Clerk Findley agreed that tracking was needed for accountability.
- Supervisor Schwartz noted the mileage log was removed in 2014 due to perceived tedium.
- Trustee McGill emphasized the importance of tracking regardless of the inconvenience.
- Clerk Findley and Trustee McGill agreed that tracking was crucial for accountability.
- Supervisor Schwartz moved that each department tracks its own vehicle, and Clerk Findley contested the supervisor's responsibility for the general vehicle.
- Supervisor Schwartz cited state law indicating the supervisor’s responsibility.
- Clerk Findley expressed disagreement with this interpretation.
- Trustee McGill asked why the Assessing Department was originally tasked with overseeing all vehicles.
- Supervisor Schwartz admitted that the policy was likely outdated.
- Treasurer Lewis inquired if the Assessing Department was aware of their responsibility, to which Supervisor Schwartz confirmed they were.

- Trustee Lindke noted that the policy still contained a mileage log requirement under section 4.2.
- Supervisor Schwartz suggested striking that requirement.
- Clerk Findley opposed removing sections due to misuse of the vehicle in the past.
- Trustee McGill asked about the current sign-out process for vehicles.
- Clerk Findley stated there should be a proper check-in and check-out procedure.
- Supervisor Schwartz mentioned that Clerk Findley had taken and kept the keys to the General Pool vehicle.
- Clerk Findley disputed this claim and denied any misconduct and said this was a "power move" on the Supervisor's behalf.
- Supervisor Schwartz proposed tabling the discussion until the next month.
- Clerk Findley opposed tabling the discussion.
- Trustee McGill expressed that a resolution was necessary due to accountability concerns and taxpayer funds.
- Supervisor Schwartz mentioned that the vehicles were old and had high mileage.
- Trustee McGill suggested tabling the issue since it wouldn't be resolved during this meeting.

It was moved by Treasurer Lewis and supported by Trustee Secrest to table the resolution.

The motion carried by unanimous vote.

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

~~**RESOLUTION TO APPROVE THE UPDATED POLICY AND PROCEDURE FOR USE AND OPERATION OF TOWNSHIP POOL VEHICLES, TOWNSHIP-OWNED VEHICLES, AND THE USE OF PRIVATE VEHICLES FOR TOWNSHIP BUSINESS**~~

~~**RESOLUTION NUMBER: 2024-58**~~

~~**DATE: SEPTEMBER 16, 2024**~~

~~**WHEREAS,** the Charter Township of Superior currently maintains pool vehicles, Township-owned vehicles, and utilizes private vehicles for official Township business; and~~

~~**WHEREAS,** it is necessary to update and revise the Township's existing policy and procedure governing the use, operation, and maintenance of these vehicles to ensure proper use, compliance, and safety in the performance of Township duties; and~~

WHEREAS, the proposed updates to the policy include clear guidelines on the authorized use of vehicles, a quarterly maintenance schedule, and rules governing the use of private vehicles for Township business, which will strengthen compliance with legal and operational standards; and

WHEREAS, this attached updated policy, and procedure will enhance the accountability, transparency, and safety of Township employees in the use of Township resources; and

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby approves the updated Policy and Procedure for the Use and Operation of Township Pool Vehicles, Township-Owned Vehicles, and the Use of Private Vehicles for Township Business as presented, including provisions to strengthen compliance, ensure regular maintenance, and promote the proper use of Township resources.

BE IT FURTHER RESOLVED that Township Administration shall implement the approved policy and ensure that all Township employees are informed and adhere to the updated procedures.

01.01.006 POLICY AND PROCEDURE FOR USE AND OPERATION OF TOWNSHIP POOL VEHICLES, TOWNSHIP OWNED VEHICLES AND THE USE OF PRIVATE VEHICLE FOR TOWNSHIP BUSINESS

1. Purpose

   To establish the policies and procedures for the use and operation of the Township pool vehicles, Township owned vehicles and the use of private vehicles for Township Business.

2. Vehicle Use:

   2.1 The Township pool vehicles and Township owned vehicles shall only be used for legitimate Township business. The vehicles shall not be used for lunch breaks or personal errands. Exceptions for lunch breaks shall be made only when the vehicle is needed for extended field use. When employees are required to be in the field more than three hours, lunch breaks may be taken using the Township pool vehicles and Township owned vehicles.

