

**CHARTER TOWNSHIP OF SUPERIOR
SPECIAL BOARD MEETING
SUPERIOR CHARTER TOWNSHIP HALL
3040 N. PROSPECT, YPSILANTI, MI 48198
APRIL 3, 2014
SPECIAL MEETING
4:00 p.m.
AGENDA**

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
 - a. Township Employee Employment Issue
 - b. Resolution 2014-16, Law Enforcement Millage
 - c. Resolution 2014-17, Fire Department Millage
 - d. Resolution 2014-18, Fire Department Station 1 Roof Repair
 - e. State of Michigan QVF Equipment Grant Agreement
11. PAYMENT OF BILLS
12. PLEAS AND PETITIONS
13. ADJOURNMENT

David Phillips, Clerk 3040 N. Prospect, Ypsilanti, MI 48198 734-482-6099

NOTICE OF SPECIAL MEETING

**Superior Charter Township
Board of Trustees**

Date of Meeting: Thursday, April 3, 2014
Time of Meeting: 4:00 p.m.
Place of Meeting: Superior Township Meeting Room,
3040 N. Prospect Rd., Superior Twp., MI 48198

Purpose of Meeting: A Township employee requested a meeting with the Township Board to discuss a complaint related to their employment; amend Resolution 2014-07, Law Enforcement Millage; amend Resolution 2014-08, Fire Department Millage; to review a proposal from R.D Kleinschmidt for roof repairs at Fire Station No. 1, 7999 Ford Road and to review a grant agreement from the State of Michigan to replace Qualified Voter File equipment.

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, MCL41.72a(2) and (3) and the Americans With Disabilities Act.

The Superior Charter Township Board 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 at the meeting upon three business days notice to the Superior Charter Township Board.

Individuals with disabilities requiring auxiliary aids of services should contact the Superior Charter Township Board by writing or calling the following:

David Phillips, Clerk
3040 N. Prospect Rd.
Ypsilanti, MI 48198
(734) 482-6099

Posted on: March 31, 2014, 1:00 p.m.

Signature of Township Clerk David M. Phillips

A copy of this notice is on file in the Clerk's Office

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN
APRIL 3, 2014
RESOLUTION 2014-16**

**A RESOLUTION TO ADOPT BALLOT LANGUAGE
TO RENEW THE MILLAGE FOR LAW ENFORCEMENT**

WHEREAS, the Superior Charter Township Board wishes to provide additional revenue for law enforcement; and

WHEREAS, townships may provide law enforcement as authorized by Section 42.12 of the Act 359 of 1947 as amended (the Charter Township Act); and

WHEREAS, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

WHEREAS, the voters of Superior Charter Township previously approved a levy of 2.25 mills for law enforcement and said millage expires on December 31, 2014; and

WHEREAS, the Superior Charter Township Board wishes to renew the levy of 2.25 mills for law enforcement, and

WHEREAS, this Resolution repeals and replaces Resolution 2014-07, which the Board adopted on February 18, 2014, and

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Superior Charter Township, Washtenaw County, approves the following millage ballot question language and directs the Clerk to submit it to be placed on the August 5, 2014, election ballot:

SUPERIOR TOWNSHIP RENEWAL OF LAW ENFORCEMENT MILLAGE

Shall the previously voted increase in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution in the Charter Township of Superior of 2.25 mills (\$2.25 per \$1,000 of taxable value), which expires on December 31, 2014, be renewed at 2.25 mills (\$2.25 per \$1,000 of taxable value) and levied for 4 years, 2015 through 2018 inclusive, for the purpose of for law enforcement, which increase will raise an estimated \$1,231,800 in the first year the millage is levied? A portion of the millage levied on Hyundai's new construction only will be disbursed to the Local Development Finance Authority of the Charter Township of Superior.

Yes

No

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Superior, County of Washtenaw, State of Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Superior at a meeting held on the 3rd day of April 2014 , the original of which resolution is on file in my office, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act

IN WITNESS WHEREOF, I have set my official signature, this 4th day of April, 2014.



