

**CHARTER TOWNSHIP OF SUPERIOR
REGULAR BOARD MEETING
SUPERIOR CHARTER TOWNSHIP HALL
3040 N. PROSPECT, YPSILANTI, MI 48198
MAY 18, 2015
7:00 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 April 20, 2015
6. CITIZEN PARTICIPATION
7. PRESENTATIONS
 - a. Ken Palka, PHP CPA's, Township Audit FY 2014
 - b. OHM, Water Reliability and Emergency Response Study
 - c. Competitive Grant Assistance Program (CGAP), Ann Arbor and Superior Township Fire Department Joint Operating Study
8. REPORTS
 - a. Supervisor
 - b. Departmental Reports: Building Department, Fire Department, Ordinance Officer, Park Commission Minutes, Sheriff's Report, Utility Department
 - c. Major Township Funds Quarterly Report, 1st Quarter 2015
 - d. Utility Department Financials as of March 31, 2015
9. COMMUNICATIONS
10. UNFINISHED BUSINESS
11. NEW BUSINESS
 - a. Resolution 2015-14, FOIA Procedures and Guidelines
 - b. Resolution 2015-15, LED Street Light Conversion in Washington Square
 - c. Resolution 2015-16, Termination of Ann Arbor Township and Superior Township Agreements for Joint Operation of the Fire Department and Joint Employment of the Fire Chief
 - d. Resolution 2015-17, Prohibiting Superior Township Officials from Accepting Any Offers to Lease Township Owned Land for Gas and Oil Exploration
 - e. Appoint Park Commissioner Nahid Sani-Yahyai
 - f. Resolution 105-18, Repeal Ordinance No. 173, Peddlers, Solicitors and Transient Merchants and Impose a 75 day Moratorium on Issuance of Licenses
 - g. Approve Relocation of Voting Precincts 2 and 4
12. RECORD OF DISBURSEMENTS
13. PLEAS AND PETITIONS

14. ADJOURNMENT

David Phillips, Clerk, Superior Township, 3040 N. Prospect, Ypsilanti, MI 48198 Telephone:
734-482-6099; Email:davidphillips@superior-twp.org

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
APRIL 20, 2015
PROPOSED MINUTES
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1. CALL TO ORDER

The regular meeting of the Superior Charter Township Board was called to order by the Supervisor Kenneth Schwartz at 7:00 p.m. on April 20, 2015, at the Superior Township Hall, 3040 North Prospect, Ypsilanti, Michigan.

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

The members present were Ken Schwartz, David Phillips, Brenda McKinney, Lisa Lewis and Alex Williams. Trustees Nancy Caviston and Rodrick Green were absent.

4. ADOPTION OF AGENDA

It was moved by McKinney seconded by Lewis, to adopt the agenda as presented.

The motion carried by unanimous voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF MARCH 16, 2015

It was moved by Lewis, seconded by McKinney, to approve the minutes of the regular Board meeting of March 16, 2015, as presented.

The motion carried by a unanimous voice vote.

6. CITIZEN PARTICIPATION

A. STATE REPRESENTATIVE DAVID RUTLEDGE

State Representative David Rutledge, HD 54, Ypsilanti, addressed the Board on Proposal 1, which is a state-wide proposal on the ballot of the May 5, 2015 election. He explained that the proposal is to amend the constitution to allow for increasing the State sales tax from 6% to 7% and would also result in the passage of about ten other laws. The ten laws would result in changes to how the wholesale price of gasoline is taxed, change the Earned Income Tax Credit, change the fees on vehicle registrations, increase funding to schools and local governments, and a number of other changes. Representative Rutledge explained the proposal and urged everyone to vote on May 5, 2015.

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B. CITIZEN COMMENTS

There were no citizen comments.

7. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following: Fairfax Manor, 1900 N. Prospect Road, has had serious problems for over one-year. Most of the patients/residents are government placed, either by the State for mental health issues or the VA for special needs. Only one building houses private-pay memory/Alzheimer patients. Supervisor Schwartz said there have been a large number of walkaways from the facility. Sheriff Dept. and Fire Dept. staff members have commented that the alarm system does not work, staff is doing a very poor job and overall management of the facility is lacking. Supervisor Schwartz said that State of Michigan licensing officials have been contacted and the Township Attorney is researching what options the Township has to motivate the facility to be better managed and reduce the walkaways. Supervisor Schwartz and Trustee Williams recently attended a presentation by Oil-Free Backyards. Supervisor Schwartz said the presentation was factual and well-presented. He explained that the Michigan Zoning Enabling Act severely limits the Township's control in the leasing and drilling process but he will probably bring resolutions to the Board to request amendments to the Master Plan and to encourage more regulation at the local level. Supervisor Schwartz and Treasurer McKinney have met with several groups to explore the possibility of someone selling fruit and vegetables one day a week across from Sycamore Meadows apartments. Township officials met with owners of the Superior Party Store, 9045 MacArthur Boulevard. Due to fire damage, the building has been condemned and has remained vacant since July 2010. Possible uses and the sale of the building were discussed. Supervisor Schwartz indicated that the Township Attorney has initiated a blight complaint against the building. The Ann Arbor Township and Superior Township joint-operating Fire Department study is close to be finalized. The final report will be brought to the Board on May 18 along with the Water Reliability Study and the FY 2014 Audit presentation. The Township is soliciting bids for replacement of the Township Hall parking lot. \$75,000 has been budgeted for this project. The Township is also considering adding lights to the parking lot. A motion was made by Treasurer McKinney, seconded by Lewis, for the Board to approve the Township Administrative staff to solicit bids for tree removal and to select the contractor at a cost not to exceed \$5,000. The motion carried by unanimous voice vote.