   2.2 All Township owned vehicles are smoke free. No smoking shall be allowed inside the pool vehicles or Township owned vehicles.

2.3 The Assessing Department shall be responsible for fueling and maintaining the Township pool vehicles.

3. Authorized Drivers:

3.1 Prior to operating any Township owned vehicle, or operating a personal vehicle for Township business, the driver shall be recognized by the Township Administration prior to use and will be subject to periodic driver's license history checks at the Township's expense.

3.2 Drivers of any Township vehicle, or private vehicle for Township business, shall obey all traffic laws. Township owned vehicles shall not be driven in a manner or to locations that may subject the vehicle to harm or civil liability. A reasonable expectation of proper use shall be required. Intentional harming or improper use of any Township owned vehicle shall be grounds for discipline.

3.3 Drivers of any Township vehicle, or private vehicle for Township use, must have a current and valid driver's license, free of any restrictions which would prohibit them operating a Township owned vehicle or private vehicle for Township use.

3.4 Prior to operating a Township vehicle, or private vehicle for Township use, the driver must inform Township Administration of any restrictions on their driver's license, which may prohibit them for operating a vehicle for such use.

3.5 Private vehicles used for Township business must meet all legal requirements for insurance.

4. Procedure for Use of Township Pool Vehicle:

4.1 The vehicles' keys shall be maintained by the Township Clerk's office. A clipboard with a request for authorized use shall also be maintained in the Township Clerk's office and shall be accessible to the Supervisor and Treasurer in the absence of the Clerk.

4.2 A mileage log shall be maintained in each vehicle indicating the starting and ending mileage of each trip. The destination and purpose of each trip shall also be documented.

4.3 Employees requesting use of the vehicles shall coordinate with other vehicle users in advance whenever possible. Otherwise, the first employee to sign up will be the authorized user. Disputes shall be presented to the Township Supervisor for resolution.

5. Maintenance:

~~5.1 **Oil Changes:** All Township pool vehicles and Township-owned vehicles shall undergo quarterly oil changes to ensure optimal performance and longevity. The scheduling of these oil changes shall be the responsibility of the Assessing Department in coordination with Township Administration.~~

~~5.2 **Internal Detailing:** Internal detailing of Township vehicles shall be conducted as needed to maintain cleanliness and hygiene. Detailing services must be obtained from vendors without any conflicts of interest with the Township to ensure transparency and fairness. Employees should report any excessive dirt or damage in a vehicle after use.~~

~~5.3 **General Maintenance:** Routine maintenance, including tire checks, brake inspections, and fluid top-offs, shall be performed regularly as per the manufacturer's guidelines. The Assessing Department will track and schedule these maintenance tasks to ensure all vehicles are in safe, working condition.~~

D. MOTION TO TERMINATE MORRIS' CONTRACT AND ASK NEW CONTRACTORS TO APPLY

- Supervisor Schwartz said he is not going to continue with the sidewalk project while mentioning Irma Golden's, Deputy Supervisor, delay in returning sidewalk service cards.
- Trustee McGill informed the Board that Ms. Golden intends to return the cards but has not been in the area.
- Supervisor Schwartz suggested that there might be no need for a new contractor and that the next Board should continue the sidewalk program.
- Trustee Lindke recommended including a licensure requirement in future contracts and ensuring the contractor performing the work is licensed.
- Supervisor Schwartz agreed but wanted Attorney Fred Lucas to clarify licensing issues for municipalities.
- Trustee Lindke raised concerns about liability, referencing a resident, Stephanie Allen, who requested rework on her property, and questioned the Township's liability if Mr. Morris lacked insurance.
- Supervisor Schwartz explained that insurance typically covers damages but not poor workmanship.
- Attorney Fred Lucas clarified that a contractor can work under another licensed entity, which is acceptable under state rules.
- Trustee Lindke expressed that the Township should be informed of such arrangements in the future.
- Trustee McGill said that insurance thresholds were not met.
- Attorney Fred Lucas confirmed that claims could be made against the individual performing the work and reiterated that if insurance thresholds weren't met, it would be a contract

violation.