DAVID M. PHILLIPS, CLERK,
CHARTER TOWNSHIP OF SUPERIOR

**CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN
APRIL 3, 2014
RESOLUTION 2014-17**

**RESOLUTION TO ADOPT MILLAGE BALLOT LANGUAGE
TO RENEW THE MILLAGE FOR FIRE PROTECTION**

WHEREAS, the Superior Charter Township Board wishes to provide additional revenue for fire protection and prevention; and

WHEREAS, townships may provide fire protection and prevention as authorized by Section 42.13 of the Act 359 of 1947 as amended (the Charter Township Act); and

WHEREAS, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

WHEREAS, the voters of Superior Charter Township previously approved a levy of 3.0 mills for fire protection and prevention and said millage expires on December 31, 2014; and

WHEREAS, the Superior Charter Township Board wishes to renew the levy of 3.0 mills for fire protection and prevention, and

WHEREAS, this Resolution repeals and replaces Resolution 2014-08, which the Board adopted on February 18, 2014, and

NOW, THEREFORE, BE IT RESOLVED that the Township Board of Superior Charter Township, Washtenaw County, approves the following millage ballot question language and directs the Clerk to submit it to be placed on the August 5, 2014, election ballot:

SUPERIOR TOWNSHIP RENEWAL OF FIRE MILLAGE

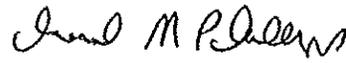
Shall the previously voted increase in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution in the Charter Township of Superior of 3.0 mills (\$3.00 per \$1,000 of taxable value), which expires on December 31, 2014, be renewed at 3.0 mills (\$3.00 per \$1,000 of taxable value) and levied for 4 years, 2015 through 2018 inclusive, for the purpose of providing additional revenue for fire protection and prevention, which increase will raise an estimated \$1,642,401 in the first year the millage is levied? A portion of the millage levied on Hyundai's new construction only will be disbursed to the Local Development Finance Authority of the Charter Township of Superior.

Yes

No

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Superior, County of Washtenaw, State of Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Charter Township of Superior at a meeting held on the 3rd day of April, 2014, the original of which resolution is on file in my office, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act

IN WITNESS WHEREOF, I have set my official signature, this 4th day of April, 2014 .



DAVID M. PHILLIPS, CLERK,
CHARTER TOWNSHIP OF SUPERIOR

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO AUTHORIZE ROOF REPAIRS ON SUPERIOR TOWNSHIP
FIRE STATION NO. 1, 7999 FORD ROAD**

RESOLUTION NUMBER: 2014-17

DATE: APRIL 3, 2014

WHEREAS, the Superior Charter Township is a Michigan Charter Township: and

WHEREAS, the Superior Township Fire Department has the power, privilege and authority to maintain and operate a fire department providing fire protection, fire suppression, emergency medical services, technical rescue, hazardous incidence response and other emergency response services (Fire Services); and

WHEREAS, the current roof on Station One located at 7999 Ford Road has a history of leaking and is in disrepair. Despite attempts made by the building contractor, the roof continues to leak and is in need of serious repair, and

WHEREAS, on October 21, 2013, the Township Board approved hiring a masonry contractor to waterproof the brick walls at a cost not to exceed \$3,000 and to hire a roofing contractor to make general roof repairs at a cost not to exceed \$5,000, and

WHEREAS, since October 21, 2013, further investigation has determined that a different course of action is needed to repair the roof and none of the above approved funds were expended, and

WHEREAS, Rick Mayernik, Building Official, has recommended a plan to repair the roof at Fire Station No. 1, and

WHEREAS, R.D. Kleinschmidt, Inc., has provided an estimate of \$8,175.00 for the work recommended by Building Official Mayernik, and

WHEREAS, the Township has contracted with R.D. Kleinschmidt, Inc. to resolve a similar roof leak problem on the Township's Utility Department Maintenance Building, and

WHEREAS, because of R.D. Kleinschmidt's previous success with resolving difficult to diagnose roof leaks at another Township building, the Building Official and Township Administrative Staff recommend that the Township accept R.D. Kleinschmidt's bid as a single – source supplier, and

NOW THEREFORE BE IT RESOLVED, that the Superior Township Board approves R.D. Kleinschmidt as single-source supplier and approves their proposal #59179 to make repairs at Superior Township Fire Station No. 1 at a cost of \$8,175.00, and

NOW THEREFORE BE IT FURTHER RESOLVED, that if while repairing the roof, R.D. Kleinschmidt finds additional repairs that need to be made, the Superior Township Board authorizes the R.D. Kleinschmidt to complete an addition \$3,000 in repairs, provided that the

additional repairs and expense is recommended by the Building Official and authorized by Township Administrative staff, and

NOW THEREFORE BE IT FURTHER RESOLVED, the above \$8,175 and \$3,000 are to be taken from line item No 207-000-393-010 Building Improvement Reserve.