B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, ORDINANCE OFFICER REPORT, PARK COMMISSION

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MINUTES, SHERIFF'S REPORT, UTILITY DEPARTMENT REPORT, ZONING REPORT, MARCH BOARD OF REVIEW REPORT

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

The motion carried by a unanimous voice vote.

8. COMMUNICATIONS

There were not communications.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

A. RESOLUTION 2015-12, CONTRACT WITH MR. SWANSON FOR SIDE STREET MAINTENANCE

Mr. Swanson has been cutting the grass, trimming trees and other maintenance in the side-street areas of Oakbrook and Washington Square subdivisions since 2001. The Township requested to renew his contract for 2015. The proposed new contract includes the mowing of an additional area along Stamford Road and a modest increase in the payment to cover this additional work. The additional work is outside of the Sidestreet Maintenance SAD and will be paid for from the General Fund. Board members all agreed that Mr. Swanson has done a great job of maintaining the area.

The following resolution was moved by Williams, seconded by Lewis:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

RESOLUTION NUMBER: 2015-12

DATE: APRIL 20, 2015

A RESOLUTION FOR APPROVAL FOR ENTERING INTO A STREET-SIDE MAINTENANCE AGREEMENT WITH MR. SWANSON FOR THE OAKBROOK AND WASHINGTON SQUARE SUBDIVISION COMMON AREAS

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WHEREAS, Superior Charter Township is a Michigan municipal corporation that provides public services to residents of Superior Charter Township, and

WHEREAS, a Special Assessment District was created to provide funding for street-side maintenance in the Oakbrook and Washington Square subdivisions located in the Township, which includes cutting the grass and other maintenance of the common areas, and

WHEREAS, the Township Board has the responsibility to approve, execute and administer agreements to provide for such street-side maintenance, and

WHEREAS, Mr. Swanson was awarded the contract in 2001 after the Township received at least three other bids, and

WHEREAS, the Township has been extremely satisfied with the performance of Mr. Swanson;

NOW, THEREFORE BE IT RESOLVED: that the Superior Township Board approves the Agreement for 2015 with Mr. Swanson for side-street maintenance in an amount not to exceed \$18,684.00 and authorizes the Township Supervisor to sign the Agreement, and that the cost of this agreement is to be taken from the Side Street Maintenance Fund, G.L. Account No. 220.

Ayes: Schwartz, Phillips, McKinney, Lewis, Williams

Nays: None

Absent: Caviston, Green

The motion carried. The resolution was adopted.

B. RESOLUTION 2015-13, CONTRACT WITH WCRC FOR 2015 ROAD IMPROVEMENT PROJECTS

Supervisor Schwartz explained that he would like to recommend some improvements to Panama and some other subdivision streets but there is a lawsuit regarding the sidewalk ramps that prevents the Road Commission from repairing these streets until the lawsuit is resolved. The recommended projects include the Ford and Plymouth and Curtis and Plymouth intersection improvements.

The following resolution was moved by Phillips, seconded Lewis:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

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**A RESOLUTION TO APPROVE AN AGREEMENT BETWEEN SUPERIOR
TOWNSHIP AND THE WASHTENAW COUNTY ROAD COMMISSION FOR 2015
ROAD IMPROVEMENTS**

RESOLUTION NUMBER: 2015-13

DATE: APRIL 20, 2015

THE WASHTENAW COUNTY ROAD COMMISSION

THIS AGREEMENT made and entered into this _____ day of _____, 2015 by and between the Board of Superior Charter Township (the "Township") and the Board of Washtenaw County Road Commissioners (the "Road Commission").

WHEREAS, both parties desire improvements of local roads located within Superior Township; and

WHEREAS, included within their 2015 Annual Meeting report, the Road Commission has provided the Township with a list of proposed road improvement; and

WHEREAS, the Township has historically contributed funds to the Road Commission for improvement of the local roads; and

WHEREAS, the Township's adopted FY 2015 includes \$325,000 for road maintenance and an additional \$47,000 from urban county received on March 2105 and another \$22,000 to be provided in 2015 from urban county CBDG; and

THEREFORE, BE IT AGREED that the Township approves the Road Commission to complete following road improvement projects in 2015 at a cost not to exceed \$294,337.82:

- | | | |
|----|---|-------------|
| 1. | Short Street from Plymouth Road to Church Street. | \$17,500.00 |
| 2. | Church Street from Plymouth Road to Short Street | \$55,500.00 |
| 3. | Stamford Road from Wiard Blvd. to Panama Avenue | \$74,000.00 |
| 4. | Township wide limestone 3,000 ton @ \$16.73 per ton | \$50,190.00 |
| 5. | Dust control, 3 applications with grading | \$12,473.82 |