- Supervisor Schwartz stated Mr. Morris agreed to sever the relationship with the Township.
- Clerk Findley emphasized that business should be conducted based on trust.
- Attorney Fred Lucas confirmed that if both parties mutually agree to sever the contract, no further delay or notice is needed.
- Mr. Morris agreed to terminate the contract.

It was moved by Clerk Findley supported by Trustee McGill to terminate the contract with Morris Concrete Solutions, LLC.

The motion carried by unanimous vote.

E. MOTION TO ACCEPT GIFTED PARCEL ON MIDWAY BOULEVARD

- Supervisor Schwartz discussed a property on Stamford Rd., mentioning that the parcel had three acres but also a long easement tail running to the Green Oaks Golf Course.
- He noted that the matter was sent to the Zoning Board of Appeals (ZBA) and that a decision from the ZBA would determine if it could be considered a non-conforming parcel.
- Supervisor Schwartz suggested waiting until the ZBA made its decision to ensure the parcel is either free of non-conformities or granted a variance before the Board could proceed with accepting the gift.

The Board agreed to table the item.

F. MOTION TO APPROVE FENCE FOR PLYMOUTH ROAD PATHWAY

It was moved by Trustee McGill supported by Trustee Lindke to approve fence for Plymouth Road Pathway.

Roll Call

Ayes: Treasurer Lewis
Trustee Lindke
Trustee Secrest
Trustee McGill
Supervisor Schwartz
Trustee Caviston
Clerk Findley

Nays: None.

Motion carried by unanimous vote.

G. APPROVE CONKLIN LANDSCAPING, INC. CONTRACT

It was moved by Trustee McGill supported by Trustee Lindke to approve Conklin Landscaping, Inc. Contract.

- Supervisor Schwartz introduced the Conklin Landscaping contract for cutting around the bridge on Prospect Rd and noted that the work had already been done, with an invoice for $945.00.
- Clerk Findley raised concerns about a previous invoice that differed from the current contract and mentioned she had not signed off on it.
- Nancy Mason confirmed that the invoice was for three mowings and one brush cleaning in August.
- Trustee McGill commented that the mowing looked great, while Supervisor Schwartz confirmed the cost would be $945.00 and mentioned that the contractor would be out again.
- Discussion continued about whether the contract reflected per-mowing costs or was a total blanket amount, with clarification that the contract specified per mowing, every two weeks.
- Treasurer Lewis, Trustee McGill, and Clerk Findley discussed the differences between the original contract and the revised one, noting that the contractor charged less than what was written in the new contract.
- Supervisor Schwartz clarified that there were two separate contracts, and this was the second one approved for the bridge area.

Roll Call

Ayes: Treasurer Lewis
Trustee Lindke
Trustee Secrest
Trustee McGill
Supervisor Schwartz
Trustee Caviston
Clerk Findley

Nays: None.

Motion carried by unanimous vote.

H. APPROVE CONTRACT WITH TRADESCOUTS

It was moved by Trustee McGill supported by Treasurer Lewis to approve contract with TradeScouts.

Roll Call

Ayes: Treasurer Lewis
Trustee Lindke
Trustee Secrest
Trustee McGill
Supervisor Schwartz
Trustee Caviston
Clerk Findley

Nays: None.

Motion carried by unanimous vote.

~~I. APPROVE CONTRACT WITH CLR (COMMUNITY. LEADERSHIP. REVOLUTION)~~

J. APPROVE CONTRACT WITH CIVIC DUTY EDUCATION NIGHT

It was moved by Treasurer Lewis supported by Trustee McGill to approve contract with Civic Duty Education Night.

Roll Call

Ayes: Treasurer Lewis
Trustee Lindke
Trustee Secrest
Trustee McGill
Supervisor Schwartz
Trustee Caviston
Clerk Findley

Nays: None.

Motion carried by unanimous vote.

K. MOTION TO SCHEDULE TRUTH IN TAXATION HEARING FOR OCTOBER 21, 2024

- Supervisor Schwartz introduced the motion to schedule the truth and taxation hearing but suggested postponing it due to the lack of a preliminary budget, proposing it be set for the November meeting.
- Trustee Caviston pointed out that the scheduled date was October 21st.
- Supervisor Schwartz reiterated that it's best to wait until they know the exact levy before holding the hearing.
- Clerk Findley mentioned that typically, this would have been done by now.