R.D. Kleinschmidt, Inc.
We Build Our Reputation Around Your Home.

19860 Sharon Valley Road
Manchester, Michigan 48158

Phone: (734) 428-8836 email: rdkinc@aol.com

PROPOSAL

Fax (734) 428-1030 Proposal# 59179

TO Superior Township 575 E. Clark Rd. Ypsilanti, Mi. 48198 Salesman Devin Stace	PHONE 484-4883	DATE 3/25/2014
	JOB NAME / LOCATION Fire Station Ford Rd, Ypsilanti	
	JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

ROOF AREA: 2 VALLEY SECTIONS/ MISC. REPAIRS

- ** Tear off all existing roofing material in 2 valley sections and along walls as discussed
- ** Provide and install ice and water shield up 72" from the eaves around the entire area
- ** Provide and install ice and water shield in valley areas
- ** Provide and install Gaf/Elk dimensional shingles as needed
- ** Provide and install ridge vent on all roof peaks(necessary for adequate ventilation)
- ** Install new flashing boots
- ** Provide and install flashings where needed
- ** Remove shingles and re-flash around commercial breathers(as discussed)
- ** Provide and install new commercial gutter and downspout on both eaves as discussed (then will need to be painted) Not by RDK
- ** Provide and install new counter flashing on walls
- ** Clean up and dispose of all job related debris upon completion of work
- ** Price: \$8,175.00

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

Payment to be made as follows: ~~Eight Thousand One Hundred Seventy-five and 00/100~~ dollars (\$ ~~8,175.00~~)

Balance Upon Completion

If this proposal is acceptable to you, please sign, date and return both copies to us within 30 days. We will then sign and return one copy to you.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
OCTOBER 21, 2013
ADOPTED MINUTES
PAGE 10**

The motion carried.

D. FIRE STATION NO. 1 ROOF REPAIRS

Clerk Phillips provided a memo to the Board and explained that Superior Township's Fire Station No. 1 located at 7999 Ford Road was completed in 2004 by the Davenport Brothers Construction Company, Inc. ("Davenport Bros."), Belleville, Michigan. The roof has leaked since construction was completed. In the past, the Township has worked with the Davenport Bros. to get the leaks fixed but they were not successful. The roof has continued to leak on an intermittent basis depending on the type and direction of the rain. The Township hired Roofing Technology Associates (RTA), Livonia to determine how to repair the roof. RTA's opinion is that the leaks are occurring through the brick walls due to improperly installed through-wall flashings. They recommend removing some of the brick and properly install the through-wall flashing and to remove and replace about 2,000 square feet of roof. Building Official Rick Mayernik has been very involved in solving the roof leak problem. He recommends that prior to removing the brick, repairing the through-wall flashing and removing and replacing a portion of the roof that the Township try a less expensive approach. He recommends that the Township waterproof the suspect masonry walls and to have a roofing company make repairs as needed around the areas identified as suspect (vent pipes, roof dams, damaged shingles, etc.). The Township Attorney will be sending Davenport Bros. the letter previously approved by the Board.

It was moved by Green, seconded by Lewis, for the Board to approve the Township to enter into a contract with an independent contractor to waterproof, re-point and re-caulk the suspect masonry walls at a cost not to exceed \$3,000 and also to enter into a contract with an independent roofing contractor to make repairs as needed on the roof at a cost not to exceed \$5,000. Both independent contractors will be chosen by joint approval of the Building Official and Township Administrative staff based upon qualifications, recommended scope of work and cost. The funds will be taken from the Fire Department Fund, line item No. 207-000-393-010.

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

Nays: None

Absent: None

The motion carried.