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6.	Preliminary engineering for Ford/Plymouth safety improvement	\$39,000.00
7.	Preliminary engineering for Plymouth/Curtis safety improvement	\$10,500.00
8.	Crack seal Oakbrook subdivision \$.49 per lineal foot, per mile	\$2,587.00
9.	Crack seal Washington Sq. subdivision \$.49 per lineal foot, per mile	\$2,587.00
10.	Hot Patch for potholes, \$1,500.00 per day, 10 days	\$15,000.00
11.	Dead tree removal in RWO (focus on Geddes Road from roundabout to roundabout and Prospect from Clark to Ford	\$15,000.00
		\$294,337.82

Possible options

1.	Vorhies road from Plymouth Road to M-14	\$126,900.00
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Now Therefore, the Township approves the Superior Township Supervisor to sign the necessary agreements and the funds for the road improvements will be debited from G.L. 466-866.

Ayes: Phillips, McKinney, Lewis, Williams, Schwartz

Nays: None

Absent: Caviston, Green

The motion carried. The resolution was adopted.

The motion carried by unanimous voice vote. The resolution was adopted.

C. FARMERS MARKET AT DIXBORO VILLAGE GREEN

Board members indicated the Dixboro farmer's market has been very successful. Board members indicated the volunteers and community members are doing a very good job of organizing and

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operating this event. They have numerous vendors and are expecting another good year. The application has no changes from last year.

It was moved by Phillips, seconded by Williams, for the Board to accept Dixboro Village Green, Inc.'s Transient and Amusement Enterprises Activity Permit Application to conduct a farmers market at the Dixboro UMC's village green on Friday evenings from May 29 to October 23, 2015 and to forward the application to the Building Official for further action.

The motion carried by voice vote.

D. 2015 FUND CHANGES

In a memo to the Board dated April 20, 2015, Controller Keith Lockie, requested that the Board approve dissolving Township Financial Funds 207-Fire Reserves and 223-Health Insurance.

It was moved by McKinney, seconded by Lewis, for the Board to concur with Controller Lockie's recommendation to dissolve Township Financial Funds 207-Fire Reserves and 223-Health Insurance.

The motion carried by unanimous voice vote with Caviston and Green absent.

11. PAYMENT OF BILLS

It was moved by Williams, seconded by Lewis, to approve the Bills for Payment in the amount of \$23,475.00 for the Utility Fund and that the Record of Disbursements be received.

The motion carried by a unanimous voice vote

12. PLEAS AND PETITION

Sandi Lopez requested the Board not approve any oil or gas exploration activities in Township parks. Marion Morris reminded everyone that Superior Day is June 13, 2015 in Oakbrook Park. Marion Morris also commented that there are dead trees in the pioneer cemeteries that could fall down.

13. ADJOURNMENT

It was moved by Phillips, seconded by Lewis, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 8:10 p.m.

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Respectfully submitted,

David Phillips, Clerk

Kenneth Schwartz, Supervisor



David M. Phillips, Clerk
davidphillips@superior-twp.org

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

MEMORANDUM

DATE: May 18, 2015
TO: Superior Township Board of Trustees
FROM: David M. Phillips, Township Clerk
RE: Water Reliability Study and General Plan

Due to the expense and large file size, a limited number of copies of the Superior Township Water Reliability Study and General Plan are available. A copy is available at the Township Hall for the public to review.

If you would like to review the entire plan, please contact me and I will provide you with a link for you to access the report or I can obtain a CD or flash drive of the report.

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
MONTH-END REPORT
April 2015

Category	Estimated Cost	Permit Fee	Number of Permits
Com-Other Non-Building	<i>\$10,000.00</i>	<i>\$808.00</i>	<i>2</i>
Electrical Permits	<i>\$0.00</i>	<i>\$4,246.00</i>	<i>18</i>
Manufactured/Modular	<i>\$0.00</i>	<i>\$150.00</i>	<i>1</i>
Mechanical Permits	<i>\$0.00</i>	<i>\$4,833.00</i>	<i>28</i>
Plumbing	<i>\$0.00</i>	<i>\$3,098.00</i>	<i>19</i>
Res-Additions (Inc. Garages)	<i>\$0.00</i>	<i>\$221.00</i>	<i>1</i>
Res-Manufactured/Modular	<i>\$0.00</i>	<i>\$150.00</i>	<i>1</i>
Res-New Building	<i>\$1,277,743.00</i>	<i>\$8,456.00</i>	<i>3</i>
Res-Other Building	<i>\$36,000.00</i>	<i>\$534.00</i>	<i>4</i>
Res-Other Non-Building	<i>\$0.00</i>	<i>\$250.00</i>	<i>2</i>
Res-Renovations	<i>\$0.00</i>	<i>\$234.00</i>	<i>2</i>
Totals	<i>\$1,323,743.00</i>	<i>\$22,980.00</i>	<i>81</i>

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
YEAR-TO-DATE REPORT
January through April 2015