The Board agreed to table the item to the October 21, 2024, Regular Meeting.

Discussion Items:

A. ORDINANCE OFFICER: JOB DESCRIPTION

- Supervisor Schwartz discussed the ordinance officer's job description, stating he is working with Bill Balmes, Building Official, to find someone who can handle ordinance work and apartment or rental inspections simultaneously. He plans to present this to the Board in October.
- He mentioned that Mr. Balmes has a potential candidate in mind who would be suitable for the role.
- Clerk Findley asked for clarification on combining the roles, and Supervisor Schwartz explained they aim to hire a full-time person who would split duties between ordinance work and rental inspections.
- Treasurer Lewis suggested the position might be considered a part-time building role, but Supervisor Schwartz confirmed the person would start with apartment inspections, then assist Mr. Balmes with other duties.
- Clerk Findley inquired about when the job description would be ready.
- Supervisor Schwartz committed to having it available within the week.

B. ADA SIDEWALK RAMPS

- Claire Martin, OHM Representative, provided an update on the ADA ramps project, stating they are working with the Road Commission and MDOT on an MDOT TAP grant for fiscal year 2025, aiming to install ramps next summer.
- She mentioned that they have submitted the Section 106 historic preservation and NEPA environmental applications to MDOT and are currently compiling a logbook for around 58 intersections to identify which ramps are compliant or need updates.
- Supervisor Schwartz confirmed this has always been planned as a 2025 project.
- Trustee McGill asked if Geddes Ridge was included in the assessment.
- Claire Martin responded that they covered neighborhoods from the sidewalk program, including Geddes Ridge, but offered to check specific ramps if needed.

C. OHM PROJECTS: STATUS UPDATE

- Trustee Lindke mentioned a concern about the lack of a crosswalk from the Ann Arbor Township pathway to the Plymouth side when crossing Dixboro, noting it could be dangerous without a pedestrian crosswalk.
- Claire Martin, OHM Representative, explained that Rauhorn, a subcontractor to All Star, was coordinating the signal installation and that a crosswalk would be installed across Plymouth soon, including a typical pedestrian signal.
- Supervisor Schwartz confirmed there wouldn't be a hawk (High-Intensity Activated Crosswalk) but acknowledged the standard crosswalk with traffic signal integration.
- Trustee Lindke thanked them for the clarification.

D. GEDDES ROAD WALKING PATH

- Supervisor Schwartz provided an update on the Geddes Road walking path, stating that all condemnation processes are complete, and they have established a route from Wexford Dr. down to Andover. He mentioned that the settlement amounts will be sent to MDOT for approval.
- Claire Martin, OHM Representative, confirmed that Kirk Brochure has prepared a package for MDOT approval, which is expected to proceed smoothly.
- Supervisor Schwartz indicated they aim to start construction next year and mentioned plans to apply for the Connecting Communities grant for preliminary engineering from High Meadow Dr. down to the corner of Ridge and Geddes Rd., ensuring safe access for South Point Scholars students.
- Claire Martin added that the MDOT submittal would allow them to start tree clearing in early 2025, with the pathway construction when temperature permits. She also noted that the next phase of the Connecting Communities awards would be announced in November.
- Supervisor Schwartz expressed optimism about receiving the grant, considering the modest amount requested.

E. PRIORITY WASTE

- Supervisor Schwartz discussed ongoing issues with Priority Waste, mentioning frequent complaints and that both he and Lisa had been in regular contact with Sam from the company to address them.
- Trustee McGill expressed concerns about the lack of improvement in Priority Waste's service, suggesting the implementation of fines similar to Clinton Township and including trash services in future contracts to be covered by taxes. She emphasized that residents deserve more than just patience with Priority Waste.
- Supervisor Schwartz acknowledged slight improvements but noted that issues like missed pickups and skipping houses persisted.