E. TOWNSHIP AND AUTUMN WOODS HOA AGREEMENT



David M. Phillips, Clerk

davidphillips@superior-twp.org

3040 North Prospect, Ypsilanti, MI 48198 Phone: (734)482-6099 Fax: (734) 482-3842

MEMORANDUM

DATE: October 21, 2013
TO: Superior Township Board of Trustees
FROM: David M. Phillips, Township Clerk
RE: Fire Department Roof Repairs

Back Ground

On August 19, 2013, the Township Board approved Resolution 2013-19, which approved the Township to enter into an agreement with Roofing Technology Associates, LTD (RTA) to inspect the roof at Superior Township Fire Station No. 1, 7999 Ford Road for the cause of roof leaks and also to assist with the preparation of bid documents and quality control inspections. In a report dated August 28, 2013 (copy attached) RTA indicated their opinion was that some of the leaks were cause by improperly installed through-wall flashing systems located in the brick exterior walls of the clock tower and two other walls. Destructive investigation of the clock tower brick wall was completed at a cost of \$1,200. The repair they proposed would require the removal of a portion of the brick walls and rebuilding them with an improved flashing system, along with considerable re-pointing of the mortar joints, re-caulking the flashing and water proofing the masonry wall. They also recommended that area of roof over the fitness, turn-out gear, laundry and watch room be removed and replaced. They indicated that the cost to repair the walls and the roof should be comparable to their previous recommendation to remove and replace the entire roof. Township staff estimated the cost to "R and R" the entire roof to be in the range of \$70,000 to \$100,000.

RTA recommended a subcontractor, Grunwell-Cashero Co., who provided the Township with an estimate of \$19,500 for the masonry work. After considerable consultation with the Township's Building Official, Rick Mayernik, and obtaining other estimates, it is felt that it is worth trying a less involved repair. This repair would include water proofing the masonry walls and doing re-pointing and re-caulking. Attached are two estimates for this work. The Township is waiting on one other estimate from another contractor.

Grunwell-Cashero Co. \$9,890.00
Dexter Block \$1,850.00
D.C. Beyers, waiting on estimate

It should be noted that the above two estimates do not address the same scope of work. The estimate from Grunwell- Cashero Co. includes more walls, re-pointing and re-caulking.

RTA did not provide or obtain estimates on re-roofing the suspect section of roof.

Recommended Action

Building Official Rick Mayernik and I have been very involved in analyzing the leaking roof issue and formulating a plan to address the issue. We recommend that the Township Board approve the Township to enter into an agreement with an independent contractor to complete masonry repairs at Fire Station No. 1, which includes water proofing the masonry walls, and re-pointing and re-caulking as needed at a cost not to exceed \$3,000. We also recommend that the Township obtain estimates from at least two roofing contractors to complete repairs to the suspect section of roof. The Board further approves the Township to enter into an agreement with an independent contractor if the identified repairs to the suspect roof cost less than \$5,000. Both contractors will be chosen by joint approval of the Building Official and Township Administrative staff based upon qualifications, recommended scope of work and cost.

The funds will be taken from the Fire Department Fund, line item No. 207-000-393-010, Building Improvement Reserve.

ONEER

STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF STATE AND THE
TOWNSHIP OF SUPERIOR
GRANT AGREEMENT

QUALIFIED VOTER FILE (QVF) ORACLE/EQUIPMENT UPGRADE
PROJECT

FUNDED BY HELP AMERICA VOTE ACT (HAVA), TITLE II, SECTION 251

This Grant Agreement is between the Michigan Department of State ("Department") and **Township of Superior** ("Grantee"). This document shall constitute the Grantee's agreement for the receipt of federal financial assistance provided to the Department under the provisions of Title II, Section 251, of the Help America Vote Act (HAVA), CFDA 90.401. The Department refers to this program as the QVF Oracle/ Equipment Upgrade Project.

The purpose of this grant is to upgrade the Qualified Voter File infrastructure to meet the objectives of Michigan's HAVA State Plan. In order to meet this objective, the Department must replace remote workstations for certain QVF local sites throughout the state and upgrade these sites to a more current version of the Microsoft Windows Operating System as well as the Oracle database management system. Both the current systems are facing end of life and are no longer supported.

1. Grant Period:

Original Grant Agreements must be signed and returned by April 4, 2014. **No photocopies, faxed copies, or altered Grant Agreements will be accepted.**

Grant Agreements should be returned to:

Zada Schriener
Michigan Department of State
Financial Services Division
430 West Allegan, 4th Floor
Lansing, MI 48918

2. Program:

This program provides a QVF system upgrade in 2014. A system upgrade consists of one QVF server using the Windows 7 operating system, and Oracle database software. For a list of technical specifications, please refer to the attachment A.

