

**SUPERIOR CHARTER TOWNSHIP  
REGULAR BOARD MEETING  
SUPERIOR CHARTER TOWNSHIP HALL  
3040 N. PROSPECT, YPSILANTI, MI 48198**

**July 18, 2011**

**7:30 p.m.**

**AGENDA**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ADOPTION OF AGENDA
5. APPROVAL OF MINUTES
  - a. Regular Meeting of June 20, 2011
6. CITIZEN PARTICIPATION
7. REPORTS
  - a. Supervisor
  - b. Departmental Reports: Building Department, Fire Department, Fire Marshal Report, Hospital False Alarm Report, Ordinance Officer, Park Commission Minutes, Sheriff's Report, Utility Dept. Report
8. COMMUNICATIONS
  - a. David Phillips, Clerk, FOIA costs
  - b. Michigan Liquor Control Commission, Notice, Denial of Application
9. UNFINISHED BUSINESS
10. NEW BUSINESS
  - a. Utility Department, Autumn Woods Contract Extension
  - b. Parks Department, Lighting in Community Park
  - c. Salary Adjustment for Achieving Level III Assessor Certification
  - d. Resolution 2011-09, Temporary Moratorium Upon the Issuance of Permits, Licenses and Approvals for the Production for Compensation, Sale or Dispensation of Medical Marijuana
  - e. Resolution 2011-10, Designating the Officials for the Jaycees "Running the Rails" Race
  - f. Adopt Policies of the Superior Township Board
  - g. Uncollectible Planning Accounts
  - h. SEMCOG Annual Membership Dues, 2011-2012
11. PAYMENT OF BILLS
12. PLEAS AND PETITIONS
13. ADJOURNMENT

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**1. CALL TO ORDER**

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor at 7:30 p.m. on June 20, 2011, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

**2. PLEDGE OF ALLEGIANCE**

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

**3. ROLL CALL**

The members present were William McFarlane, Brenda McKinney, David Phillips, Nancy Caviston, Rodrick Green, Lisa Lewis and Alex Williams.

**4. ADOPTION OF AGENDA**

It was moved by McKinney, seconded by Green to adopt the agenda as amended, adding item d., Quotes for Repairs to Bathrooms in the Township Hall, and item e., Resolution Recognizing Max Marken, under New Business.

The motion carried by a voice vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF MAY 16, 2011**

It was moved by McKinney, seconded by Caviston, to approve the minutes of the regular Board meeting of May 16, 2011, as presented.

The motion carried by a voice vote.

**6. CITIZEN PARTICIPATION**

**A. LAURA LISISCKI, SUPERINTENDENT, WILLOW RUN COMMUNITY SCHOOLS**

Laura Lisiscki, Superintendent of Willow Run Community Schools (WRCS), made a presentation to the Board. She explained that the WRCS has completed a redesign and reconfiguration of the school district, which will be put in place this fall. The main purpose was to improve student achievement, but consideration was also given to cost savings. They will close Cheney Academy and open four learning centers at existing

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schools. These learning centers will include various new learning programs. The school district has approximately 1750 students.

**B. DEDRICK MARTIN, SUPERINTENDENT, YPSILANTI PUBLIC SCHOOLS**

Dedrick Martin, Superintendent of the Ypsilanti Public Schools, made a presentation to the Board. Mr. Martin said he became the superintendent less than two years ago. He was proud that the school district has taken \$9 million out of a \$56 million budget, and closed several schools, without experiencing a reduction in the number of students, or a decline in achievement. He talked about the many specialized programs the Ypsilanti Public Schools have in place. The Ypsilanti Public Schools has about 3,800 students.

**C. CITIZENS COMMENTS**

Dan Smith, Washtenaw County Commissioner for the 2<sup>nd</sup> District explained that the contract for the Washtenaw County Sheriffs is close to being approved. The contract will cover 2012-2015 with a cost of about \$150,000 per year for each Public Safety Unit. They are proposing no increase in wages for 2012 and a 1% increase for each of the following years.

**7. REPORTS**

**A. SUPERVISOR REPORT**

Supervisor McFarlane reported on the following: The Township received 176 applicants for the one firefighter position. There are many good candidates. The position is to replace a firefighter who is retiring on August 15, 2011. A Special Board meeting may be needed in the first or second week of August to approve hiring the selected candidate. The Green Fair was held on Saturday, June 18, 2011. Although attendance was lower than last year, it was a success. Many residents enjoyed the informational booths, the free hot dogs and horse and pony rides. Washtenaw County approves the soil erosion permits in Superior Township. It is taking them 2-4 weeks to process a request. Developments cannot be started without obtaining the soil erosion permit. Several developers have complained that their construction has been delayed while they wait for the permit. The Township is going to look at options so that the Township can process and issue soil erosion permits. This may require the adoption of an ordinance. Superior Township Building Inspector Mayernik may do building plan review for York Township. Superior Township would bill York Township and these funds would help off-set the decline of revenues in Superior Township's Building Department. Riverine Development recently submitted an amended application for their private wastewater treatment facility. They

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are proposing the facility serve 1,250 stick built homes in the \$180, 000 price range, instead of the previously proposed 1,950 manufactured homes. They are proposing to use a membrane technology, instead of the previous dual sand filter. The appeal of the permit denial is on-hold until the amended application is reviewed by the MDEQ and the administrative law judge decides how he wants to proceed. Supervisor McFarlane said he does not see any merit in Riverine's amended application and will request the Township Attorney to submit a motion to dismiss.

**B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, FIRE MARSHAL, HOSPITAL FALSE ALARM, ORDINANCE OFFICER REPORT, PARK COMMISSION MINUTES, SHERIFF'S REPORT**

It was moved by McKinney, seconded by Green, that the Superior Township Board receive all reports.

The motion carried by a voice vote.

**C. TREASURER'S INVESTMENT REPORT AS OF MARCH 31, 2011**

Treasurer McKinney explained that the interest rates are still very low. She is not able to earn much interest on the invested funds.

It was moved by Caviston, seconded by Green, that the Superior Township Board receive the Treasurer's Report as of March 31, 2011.

The motion carried by a voice vote.

**8. COMMUNICATIONS**

**A. ATTORNEY FRED LUCAS, MEDICAL MARIHUANA**

Fred Lucas, Township Attorney, provided a letter to the Board, in which he recommended that the Board extend the current moratorium on medical marijuana until March of 2012. He said recent pronouncements by the federal government have him concerned about the potential for exposing township officials and staff to criminal liability for being involved in the legislation, regulation or enforcement of medical marijuana. He indicated that he felt it would be wise for the township to extend the moratorium to await further direction from both the state and federal governments regarding the appropriateness of such regulations.

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The Board discussed the issue. It was decided to receive the communication and to address an extension of the existing moratorium at the July 18, 2011 Board meeting.

It was moved by McKinney, seconded by Lewis to accept Mr. Lucas' May 20, 2011 letter regarding medical marijuana.

The motion carried by voice vote.

**B. ITC HOLDINGS CORP., DONATION TO TOWNSHIP FOR TREE PLANTING**

Supervisor McFarlane explained that ITC Holdings owns and operates the high tension electric transmission lines that run through the Township and the State. To maintain the reliability of the electric transmission system, they have to proactively maintain the vegetation within transmission corridors, which includes the removal of incompatible tree species. They have offered a donation to the Township of \$5,000 for plantings in common spaces, neighborhood parks, stump grinding and/or compatible species plantings in residential areas.

It was moved by McKinney, seconded by Lewis, for the Township to receive the \$5,000 donation from ITC Holdings for plantings as outlined in their June 15, 2011 letter.

The motion carried by a voice vote.

**9. UNFINISHED BUSINESS**

There was no unfinished business.

**10. NEW BUSINESS**

**A. HURON RIVER WATERSHED COUNCIL MEMBERSHIP DUES 2011-2012**

The Huron River Watershed Council provided information to the Board about the resources and services they provide the community. They have requested the Township renew their membership in the council for 2011-2012 at a cost of \$744.31.

It was moved by McKinney, seconded by Lewis, to approve the payment of the 2011-2012 dues to the Huron River Watershed Council in the amount of \$744.31.

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Roll call vote:

Ayes: McFarlane, McKinney, Phillips, Caviston, Green, Lewis, Williams

Nays: None

Absent: None

The motion carried.

**B. URBAN COUNTY REQUALIFICATION, COOPERATIVE AGREEMENT  
AND RESOLUTION**

Supervisor McFarlane explained that by participating in the Urban County, the Township has access to benefits such as grants for street paving. This year, the Township has secured a grant thru Urban County for \$29,400.00 for re-paving Pine Court. Last year the Township received a grant thru Urban County for \$51,400.00 for the re-paving of Stephens Drive. Supervisor McFarlane recommended the Township continue to participate in the Urban County.

It was moved by McKinney, seconded by Caviston, for the Board to approve the Resolution Announcing the intent of Superior Charter Township to Participate in the Washtenaw Urban County for Federal Assistance, to approve the Urban County Cooperative Agreement and to authorize the Supervisor to sign the Cooperative Agreement

It was moved by McKinney, seconded by Caviston, for the Board to approve the following resolution and to approve the Cooperative Agreement with Urban County and to authorize the Supervisor to sign the Cooperative Agreement:

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RESOLUTION 2011-07**

**A RESOLUTION ANNOUNCING THE INTENT OF SUPERIOR CHARTER TOWNSHIP TO PARTICIPATE IN THE WASHTENAW URBAN COUNTY FOR FEDERAL ASSISTANCE FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT DURING THE PERIOD OF JULY 1, 2012- JUNE 30, 2014.**

WHEREAS, the Charter Township of Superior has been notified by the County of Washtenaw of its

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intent to seek status as an Urban County for the qualification period of July 1, 2012- June 30, 2014;  
and

WHEREAS, the County of Washtenaw invites all units of government within its boundaries to participate in the Urban County, in order to realize the benefits of the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) Program funding that the Urban County receives from the U.S. Department of Housing and Urban Development; and

WHEREAS, the U.S. Department of Housing and Urban Development requires that the governing body of each participating jurisdiction consider and make known its decision by resolution whether to be included in (or excluded from) the Washtenaw Urban County; and

WHEREAS, each of the participants in the Urban County are represented by the chief elected official of that jurisdiction or their formal designee on the Urban County Executive Committee;

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby agrees to participate in the Washtenaw Urban County for federal assistance from the U.S. Department of Housing and Urban Development during the period of July 1, 2012- June 30, 2014.

BE IT FURTHER RESOLVED that the Charter Township of Superior intends to remain in the Washtenaw Urban County Community Development Block Grant and Home Investment Partnerships Programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time as it is in the best interest of the Township to terminate the Cooperation Agreement with Washtenaw County, which was originally signed in June/July of 2002 or 2005.

CERTIFICATE

I, David Phillips, Clerk of the Charter Township of Superior, Washtenaw County, Michigan, hereby certify that the forgoing constitutes a true and complete copy of a Resolution which was duly adopted by the Township Board of Superior Charter Township at a Regular Meeting of said Board held on June 20, 2011. I further certify that resolution was adopted unanimously.

Dated: June 20, 2012

\_\_\_\_\_  
David Phillips, Clerk, Superior Charter Township

**COOPERATIVE AGREEMENT**

"Urban County"

Community Development Block Grant & Home Investment Partnership Programs

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THIS AGREEMENT made and entered into this \_\_\_\_\_ day of June, 2011 by and between the Township of Superior, State of Michigan hereinafter referred to as the "Community", and the County of Washtenaw, a Michigan Constitutional Corporation, State of Michigan, hereinafter referred to as the "County":

WHEREAS, the Housing and Community Development Act of 1974 as amended provides an entitlement of funds for Community Development purposes for urban counties; and

WHEREAS, **Washtenaw** County has been designated as an Urban County provided that it secures Cooperation Agreements with various communities in **Washtenaw** County; and

WHEREAS, this agreement covers both the Community Development Block Grant Entitlement Program and, where applicable, the HOME Investment Partnership program; and

NOW THEREFORE, the Community and County do hereby promise and agree:

THAT the Community may not apply for grants from appropriations under Small Cities or State CDBG programs for fiscal years during the period in which it is participating in the urban county's CDBG program; and

THAT the Community may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation; and,

THAT the County shall have final responsibility for selecting Community Development Block Grant (and HOME, where applicable) activities and annually filing a Consolidated Plan with HUD;

THAT the County will, on behalf of the Community, execute essential Community Development and Housing Assistance applications, plans, programs and projects eligible under the Housing and Development Act of 1974 as amended; and

THAT the Community and the County will cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing; and

THAT the Community and the County will take all actions necessary to assure compliance with the County's certification required by Section ~104(b) of Title I of the

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Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, and other applicable laws; that the County is prohibited from funding activities in or in support of any community that does not affirmatively further fair housing within its own jurisdiction, or that impedes the County's action to comply with its fair housing certification; and that funding by the County is contingent upon the Community's compliance with the above; and

THAT the Community has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction; and

THAT the qualification period of this agreement as defined in the HUD regulations and guidelines shall be Federal Fiscal Years 2012, 2013 and 2014, and such additional period of time for the purpose of carrying out activities funded by Community Development Block Grants and Home Investment Partnership Program grants from Federal Fiscals years 2012, 2013 and 2014 appropriations and from any program income generated from the expenditure of such funds; further that the period of time of this Agreement shall be automatically renewed in successive three-year qualification periods, unless the County or the Community provides written notice it elects not to participate in a new qualification period. A copy of this notice must be sent to the HUD State Office by the date specified in HUD's urban county qualification notice for the next qualification period; further the County will notify the Community in writing of its right to make such election by the date specified in HUD's urban county qualification notice; and

THAT the Community resolves to remain in **Washtenaw's** Urban County programs for an indefinite period of time or until such time it's in the best interest of this Community to terminate the Cooperation Agreement and such additional period of time for the purpose of carrying out activities funded by Community Development Block Grants and from any program income generated from the expenditure of such funds. Furthermore, that the period of time of this Agreement shall be automatically renewed in successive three-year qualification periods, unless the County or the Community provides written notice it elects not to participate in a new qualification period. A copy of this notice must be sent to the HUD State Office by the date specified in HUD's Urban County Qualification Notice for the next qualification period; further the County will notify the Community in writing of its right to make such election by the date specified in HUD's Urban County Qualification Notice; and

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THAT failure by either party to adopt an amendment to this Agreement incorporating all changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for a subsequent three year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice applicable for a subsequent three-year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice, will void the automatic renewal of such qualification period; and

THAT this Agreement remains in effect until the CDBG (and HOME where applicable) funds and income received with respect to activities carried out during the three year qualification period (and any successive qualification periods under this automatic renewal provision) are expended and the funded activities completed, and that the County and Community may not terminate or withdraw from this agreement while this agreement remains in effect; and

THAT the Community shall inform the County of any income generated by the expenditure of CDBG funds received by the Community; and

THAT any such program income generated by the Community must be paid to the County, unless at the County's discretion, the Community may retain the program income as set forth in 24 CPR 570.503; and

THAT any program income the Community is authorized by the County to retain may only be used for eligible activities approved by the County in accordance with all CDBG requirements as may then apply; and

THAT the County has the responsibility for monitoring and reporting to HUD on the use of any such program income, thereby requiring appropriate record keeping and reporting by the Community as may be needed for this purpose; and

THAT in the event of close-out or change in status of the Community, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County; and

THAT the Community shall provide timely notification to the County of any modification or change in the use of the real property from that planned at the time of acquisition or improvement including disposition; and

THAT the Community shall reimburse the County in the amount equal to the current fair market value (less any portion of the value attributable to expenditures of non-CDBG funds) of real property acquired or improved with Community Development

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Block Grant funds that is sold or transferred for the use which does not qualify under the CDBG regulations; and

THAT the Community shall return to the County program income generated from the disposition or transfer of real property prior to or subsequent to the close-out, change of status or termination of the cooperation agreement between the County and the Community; and

THAT the terms and provisions of this Agreement are fully authorized under State and local law, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing; and

THAT pursuant to 24 CFR ~570.501(b), the Community is subject to the same requirements applicable to sub recipients, including the requirement for a written agreement set forth in 24 CFR 570.503.

IN WITNESS WHEREOF, the Community and the County have by resolutions authorized this agreement to be executed by their respective officers thereunto as of the day and year first above written.

**COUNTY OF WASHTENAW**

Name: Verna J. McDaniel  
Title: County Administrator  
Signature & date: \_\_\_\_\_

Attested By:  
Name: Lawrence Kestenbaum  
Title: County Clerk/ Register  
Signature & date: \_\_\_\_\_

**COMMUNITY OF SUPERIOR CHARTER TOWNSHIP**

William McFarlane  
Title: Supervisor  
Signature & date: \_\_\_\_\_

Attested By:  
David Phillips  
Title: Clerk  
Signature & date: \_\_\_\_\_

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CERTIFICATION BY COUNTY CORPORATION COUNSEL

The undersigned, Corporation Counsel for the County of **Washtenaw**, certifies that the terms and provisions of the foregoing agreement are fully authorized under existing State and local law and that the agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and public assisted housing in cooperation with local units of government.

Name: Curtis Hedger  
Title: Corporation Counsel

Signature & date: \_\_\_\_\_

Roll call vote:

Ayes: McFarlane, McKinney, Phillips, Caviston, Green, Lewis, Williams

Nays: None

Absent: None

The motion carried.

**C. POSTAGE MACHINE RENEWAL**

Township Accountant Susan Mumm provided a memo to the Board advising that the current lease on the postage meter expires in December. She recommends that the Township enter into a new lease with Pitney Bowes, which will begin in July, 2011. It would be a 48 month lease at a cost of \$272.00 per month, which is \$44.00 less per month than the current lease. It would be for a newer model postage meter.

It was moved by Caviston, seconded by Green, for the Superior Township Board to approve the renewal of the lease of the postage meter with Pitney-Bowes for 48 months at the cost of \$272.00 per month and to authorize the Supervisor to sign the lease.

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Roll call vote:

Ayes: McKinney, Phillips, Caviston, Green, Lewis, Williams, McFarlane

Nays: None

Absent: None

The motion carried.

**D. QUOTES FOR REPAIRS TO BATHROOMS IN THE TOWNSHIP HALL**

Township Building Inspector Rick Mayernik presented a memo, which included quotes from two plumbers for the replacement of four faucets, grid drains and traps located in the west bathrooms. He recommended the Board accept the bid from Al Walk Plumbing, Inc., in the amount of \$1,200.00. Supervisor McFarlane explained that the cleaning solution used was acidic and the faucets have become discolored and pitted. Some of the drains have holes from where the solution has eaten through.

It was moved by Lewis, seconded by McKinney, for the Superior Township Board to approve the proposal from Al Walk Plumbing to replace faucets, grid drains and traps in the west bathrooms of the Township Hall at a cost of \$1,200.00. Also, to approve the replacement of the four soap dispensers at a cost of \$400.00 total, if Township staff determines it is necessary.

The motion carried by a unanimous voice vote.

**E. RESOLUTION RECOGNIZING MAX MARKEN**

Max Marken passed away on June 15, 2011. He was a long time Dixboro resident who contributed a great deal to the community. He was well-known throughout the community and will be greatly missed. The following resolution was moved by McKinney, and seconded by Caviston:

**SUPERIOR TOWNSHIP BOARD OF TRUSTEES  
WASHTENAW COUNTY, MICHIGAN  
JUNE 20, 2011  
RESOLUTION 2011-08**

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**A RESOLUTION RECOGNIZING  
RETIRED FIRE CHIEF  
MAX MARKEN  
FOR HIS CONTRIBUTIONS TO SUPERIOR TOWNSHIP**

**WHEREAS**, this 20<sup>th</sup> day of June 2011 the Charter Township of Superior wishes to recognize the many contributions of Township resident Max Marken; and  
**WHEREAS**, Max Marken lived in Dixboro Village since his youth and always made a direct positive impact on the community; and  
**WHEREAS**, Max Marken served Superior Township from 1954 until 1994 as Fire Chief and Fire Marshal; and  
**WHEREAS**, Max Marken served on the Dixboro Design Review Board for many years; and  
**WHEREAS**, Max Marken worked Elections and generally contributed to the Township in many ways; and  
**WHEREAS**, Max Marken served in the United States Navy during World War II honorably; and  
**NOW THEREFORE BE IT RESOLVED** the Charter Township of Superior recognize him for his many contributions to his Township, State and Country.  
**BE IT FURTHER RESOLVED** the Charter Township of Superior mark June 20, 2011 as *Max Marken Day* for his many contributions.

The resolution was adopted by unanimous voice vote.

**11. PAYMENT OF BILLS**

There were no bills for payment.

It was moved by Caviston, seconded by Lewis, to receive the Record of Disbursements.

**12. PLEAS AND PETITION**

Mr. Lemont Gore, Street Outreach Coordinator, HIV/AIDS Resource Center (HARC), provided each Board member with a packet of information. He requested that Board members review the information and consider placing him on the agenda of the July 18, 2011 Board Meeting. He would like to reinstitute HARC's street outreach program in the area of the Danbury Apartments.

**13. ADJOURNMENT**

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It was moved by McKinney, seconded by Caviston, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 8:30 p.m.

Respectfully submitted,

David Phillips, Clerk

William McFarlane, Supervisor

**SUPERIOR TOWNSHIP BUILDING DEPARTMENT  
MONTH-END REPORT  
JUNE 2011**

Category	Estimated Cost	Permit Fee	Number of Permits
<b>ADDITIONS</b>	<i>\$180,725.00</i>	<i>\$1,985.00</i>	<i>8</i>
<b>BUSINESS/COMMERCIAL</b>	<i>\$219,432.00</i>	<i>\$1,538.00</i>	<i>2</i>
<b>DETACHED ACCESSORY STRUCTURES</b>	<i>\$151,865.00</i>	<i>\$719.00</i>	<i>3</i>
<b>ELECTRIC PERMITS</b>	<i>\$0.00</i>	<i>\$1,316.00</i>	<i>12</i>
<b>HOSPITAL</b>	<i>\$48,000.00</i>	<i>\$216.00</i>	<i>1</i>
<b>MECHANICAL PERMIT</b>	<i>\$0.00</i>	<i>\$1,565.00</i>	<i>16</i>
<b>OTHER</b>	<i>\$29,000.00</i>	<i>\$702.00</i>	<i>2</i>
<b>PLUMBING PERMITS</b>	<i>\$0.00</i>	<i>\$1,014.00</i>	<i>9</i>
<b>REMODEL/REPAIRS</b>	<i>\$155,658.00</i>	<i>\$1,340.00</i>	<i>8</i>
<b>SINGLE FAMILY DWELLINGS</b>	<i>\$460,842.00</i>	<i>\$2,074.00</i>	<i>1</i>
<b>Totals</b>	<i>\$1,245,522.00</i>	<i>\$12,469.00</i>	<i>62</i>

**INSPECTIONS**

**REIMBURSEMENTS**

**RICHARD MAYERNIK**

**116**

**ELECTRICAL INSPECTOR  
(CONTRACTOR)**

**20 @ \$30.00**

**\$600.00**

SUPERIOR TOWNSHIP BUILDING DEPARTMENT  
YEAR-TO-DATE REPORT

2011

Category	Estimated Cost	Permit Fee	Number of Permits
ADDITIONS	\$716,082.00	\$5,363.00	23
BUSINESS/COMMERCIAL	\$219,432.00	\$1,538.00	2
DEMOLITIONS	\$34,000.00	\$353.00	3
DETACHED ACCESSORY STRUCTURES	\$214,361.00	\$1,000.00	4
ELECTRIC PERMITS	\$0.00	\$6,177.00	52
HOSPITAL	\$815,297.00	\$4,867.00	3
MECHANICAL PERMIT	\$0.00	\$10,478.75	94
OTHER	\$74,000.00	\$1,052.00	5
PLUMBING PERMITS	\$0.00	\$5,104.00	41
REMODEL/REPAIRS	\$332,626.00	\$3,733.00	29
SINGLE FAMILY DWELLINGS	\$460,842.00	\$4,606.00	2
<b>Totals</b>	<b>\$2,866,640.00</b>	<b>\$44,271.75</b>	<b>258</b>

INSPECTIONS

REIMBURSEMENTS

RICHARD MAYERNIK  
(BUILDING OFFICIAL)

507

ELECTRICAL INSPECTOR  
(CONTRACTOR)

95 @ \$30.00

\$2,850.00

MECH & PLU INSPECTOR  
(CONTRACTOR)

8 @ \$30.00

\$ 240.00

# SUPERIOR TOWNSHIP Permit by Category with Details

## SINGLE FAMILY DWELLINGS

Permit No.	Owner	Const. Value	Work Description	Contractor
PB11-0058 06/16/2011	LABRIE JOHN & KELLY 5320 BETHENY CIR	\$460,842	Two Story, 4 Bedroom, 3 1/2 Bath, SFD On Full Unfinished Basement With 3 Car Attached Garage.	Toll Brothers Inc.
<b>Totals</b>		<b>\$460,842</b>	<b>Total Permit Fees</b>	<b>Total Permits</b>
			<b>\$2,074.00</b>	<b>1</b>

# 2011 Fire Department Responses

## June

### Structure Fires: 1

1. Location: 8465 Berkshire Blvd.  
Property Value:  
Property Loss:  
Content Value:  
Content Loss:  
Cause: No Information on Report

### Vehicle Fires: 1

- 1.) Location: Midway/Stamford  
Property Value \$4000.00  
Property Loss: \$1000.00  
Make: 1996 Chrysler Town & Country  
Cause of Fire: Undetermined

### Brush Fires: 1

### Trash Fires: 0

### Medical Emergencies: 60

### Personal Injury Accidents: 7

1. 6-3-11 M-14/Ford
2. 6-5-11 Prospect/Cherry Hill
3. 6-8-11 6075 Ford (Motorcycle Fatal)
4. 6-15-11 Ford/Napier
5. 6-29-11 Prospect/Cherry Hill
6. 6-29-11 16 Corners
7. 6-30-11 16 Corners

### Property Damage Accidents: 3

### Residential Fire Alarm: 3

### Commercial Fire Alarm: 1

### St. Joseph Mercy Hospital Alarms: 2

### Utility Emergency: 1

### Public Service Request: 2

### Good Intent: 3

### Carbon Monoxide Alarms: 1

### Mutual Aid: 2

- 6-10-11 Structure Fire YTFD
- 6-29-11 Careless Cook YTFD

### All Other Incidents: 0

### Total Alarms: 88

### Burn Permits: 39

## Charter Township of Superior

### *Fire Department*

7999 Ford Road. Ypsilanti, Michigan 48198

To: William McFarlane, Supervisor

Date: July 5, 2011

Ref: Fire Marshal Report for June 2011

6/1/11

Vacation day

6/2/11

Did fire Marshal report for May 2011

Reviewed fire investigation report for structure fire on Berkshire

6/6/11

Updated new fire code books

6/7/11

Did hydro test and sprinkler inspection St Joe front entry project

Attended Metro Detroit Fire Inspector meeting in Canton

6/8/11

Did office paper work

Reviewed fire systems inspection report from Gallagher Fire Equipment Co. for Hickory Creek Golf Course

Started reviewing turn around requirements for private driveway

Had meeting with Tonya from Huron Gastro

6/9/11

Did office paper work

Worked on requirements for private driveway

6/10/11

Mutual Aid to Ypsilanti Township Fire on a structure fire assisted in the investigation

6/13/11

Attended fire investigation meeting in Saline

6/14/11

Meeting with building department about private driveway on Joy road

Worked on fire extinguisher program

6/15/11

Worked on testing requirements for sprinkler systems at Autumn Woods Condos

6/16/11

Meeting with the Marken family about memorial arrangements for Chief Max W. Marken

6/17/11

Worked on memorial arrangements for the Marken Family

6/18/11

Worked on memorial arrangements for the Marken family

6/20/11

Attended memorial service for Chief Max W. Marken

6/21/11

Reviewed sprinkler plans for Autumn Woods Condos

6/22/11

Worked on fire extinguisher program

Researched charcoal as accidental cause of fires

6/23/11

Investigated burning complaint in Dixboro

Meeting with Rick from Christman and Randy from John Green about sprinklers at new entry to St Joe

Pick up pagers from HVA

6/27/11

Worked on fire extinguisher program

Talked with Rick from building about open ceiling inspection at St Joe

Talked with Randy from John Green about sprinkler inspection at Core Lab

6/28/11

Did open ceiling inspection at core lab phase 3-A

Conducted a portable fire extinguisher class for the staff at Huron Gastro

6/29/11

Typed and sent thank you letters to Ann Arbor City Fire and Ann Arbor Township Fire Departments for assistance with the Max W. Marken Memorial service

6/30/11

Did office paper work

Pickup parts from Granger

Total Inspection to date: 22  
Total Fire Investigations to date: 3  
Structure Fire Investigation: 1  
Grass Fire Investigation: 1  
Vehicle fire investigation: 1  
Total Hours for June 2011: 113.5 hrs.  
Total Hour to Date: 605 hrs.

Respectfully Submitted:

*Wayne Dickinson*

Wayne Dickinson, Fire Marshal  
Superior Township Fire Department

Cc. Dave Phillips, Clerk

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**INTEROFFICE MEMORANDUM**

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**TO:** BILL MCFARLANE SUPERVISOR  
**FROM:** RONALD SMITH CAPTAIN  
**SUBJECT:** HOSPITAL ALARMS  
**DATE:** 7/12/11

SUPERIOR TOWNSHIP FIRE DEPARTMENT FALSE ALARM RESPONSES TO SAINT JOSEPH HOSPITAL  
FOR JUNE 2011

TOTAL FALSE ALARMS: 2  
1ST. ALARM: NO CHARGE  
2<sup>ND</sup> ALARM \$50.00  
TOTAL: \$50.00

**ALARM LOCATIONS:**

5301 MCAULEY (1)  
5205 ELLIOTT (1)

## Superior Township Ordinance Report

### June to July 2011

#### Landscape Debris-Blight

#### Ordinance 165

1562 Stratford Ct.	Tree fallen onto porch. Citation issued. Cleared dismissed at 6-21-11 hearing
1111 Clark	Grass too high, no response, cut by Township
1119 Clark	Grass too high, no response, cut by Township
9216 Ascot	junk in front of house. Removed
Prospect, Macarthur, Geddes, Ridge, Clark	Signs removed
Prospect Pointe	unkempt open areas. Developer notified, cut
Brookside	unkempt open areas. Developer notified, cut
Woodside	unkempt open areas. Developer notified, cut
1889 Ashley	dead tree branches hanging over yard at 1927 Andover Court date 7-19-11 – completed; court date dismissed.
8768 Nottingham	Trash behind home. 1 <sup>st</sup> notice sent. Partially removed.
1594 Stephens	junk in back, cleared.
6645 Warren	materials accumulated on lawn, several tarps covering. 1 <sup>st</sup> notice, no response, 2 <sup>nd</sup> notice.
9225 Arlington	complaint of junk on property. Company in process of cleaning site, pending
1653 Harvest	dead tree branches over neighbor's property – letter sent, pending

#### Noise Complaints

#### Animals

1834 Norfolk                      Dogs jumped fence into neighbor's yard. Referred to WCSO

**Vehicles**

1835 Manchester              Vehicle NP: dismissed at 6-21-11 hearing.

9848 High Meadow      Car with flats, covered. 1<sup>st</sup> letter sent.

1746 Sheffield              inoperable vehicle, no plates. Court order obtained 6-21-11, car towed by Discount

1513 Harvest                  Vehicle NP: dismissed at 6-21-11 hearing.

1590 Wiard                      Vehicle NP: dismissed at 6-21-11 hearing.

1780 Sheffield              Vehicle inoperable, no plates. Resident advised to remedy. pending

5665 Plymouth              Junk car in front yard. Citation issued. Awaiting Court date

6564 Ford Road              junk boat, junk car, junk trailer on property. pending

9208 Panama                  Vehicle NP: dismissed at 6-21-11 hearing.

1515 Ridge 176              Vehicle NP: dismissed at 6-21-11 hearing.

1171 Stamford              Vehicle NP: dismissed at 6-21-11 hearing.

Thames Ct.                      Semi parked overnight on street. Referred to WCSO

1765 Dover Ct.              boat in drive over 72 hrs. Moved

*Miles: 274*

*Time: 40*

*Submitted by John Hudson, Ordinance Officer*

*Cc: Supv, Clerk, Treas, Build. Insp., WCSD*



**PARKS & RECREATION**  
**SUPERIOR TOWNSHIP PARK COMMISSION**  
 Regular Meeting – May 16, 2011  
 Old Township Hall  
 6:30 p.m.  
**ADOPTED MINUTES**

1) CALL TO ORDER

The regular meeting of the Superior Township Parks and Recreation Commission was called to order at 6:30 p.m. at Old Township Hall on May 16, 2011 by the Chair, Jan Berry.

2) ROLL CALL: Lansing, Kern-Boprie, Wilbanks, Berry, Morris, Lopez, Allen

PRESENT: Lansing, Kern-Boprie, Berry, Morris, Lopez, Allen

ABSENT: Wilbanks

STAFF: Keith Lockie, Parks Administrator, Greg Secord, Parks Maintenance Supervisor, and Alex Williams, Township Liaison, were also in attendance

3) FLAG SALUTE

The flag salute was led by Berry

4) APPROVAL OF AGENDA

It was moved by Morris supported by Lopez that the agenda be approved.

5) APPROVAL OF MINUTES OF

It was moved by Lansing, supported by Morris, that the minutes of the regular meeting of April 25, 2011 be accepted as corrected. The minutes were corrected and accepted.

6) CITIZEN PARTICIPATION

NONE

7) TOWNSHIP LIAISON

Williams reported that there had been no Board meeting since our last meeting. He did say that the annual audit was being reviewed by the Board later that evening at the Board meeting. The Board meeting would also have a motion for the affidavit for Cherry Hill Nature Preserve to be recorded at the Registrar of Deeds Office by Dave Phillips. Williams also reported that the Dixboro Fair is August 6 and that there are new plantings and landscaping taking place at the new entrance to St Joe's Hospital.

8) REPORTS

A. Chairperson:

Berry reported that the Park Steward had come across a young man attempting to climb trees in Cherry Hill Nature Preserve. Copley told the man that it was not a good idea to climb trees in the

Preserve.

**B. Administrator:**

Administrator report attached to these minutes.

**C. Board Meeting Attendees:**

NONE

**D. Park Steward:**

NONE

**E. Safety:**

Secord reported that there have been no accidents in the last month. There have been cases of poison ivy among the Parks Maintenance staff. Berry asked Secord if he would need any additional wood chips because she knows a person that may be able to supply wood chips. Secord said he may be interested because his supply is running low.

Allen moved, supported by Lopez, to accept the Reports. The motion carried.

9) COMMUNICATIONS

Morris moved, supported by Kern-Boprie, to accept the Communications. The motion carried.

9) OLD BUSINESS

**A. Green Fair** – The Green Fair will be held at Fireman’s Park on June 11 from 11:30 am to 2:00 pm. Berry inquired which Commissioners will be attending the event. Secord said he will obtain more tables for the event.

**B. 2011 Summer Programs/Kickball Event June 18, 2011** – The Commission decided that we should prepare for one hundred people attending the Kickball Event on June 18. There will probably be only twenty to thirty in attendance at the Kickball Event, but the Commission decided any left overs would be used at the next event. Allen will be the coordinator for the Kickball Event and any rain cancellations for the Summer Events will be decided by the coordinator for each event by 8:00 am.

**C. By-Laws** – Commissioners reviewed the proposed by-laws and Kern-Boprie motioned that we accept the ~~red~~ changes and proposed by-laws as the Parks Commission’s new by-laws. Morris seconded, and a unanimous roll call vote was taken.

10) NEW BUSINESS

**A. Community Park Parking Lot Lighting** – Berry prepared a resolution to present to the Board concerning the lighting of the parking lot at Community Park. A unanimous roll call vote was taken approving the presentation of the resolution to the Board. The resolution reads as follows: “Whereas there have been several requests for lighting the parking area at Community Park; and whereas the Superior Township Park Commission believes that lighting would improve the safety in this park; be Be it resolved that the Superior Township Park Commission requests that the Superior Township Board of Trustees install lights in the parking area at Community Park.”