Category	Estimated Cost	Permit Fee	Number of Permits
Com/Multi-Family Renovations	\$650,000.00	\$6,177.00	3
Com-Other Non-Building	\$10,000.00	\$1,208.00	4
Electrical Permits	\$0.00	\$12,777.00	53
Manufactured/Modular	\$0.00	\$300.00	2
Mechanical Permits	\$0.00	\$15,480.00	102
Plumbing	\$0.00	\$8,279.00	47
Res-Additions (Inc. Garages)	\$105,750.00	\$1,158.00	3
Res-Manufactured/Modular	\$0.00	\$150.00	1
Res-New Building	\$4,652,150.00	\$32,529.00	16
Res-Other Building	\$36,000.00	\$1,642.00	10
Res-Other Non-Building	\$0.00	\$250.00	2
Res-Renovations	\$115,250.00	\$1,034.00	5
Totals	\$5,569,150.00	\$80,984.00	248

April 2015 Fire Department Responses

Structure Fires: 2

8884 Nottingham

Pv- 115000

PI- 0

Cv- 30000

CI- 10

1520 Dawn

Pv- 54000

PI- 20000

Cv- 20000

CI- 6000

Vehicle Fires: 2

Brush Fires: 1

Trash Fires: 0

Medical Emergencies: 42

Personal Injury Accidents: 4

Clark and prospect

Geddes/ Andover

Geddes/ Superior

Geddes/ East of Superior

Property Damage Accidents: 3

Residential Fire Alarm: 0

Commercial Fire Alarm: 3

6800 Geddes 3 times

St. Joseph Mercy Hospital Alarms: 0

Utility Emergency: 1

Public Service Request: 1

Good Intent: 16

Carbon Monoxide Alarms: 3

Mutual Aid: 10

All Other Incidents: 0

Total Alarms: 85

Burn Permits: 55

Superior Township Fire Department Mutual Aid Responses

Date	Type	Department	Location	Shift	Info
2-Apr	AMA Given	YTFD	1076 Ecorse	3	Structure fire
6-Apr	AMA Given	YTFD	3375 Michigan Ave.	2	possible fire Cnx
8-Apr	AMA Given	YFD	409 Huron St.	2	Structure fire
10-Apr	AMA Given	YFD	1457 Ainsley	1	Structure fire Cnx
10-Apr	AMA Given	YTFD	672 Nash	1	Structure fire
18-Apr	MA Given	Salem	9367 Chubb	3	possible fire Cnx
19-Apr	AMA Given	AATFD	US 23 at Geddes	1	Possible roll over
20-Apr	MA Given	YFD	Leforge and Woburn	3	Gas Leak
20-Apr	AMA Rec	YTFD YFD	8884 Nottingham	3	Structure fire (bathroom trash can)
23-Apr	AMA Given	YTFD	209 Holmes	1	possible fire Cnx
28-Apr	MA Given	Salem	M-14 AT GOTFREDSON	3	UNKNOWN MVA BORDER CALL PDA
28-Apr	MA REC	YFD, YTFD	1520 DAWN	1	STRUCTURE FIRE
#####	MA Given	AATFD	WCC Liberal Arts	1	EMS

APRIL 2015

TO: KEN SCHWARTZ SUPERVISOR

FROM: SHAUN BACH - CAPTAIN

SUBJECT: HOSPITAL ALARMS

DATE: 5/1/2015

**SUPERIOR TOWNSHIP FIRE DEPARTMENT FALSE ALARM RESPONSES TO
SAINT JOSEPH HOSPITAL**

TOTAL FALSE ALARMS: 0

1ST. ALARM: NO CHARGE

2ND ALARM \$50.00

3RD ALARM \$200.00

TOTAL: \$.00

ALARM LOCATIONS:

Superior Township Ordinance Report
April/May 2015

Debris and Owner Complaints

- 1803 Norfolk- Complaint about debris in yard-(**Resolved**)
- 976 Stamford- Debris behind bushes and garage-(**Removed**)
- 1718 Bridgewater- Debris on extension-(**Removed**)
- 2200 Gale Road- Busted bags of refuse on ground-
(**Tagged and removed**)
- 8610 Barrington Drive- Furniture on Extension-(**Removed**)
- 1662 Savannah- Sofa on Extension- (**Removed**)
- 1882 Savannah- Furniture on Extension- (**Removed**)
- 8687 Eral Court- Basketball hoop in street- (**Removed**)
- 8712 Heather- Cable dish on front lawn-(**Tagged for Removal**)
- 8607 Heather- Carpet in driveway- (**Tagged and Removed**)
- 1730 Hamlet- Carpet on Extension- (**Tagged for Removal**)
- 1621 Harvest Lane- Debris on Extension-(**Tagged for Removal**)
- 8299 Warwick Court- Busted bags of yard waste-(**Tagged**)
- 1758 Bridgewater- Busted bags of yard waste-(**Tagged**)

Vehicle Complaints

- 8536 Ashton Court- Trailer in Driveway- (**Removed**)
- 8535 Ashton Court- Truck parked in lawn- (**Removed**)
- 1550 Dawn Ave- Vehicle parked on lawn- (**Removed**)
- 1635 Harvest Lane- Vehicle with expired tags- (**Removed**)
- 1781 Hamlet- Vehicle with flat tires- (**Removed**)
- 1778 Hamlet- Vehicle on lawn extension-(**Tagged for Removal**)
- 8769 Nottingham- Vehicle on lawn- (**Tagged and Removed**)
- 8975 Nottingham- Trailer in Driveway-(**Removed**)(**Letter sent**)
- 8853 Somerset- Vehicle with expired tags- (**Sheriff Removed**)
- 1551 Sheffield- Vehicle and Trailer on lawn- (**Removed**)
- 1619 Sheffield- Trailer in Driveway- (**Tagged for Removal**)