The equipment covered by this Grant Agreement will replace only current QVF system (s); any non-QVF software that has been locally installed on the current equipment will not be replaced. Although other uses are acceptable, the primary use of the equipment covered by this Grant Agreement must be QVF related. If this equipment is no longer used for QVF activities, the Grantee must request disposal instructions from the Department.

3. Equipment:

This program is a one-time purchase of computer equipment used by certain jurisdictions to access the QVF. This program includes only the equipment described in attachment A. The purchase and maintenance of additional workstations, laser printers and other peripheral equipment not included in this Grant Agreement remain the sole responsibility of each QVF site. Maintenance of the equipment included in this program is the sole responsibility of each QVF site once any applicable warranties expire.

4. Performance:

The Department will review and, once approved, provide the Applicant with a copy of a fully executed Grant Agreement signed by a signatory from the **Township of Superior** and the Department of State. The Department and or a designated representative will process all system orders. The Department will also coordinate the installation of these systems. Upon installation the Grantee must confirm the completion of the installation on a form provided by the Department.

5. Ownership:

Any equipment and software purchased pursuant to this Grant Agreement is the property of the Grantee. The jurisdiction is responsible for removing all QVF related software as well as all sensitive data prior to disposal.

6. Records Maintenance and Retention:

The Grantee will maintain a copy of all records pertaining to this program for a period of not less than six years from the date of the Department's final expenditure report to the federal government, or until any litigation or audit findings have been resolved. The Grantee must perform a physical inventory of the property and reconcile it with property records every two years.

7. Mandatory Conditions:

Laws

This is a State of Michigan Grant Agreement and is governed by the laws of the State of Michigan. Any dispute arising as a result of this agreement shall be resolved in the State of Michigan.

Validity

This Grant Agreement is valid upon approval by the State Administrative Board and approval and execution by the Department.

Funding

This Grant Agreement is subject to and contingent upon the availability and appropriation of federal funds and any necessary State appropriation.

Costs

The State will not assume any responsibility or liability for costs incurred in relation to this Grant Agreement.

Cancellation

The Department may cancel this Grant Agreement upon failure to comply with the terms of the grant.

Entire Agreement

This Grant Agreement shall represent the entire agreement between the Department and Grantee regarding HAVA funding for QVF infrastructure upgrades, and supersedes any prior oral or written agreements, and all other representations between the parties relating to this subject.

Adherence to Terms

The failure of a party to insist upon strict adherence to any term (s) of this Grant Agreement shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the Grant Agreement.

8. Administration of Agreement:

Questions regarding the completion and submission of this Grant Agreement or the upcoming purchase process should be directed to David Tarrant at (517) 373-2543 between 8 AM and 5 PM weekdays or by email at tarrantd2@Michigan.gov.

The Grant Administrator on behalf of the Department for this grant application and the final Grant Agreement will be:

Timothy Hanson, Director
Program Development Division
Bureau of Elections
P.O. Box 20126
Lansing, MI 48901-0726
HansonT@Michigan.gov

All questions, comments and correspondence regarding this grant process and this Grant Agreement must be submitted in writing to the Grant Administrator.

9. **Certification/Signature:**

The following signatory certifies s/he is authorized to sign and bind the **Township of Superior** to this Grant Agreement. Further, the person signing has reviewed and agrees to the conditions as outlined in this grant, and has personally examined and is familiar with the information submitted herein, as well as the requirements of the Help America Vote Act under which this grant has been submitted.

For the (Washtenaw County/Township of Superior):

Name (print)

Title (print)

Signature

Date

For the State of Michigan, Department of State:

Cindy Paradine
Financial Services Division

Date

ATTACHMENT A

QUALIFIED VOTER FILE INFRASTRUCTURE UPGRADE

TECHNICAL SPECIFICATIONS

Base PC:	OptiPlex 7010 Desktop, Core i5-3470
Memory:	4GB non-ECC DDR3 (1 Dimm)
Keyboard:	USB Mouse/Keyboard
Hard Drive:	250GB HD
Operating System:	Windows 7 Enterprise 64-bit
CD/DVD-ROM:	DVDRW
Software:	Oracle Database Version 11g, QVF
Antivirus:	Symantec Endpoint Protection

David Phillips

From: electionselearning@michigan.gov
Sent: Wednesday, March 05, 2014 8:44 AM
To: David Phillips
Cc: David Phillips
Subject: QVF Equipment Validation Questionnaire

Thank you for completing the QVF Equipment Validation questionnaire. We appreciate your cooperation in ensuring that we get your jurisdiction new QVF servers quickly and efficiently.