**B. Schroeter Park fence Bids** - Secord reported to the Commission that the bid from Allied Fence for fencing Schroeter Park is five-thousand three hundred and twenty dollars. This bid does not include removal of the old fence, just the installation of new fence. Berry encouraged the other Commissioners to drive by the Warren and Berry Roads area and evaluate the fence before our next meeting. Secord said he will attempt to get more bids

**C. Brush Attachment for Toro for Non-Motorized Trails** - For insurance purposes, there have been suggestions that we maintain and clean the non-motorized trails when appropriate. Last year the maintenance was performed by an outside company and we are considering purchasing a rotating brush attachment for one of the Toro mowers which would clean the trails. Secord said he would evaluate the

attachment's effectiveness and determine if it would damage the non-motorized trails when used. Secord also said he would get bids for the attachment.

11) BILLS FOR PAYMENT

Allen moved, supported by Kern-Boprie, to pay the bills totaling \$ 1,628.81 (one thousand six hundred twenty-eight dollars and eighty-one cents). The motion carried unanimously.

13) FINANCIAL STATEMENTS

Kern-Boprie moved, supported by Morris, to accept the April, 2011 financial statements. The motion carried unanimously.

14) PLEAS AND PETITIONS -  
NONE

15) ADJOURNMENT

It was moved by Allen, supported by Kern-Boprie, that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Dan Allen, Secretary

# MEMORANDUM

**To:** Superior Township Board  
**From:** Rick Church  
**Date:** July 14, 2011  
**Re:** Utility Department Report

- Department staff performed maintenance on a weighted check valve located at the Section 36 Sanitary Sewer Lift Station. This procedure required a confined space entry.
- As part of our Cross connection Control Program, Utility Department staff have been sending out notifications and performing inspections at numerous commercial accounts throughout the Township, including Fairfax Manor, St. Joseph Mercy Hospital, the pool and pool house at Prospect Pointe and the irrigation meters at the Brookside subdivision entrances.
- After experiencing DTE power problems with both the Clark Road and Prospect Pointe sanitary sewer lift stations, we have been working diligently with DTE engineers to find out why we have been experiencing low voltage conditions during very hot weather days. These conditions have forced us to operate those stations using our back-up generator supply in order to avoid pump motor damage.
- Utility Department Maintenance staff have met with Township engineers (OHM) and Davis Construction in an effort to reconcile any remaining punch list items relating to the Harris Road Non-motorized Trail Project.
- Maintenance Department personnel excavated and repaired water shut-off boxes at the following addresses:
  - 8670 Deering
  - 1659 Golfview
  - 1111 Clark Road

These shut-off valves are used to disconnect water service to homes for repairs or for home winterization.

- Maintenance Department personnel were dispatched to 1937 Berkshire Drive at Lakeview Estates in order to assist them in investigating a sink hole on their property. It was determined that a sanitary sewer manhole had been hit, which made the top section slide. This allowed dirt to get in and caused the depression. We erected a barricade for safety and Lakeview has stated they will get it repaired.

- A fire hydrant, located at 1790 Hamlet Drive, was found not to be at proper grade. It was disassembled and an extension kit was installed. This allowed the hydrant and accompanying shut-off box to both be brought to grade.
- I have been working with Mr. Osgood, from ISO Commercial Risk Services, Inc. They are responsible for rating the Township's fire protection capabilities. They work with the Fire Department to document their procedures, equipment and capabilities. They also work with the Utility Department to evaluate the Township's water system capability as it relates to fire fighting supply. Insurance companies throughout the state and country use this data and this rating to set insurance premiums.
- The Superior Township Utility Department Office Manager worked with the Ypsilanti Community Utilities Authority and with other communities, such as Pittsfield and Augusta Townships, in a joint effort to compile information needed to produce the annual Consumer Confidence Report. This report is a requirement of the DEQ and was due to our customers, our local health department and to the DEQ by the July 1<sup>st</sup>.



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriff@washtenaw.org](mailto:sheriff@washtenaw.org)

JERRY L. CLAYTON  
SHERIFF

MARK A. PTASZEK  
UNDERSHERIFF

July 11<sup>th</sup>, 2011

Supervisor William McFarlane  
Superior Charter Township  
3040 N. Prospect Rd  
Ypsilanti, MI 48198

Mr. McFarlane,

The following data summarizes the law enforcement activities in Superior Township during the month of June, 2011. Included you will find a breakdown of time spent in Superior Township, a Law Enforcement Activity Report, a summary of Highlighted Calls for Service, a Deputy Activity Summary, and a Summary of Citations issued in Superior Township.

Attached please find the Superior Township Alarm breakdown for the month of June which has already been forwarded to your billing department.

You will note that in this month's report there is the quarterly time year-to-date pie chart that depicts the balance of time spent between Superior and Ann Arbor Townships. I look forward to discussing any questions you may have regarding the quarterly report. Also Corporal Ball is now officially in-residence here at Station #6 from the Ypsilanti Schools for the summer. Corporal Ball hit the ground running and is currently spearheading a project to identify corporately owned rentals with patterns of problems and addressing those problems with the ownership directly.

Please review and accept this report at your next Board Meeting. If you have any questions or require any additional information please contact me personally and I will supply you the necessary information.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Cook".

Sergeant P. Cook  
Station #6



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



2201 Hogback Road • Ann Arbor, Michigan 48105-9732 • OFFICE (734) 971-8400 • FAX (734) 971-9248 • EMAIL [sheriff@co.washtenaw.mi.us](mailto:sheriff@co.washtenaw.mi.us)

**JERRY L. CLAYTON**  
SHERIFF

**MARK A. PTASZEK**  
UNDERSHERIFF

## SUPERIOR TOWNSHIP HIGHLIGHTED CALLS FOR SERVICE JUNE 2011

### ASSAULT & BATTERY /DOMESTIC

7400 block of Plymouth Rd  
9500 block of Glenhill Dr  
1800 block of Manchester Dr  
8600 block of Kingston Ct  
8900 block of Macarthur Blvd  
9200 block of Macarthur Blvd  
9200 block of Macarthur Blvd  
9100 block of Arlington Dr  
9200 block of Macarthur Blvd

### BURGLARY

5400 block of Meadowcrest Dr  
4200 block of Berry Rd  
8600 block of Pine Ct  
1900 block of Ridge Rd  
8600 block of Macarthur Blvd  
10000 block of E. Avondale Cir

### LARCENY

1600 block of Harvest Ln  
4611 block of Gotfredson Rd  
8500 block of Durham Ct

### LARCENY FROM AUTO

9000 block of Ascot Dr  
Cherry Hill & Gotfredson Rd  
1800 block of Evergreen Ln  
9600 block of W. Avondale Cir

### UDAA

8300 block of N. Warwick Ct

### FRAUD

1100 block of Stamford Rd  
8500 block of Canterbury Ct

**\*OTHER NOTABLE CALLS FOR THE MONTH**

MDOP 4

FAMILY TROUBLE 17

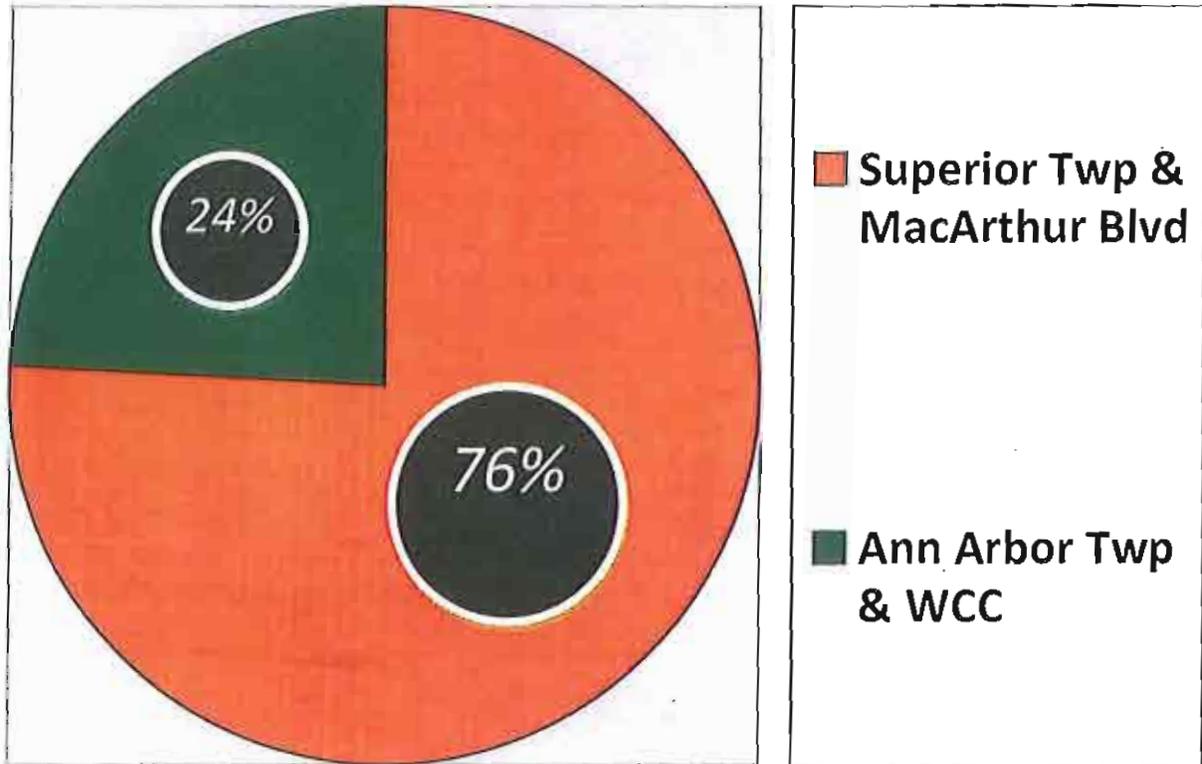
DISORDERLY 28

SUSPICIOUS INCIDENTS 51

TRAFFIC CRASH 15

PUBLIC NUISANCE 21

January – June 2011

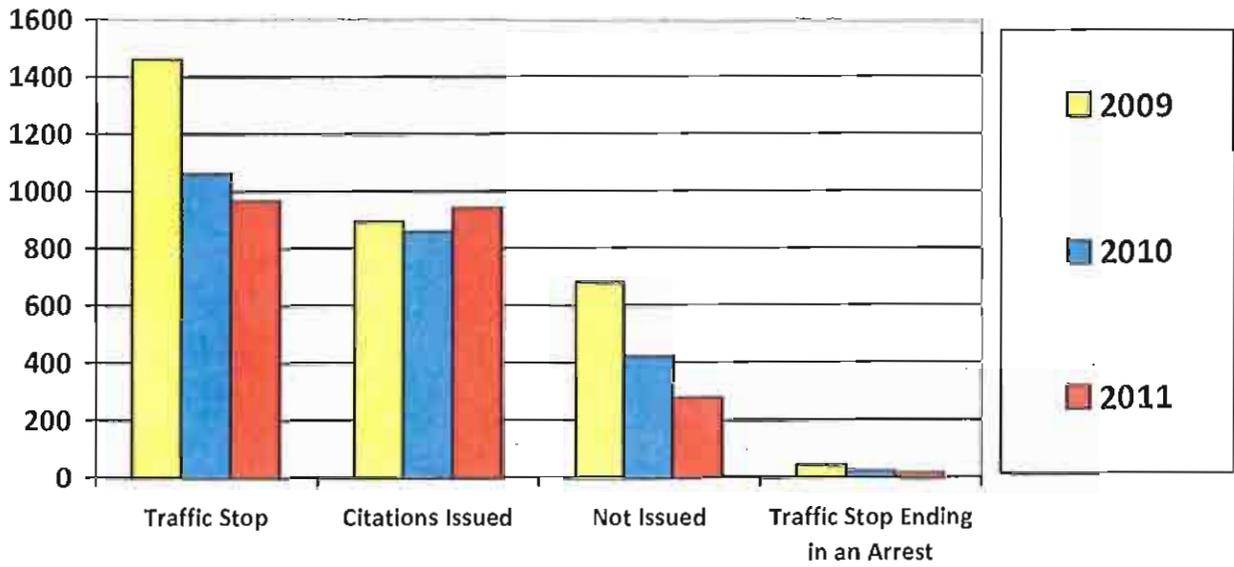


Superior Twp & MacArthur Blvd Total time =  
450,251 Minutes / 7,504hr 11min

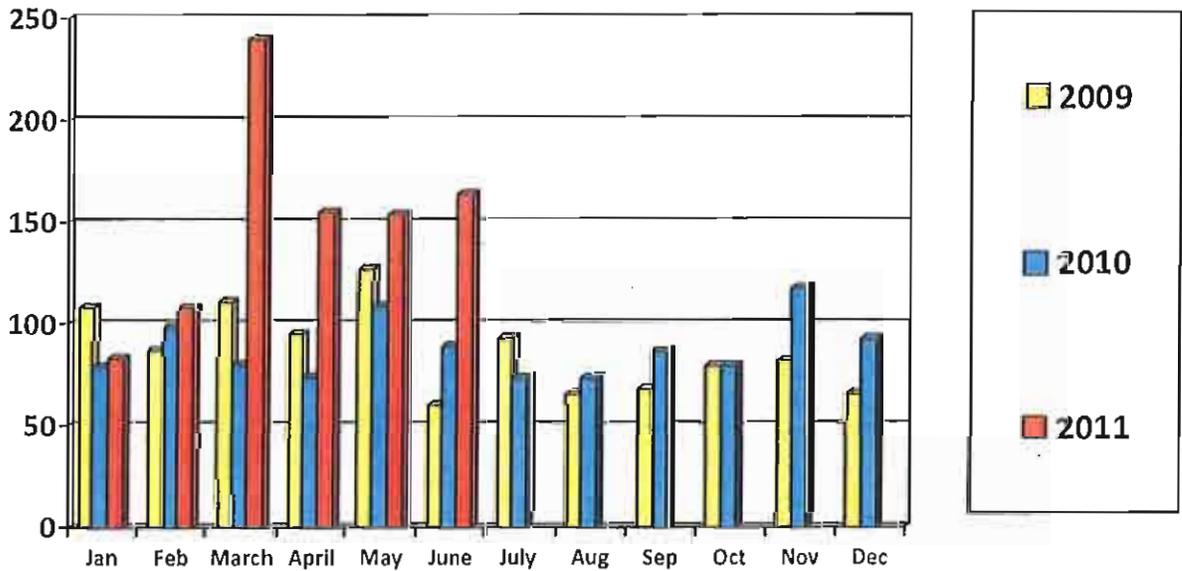
Ann Arbor Twp & WCC Total Time =  
144,179 Minutes / 2,402hr 59min



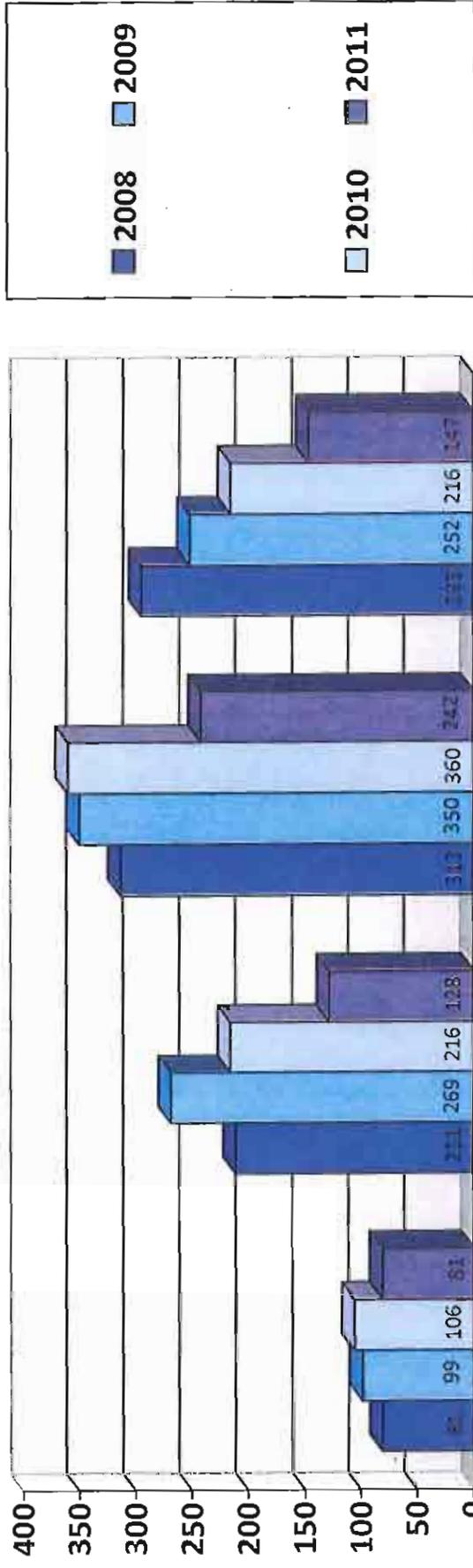
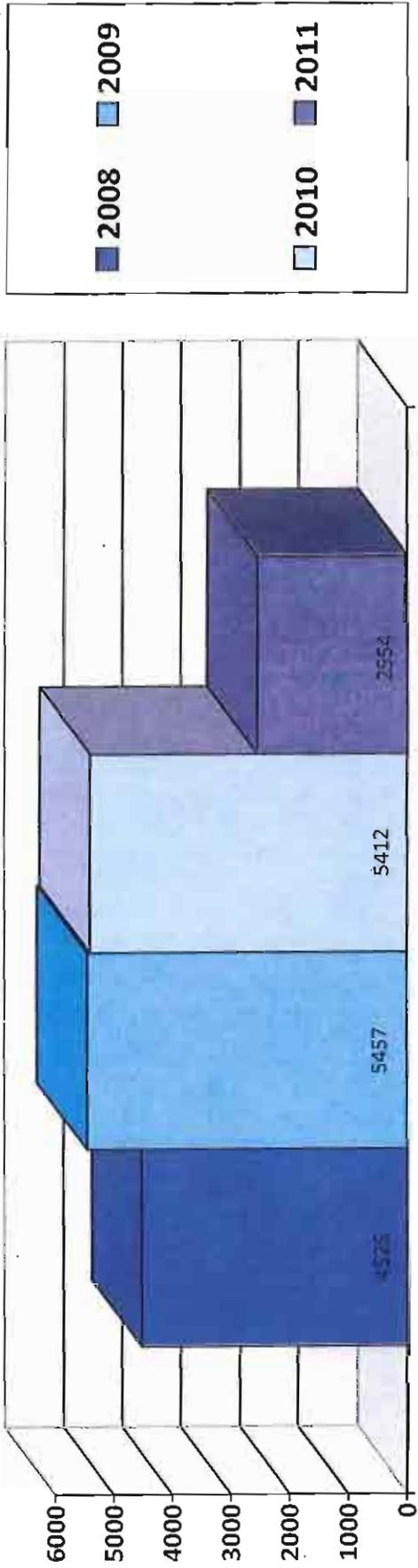
## Superior Twp



## Citations by Month



# Superior Township Four Year Activity Report



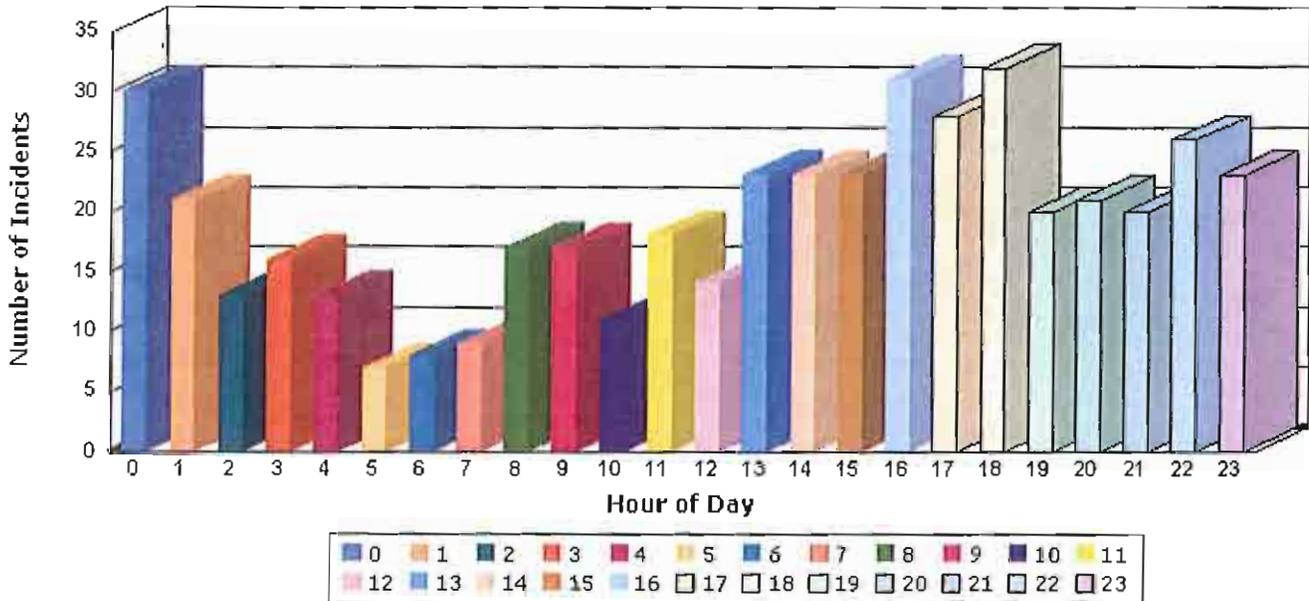
## Number of Incidents by Time

### Report Description

**Timeframe :** From 2011-06-01 00:00:00 To 2011-06-30 23:59:00

**Location :** MunicipalArea | SUPERIOR TOWNSHIP

**User Comments :** N/A



Hour of Day	Count
0:00	30
1:00	21
2:00	13
3:00	16
4:00	13
5:00	7
6:00	8
7:00	9
8:00	17
9:00	17
10:00	11
11:00	18
12:00	14
13:00	23
14:00	23
15:00	23
16:00	31
17:00	28
18:00	32
19:00	20
20:00	21
21:00	20
22:00	26
23:00	23
<b>Total</b>	<b>464</b>

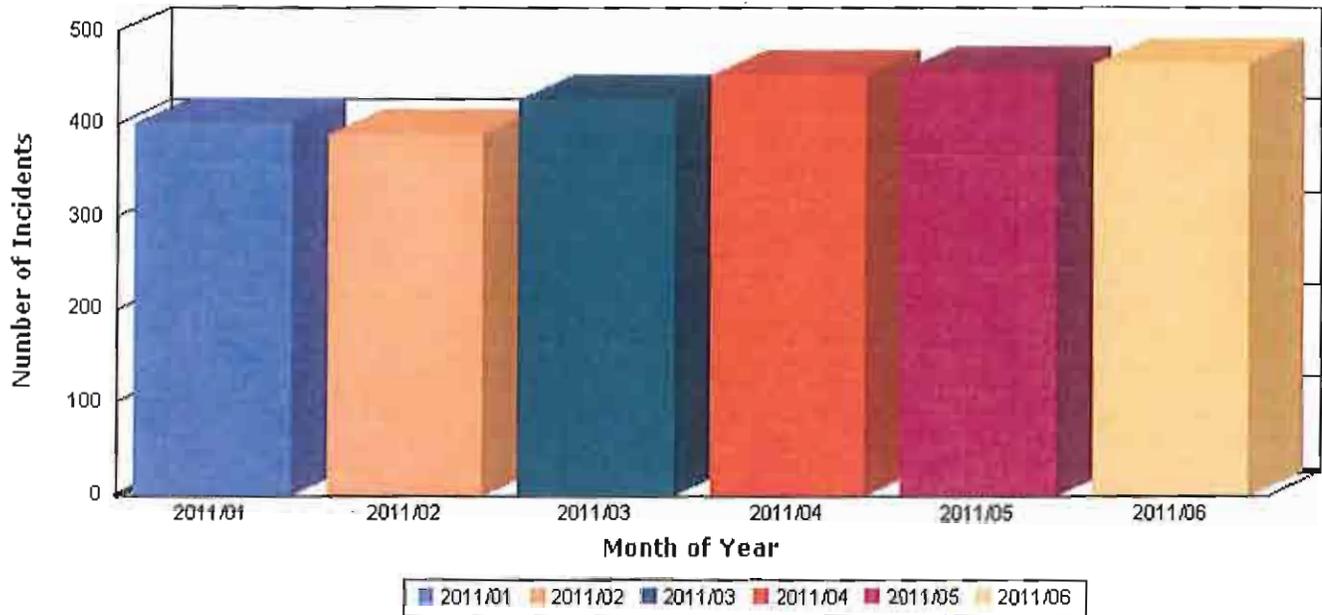
## Number of Incidents by Month

### Report Description

**Timeframe :** From 2011-01-01 00:00:00 To 2011-06-30 23:59:00

**Location :** MunicipalArea | SUPERIOR TOWNSHIP

**User Comments :** N/A



Month of Year	Count
January, 2011	399
February, 2011	387
March, 2011	424
April, 2011	452
May, 2011	455
June, 2011	464
<b>Total</b>	<b>2,581</b>



# Washtenaw County Sheriff's Activity Log

Assist Into Unassigned Area Report (Sorted by Date/Time, then Log ID)

7/5/2011

9:48:21

Assistance Into Area: Superior Twp/Ann Arbor Twp  
6/1/2011 - 6/30/2011

Log #	Deputy ID / Name	Date/Time	Minutes	Assisted Into
268585	736 KOVACH, EDWARD LOUIS	6/3/11 4:30	40	Superior Twp.
Type: Service Requests Location: 1834 NORFOLK DR Assignment Area: SCIO				
Comments: 1834 Norfolk Dr 11-25264 barking dog reassigned A2, SUP per 412 A2/SP units covering Ypsi shooting. 3409 covering Sci				
268774	1810 CARTER, ANDREW N	6/5/11 3:35	20	MacArthur Blvd
Type: Service Requests Location: 9262 MACARTHUR Assignment Area: Ypsilanti Twp				
Comments: DISP: BACK-UP (FOOT PATROL - SECURE) 1A9 / 1B22 / 1A30 - PER 418 - SECURE 1A30 ONE IN CUSTODY				
269654	1749 CRATSENBURG, JOHN A	6/5/11 3:35	15	MacArthur Blvd
Type: Service Request Assist Location: 9262 MAC ARTHUR Assignment Area: Ypsilanti Twp				
Comments: 50 PLUS PEOPLE FIGHTING				
268968	1693 WILLIAMS, SCOTT W	6/6/11 3:10	15	Superior Twp.
Type: Service Request Assist Location: 1784 SHEFFIELD Assignment Area: Ypsilanti Twp				
Comments: assist 6 on a disorderly call. possible man with gun. unfounded				
268997	1695 ARTS, JOSHUA A	6/6/11 3:10	10	Superior Twp.
Type: Service Request Assist Location: 1784 SHEFFIELD Assignment Area: Ypsilanti Twp				
Comments: ASSIST B6 WITH DISORDERLY- POSSIBLE SHOOTING; PER 427 RESPOND TO ASSIST; UNFOUNDED				
269989	1138 VISEL, GERROD T	6/11/11 23:30	65	MacArthur Blvd
Type: Self-Initiated Activity Location: 8906 MACARTHUR BLVD Assignment Area: Ypsilanti Twp				
Comments: Assist w/ Attempt Warrant Pick Up				
270157	1693 WILLIAMS, SCOTT W	6/12/11 1:55	30	MacArthur Blvd
Type: Service Request Assist Location: 9044 MACATHUR Assignment Area: Ypsilanti Twp				
Comments: 9044 MACARTHUR/ DV FA/ ASSIST 1B4				
270172	1081 BUFFA, DANIEL P	6/12/11 4:45	25	Superior Twp.
Type: Service Request Assist Location: WEXFORD/AVONDALE Assignment Area: Ypsilanti Twp				
Comments: assisted with mdical /man down. superior only had one ofc. Sgt. Hoy				
270239	1125 ELZINGA, MARK G	6/12/11 14:25	20	Superior Twp.
Type: Service Request Assist Location: STEPHENS AND NOTTINGHAM Assignment Area: Ypsilanti Twp				
Comments: stephens and nottingham, 11-27139 331 had foot chase and then disorderly, secure.				
270248	1654 GYNES, THOMAS V	6/12/11 14:50	15	Superior Twp.
Type: Service Request Assist Location: 1762 STEPHENS Assignment Area: Ypsilanti Twp				
Comments: ASST 331				
270454	746 MERCURE, THOMAS DELAND	6/13/11 16:30	60	Superior Twp.
Type: Service Requests Location: 6463 WARREN Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: BACK B9				
270454	746 MERCURE, THOMAS DELAND	6/13/11 18:00	30	Ann Arbor Twp.
Type: Property Check Location: Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: MARSHALL PARK				
270454	746 MERCURE, THOMAS DELAND	6/13/11 20:00	15	Ann Arbor Twp.
Type: Property Check Location: Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: COMCAST PROPERTY/ OLD EARHART				
270454	746 MERCURE, THOMAS DELAND	6/13/11 20:15	15	Ann Arbor Twp.
Type: Property Check Location: Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: GOSS/ WOODRIDGE/ ARROWHEAD				
270454	746 MERCURE, THOMAS DELAND	6/13/11 20:45	15	Ann Arbor Twp.
Type: Property Check Location: Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: VILLAGE GREEN/ CHECK POOL AREA				
270454	746 MERCURE, THOMAS DELAND	6/13/11 21:00	20	Ann Arbor Twp.
Type: Property Check Location: Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: THE ARBORS				
270454	746 MERCURE, THOMAS DELAND	6/13/11 21:30	40	Ann Arbor Twp.
Type: Property Check Location: Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: MASCO CORP- CHECK HEAVY EQUIPMENT THROUGH NICB, CHECK FOR STOLEN PROPERTY PIN NUMBERS: 2347113				
270454	746 MERCURE, THOMAS DELAND	6/13/11 22:35	15	Ann Arbor Twp.
Type: Traffic Stop Location: Assignment Area: Dexter/Dexter Twp/Webster Tv				
Comments: SH273576				
270693	1354 MCDONAGH, MICHELLE J	6/14/11 17:15	15	MacArthur Blvd
Type: Service Request Assist Location: 9054 MACARTHUR Assignment Area: Ypsilanti Twp				
Comments: DISP:ASSIST 331/SUBJECT RAN/HOUSE SEARCH				

Log #	Deputy ID / Name	Date/Time	Minutes	Assisted Into
270802	45 BLANCHARD, KEVIN WAYNE	6/15/11 11:20	25	Superior Twp.
Type: Service Requests		Location: 8944 NOTTINGHAM	Assignment Area: Ypsilanti Twp	
Comments: Disp- Assist B-43				
271288	981 WIESE, DEREK PAUL	6/17/11 19:30	10	Superior Twp.
Type: Service Requests		Location: 1726 DEVON	Assignment Area: Ypsilanti Twp	
Comments: DISP: ASSIST SUPERIOR TWP UNITS WITH 30-40 UNITS FIGHTING				
271302	1355 LARKIN, ERIN T	6/17/11 19:30	15	Superior Twp.
Type: Service Request Assist		Location: 1762 DEVON	Assignment Area: Ypsilanti Twp	
Comments: DISP: ASSIST SUPERIOR UNITS W/ LARGE FIGHT, 121 INVOLVED. PER 419				
271505	1749 CRATSENBURG, JOHN A	6/19/11 7:00	35	Superior Twp.
Type: Service Requests		Location: 1780 SHEFFIELD	Assignment Area: Ypsilanti Twp	
Comments: ANTONIO DAVID CHAVEZ HM 10/07/65				
271682	1530 RUSH, HORACE E	6/20/11 3:20	35	Superior Twp.
Type: Service Request Assist		Location: 1780 SHEFFIELD DRIVE	Assignment Area: Ypsilanti Twp	
Comments: Assisted A21 with 10-9 arrest at the location				
271671	586 HAUSE, KEVIN PATRICK	6/20/11 6:00	30	Superior Twp.
Type: Service Request Assist		Location: 1780 SHEFFIELD	Assignment Area: Ypsilanti Twp	
Comments: ASSISTED WITH LOCATING/DETAINING SUBJECT / TOT HVA REF SUICIDAL THOUGHTS / B-4 PRIMARY				
272097	570 STUCK, RYAN JOSEPH	6/22/11 1:15	10	Superior Twp.
Type: Service Requests		Location: 1515 RIDGE	Assignment Area: Scio	
Comments: 1515 RIDGE LOT 85 DISORDERLY				
272097	570 STUCK, RYAN JOSEPH	6/22/11 2:00	30	Superior Twp.
Type: Service Requests		Location: 1515 RIDGE LOT 85	Assignment Area: Scio	
Comments: 1515 RIDGE LOT 85 DISORDERLY				
272180	1165 FARST, LISA S	6/22/11 13:40	20	Superior Twp.
Type: Service Requests		Location: SUPERIOR/FIRST	Assignment Area: Ypsilanti Twp	
Comments: DISP: ADVISED TO MOVE ALONG				
273914	1802 MCGRADY, PATRICK T	6/30/11 23:20	220	Superior Twp.
Type: Service Request Assist		Location: FORD RD&PLYMOUTH RD	Assignment Area: Ypsilanti Twp	
Comments: 11-30633 - PDC - traffic point assistance				

Total Minutes: 910 (Hours Equivalent: 15.17)

Dexter/Dexter Twp/Webster Twp:	8	trips totaling	210	minutes
Scio Twp.:	3	trips totaling	80	minutes
Ypsilanti Twp.:	18	trips totaling	620	minutes



# Washtenaw County Sheriff's Activity Log

7/5/2011

Out of Area Report (Sorted by Date/Time, then Log ID)

9:51:09

Assignment Area: Superior Twp/Ann Arbor Twp  
6/1/2011 - 6/30/2011

Log #	Deputy ID / Name	Date/Time	Minutes
268601	1695 ARTS, JOSHUA A	6/3/11 4:00	160
<b>Type:</b> Service Request Assist <b>Location:</b> 1449 HARRY ST <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> ASSIST YPT UNITS WITH SHOOTING- PER 428; TRANSPORT WITNESSES TO STATION 1 FOR INTERVIEWS WITH DB; T			
268903	1788 VANTUYL, MARK A	6/5/11 21:00	25
<b>Type:</b> Service Requests <b>Location:</b> PENINSULAR PARK <b>Area:</b> Ypsilanti (city)			
<b>Comments:</b> DISP: FLAGGED DOWN BY PEDESTRIAN WHO ADVISED THAT A BIKE WAS SET ON FIRE IN PENINSULAR PARK. I EXT			
269030	267 STANTON, ROBERT DAVID	6/6/11 12:00	30
<b>Type:</b> Service Request Assist <b>Location:</b> 1550 E CLARK TOWERS <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> back 17 on suicidal women by knife per Sgt. King			
269127	746 MERCURE, THOMAS DELAND	6/6/11 19:40	30
<b>Type:</b> Service Requests <b>Location:</b> STATION 1 <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> DISPATCHED TO DO VEHICLE RELEASE (COUNTY WIDE CAR NOT AVAILABLE- DISPATCHED CLEARED THROUGH CO			
269127	746 MERCURE, THOMAS DELAND	6/6/11 20:10	20
<b>Type:</b> Service Requests <b>Location:</b> STATION 1 <b>Area:</b> Scio Twp.			
<b>Comments:</b> WHILE AT STATION 1- WALK UP VEHICLE RELEASE			
269587	746 MERCURE, THOMAS DELAND	6/8/11 23:15	20
<b>Type:</b> Service Requests <b>Location:</b> 511 N. MAIMI <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> ASSIST YPSILANTI TWP			
269658	267 STANTON, ROBERT DAVID	6/9/11 12:45	30
<b>Type:</b> Service Request Assist <b>Location:</b> 860 TWIN TOWERS <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> back ypsi units on fa in progress per 414			
269795	746 MERCURE, THOMAS DELAND	6/9/11 19:00	15
<b>Type:</b> Service Requests <b>Location:</b> 1783 WASHTENAW <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> B14 NOT RESPONDING TO SECURITY CHECKS FROM DISPATCH--- SECURE			
269978	1793 URBAN, SEAN G	6/10/11 23:30	30
<b>Type:</b> Service Request Assist <b>Location:</b> 739 CALDER <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> 11-26859 SHOOTING- ASSIST DEPUTY W/ SUSPECTS AT GUNPOINT (427 ON SCENE)			
270075	1805 TEETS, CHAD M	6/11/11 12:55	5
<b>Type:</b> Service Request Assist <b>Location:</b> 1280 CANDLEWOOD <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> 10-24 CAME IN AS A POSSIBLE HI 10-11, ASSIST SAYDAK WITH CLEARING RESIDENCE, 10-24			
270107	1805 TEETS, CHAD M	6/11/11 16:05	30
<b>Type:</b> Service Request Assist <b>Location:</b> LEXINGTON/CLARK <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> 10-24 SUBJECT WAS UTL, AUTHORIZED BY 419			
270156	1775 FARMER, HOLLY C	6/11/11 16:10	25
<b>Type:</b> Service Request Assist <b>Location:</b> LEXINGTON/CLARK <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> lexington/clark assist ypsi man w/ gun			
270156	1775 FARMER, HOLLY C	6/11/11 19:15	45
<b>Type:</b> Service Request Assist <b>Location:</b> CURTIS/N TERRITORIAL <b>Area:</b> Salem Twp.			
<b>Comments:</b> curtis/n territorial assist other unit			
270669	1763 GEBAUER, JOEL J	6/14/11 22:13	17
<b>Type:</b> Service Requests <b>Location:</b> 2201 HOGBACK <b>Area:</b> County Wide			
<b>Comments:</b> MEDICAL--- PULLING INTO STATION 1 FOR FOLLOW-UP CAME ACROSS WOMEN WITH BLOOD SUGAR ISSUES. HVA C			
270669	1763 GEBAUER, JOEL J	6/14/11 22:30	20
<b>Type:</b> Service Requests <b>Location:</b> LLRC <b>Area:</b> County Wide			
<b>Comments:</b> CONTACT DRIVER			
270810	1755 HOLT, ANDREW M	6/15/11 13:00	100
<b>Type:</b> Court (Regular Time) <b>Location:</b> <b>Area:</b> Ypsilanti Twp.			
<b>Comments:</b> court: exam for stephen anthony moore cc fraud 10-7528. exam waived			