Grass Complaints

- 4763 Vorhies- Grass too high- Needs cutting-**(Tagged)**
8695 Nottingham- Grass needs cutting- **(Tagged)**
8830 Somerset- Grass needs cutting-**(Tagged)**
1030 Stamford- Branches and bushes thrown in park from yard-
(Tagged)
9766 Ravenshire- Grass needs cutting- **(Tagged)**
9747 Ravenshire- Grass needs cutting- **(Tagged)**
1959 Andover- Grass needs cutting- **(Tagged)**
1965 Andover- Grass needs cutting- **(Tagged)**
9068 Arlington- Grass needs cutting- **(Tagged)**
8680 Kingston Court- Grass needs cutting- **(Tagged)**
1652 Harvest Lane- Grass needs cutting- **(Tagged)**
1653 Harvest Lane- Grass needs cutting- **(Tagged)**
1657 Harvest Lane- Grass needs cutting-**(Tagged)**
1665 Harvest Lane- Grass needs cutting-Dogs in yard-**(Letter Sent)**

Dog Complaint

- 8549 Liverpool- Dogs not on leash-**(Check twice a week)**

Illegal Dumpings

- Gotfredson/ Warren- Bags of Refuge- **(Removed)**
Gotfredson/ Vreeland- Drywall and Debris
Leforge North of Geddes- Bag of Tarp

Submitted by,
Ronald Peatry, Ordinance Officer

Approved by Superior Township Park Commission on 4/27/2015.

Superior Township Park Commission
Regular Meeting
March 23, 2015

Adopted Minutes

- I. Call to Order
The meeting was called to order by Commissioner Marion Morris at 6:38 pm.
- II. Roll Call
Park Commissioners present: Marion Morris, Terry Lee Lansing, Martha Kern-Boprie, Sandi Lopez, Mirada Jenkins

Park Commissioners absent: Jan Berry, Uva Wilbanks

Others present: Keith Lockie, Park Administrator; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator; David Flanagan, Oakbrook Sports LLC; Ken Schwartz, Township Supervisor; Tom Brennan
- III. Flag Salute
Commissioner Marion Morris led those assembled in the Pledge of Allegiance to the flag.
- IV. Agenda Approval
It was moved by Sandi Lopez and supported by Terry Lee Lansing to approve the agenda as drafted. The motion carried.
- V. Prior Meeting Minutes Approval
A. February 23, 2015
It was moved by Sandi Lopez and supported by Terry Lee Lansing to approve the minutes of 2/23/15 with additional text to New Business B. 2015 Recreation Events. The date of the Kickball Event is 8/15/15 and this date should be inserted in the column headed "Date". The motion carried.
- VI. Citizen Participation
David Flanagan, director of Oakbrook Sports LLC was introduced to the Park Commissioners. Mr. Flanagan has conducted this weekly summer sports program for children in Oakbrook Park for several years. Commissioners complimented him on the excellent programs he provides, and asked how many children participate. Mr. Flanagan responded that approximately 70 children participate each week. Younger children play soccer and T-ball. He also thanked the Park Commission for contributing \$100 toward recreation supplies for the program.
- VII. Board Liaison Report
Trustee Alex Williams submitted a written report on the 3/16/15 Township Board Meeting.
Supervisor's Report:
LED streetlights installed on Harvest Lane, a grant is possible for Dixboro branding (signs, AAATA buses, etc), Sycamore Meadows problems getting the attention of HUD, Senator's & Governor's offices; 2014 Financial Audit conducted and appears clean; Redwood company may take over Phase 2 of Bromley Park.

John Langs resigned from the Wetlands Board, as he no longer lives in Superior Twp. A parcel on Plymouth Road across from Vreeland was re-zoned to residential from commercial. Bill Fishbeck applied for the PA 116 program for a parcel he farms on Joy Road.

Approved by Superior Township Park Commission on 4/27/2015.

An update on the information system was provided by David Donahue of Parhelion. Thin client installed, fire-walls installed, login access for most people from any township building to any township software, some people have remote logins as well. Telephones are working better, but still have some issues.

Sandi Lopez brought her concerns about natural gas drilling and possibly fracking to the township board and requested the board consider sending a message to Lansing to advocating passage of HB 4237 which would allow townships some control over authorizing natural gas extraction.

From the Annual Meeting with the County Road Commission:
Suggested 2014 Improvements
Warren Road, between Vorhies and pavement (Dixboro Road?)
Overbrook Drive, between Dixboro and Rolling Ridge Court
Short Street
Church Street – between Short Street and Plymouth Road
Vorhies Road, between Plymouth Road and M14
Stamford

County has committed to the following projects in 2014
Superior Road – mill and resurface
Harris Road (MacArthur to Geddes) – mill and resurface
MacArthur (Clark to Harris) – mill and resurface
Curtis Road – mill and resurface
Curtis & Plymouth intersection – add left turn lane, flashing light
Ford & Plymouth intersection – improve intersection, add traffic signal

VIII. Park Reports

A. Chairperson – No report

B. Administrator

Keith Lockie submitted a written report. The 2014 financial audit occurred the week of March 2. Results will be presented to the Township Board at their May 18 meeting.