- Trustee Lindke shared that her neighbor's trash had been left uncollected for weeks, raising concerns about hygiene issues, such as maggots.
- Treasurer Lewis confirmed that complaints have remained steady, particularly for those who weren't picked up on Friday.
- Trustee Caviston asked about the process of obtaining prices from trash companies. Supervisor Schwartz clarified that residents have individual contracts with Priority Waste, while the Township manages the recycle bins and dumpsters, which have also faced issues with overflow and misuse.
- The Board discussed the possibility of removing the Township's recycle dumpster due to misuse by non-residents and improper waste disposal.
- Trustee McGill raised concerns about billing communications and possible double billing for residents who switched from GFL to Priority Waste. Treasurer Lewis noted they had not received a clear response from Priority Waste about billing adjustments.
- Supervisor Schwartz mentioned receiving an email indicating that billing would start this week and promised to forward it to the Board for review.

F. GEDDES RIDGE STREET LAMP

- Supervisor Schwartz informed that he had requested a replacement streetlamp for Geddes Ridge and mentioned that residents could report street light outages themselves online through the DTE website or contact him for assistance.
- Trustee McGill raised a concern about previous discussions where residents had expressed interest in adding more lighting to address the area's darkness.
- Supervisor Schwartz confirmed that he had requested a bid from DTE's Community Lighting to evaluate and provide a cost estimate for additional lighting in the area.
- Treasurer Lewis asked if DTE's Community Lighting handles both repairs and installation of new lighting. Supervisor Schwartz clarified that DTE handles street light repairs, while the Community Lighting arm is responsible for planning and providing cost estimates for new lighting installations.

G. INFINITY HOMES, LLC

- Attorney Fred Lucas provided an update on the Infinity Homes case, stating that there has been no court date set yet, and the case remains pending in Washtenaw County Circuit Court.
- He mentioned that there has been no discussion of resolution and that Asset Management inquired about the case status, as they are awaiting a refund.
- Fred Lucas reiterated that the case is still proceeding as before in circuit court, with no further developments at this time.

H. LASALLE

- Attorney Fred Lucas mentioned that he is unsure of the current status as he has not been kept informed.
- Supervisor Schwartz confirmed that a facilitation occurred about six months ago but was unsuccessful, and that some discovery work is ongoing.
- Attorney Fred Lucas noted he received a subpoena from an attorney representing Infinity Homes, unrelated to their litigation with the Township, but instead connected to Infinity Homes' case against some property owners. He informed the Board that the subpoena is just for documents and is separate from their current lawsuit, offering to share the copy if anyone is interested.

I. EASTERN WASHTENAW COMMUNITY AND RECREATIONAL CENTER

- Clerk Findley shared that the groundbreaking ceremony on August 31st was highly successful and well-attended, mentioning that board members Treasurer Lewis, Trustee Lindke, and Trustee McGill were present, along with incoming Board Trustee Dana Green and incoming Clerk Angela Robinson.
- Clerk Findley praised the event's attendance, including local representatives such as State Senator Jeff Irwin, State Representative Jimmie Wilson and two County Commissioners. The day featured unique activities for kids, including bounce houses arranged by CLR (Community. Leadership. Revolution.)
- Trustee McGill thanked Clerk Findley for leading the charge in this endeavor over the past two years and emphasized the excitement and involvement from the community regarding the new community center.
- Supervisor Schwartz added that the $32 million facility will be an excellent addition for Eastern Washtenaw County.

11. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS

It was moved by Trustee Lindke supported by Clerk Findley, to approve bills for payment and record of disbursements.

The motion carried by unanimous vote.

12. PLEAS AND PETITIONS

- Brenda Baker, Ashton Ct., raised concerns about the process to update the Zoning ordinance.
- Clerk Findley responded that some delay may be due to waiting for the new Board to assume their positions.
- Supervisor Schwartz mentioned that he has spoken with Diane Mulville-Friel, Carlise Wortman and Associates, and they are close to a completed draft.

- Clerk Findley stressed that the Supervisor should be careful with the information that he shares, and she stated that there will be three members of the Planning Commission on the steering committee.
- Emily Dabish-Yahkind, Planning Commissioner, said the Planning Commission appointed Jay Gardner, Tom Brennan, and (Clerk) Lynette Findley. She added that she is unclear why the group has not been getting together to do the review.
- Clerk Findley said that a meeting of the steering committee has not been called.
- Emily Dabish-Yahkind asked who would call the meeting.
- Clerk Findley responded that it will more than likely be called by Ben Carlise, Carlise Wortman and Associates.
- JB, Zoom, said the recycling dumpster should stay at the Township Hall.
- Steph, Zoom, asked for a commitment from the Board that they will use SEMCOG funds to add ADA sidewalks to Geddes Ridge.
- Kelly Goolsby, Washtenaw County Health Department, thanked Clay Hills Community Farm and Garden for bringing viable food to the area and allowing her to host pantries at the location.
- Trustee Secrest thanked Kelly Goolsby for acknowledging the Clay Hill Community Farm and Garden project as it is a "big job".