Log #	Deputy ID / Name	Date/Time	Minutes
271371	1788 VANTUYL, MARK A	6/18/11 4:55	15
<b>Type:</b> Service Request Assist <b>Location:</b> CONGRESS/NORMAL		<b>Area:</b> Ypsilanti (city)	
<b>Comments:</b> DISP: CHECKED 1515 RIDGE FOR SUSPECT VEHICLE REFERENCE TO YPD'S HIT AND RUN.			
271415	744 HILOBUK, JEREMY MICHAEL	6/18/11 12:00	60
<b>Type:</b> Service Request Assist <b>Location:</b> 6938 BRASSOW LN		<b>Area:</b> Webster Twp.	
<b>Comments:</b> 6938 Brassow Lane-- Domestic in progress			
271520	597 FLINT, CYNTHIA MARIE	6/19/11 4:35	25
<b>Type:</b> Service Request Assist <b>Location:</b> 2821 BYNAN APT 103		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> 2821 Bynan 103 Disorderly/shots 11-28383 Back Up A22			
272241	1788 VANTUYL, MARK A	6/22/11 20:40	35
<b>Type:</b> Service Requests <b>Location:</b> 2201 HOGBACK		<b>Area:</b> Pittsfield Twp.	
<b>Comments:</b> DISP: VEHICLE RELEASE			
272350	952 REX, BRIAN ANDREWS	6/23/11 14:00	120
<b>Type:</b> Special Detail <b>Location:</b>		<b>Area:</b> County Wide	
<b>Comments:</b> Reassigned to Dispatch			
272472	1185 HUNT, CHARLES ALAN	6/23/11 21:30	25
<b>Type:</b> Service Request Assist <b>Location:</b> RIDGE / HOLMES		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> Disp: Assist 3A29			
272442	1788 VANTUYL, MARK A	6/23/11 21:35	25
<b>Type:</b> Service Request Assist <b>Location:</b> MONTROSE/RIDGE		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> DISP: ASSIST B8 ON TRAFFIC STOP OF 5402 DRIVER.			
272578	1802 MCGRADY, PATRICK T	6/24/11 10:45	55
<b>Type:</b> Service Requests <b>Location:</b> 3175 W CLARK		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> ASSIST YPSI TWP UNITS W BANK ROBBERY BOL			
272556	267 STANTON, ROBERT DAVID	6/24/11 11:10	30
<b>Type:</b> Service Requests <b>Location:</b> 3175 W CLARK		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> back ypsi units on RA just occurred			
272588	628 BALL, CHARLES ALEXANDRO	6/24/11 11:10	130
<b>Type:</b> Service Request Assist <b>Location:</b> PNC BANK		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> PNC Bank Robbery 3175 Golf Side # 11-29360 Disp: Assist / Scene Security			
272640	1788 VANTUYL, MARK A	6/24/11 18:30	25
<b>Type:</b> Service Request Assist <b>Location:</b> CLARK/DEVON		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> DISP: ASSISTED WITH SUICIDAL SUBJECT DUE TO BEING ON BORDER RD.			
272640	1788 VANTUYL, MARK A	6/24/11 20:00	45
<b>Type:</b> Service Request Assist <b>Location:</b> 2917 MONTROSE AVE		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> DISP: DISPATCHED TO ASSIST YPSI TWP UNITS WITH MULTIPLE CALLS OF SHOTS FIRED IN THE AREA. CLEARED T			
272643	1360 REICH, DEAN A	6/24/11 20:00	40
<b>Type:</b> Service Request Assist <b>Location:</b> 2917 MONTROSE		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> ASSISTED YPSI UNITS / UTL / ALL QUITE			
272667	1793 URBAN, SEAN G	6/24/11 20:20	20
<b>Type:</b> Service Request Assist <b>Location:</b> 2917 MONTROSE		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> 10-24 UTL ON SUBJECT ARMED WITH 121, REPORT OF SHOTS FIRED			
272809	1775 FARMER, HOLLY C	6/25/11 22:40	20
<b>Type:</b> Service Request Assist <b>Location:</b> 633 ONANDAGA		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> 633 onandaga assist w/ crowd			
272845	1805 TEETS, CHAD M	6/25/11 22:40	25
<b>Type:</b> Service Request Assist <b>Location:</b> 633 ONANDAGA		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> PER 415, ASSIST WITH LARGE PARTY			
272823	991 CAMPBELL, JOHN WILLIAM	6/25/11 22:45	20
<b>Type:</b> Service Request Assist <b>Location:</b> 633 ONANDAGA		<b>Area:</b> Ypsilanti Twp.	
<b>Comments:</b> ASSIST YPSI UNITS TO BREAK UP LARGE PARTY			
273343	1763 GEBAUER, JOEL J	6/28/11 17:10	140
<b>Type:</b> Service Request Assist <b>Location:</b> RIVERSIDE PARK		<b>Area:</b> Ypsilanti (city)	
<b>Comments:</b> ASSIST YPD/YFD DROWNING URST RESPONSE			

Log # Deputy ID / Name  
273361 746 MERCURE, THOMAS DELAND

Date/Time: 6/28/11 17:25 Minutes: 155  
Area: County.Wide

Type: Service Requests Location: RIVER SIDE PARK

Comments: YPSILANTI CITY, USRT RESPONSE TO DROWNING 10-11

Total Minutes: 1,612 ( 26 hours 52 minutes )

County Wide:	4	trips totaling	312	minutes
Pittsfield Twp.:	1	trips totaling	35	minutes
Salem Twp.:	1	trips totaling	45	minutes
Scio Twp.:	1	trips totaling	20	minutes
Webster Twp.:	1	trips totaling	60	minutes
Ypsilanti City:	3	trips totaling	180	minutes
Ypsilanti Twp.:	24	trips totaling	960	minutes



# Washtenaw County Sheriff's Activity Log

Individual Deputy Statistical Report

07/05/2011 9:55:19AM

Assignment Area: Superior Twp/Ann Arbor Twp  
 Date Range: 6/1/2011 - 6/30/2011

	SATS	Service Requests	Traffic Stops	Reports Written	CD-10's	SR & JS Endings In Arrest	Misdemeanor Arrest (SD)	felony Arrest (SD)	Self Initiated Warrant Arrests	Warrant Arrests / Pick Ups	Misdemeanor Citations	Cell Infractons	Parking Citations	OUT Arrests
1695 ARTS, JOSHUA A	5	7	15	2	1	1	1	1	1	1	1	1	1	11
628 BALL, CHARLES ALEXANDRO	9	31	1	6										
930 BALLARD, JOSEPH C	1													
1094 BALLOU, DOUGLAS R	3	12	5	1	1	2	3	2	4					
45 BLANCHARD, KEVIN WAYNE	2	2												
1081 BUFFA, DANIEL P	1	2												
991 CAMPBELL, JOHN WILLIAM	12	26	10						16					
342 COGGINS, WILLIAM THOMAS	6	4	3											
1125 ELZINGA, MARK G	3	4	5	2					4					
1775 FARMER, HOLLY C	22	47	24	4	1	2	2	1	8	1	3	8		
597 FLINT, CYNTHIA MARIE	2	1	1	1										
1763 GEBAUER, JOEL J	14	48	25	17	7	1	5	1	22	4	22			1
1177 GORNEY, JOHN ARTHUR	1	2	1											
140 GRIM, EDWARD ALLAN	1	1												
1654 GUYNES, THOMAS V	1		1											
744 HILOBUK, JEREMY MICHAEL	1	2	1											
1755 HOLT, ANDREW M	1	1	1	1	1	1	1	1	1					
353 HOWELL, BRIAN LEE	2	5		1					1					
1185 HUNT, CHARLES ALAN	4	10	2	1	1	1	2	1	1	1	1			1
797 KITTLE, BRIAN SCOTT	1		3											
1786 KRINGS, NICHOLAS J	2		1											
1354 MCDONAGH, MICHELLE J	1	1	1											





# Washtenaw County Sheriff's Activity Log

Individual Deputy Join Statistical Report

07/05/2011 9:55:19AM

Assignment Area: Superior Twp/Ann Arbor Twp  
 Date Range: 6/1/2011 - 6/30/2011

	Suits w/ Partner	Service Requests	Traffic Stops	Reports Written	LD-10's	SR & JS Ending In Arrest	Miscellaneous Arrest (SI)	Self Injunct Arrest (SI)	Warrant Arrests	Warrant Arrests / Pick Ups	Miscellaneous Citations	Civil Infractions	Parking Citations	Out Arrests
1094 BALLOU, DOUGLAS R	17	50	28	7	2						4	21		
1775 FARMER, HOLLY C	1	3	1	1										
1185 HUNT, CHARLES ALAN	13	44	13	11	1						4	9		
746 MERCURE, THOMAS DELAND	2	14	2	3								2		
952 REX, BRIAN ANDREWS	1	7	2		1						1	2		
1140 SAYDAK, SHARON ANN	1	7	1											
570 STUCK, RYAN JOSEPH	1	1												
1805 TEETS, CHAD M	1	3												
1793 URBAN, SEAN G	7	14	12	7							2	10		
1123 WALLACE, SAMUEL D	1	6												
<b>Grand Total:</b>	<b>45</b>	<b>149</b>	<b>59</b>	<b>29</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>44</b>	<b>0</b>	<b>0</b>

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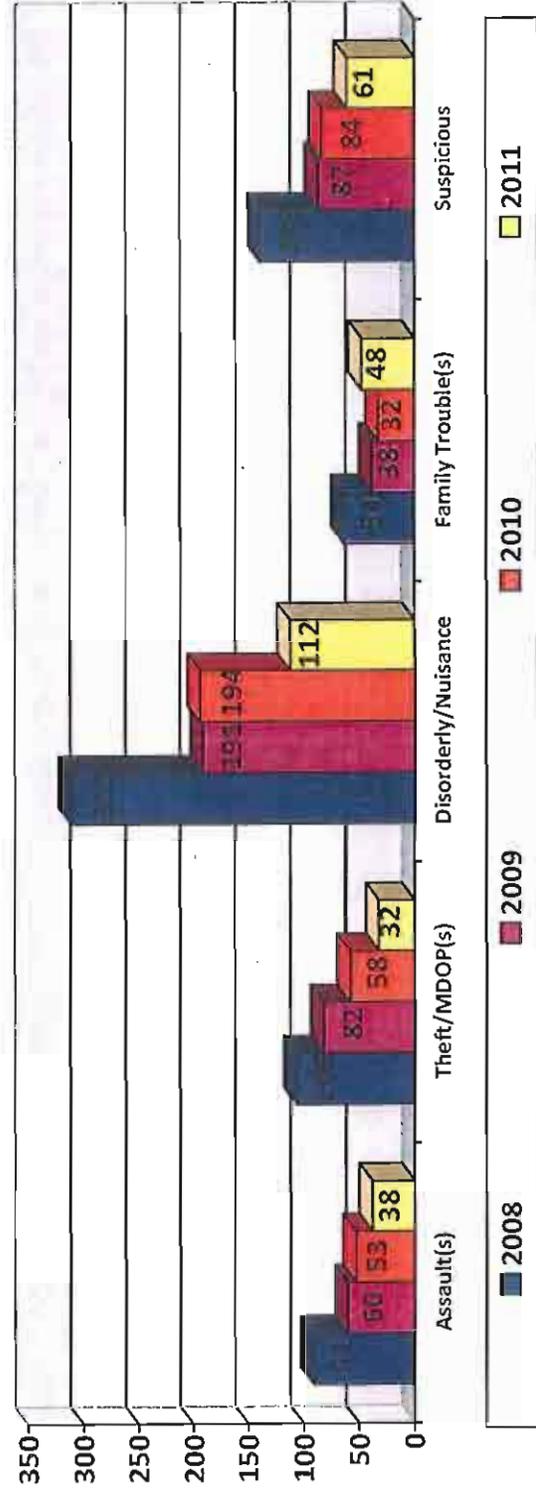
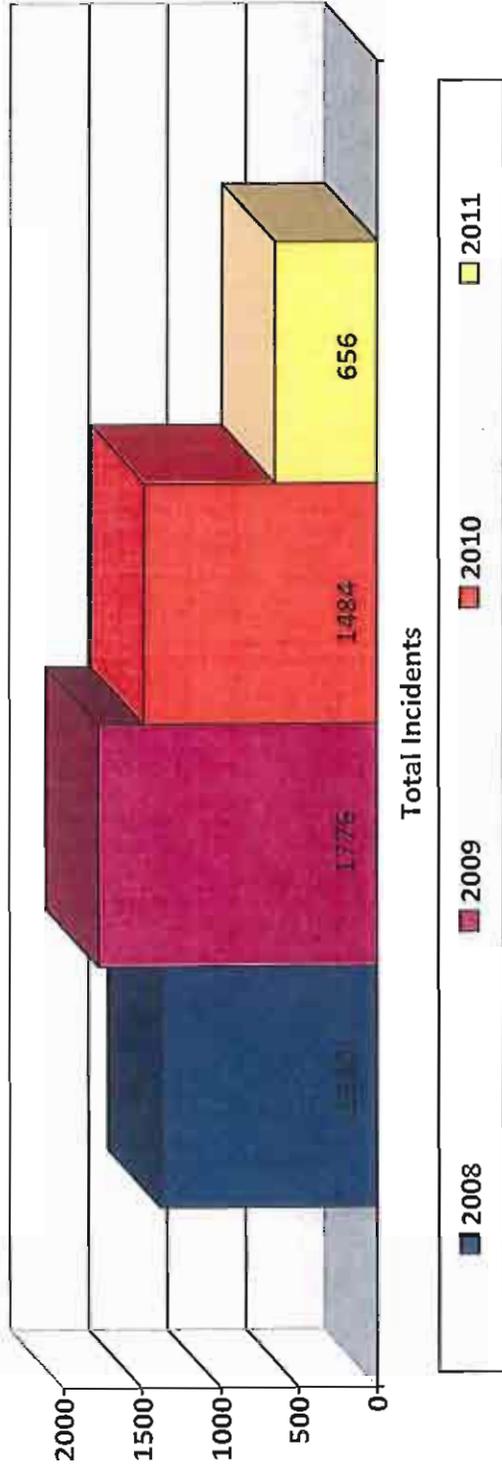
Page 1 of 1

7/5/2011

9:55:19AM

\*\*\*\*\* End of Individual Deputy Join Statistical Report \*\*\*\*\*

# MacArthur Blvd Four Year Activity Report



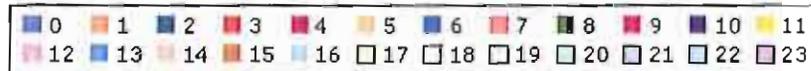
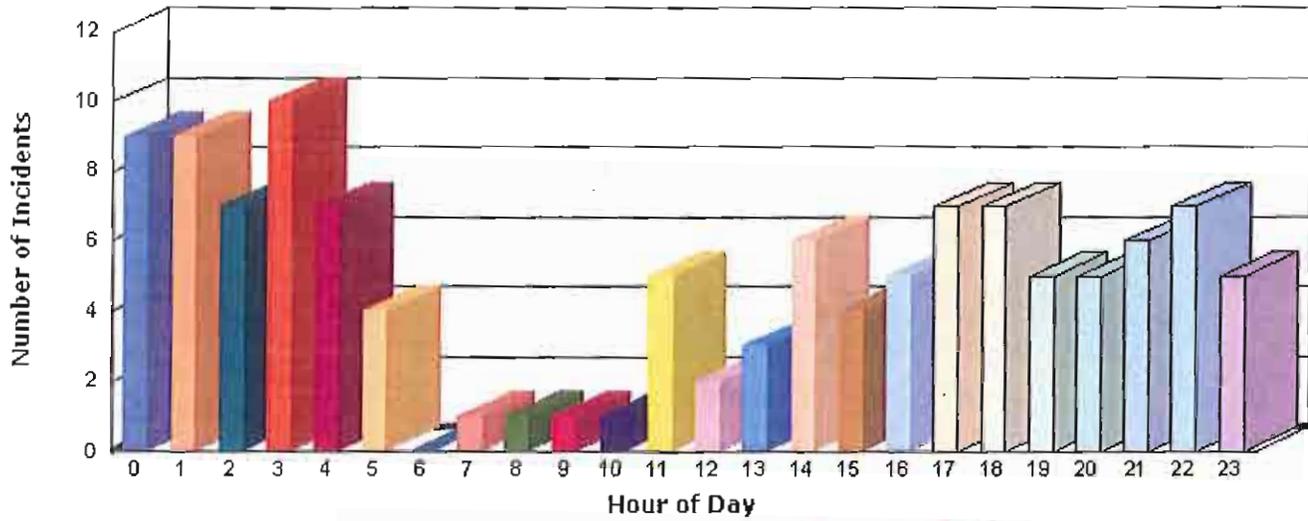
## Number of Incidents by Time

### Report Description

**Timeframe :** From 2011-06-01 00:00:00 To 2011-06-30 23:59:00

**Location :** 6

**User Comments :** N/A



Hour of Day	Count
0:00	9
1:00	9
2:00	7
3:00	10
4:00	7
5:00	4
6:00	0
7:00	1
8:00	1
9:00	1
10:00	1
11:00	5
12:00	2
13:00	3
14:00	6
15:00	4
16:00	5
17:00	7
18:00	7
19:00	5
20:00	5
21:00	6
22:00	7
23:00	5

**Total 117**

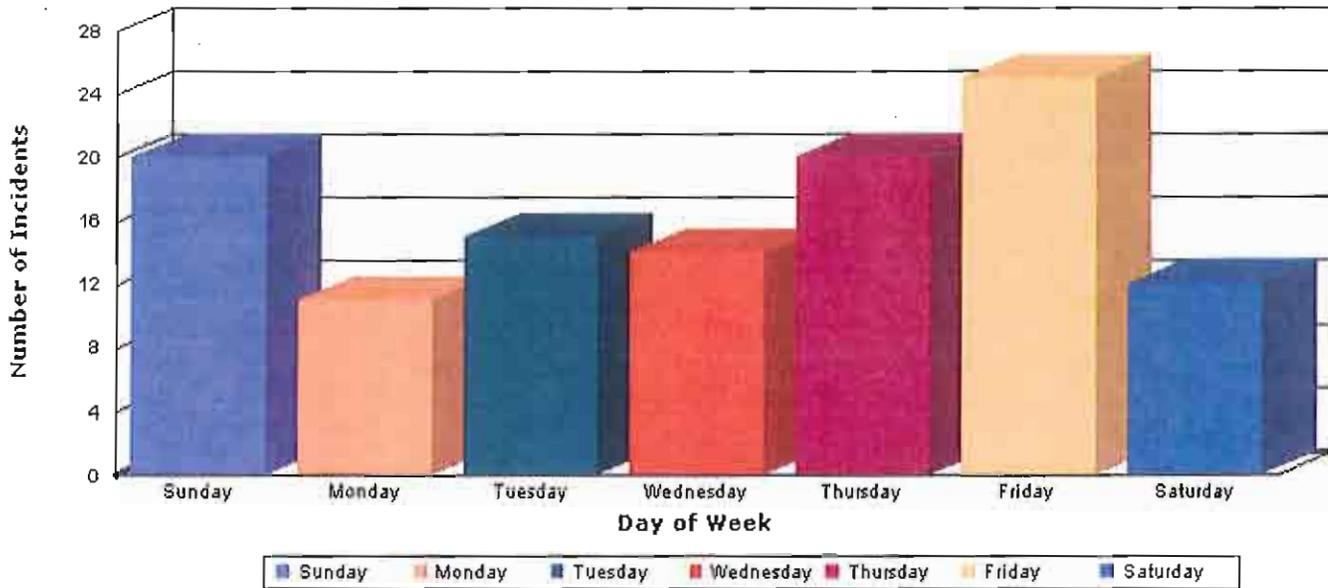
## Number of Incidents by Day

### Report Description

**Timeframe :** From 2011-06-01 00:00:00 To 2011-06-30 23:59:00

**Location :** 6

**User Comments :** N/A



Day of Week	Count
Sunday	20
Monday	11
Tuesday	15
Wednesday	14
Thursday	20
Friday	25
Saturday	12

**Total** **117**



# Washtenaw County Sheriff's Activity Log

07/05/2011

9:54:20AM

Area: 95 MacArthur Blvd Contract  
Date Range: 06/01/2011 - 06/30/2011

## Activity Log Citation by Area Report

Log ID: 268310	Date: 06/01/2011	Location: STAMFORD/DAWN	Deputy Name: TEETS, CHAD M
Log ID: 268310	Date: 06/01/2011	Location: MACARTHUR/HARRIS	Deputy Name: TEETS, CHAD M
	Citation 1: MISD	NEVER ACQUIRED OPS	
Log ID: 268639	Date: 06/03/2011	Location: MACARTHUR BLVD/STAMFORD	Deputy Name: WALLACE, SAMUEL D
	Citation 1: C/I	Other: No Proof Insurance	
Log ID: 268679	Date: 06/03/2011	Location: PANAMA/DAWN	Deputy Name: TEETS, CHAD M
Log ID: 268705	Date: 06/03/2011	Location: MACARTHUR/HARRIS	Deputy Name: URBAN, SEAN G
Log ID: 268705	Date: 06/03/2011	Location: MACARTHUR/CLARK	Deputy Name: URBAN, SEAN G
	Citation 1: MISD	EXPIRED LICENSE	
Log ID: 269581	Date: 06/08/2011	Location: MACARTHUR/HARRIS	Deputy Name: URBAN, SEAN G
	Citation 1: C/I	SEATBELT	
	Citation 2: C/I	NO PROOF OF INSURANCE	
Log ID: 270075	Date: 06/11/2011	Location: CLARK/AUTUMN WOODS	Deputy Name: TEETS, CHAD M
	Citation 1: MISD	NO OPS ON PERSON	
Log ID: 270107	Date: 06/11/2011	Location: MACARTHUR/WIARD	Deputy Name: TEETS, CHAD M
	Citation 1: C/I	FAIL TO STOP (PRIVATE DRIVE)	
Log ID: 270107	Date: 06/11/2011	Location: CLARK/MACARTHUR	Deputy Name: TEETS, CHAD M
	Citation 1: MISD	EXPIRED OPS	
Log ID: 270209	Date: 06/12/2011	Location: HARRIS/ASCOT	Deputy Name: TEETS, CHAD M
	Citation 1: MISD	EXPIRED OPS	
Log ID: 270209	Date: 06/12/2011	Location: MACARTHUR/HEATHER	Deputy Name: TEETS, CHAD M
Log ID: 270300	Date: 06/12/2011	Location: CLARK/MACARTHUR	Deputy Name: URBAN, SEAN G
Log ID: 270936	Date: 06/16/2011	Location: MACARTHUR/HEATHER	Deputy Name: TEETS, CHAD M
	Citation 1: C/I	SPEEDING	
Log ID: 270936	Date: 06/16/2011	Location: MACARTHUR/HARRIS	Deputy Name: TEETS, CHAD M
	Citation 1: C/I	FAILED TO STOP LEAVING P	
	Citation 2: MISD	EXPIRED OPS	
Log ID: 271470	Date: 06/18/2011	Location: GEDDES/HARRIS	Deputy Name: URBAN, SEAN G
	Citation 1: MISD	EXPIRED OPS	
Log ID: 271669	Date: 06/20/2011	Location: DAWN / PANAMA	Deputy Name: KRINGS, NICHOLAS J
Log ID: 272244	Date: 06/22/2011	Location: MACARTHUR/STAMFORD	Deputy Name: TEETS, CHAD M
	Citation 1: C/I	NO PROOF OF INSURANCE	
Log ID: 272244	Date: 06/22/2011	Location: MACARTHUR/WIARD	Deputy Name: TEETS, CHAD M
Log ID: 272464	Date: 06/23/2011	Location: STEPHENS/STAMFORD	Deputy Name: URBAN, SEAN G
	Citation 1: MISD	EXPIRED LICENSE	
	Citation 2: C/I	NO SEATBELT	
Log ID: 272667	Date: 06/24/2011	Location: MACARTHUR/HARRIS	Deputy Name: URBAN, SEAN G
Log ID: 272667	Date: 06/24/2011	Location: STAMFORD/DAWN	Deputy Name: URBAN, SEAN G

Activity Log Citation by Area Report

Log ID: 272667	Date: 06/25/2011	Location: MACARTHUR/HARRIS	Deputy Name: URBAN, SEAN G
Log ID: 272789	Date: 06/25/2011	Location: MACARTHUR/HARRIS	Deputy Name: URBAN, SEAN G
Log ID: 272789	Date: 06/25/2011	Location: MACARTHUR/DEERING	Deputy Name: URBAN, SEAN G
Log ID: 272789	Date: 06/25/2011	Location: HARRIS/ASCOT	Deputy Name: URBAN, SEAN G
Log ID: 273134	Date: 06/27/2011	Location: DAWN/CLARK	Deputy Name: TEETS, CHAD M
		<b>Citation 1:</b> MISD EXPIRED OPS	
Log ID: 273159	Date: 06/27/2011	Location: MACARTHUR/ STAMFORD	Deputy Name: MERCURE, THOMAS DELANE
		<b>Citation 1:</b> MISD No ops on person	Citation 3: C/I Follow too close
Log ID: 273656	Date: 06/29/2011	Location: HARRIS/MACARTHUR	Deputy Name: URBAN, SEAN G
		<b>Citation 1:</b> MISD NO OPS ON PERSON	

Ticket #: SH273546  
 Ticket #: SH271738  
 Other: EXP PLATE  
 Ticket #: SH273552

Total Traffic Stops: 29  
 Total Citations Issued: 21  
 Total Citation1's: 16  
 Total Citation2's: 4  
 Total Citation3's: 1  
 Tickets Not Issued: 13

Traffic Stops that ended in an Arrest: 0

Superior Twp Alarm Report  
June 2011

CALL DATE	CALL FOR SERVICE #	INCIDENT TYPE	DISPOSITION TYPE	STREET ADDRESS
6/27/2011	WD110029935	B&E Alarm	Accidentally Set Off/Made Contact w/ Homeowner	10101 W PLYMOUTH RD
6/7/2011	WD110026073	Panic Alarm	Seccured / No Report	10113 E AVONDALE CIR
6/10/2011	WD110026831	Panic Alarm	cancelled by Alarm Com./ No Contact made	10113 E AVONDALE CIR
6/27/2011	WD110029947	B&E Alarm	Cleaning lady set off / Accidentally Set off	10191 E AVONDALE CIR
6/26/2011	WD110029820	B&E Alarm	Seccured / No Report	10265 E Avondale Cir
6/3/2011	WD110025342	B&E Alarm	Cancelled by Alarm Com./ No Contact made	1515 RIDGE RD
6/22/2011	WD110029077	B&E Alarm	Cancelled by Alarm Com./ No Contact made	1601 STAMFORD RD
6/28/2011	WD110030102	B&E Alarm	Seccured / No Report	1601 STAMFORD RD
6/1/2011	WD110024862	B&E Alarm	Cancelled by Alarm Com./ No Contact made	1645 HARVEST LN
6/19/2011	WD110028485	B&E Alarm	Accidentally Set Off/Made Contact w/ Homeowner	1688 DEVON ST
6/9/2011	WD110026524	B&E Alarm	Accidentally Set Off/Made Contact w/ Homeowner	2474 HICKMAN RD
6/20/2011	WD110028640	B&E Alarm	Seccured / No Report	3025 ANDORA DR
6/26/2011	WD110029884	B&E Alarm	Cancelled by Alarm Com./ No Contact made	3625 NAPIER RD
6/24/2011	WD110029472	B&E Alarm	Cancelled by Alarm Com./ No Contact made	3629 Northbrooke Dr
6/24/2011	WD110029339	B&E Alarm	Seccured / No Report	3658 TANGLEWOOD DR
6/6/2011	WD110025963	B&E Alarm	Seccured / No Report	3718 ROLLING RIDGE CT
6/6/2011	WD110025967	B&E Alarm	Cancelled by Alarm Com./ No Contact made	3830 VORHIES RD
6/8/2011	WD110026392	B&E Alarm	Cancelled by Alarm Com./ No Contact made	4501 GOTFREDSON RD
6/17/2011	WD110027968	B&E Alarm	Seccured / No Report	5205 MCAULEY DR
6/4/2011	WD110025580	B&E Alarm	Seccured / No Report	5212 PHEASANT CT
6/8/2011	WD110026275	B&E Alarm	Cleaning lady no code wrong code, ID as cyntina renee harris b/f 08/21/1989	5212 PHEASANT CT
6/8/2011	WD110026423	B&E Alarm	Seccured / No Report	5212 PHEASANT CT
6/14/2011	WD110027394	B&E Alarm	Seccured / No Report	5400 PLYMOUTH RD
6/9/2011	WD110026523	B&E Alarm	Annabell McWilliams 040822on scene and his the home owner. Accidental. Advised	5551 GREAT HAWK BLVD
6/9/2011	WD110026489	B&E Alarm	Cancelled by Alarm Com./ No Contact made	5623 WALNUT HALL
6/21/2011	WD110028762	B&E Alarm	Cancelled by Alarm Com./ No Contact made	6756 FLEMING CREEK DR
6/3/2011	WD110025281	B&E Alarm	Cancelled by Alarm Com./ No Contact made	7570 CHERRY HILL RD
6/11/2011	WD110026954	B&E Alarm	Cancelled by Alarm Com./ No Contact made	7600 PLYMOUTH RD
6/16/2011	WD110027822	B&E Alarm	Cancelled by Alarm Com./ No Contact made	7600 PLYMOUTH RD
6/18/2011	WD110028195	B&E Alarm	Cancelled by Alarm Com./ No Contact made	7600 PLYMOUTH RD
6/20/2011	WD110028584	B&E Alarm	Seccured / No Report	7600 PLYMOUTH RD
6/26/2011	WD110029855	B&E Alarm	Seccured / No Report	8611 HEMLOCK CT

Superior Twp Alarm Report  
June 2011

6/27/2011	WD110029941	Open Alarm	Seccured / No Report	9100 MACARTHUR BLVD
6/13/2011	WD110027227	B&E Alarm	Seccured / No Report	9575 W PLYMOUTH RD
6/18/2011	WD110028183	B&E Alarm	Cancelled by Alarm Com./ No Contact made	9575 W PLYMOUTH RD
6/9/2011	WD110026452	B&E Alarm	Seccured / No Report	9800 W PLYMOUTH RD
6/16/2011	WD110027854	B&E Alarm	Seccured / No Report	9894 HIGH MEADOW DR
6/21/2011	WD110028754	B&E Alarm	Seccured / No Report	9985 FORD RD

Memo to: Superior Township Board  
 From: David M. Phillips, Clerk  
 Date: July 1, 2011  
 Re: FOIA Costs

The Freedom of Information Act (FOIA) allows the Township to recover only the actual or incremental costs related to processing a FOIA request. These fees must be limited to the actual costs incurred by the specific request and the costs over and above the Township's regular cost of doing business. We cannot charge for costs that would be incurred if the FOIA request was not processed, i.e.: heating, lights, office space, etc.

The FOIA requires the Township to use the most economical means available for making copies. Costs for making copies are as follows:

Main Office copy machine, IM4511, in February 2011, the Township completed the 48 month lease of the machine. The Township now owns the machine and only pays for a maintenance agreement of \$0.0108 per copy. During the 48 months the cost of the lease fees averaged \$0.02 per copy. I estimate that the "equity" cost per copy following completion of the lease is \$0.010 per copy

Cost per copy *	\$0.0108
Lease Fees (Was \$163.72 per mo./ for 48 months)	\$0.010 per copy
<u>Paper</u>	<u>\$0.010 per copy</u>
Total	\$0.0308 per copy

Front Office copy machine, Ricoh 4000SPF-color

	Black and White	Color
Cost per copy	\$0.006	\$0.065
Lease Fees (\$303.98 per mo./ 3,600 copies per mo.)**	\$0.084	\$0.084
<u>Paper</u>	<u>\$0.010</u>	<u>\$0.010</u>
Total	\$0.10	\$0.159

\* Includes all service and maintenance, and chemical supplies. Excludes paper and staples.

\*\* Average usage based upon 2009 and 2010 counts. Cost of Lease Fee per copy will decrease as number of copies per month increases. Lease includes all ink and maintenance.

Labor costs for making copies and mailing can also be included. You cannot charge for search, separation, examination, deletion or supervision of examination of exempt materials unless the township identifies specific unreasonably high costs as a result of that particular project. FOIA, Act 442, 1976, Section 2(g) defines "unusual circumstances". I have incorporated this definition into the Township's FOIA policy and added any request that results in 30 minutes, or more, of staff time to complete the research.

The Township must charge only the “the hourly wage of the lowest paid Township employee capable of retrieving the information necessary to comply with the request (MCL 15.234(3)). Per Attorney General Opinion 7017 of 1999, the Township may include fringe benefits in calculating the hourly rate. Please see Attachment A for a schedule of hourly rates for Superior Township employees.

I completed a detailed analysis of labor costs required to make copies. I estimated these costs using the wages of the lowest paid full-time Township employees, estimated that it took one minute to complete copying of one page. This time would vary depending on if the copy machine was on and ready to copy or the staff member had to wait to use the copy machine. The average time per copy would also be reduced as more copies were made. I also used wages as of January 2010. Township staff was provided with a 2% pay increase for 2011. Taking all of this into consideration, I feel that it is reasonable to add \$0.015 per copy (1/3 of a minute for the lowest wage \$0.42 per minute) for labor for copying.

Based on the above, I would recommend the following fees for FOIA requests:

- Black and White Copies- \$0.20 per copy
- Color Copies- \$0.35 per copy
- Research labor – assign the lowest paid employee who is capable of retrieving the necessary information to comply with the FOIA request.
- Fees for all other materials and activities, i.e.: computer disks, e-mail search, text message search, envelopes, postage, etc., shall be the same as the actual cost incurred by the Township.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN LIQUOR CONTROL COMMISSION  
NIDA R. SAMONA  
CHAIRPERSON

STEVEN H. HILFINGER  
DIRECTOR

**NOTICE: DENIAL OF AN APPLICATION**

June 28, 2011

CERTIFIED TAG: #7009 2820 0001 9793 2320

ZJM, Inc.  
%Ziad Abuziad  
2320 Shadowood Dr.  
Ann Arbor, MI 48108

Request ID: 568421

Dear Applicant:

This is with reference to your request to transfer ownership of 2010 SDD & SDM licensed business with Sunday Sales (PM) located in escrow at 9045 Mac Arthur, Ypsilanti, MI 48197, Superior Township, Washtenaw County.