Park Commissioners discussed the following 2015 potential park improvements at the January commission meeting:

Fireman's Park Pavillion
North Prospect Park Improvements
CHNP Boardwalk Continuation
Schroeter Park Fencing
Schroeter Park Boardwalks

C. Board Meeting Attendees

Sandi Lopez commented that Alex Williams' report was thorough

D. Park Steward – no report

E. Safety

David Buterbaugh reported there have been no accidents or injuries in the past month.

IX. Communications

A. 2015 Events Flyer

B. Fireman's Park Pavillion Bid #1

C. Fireman's Park Pavillion Bid #2

Approved by Superior Township Park Commission on 4/27/2015.

It was moved by Martha Kern-Boprie and supported by Terry Lee Lansing to receive the communications. The motion carried.

X. Old Business

A. 2015 Park Improvement Projects – deferred to the April 27 Park Commission meeting.

B. Fireman’s Park Pavilion

Two bids were received to construct a pavilion in Fireman’s Park, from Mark Barrett Building Company and Charlestown Building Company. Commissioners asked David Buterbaugh if he had a preference. He responded that both bidders will probably do a very good job. The cost of the Charlestown Building Company bid is significantly higher than that of Mark Barrett Building Company. The cost of added features to the initial bids were included, to make the bids comparable. Those features were 26 gauge steel for the roof and site prep. With those features included the bid prices were:

Mark Barrett Building Company	\$16,850
Charlestown Building Company	\$31,093

David Buterbaugh informed commissioners that the bid by Mark Barrett does not include painting/staining of the structure. David estimates the cost to have park staff perform this work is approximately \$1,500.

Commissioners discussed the two bids, and reached a consensus to select the lower cost bid. Keith Lockie suggested authorizing a 10% contingency above the bid price to cover un-anticipated expenses. 10% of \$16,850 equals \$1,685.

\$16,850 bid
\$ 1,685 10% contingency
 \$18,535

It was moved by Martha Kern-Boprie and supported by Sandi Lopez to award the bid from mark Barrett Building Company for construction of a pavilion in Fireman’s Park with a 26 gauge steel roof and site prep for the following amount:

\$16,850.00 bid amount
\$ 1,685.00 10% contingency
 \$18,535.00

A roll call vote was taken on the motion:

Jan Berry	absent
Marion Morris	Yes
Sandi Lopez	Yes
Uva Willbanks	absent
Martha Kern-Boprie	Yes
Mirada Jenkins	Yes
Terry Lee Lansing	Yes

The motion carried.

C. Easter Egg Hunt

The first recreation event of the year is the Easter Egg Hunt on Saturday, April 4 at 11:00 am in Fireman’s Park. Park Commissioners that volunteered to help are Martha Kern-Boprie, Jan Berry and Terry Lee Lansing. It will help if volunteers can arrive by 10:00 am to set up the event.

XI. New Business

XII. Bills for Payment

Approved by Superior Township Park Commission on 4/27/2015.

It was moved by Sandi Lopez and supported by Marion Morris to payment of the bills totaling \$9,441.85. The motion carried.

XIII. Financial Statements

A. February 28, 2015

It was moved by Terry Lee Lansing and supported by Sandi Lopez to receive the 2/28/2015 financial statements. The motion carried.

XIV. Pleas and Petitions

Sandi Lopez informed the park commission that some township residents have been approached by Savoy Energy Company with an offer to purchase their mineral rights. These residents opposed selling their mineral, oil and gas rights, but are concerned there is some legal precedent that may allow companies to obtain these rights under a concept known as "pooling". Sandi encouraged the park commission to adopt a statement opposing sale or lease of any oil and gas or other mineral rights on park lands. Sandi also informed commissioners that Michigan House Bill 4237 will help address many of these concerns, and she asked that the park commission adopt a statement in support of that legislation. Commissioners discussed this among themselves and with Supervisor Ken Schwartz. As the Township Board is the body with authority to sell or lease any township owned property, park commissioners decided to adopt a resolution conveying their opinion to the township board.

It was moved by Martha Kern-Boprie and supported by Sandi Lopez to encourage the Superior Township Board to support passage of Michigan House Bill 4237, and to decline to sell or lease oil, gas and other mineral rights on any township owned properties.

Marion Morris	Yes
Mirada Jenkins	Yes
Sandi Lopez	Yes
Terry Lee Lansing	Yes
Martha Kern-Boprie	Yes
Jan Berry	absent
Uva Willbanks	absent

The motion carried.

XV. Adjournment

It was moved by Terry Lee Lansing and supported by Mirada Jenkins to adjourn at 7:12 pm. The motion carried.

Submitted by,
Martha Kern-Boprie, Park Commissioner and Secretary



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

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

MARK A. PTASZEK
UNDERSHERIFF

May 7, 2015

TO: Ken Schwartz, Superior Township Supervisor
FR: Mike Trester, Lieutenant (Ann Arbor, Salem, Superior and York Townships)
TH: Marlene Radzik, Commander
RE: April 2015 Police Services Monthly Report

In April of 2015 there were 813 calls for service in Superior Township and compared to April 2014, there were 735 calls for service in Superior Township.