13. ADJOURNMENT

It was moved by Trustee McGill supported by Trustee Secrest, that the meeting be adjourned. The motion carried and the meeting adjourned at 8:52 p.m.

Respectfully submitted,

Lynette Findley, Clerk

Kenneth Schwartz, Supervisor

Supervisor Report

1. On the agenda is an item we discussed at the last meeting and it's the fencing for residents on Plymouth Road west of Cherry Hill. The construction of the new path created some inconveniences and safety issues for the residents at 5181 & 5164 Plymouth Road. Prior to the path these two houses had no or very little foot traffic in front of their houses.

   Since these lots were platted in the original Dixboro Village plat (Assessors Plate), the location of the houses in relationship to the road and other public improvements has resulted in these two houses front yard to be burdened. There is less than 15 feet from the front steps to the path. The residents have requested the fence in order to direct foot traffic down the path instead of cutting across and through yards to get to the general store and the Huron Tennis Club.

   The logical and aesthetic choice is to fence from Cherry Hill to a point approximately 344 feet west. This will direct pedestrians to the correct direction and provide a barrier to cutting through. It also will increase security for the homeowners.

   The cost is approximately $8,500.00. The product is the Midland Ranch 3 rail vinyl fence with cemented posts and a 4 foot gate. I spoke to several members of the Dixboro Village Green who think the plan is sound.

2. The MEDC notified me that the grant funding for the HAWK signal and street island is now closed having received the last document requested.

3. The utility maintenance personnel cleared a portion of "The Highlands" county park on Clark Road in June. It was a mystery for a while to actually cut the grass as the county didn't know that there was utility infrastructure where the land was cleared. There was no damage. The park's just wanting to be notified when something needs servicing at the park.

4. Priority Waste is getting better at picking up at the appointed days, but we are still receiving phone traffic about missed pickups. I'd say we average 10 a day. Some days more, some days less. I'm going to set a meeting with Priority to work on an assessment of when we can to normal service and what they can do in the way of compensation.

5. Washtenaw County Parks and Recreation have invoiced Superior for the rent and other damages at the pump station. This satisfies all outstanding issues between the township and the county. I have referred this information to the law offices Ronald Deneweth. In speaking to Mark Sassak, he will try to include the costs in damages in the ongoing lawsuit with LaSalle.

6. I heard from WCRC condemnation specialist Curtis Brochue from the WCRC. He has good news to share. The acquisitions for the Geddes road path are now all complete. The Enclave parcel (Schostak) closed a few days ago and the WCRC recorded the easement. The Enclave piece was the last sticking point in the route for the path. The other two parcels (Sun Communities & Tomason) were closed out earlier this year, and we should be good to go next year with construction.

   The only remaining issue for the route is for Curtis to finalize the documentation for MDOT review and approval of condemnation settlements. After MDOT review, the project will be authorized to proceed.

7. I feel confident the township will be awarded a grant from WCPRC in the amount of $28,000 for preliminary engineering for the next link of the Geddes road path, route from Wexford to the corner of Geddes and Ridge. We should know by November.

8. I met with Mary Buton and Baker-Tillie Friday morning, 9/13 to review water and sewer rates; and various projections for the next five years. The rate study will review our water and sewer rates to pay all obligations, and as best we can, project future capital connections, debt, litigation costs and water and sewer purchases from YCUA and Ann Arbor. We should have a rate study draft by the end of the month, and something may come to the Board for action thereafter. After approving the draft, I intend to take the final numbers generated by the study to the Board, and it depends on the final numbers, but we may ask for a rate increase thereafter.

9. The preliminary budget will be presented in October. Keith Lockie, Controller, has contracted covid and has been sick since September 1st. He's still sick and has a few other minor complications. I will forward the draft as soon as it is finalized which should not take too long.