The Commission at a meeting held on June 8, 2011, issued the enclosed order of denial.

Any request for a hearing must be made in writing, by the applicant, to the Lansing Office of the Commission within 20 days from the date of this letter.

If you have any questions, please feel free to contact the Off Premises Unit at 517-322-1400.

Very truly yours,

MICHIGAN LIQUOR CONTROL COMMISSION

Sharon Martin, Director  
Licensing Division

skf

encl:

cc: Southfield District Office w/encl:  
Washtenaw County Sheriff Department w/encl:  
Superior Charter Township Board w/encl:  
Charles Frangie, Atty. w/encl:  
OCK Liquor, Inc. w/encl:

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
Liquor Control Commission

ORDER

INTER-OFFICE CORRESPONDENCE

**TO:** Licensing Section J9  
Licensing & Enforcement Division

JUNE 8, 2011

DATE

**FROM:** Administrative Commissioners

**SUBJECT:** ZJM, Inc.  
9045 Mac Arthur  
Ypsilanti, MI 48197

RID 568421

Superior Township

Washtenaw County

2010 Specially Designated Distributor and Specially Designated Merchant licenses with Sunday Sales Permit (PM).

Commission rule R 436.1107 provides: “(2) A licensee shall have only 5 licensing years after the expiration date of the escrowed license to put the license into active operation. If the licensee fails to put the license into active operation within 5 years after its expiration, then all rights to the license shall terminate unless the commission has received written verification of either of the following: (a) That the license or an interest in the license is the subject of litigation or estate or bankruptcy proceedings in a court of competent jurisdiction. (b) That the license was placed into escrow as a result of damage to the licensed premises by fire, flood, tornado or other natural event that makes the licensed premises unsuitable for the operation of the business and unsafe for public accommodation. (3) If the commission extends the length of time for which a licensee may renew the license during the pendency of litigation or estate or bankruptcy proceedings or as a result of damage to the licensed premises for the reasons as stated in subrule (2) of this rule, then the licensee shall pay the required license fee for each elapsed licensing year before placing the license in active operation. (4) The commission may extend the length of time for which a licensee may renew the license upon written order of the commission after a showing of good cause. (5) Except as provided in subrule (3) of this rule, a license held in escrow with the commission shall be renewed in the same manner as an active license, including payment of all required license fees, each year by April 30. (6) A licensee who places a license in escrow with the commission shall be responsible for providing the commission with current contact information, in writing, for all correspondence, which includes the name, mailing address, and telephone number. (7) The commission shall provide or attempt to provide each licensee whose license is in escrow with a copy of this rule. (8) A license that is held in escrow with the commission on the effective date of this rule begins the 5-year period allowed by subrule (2) of this rule on March 24, 2004.”

The Commission does not find that good cause has been shown in which to grant an extension of escrow.

THE COMMISSION DOES NOT FIND THAT GOOD CAUSE HAS BEEN SHOWN TO GRANT AN EXTENSION OF ESCROW FOR THE 2010 SPECIALLY DESIGNATED DISTRIBUTOR AND SPECIALLY DESIGNATED MERCHANT LICENSES WITH SUNDAY SALES PERMIT (PM), HELD BY ZJM, INC., LOCATED AT 9045 MAC ARTHUR, YPSILANTI, SUPERIOR TOWNSHIP, WASHTENAW COUNTY, THEREFORE,

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
Liquor Control Commission

III A-4

INTER-OFFICE CORRESPONDENCE

ORDER

**TO:** Licensing Section J9  
Licensing & Enforcement Division

JUNE 8, 2011

DATE

**FROM:** Administrative Commissioners

**SUBJECT:** ZJM, Inc.  
9045 Mac Arthur  
Ypsilanti, MI 48197

Superior Township

RID 568421

Washtenaw County

IT IS THE ORDER OF THE COMMISSION THAT THE REQUEST BE DENIED  
PURSUANT TO THE PROVISIONS OF RULE R 436.1107 SUPRA AND THE LICENSE BE  
CANCELLED EFFECTIVE MAY 1, 2011.



# Memorandum

**To:** Superior Township Board of Trustees  
**From:** Rick Church  
**Date:** July 13, 2011  
**Re:** Autumn Woods Contract Extension (Water and Sewer Availability Fees)

In May, 2008, Autumn Woods Development, L.L.C. requested and was given a three year extension of their agreement for the financing of their Water and Sewer Availability Fees. Per the attached letter to the Township, dated July 1, 2011, they are requesting an additional three year extension.

The Utility Department requests that the Board authorize Supervisor William McFarlane to sign the attached revised contract, which replaces similar agreements dated May 23, 2004 and May 27, 2008.

/attachments

Autumn Woods Development, L.L.C  
P.O. Box 489  
Saline, Michigan 48176  
Telephone (734) 429-2414 Fax (734) 429-1935

July 1, 2011

Mr. Bill McFarlane  
Township Supervisor  
Charter Township of Superior  
3040 North Prospect Rd  
Ypsilanti, Michigan 48198

RE: Autumn Woods Condominium -- Availability Fee Financing

Dear Mr. McFarlane,

Pursuant to a phone conversation I had with Mr. Rick Church, I am writing this letter. Please consider this letter as our formal request to extend our existing agreement for the financing of the Water & Sewer Availability Fees. We propose and agree to the same terms as in the existing extension agreement. We are requesting that these fees be financed for a period of three years plus 6% annual interest on the unpaid balance.

Thank you for your consideration.

Sincerely,



Martin A. Merk  
Member

## **CONTRACT**

### **A CONTRACT BETWEEN THE CHARTER TOWNSHIP OF SUPERIOR AND AUTUMN WOODS DEVELOPMENT, LLC. TO PROVIDE FOR THE PAYMENT OF WATER AND SEWER AVAILABILITY FEES FOR AUTUMN WOODS CONDOMINIUM.**

**WHEREAS** Autumn Woods Condominium has been assessed \$115,433.90 for water and sewer availability fees to pay for their share of the costs of providing water and sewer service to their development, and

**WHEREAS** Autumn Woods Development, L.L.C. ("Autumn Woods") has requested that the Township finance the payment of the unpaid fees over a three-year period at six per cent (6%) annual interest. As of the date of this contract the unpaid fees total \$28,858.47, and

**WHEREAS** Autumn Woods Development, L.L.C. has proposed that the payoff (principal and interest) for each unit be prorated and due with the application for each utility connection permit, and

**WHEREAS** Autumn Woods Development, L.L.C. has proposed that if no application for a utility connection permit is made, they agree to pay six per cent (6%) annual interest on the unpaid balance according to the schedule below, and

**WHEREAS** the Superior Charter Township Board ("the Township") has approved this financing arrangement in principle,

**NOW THEREFORE BE IT AGREED** that:

1. Autumn Woods has paid \$86,575.43 as of the date of this contract and will continue to pay 1/8<sup>th</sup> of the \$115,433.90, or \$14,429.24, and the prorated interest to the Township's Utilities Department each time an application for a utility connection permit is submitted. Or, if no connection permit is submitted, Autumn Woods will pay six per cent (6%) annual interest on the unpaid balance according to the schedule below.
2. On August 1, 2011, the six per cent (6%) annual interest payment on the unpaid balance will be due and payable to the Utilities Department by Autumn Woods.
3. On June 1, 2012 the six per cent (6%) annual interest payment on the unpaid balance will be due and payable to the Township's Utilities Department by Autumn Woods.
4. On June 1, 2013, the six per cent (6%) annual interest payment on the unpaid balance will be due and payable to the Township's Utilities Department by Autumn Woods.
5. Autumn Woods Development, L.L.C. agrees to install an eight (8') foot-wide asphalt non-motorized trail along the Prospect Road frontage of the Autumn Woods Condominium Development with the same design and construction as the

non-motorized trail along Clark within twelve months of the issuance of the final utility connection permit for the development.

6. The Township may secure the obligations of Autumn Woods under this Contract by filing a lien against each condominium unit.
7. In the event Autumn Woods refuses, neglects or otherwise fails to meet its obligations under this Contract, the Township may apply any payments made by or on behalf of Autumn Woods to the Township for any reason to the obligations of this Contract before satisfying any other obligations.

**AGREED TO ON THIS DAY** \_\_\_\_\_ of 2011.

\_\_\_\_\_  
Martin A. Merk  
Autumn Woods Development, L.L.C.

\_\_\_\_\_  
William McFarlane  
Superior Charter Township



**PARKS & RECREATION  
INTEROFFICE MEMO**

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**DATE:** July 1, 2011  
**TO:** Superior Township Board of Trustees  
**FROM:** Jan Berry/Parks Commission  
**RE:** Lighting at Community Park

---

At our May 16, 2011 Parks meeting, a resolution was made to request that the Township Board approve and pay for the installation of lighting in the parking area at Community Park, as they have done at other Superior Township Parks. The motion passed unanimously.

The lack of lighting in the parking area at Community Park has long been an issue. Parks maintenance workers often find evidence in the parking lot of drug and alcohol use, and of other less than ideal behaviors. Since this park is in a neighborhood that has a higher crime rate than many in the Township, we feel strongly that lighting would discourage persons who might be tempted to use the parking area for purposes outside the interests of parks and recreation.

We hope the Township Board agrees with us, and will help us to make this park safer for the people in the neighborhood.

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

**A RESOLUTION FOR APPROVAL OF THE LIGHTING OF THE PARKING AREA AT  
COMMUNITY PARK**

**Resolution Number: 2011-01**

**Date: May 16, 2011**

**WHEREAS**, The Superior Charter Township is a Michigan Charter Township; and

**WHEREAS**, The Superior Township Park and Recreation Department has the power, privilege and authority to maintain and operate the Superior Township Parks providing safe recreational areas and opportunities for the residents of Superior Township; and

**WHEREAS**, there have been several requests for lighting the parking area of Community Park; and

**WHEREAS**, the Superior Township Park Commission believes that lighting would improve the safety in this park; and

**NOW, THEREFORE BE IT RESOLVED:** That the Superior Township Park Commission requests that the Superior Township Board of Trustees install lights in the parking area at Community Park.

OFFERED BY Jan Berry

SECONDED BY Martha Kern-Boprie

YES 6 NO 0 ABSENT 1 VOTE

TO: Superior Township Board of Trustee's

FM: William McFarlane, Supervisor

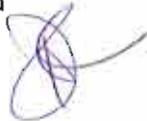
RE: Salary Adjustment for Achieving Level III Assessor

DATE: July 18, 2011

Ms Diane Aho has indicated she plans on retiring at the end of 2012. Superior Township is required to have a level III assessor. Paula Calopisis the current assistant township assessor recently received a level III certification. Paula currently receives \$37,685.00 as an assistant. Superior Township does not require two level III assessors. Therefore, I suggested a salary of \$41,500.00 while learning all of the requirements for a level III position in Superior Township. Paula has agreed to stay on with the idea she would be our new Lead assessor when Diane Aho retires. Attached you will find information related to current salary options for level III assessors.

Therefore, I am recommending the Superior Township Board of Trustee's establish a base salary of \$41,500.00 for Paula Calopisis as a level III assessor for Superior Township until Diane Aho retires. The transition when Diane retires should be seamless with Paula.

To: Superior Township Board  
From: Assessor, Diane S. Aho



RE: Retirement & Replacement

I am pleased to find myself lucky enough to retire in December of 2012. The good news for our Township is my replacement, with your approval is currently employed with us. Paula Calopisis has completed all the class room hours and passed all the exams mandated by the State Tax Commission to become a Level III Assessor.

I have been working more closely with Paula giving her more experience with the many reports and forms that are sent to the State and County. With her background as an appraiser she has been able to work on many of our Tax Tribunals. She has learned the deadlines and the requirement of the Prehearing General Call and Order of Procedure on the full Tribunal's saving the Township many dollars in Attorney's fees.

I will continue to turn over additional responsibility's to Paula which will include working on more land divisions, personal property audits and as mentioned the State and County reports.

December 2012 is over a year away and the transition of your Assessor's will run smoothly.

June 21, 2011

**PAULA CALOPISIS-CERTIFIED LEVEL III ASSESSOR-MICHIGAN ADVANCED ASSESSING OFFICER**

I have been a loyal, dependable employee for over 7 years with Superior Township always giving 100% to my job.

On June 9<sup>th</sup>, 2011 I obtained my Level III Assessor Certification.

I currently have a Real Estate Appraiser State License and have held that license since 1992. This is very beneficial when working on Tax Tribunals and setting values for properties.

I have my Michigan Personal Property Examiners Certification.

My Assessor and Appraisal Education consist of 431 classroom hours, majority of which I paid for and some that were paid for by the township.

I have 56 college credits toward my Bachelors Degree which includes accounting, math, and extensive computer classes.

The following list shows the competitive salaries of equivalent Level III and Level II assessors in other Michigan communities. These were job postings with the Michigan Assessors Association.

<b>Community</b>	<b>Assessor Level</b>	<b>Starting Salary</b>
Grosse Pointe Woods	Level 3 Assessor	From \$45,000 to \$53,000
City of Portage	Deputy Assessor Level 3	From \$49,800 to \$63,000
Charter Township of West Bloomfield	Level 3 Deputy Assessor	Starting from \$47,046
Northfield Township	Level 3 Assessor	From \$55,000 to \$60,000
City of Novi	Level 3 Deputy Assessor	From \$60,419 to 81,743
Independence Township	Level 3 Assessor	From \$60,000 to \$65,000
	<b>LEVEL 2</b>	
Macomb Township	Level 2 Assessor	Starting from \$48,838
Garfield Charter Township	Level 2 Assessor	Starting from \$41,745
Monroe County	Level 2 Assessor	From \$41,412 to \$46,280
Traverse City	Level 2 Deputy Assessor	From \$46,555 to \$53,412

The starting salaries are for entry level Assessors depending on their experience. I have been with Superior Township for over 7 years now which should qualify for higher than an entry level salary. I am currently doing Level 3 assignments and training with way below a Level 2 salary. I am ready to step into the Level 3 Assessor position at any moment if necessary.

The average starting salary of the above communities for Level III is \$52,878 to \$61,632.

The average starting salary of the above communities for Level II is \$44,638 to \$47,569.

My experience, skills, and knowledge that benefit Superior Township are:

- I am familiar with the aspects of a Level III position and I am ready to step in when necessary.
- I am licensed to conduct appraisals of real property for Tribunals and sales studies.
- I provide 100% of the fieldwork for Superior Township.
- I am certified to take over the Personal Property accounts.
- I have very strong oral and written communication skills.

I am respectfully requesting an increase in salary to \$45,000 to appropriately match my skill sets and the benefits that I am providing to Superior Township. As you can see this would be the lower end of the averaged Level 2 salaries for the quality I provide to the Township as a Level 3 Assessor.

Paula Calopisis, MAAO

# State Assessors Board

*Second of the Three Mandatory Renewal Programs Approved  
March 23, 2009*

At its meeting on March 20, 2009, the State Assessors Board approved the second of the three mandatory renewal programs for the 2008-2011 renewal periods.

The new six-hour program is titled "Land Values, Land Value Maps, and Economic Condition Factors". It is an extension of last year's mandatory two-hour segment on these topics and is available at the Board's Website in PDF format ([www.michigan.gov/stateassessorshoard](http://www.michigan.gov/stateassessorshoard)). The mandatory quiz for this program has also been approved by the Board and can be taken at the

Michigan Assessors Association Website (<http://www.maa-usa.org>). The State Assessors Board sincerely appreciates the cooperation of the Michigan Assessors Association in hosting its renewal program quizzes.

As previously announced, all assessing officers will be required to complete a mandatory six-hour renewal program for each of the next three annual certification renewal periods (in addition to meeting other renewal requirements). The mandatory renewal program previously approved by the Board is titled

"Application of New, Loss, Additions, Losses, and Adjustment". PowerPoint presentations have been developed for both of the programs approved by the Board to date and parties who are interested in hosting a renewal session in their area may request approval for the session using the attached request form. Work on the third mandatory renewal program is progressing and an announcement will be made upon its completion.

David C. Lee  
Executive Secretary  
State Assessors Board



## DEPUTY ASSESSOR

The City of Novi is seeking qualified applicants for the position of Deputy Assessor. The Deputy Assessor is responsible for assisting the Assessor in the preparation of the assessment roll, management of the staff, representing the City in MTT matters, Board of Review liaison, and department administration in the absence of the Assessor. Applicants must be able to establish effective working relationships and have exceptional communication skills.

Minimum qualifications include a bachelor's degree or equivalent combination of education and experience; State of Michigan Level III certification with at least five (5) years experience in assessing with at least two (2) years of supervisory experience. Applicants must have proficiency with BS&A and Apex software and a valid State of Michigan driver's license.

Salary range is \$60,419-\$81,743 DOQ, plus a comprehensive fringe benefit package. Applications can be obtained at [www.cityofnovi.org](http://www.cityofnovi.org) or the City of Novi Human Resources Department at 45175 W. 10 Mile, Novi, MI 48375, 248-347-0452; FAX 248-735-5698. Completed applications with resumes will be accepted until April 30, 2009. EOE

**Paula Calopisis**

---

**From:** Diane Aho  
**Sent:** Tuesday, April 19, 2011 10:11 AM  
**To:** Paula Calopisis  
**Subject:** FW: TOWNSHIP ASSESSOR position open in Independence Township

**This email is being sent on behalf of Independence Township. If you have any questions, please contact the Independence Township Human Resources Department. (Contact information below)**

### **Assessing Officer**

**Independence Township**, located in Northern Oakland County, is seeking a Michigan Advanced Assessing Officer (Level III), a full-time, non-union position. The Township has an SEV of \$1,400,000,000 with approximately 15,000 parcels and a CIA roll.

The responsibilities of the position include the assessment of all real and personal properties, maintenance of all state and/or county required documentation, reports, records, assessment rolls and tax warrants. Compliance with all state and local statutes is mandatory.

Must have experience with land division, budget, MTT claims, all facets of Board of Review, special assessments and G.I.S.

Applicants must possess and maintain a **Michigan Advanced Assessing Officer (Level III) Certification**, a Personal Property Examiner Certification and a Michigan Driver's License. Applicants must also have a minimum of 7 to 10 years assessing experience appraising commercial, industrial, utility, personal and residential properties. Proficiency in BS&A assessment software, Apex, Word and Excel programs are also a must. Candidates possessing a Bachelor's degree in public administration, property management, property tax assessment or related field preferred.

The salary range for this position is **\$60,000 - \$65,000** annually plus a comprehensive benefits package. The starting salary will be determined by qualifications and experience. Finalist must pass a criminal background investigation, pre-employment physical and drug test.

Candidates must submit a cover letter, resume, three professional references and a copy of their Assessor Certification by May 9, 2011 to:

## ASSESSING/APPRaisal CLASSES TAKEN

**Here are the classes that I have attended which total 431 hours of Assessing/Appraisal training and an additional 56 college credits.**

<b>Date of Class</b>	<b>Name</b>	<b>School</b>	<b>Hours</b>	<b>Instructor</b>
5-26-1992	State Licensed Real Estate Appraiser	N/A	N/A	N/A
Spring 1981	Practical Accounting-BAC10	Henry Ford Community College	4 Credit Hours	
June 6, 1992	Foundations of Appraising	American Real Estate and Appraising Institute, Inc.	30 Hours	Judith Korpin
July 15, 1992	Applied Principles of Residential Appraisal	Middleton Real Estate Training, Inc	32 Hours	Loretta J. Chmura
July 7, 1995	Reading Blueprints-Residential	American Real Estate and Appraising Institute, Inc.	7 Hours	Beverly A. Stanton
1999, 2000, 2001	Computer Classes	Schoolcraft College	(12 Credit Hours of the 56)	
1999, 2000, 2001	Various Classes to obtain 56 credit hours	Schoolcraft College	56 College Credit Hours Total	
Winter 2001	COMA 103 Fundamentals of Speech	Schoolcraft College	(3 Credit Hours of the 56)	
October 25 to 26, 2002	National Uniform Standards of Professional Appraisal Practice	Michigan Institute of Real Estate	15 Hours-Southfield, MI	Namir K. George, Coordinator
March 11, 2003	Condominium Appraising	American Real Estate and Appraising Institute, Inc.	7 Hours	Beverly A. Stanton
March 20, 2003	Houses and Construction	American Real Estate and Appraising Institute, Inc.	7 Hours	Beverly A. Stanton
May 13 to 14, 2004	Cost Analysis and Marshall Swift	American Real Estate and Appraising Institute, Inc.	15 Hours	Beverly A. Stanton
8-29-2005	Began Assessing for Superior Township. Appraiser and all other aspects of assessing			

November 14 to 18, and November 28 to December 2, 2005	Level 1 Certification in Assessment Administration	State Assessors Board	2 week course- Received Level 1 Certification on December 2, 2005- 70 Hours	
May 15 to 19, 2006 and June 5 to 9, 2006	Level 2 Certification in Assessment Administration	State Assessors Board	2 week course- Received Level 2 Certification on June 9, 2006- 70 Hours	
Aug 2006 to Aug 2007	MAA MEMBER			
September 6 to 8, 2006	Tax Tribunal Procedures	Michigan Assessors Association	15 Hours-Nov, MI	Martin D. Marshall
December 13, 2006	Basic Assessing and Beyond	State Assessors Board	6 Hours	Greg Zamenski
Aug 2007 to Aug 2008	MAA MEMBER			
September 5 to 7, 2007	Assessor Annual Assessment Cycle	Michigan Assessors Association	15 Hours-Nov, MI	Bonnie Lynn Ordus
September 26 to 28, 2007	Michigan Tax Law & Exemptions	Michigan Assessors Association	15 Hours-Grand Rapids, MI	Bonnie Lynn Ordus
October 17 to 19, 2007	Statistics in Assessing	Michigan Assessors Association	15 Hours-Gaylord, MI	Bonnie Lynn Ordus
November 9, 2007	Segments 1, 2, and 3-Seg 1 is Usage of the Assessor's Manual, Volumes I and II; Seg 2 is Land Values, Land Value Maps, and Economic Condition Factors; Seg 3 Application of New, Loss, Additions, Losses and Adjustment	State Assessors Board-Mandatory 6 hour renewal continuing education	6 Hours CE-Webster Twp-Charlene Grendze	
May 6, 2008	National USPAP 2008	American Real Estate and Appraising Institute, Inc.	7 Hours	Beverly A. Stanton
May 6, 2008	Appraiser Michigan Law	American Real Estate and Appraising Institute, Inc.	2 Hours	Beverly A. Stanton
October 8 to 10, 2008	Narrative Report Writing	Michigan Assessors Association	15 Hours-Gaylord, MI	Deborah Ring
May 15, 2009	14 Point Local Unit Review-Full and Mini Reviews	State Assessors Board	6 Hours	Rick Watsa
Aug 2009 to Aug	MAA MEMBER			

2010				
August 20, 2009	Application of New, Loss, Additions, Losses and Adjustments	Michigan Assessors Association/ State Assessors Board-Mandatory 6 hour renewal continuing education	6 Hours-Online	None
October 7 – 9, 2009	Personal Property	Michigan Assessors Association	15 Hours-Gaylord, MI	
September 8 -10, 2010	HP12-C Calculator	Michigan Assessors Association	15 Hours-Novi, MI – Also goes toward Appraiser License	Mary Ellen Cole-Realtor
Aug 31, 2010 to Aug 31, 2011	MAA MEMBER Twp Paid \$75			
September 15, 2010	USPAP-Quiz	STC	6 Hour Renewal Credit for STC and 7 Hour Renewal Credit for Appraiser License	Online Quiz Didn't work for Appraiser License, not needed for Assessor Cert.
September 29 – October 1, 2010	Basic Income Approach Part 1	Michigan Assessors Association	15 Hours-Grand Rapids, MI - Also goes toward Appraiser License	David Rice
October 21 – 23, 2010	Basic Income Approach Part 2	Michigan Assessors Association	15 Hours-Traverse City, MI - Also goes toward Appraiser License	David Rice
June 9 <sup>th</sup> , 2011	LEVEL 3 ASSESSOR	STC		
<b><u>TOTALS</u></b>			<b><u>TOTAL:431 HRS OF CLASSROOM TRAINING AND 56 COLLEGE CREDITS</u></b>	

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
JULY 18, 2011  
RESOLUTION 2011-09**

**A RESOLUTION TO IMPOSE A TEMPORARY MORATORIUM UPON THE  
ISSUANCE OF PERMITS, LICENSES AND APPROVALS FOR THE PRODUCTION  
FOR COMPENSATION, SALE OR DISPENSATION OF MEDICAL MARIHUANA**

**WHEREAS**, the production for compensation, sale or dispensation of medical marihuana was not envisioned when the current ordinances and amendments were adopted; and other than the general regulations relating to commercial and production activities, the growth and sale of medical marihuana is not regulated; and,

**WHEREAS**, Superior Charter Township desires to ascertain the best and safest path to compliance with the Michigan Medical Marihuana Act, PA 2008, MCLA 333.26421 *et seq.* in order to protect the public health, safety, and welfare.

**WHEREAS**, on September 20, 2010, the Superior Township Board of Trustees imposed a moratorium upon the issuance of any and all permits, licenses and approvals for the production for compensation, sale or dispensation of medical marihuana for twelve (12) months or until an amendment of all applicable codes, whichever occurs first. This moratorium is scheduled to expire on September 20, 2011.

**NOW THEREFORE, BE IT RESOLVED** that the Superior Township Board of Trustees imposes a twelve (12) month extension of the current moratorium upon the issuance of any and all permits, licenses and approvals for the production for compensation, sale or dispensation of medical marihuana. This extended moratorium shall expire on July 18, 2012 or until an amendment of all applicable codes, whichever occurs first.

**BE IT FURTHER RESOLVED** that this moratorium does not restrict or otherwise ban the lawful use of medical marihuana, as provided in the Michigan Medical Marihuana Act, PA 2008, Initiated Law, MCL 333.26421 *et. seq.*

**CERTIFICATION**

I, David Phillips, 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 Superior Charter Township Board held on July 19, 2010 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

---

David Phillips, Superior Township Clerk

The Oakland Press (theoaklandpress.com), Serving Oakland County

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News > Local News

## Government's memo on marijuana confusing to local residents

Tuesday, July 12, 2011

By CAROL HOPKINS  
Of The Oakland Press

New federal policy statements on marijuana — one from the U.S. Justice Department and another from the Drug Enforcement Administration — are generating comments among Michigan supporters and detractors of medical marijuana.

What the June 29 policy memo from Deputy Attorney General James Cole at the U.S. Justice Department said, briefly, is that people who cultivate, sell or distribute marijuana, and those who knowingly facilitate such activities, are in violation of the Controlled Substances Act, regardless of state law.

"The memo delivers little clarity and creates more confusion in medical marijuana states," said Rick Thompson, editor of Oak Park-based Michigan Medical Marijuana Magazine.

"The anti-compassionate attitude most certainly represents a new policy for 2011. The memo's threat of money-laundering charges leaves businesspersons struggling to find the proper path to compliance while providing the fastest-growing source of new jobs in our state, and others."

Oakland County Prosecutor Jessica Cooper said she didn't consider the memo offering anything new.

"It's in clearer language. The Supreme Court said it six years ago in 2005," she said.

The Court's opinion, she said, was that "regardless of what states enacted, the federal law takes precedent. We have indicated that was the case."

After reading of the memo, Walt Bedell, Waterford Township Prosecutor, said, "Marijuana is still a controlled substance under the federal act, and in my opinion federal law pre-empts any state regulations.

"A lot of people were doing things (connected with medical marijuana) that were not authorized such as operating dispensaries and growing operations, and all along the federal government said it was illegal."

To many, this new memo appears to change the federal government's position on medical marijuana, which appeared to be easing.

Back in 2009, the U.S. Justice Department informed U.S. attorneys that they shouldn't prosecute people whose "actions are in clear compliance" with state medical marijuana laws.

Medical marijuana advocates were elated by the stance.

But since February, 10 U.S. attorney's offices have asserted they have the authority to prosecute medical marijuana dispensaries and licensed growers in states with medical marijuana laws.

Prosecutors, the states complained, are not even willing to declare that state employees who implement such laws are immune from prosecution.

#### DEA chimes in

Last week the Drug Enforcement Administration rejected a petition filed nine years ago by medical marijuana proponents asking to reclassify the drug.

They had sought to remove marijuana from the most restrictive category under the Controlled Substances Act.

According to information published in the San Diego Tribune, DEA Administrator Michele Leonhart wrote that the petition was being rejected for a number of reasons.

Among them, she said: "Marijuana has no currently accepted medical use in treatment in the United States."

#### A slap at states' rights?

Jim Rasor, a Royal Oak City Commissioner and general law attorney, said the Justice Department has entered into a states' rights matter.

"I'm always appalled federal government fails to recognize state voters have the right to govern their own affairs," said Rasor.

"As I read the memo, it's a tool being used to keep state legislators from implementing policies that were voted in. It smacks of very anti-American activity."

Michael Komorn, who has medical marijuana patients and caregivers as clients, said, "The memo does little to clarify anything. What it fails to address is the fact that every major medical institution has declared that cannabis is medicine and the federal government knows this.

"It is a dishonest and uncompassionate response to those Americans who are using cannabis to treat their illness. You would hope to think more from our government."

Komorn said he is waiting for state rights politicians "who oppose Obama-care and support Arizona's state immigration law to do the same on this issue. Either way the memo makes safe reliable access to cannabis for sick people more challenging."

*The Associated Press has contributed to this story.*

Contact Oakland Press staff writer Carol Hopkins at 248-745-4645 or [carol.hopkins@oakpress.com](mailto:carol.hopkins@oakpress.com). Follow her on Twitter @waterfordreport.

FYI

Sixteen states and the District of Columbia have legalized the medical use of marijuana, with programs in various

phases of development. The states are: Alaska, Arizona, California, Colorado, Delaware, Hawaii, Maine, Michigan, Montana, Nevada, New Jersey, New Mexico, Oregon, Rhode Island, Vermont and Washington.

DEA's response to a petition that DEA received from the Coalition for Rescheduling Cannabis requesting marijuana be re-scheduled can be viewed at [www.deadiversion.usdoj.gov/pubs/coalition\\_response.pdf](http://www.deadiversion.usdoj.gov/pubs/coalition_response.pdf)

**YOU TELL US:** What do you think these new federal government statements about medical marijuana mean?

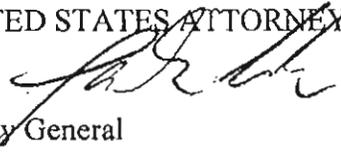
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URL: [http://www.theoaklandpress.com/articles/2011/07/12/news/local\\_news/doc4e1ce92ec6f01060942798.prt](http://www.theoaklandpress.com/articles/2011/07/12/news/local_news/doc4e1ce92ec6f01060942798.prt)

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June 29, 2011

MEMORANDUM FOR UNITED STATES ATTORNEYS

FROM: James M. Cole   
Deputy Attorney General

SUBJECT: Guidance Regarding the Ogden Memo in Jurisdictions  
Seeking to Authorize Marijuana for Medical Use

Over the last several months some of you have requested the Department's assistance in responding to inquiries from State and local governments seeking guidance about the Department's position on enforcement of the Controlled Substances Act (CSA) in jurisdictions that have under consideration, or have implemented, legislation that would sanction and regulate the commercial cultivation and distribution of marijuana purportedly for medical use. Some of these jurisdictions have considered approving the cultivation of large quantities of marijuana, or broadening the regulation and taxation of the substance. You may have seen letters responding to these inquiries by several United States Attorneys. Those letters are entirely consistent with the October 2009 memorandum issued by Deputy Attorney General David Ogden to federal prosecutors in States that have enacted laws authorizing the medical use of marijuana (the "Ogden Memo").

The Department of Justice is committed to the enforcement of the Controlled Substances Act in all States. Congress has determined that marijuana is a dangerous drug and that the illegal distribution and sale of marijuana is a serious crime that provides a significant source of revenue to large scale criminal enterprises, gangs, and cartels. The Ogden Memorandum provides guidance to you in deploying your resources to enforce the CSA as part of the exercise of the broad discretion you are given to address federal criminal matters within your districts.

A number of states have enacted some form of legislation relating to the medical use of marijuana. Accordingly, the Ogden Memo reiterated to you that prosecution of significant traffickers of illegal drugs, including marijuana, remains a core priority, but advised that it is likely not an efficient use of federal resources to focus enforcement efforts on individuals with cancer or other serious illnesses who use marijuana as part of a recommended treatment regimen consistent with applicable state law, or their caregivers. The term "caregiver" as used in the memorandum meant just that: individuals providing care to individuals with cancer or other serious illnesses, not commercial operations cultivating, selling or distributing marijuana.

The Department's view of the efficient use of limited federal resources as articulated in the Ogden Memorandum has not changed. There has, however, been an increase in the scope of

commercial cultivation, sale, distribution and use of marijuana for purported medical purposes. For example, within the past 12 months, several jurisdictions have considered or enacted legislation to authorize multiple large-scale, privately-operated industrial marijuana cultivation centers. Some of these planned facilities have revenue projections of millions of dollars based on the planned cultivation of tens of thousands of cannabis plants.

The Ogden Memorandum was never intended to shield such activities from federal enforcement action and prosecution, even where those activities purport to comply with state law. Persons who are in the business of cultivating, selling or distributing marijuana, and those who knowingly facilitate such activities, are in violation of the Controlled Substances Act, regardless of state law. Consistent with resource constraints and the discretion you may exercise in your district, such persons are subject to federal enforcement action, including potential prosecution. State laws or local ordinances are not a defense to civil or criminal enforcement of federal law with respect to such conduct, including enforcement of the CSA. Those who engage in transactions involving the proceeds of such activity may also be in violation of federal money laundering statutes and other federal financial laws.

The Department of Justice is tasked with enforcing existing federal criminal laws in all states, and enforcement of the CSA has long been and remains a core priority.

cc: Lanny A. Breuer  
Assistant Attorney General, Criminal Division.

B. Todd Jones  
United States Attorney  
District of Minnesota  
Chair, AGAC

Michele M. Leonhart  
Administrator  
Drug Enforcement Administration

H. Marshall Jarrett  
Director  
Executive Office for United States Attorneys

Kevin L. Perkins  
Assistant Director  
Criminal Investigative Division  
Federal Bureau of Investigations

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RESOLUTION 2011-10**

**A RESOLUTION DESIGNATING THE OFFICIAL FOR THE  
JAYCEES "RUNNING THE RAILS" RACE**

Resolution authorizing the temporary road closure of sections of Superior (from the Township border to Geddes Road), Geddes (from Superior Road to LeForge Road), LeForge (from Geddes Road to Clark Road), and Clark Road (from LeForge Road to N. River Road) on Sunday, August 21, 2011 from 7:30 am to 9:30 am for the Ypsilanti Area Jaycees "Running the Rails" Race.

**WHEREAS**, the Township of Superior has approved the temporary closure of Superior, Geddes, LeForge and Clark Roads as indicated; and,

**WHEREAS**, the Driveway's Banners and Parades Act 200 of 1969 requires the Township to authorize an official designated by resolution to make such request from the Road Commission.

**WHEREAS**, the Ypsilanti Area Jaycees have agreed to provide adequate liability insurance coverage for the event, naming the Township as an additional insured, at no cost to the Township.

**WHEREAS**, the Ypsilanti Jaycees have agreed to provide adequate additional public safety coverage for the event by local police and fire departments, at no cost to the Township.

**NOW THEREFORE, BE IT RESOLVED** that the Township of Superior Board of Trustees approves of the event if the above conditions are met; and, designates and agrees that Tim Vroom and Jed Dreher of the Ypsilanti Area Jaycees be the authorized officials designated in this instance, when application is made to the Washtenaw County Road Commission for this temporary road closure.