For the month of April deputies initiated 235 traffic stops and issued 77 citations. Of the 235 traffic stops, 3 ended with an arrest.

Information on **significant events** this month includes:

- April 1, 2015, Larceny from vehicle 9755 Cherry Hill Road, three unlocked vehicles were ransacked, no known suspects, Deputy Losey OIC, 15-24666
- April 1, OWI Clark/ Leforge traffic stop resulting in arrest, McGrady OIC 15-24948
- April 4, 2015 Warrant arrest, 8596 Durham Ct Felony warrant arrest Reich OIC 15-25755
- April 4, 2015, Warrant Arrest, Dawn/ Stamford Misdemeanor arrest Toth/ McKinney OIC 15-25920
- April 8, 2015 Home Invasion 5020 Warren Rd, Attempted break in at new construction site, door frame damaged, nothing stolen, no known suspects
- April 10, Warrant Arrest, 8852 MacArthur Misdemeanor Warrant arrest, OIC Montgomery OIC 15-27562
- April 11, 2015 Warrant Arrest, 8722 MacArthur Blvd Misdemeanor Arrest Deputy Toth OIC 15-27872
- April 12, 2015 Stamford/ Panama Misdemeanor Warrant Arrest, Deputy Peltier OIC 15-28053
- April 12, 2015 1515 Ridge Larceny from Motor Vehicle, Stereo systems taken from two unlocked vehicles, no known suspects, Deputy Losey OIC 15-28100
- April 12, 2015, 1515 Ridge, Larceny from Motor Vehicle, GPS system stolen from unlocked vehicle, no known suspects, Deputy Losey OIC 15-28124
- April 13, 2015 Clark/ Prospect OWI, result of a traffic crash, OIC Deputy Losey, 15-28389
- April 17, 2015 9008 MacArthur, Misdemeanor Warrant Arrest, OIC Deputy Montgomery and Carter, 15-29811

- April 17, 2015, 9274 MacArthur, Misdemeanor Warrant Arrest, OIC Deputies McKinney and Toth, 15-29867
- April 18, 2015, 9720 Maplelawn, Felony warrant arrest, OIC Toth, 15-30120
- April 22, 2015, 9503 Warren Road, Home Invasion, attempted entry through sliding glass door, no entry gained, nothing taken, no known suspects, OIC Deputy Ross, 15-31094
- April 22, 2015, MacArthur/ Stamford, OWI resulted from Traffic Stop, OIC Deputy McGrady, 15-31254
- April 23, 2015, 9274 MacArthur, Misdemeanor Warrant Arrest, OIC Deputy Montgomery, 15-31524
- April 23, 2015, 8964 MacArthur, Misdemeanor Warrant Arrest, OIC Deputies Montgomery and Thompson, 15-31565
- April 24, 2015 8904 MacArthur, Home Invasion, entry through back window woman's wallet and Apple Iphone6S Stolen, no known suspects, OIC Deputy Ross 15-31634
- April 24, 2015, Home Invasion, entry through front door, 9mm high point handgun taken, no suspects, OIC Deputy Ross, 15-31724
- April 25, 2015, Home Invasion, attempted entry nothing taken, OIC Deputy Ross, 15-31998
- April 25, 2015, 9384 MacArthur, Felony Assault, caller reported that someone had just been shot at the residence. Victim reports they were shot through a door from inside.

Update

Beginning on March 4 staff members from the Sheriff Office will begin attending Defensive Tactics training. This training is mandatory, and designed to enhance officer safety skills.

Deputies Peltier and Montgomery were selected to become Police Training Officers, PTO's.



Washtenaw County Sheriff's Activity Log

05/04/2015

12:06 PM

Activity Log Area Summary Report

Area: Superior Twp.
Date Range: 4/1/2015 - 4/30/2015

CSO/ACO/Support Staff Log

Total Administrative Duty:	4 for a total of	75 minutes
Total Follow Up:	8 for a total of	330 minutes
Total Proactive Patrol:	5 for a total of	210 minutes
Total Service Request:	9 for a total of	435 minutes
Total # of Activities:	26 for a total of	1050 minutes

Deputy Log

Total Administrative Duty:	294 for a total of	5410 minutes
Total Briefing:	135 for a total of	2810 minutes
Total Court (Overtime):	1 for a total of	120 minutes
Total Community Relations:	32 for a total of	935 minutes
Total Court Off-Duty:	2 for a total of	300 minutes
Total Deputy Join Shift:	38 for a total of	0 minutes
Total Deputy Left Shift:	38 for a total of	0 minutes
Total Follow Up:	133 for a total of	6255 minutes
Total Out of Service:	19 for a total of	75 minutes
Total Property Check:	392 for a total of	7610 minutes
Total Proactive Patrol:	516 for a total of	10819 minutes
Total Special Detail:	25 for a total of	1375 minutes
Total Selective Enforcement:	250 for a total of	5425 minutes
Total Self-Initiated Activity:	10 for a total of	490 minutes
Total SM:	95 for a total of	2150 minutes
Total Service Request:	342 for a total of	13656 minutes
Total Service Request Assist:	70 for a total of	2375 minutes
Total Training:	1 for a total of	120 minutes
Total Traffic Stop:	204 for a total of	3010 minutes
Total Other:	5 for a total of	85 minutes
Total # of Activities:	2602 for a total of	63020 minutes