If you have any questions,
please contact the QVF Help Desk 800-310-5697 or admin4@miqvf.org.

User submitted data

Jurisdiction Name : WASHTENAW COUNTY SUPERIOR TOWNSHIP
Shipping Street Address : 3040 NORTH PROSPECT
Shipping Address City ST Zip : YPSILANTI, MI 48198-9426
Physical Street Address : 3040 N. PROSPECT
Physical Address City ST Zip : YPSILANTI, MI 48198
Contact 1 Name : DAVID PHILLIPS
Contact 1 Email : DAVIDPHILLIPS@SUPERIOR-TWP.ORG
Contact 1 Phone : 734-482-6099
Contact 2 Name : David Phillips
Contact 2 Email : davidphillips@superior-twp.org
Contact 2 Phone : 734-482-6099
Do you use a dial-up connection when you replicate? : No
Does your QVF Printer connect using a Parallel Cable? (Y/N) : Yes
I have office hours of:(If other, please type your hours) : M-F 8AM – 5PM

To: ci@miqvf.org; ypsilanti-tw@miqvf.org; wayne-co@miqvf.org; allenpark-ci@miqvf.org; brownstown-tw@miqvf.org; canton-tw@miqvf.org; dearborn-ci@miqvf.org; dearbornheights-ci@miqvf.org; detroit-ci@miqvf.org; ecorse-ci@miqvf.org; flatrock-ci@miqvf.org; gardencity-ci@miqvf.org; grosseile-tw@miqvf.org; grossepointefarms-ci@miqvf.org; grossepointepark-ci@miqvf.org; grossepointewoods-ci@miqvf.org; hamtramck-ci@miqvf.org; harperwoods-ci@miqvf.org; highlandpark-ci@miqvf.org; huron82-tw@miqvf.org; inkster-ci@miqvf.org; lincolnpark-ci@miqvf.org; livonia-ci@miqvf.org; melvindale-ci@miqvf.org; northville-tw@miqvf.org; plymouth-ci@miqvf.org; plymouth-tw@miqvf.org; redford-tw@miqvf.org; riverrouge-ci@miqvf.org; RIVERVIEW-CI@MIQVF.ORG; romulus-ci@miqvf.org; southgate-ci@miqvf.org; sumpter-tw@miqvf.org; taylor-ci@miqvf.org; trenton-ci@miqvf.org; vanburen-tw@miqvf.org; wayne-ci@miqvf.org; westland-ci@miqvf.org; woodhaven-ci@miqvf.org; wyandotte-ci@miqvf.org; wexford-co@miqvf.org; cadillac-ci@miqvf.org; hollands3@michigan.gov

Subject: QVF Equipment Validation questionnaire

The Bureau of Elections (BOE) is pleased to announce that it will soon be purchasing new QVF Windows 7 servers for the larger cities, townships and counties that now replicate data each night. In preparation for purchasing the new QVF equipment, BOE wishes to validate address & contact information for each QVF replica site. The process of ordering, shipping and installing new servers is complex so it is vital that we have accurate information for all QVF replica sites. Please take a few minutes to complete the questionnaire at the link below.

It includes the information we currently have on file. The questionnaire will ask you to validate and/or correct the following information:

- Physical Address (Where your QVF server is located)
- Shipping Address (Where equipment should be shipped)
- Clerk Contact Information
- IT Contact Confirmation (A person knowledgeable about the QVF equipment)

The questionnaire also includes some additional questions regarding dial-up phone lines, printers and office hours.

The link to the questionnaire is: [QVF Equipment Validation](#)
If you have trouble viewing the survey, please update your internet browser software.

Please respond as soon as possible to this questionnaire. We ask that you respond no later than Tuesday, March 11th at 5PM EST. If we don't get a response by that time, we will presume that the information we have is correct.

We appreciate your cooperation in ensuring that we get your jurisdiction new QVF servers quickly and efficiently.

Questions, please contact the QVF Help Desk 800-310-5697 or admin4@miqvf.org.