**CERTIFICATION**

I, David Phillips, 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 Superior Charter Township Board held on July 19, 2010 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

\_\_\_\_\_  
David Phillips, Superior Township Clerk

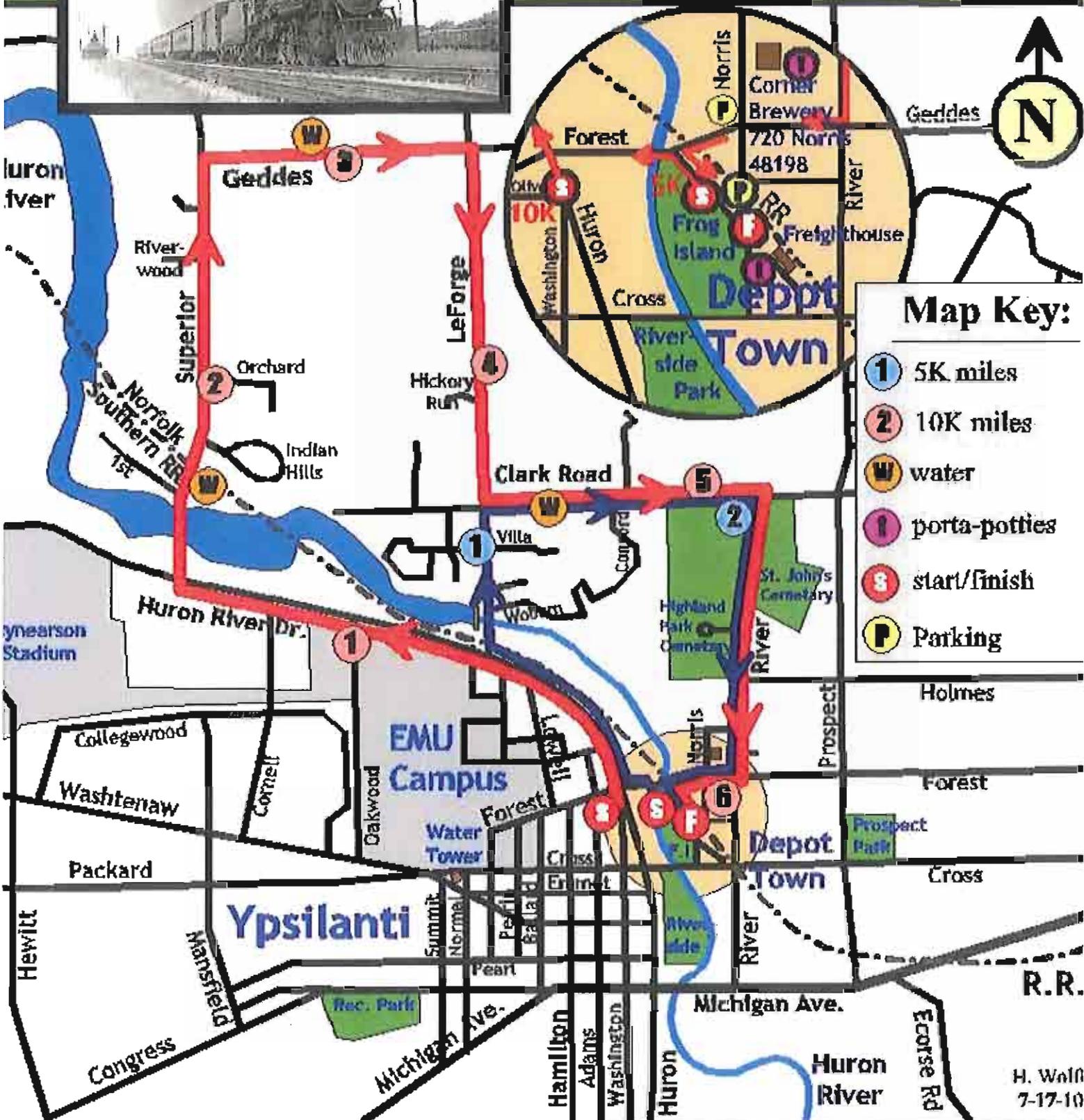
# Running the Rails Course Map



5K course

10K course

scale: 1 mile



## Map Key:

- 1 5K miles
- 2 10K miles
- W water
- P porta-potties
- S start/finish
- P Parking





**ADOPTED POLICIES**

**OF THE**

**SUPERIOR TOWNSHIP**

**BOARD OF TRUSTEES**

July 18, 2011

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# 01- ORGANIZATION

## 01.01.001 BOARD BY-LAWS

### 1. Authority

These by-laws are adopted by the Board of the Charter Township of Superior pursuant to the provisions of section 42.7 (7) of the Compiled Laws of Michigan.

### 2. Meetings

2.1 Regular Schedule The Township Board shall meet monthly as designated on the adopted schedule on the first and/or the third Monday of each month in regular session. Any regularly scheduled meeting that falls on one of the legal holidays (New Year's Day, Presidents Birthday, Martin Luther King Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve), shall be held on the next secular day that is not a holiday.

2.2 Special Meetings The Charter Township Board shall meet in special session at the call of the Township Clerk upon the written request of the Supervisor or two members of the Township Board. Notice shall be given at least 24 hours in advance of the special meeting to each Township Board member. Such notices shall be served personally or left at the member's usual place of residence by the Township Clerk or the Clerk's designee. The notice shall also contain the time, place and purpose of the meeting.

2.3 Place of Meeting Regularly scheduled meetings shall be held in the Township Hall. Whenever the regular meeting place of the Township Board shall appear to be inadequate for members of the public to attend, the Supervisor and Clerk may change the meeting to a larger facility located in the Township. A notice of such change shall be prominently posted on the door of the regular meeting place. The Clerk shall also post a notice of such change in the place of meeting at the Township Hall and on the Township website, not less than 24 hours before such a meeting is scheduled.

2.4 Time of Meetings Regularly scheduled meetings shall begin at 7:30 o'clock in the evening unless the Board shall by majority vote in session set a different starting time.

2.5 Change in Schedule Changes in the regular schedule shall not be made except upon the approval of a majority of the Board members in session. In the event the Board shall meet and a quorum is not present, the Board upon the action of a majority of those present may adjourn the meeting to another day provided that proper notice to members and public is given.

### 3. Public Notice of Meetings

The Township Clerk shall be responsible for providing the proper notice for all meetings of the Township Board. Such notification shall include but not necessarily be limited to the following:

3.1 Regular meeting The Clerk shall post, at the Township Hall, a notice within 10 days after the first meeting of the Township Board in each calendar year, indicating the dates, times and places of the Board's regular meeting schedule.

3.2 Schedule Change Whenever the Board shall change its regular schedule of meetings, the Clerk shall post, at the Township Hall, a notice of the change within 3 days following the meeting in which the change was made.

3.3 Rescheduled or Special Meetings If the Board shall reschedule a meeting under the provisions of Rule 2.5 or call a special meeting under Rule 2.2, the Clerk shall post a notice of such change immediately at the Township Hall and no meeting except emergency meetings shall be held until the notice shall have been posted at least 18 hours. An emergency meeting shall be held upon the consent of two-thirds of the members and only if a delay would pose severe and imminent danger to the health, safety and welfare of the public.

3.4 Notification to Media and Others The Clerk shall notify, without charge, any newspaper or radio of such meeting schedule, schedule changes or special meetings, whenever such newspapers or radio stations shall have filed with the Clerk a written request for such notice. The Clerk shall also notify such other parties of regular meeting schedules, changes in the schedule or special meetings upon their written request and agreement to pay the Township for printing and postage expenses. The Clerk shall mail all such notices pursuant to this rule by first class mail.

#### 4. Quorum. Attendance. Call of the Township Board

4.1 Quorum Four members shall constitute a quorum for the transaction of business at all meetings of the Township Board.

4.2 Absent without Permission Any elected official who absents himself from a regularly scheduled meeting without timely notification to the Clerk shall be deemed absent without permission. Should this action occur three (3) times within the course of a 12 month period, such action shall be deemed misconduct of office.

#### 5. Regular Meeting Agenda

5.1 Agenda The Township Clerk shall prepare, for review and approval by the Supervisor, the agenda of business for all regularly scheduled Township Board meetings. Any other Board member, or representative of Township committees, boards, or commissions desiring to place a matter on the agenda shall notify the Clerk of such item by noon on the Thursday preceding the next regular meeting. Such items shall be placed under the heading of "Pending Business" or "New Business" as appropriate. Items that the Clerk does not receive by the stated deadline may not be considered by the Board except upon the majority consent of the members present.

5.2 Special Meeting Agenda Whenever the Board shall be called into a special meeting (by the Supervisor or by two of its members), the matters to be considered shall be stated in the call of the meeting. No other matters shall be considered except when all members are present and a majority of the Board concurs.

5.3 Distribution of Agenda and Materials Upon completion of the agenda, the Clerk shall distribute copies of the agenda together with copies of reports, explanations, etc., that relate to the business matters coming to the Board by 5:00 p.m. on Friday preceding the meeting. The Clerk may distribute such materials by mail, electronically, place the materials in the Township Hall vestibule, or by personal delivery.

5.4 Order of Business The agenda shall be arranged in the following order of business:

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Approval of Minutes
6. Citizen Participation
7. Reports
8. Communications
9. Unfinished Business
10. New Business
11. Approval of Bills
12. Pleas and Petitions
13. Adjournment

## 6. Conduct of Meetings

6.1 Chairperson The Township Supervisor shall moderate and chair all meetings of the Township Board. In the absence of the Supervisor the chairperson *pro tempore* shall assume the duties of the chair.

6.2 Approval of the Chair Board members wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless called on by the chair.

6.3 Disorderly Conduct at Meetings The Supervisor is responsible for the good order and discipline of Township meetings and shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities.

## 7. Citizen Participation

7.1 Citizen Participation Two portions of the agenda are set aside for citizen input. "Citizen Participation", held at the beginning of a meeting and "Pleas and Petitions", held at the end of each meeting. Persons wishing to express a view or concern at the

beginning of a Township Board meeting will be allowed to do so under the following rules:

1. A maximum of three minutes is allowed to speak to the matter at this time, under the discretion of the Chair.
2. The Board is not obligated to respond to the concern at this time. The name of the person and area of concern will be noted in the minutes.
3. If the concern is a question, an official will call the questioner concerning the problem within a calendar week.

## 8. Record of Meetings

8.1 Clerk Responsibility The Township Clerk or a deputy shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions of the Board with respect to motions. The record shall include the names of the mover and supporter and the vote of the Board. The record shall also state whether the vote was by voice vote or by roll call, and when by roll call, the record shall show the yes, no, or abstention for each member.

8.2 Record of Discussion The Clerk shall not be responsible for maintaining a written record or summary written record of the discussion or comments of the Board members nor of comments made by members of the public.

8.3 Request for Remarks to be Included Any member of the Board may request to have his or her comments printed as part of the record. If there are no objections by any member of the Board, the comments may be included. If there is an objection to such printing of the comments, the Board shall decide the matter by majority vote. Such comments to be included as part of the official record shall be provided in writing by the member.

8.4 Public Access to Meeting Records The Clerk shall make available to members of the public, records and minutes of Board meetings in accordance with the Freedom of Information Act. Minutes prepared by the Clerk, but not approved by the Board, shall be first reviewed and approved by the Supervisor and then made available for public inspection not more than 8 business days following the meeting. Minutes approved by the Board shall be available within 5 business days of the meeting at which they were approved. The Clerk shall also promptly send copies of the unapproved minutes to persons who have subscribed and paid the fee therefore at cost.

8.5 Publication of Minutes The Clerk shall be responsible for publication of a summary of the minutes on the Township Website with a notice of such summary in a newspaper of general circulation within 10 days after a meeting of the Board. However, the Supervisor shall approve the summary prior to publication.

8.6 Permanent Minutes After the minutes have been adopted by the Township Board, the Clerk shall record the approved minutes in the Official Permanent Minute Book, signed by the Supervisor and Clerk, and place the approved minutes on the Township Website.

At the end of each year, all the meeting minutes for that year shall be recorded on a CD or other permanent electronic means, and a copy placed in the Township Hall Vault and in the Utility Department Safe.

## 9. Committees

9.1 Committee of the Whole Whenever a majority of the Board shall meet in working meetings, the Board shall meet as a committee of the whole. In the absence of the Supervisor, the Board shall designate one of its members to preside.

9.2 Public Notice Meetings of a committee of the whole shall conform to the requirements of the Open Meetings Act with respect to public notice except when the Board shall devolve into a committee of the whole at one of its regular meetings.

9.3 By-Laws Observed The By-laws of the Township Board shall be observed in meetings of a committee of the whole as far as they are applicable, except with respect to limiting debate, moving to vote immediately, and taking a roll call vote.

9.4 Ordinances Ordinances referred to a committee of the whole, unless otherwise ordered by the committee, may be read through by the Township Clerk and then considered and adopted by sections. All amendments shall be offered in writing in duplicate and read by the Clerk. Whenever a committee of the whole shall have completed its deliberations, a member shall move that the committee rise and report to the Township Board. The motion to rise is always in order and shall be decided without debate. Motions recommending action by the Township Board shall take precedence in the same order as analogous motions in the Township Board. A motion to reconsider any matter of substance acted upon by the committee of the whole and made by a member of the voting majority shall always be in order.

## 10. Executive Sessions

10.1 Procedure The Township Board may meet in executive session, closed to the public, upon the motion of any member and concurrence of five members. The vote shall be recorded in the minutes of the meeting at which the decision to hold an executive session was made.

10.2 Purposes The Township Board shall hold executive sessions only for the following purposes:

To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.

For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act. .

To consider material exempt from discussion or disclosure by state or federal statute.

10.3 Minutes At each executive session, the Clerk shall keep a separate record. These minutes can be approved prior to adjourning the closed meeting. Or, members may individually review and pass around the table a single copy of the minutes of the closed meeting at the next Board meeting for approval. This record of minutes shall not be disclosed to the public except upon court order. The Clerk may destroy said minutes after one year and one day have passed following the approval of the minutes of the meeting at which the Board approved the closed session.

## 11. Motions and Resolutions

Statement by Chair, written Motions and Resolutions No motion or resolution shall be adopted until the motion or resolution is stated by the person chairing the meeting. All motions, except procedural motions, and resolutions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order. Each written motion or resolution in writing may be read by the Township Clerk before being debated.

## 12. Boards and Commissions

Appointments The Supervisor shall appoint, with Township Board confirmation, individuals to fill vacancies on the Township Planning Commission. All other Township Boards and commissions shall be appointed or filled by a majority vote of the Township Board.

## 13. Voting

13.1 Whenever a question is put by the chair, every member present shall vote on all questions decided by the Township Board. No member present shall abstain from voting "yes" or "no", unless there is a Conflict of Interest, or where a Board member wishes to be appointed to another public office.

According to the Charter Township Act, "...a member of the township board who is recorded as present shall vote on all questions decided by the board unless excused by unanimous consent of the other members present. If, at a meeting of the township board, a member of the township board states that he or she desires to be appointed by the township board to fill a vacancy in a township office, that member may abstain from voting on the appointment to fill the vacancy".

Prior to participating in discussion, casting a vote, or participating in any deliberations on a matter on which any Township Board of Trustees member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the other members and request to abstain from voting on the matter. For the purposes of this policy, conflict of interest is defined as:

- a. The member or an immediate family member is involved in any request for which the Board is asked to make a decision. Immediate family member is defined as a spouse, mother, father, brother, sister, son, or daughter, including an adopted child, and a relative of any degree residing in the same household as the member.
- b. The member has a business or financial interest in the matter under consideration.
- c. The member owns or has a financial interest in property which neighbors property under consideration for rezoning, variance or other planning commission related action. Neighboring property is defined as within 300' from the property under consideration for action.
- d. There is a reasonable appearance of a conflict of interest, as determined by a unanimous vote of the remaining members of the Board.

Upon the request for abstention being approved by the unanimous consent of the Board, the member with the conflict of interest will leave the meeting room until after all discussion of the matter in question is completed. The member shall not discuss, or in any way attempt to influence the actions of the other Board members.

Failure of a member of any Board, commission or committee to disclose a potential conflict of interest constitutes malfeasance of office.

13.2 On demand by any Township Board member the vote on any pending question shall be taken by a record roll call vote.

13.2 When a record roll call vote is demanded on a question and after the chair has stated the question, the Township Clerk is directed to call the roll. No member of the Township

Board is entitled to speak on the question, nor shall any motion be in order until such a roll call is completed and the results announced.

14. Parliamentary Authority

Roberts Rules of Order, newest revised edition, shall govern all questions of procedure that are not otherwise provided by these by-laws or by state law.

## **01.01.002 PRINCIPLES OF GOVERNANCE**

To maintain the highest standards and traditions of Michigan townships, we, the Superior Charter Township Board, embrace these principles to guide our stewardship, deliberations, and constituent services as we commit to safeguard our community's health, safety, and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor, and dignity to our public offices through collegial board deliberations, and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public on township issues, challenges, and successes, and welcome active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government, and freedom

**01.01.003      FREEDOM OF INFORMATION ACT  
POLICY AND GUIDELINES REGARDING FEES**

In calculating the costs of supplying or allowing inspection of public records pursuant to the Freedom of Information Act, Public Act 442 of 1976, the following guidelines and procedures are followed:

1. The costs of labor where allowable for copying, mailing, search, separation, examination, deletion, duplication and supervision of examination are limited to the Township's actual costs for such labor.
2. The most economical means available for providing copies or examination of public records will be employed.
3. Fees shall not be charged for the cost of search, separation, examination, deletion and supervision of examination unless failure to do so would result in unreasonably high costs for the Township. Unreasonably high costs are defined as any request that meets any of the following criteria:
  - a. The request results in 30 minutes, or more, of staff time to complete the search, review, examination, appropriate deletion of materials requested or any other task related to the processing of the request. This could be the result of the need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request. Or, the need to collect the requested public records from numerous field offices, facilities, or other establishments which are located apart from the particular office receiving or processing the request.
  - b. The request results in the Township incurring additional costs, which are over and above the Township's regular cost of doing business.
4. Superior Township's charge for a Freedom of Information Request under Public Act 442 of 1976 is as follows on the attached Fee Schedule.
5. If Township costs are estimated to exceed \$50.00, a deposit of not greater than one-half the estimated total costs will be required.
6. Upon submission of an affidavit that the requester is receiving public assistance, or upon submission of other facts showing an inability to pay, copies of the requested public record(s) shall be furnished at no charge up to the amount of \$20.00.

### 01.01.003 Freedom of Information Act Fee Schedule for Requests

- I. Duplication
  - A. Copies (Township owned copier used)  
8 ½ x 11 inch or 8 ½ x 14 inch paper, \$0.20 per page/side for black and white copy; \$0.35 per page/side for color copy.  
Fee for oversize documents shall be at the rate of the actual costs incurred by the Township
  - B. Computer Disks  
Actual cost incurred by the Township
- II. Mailing  
Envelopes  
Actual cost incurred by the Township
- III. Postage  
Actual cost of postage or shipping
- IV. Hourly Labor Rate  
The labor rate charged shall be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act.
- V. Research Fee  
The research fee charged shall be the hourly wage of the lowest paid township employee capable of retrieving the information necessary to comply with a request under the Freedom of Information Act. This fee shall be charged only if the request meets the definition of “Unreasonably high costs” as defined in Superior Township’s FOIA Policy and Guidelines Regarding Fees.
- VI. Other Charges  
If the request includes or requires any other actions that result in additional charges to the Township, i.e.: text message searches and retrievals, e-mail search and retrievals or supervision of examination, the requestor will be charged the actual cost incurred by the Township.
- VII. Deposit  
If the anticipated charges for a requested record will exceed \$50.00, a good faith deposit of one-half of the total anticipated charges will be required.
- V. Waiver of Fees  
If an individual submits an affidavit stating that he or she is receiving public assistance or is able to state fact showing inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request.

#### 01.01.004 ELECTRONIC MAIL RETENTION

1. Purpose: The Superior Charter Township Board requires its employees to retain and destroy e-mail messages that are sent and received in the course of conducting official business in accordance with the following records Retention and Disposal Schedule:
2. Procedures
  - 2.1 Definitions:
    - a. **Electronic mail (e-mail)** is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc.; as well as aliases and names of members of groups), and any attachments. Transactional information can be found and printed or saved from the e-mail system (see the software manual for instructions).
    - b. **Records Retention and Disposal Schedules** are listings of records or records series that are maintained by government agencies in the course of conducting their official business that identify how long the records must be kept, when they may be destroyed and when certain records can be sent to the Archives of Michigan for permanent preservation. In accordance with Michigan law, records cannot be destroyed unless their disposal is authorized by an approved Retention and Disposal Schedule. Retention and Disposal Schedules are developed by the Department of History, Arts and Libraries, Records Management Services, through consultation with an agency about its records. These schedules are then approved by the Michigan Historical Center, the Attorney General of the State of Michigan, the Auditor General of the State of Michigan, and the State Administrative Board.
  - 2.2 Employee Responsibilities:
    - a. Senders and recipients of e-mail messages shall evaluate each message to determine if they need to keep it as documentation of their role in a business process.
    - b. Senders are generally considered to be the person of record for an e-mail message. However, if recipients of the message take action as a result of the message, they should also retain it as a record.
    - c. It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.

- d. Shall evaluate the content and purpose of each e-mail message to determine which Retention and Disposal Schedule defines the message's approved retention period.
- e. Employees shall retain e-mail that has not fulfilled its legally-mandated retention period by printing the message and filing it with other paper records that document the business process.
- f. Shall retain transactional information (see definition of e-mail above) with the e-mail message if there is a substantial likelihood of relevancy to litigation.
- g. Shall organize their e-mail messages so they can be located and used.
- h. Shall dispose of transitory, non-record and personal e-mail messages from the e-mail system.
- i. Shall dispose of e-mail messages that document the official functions of the agency in accordance with an approved Retention and Disposal Schedule. Note: Records, including e-mail, shall not be destroyed if they have been requested under FOIA, or if they are part of on-going litigation, even if their retention period has expired.
- j. Shall provide access to their e-mail to the FOIA or Litigation Coordinator upon request.
- k. Shall retain all work-related appointments, tasks and notes stored in the e-mail system for 2 years.
- l. Recognizing that e-mail messages that are sent and received using the Township of Superior's e-mail system are not private, employees are encouraged to manually delete personal appointments (such as sick leave or annual leave) from the e-mail system after the event takes place.

### 2.3 Superior Charter Township Responsibilities:

- a. Shall ensure that its records are listed on an approved records Retention and Disposal Schedule.
- b. Shall ensure that all employees with e-mail accounts are aware of and implement this policy.
- c. Shall notify the Clerk when the accounts of former employees can be closed.
- d. Shall ensure that the e-mail messages (and other records) of former employees are retained in accordance with approved Retention and Disposal Schedules.
- e. Shall notify the litigation or FOIA coordinator when an agency becomes involved in litigation or receives a FOIA request.
- f. Exceptions to the procedures in this document may be granted in writing by the Clerk.

### 2.4 Freedom of Information Act (FOIA) and Litigation Coordinator Responsibilities:

- a. Shall identify if the records that are requested by the public are stored in e-mail, even if the public does not specifically request e-mail.

- b. Shall notify affected employees that a FOIA request involving e-mail was received to prevent the destruction of relevant messages.
- c. May in appropriate instances notify the Clerk that a FOIA request involving e-mail was received to prevent the destruction of relevant messages.
- d. Shall identify all records relevant to litigation to which the agency is a party that are stored in e-mail.
- e. Shall notify the Clerk that e-mail related to litigation cannot be destroyed until after the case is closed.

## 01.01.005 IDENTITY THEFT PROTECTION

### 1. Purpose

To establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flags Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity, and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

### 2. Definitions

- 2.1 Identifying Information: Identifying information means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.
- 2.2 Identify Theft: Identify theft means fraud committed or attempted using the identifying information another person without authority.
- 2.3 Covered Account: A covered account means:
  1. An Account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts.
  2. Any other account that the financial institution or creditor from identify theft, including financial, operation, compliance, reputation or litigation risks.
- 2.4 Red Flag: A Red Flag means a pattern, practice or specific activity that indicates the possible existence of identity theft.

### 3. Policy

3.1 Identification of Red Flags. The Township identifies the following red flags, in each of the listed categories:

#### 1. Suspicious Documents

- a. Identification document or card that appears to be forged, altered, or inauthentic;
- b. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- c. Other document with information that is not consistent with existing customer information (such as if a person's signature on and check appears forged) and
- d. Application for service that appears to have been altered or forged.

#### 2. Suspicious personal Identifying Information

- a. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- b. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
- c. Identifying information presented that is the same information shown on other applications that were found to be fraudulent;
- d. Identifying information presented that is consistent with fraudulent activity (such as an invalid telephone number or fictitious billing address);
- e. Social security number presented that is the same one given by another customer;
- f. An address or telephone number presented that is the same as that of another person;
- g. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law, social security numbers must not be required); and
- h. A person's identifying information is not consistent with the information that is on file for the customer.

#### 3. Suspicious Account Activity or Unusual Use of Account

- a. Change of address for an account followed by a request to change the account holder's name;
- b. Payments stop on an otherwise consistently up-to-date account;

- c. Account used in a way that is not consistent with prior use (example: very high activity);
  - d. Mail sent to the account holder is repeatedly returned as undeliverable;
  - e. Notice to the Township that an account has unauthorized activity;
  - f. Breach in the Township's computer system security;
  - g. Unauthorized access to or use of customer account information.
4. Alerts from others
- a. Notice to the Township from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

### 3.2 Detecting Red Flags

1. New Accounts: In order to detect any of the Red Flags identified above associated with the opening of a new account, Township personnel will take the following steps to obtain and verify the identity of the person opening the account:
  - a. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license, or other identification;
  - b. Verify the customer's identity (for instance, review a driver's license or other identification card);
  - c. Review documentation showing the existence of a business entity; and/or
  - d. Independently contact the customer.
2. Existing Accounts: In order to detect any of the Red Flags identified about for an existing account, Township personnel will take the following steps to monitor transactions with an account:
  - a. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
  - b. Verify the validity of requests to change billing addresses; and
  - c. Verify changes in banking information given for billing and payment purposes.

### 3.3 Preventing and Mitigating Identify Theft

In the event Township personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Prevent and Mitigate:
  - a. Continue to monitor an account for evidence of Identify Theft;
  - b. Contact the customer;
  - c. Change any passwords or other security devices that permit access to accounts;
  - d. Not open a new account' Close an existing account;
  - e. Reopen an account with a new number;
  - f. Notify the Township Supervisor for determination of the appropriate step(s) to take;
  - g. Notify law enforcement; and/or
  - h. Determine that no response is warranted under the particular circumstances.
  
2. Protect Customer Identifying Information
  - a. In order to further prevent the likelihood of identity theft occurring with respect to Township accounts, the Township will take the following steps with respect to its internal operating procedures to protect customer identifying information:
  - b. Ensure that its website is secure or provide clear notice that the website is not secure;
  - c. Ensure complete and secure destruction of paper documents and computer files containing customer information;
  - d. Ensure that office computers are password protected and that computer screens lock after a set period of time;
  - e. Keep offices clear of papers containing customer information;
  - f. Request only the last 4 digits of social security numbers (if any);
  - g. Ensure computer virus protection is up-to-date; and
  - h. Require and keep only the kinds of customer information that are necessary for utility purposes.

### 3.4 Program Updates

This program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Township from Identity Theft. The Township Supervisor will consider the Township's experiences with Identity Theft situation, changes in Identity Theft methods, Changes in types of accounts the Township maintains, and changes in the Township's business arrangements with other entities. After considering these factors, the Township Supervisor will determine whether changes to the program, including the listing of Red Flags, are warranted. If warranted, the Township Supervisor will present the Township Board with his/her recommended changes and the Board will make a determination of whether to accept, modify, or reject those changes to the program.

### 3.5 Program Administration

1. Oversight. Responsibility for developing, implementing and updating this program lies with an Identity Theft Committee for the Township. The Committee is headed by the Township Manager, with the Township Clerk and Township Treasurer comprising the remainder of the committee membership. The Township Supervisor will be responsible for the program administration, for ensuring appropriate training of Township staff on the program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the program.
2. Staff Training and Reports. Township staff responsible for implementing the program shall be trained either by or under the direction of the Township Supervisor in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Township staff is required to provide reports to the Township Supervisor on incidents of Identity Theft, the Township's compliance with the program, and the effectiveness of the program.
3. Specific Program Elements and Confidentiality. For the effectiveness of Identity Theft prevention program, the Red Flag Rule envisions a degree of confidentiality regarding the Township's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this program, knowledge of such specific practices is limited to the Identity Theft Committee and those employees who need to know them for purposed of preventing Identity Theft. Because this program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore only the program's general Red Flag detection, implementation, and prevention practices are listed in this document.

### 4. Authority and Revisions

This policy is enacted immediately upon approval of the Township Board, as reflected in the regular meeting minutes dated April 6, 2009. Revisions to this policy shall only be enacted with approved by the Township Board and reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the Township Supervisor and updated as appropriate.

**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 privately owned 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 privately owned 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 privately owned 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 privately owned 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 privately owned vehicle for Township use.
  
  - 3.4 Prior to operating a Township vehicle, or privately owned 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 Privately owned 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.

### **01.01.007 PUBLICATION OF NOTICES, ORDINANCES AND SYNOPSES**

In compliance with Section 42.8 of the Charter Township Act, Act 359 of 1947, the Superior Charter Township Board shall publish by posting all notices, ordinances and synopses of meetings for which the method of publication is not prescribed by other laws. Publication by posting is defined as the entire notice, ordinance or proceedings shall be posted in the office of the clerk and on the Township Website. Within seven days of the posting, a notice of the posting describing the purpose or nature of the notice, ordinance, or proceeding and the location of the places where posted, shall be published at least once in the *Ypsilanti Courier*, or other qualified newspaper.

Notices of public hearings before the Planning Commission and the Zoning Board of Appeals shall be published according to the requirements of the Superior Township Zoning Ordinance in effect.

When other boards, commissions or departments want to publish notices or proceedings, they may also publish by posting, unless the method of publication is prescribed by other laws.

**01.01.008 COMMUNICATING WITH THE MEDIA**

WHEREAS the media, i.e. newspapers, radio, television reporters, etc., often call for information concerning events or items dealing with the Township; and

WHEREAS often employees do not have full knowledge of the situation;

NOW, THEREFORE, BE IT RESOLVED that all requests for information from the media concerning matters pertaining to Superior Charter Township shall be addressed by an elected official with the following exceptions:

1. The Fire Chief and Captains may report and answer questions pertaining to fires, rescues, emergencies. etc.,
2. The Utility Department may issue emergency warnings and public service announcements pertaining to water and sewer service,
3. The Administrative Staff may authorize department heads to respond to a request for information on a case-by-case basis.

**01.01.009 RECEIVING SERVICE FOR LAWSUITS**

1. The Township Supervisor may authorize the Township Attorney to receive service of the summons/complaint.
2. Individuals shall be provided a copy of the summons/complaint when named as a party to the suit.
3. Individuals will be represented by the duly appointed Township Attorney in the pending lawsuit.
4. If an individual wishes to be represented individually, that individual may be represented by an attorney engaged by the individual, but only at that individual's expense.
5. The Township Supervisor and/or Clerk shall notify all listed parties involved in litigation of settlements or results thereof.
6. The Township retains the right to negotiate, compromise, and settle all disputes or claims with regard to pending litigation.

### **01.01.010 CONFLICT OF INTEREST, ABSTAINING FROM VOTING**

According to the Charter Township Act, Section 42.7(6), "...a member of the township board who is recorded as present shall vote on all questions decided by the board unless excused by unanimous consent of the other members present. If, at a meeting of the township board, a member of the township board states that he or she desires to be appointed by the township board to fill a vacancy in a township office, that member may abstain from voting on the appointment to fill the vacancy".

Prior to participating in discussion, casting a vote, or participating in any deliberations on a matter on which any Township Board of Trustees member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the other members and request to abstain from voting on the matter. For the purposes of this policy, conflict of interest is defined as:

- a. The member or an immediate family member is involved in any request for which the Board is asked to make a decision. Immediate family member is defined as a spouse, mother, father, brother, sister, son, or daughter, including an adopted child, and a relative of any degree residing in the same household as the member.
- b. The member has a business or financial interest in the matter under consideration.
- c. The member owns or has a financial interest in property which neighbors property under consideration for rezoning, variance or other planning commission related action. Neighboring property is defined as within 300' from the property under consideration for action.
- d. There is a reasonable appearance of a conflict of interest, as determined by a unanimous vote of the remaining members of the Board.

Upon the request for abstention being approved by the unanimous consent of the Board, the member with the conflict of interest will leave the meeting room until after all discussion of the matter in question is completed and voting is finished. The member shall not discuss, or in any way attempt to influence the actions of the other members.

Other Township boards, commissions and committees may have additional requirements for conflicts of interest and abstaining from voting contained in their by-laws. Such additional requirements supersede the requirements of this Board policy.

Failure of a member of any board, commission or committee to disclose a potential conflict of interest constitutes malfeasance of office.



## **02- HUMAN RESOURCES**

**02.01.001 Personnel Manual, There are separate Personnel Manuals for Township Union and Non-Union Employees**

**02.01.002 MERS HEALTH CARE SAVINGS PLAN**

1. Enrollment in Health Care Savings Plan

Effective 5/1/05 Superior Township shall enroll all of its full-time non-union employees in the MERS Health Savings Plan with the following plan benefits:

Mandatory Employee Contribution: 2%  
Employer Contribution: \$100/month

The employer contribution shall be reviewed annually by the Board of Trustees. The Board, at its discretion, shall increase the employer annual contribution to compensate for inflation or increases in health care costs. The Board shall also maintain the right to decrease the amount, or freeze any raises, based on the financial position of the Township, or in light of expanded health care coverage by the federal or state government.

2. Vesting for Employer Money:

After six years of full-time employment: 25%  
After nine years of full-time employment: 50%  
After twelve years of full-time employment: 75%  
After fifteen years of full-time employment: 100%

The date of hire used to determine vesting schedule shall be the day the employee began full-time regular employment with Superior Township. This date may differ from the hire date used for sick and vacation day benefits for people who converted from part-time status or temporary status to regular full-time status.

Current full-time employees who enter into release agreements shall have a lump sum of start-up money deposited in their accounts according to the following schedule, based on years of service as of 12/31/05.

Years 1-14 of Service	\$ 1,200.00/year
Years 15-19 of Service	\$ 8,000.00/year
Years 20-25 of Service	\$ 11,000.00/year

This plan start-up money shall be deposited within 10 working days from the date of adoption of this plan.

There shall be no additional deposit for the fiscal year 2005.

In order to receive the start-up money, employees must sign a Release in Settlement of Disputed Claims in a form approved by Township legal counsel, which states that in consideration of the start-up money being deposited in the

employees account, the employee unconditionally releases the Township from future claims or litigation regarding this matter.

The Superior Township Board of Trustees hereby declares that the agreed upon vesting schedule of fifteen years shall be a binding contract between the Township and all non-union full-time employees actively employed by the Township as of 4/1/05 not to be amended by future Board action. The Board reserves the right to change the vesting schedule applicable to employees hired after 4/1/05.

The Township shall add the "30 Years of Service-No Age Requirement for Retirement" rider to the MERS Defined Benefit pension plan for non-union employees as part of this Retirement Health Care Plan Transition Agreement. The increased cost of this addition (estimated to be about ½%) shall be split between employee/employer in the same manner the regular pension plan cost is split.

### 3. Individual participation Agreements

Employees covered under the MERS Healthcare Savings Plan have individual participation agreements; these participation agreements define employee groups by date of hire and will stipulate the mandatory salary deduction applicable to each employee. The employer contribution is uniform for all employees.

### 4. Mandatory Leave Conversion

All employees who elect to have Mandatory Leave Conversion as part of the MERS Health Care Savings Plan Participation Agreements shall fill out a "default" election form stating what percentage they want be paid in cash for their sick, vacation and personal time, which shall be also signed by the Township Clerk. A copy of this signed election form shall be given to the employee and one kept in the employee's personnel file. Employees may fill out as many subsequent election forms as they choose to change their designation of how much they want to receive in cash up until 4:30 p.m. of their last day worked for Superior Township.

Employees shall only be permitted to change the percentage of their deduction, or the types of pay this deduction shall apply to, during an "open enrollment period" which shall be November 1<sup>st</sup> - November 15<sup>th</sup> each year.

## 02.01.003 SMOKE FREE ENVIRONMENT

### 1. Purpose:

It is the intention of the Superior Township Board of Trustees to provide a smoke free environment for all who use Superior Township Facilities and a healthier workplace for all employees, with support for employees in implementing this policy.

### 2. Application:

A. This policy applies to ALL employees, vendors, guests and customers. It applies, also, to all Superior Township-sponsored meetings, regardless of location.

B. This policy shall be included in any lease or extension of lease of Superior Township-owned space in the future.

### 3. General Policy:

A. Smoking shall be prohibited in all Township buildings and vehicles, either owned or leased.

B. Smoking shall be allowed outside building/vehicles unless the smoke enters the facility or vehicle through open doors/windows. Smokers may not interfere with the normal entrance area to any building and shall use adequate disposal containers provided and maintained by the Township.

C. Signs designating "smoke-free" shall be posted at all entrances and in all Superior Township buildings and vehicles.

### 4. Accountability and Assistance:

All employees share in the responsibility for adhering to the policy. The implementation and enforcement of this policy unintentionally and may require Township employees to curtail or stop smoking, at least during working hours.

### 5. Enforcement:

A. Complaints: Persons observing a violation of this policy should bring it to the attention of the Township Supervisor.

B. Investigation: The Township Supervisor will investigate the complaint and take action to resolve the issue as soon as possible.

C. Violators: Persons found to have violated this policy will be subject to disciplinary action(s) in same matter and magnitude as violations of other Township policies.

6. Disputes: Disputes other than disciplinary issues, arising from this policy shall be presented to the Superior Charter Township Board for resolution.

**02.01.004 HEALTH EMERGENCIES**

Washtenaw County Public Health is authorized to use the Township Hall, the Fire Halls, or other Township facilities as necessary upon notification of the Supervisor, or, in the absence of the Supervisor, the Clerk, Treasurer, or Fire Chief in case of a health emergency in the area for Mass Vaccinations, Dispensing of Pharmaceuticals, or Other Public Health Emergencies in the event of such emergencies subject of the Laws of the State of Michigan or the United States of America.

## 02.01.005 Drug-Free Work Place

Illegal drugs in the work place impair safety and health, promote crime, lower productivity and work quality, and undermine public confidence. Superior Charter Township will not tolerate the illegal use of drugs. As a Superior Charter Township employee, you are required to abide by the following policies and guidelines regarding use of illegal drugs in the work place. These guidelines are congruent with the Federal Drug-Free Work Place Act of 1988.

All Superior Charter Township premises, including work sites and all Superior Townships vehicles are declared to be drug-free workplaces. As such:

All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of controlled substances in the work place.

Employees found to be in violation of this policy will be subject to appropriate personnel/disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees have the right to know the dangers of drug abuse in the work place, Superior Charter Township's policy regarding drug use, and what help is available to combat drug problems. Superior Charter Township will provide a drug awareness program for all employees on the dangers of drug abuse in the work place. To assist employees in overcoming drug abuse problems, Superior Charter Township may offer an Employee Assistance Program. See the Human Resources Administrator for information regarding this.

Any employee charged with violating any criminal drug statute in the work place must inform Superior Charter Township of the arrest, arraignment and outcome of the charges, including dismissed charges, convictions, or pleas of guilty and nolo contendere within five days of any such action. Failure to so inform Superior Township subjects the employee to disciplinary action, up to and including termination for the first offense. If Superior Township is receiving any Federal Grants, Superior Township shall inform any granting agencies of any convictions or pleas of guilty or nolo contendere of its employees within 10 days of receipt of such notice.

Superior Charter Township reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

Superior Charter Township supports the purpose and goals of the Drug-Free Work Place Act and by this policy announce its intention to comply with the Act and make continuing "good faith" efforts to provide a drug-free work place. All employees are expected to cooperate and give this policy their full support.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 03- FISCAL POLICIES

## GENERAL POLICIES

### 03.01.001 PURCHASING POLICY

1. Purpose:

The Superior Charter Township Board recognizes their public accountability for the expenditure of all Township funds, and P.A. 621 of 1978 prohibits the expenditure of Township funds that exceed the approved budget.

2. Policy:

2.1 Except as otherwise provided for in this policy, all purchases for services (unskilled, skilled and professional) require a written contract detailing the nature of such services and their associated costs prior to their purchase. Such service contracts/agreements must be initially approved by the Board and renewed by the Board as needed.

2.2 Except as otherwise provided for in this policy, all contracts/agreements that result in a one-time expenditure, or expenditures that are recurring (i.e.: refilling the postage meter, fuel for Township vehicles, health care plans, pension plans, etc.) must be initially approved by the Board and renewed by the Board as needed.

2.3 The purchase of supplies, materials, equipment, and services is the responsibility of the Board Officers (Supervisor, Clerk, and Treasurer) and should ensure the efficient operation of the Township government. Such purchases include normal items and services that are required to conduct these operations. If these purchases are within the approved budget, do not exceed \$1000.00 and are not an unusual acquisition, they may be approved by the appropriate Department Head, Township Supervisor, Clerk or Treasurer and do not require approval by the full Township Board.

2.4 All material purchases must be preceded by a Purchase Request, must be within the approved budget, and must be approved by the appropriate Department Head or the Township Supervisor, Clerk or Treasurer.

2.5 Purchases that are part of an approved contract, do not require Board approval, but must be approved by the appropriate Department Head or the Township Supervisor, Clerk or Treasurer.

2.6 In the event of emergencies, in order to protect the health, welfare, safety and well-being of the community, the Supervisor may make or authorize an expenditure exceeding \$1,000.00, after receiving the consent of one other member of the Board of Trustees. In the event the Supervisor is not available, the Clerk or Treasurer may authorize such an emergency expenditure exceeding \$1,000.00, after receiving the consent of at least one

other member of the Board of Trustees. Such expenditures shall be reported to the Board of Trustees at the next scheduled Board meeting.

3. Utility Department:

3.1 Due to the nature of the Utility Department and its operations, the Utility Department Manager is authorized to purchase supplies, materials, equipment and services costing up to \$1,000.00 when necessary without prior Board approval. The Utility Department Director shall, however, request approval from the Board for such amounts in excess of \$1,000.00, when possible. If the expenditure is required to respond to an emergency, the Utility Department Manager may obtain approval of the expenditure as indicated in Section 2.6 of this policy. Such expenditures shall be reported to the Board of Trustees at the next scheduled Board meeting.

4. Competitive Bids:

4.1 Notwithstanding the above exceptions, purchases of more than \$1,000.00 require approval of the Township Board and may require competitive bidding in accordance with the following procedure:

- A. Competitive bids require a material specification (prepared by or for the Township)
- B. Request for quotations/bids shall be sent to at least two qualified bidders or suppliers, when possible (see #4 below);
- C. Quotations and bids must be received from at least two such bidders, when possible;
- D. The Board shall award the bid or accept the quotation, or may reject bids and quotations as it deems appropriate.
- E. All requests for bids shall include a statement that the Superior Charter Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.
- F. The Board shall award the bid or accept the quotation, or may reject bids and quotations as it deems appropriate.
- G. Where the anticipated obligation to the Township is \$20,000.00 or more, the Township may solicit sealed competitive bids as indicated in Board Policy 03.02.002, Competitive Bidding.

4.2 Competitive bids are not required where the materials or services are provided by a "single-source supplier." Single-source supplier procedure requires that the requester document the reason for using a single-source supplier.

5. Reporting:

Expenditures requiring approval by the Township Board shall be addressed by the Board of Trustees as a separate agenda item, or included with the Bills for Payment. Expenditures that, as described above, do not require Board approval will be reported to the Township Board with the Record of Disbursements, which shall contain a listing of

all checks written since the last Record of Disbursements was received by the Board. Emergency expenditures will be reported to the Board as a separate agenda item at the next Board meeting following the emergency expenditure.

6, Deviations:

Deviations from this policy require explicit justification to the Board.

## 03.01.002 COMPETITIVE BIDDING

### 1. Sealed Bids

1.1 Size of Project The Superior Charter Township Board may solicit sealed bids for all contracts or which the Township Board anticipates a total township obligation of \$20,000 or more. The requirement for sealed competitive bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs, and contracts in which one or more developers agree to fully reimburse the Township for the costs of design and/or construction of utility services. At such time as the solicitation of bids is authorized by the Township Board, the Board shall determine if the authority to award a bid shall be delegated to a named official, or if the Board reserves to itself the authority to award the bid.

1.2 Information Required When sealed bids are required, a Request for Bids shall be developed by the department head responsible for the purchase, which shall be approved by the Township Supervisor and/or the Township Board. The Request for Bids shall require interested bidders to provide the following information as appropriate:

- description of service or goods desired
- delivery date or commencement date desired
- termination date
- bidder's qualifications
- warranties
- references
- performance bonds
- acquisition cost, fees, or other township financial obligation.

The Request for Bids shall also indicate the following information:

- deadline to submit bids
- date, time and place that bids will be publicly opened
- address to which bids are to be submitted.

1.3 Right of Refusal All requests for bids shall include a statement that the Superior Charter Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.

1.4 Receiving Bids Sealed bids shall be submitted to the township clerk unless otherwise specified, by a date and time specified, and shall be marked on the outside "sealed bid for (indicate goods or services)." The township clerk and one department head/supervisor shall publicly open all bids submitted at the date and time indicated on the request for bids. All bidders shall be notified of the contract award in a timely manner.

### **3.01.003 MILEAGE REIMBURSEMENTS**

The Superior Charter Township Board shall follow the Internal Revenue Service and United States Treasury Department standard mileage rates for mileage reimbursement requests by Superior Charter Township Officials and Employees when such requests are approved by the Township Supervisor. Employees and Officials shall only record mileage for official Township business. The reason for the trip, the location of the destination, and the specific mileage shall accompany the request for reimbursement.

**03.01.004     **PETTY CASH FUND****

1. Purpose: To enable Township employees and/or representatives to make cash purchases of items necessary to fulfill their duties and responsibilities.
  
2. Guidelines:
  1. Petty cash items should generally be under \$100.00.
  2. The items purchased through the petty cash fund should be ones that cannot be purchased on credit through one of the Department's usual suppliers.
  
3. Procedures:
  1. The Administrative Staff or Department Head shall authorize the request for petty cash in advance or approve a request for reimbursement.
  2. The funds expended shall be accounted for through a petty cash form that is filled out so that it contains a description of the item(s) purchased and includes the cost of the item.
  3. A receipt or document must accompany the request for reimbursement.
  
4. Accounting:
  1. The Petty Cash Fund will be recorded as part of Cash on Hand.
  2. Petty Cash will be reviewed weekly.
  3. Ultimate accountability for the Petty Cash Fund rests with the Township Treasurer.
  4. The monthly Petty Cash balance will be shown on the financials.
  
5. Responsibility
  1. The General Fund Petty Cash shall be the responsibility of the Treasurer/Deputy Treasurer.
  2. The Utility Fund Petty Cash shall be the responsibility of the Utility Director/Utility Office Manager.
  3. The Building Fund Petty Cash shall be the responsibility of the Building Official.

## 03.01.005 INDEPENDENT CONTRACTORS

### 1. Purpose

The purpose of this policy is to establish a consistent method for all Township Departments to follow regarding the signing of the Superior Township Release Agreement, prior to hiring independent contractors to perform work for the Township. It is also to insure that the Township has proof that all independent contractors doing work for the Township have workers' compensation insurance, when appropriate, and liability insurance.

### 2. Guidelines

A Release Agreement (Attachment A) must be signed by both the independent contractor and the Township prior to awarding the work to that contractor. The Township also must be provided with proof that the contractor carries both workers' compensation insurance and liability insurance.

If the independent contractor is a sole proprietor, with no employees, the contractor must fill out a Sole Proprietor Form (Attachment B) in lieu of a release agreement. The Township must also be provided with proof that the contractor carries liability insurance.

### 3. Procedures

Once pricing has been established and/or an independent contractor has been chosen to perform a specific task, a set of tasks, or a project for the Township, a Release Agreement (Attachment A) will be filled out and provided to that contractor for the contractor's signature. Once the contractor has signed the Agreement and returned it to the Township, upon review and approval, it will be signed by an authorized Township representative prior to the commencement of the work. The original of the Agreement will be retained by the Township along with a copy of the contractor's proof of workers' compensation insurance and liability insurance.

Township personnel who are authorized to sign the agreement are:

The Supervisor, Clerk, or Treasurer for any department within the Township,  
The Fire Chief for the Fire Department,  
The Utility Director for the Utility Department

If the Independent Contractor is a Sole Proprietor, with no employees, the contractor will be provided with a copy of the Sole Proprietor Form (Attachment B). Prior to the commencement of the work the contractor will be required to complete the form, have it notarized, and return it to the Township also with proof that the contractor carries liability insurance.

## **ATTACHMENT A RELEASE AGREEMENT**

This agreement is made by and between \_\_\_\_\_ (Vendor) and Superior Charter Township, 3040 North Prospect Road, Ypsilanti, MI 48198 on \_\_\_\_\_, 20 \_\_\_\_\_.

### **1.0 Acknowledgments**

1.1 Superior Charter Township will issue to Vendor an Acceptance of Proposal under which the Vendor will perform certain services on and/or deliver certain goods to the premises of Superior Charter Township, in consideration for which Superior Charter Township has promised to pay to Vendor the sum of \$ \_\_\_\_\_.

1.2 Vendor is aware of the nature of Superior Charter Township's work, purpose, and premises and all hazards to the Vendor, its employees, agents, or subcontractors arising therefrom and out of the nature of the work to be performed by the Vendor on Superior Charter Township's premises.

1.3 It is the intention of the Vendor and Superior Charter Township that Superior Charter Township, its officers, agents, employees, attorneys, property owners and residents shall not be liable or in any way responsible for damage, loss, or expense resulting to the Vendor, its employees, agents, subcontractors, or any other party, due to accidents, mishaps or injuries, either to person or property, of any kind, arising from any cause whatsoever, except such damage, loss, or expense arising from intentional misconduct by Superior Charter Township, occurring during or in relation to the Vendor's performance of the work specified in the accepted proposal. This provision is not intended and shall not be construed to waive, diminish or abrogate immunity from liability granted by law to Superior Charter Township, its officers, agents, employees, attorneys, property owners and residents.

### **2.0 Agreement**

In consideration of Superior Charter Township's agreement to retain and hire the Vendor, and Superior Charter Township's promise to pay the Vendor as specified and as specified in said proposals, Superior Charter Township and the Vendor agree as follows:

2.1 Vendor will comply with and will cause its employees, agents and subcontractors to comply with all Superior Charter Township safety rules and all rules and standards of applicable state and federal occupational safety and health acts while on Superior Charter Township's premises.

2.2 Vendor expressly releases Superior Charter Township, its officers, agents, employees, attorneys, property owners and residents from all liability or responsibility of any kind arising from the death or injury to persons or the destruction of property resulting from actions or inactions of Vendor or its employees, agents, or subcontractors while performing under said work specified in accepted Proposal. This Release includes, but is not limited to, falls from scaffolding, ladders, catwalks, beams or other high places; mishaps involving equipment; injuries from electric shock; and, injuries from defects in equipment, instruments or devices.

2.3 Vendor and all subcontractors/independent contractors shall carry liability insurance and workers' compensation insurance as required by law and shall deliver evidence of that insurance to Superior Charter Township on demand.

2.4 If Vender is a sole proprietor they shall carry liability insurance as required by law and shall deliver evidence of that insurance to Superior Charter Township on demand.

2.5 Vendor agrees to indemnify Superior Charter Township and its officers, agents, employees, and community from any claim, damage or liability which Vendor, its employees, agents, subcontractors, or any other party may sustain due to the death or injury to persons or the destruction of property from actions or inactions of Vendor or its employees, agents, or subcontractors arising out of Vendor's or their performance of work specified in the accepted Proposal. Vendor agrees to reimburse Superior Charter Township any costs incurred as a result of Vendor's failure to carry or provide proof of required or adequate insurance. Such costs include, but are not limited to, actual damages, claims for damages, insurance premiums imposed by Superior Charter Township's carrier or underwriter and attorney fees resulting from Vendor's breach.

2.6 Vendors will use all reasonable means, including E-Verify or any successor program implemented by the Federal Department of Homeland Security and the Social Security Administration when hiring their employees in order to ensure that all of their employees are legally documented workers.

2.7 This Release Agreement is supplemental to said accepted Proposal, which is made a part of this Release.

In witness to and in agreement, the parties execute this Release Agreement as of the date written above.

DATED: \_\_\_\_\_

VENDOR

By: \_\_\_\_\_

Its: \_\_\_\_\_

DATED: \_\_\_\_\_

SUPERIOR CHARTER TOWNSHIP

By: \_\_\_\_\_

Its: \_\_\_\_\_

**ATTACHMENT B, SOLE PROPRIETOR FORM**

**FOR SOLE PROPRIETOR'S WITH NO EMPLOYEES**

For workers compensation purposes, we are required to maintain verification regarding workers' compensation coverage for all of our independent contractors.

You must complete this form if you:

- a. Are a sole proprietor without employees, or
- b. Do not carry workers' compensation insurance.

Name of Sole Proprietor \_\_\_\_\_

Social Security Number or Federal Tax Identification Number \_\_\_\_\_

I am doing business as: \_\_\_\_\_

Please attach one of the following:

- A copy of the assumed name certificate you filed with the county, or
- Your business card, or
- A copy of your advertisement (Yellow Pages, Newspaper, etc.), or
- List one other business or private homeowner that you have worked for during the past year, including name and address.

\_\_\_\_\_

Please complete the following statement:

I, \_\_\_\_\_, a sole Proprietor with no employees will provide \_\_\_\_\_ services to \_\_\_\_\_ on a periodic basis. I do understand that I am not entitled to worker's compensation benefits under Michigan Law, therefore, I am personally responsible for any injuries/illnesses I may sustain while performing my services to said entity.

Dated at: \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed \_\_\_\_\_  
Sole Proprietor

STATE OF MICHIGAN, COUNTY OF \_\_\_\_\_

One this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me personally appeared \_\_\_\_\_ being by me duly sworn did state that s/he is not entitled to worker's compensation benefits indicated under Michigan's Law, and will not responsible the above named entity for any injury(ies) or illness(es) s/he may sustain while performing services to the Township.

Seal/Stamp

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County  
My Commission expires \_\_\_\_\_

## 03.01.006 TRAVEL POLICY

### 1. General Policies

2. It is the intent of the Superior Township Board to pay the expenses of the Township Board or the Township staff when they participate in conferences, conventions or staff training, provided the Township board has approved of the Township's participation in the given activity.

2.1 Responsibility: The Township Supervisor shall insure compliance with these policies.

2.2 Authority for Travel. Authority for travel - All request for travel must be made in writing and approved by the supervisor prior to such travel. Travel shall be restricted to essential trips for the provision of Township services or conduct of Township business.

2.3 Degree of Care - All officials and staff traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

### 3. Definitions

3.1 Travel - A trip made by a Township official or staff member which is authorized and is recognized as an integral part of his duties, or required for the execution of Township business.

3.2 Conference or Convention - Meeting of professional associations or associations of public officials and other similar organizations which the official or staff member is attending as an official representative of the Township. This includes meetings on a local, regional, state, or national level.

3.3 Training and Improvement - Activities associated with training and improvement of Township staff such as seminars, formal training programs or courses sponsored by private organizations, professional organizations or educational institutions. Such activities must be authorized by the Supervisor and/or the Township Clerk, Township Treasurer, or Department Heads of staff directly under the supervision of the Official. All such activities should be directly related to the requestor's job responsibilities.

### 4. Transportation Policy

3.1 Public Carrier - If travel becomes necessary by public carrier, the expense of traveling by public carrier will be allowed on the basis of actual cost. All travelers are expected to travel by the most economical mode of transportation.

3.2 Private Automobiles - Private Automobiles - When travel is by automobile, the allowance will be the established mileage rate set by the Township Board. No

mileage shall be paid for attendance at general purpose meetings or banquets which are attended for the information of the individual elected official only, even if they would not have attended if they were not an official of the Township. No mileage shall be paid for meetings held within the Township except for meetings at a place within the Township that is not the requestor's normal place of work.

5. Meals Policy

4.1 Meal Allowance - The maximum daily meal allowance for staff on official Township business is shown in the following table:

<u>Meal</u>	<u>Maximum Allowance</u>	<u>15% Tip</u>	<u>Total Maximum Allowance</u>
Breakfast	\$ 5.00	\$ .75	\$ 5.75
Lunch	10.00	1.50	11.50
Dinner	15.00	2.25	17.25
Daily Total	\$30.00	\$4.50	\$34.50

4.2 Guest Meals - The cost of guest meals shall be allowable only in conjunction with the transactions of official Township business. The Township Board authorizes the cost of guest meals only for the Supervisor, Clerk and Treasurer. The amount allowed shall be in conformity with Section IV A. Reimbursement for meals of Township officials attending said meals shall be allowed. Full accountability must be given when requesting reimbursement, including the name and position held by the guest, purpose of the meal/ meeting, location, and date.

4.3. Alcoholic Beverages - The cost of alcoholic beverages is **not** a reimbursable expense.

4.4 Lodging Policy - Necessary overnight lodging associated with travel is reimbursable when authorized in advance by the Superior Charter Township Board. Employees must use discretion as to rates in choosing lodging.

6. Miscellaneous Expenses Policy

It is expected that miscellaneous expenses incidental to official Township travel will be held to the minimum required for essential and efficient conduct of Township business. Reimbursement is allowable for parking charges, ground transportation associated with air travel, valet tips, and telephone calls.

Items not specifically outlined in this policy must get Supervisor approval prior to receiving reimbursement.

Reimbursement is NOT allowed for parking violations, traffic violations, or any

infractions of the laws of the State of Michigan or the United States of America.

### 03.01.007 POVERTY EXEMPTION GUIDELINES

1. Purpose:

The adoption of guidelines for poverty exemptions is within the purview of the Township Board for the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges per PA 390, 1994. The guidelines shall include but are not limited to the specific income and asset levels of the claimant and all persons residing in the household, including property tax credit returns, filed in the current or immediately preceding year.

2. Guidelines:

The Board of Review shall follow guidelines listed below and the stated policy and Federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and Federal guidelines and these are communicated in writing to the claimant:

A. In granting hardship exemptions, the Board of Review realizes this to represent a shift of the portion of the tax burden to the other taxpayers of the community and state.

B. The exemption shall only apply to the homestead, and the applicant must own and reside in the homestead property.

C. Any relief granted is a reduction over and above the \$1,200 maximum Homestead Property Tax Credit granted by the State of Michigan.

D. A copy of the applicant's and spouse's completed and signed FEDERAL INCOME TAX RETURN (IF REQUIRED TO FILE), and MICHIGAN HOMESTEAD PROPERTY TAX CREDIT CLAIM (1040CR) for the prior year must be submitted for the application to be considered. Additionally, a copy of the prior year FEDERAL INCOME TAX RETURN for any other occupant of the homestead is required. (This does not include tenants renting rooms, etc. as the applicant must show rent as income.)

E. The Board, without the applicant being present, may review applications. However, the Board may request that any or all applicants are physically present to respond to any questions the Supervisor, Board or Assessor may have.

F. Hardship exemptions must be applied for each and every year on the application form approved by the Township. If an exemption is granted, it is for one year only.

G. Homestead properties whose total taxable value exceeds \$90,000 are not eligible for any poverty exemption relief.

H. Applicant's assets other than homestead cannot exceed \$10,000. Assets will include but are not limited to the following: Real estate holdings other than the homestead, in

excess of one car per household, pleasure boats, motor homes, bank accounts and or other valuables.

I. The guidelines for maximum income exceed the federal income standards and will be based on the number of individuals in the household and total household income, as shown in Exhibit A.

3. Poverty Thresholds:

The following are the poverty thresholds as of November 19, 2007 which will be used in setting poverty exemption guidelines.

Number of persons residing in homestead	Annual allowable income
1 person if age is not considered	22,000.
1 person under 65 years	22,000.
1 person 65 years and over	21,000.
2 persons if age is not considered	24,000.
2 persons with householder under 65 years	25,000.
2 persons with householder 65 years and older	22,900.
3 persons	28,000.
4 persons	31,600.
5 persons	34,360.
6 persons	37,736.
7 persons	40,736.
8 persons	44,409.
9 persons or more	48,450.

# TREASURER'S OFFICE

## 03.02.001 INVESTMENT POLICY

### 1. Purpose:

It is the policy of the Charter Township of Superior to invest public funds in a manner which will provide the safest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and local ordinances governing the investment of public funds.

### 2. Scope:

This investment policy applies to all transactions involving the financial assets and related activity of the Township except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. These funds are accounted for in the annual financial report and include the following funds:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds (Water and Sewer funds)
- Debt Service Funds
- Special Assessment Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by the governing body, unless specifically exempted by the governing body.

### 3. Objectives:

Funds of the Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

3.1 Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

3.2 Diversification The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3.3 Liquidity The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

3.4 Return on Investment The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

#### 4. Delegation of Authority

Authority to manage the investment program is derived from MCL 41.76 management responsibility for the investment program is hereby delegated to the Township Treasurer (investment officer), who shall establish procedures and internal controls for the operation of the investment program, consistent with the investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and shall establish a system of controls to regulate the activities of subordinate officials.

The Treasurer shall reconcile all bank accounts each month and provide the Clerk with a copy of all reconciliations.

All checks written and bank transfers shall require two signatures.

The Treasurer shall provide all financial institutions investing for Superior Township with a copy of the Township's investment policy. The financial institutions must acknowledge receipt of the Township's investment policy and agree to comply with the policy terms.

#### 5. Authorized Instruments

In Accordance with Public Act 20 of the Public Acts of 1943, as amended, the surplus funds of the Township may be invested as follows:

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

(b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution that is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. Financial institution, means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

(c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

(d) Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements shall be negotiated only with dealers or financial institutions

with which the Township has negotiated a Master Repurchase Agreement. Repurchase Agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public Security Association's model Master Repurchase Agreement

(e) Bankers' acceptances of United States banks.

(f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

(g) Mutual funds registered under the investment company act of 1940 with the intention to maintain a \$1.00 per share net asset value and purchase only investment vehicles that are legal for direct investment by a public corporation

(h) Obligations described in subdivisions (a) through (g), as named above, if purchased through an interlocal agreement under the urban cooperation act of 1967.

(i) Investment pools organized under the surplus funds investment act, P.A. 367 of 1982.

(j) Investment pools organized under the local government investment pool act, 121 of 1985.

#### 6. Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Township shall be on a cash basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the investment officer.

#### 7. Prudence:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### 8. Reports

The Treasurer shall provide the Township Board with a quarterly investment report of all funds.

**03.02.002 NON-SUFFICIENT FUND CHECKS**

The Township Treasurer is authorized to charge a \$25.00 fee for any check returned because of non-sufficient funds in the payee's account. The charged fees shall be deposited in the General Fund.

**03.02.003 FEES RELATED TO THE TREASURER'S OFFICE PLACING UNPAID BALANCES ON THE TAX ROLL**

WHEREAS, this Board is authorized by statute and by the provisions of various Township Ordinances to determine by resolution rates, fees and charges for services and actions provided by the Township; and

WHEREAS, placing unpaid balances, which are owed to the Township, on the Tax Roll, results in costs to the Township, including staff wages and costs of materials; and

WHEREAS, if these costs are not reimbursed by the party responsible for creating the unpaid balances, the costs will have to be paid for by all other taxpayers of the Township; and

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board does hereby determine that Tax Rolled Accounts will be charged an administrative fee of \$30.00; and

BE IT FURTHER RESOLVED, that the administrative fee of \$30.00 shall be applied each time the Treasurer's Office places an unpaid balance on the Tax Roll regardless of the nature of the debt, or which Township Department assessed the debt, or whether other debts and administrative fees are assessed to the same parcel; and

BE IT FURTHER RESOLVED, this Resolution is also adopted as a Policy of the Township Board and shall be entered into the Township Board Policy Manual and numbered accordingly; and

BE IT FURTHER RESOLVED, this Resolution 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.superior-twp.org](http://www.superior-twp.org) – with notice of such in *The Ypsilanti Courier*, a newspaper of general circulation in the Township, qualified under state law to publish legal notices. The fee determined by this Resolution shall be effective immediately upon publication thereof.

# 04 – RESIDENT RELATIONS

## 04.01.001 MAILINGS TO RESIDENTS

### 1. Purpose:

A policy to regulate mass mailings to residents, to require prior approval of such mailings by a majority vote of the Superior Charter Township Board, and to provide for penalties for violation.

2. Mass Mailings: "Mass mailings" are hereby defined as any communication which is sent to fifteen (15) or more Township residents. Mass mailings which are exempt from this policy include mailings which are routinely sent to conduct necessary Township business, such as tax bills, the Township Newsletter, and voter registration information. Parks and Recreation Department bulletins and brochures, monthly Neighborhood Watch reports, and utility Department mailings of utility bills and notices are also exempt from this policy.

### 3. Intent:

This policy is intended to ensure that:

- A. Mailings accurately represent Township Board actions, inquiries, and/or philosophies;
- B. Mailings do not inconvenience residents with confusing or misleading information;
- C. Township funds and staff time expended for mailings shall be appropriate and necessary;
- D. Township Board members are aware and informed, of all such mailings, and are able to respond to questions and/or comments from residents.

It is further the intent of this policy that all members of the Superior Charter Township Board shall respect and abide by the spirit, as well as the letter, of this policy, and shall cooperate to achieve its objectives.

### 4. Penalty:

The penalty for violations of this policy shall be that all costs of the unauthorized mailing, including stationary, envelopes, postage and staff time, shall be reimbursed to the Township by the violator. Further penalties may be applied if an unauthorized mailing requires a subsequent mailing to correct or clarify the unauthorized mailing, in which case the violator shall also be required to reimburse the Township for all expenses associated with the corrective mailing.

# 05 – UTILITY DEPARTMENT

## 05.01.001 SEWER BACKUPS

The Utility Department responds to all reported sanitary sewer backups on a 24- hour basis. The Superior Township telephone answering service has been instructed to immediately notify on-call Utility Department personnel when they receive a report of any type of sewage backup. Utility Department personnel will respond as soon as possible and check the Township's sanitary sewer main line that the complaint is connected to.

If Superior Township's sanitary sewer main line is found to be obstructed and causing sewage to backup into homes or businesses, personnel will work to remove the obstruction and reinstate proper flow in the system. If the problem causing the backup is determined to be located in Superior's Township's sanitary sewer main and the customer has made a request to file a claim for damages, the Township will notify its insurance claims office for any damage consideration. The Superior Township Utility Department has implemented a procedure to help meet the needs of any customer who has reported a sanitary sewage backup into their home or business.

1. Superior Township personnel will respond to the reported backup and determine if the main line is the cause of the backup. If it is determined that the main line is not causing the backup, the customer will be notified that the obstruction causing the backup is located in the plumbing or lead line of the home or business. As indicated in Superior Township's Utilities Ordinance No. 169, Section 169-02, the property owner is responsible for all maintenance, repair and replacement of the lead line and plumbing.
2. If the backup is the result of a sanitary sewer main obstruction, the obstruction will be removed and proper flow reinstated.
3. If it is determined that a main line obstruction caused the backup, Superior Township may offer to have a company certified in water/sanitary sewer cleanup respond. The cleanup will only be considered if the customer signs a Superior Township supplied agreement authorizing the Township's representative to enter and do the cleanup. If the Utility Department has authorized a company to do a cleanup at the location of a backup, the Township may request reimbursement from the Township's insurance carrier.
4. If a claim is made against the Township for damages related to a backup, an incident report will be submitted to the Township's insurance claims office for further resolution.
5. When a backup occurs the resident will be advised of Public Act. 222, its contents and notification requirements outlined in the public notice below:

TO SUPERIOR CHARTER TOWNSHIP PROPERTY OWNERS OR OCCUPANTS: If you experience an overflow or backup of a public sewage disposal system, you must file a written claim with Superior Charter Township within 45 days after the overflow or backup was discovered. Notice must be mailed to the Utilities Department Director at 575 E. Clark Rd. Ypsilanti, MI. 48198 Failure to provide the required notice will prevent recovery of damages. Contact Superior Charter Township immediately upon discovery of an overflow or backup to obtain

a claim form. However, you do not need to use the Township's form to file a written claim. The written claim should include your name and address, the address of the affected property, the dates of the overflow or back up, the date the back up or overflow was discovered, and a brief description of the overflow or back up.

## **05.01.002      UTILITY BILLS ON TAX ROLL**

Annually, at an October Board of Trustees Meeting, the Board will review a list of water/sewer billing accounts that have unpaid balances that remain delinquent from the previous year. It is the policy of the Board to authorize the Treasurer to place these unpaid delinquent balances onto the next Winter Tax Roll.

1. In an effort to collect the delinquent balances, prior to their being placed on the Winter Tax Roll, Utility Department personnel will:

- Notify the affected property owners, by letter, that the outstanding amounts from the previous year are scheduled to be added to their property taxes, unless they are paid
- Provide a payment deadline as part of the letter
- Track all payments toward these balances that are received by the Utility Department by the deadline. (Note: Payments that are received after the deadline will be applied to the water/sewer account as a credit toward the following year's tax roll list.)

2. The list that is provided to the Board will include the following information:

- Property Sidwell Numbers
- Property Owner(s) Name(s)
- Street Addresses
- Delinquent Balances Owed for the Period Described Above

**05.01.003 UTILITIES DEPARTMENT - UNIFORM ALLOWANCE**

1. Uniform Allowance shall be \$600.00 per year for all Field Employees.
2. Uniforms are ordered and paid for through the Department. All costs are clearly noted in Accounts Payable
3. If during the course of the year, the employee terminates employment with the Utility Department, all uniforms issued for that year will be returned to the Department.

#### **05.01.004 COMPENSATION FOR STATE CERTIFICATION**

As the Utility Department of Superior Township must have State Certification to operate as a Water and Sewer Company, the following policy was established.

If an employee of the department is willing to take the schooling and passes the testing for State Certification, they will be given a \$300.00 bonus upon receipt of the Certification from the State Health Department.

The Township will pay the school fee.

The Township will not reimburse for mileage.

The Township will not pay salary for the hours spent in class.

The Township will pay a \$300.00 bonus for an upgrade of Certification.

# POLICIES OF THE TOWNSHIP BOARD - INDEX

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July 13, 2011

MEMORANDUM

TO: William McFarlane, Supervisor  
Dave Phillips, Clerk  
Brenda McKinney, Treasurer

FROM: Deborah Kuehn, Planning Administrator

RE: Uncollectible Planning Accounts

This is a recommendation to write-off the invoices for two overdrawn planning accounts. Because neither project was developed, it has been impossible to collect on the invoices.

The first set of invoices is for the Corlina Condominium project proposed on 30 acres off of Clark Rd. The developer submitted several versions of the plan for review by the Planning Commission but eventually, in 2005, he withdrew the application without any official action. The Corlina invoices represent \$9,662 in uncollected consultant review fees. Another \$1,450.99 was billed as administrative fees.

The second set of invoices is for the Superior Mini-Storage project proposed for Plymouth Rd. at Gotfredson. The project was denied a conditional use permit and the developer sued the Township. The parcel is no longer owned by the same party who proposed the project. The project was billed \$1,436.40 in consultant review fees. The last invoice was issued in 2004.

Written attempts to collect payment have not been answered. In other situations, unpaid invoices are paid when permits or approvals are withheld. In this case, the developers appear to have no other interest in the projects. Consequently, withholding permits or approvals is not effective.

A list of the invoices is attached.

Attachment

cc: Susan Mumm, Township Accountant

**List of Uncollectible Invoices for Corlina Condominium**

<b>Date Issued</b>	<b>Invoice No.</b>	<b>Amount</b>	<b>Type of Service</b>
2-2-06	1669	3,326.38	OHM
5-23-06	1698	74.75	Pennington
7-20-06	1736	392.44	OHM
8-28-06	1752	336.38	Pennington
10-5-06	1772	299.00	Pennington
11-6-06	1787	224.25	Pennington
12-12-06	1803	186.88	Pennington
1-31-07	1822	3,252.49	OHM
1-31-07	1826	373.75	Pennington
3-5-07	1840	645.15	OHM
3-28-07	1842	635.38	Pennington
4-9-07	1846	519.23	OHM
5-4-07	1854	148.35	OHM
5-30-07	1860	324.30	OHM
12-14-07	1924	37.88	Pennington
12-14-07	1928	74.75	Pennington
12-14-07	1932	261.63	Pennington
<b>Total</b>		<b>11,112.99</b>	

**List of Uncollectible Invoices for Aco Development**

<b>Date</b>	<b>Invoice No.</b>	<b>Amount</b>	<b>Type of Service</b>
8-13-02	1169	881.25	OHM
4-5-02	1204	37.50	OHM
7-1-04	1343	454.25	OHM
7-22-04	1350	63.50	Pennington
<b>Total</b>		<b>1,436.50</b>	

STPC # 000-19  
File Name \_\_\_\_\_

**PLANNING COMMISSION  
SUPERIOR CHARTER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN**

**PETITION FOR ZONING AMENDMENT**

**Petition to change zoning classification of certain property, or to vary or modify certain provisions of the Township Zoning Ordinance (This form must be typewritten or printed. ALL questions must be answered.)**

*Request is hereby made for:*

- Change of zoning district (complete all items except 12A)
- Amendment of Ordinance text (complete items 1, 2, 12A and 12B)

in accordance with the plans or text change attached hereto.

1. Name of Petitioner NRG PROPERTIES, LLC
  2. Address of Petitioner 2617 BEACON HILL AUBURN HILLS, MI 48326
  3. Phone Number of Petitioner 248.240.3009 BRAD BYARSKI
  4. Name of Property Owner(s) SAME
  5. Address of Property Owner (if other than petitioner) \_\_\_\_\_
  6. Tax Code Number(s) J-10-33-300-033 & J-10-33-300-019
  7. Present Zoning District R-4 7.A Size of Property 29.48 ACRES
  8. Zoning Districts of Adjoining Properties R-4, WEST SIDE, ~~R-4~~ NORTH, EAST, & A-2 @ NORTHEAST
  9. Zoning District Requested PC
- NOTE: If request is made for a Special District, a pre-application conference must be held in accordance with Section 7.07 of the Zoning Ordinance.
10. Name of Lessee (if applicable) \_\_\_\_\_
  11. Petitioner's Interest In Property (if other than owner) \_\_\_\_\_

12. A. Attach a detailed statement of the petition, clearly and completely setting forth all proposed provisions and regulations, including all changes in the Zoning Ordinances necessary to accommodate the proposed amendment.

12. B. Reasons for the proposed amendment or zoning classification change:

APPLICANT IS PROPOSING PC ZONING IN AN EFFORT TO PRESERVE EXISTING WOODLAND, WETLANDS & NATURAL FEATURES BY CLUSTERING OF THE BUILDINGS. THE PROPOSED NUMBER UNITS IS THE SAME AS ALLOWED BASED ON UNDERLYING ZONING, BUT PRESERVES EXISTING WOODLANDS & NATURAL FEATURES

Attached hereto and made a part of this petition are submitted the following:

- Drawings, all on sheets 11 inches by 8 1/2 inches in size, drawn to scale, and correlated with the legal description; vicinity map clearly showing location of property, adjacent land uses and zoning classifications.
- A letter of authority or power of attorney in the event the petition is made by a person other than the owner of the property, signed by the owner.
- Complete legal description of the premises, including street address (if applicable).
- Any additional information or documentation required by the Zoning Ordinance for petition review (for example site plans as required when a rezoning petition is for a Special District such as Planned Community).

I hereby depose and say that all the above statements and statements made in the papers and documents submitted herewith are true and correct. I also hereby acknowledge and understand what is required of a petitioner under Section 14 (and 7 if applicable) of the Superior Township Zoning Ordinance before consideration of a rezoning petition.

Signature of Applicant [Signature]

Signature of Owner(s) \_\_\_\_\_

Sworn to before me this 13<sup>TH</sup> day of JUNE 19 2006

My commission expires Sept 23, 2011

JAMES M. TORRE  
Notary Public, State of Michigan  
County of Oakland  
My Commission Expires Sep. 23, 2011  
Acting in the County of Washtenaw

(Notary Public, Washtenaw County, Michigan)

To Be Filled In By Township Clerk (Or Designated Township Officer/Personnel)

I hereby state that this petition was properly received and filed on June 14, 2006 (date)

Amount of Fee Received \$ 2100. Signature of Clerk (or Designee) [Signature]



January 5, 2007

Superior Township Planning Commission  
3040 North Prospect  
Ypsilanti, Mi 48198

Re: Corlina Condominiums;

Dear Planning Commission,

Please accept this letter as formal request to remove the above project from the January 24, 2007 agenda. I respectfully request that the Public Hearing be rescheduled for the February 28, 2007 meeting.

If you have any questions please feel free to contact me at 248-240-3009.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Brad Byarski', is written over the typed name.

Brad Byarski

June 16, 2011

David M. Phillips, Clerk  
Superior Charter Township  
3040 N. Prospect  
Ypsilanti, MI 48198

Dear Clerk Phillips:

Thank you for your membership, your continued support, and your involvement in SEMCOG. While we all continue to face unprecedented challenges, SEMCOG continues to work with our membership to position ourselves for the opportunities of the future. You may know that we have reduced our staff and reorganized our departments, I am confident that you will find our member service and support stronger than ever. We seized the opportunity to reorganize in a way that will allow us to serve our membership in a more holistic way, creating multi-faceted solutions to your most pressing challenges. SEMCOG services include:

- access to free consulting services for fiscal assessments and budget analysis, developing collaborative arrangements, and organizational restructuring;
- access to individualized assistance on a range of local transportation, environmental, and community and economic development projects;
- a strong advocate for Southeast Michigan with state and federal legislators and agencies for the good of the region and our citizens; and
- free training on a variety of topics important to the future of Southeast Michigan.

SEMCOG continues to monitor member satisfaction with our services. While satisfaction levels remain strong, we know that many members are adjusting priorities to meet fiscal challenges. SEMCOG is committed to serving your needs. I am happy to report that with membership renewal, your 2011 dues will be frozen at 2010 rates.

For additional information on making your SEMCOG membership work for you, visit [www.semco.org/members.aspx](http://www.semco.org/members.aspx), or contact Amy Malmer at 313/324-3308 or by e-mail at [malmer@semco.org](mailto:malmer@semco.org).

It is an honor to serve your community. Please let us know if we can better serve you.

Sincerely,



Paul Tait, CAE  
Executive Director  
SEMCOG

**SEMCOG**  
**Southeast Michigan Council of Governments**  
**535 Griswold Street • Suite 300 • Detroit, Michigan 48226**  
**(313) 961-4266 • FAX (313) 961-4869**

Sales Order # : 2011

Superior Township  
 3040 N. Prospect  
 Ypsilanti, MI 48198

**MEMBERSHIP NOTICE**

	Invoice Date	
LOCAL-A	07/01/2011	07/01/2011
2011 Membership Dues		Invoice Amount \$1,555.00

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SEMCOG, serving local units of government and education in the seven-county region of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne

**INVOICE**  
**Annual Membership in**  
**Southeast Michigan Council of Governments**

For the Period	From	July 15, 2011
	To	July 15, 2012

[The annual contribution is established by the by-laws and action of the General Assembly]

	Membership Fee	\$1,555.00
--	----------------	------------

	Balance Due	\$1,555.00
--	-------------	------------

**Please enclose yellow copy with remittance to insure proper credit**

SUPERIOR TOWNSHIP

**BILLS FOR PAYMENT**

DATE: JULY 18, 2011

TOTAL AMOUNTS TO BE RELEASED FROM EACH FUND

GENERAL	NONE TO SUBMIT
LEGAL DEFENSE	NONE TO SUBMIT
FIRE	NONE TO SUBMIT
LAW	NONE TO SUBMIT
PARK	NONE TO SUBMIT
BUILDING	NONE TO SUBMIT
UTILITIES	\$ 1,100.00
GRAND TOTAL	\$ 1,100.00

SUBMITTED BY: SUSAN MUMM, ACCOUNTANT

Superior Township Utility Department  
Invoice Approval Report  
As of July 18, 2011

Type	Date	Num	Memo	Due Date	Open Balance
OHM Engineering Advisors Bill	6/29/11	134122	General Services	6/29/11	1,100.00
Total OHM Engineering Advisors					1,100.00
TOTAL					1,100.00

# BILLS FOR PAYMENT

DATE: JULY 18, 2011

---

## GENERAL FUND

AMOUNT	TO WHOM	DESCRIPTION
--------	---------	-------------

NONE TO SUBMIT

\$ - TOTAL

---

## LEGAL DEFENSE FUND

AMOUNT	TO WHOM	DESCRIPTION
--------	---------	-------------

NONE TO SUBMIT

TOTAL

---

## FIRE FUND

AMOUNT	TO WHOM	DESCRIPTION
--------	---------	-------------

NONE TO SUBMIT

TOTAL

---

## LAW FUND

AMOUNT	TO WHOM	DESCRIPTION
--------	---------	-------------

NONE TO SUBMIT

\$ - TOTAL

---

## PARK FUND

AMOUNT	TO WHOM	DESCRIPTION
--------	---------	-------------

NONE TO SUBMIT

TOTAL

---

## BUILDING FUND

AMOUNT	TO WHOM	DESCRIPTION
--------	---------	-------------

NONE TO SUBMIT

# Record of Disbursements

**Date:** JULY 18, 2011 \_\_\_\_\_

\*Contains all checks written since last report was submitted for the following funds:

General  
Fire  
Law  
Park  
Building  
Water & Sewer

Note: Some of these checks were presented to the board for approval. All others are either pre-approved or under \$1,000.00

SUBMITTED BY: SUSAN MUMM, ACCOUNTANT

GENERAL FUND CHECK REGISTER

10:25 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount	Voided?
6/17/2011	GENL 32665	RICOH AMERICAS CORP	JUNE COLOR COPIER	307.70	
6/17/2011	GENL 32666	DONALD PENNINGTON	MAY PLANNING SERVICES	530.00	
6/17/2011	GENL 32667	READING & ETTER	LEGAL SERV 5/9--6/13	60.00	
6/21/2011	GENL 32668	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 6/23 PAYROLL	22,210.66	
6/21/2011	GENL 32669	JOHN HUDSON	MILEAGE HUDSON 6/6--6/17	73.95	
6/22/2011	GENL 32670	PAETEC	MAY TELEPHONES	348.25	
6/22/2011	GENL 32671	ARLEAN BOHANAN-JONES	DUMP TICKET REIMBURSEMENT	23.00	
6/22/2011	GENL 32672	DANIEL SMOKE	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32673	DANIEL SMOKE	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32674	DAVID FOSTER	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32675	DAVID FOSTER	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32676	DAVID MCPHERSON JR.	DUMP TICKET REIMBURSEMENT	5.75	
6/22/2011	GENL 32677	DAVID SHIPMAN	DUMP TICKET REIMBURSEMENT	22.00	
6/22/2011	GENL 32678	IAN STEWART	DUMP TICKET REIMBURSEMENT	17.25	
6/22/2011	GENL 32679	ROBERT KRUZEL	DUMP TICKET REIMBURSEMENT	19.00	
6/22/2011	GENL 32680	STAPLES ADVANTAGE	SUPPLIES & COLOR COPY PAPER	64.77	
6/22/2011	GENL 32681	STEPHEN BARTH	DUMP TICKET REIMBURSEMENT	22.00	
6/22/2011	GENL 32682	TERMINIX PROCESSING CENTER	PEST CONTROL	69.00	
6/22/2011	GENL 32683	AMERICAN UNITED LIFE INSURANCE	JULY LIFE INSUR	153.22	
6/22/2011	GENL 32684	DELTA DENTAL	JULY DENTAL INSUR	691.63	
6/22/2011	GENL 32685	PRIORITY HEALTH	JULY HEALTH INSUR	4,992.91	
6/22/2011	GENL 32686	VISION SERVICE PLAN	JULY VISION INSUR	178.12	
6/22/2011	GENL 32687	VISION SERVICE PLAN	JULY VISION INSUR	178.12	
6/23/2011	GENL 32688	SUPERIOR TOWNSHIP BUILDING FUN	RICK COST SPLIT JUNE	599.66	
6/23/2011	GENL 32689	SUPERIOR TWP PAYROLL FUND	LINDA LONGEVITY PAY 6/23 PAYROLL	2,026.75	
6/24/2011	GENL 32690	SUPERIOR TWP PAYROLL FUND	MERS #2 JUNE	2,510.04	
6/24/2011	GENL 32691	SUPERIOR TWP PAYROLL FUND	JOHN HANCOCK PENSION JUNE	1,108.96	
6/24/2011	GENL 32692	SUPERIOR TWP PAYROLL FUND		0.00	V
6/24/2011	GENL 32693	SUPERIOR TWP PAYROLL FUND	HCSP JUNE	1,200.00	
6/27/2011	GENL 32694	STANDARD PRINTING	TAX BILLS PRINTING PART 2	158.00	

6/27/2011	GENL 32695	DIANA RIVIS	REIM FOR FRUIT FOR GREEN FAIR	34.51
6/27/2011	GENL 32696	HURON RIVER WATERSHED COUNCIL	DUE APRIL 2011--MARCH 2012 HURON WATRSHE	744.31
6/27/2011	GENL 32697	PITNEY BOWES INC.	JUNE POSTAGE METER LEASE	316.00
6/27/2011	GENL 32698	SHARED SERVICES, LLC	PUBLIC NOTICE	12.80
6/27/2011	GENL 32699	SUPERIOR TWP UTILITY DEPARTMEN	1/2 GENERATOR MAIT CONTRACT	282.79
6/27/2011	GENL 32700	WASHTENAW COUNTY ROAD COMM	1ST BILLING ROAD MAIT 2011	53,738.40
6/30/2011	GENL 32701	POSTMASTER	POSTAGE FOR SUMMER TAX BILLS	1,085.92
6/30/2011	GENL 32702	SAM'S CLUB	GREEN FAIR	422.06
6/30/2011	GENL 32703	ABSOPURE WATER COMPANY	5 GALLON SPRING WATER	24.00
6/30/2011	GENL 32704	DAVID FOSTER	DUMP TICKET REIMBURSEMENT	11.50
6/30/2011	GENL 32705	DAVID PITCHFORD	DUMP TICKET REIMBURSEMENT	5.75
6/30/2011	GENL 32706	ELIC BURTON	DUMP TICKET REIMBURSEMENT	42.00
6/30/2011	GENL 32707	ERNEST WIEGAND	DUMP TICKET REIMBURSEMENT	33.00
6/30/2011	GENL 32708	CHARLES SWANSON	MISC ORD VIOLATION CUTTINGS	620.00
7/5/2011	GENL 32709	SANDI LOPEZ	DEED RESEARCH TWP OWNED PROPERTIES	101.00
7/5/2011	GENL 32710	JOHN HUDSON	MILEAGE HUDSON 6/20--7/1	82.62
7/5/2011	GENL 32711	AUTOMATED RESOURCE MANAGEMEN	PAYROLL PREP JUNE	205.90
7/5/2011	GENL 32712	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	22,448.94
7/6/2011	GENL 32713	FLEET SERVICES	JUNE GASOLINE	61.35
7/6/2011	GENL 32714	JEREMY KING	DUMP TICKET REIMBURSEMENT	23.00
7/6/2011	GENL 32715	JERRY CLIFTON	DUMP TICKET REIMBURSEMENT	11.50
7/6/2011	GENL 32716	MARGOLIS COMPANIES, INC.	MULCH	128.00
7/12/2011	GENL 32717	ABSOPURE WATER COMPANY	JUNE WATER COOLER RENTAL	36.00
7/12/2011	GENL 32718	COMCAST	JUNE INTERNET SERVICES	63.95
7/12/2011	GENL 32719	DOCK WRIGHT	DUMP TICKET REIMBURSEMENT	50.00
7/12/2011	GENL 32720	DOSSIE GULLEY	DUMP TICKET REIMBURSEMENT	11.50
7/12/2011	GENL 32721	DTE ELECTRIC	JUNE ELECTRICITY	566.98
7/12/2011	GENL 32722	EDWARD WEIMER	DUMP TICKET REIMBURSEMENT	23.00
7/12/2011	GENL 32723	GEORGE WESTERMAN	DUMP TICKET REIMBURSEMENT	11.50
7/12/2011	GENL 32724	HOUSTON COLLINS JR.	DUMP TICKET REIMBURSEMENT	5.75
7/12/2011	GENL 32725	JAMES PRYCE	DUMP TICKET REIMBURSEMENT	44.00
7/12/2011	GENL 32726	JASON WRIGHT	DUMP TICKET REIMBURSEMENT	27.75
7/12/2011	GENL 32727	RONALD LUCAS	DUMP TICKET REIMBURSEMENT	11.50
7/12/2011	GENL 32728	STANDARD PRINTING	SECURITY WINDOW ENVELOPES	90.00
7/12/2011	GENL 32729	AVAYA, INC.	JULY PHONE MAIT	102.01
7/12/2011	GENL 32730	SUPERIOR TWP PARK FUND	JULY PARK TRANSFER	18,621.75
7/12/2011	GENL 32731	REPUBLIC WASTE SERVICES #241	100 GARBAGE TAGS	191.00

Date	Check Number	Vendor	Amount	Account
7/12/2011	GENL 32732	GORDON FOOD SERVICE, INC.	515.71	V
7/12/2011	GENL 32733	GORDON FOOD SERVICE, INC.	405.70	
7/12/2011	GENL 32734	FINK & VALVO PLLC	152.00	
7/13/2011	GENL 32735	BRENDA MCKINNEY	76.38	
7/13/2011	GENL 32736	PARHELION TECHNOLOGIES	82.50	
7/13/2011	GENL 32737	PARHELION TECHNOLOGIES	50.00	
7/13/2011	GENL 32738	WASHTENAW COUNTY TREASURER	180.49	
7/13/2011	GENL 32739	DONALD PENNINGTON	812.50	
7/13/2011	GENL 32740	WASH AREA TRANSPORTATION STUDY WATS DUES 2011	1,000.00	
7/14/2011	GENL 32741	PARHELION TECHNOLOGIES	850.00	
7/14/2011	GENL 32742	PAETEC	336.40	
7/14/2011	GENL 32743	ROGERS JOHNSON	22.00	
7/14/2011	GENL 32744	STAPLES ADVANTAGE	493.99	
7/14/2011	GENL 32745	STEPHEN BARTH	6.00	
7/14/2011	GENL 32746	TERMINIX PROCESSING CENTER	69.00	

TOTAL OF 80 Checks:

TOTAL OF 2 Void Checks:

TOTAL - 82 Checks:

142,445.74  
 515.71  
 142,961.45

FIRE FUND CHECK REGISTER

10:26 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount	Voided?
6/21/2011	FIRE 19803	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 6/23 PAYROLL	31,645.48	
6/22/2011	FIRE 19804	ANN ARBOR CLEANING SUPPLY	CLEANING SUPPLIES	186.87	
6/22/2011	FIRE 19805	AUTO VALUE YPSILANTI	REPAIR SUPPLIES LADDER 11-1	92.02	
6/22/2011	FIRE 19806	CORRIGAN OIL COMPANY	DIESEL FUEL	513.45	
6/22/2011	FIRE 19807	FIRE PROGRAMS	ANNULA SUPPORT UPGRADE FIRE PROGRAMS	1,145.00	
6/22/2011	FIRE 19808	JIM KOVALAK EXCAVATING, INC.	DIAGNOSE PUMP	150.00	
6/22/2011	FIRE 19809	JIM KOVALAK EXCAVATING, INC.	REPLACE SEPTIC PUMP	1,300.00	
6/22/2011	FIRE 19810	MICH LAUNDRY MACHINERY SERV	EXTRACTOR REPAIRS	147.00	
6/22/2011	FIRE 19811	PAETEC	JUNE PHONES STATION 2	76.87	
6/22/2011	FIRE 19812	PARHELION TECHNOLOGIES	COMPUTER REPAIR	95.00	
6/22/2011	FIRE 19813	PHILIP W. DICKINSON	MILEAGE WAYNE 4/5-6/7	246.33	
6/22/2011	FIRE 19814	SCHOOLCRAFT COLLEGE	PUMP OPERATOR CLASS	740.00	
6/22/2011	FIRE 19815	WWCFDMAA	DUES HIRT/USAR TEAMS ASSESSMENT	1,663.80	
6/22/2011	FIRE 19816	AMERICAN UNITED LIFE INSURANCE CO.	JULY LIFE INSUR	102.15	
6/22/2011	FIRE 19817	DELTA DENTAL	JULY DENTAL INSUR	951.77	
6/22/2011	FIRE 19818	DELTA DENTAL	JULY DENTAL INSUR RETIREES	119.40	
6/22/2011	FIRE 19819	PRIORITY HEALTH	JULY PRIORITY HEALTH	10,659.86	
6/22/2011	FIRE 19820	PRIORITY HEALTH	JULY PRIORITY HEALTH INSUR RETIREES	1,597.73	
6/22/2011	FIRE 19821	VISION SERVICE PLAN	JULY VISION INSUR	229.41	
6/23/2011	FIRE 19822	AMERICAN AQUA, INC.	SALT FOR WATER SOFTENER	93.75	
6/24/2011	FIRE 19823	SUPERIOR TWP PAYROLL FUND	JUNE JOHN HANCOCK	734.50	
6/24/2011	FIRE 19824	SUPERIOR TWP PAYROLL FUND	JUNE MERS PENSION	5,504.42	
6/24/2011	FIRE 19825	SUPERIOR TWP PAYROLL FUND	JUNE HCSP	1,080.00	
6/28/2011	FIRE 19826	VISION SERVICE PLAN	JULY VISION INSUR RETIREES	36.75	
6/28/2011	FIRE 19827	COMCAST	JUNE CABLE STATION #2	176.77	
6/28/2011	FIRE 19828	GRAINGER	LIGHTBULBS EARMUFF PROTECTION	185.60	
6/28/2011	FIRE 19829	NFPA	921 GUIDE FIRE/EXPLOSION	94.01	
6/28/2011	FIRE 19830	RICOH AMERICAS CORPORATION	COPIER LEASE JUNE	241.20	
6/28/2011	FIRE 19831	WITMER PUBLIC SAFETY GROUP, INC.	TURN OUT BOOTS FRENCH	322.63	
6/30/2011	FIRE 19832	SUPERIOR TWP PARK FUND	MAY LIBRARY LAWN CUTTING	81.68	

6/30/2011	FIRE 19833	SUPERIOR TWP UTILITY DEPARTMENT	MAY LIBRARY UTILITIES	4.80
6/30/2011	FIRE 19834	SHARED SERVICES, LLC	AD RE HIRING A NEW FIREFIGHTER	917.18
7/5/2011	FIRE 19835	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	41,598.55
7/6/2011	FIRE 19836	APOLLO FIRE APPARATUS REPAIR	TURNOUT GEAR CLEANER	77.19
7/6/2011	FIRE 19837	CORRIGAN OIL COMPANY	273.6 GALLONS OF DIESEL FUEL	944.09
7/6/2011	FIRE 19838	GABBYS BP	GASOLINE FOR SMALL ENGINES	51.09
7/6/2011	FIRE 19839	PAETEC	JUNE TELEPHONES FOR FORD ROAD	114.46
7/12/2011	FIRE 19840	SUPERIOR TWP GENERAL FUND	JULY ACCOUNTING FEE	833.33
7/12/2011	FIRE 19841	FINK & VALVO PLLC	LEGAL SERVICES	344.00
7/13/2011	FIRE 19842	PARHELION TECHNOLOGIES	EMAIL HOSTING JULY	50.00
7/13/2011	FIRE 19843	PARHELION TECHNOLOGIES	JULY EMAIL HOSTING	65.00
7/13/2011	FIRE 19844	WASHTENAW COUNTY TREASURER	TAX CHARGEBACK	638.92
7/14/2011	FIRE 19845	AMERICAN AQUA, INC.	WATER SOFTENER SALT	93.75
7/14/2011	FIRE 19846	APOLLO FIRE APPARATUS REPAIR	SUPPLIES	136.11
7/14/2011	FIRE 19847	COMCAST	JULY INTERNET SERVICES	63.95
7/14/2011	FIRE 19848	CORRIGAN OIL COMPANY	284.2 GALLONS OF DIESEL FUEL	963.62
7/14/2011	FIRE 19849	DTE ENERGY	JUNE GAS/HEAT & ELECTRICITY FORD ROAD	792.12
7/14/2011	FIRE 19850	DTE ENERGY	JUNE GAS/HEAT & ELECTRICITY MACARTHUR	370.00
7/14/2011	FIRE 19851	GRAINGER	SUPPLIES	307.95
7/14/2011	FIRE 19852	HURON VALLEY AMBULANCE	JUNE PAGER RENTAL	77.35
7/14/2011	FIRE 19853	HURON VALLEY AMBULANCE	JULY DISPATCHING SERVICES	1,477.49
7/14/2011	FIRE 19854	JEFF FRENCH	MILEAGE REIMBURSEMENT	113.30
7/14/2011	FIRE 19855	JOHN DEERE LANDSCAPES	SUPPLIES	30.39
7/14/2011	FIRE 19856	NEXTEL	JUNE CELL PHONES	272.32
7/14/2011	FIRE 19857	NFPA	ELECTRONIC HANDBOOKS	832.50
7/14/2011	FIRE 19858	RICOH AMERICAS CORP	04/01/11-06/30/11 COPIES	193.17
TOTAL OF S6 Checks:				111,576.08

BUILDING FUND

10:27 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount Voided?
6/21/2011	BUILD 7808	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 6/23 PAYROLL	3,712.31
6/22/2011	BUILD 7809	AMERICAN UNITED LIFE INSURANCE CO.	JULY LIFE INSUR	17.03
6/22/2011	BUILD 7810	DELTA DENTAL	JULY DENTAL INSUR	98.53
6/22/2011	BUILD 7811	PRIORITY HEALTH	JULY HEALTH INSUR	1,348.09
6/22/2011	BUILD 7812	VISION SERVICE PLAN	JULY VISION INSUR	31.12
6/23/2011	BUILD 7813	BOB PETERSON CODE SERVICES	STUDY COURSES FOR MAYERNIK	258.00
6/23/2011	BUILD 7814	SHYMANSKI & ASSOCIATES, L.L.C.	STRUCTURAL REVIEW FOR 1130 W. CLARK ROAD	350.00
6/23/2011	BUILD 7815	SUPERIOR TWP GENERAL FUND	JUNE COST SPLIT CARMEN	1,582.41
6/24/2011	BUILD 7816	SUPERIOR TWP PAYROLL FUND	JUNE JOHN HANCOCK	688.68
6/24/2011	BUILD 7817	SUPERIOR TWP PAYROLL FUND	JUNE HCSP	120.00
6/30/2011	BUILD 7818	FLEET SERVICES	JUNE GASOLINE	129.84
7/5/2011	BUILD 7819	EDWIN MANIER	JUNE ELECTRICAL INSPECTIONS	600.00
7/5/2011	BUILD 7820	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	3,712.32
7/12/2011	BUILD 7821	EDWIN MANIER	JUNE ELECTRICAL INSPECTIONS	240.00
7/12/2011	BUILD 7822	LEONARD CZINSKI	INSPECTION 7/8/11	30.00
7/12/2011	BUILD 7823	KOCH & WHITE	REFUND BUILDING PERMIT #88	85.00
7/13/2011	BUILD 7824	SUPERIOR TWP GENERAL FUND	% OF OVERHEAD MAY	1,748.43

TOTAL OF 17 Checks:

14,751.76

PARK FUND  
10:28 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount	Voided?
6/21/2011	PARK 10967	SUPERIOR TWP PAYROLL FUND	CSH TRANSFERS 6/23 PAYROLL	5,029.96	
6/22/2011	PARK 10968	GREGORY SECOND	REIMBURSE FOR COOLER	63.59	
6/22/2011	PARK 10969	GREGORY SECOND	REIMBURSE FOR ICE	24.67	
6/22/2011	PARK 10970	SPARTAN DISTIBUTORS --AUBURN	TORO REPAIR	362.23	
6/22/2011	PARK 10971	SUPERIOR TWP UTILITY DEPARTMENT	JUNE PHONE SPLIT	70.33	
6/22/2011	PARK 10972	VERIZON WIRELESS	JUNE CELL PHONES	138.81	
6/22/2011	PARK 10973	AMERICAN UNITED LIFE INSURANCE CO.	JULY LIFE INSUR	5.68	
6/22/2011	PARK 10974	DELTA DENTAL	JULY DENTAL INSUR	20.87	
6/22/2011	PARK 10975	PRIORITY HEALTH	JULY HEALTH INSUR	249.65	
6/22/2011	PARK 10976	VISION SERVICE PLAN	JULY VISION INSUR	5.63	
6/23/2011	PARK 10977	SUPERIOR TWP UTILITY DEPARTMENT	KEITH COST SPLIT JUNE	2,592.82	
6/24/2011	PARK 10978	SUPERIOR TWP PAYROLL FUND	JUNE JOHN HANCOCK	616.38	
6/24/2011	PARK 10979	SUPERIOR TWP PAYROLL FUND	MERS PESNION JUNE	203.33	
6/24/2011	PARK 10980	SUPERIOR TWP PAYROLL FUND	JUNE HCSP	60.00	
6/28/2011	PARK 10981	PARKWAY SERVICES	PORTABLE TOILET - KICKBALL	90.00	
6/28/2011	PARK 10982	THE ROCKET	KITES FOR SUMMER PROGRAM	431.52	
6/30/2011	PARK 10983	HOME DEPOT CREDIT SERVICES	SUPPLIES	324.28	
6/30/2011	PARK 10984	MARGOLIS COMPANIES, INC.	MULCH	128.00	
6/30/2011	PARK 10985	SAM'S CLUB	TABLES AND SUMMER PROGRAM SUPPLIES	535.70	
7/5/2011	PARK 10986	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	4,425.02	
7/6/2011	PARK 10987	FLEET SERVICES	JUNE GASOLINE	1,058.51	
7/12/2011	PARK 10988	CONGDON'S	SUPPLIES	148.52	
7/12/2011	PARK 10989	KEITH LOCKIE	MILEAGE REIMBURSEMENT	51.51	
7/12/2011	PARK 10990	MARGOLIS COMPANIES, INC.	MULCH	128.00	
7/12/2011	PARK 10991	O'REILLY AUTO PARTS	SUPPLIES	80.37	
7/12/2011	PARK 10992	PARHELION TECHNOLOGIES	SPAM SOFTWARE	5.00	
7/12/2011	PARK 10993	TRACTOR SUPPLY CO.	SUPPLIES	237.10	
7/12/2011	PARK 10994	ZANE'S CUSTOM SIGNS	SUMMER PROGRAM SIGN	130.00	
7/12/2011	PARK 10995	SUPERIOR TWP GENERAL FUND	JULY ACCOUNTING FEE	500.00	
7/12/2011	PARK 10996	GORDON FOOD SERVICE, INC.	KICKBALL CAMP FOOD SUPPLIES	110.01	

TOTAL OF 30 Checks:

17,827.49

# Superior Township Utility Department

## Check Register

June 21 through July 18, 2011

6:57 AM  
07/13/11  
Accrual Basis

Date	Num	Name	Memo	Amount
6/30/11	6774	Nextel Communications	Cell Phones - 06/11	(237.97)
6/30/11	6775	Sam's Club	Annual Membership Dues	(35.00)
6/30/11	6776	Todd's Services, Inc. (TSI)	Sprinkler System Start-up	(126.54)
6/30/11	6777	TruGreen	Lawn Service - Adm. Bldg. & Maint. Fac.	(526.58)
6/30/11	EFT	Magic-Wrighter	Credit Card Fees - 06/11	(62.00)
7/5/11	EFT	Superior Twp. Payroll Fund	Payroll - 07/07/11	(19,127.22)
7/11/11	EFT	Magic-Wrighter	Monthly Fee - 06/11	(39.89)
7/11/11	6778	Superior Twp. General Fund	Accountant - 07/11	(166.67)
7/11/11	6779	Superior Twp. Trust & Agency	Escrow Payment Received by Util Dept. for Superior Glen	(1,200.00)
7/11/11	6780	Answering Service, Inc.	Answering Service - 07/11	(96.78)
7/11/11	6781	Comcast	Internet - Adm. Bldg. - 06/11	(63.95)
7/11/11	6782	Donald Jana	Refund W/S Overpayment - 8455 Barrington	(49.70)
7/11/11	6783	DTE	Various Gas & Elect. - 06/11	(1,415.87)
7/11/11	6784	East Jordan Iron Works	Hydrant Extension	(226.10)
7/11/11	6785	Enmet Corporation	Recalibrate Gas Detector	(85.00)
7/11/11	6786	Fleet Services	Fuel Charges - 06/11	(658.30)
7/11/11	6787	New Horizons CLC of Michigan	Excel 2010 Training - Allen	(225.00)
7/11/11	6788	Offsite LLC	Records Shredding	(93.75)
7/11/11	6789	Paetec	Phones - Maint. Fac. - 07/11	(214.12)
7/11/11	6790	Parhelion Technologies	Various Computer Invoices	(382.50)
7/11/11	6791	Ricoh Americas Corporation #2	Color Copies - 2nd/11	(262.50)
Total 101 · O&M Checking - Chase				(193,143.20)
Total 100 · CASH - O&M				(193,143.20)
120 · CASH - CAPITAL RESERVE				
125 · CR Checking - Chase				
6/22/11	383	Superior Twp. Fire Fund	Overlapping Report Fee - 2003 Bond	(50.00)
Total 125 · CR Checking - Chase				(50.00)
Total 120 · CASH - CAPITAL RESERVE				(50.00)
<b>TOTAL</b>				<b>(193,193.20)</b>

Superior Township Utility Department  
 Check Register  
 June 21 through July 18, 2011

6:57 AM  
 07/13/11  
 Accrual Basis

Date	Num	Name	Memo	Amount
100	CASH - O&M			
101	O&M Checking - Chase			
6/22/11	EFT	Superior Twp. Payroll Fund	Payroll - 06/23/11	(19,556.95)
6/22/11	6743	Superior Twp. General Fund	Worker's Comp. Ins. - 07/11 - 06/12	(8,374.74)
6/22/11	6744	Superior Twp. Payroll Fund	MERS Health Savings - 06/11	(1,020.00)
6/22/11	6745	Allied Substance Abuse Professionals	Random Drug Test - Allen & Foster	(70.00)
6/22/11	6746	American United Life Insurance Company	Life Insurance - 07/11	(96.47)
6/22/11	6747	Ann Arbor Charter Township	W/S Purch. - 03-05/11	(7,409.43)
6/22/11	6748	Cummins Bridgeway, LLC	Repair - Sect. 36 Generator & Maint. Cont.	(654.34)
6/22/11	6749	Delta Dental Plan of Michigan	Dental Insurance - 07/11	(707.64)
6/22/11	6750	Occupational Health Centers of Michigan	DOT Recert. - Harding	(44.00)
6/22/11	6751	Paetec	Phones - Adm. Bldg. - 06/11	(323.22)
6/22/11	6752	Parhelion Technologies	Computer Issues - 06/11	(772.50)
6/22/11	6753	Pitney Bowes	Postage Meter Lease - 2nd/11	(432.87)
6/22/11	6754	Priority Health	Medical Insurance - 07/11	(7,564.26)
6/22/11	6755	Purchase Power	Postage Meter Refill	(350.00)
6/22/11	6756	Rick E. Church	Mileage - 04/04 - 06/16/11	(211.14)
6/22/11	6757	Ricoh Americas Corporation	Copier Lease - 06/11	(183.56)
6/22/11	6758	Spartan Distributors	Repair to Toro	(585.19)
6/22/11	6759	Staples Business Advantage	Office Supplies	(668.87)
6/22/11	6760	Vision Service Plan	Vision Insurance - 07/11	(166.86)
6/22/11	6761	Ypsilanti Comm. Utilities Authority	W/S Purch. - 05/11	(114,054.93)
6/27/11	6762	Superior Twp. Payroll Fund	John Hancock Pension - 06/11	(384.64)
6/27/11	6763	Superior Twp. Payroll Fund	MERS Pension - 06/11	(2,423.17)
6/30/11	6764	Al's Cleaning Service	Cleaning - Adm. Bldg. - 06/11 (5 weeks)	(175.00)
6/30/11	6765	AT&T	Booster Sta. Phone - 06/11	(41.08)
6/30/11	6766	Comcast	Internet - Maint. Fac. - 06/11	(79.95)
6/30/11	6767	Diana Rivis	Mileage - 05+6/11	(67.32)
6/30/11	6768	Diana Rivis - Petty Cash	Recon. of 06/29/11	(21.95)
6/30/11	6769	DTE	Various Gas & Elect. - 06/11	(732.88)
6/30/11	6770	Galeton Gloves	Tee Shirts	(126.91)
6/30/11	6771	Intuit Inc.	O&M Checks & Check Envelopes	(437.92)
6/30/11	6772	Keith Lockie	Mileage - 04-06/11	(56.10)
6/30/11	6773	MCI Worldcom	Office Fax Long Dist. - 06/11	(53.87)

# Record of Disbursements

**Date:** JULY 18, 2011

\*Contains all checks written since last report was submitted for the following funds:

General  
Fire  
Law  
Park  
Building  
Water & Sewer

Note: Some of these checks were presented to the board for approval. All others are either pre-approved or under \$1,000.00

SUBMITTED BY: SUSAN MUMM, ACCOUNTANT

GENERAL FUND CHECK REGISTER

10:25 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount	Voided?
6/17/2011	GENL 32665	RICOH AMERICAS CORP	JUNE COLOR COPIER	307.70	
6/17/2011	GENL 32666	DONALD PENNINGTON	MAY PLANNING SERVICES	530.00	
6/17/2011	GENL 32667	READING & ETTER	LEGAL SERV 5/9-6/13	60.00	
6/21/2011	GENL 32668	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 6/23 PAYROLL	22,210.66	
6/21/2011	GENL 32669	JOHN HUDSON	MILEAGE HUDSON 6/6-6/17	73.95	
6/22/2011	GENL 32670	PAETEC	MAY TELEPHONES	348.25	
6/22/2011	GENL 32671	ARLEAN BOHANAN-JONES	DUMP TICKET REIMBURSEMENT	23.00	
6/22/2011	GENL 32672	DANIEL SMOKE	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32673	DANIEL SMOKE	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32674	DAVID FOSTER	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32675	DAVID FOSTER	DUMP TICKET REIMBURSEMENT	11.50	
6/22/2011	GENL 32676	DAVID MCPHERSON JR.	DUMP TICKET REIMBURSEMENT	5.75	
6/22/2011	GENL 32677	DAVID SHIPMAN	DUMP TICKET REIMBURSEMENT	22.00	
6/22/2011	GENL 32678	IAN STEWART	DUMP TICKET REIMBURSEMENT	17.25	
6/22/2011	GENL 32679	ROBERT KRUZEL	DUMP TICKET REIMBURSEMENT	19.00	
6/22/2011	GENL 32680	STAPLES ADVANTAGE	SUPPLIES & COLOR COPY PAPER	64.77	
6/22/2011	GENL 32681	STEPHEN BARTH	DUMP TICKET REIMBURSEMENT	22.00	
6/22/2011	GENL 32682	TERMINIX PROCESSING CENTER	PEST CONTROL	69.00	
6/22/2011	GENL 32683	AMERICAN UNITED LIFE INSURANCE	JULY LIFE INSUR	153.22	
6/22/2011	GENL 32684	DELTA DENTAL	JULY DENTAL INSUR	691.63	
6/22/2011	GENL 32685	PRIORITY HEALTH	JULY HEALTH INSUR	4,992.91	
6/22/2011	GENL 32686	VISION SERVICE PLAN	JULY VISION INSUR	178.12	
6/22/2011	GENL 32687	VISION SERVICE PLAN	JULY VISION INSUR	178.12	
6/23/2011	GENL 32688	SUPERIOR TOWNSHIP BUILDING FUN	RICK COST SPLIT JUNE	599.66	
6/23/2011	GENL 32689	SUPERIOR TWP PAYROLL FUND	LINDA LONGEVITY PAY 6/23 PAYROLL	2,026.75	
6/24/2011	GENL 32690	SUPERIOR TWP PAYROLL FUND	MERS #2 JUNE	2,510.04	
6/24/2011	GENL 32691	SUPERIOR TWP PAYROLL FUND	JOHN HANCOCK PENSION JUNE	1,108.96	
6/24/2011	GENL 32692	SUPERIOR TWP PAYROLL FUND		0.00	V
6/24/2011	GENL 32693	SUPERIOR TWP PAYROLL FUND	HOSP JUNE	1,200.00	
6/27/2011	GENL 32694	STANDARD PRINTING	TAX BILLS PRINTING PART 2	158.00	

6/27/2011	GENL 32695	DIANA RIVIS	REIM FOR FRUIT FOR GREEN FAIR	34.51
6/27/2011	GENL 32696	HURON RIVER WATERSHED COUNCIL	DUE APRIL 2011--MARCH 2012 HURON WATRSHE	744.31
6/27/2011	GENL 32697	PITNEY BOWES INC.	JUNE POSTAGE METER LEASE	316.00
6/27/2011	GENL 32698	SHARED SERVICES, LLC	PUBLIC NOTICE	12.80
6/27/2011	GENL 32699	SUPERIOR TWP UTILITY DEPARTMEN	1/2 GENERATOR MAIT CONTRACT	282.79
6/27/2011	GENL 32700	WASHTENAW COUNTY ROAD COMM	1ST BILLING ROAD MAIT 2011	53,738.40
6/30/2011	GENL 32701	POSTMASTER	POSTAGE FOR SUMMER TAX BILLS	1,085.92
6/30/2011	GENL 32702	SAM'S CLUB	GREEN FAIR	422.06
6/30/2011	GENL 32703	ABSOPURE WATER COMPANY	5 GALLON SPRING WATER	24.00
6/30/2011	GENL 32704	DAVID FOSTER	DUMP TICKET REIMBURSEMENT	11.50
6/30/2011	GENL 32705	DAVID PITCHFORD	DUMP TICKET REIMBURSEMENT	5.75
6/30/2011	GENL 32706	ELIC BURTON	DUMP TICKET REIMBURSEMENT	42.00
6/30/2011	GENL 32707	ERNEST WIEGAND	DUMP TICKET REIMBURSEMENT	33.00
6/30/2011	GENL 32708	CHARLES SWANSON	MISC ORD VIOLATION CUTTINGS	620.00
7/5/2011	GENL 32709	SANDI LOPEZ	DEED RESEARCH TWP OWNED PROPERTIES	101.00
7/5/2011	GENL 32710	JOHN HUDSON	MILEAGE HUDSON 6/20--7/1	82.62
7/5/2011	GENL 32711	AUTOMATED RESOURCE MANAGEMEN	PAYROLL PREP JUNE	205.90
7/5/2011	GENL 32712	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	22,448.94
7/6/2011	GENL 32713	FLEET SERVICES	JUNE GASOLINE	61.35
7/6/2011	GENL 32714	JEREMY KING	DUMP TICKET REIMBURSEMENT	23.00
7/6/2011	GENL 32715	JERRY CLIFTON	DUMP TICKET REIMBURSEMENT	11.50
7/6/2011	GENL 32716	MARGOLIS COMPANIES, INC.	MULCH	128.00
7/12/2011	GENL 32717	ABSOPURE WATER COMPANY	JUNE WATER COOLER RENTAL	36.00
7/12/2011	GENL 32718	COMCAST	JUNE INTERNET SERVICES	63.95
7/12/2011	GENL 32719	DOCK WRIGHT	DUMP TICKET REIMBURSEMENT	50.00
7/12/2011	GENL 32720	DOSSIE GULLEY	DUMP TICKET REIMBURSEMENT	11.50
7/12/2011	GENL 32721	DTE ELECTRIC	JUNE ELECTRICITY	566.98
7/12/2011	GENL 32722	EDWARD WEIMER	DUMP TICKET REIMBURSEMENT	23.00
7/12/2011	GENL 32723	GEORGE WESTERMAN	DUMP TICKET REIMBURSEMENT	11.50
7/12/2011	GENL 32724	HOUSTON COLLINS JR.	DUMP TICKET REIMBURSEMENT	5.75
7/12/2011	GENL 32725	JAMES PRYCE	DUMP TICKET REIMBURSEMENT	44.00
7/12/2011	GENL 32726	JASON WRIGHT	DUMP TICKET REIMBURSEMENT	27.75
7/12/2011	GENL 32727	RONALD LUCAS	DUMP TICKET REIMBURSEMENT	11.50
7/12/2011	GENL 32728	STANDARD PRINTING	SECURITY WINDOW ENVELOPES	90.00
7/12/2011	GENL 32729	AVAYA, INC.	JULY PHONE MAIT	102.01
7/12/2011	GENL 32730	SUPERIOR TWP PARK FUND	JULY PARK TRANSFER	18,621.75
7/12/2011	GENL 32731	REPUBLIC WASTE SERVICES #241	100 GARBAGE TAGS	191.00

7/12/2011	GENL 32732	GORDON FOOD SERVICE, INC.	GREEN FIAR SUPPLIES PART 2	515.71	V
7/12/2011	GENL 32733	GORDON FOOD SERVICE, INC.	FOOD FOR GREEN FAIR	405.70	
7/12/2011	GENL 32734	FINK & VALVO PLLC	MISC LEGAL SERV	152.00	
7/13/2011	GENL 32735	BRENDA MCKINNEY	MILEAGE 5/31--7/12	76.38	
7/13/2011	GENL 32736	PARHELION TECHNOLOGIES	JULY EMAIL HOSTING	82.50	
7/13/2011	GENL 32737	PARHELION TECHNOLOGIES	JULY EMAIL HOSTING	50.00	
7/13/2011	GENL 32738	WASHTENAW COUNTY TREASURER	CHARGEBACK	180.49	
7/13/2011	GENL 32739	DONALD PENNINGTON	JUNE PLANNING SERVICES	812.50	
7/13/2011	GENL 32740	WASH AREA TRANPORTATION STUDY WATS DUES 2011		1,000.00	
7/14/2011	GENL 32741	PARHELION TECHNOLOGIES	NEW COMPUTER FOR LINDA	850.00	
7/14/2011	GENL 32742	PAETEC	JUNE TELEPHONES	336.40	
7/14/2011	GENL 32743	ROGERS JOHNSON	DUMP TICKET REIMBURSEMENT	22.00	
7/14/2011	GENL 32744	STAPLES ADVANTAGE	SUPPLIES	493.99	
7/14/2011	GENL 32745	STEPHEN BARTH	DUMP TICKET REIMBURSEMENT	6.00	
7/14/2011	GENL 32746	TERMINIX PROCESSING CENTER	PEST CONTROL	69.00	

TOTAL OF 80 Checks:

142,445.74

TOTAL OF 2 Void Checks:

515.71

TOTAL - 82 Checks:

142,961.45

FIRE FUND CHECK REGISTER

10:26 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount	Voided?
6/21/2011	FIRE 19803	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 6/23 PAYROLL	31,645.48	
6/22/2011	FIRE 19804	ANN ARBOR CLEANING SUPPLY	CLEANING SUPPLIES	186.87	
6/22/2011	FIRE 19805	AUTO VALUE YPSILANTI	REPAIR SUPPLIES LADDER 11-1	92.02	
6/22/2011	FIRE 19806	CORRIGAN OIL COMPANY	DIESEL FUEL	513.45	
6/22/2011	FIRE 19807	FIRE PROGRAMS	ANNULA SUPPORT UPGRADE FIRE PROGRAMS	1,145.00	
6/22/2011	FIRE 19808	JIM KOVALAK EXCAVATING, INC.	DIAGNOSE PUMP	150.00	
6/22/2011	FIRE 19809	JIM KOVALAK EXCAVATING, INC.	REPLACE SEPTIC PUMP	1,300.00	
6/22/2011	FIRE 19810	MICH LAUNDRY MACHINERY SERV	EXTRACTOR REPAIRS	147.00	
6/22/2011	FIRE 19811	PAETEC	JUNE PHONES STATION 2	76.87	
6/22/2011	FIRE 19812	PARHELION TECHNOLOGIES	COMPUTER REPAIR	95.00	
6/22/2011	FIRE 19813	PHILIP W. DICKINSON	MILEAGE WAYNE 4/5--6/7	246.33	
6/22/2011	FIRE 19814	SCHOOLCRAFT COLLEGE	PUMP OPERATOR CLASS	740.00	
6/22/2011	FIRE 19815	WWCFDMAA	DUES HIRT/USAR TEAMS ASSESSMENT	1,663.80	
6/22/2011	FIRE 19816	AMERICAN UNITED LIFE INSURANCE CO.	JULY LIFE INSUR	102.15	
6/22/2011	FIRE 19817	DELTA DENTAL	JULY DENTAL INSUR	951.77	
6/22/2011	FIRE 19818	DELTA DENTAL	JULY DENTAL INSUR RETIREES	119.40	
6/22/2011	FIRE 19819	PRIORITY HEALTH	JULY PRIORITY HEALTH	10,659.86	
6/22/2011	FIRE 19820	PRIORITY HEALTH	JULY PRIORITY HEALTH INSUR RETIREES	1,597.73	
6/22/2011	FIRE 19821	VISION SERVICE PLAN	JULY VISION INSUR	229.41	
6/23/2011	FIRE 19822	AMERICAN AQUA, INC.	SALT FOR WATER SOFTENER	93.75	
6/24/2011	FIRE 19823	SUPERIOR TWP PAYROLL FUND	JUNE JOHN HANCOCK	734.50	
6/24/2011	FIRE 19824	SUPERIOR TWP PAYROLL FUND	JUNE MERS PENSION	5,504.42	
6/24/2011	FIRE 19825	SUPERIOR TWP PAYROLL FUND	JUNE HCSP	1,080.00	
6/28/2011	FIRE 19826	VISION SERVICE PLAN	JULY VISION INSUR RETIREES	36.75	
6/28/2011	FIRE 19827	COMCAST	JUNE CABLE STATION #2	176.77	
6/28/2011	FIRE 19828	GRAINGER	LIGHTBULBS EARMUFF PROTECTION	185.60	
6/28/2011	FIRE 19829	NFPA	921 GUIDE FIRE/EXPLOSION	94.01	
6/28/2011	FIRE 19830	RICOH AMERICAS CORPORATION	COPIER LEASE JUNE	241.20	
6/28/2011	FIRE 19831	WITMER PUBLIC SAFETY GROUP, INC.	TURN OUT BOOTS FRENCH	322.63	
6/30/2011	FIRE 19832	SUPERIOR TWP PARK FUND	MAY LIBRARY LAWN CUTTING	81.68	

6/30/2011	FIRE 19833	SUPERIOR TWP UTILITY DEPARTMENT	MAY LIBRARY UTILITIES	4.80
6/30/2011	FIRE 19834	SHARED SERVICES, LLC	AD RE HIRING A NEW FIREFIGHTER	917.18
7/5/2011	FIRE 19835	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	41,598.55
7/6/2011	FIRE 19836	APOLLO FIRE APPARATUS REPAIR	TURNOUT GEAR CLEANER	77.19
7/6/2011	FIRE 19837	CORRIGAN OIL COMPANY	273.6 GALLONS OF DIESEL FUEL	944.09
7/6/2011	FIRE 19838	GABBYS BP	GASOLINE FOR SMALL ENGINES	51.09
7/6/2011	FIRE 19839	PAETEC	JUNE TELEPHONES FOR FORD ROAD	114.46
7/12/2011	FIRE 19840	SUPERIOR TWP GENERAL FUND	JULY ACCOUNTING FEE	833.33
7/12/2011	FIRE 19841	FINK & VALVO PLLC	LEGAL SERVICES	344.00
7/13/2011	FIRE 19842	PARHELION TECHNOLOGIES	EMAIL HOSTING JULY	50.00
7/13/2011	FIRE 19843	PARHELION TECHNOLOGIES	JULY EMAIL HOSTING	65.00
7/13/2011	FIRE 19844	WASHTENAW COUNTY TREASURER	TAX CHARGEBACK	638.92
7/14/2011	FIRE 19845	AMERICAN AQUA, INC.	WATER SOFTENER SALT	93.75
7/14/2011	FIRE 19846	APOLLO FIRE APPARATUS REPAIR	SUPPLIES	136.11
7/14/2011	FIRE 19847	COMCAST	JULY INTERNET SERVICES	63.95
7/14/2011	FIRE 19848	CORRIGAN OIL COMPANY	284.2 GALLONS OF DIESEL FUEL	963.62
7/14/2011	FIRE 19849	DTE ENERGY	JUNE GAS/HEAT & ELECTRICITY FORD ROAD	792.12
7/14/2011	FIRE 19850	DTE ENERGY	JUNE GAS/HEAT & ELECTRICITY MACARTHUR	370.00
7/14/2011	FIRE 19851	GRAINGER	SUPPLIES	307.95
7/14/2011	FIRE 19852	HURON VALLEY AMBULANCE	JUNE PAGER RENTAL	77.35
7/14/2011	FIRE 19853	HURON VALLEY AMBULANCE	JULY DISPATCHING SERVICES	1,477.49
7/14/2011	FIRE 19854	JEFF FRENCH	MILEAGE REIMBURSEMENT	113.30
7/14/2011	FIRE 19855	JOHN DEERE LANDSCAPES	SUPPLIES	30.39
7/14/2011	FIRE 19856	NEXTEL	JUNE CELL PHONES	272.32
7/14/2011	FIRE 19857	NFPA	ELECTRONIC HANDBOOKS	832.50
7/14/2011	FIRE 19858	RICOH AMERICAS CORP	04/01/11-06/30/11 COPIES	193.17

TOTAL OF 56 Checks:

111,576.08

BUILDING FUND

10:27 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount Voided?
6/21/2011	BUILD 7808	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 6/23 PAYROLL	3,712.31
6/22/2011	BUILD 7809	AMERICAN UNITED LIFE INSURANCE CO.	JULY LIFE INSUR	17.03
6/22/2011	BUILD 7810	DELTA DENTAL	JULY DENTAL INSUR	98.53
6/22/2011	BUILD 7811	PRIORITY HEALTH	JULY HEALTH INSUR	1,348.09
6/22/2011	BUILD 7812	VISION SERVICE PLAN	JULY VISION INSUR	31.12
6/23/2011	BUILD 7813	BOB PETERSON CODE SERVICES	STUDY COURSES FOR MAYERNIK	258.00
6/23/2011	BUILD 7814	SHYMANSKI & ASSOCIATES, L.L.C.	STRUCTURAL REVIEW FOR 1130 W. CLARK ROAD	350.00
6/23/2011	BUILD 7815	SUPERIOR TWP GENERAL FUND	JUNE COST SPLIT CARMEN	1,582.41
6/24/2011	BUILD 7816	SUPERIOR TWP PAYROLL FUND	JUNE JOHN HANCOCK	688.68
6/24/2011	BUILD 7817	SUPERIOR TWP PAYROLL FUND	JUNE HCSP	120.00
6/30/2011	BUILD 7818	FLEET SERVICES	JUNE GASOLINE	129.84
7/5/2011	BUILD 7819	EDWIN MANIER	JUNE ELECTRICAL INSPECTIONS	600.00
7/5/2011	BUILD 7820	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	3,712.32
7/12/2011	BUILD 7821	EDWIN MANIER	JUNE ELECTRICAL INSPECTIONS	240.00
7/12/2011	BUILD 7822	LEONARD CZINSKI	INSPECTION 7/8/11	30.00
7/12/2011	BUILD 7823	KOCH & WHITE	REFUND BUILDING PERMIT #88	85.00
7/13/2011	BUILD 7824	SUPERIOR TWP GENERAL FUND	% OF OVERHEAD MAY	1,748.43

TOTAL OF 17 Checks:

14,751.76

PARK FUND  
10:28 am

CHECK DATE FROM 06/16/2011 - 07/14/2011

Check Date	Bank/Check #	Name	Description	Amount	Voided?
6/21/2011	PARK 10967	SUPERIOR TWP PAYROLL FUND	CSH TRANSFERS 6/23 PAYROLL	5,029.96	
6/22/2011	PARK 10968	GREGORY SECORD	REIMBURSE FOR COOLER	63.59	
6/22/2011	PARK 10969	GREGORY SECORD	REIMBURSE FOR ICE	24.67	
6/22/2011	PARK 10970	SPARTAN DISTIBUTORS --AUBURN	TORO REPAIR	362.23	
6/22/2011	PARK 10971	SUPERIOR TWP UTILITY DEPARTMENT	JUNE PHONE SPLIT	70.33	
6/22/2011	PARK 10972	VERIZON WIRELESS	JUNE CELL PHONES	138.81	
6/22/2011	PARK 10973	AMERICAN UNITED LIFE INSURANCE CO.	JULY LIFE INSUR	5.68	
6/22/2011	PARK 10974	DELTA DENTAL	JULY DENTAL INSUR	20.87	
6/22/2011	PARK 10975	PRIORITY HEALTH	JULY HEALTH INSUR	249.65	
6/22/2011	PARK 10976	VISION SERVICE PLAN	JULY VISION INSUR	5.63	
6/23/2011	PARK 10977	SUPERIOR TWP UTILITY DEPARTMENT	KEITH COST SPLIT JUNE	2,592.82	
6/24/2011	PARK 10978	SUPERIOR TWP PAYROLL FUND	JUNE JOHN HANCOCK	616.38	
6/24/2011	PARK 10979	SUPERIOR TWP PAYROLL FUND	MERS PESNION JUNE	203.33	
6/24/2011	PARK 10980	SUPERIOR TWP PAYROLL FUND	JUNE HCSP	60.00	
6/28/2011	PARK 10981	PARKWAY SERVICES	PORTABLE TOILET - KICKBALL	90.00	
6/28/2011	PARK 10982	THE ROCKET	KITES FOR SUMMER PROGRAM	431.52	
6/30/2011	PARK 10983	HOME DEPOT CREDIT SERVICES	SUPPLIES	324.28	
6/30/2011	PARK 10984	MARGOLIS COMPANIES, INC.	MULCH	128.00	
6/30/2011	PARK 10985	SAM'S CLUB	TABLES AND SUMMER PROGRAM SUPPLIES	535.70	
7/5/2011	PARK 10986	SUPERIOR TWP PAYROLL FUND	CASH TRANSFERS 7/7 PAYROLL	4,425.02	
7/6/2011	PARK 10987	FLEET SERVICES	JUNE GASOLINE	1,058.51	
7/12/2011	PARK 10988	CONGDON'S	SUPPLIES	148.52	
7/12/2011	PARK 10989	KEITH LOCKIE	MILEAGE REIMBURSEMENT	51.51	
7/12/2011	PARK 10990	MARGOLIS COMPANIES, INC.	MULCH	128.00	
7/12/2011	PARK 10991	O'REILLY AUTO PARTS	SUPPLIES	80.37	
7/12/2011	PARK 10992	PARHELION TECHNOLOGIES	SPAM SOFTWARE	5.00	
7/12/2011	PARK 10993	TRACTOR SUPPLY CO.	SUPPLIES	237.10	
7/12/2011	PARK 10994	ZANE'S CUSTOM SIGNS	SUMMER PROGRAM SIGN	130.00	
7/12/2011	PARK 10995	SUPERIOR TWP GENERAL FUND	JULY ACCOUNTING FEE	500.00	
7/12/2011	PARK 10996	GORDON FOOD SERVICE, INC.	KICKBALL CAMP FOOD SUPPLIES	110.01	

TOTAL OF 30 Checks:

17,827.49

# Superior Township Utility Department

## Check Register

June 21 through July 18, 2011

6:57 AM

07/13/11

Accrual Basis

Date	Num	Name	Memo	Amount
6/30/11	6774	Nextel Communications	Cell Phones - 06/11	(237.97)
6/30/11	6775	Sam's Club	Annual Membership Dues	(35.00)
6/30/11	6776	Todd's Services, Inc. (TSI)	Sprinkler System Start-up	(126.54)
6/30/11	6777	TruGreen	Lawn Service - Adm. Bldg. & Maint. Fac.	(526.58)
6/30/11	EFT	Magic-Wrighter	Credit Card Fees - 06/11	(62.00)
7/5/11	EFT	Superior Twp. Payroll Fund	Payroll - 07/07/11	(19,127.22)
7/11/11	EFT	Magic-Wrighter	Monthly Fee - 06/11	(39.89)
7/11/11	6778	Superior Twp. General Fund	Accountant - 07/11	(166.67)
7/11/11	6779	Superior Twp. Trust & Agency	Escrow Payment Received by Util Dept. for Superior Glen	(1,200.00)
7/11/11	6780	Answering Service, Inc.	Answering Service - 07/11	(96.78)
7/11/11	6781	Comcast	Internet - Adm. Bldg. - 06/11	(63.95)
7/11/11	6782	Donald Jana	Refund W/S Overpayment - 8455 Barrington	(49.70)
7/11/11	6783	DTE	Various Gas & Elect. - 06/11	(1,415.87)
7/11/11	6784	East Jordan Iron Works	Hydrant Extension	(226.10)
7/11/11	6785	Enmet Corporation	Recalibrate Gas Detector	(85.00)
7/11/11	6786	Fleet Services	Fuel Charges - 06/11	(658.30)
7/11/11	6787	New Horizons CLC of Michigan	Excel 2010 Training - Allen	(225.00)
7/11/11	6788	Offsite LLC	Records Shredding	(93.75)
7/11/11	6789	Paetec	Phones - Maint. Fac. - 07/11	(214.12)
7/11/11	6790	Parhelion Technologies	Various Computer Invoices	(382.50)
7/11/11	6791	Ricoh Americas Corporation #2	Color Copies - 2nd/11	(262.50)
Total 101 · O&M Checking - Chase				(193,143.20)
Total 100 · CASH - O&M				(193,143.20)
120 · CASH - CAPITAL RESERVE				
125 · CR Checking - Chase				
6/22/11	383	Superior Twp. Fire Fund	Overlapping Report Fee - 2003 Bond	(50.00)
Total 125 · CR Checking - Chase				(50.00)
Total 120 · CASH - CAPITAL RESERVE				(50.00)
<b>TOTAL</b>				<b>(193,193.20)</b>

# Superior Township Utility Department Check Register

June 21 through July 18, 2011

6:57 AM  
07/13/11  
Accrual Basis

Date	Num	Name	Memo	Amount
100 - CASH - O&M				
6/22/11	6743	Superior Twp. Payroll Fund	Payroll - 06/23/11	(19,556.95)
6/22/11	6743	Superior Twp. General Fund	Worker's Comp. Ins. - 07/11 - 06/12	(8,374.74)
6/22/11	6744	Superior Twp. Payroll Fund	MERS Health Savings - 06/11	(1,020.00)
6/22/11	6745	Allied Substance Abuse Professionals	Random Drug Test - Allen & Foster	(70.00)
6/22/11	6746	American United Life Insurance Company	Life Insurance - 07/11	(96.47)
6/22/11	6747	Ann Arbor Charter Township	W/S Purch. - 03-05/11	(7,409.43)
6/22/11	6748	Cummins Bridgeway, LLC	Repair - Sect. 36 Generator & Maint. Cont.	(654.34)
6/22/11	6749	Delta Dental Plan of Michigan	Dental Insurance - 07/11	(707.64)
6/22/11	6750	Occupational Health Centers of Michigan	DOT Recert. - Harding	(44.00)
6/22/11	6751	Paetec	Phones - Adm. Bldg. - 06/11	(323.22)
6/22/11	6752	Parhelion Technologies	Computer Issues - 06/11	(772.50)
6/22/11	6753	Pitney Bowes	Postage Meter Lease - 2nd/11	(432.87)
6/22/11	6754	Priority Health	Medical Insurance - 07/11	(7,564.26)
6/22/11	6755	Purchase Power	Postage Meter Refill	(350.00)
6/22/11	6756	Rick E. Church	Mileage - 04/04 - 06/16/11	(211.14)
6/22/11	6757	Ricoh Americas Corporation	Copier Lease - 06/11	(183.56)
6/22/11	6758	Spartan Distributors	Repair to Toro	(585.19)
6/22/11	6759	Staples Business Advantage	Office Supplies	(668.87)
6/22/11	6760	Vision Service Plan	Vision Insurance - 07/11	(166.86)
6/22/11	6761	Ypsilanti Comm. Utilities Authority	W/S Purch. - 05/11	(114,054.93)
6/27/11	6762	Superior Twp. Payroll Fund	John Hancock Pension - 06/11	(384.64)
6/27/11	6763	Superior Twp. Payroll Fund	MERS Pension - 06/11	(2,423.17)
6/30/11	6764	Al's Cleaning Service	Cleaning - Adm. Bldg. - 06/11 (5 weeks)	(175.00)
6/30/11	6765	AT&T	Booster Sta. Phone - 06/11	(41.08)
6/30/11	6766	Comcast	Internet - Maint. Fac. - 06/11	(79.95)
6/30/11	6767	Diana Rivis	Mileage - 05+6/11	(67.32)
6/30/11	6768	Diana Rivis - Petty Cash	Recon. of 06/29/11	(21.95)
6/30/11	6769	DTE	Various Gas & Elect. - 06/11	(732.88)
6/30/11	6770	Galeton Gloves	Tee Shirts	(126.91)
6/30/11	6771	Intuit Inc.	O&M Checks & Check Envelopes	(437.92)
6/30/11	6772	Keith Lockie	Mileage - 04-06/11	(56.10)
6/30/11	6773	MCI Worldcom	Office Fax Long Dist. - 06/11	(53.87)

484-4883



YPSILANTI COMMUNITY UTILITIES AUTHORITY

June 27, 2011

2777 STATE ROAD  
YPSILANTI, MICHIGAN 48198-9112  
TELEPHONE: (734) 484-4600  
FAX: (734) 484-3369  
WEBSITE: www.ycua.org

**VIA FIRST CLASS MAIL**

Mr. Rick Church, Utilities Director  
SUPERIOR CHARTER TOWNSHIP  
3040 North Prospect  
Ypsilanti, Michigan 48198



Re: **Water and Sewer Rate Increases**

Dear Rick:

At its regular meeting on May 24, 2011, the YCUA Board of Commissioners approved an increase in the Ypsilanti Township water rate of 7% effective for all bills dated on or after September 1, 2011. Per our water contract, Superior Township pays the second step of the water contract. Effective September 1, 2011, the second step rate will be increased to \$2.32 per 100 cubic feet. Additionally, the Ypsilanti Township Board of Trustees approved on its first reading an increase for the sewer rate for Township Division customers of 3.5% for all bills dated on or after September 1, 2011. Effective September 1, 2011, your sewer rate will be increased to \$1.851 per 100 cubic feet.

This is your sixty-day notification of an increase to the water and sewer rates.

If you have any questions or if I can be of any assistance, please contact me.

Sincerely,

LARRY R. THOMAS, Director  
Ypsilanti Community Utilities Authority

LRT/kks

- cc: Mr. William McFarlane
- Mr. T. Michael Jessee
- Mr. Dwayne Harrigan
- Ms. Venita A. Terry
- Ms. Gail Thomas

OFFICE OF  
**WILLIAM McFARLANE**  
SUPERVISOR

TOWNSHIP HALL  
3040 NORTH PROSPECT STREET  
COR. PROSPECT & CHERRY HILL RDS.  
YPSILANTI, MICHIGAN 48198  
TELEPHONE: (734) 482-6099  
FAX: (734) 482-3842

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

July 11, 2011

**FYI**

Mr. Jamie Kryscynski  
ITC Holdings Corp.  
27175 Energy Way  
Novi, MI 48377

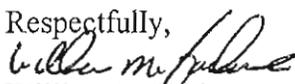
**RE: Acceptance of Funds for Planting Trees and Shrubs**

Dear Mr. Kryscynski:

At their June 20, 2011 meeting, the Charter Township of Superior Board of Trustees passed a motion of support to accept the \$5,000 from ITC Holdings for the purpose of planting trees and shrubs. The plantings will be used in some of the Township's park properties with the idea of adding native natural species.

Thank you for the contribution to improve Superior Township Parks.

Respectfully,

  
William McFarlane

Cc:  Board of Trustees  
Ken Palka, Pfeffer, Hanniford and Palka, CPA  
Superior Township Parks Commission



FYI

## City of Ypsilanti

Planning & Development Department

Public Hearing Notice  
Ypsilanti Historic District Commission  
Tuesday, July 12, 2011

Dear Resident or Property Owner:

The City of Ypsilanti Historic District Commission will hold a public hearing on Tuesday, July 12, 2011, at 7:00 pm. The hearing will be held at City Hall in the Council Chambers, One South Huron Street, Ypsilanti, MI 48197.

The following issue will be considered:

310 N. Park: A request for demolition of the house on the grounds that the structure constitutes a hazard to the safety of the public or the occupants. Application is made by the City of Ypsilanti.

All interested citizens are invited to attend this meeting, and time will be allotted for comments by the public on the application. Interested citizens may also provide written comments by mail to the City of Ypsilanti, Historic District Commission, One South Huron Street, Ypsilanti, Michigan 48197, or by e-mail to [hintern@cityofypsilanti.com](mailto:hintern@cityofypsilanti.com). For further information, please contact Teresa Gillotti, Planner II/Community and Economic Development, at (734) 483-9646.

The City of Ypsilanti encourages persons with disabilities to participate and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon two days notice to the City of Ypsilanti. Individuals with disabilities requiring auxiliary aids or services should contact the City of Ypsilanti by writing or calling the following:

City Clerk's Office  
One South Huron Street  
Ypsilanti, Michigan 48197  
(734) 483-1100

Frances McMullan  
City Clerk

FYI

OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

NOTICE OF HEARING  
FOR THE CUSTOMERS OF  
THE DETROIT EDISON COMPANY  
CASE NO. U-16780

- The Detroit Edison Company proposes to reconcile its Revenue Decoupling Mechanism for the period February 1, 2010 through January 31, 2011, if the Michigan Public Service Commission approves its request.
- The information below describes how a person may participate in this case.
- You may call or write The Detroit Edison Company, One Energy Plaza, Detroit, Michigan 48226, (800) 477-4747, for a free copy of its application. Any person may review the application at the offices of The Detroit Edison Company.
- The first public hearing in this matter will be held:

**DATE/TIME:** July 14, 2011, at 9:00 a.m.  
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

**BEFORE:** Administrative Law Judge Sharon L. Feldman

**LOCATION:** Michigan Public Service Commission  
6545 Mercantile Way, Suite 7  
Lansing, MI

**PARTICIPATION:** Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 241-6160 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider the May 2, 2011 application of The Detroit Edison Company (Detroit Edison), which seeks approval to reconcile its revenue pursuant to the electric utility pilot Revenue Decoupling Mechanism (RDM) for the period February 1, 2010 through January 31, 2011. Detroit Edison also seeks approval to adjust its existing retail electric rates to refund a net amount of \$55.8 million, plus interest.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets). Requirements and instructions for filing can



June 15, 2011

Kay Williams, Clerk  
Township of Superior  
3040 N. Prospect  
Ypsilanti, MI 48198

Dear Ms. Williams:

Starting June 20, 2011, Comcast is changing the names of its video, Internet and voice services in Superior to XFINITY TV, XFINITY INTERNET and XFINITY VOICE.

XFINITY represents Comcast's tremendous investment in our network and products in Michigan to offer our subscribers more HD, more speed, more choices and more control than ever before. Our customers can enjoy the best entertainment and communications choices whenever they want, wherever they are and however they want.

- **XFINITY TV** offers triple the HD channels, increasing to 5,000+ HD choices, and the best HD picture quality available, as well as 50 to 70 multi-cultural channels and approaching 20,000+ Video On Demand choices.
- **FANCAST XFINITY TV** offers thousands of movies, top shows and other content available online, at home or on the go.
- **XFINITY INTERNET** offers 50Mbps speeds with 100+ Mbps coming soon and even faster in the future.
- **XFINITY VOICE** which let our customers' TV, phone and Internet work seamlessly together in new and innovative ways.

While the names of our products are changing to XFINITY TV, XFINITY INTERNET and XFINITY VOICE, the Comcast name will not change. The names of any Comcast companies with which you have agreements, including franchise agreements, remain the same.

We are pleased to have this opportunity to introduce you to XFINITY TV, XFINITY INTERNET and XFINITY VOICE. If you have any questions or concerns regarding this matter, or any matter, please feel free to contact me at 734-254-1888.

Sincerely,

Frederick G. Eaton  
Government Affairs Manager  
Comcast, Michigan Region  
41112 Concept Drive  
Plymouth, MI 48170