Defective Log

Total Follow Up:	27 for a total of	5310 minutes
Total # of Activities:	27 for a total of	5310 minutes

General Fund Patrol

Total Administrative Duty:	1 for a total of	60 minutes
Total Out of Service:	1 for a total of	0 minutes
Total Proactive Patrol:	1 for a total of	15 minutes
Total Training:	1 for a total of	25 minutes
Total # of Activities:	4 for a total of	100 minutes

Secondary Road Patrol Log

Total Administrative Duty:	2 for a total of	60 minutes
Total Proactive Patrol:	5 for a total of	45 minutes

Secondary Road Patrol Log	Total Selective Enforcement:	1 for a total of	20 minutes
	Total Service Request:	1 for a total of	130 minutes
	Total Traffic Stop:	3 for a total of	45 minutes
	Total # of Activities:	12 for a total of	300 minutes
Supervisor Log	Total Administrative Duty:	141 for a total of	8550 minutes
	Total Briefing:	14 for a total of	455 minutes
	Total Community Relations:	3 for a total of	65 minutes
	Total Proactive Patrol:	14 for a total of	345 minutes
	Total Selective Enforcement:	8 for a total of	200 minutes
	Total Self-Initiated Activity:	1 for a total of	15 minutes
	Total Service Request:	2 for a total of	75 minutes
	Total Service Request Assist:	13 for a total of	390 minutes
	Total Other:	4 for a total of	105 minutes
	Total # of Activities:	200 for a total of	10200 minutes
Total Superior Twp.:	2871 for a total of	79980 minutes (1333 hours 0 minutes)	



Washtenaw County Sheriff's Activity Log

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

05/04/2015

Assistance Into Area: Superior Twp.

12:00 AM

4/1/2015 - 4/30/2015

Log #	Deputy ID / Name	Date/Time	Type
512393	1137 RISHA, MATTHEW	4/2/2015 6:25 PM	Service Request Assist
Location: 1919 SPRUCE LANE		Minutes: 30	Assignment Area: Salem Twp
Comments: Disp: Subject was transported of St. Joes for a eval-Sgt. Campbell approved to Assist into: Superior Twp. assist			
512353	2071 BYNUM, L'SHANE D	4/3/2015 1:45 AM	Service Request Assist
Location: 1654 WIARD BLVD		Minutes: 15	Assignment Area: Ypsilanti Twp
Comments: PER SGT. MAHLICK; ASSISE DEPS W/ AMBULANCE REQUEST; ALL WAS SECURE; SUBJECT TOT IVA Assist into: Superior Twp.			
512556	1165 FARST, LISA S	4/3/2015 8:45 PM	Service Request Assist
Location: 9174 MACARTHUR BLVD		Minutes: 20	Assignment Area: Ypsilanti Twp
Comments: DISP: ASSIST W/ FEMALE SEARCH. PER 624 Assist into: MacArthur Blvd Contract			
513067	754 CAREK, JEFFREY D	4/7/2015 2:50 PM	Service Request Assist
Location: 1863 SAVANNAH LN		Minutes: 30	Assignment Area: Ypsilanti Twp
Comments: Back up Superior Twp. Assist into: Superior Twp.			
513831	1781 CORRIE, PAUL E	4/12/2015 4:25 AM	Service Request Assist
Location: PLYMOUTH/GOTFREDSON		Minutes: 25	Assignment Area: Ypsilanti Twp
Comments: ASSIST 765 W/POSSIBLE OWI SUBJECT, COMBATIVE. PER 629. Assist into: Superior Twp.			
513945	1750 ROY, JAMES M	4/13/2015 12:00 AM	Service Request Assist
Location: MCARTHUR BLVD		Minutes: 40	Assignment Area: Ypsilanti Twp
Comments: SGT FOX -- ASSIST WITH A SHOOTING VICTIM AND SHOTS FIRED COMPLAINT Assist into: Superior Twp.			
513965	797 KITTLE, BRIAN SCOTT	4/13/2015 12:20 AM	Service Request Assist
Location: 9250 MACARTHUR BLVD		Minutes: 35	Assignment Area: Ypsilanti Twp
Comments: Cleared to assist by Sgt. Fox, checked area and assisted with security Assist into: MacArthur Blvd Contract			
513959	1749 CRATSENBURG, JOHN A	4/13/2015 12:30 AM	Service Request Assist
Location: 9250 MACARTHUR		Minutes: 40	Assignment Area: Ypsilanti Twp
Comments: ASSISTED SUPERIOR CARS ON A SHOOTING. WHILE INVESTIGATING SHOTS WERE FIRED IN THE AREA. SGT FOX Assist into: MacArthur Blvd Contract			
513945	1750 ROY, JAMES M	4/13/2015 12:40 AM	Service Requests
Location: 831 LEMAY		Minutes: 20	Assignment Area: Ypsilanti Twp
Comments: FOX WAS IN AREA DID NOT HEAR ANYTING Assist into: Superior Twp.			
513959	1749 CRATSENBURG, JOHN A	4/13/2015 3:20 AM	Service Request Assist
Location: 8848 MACARTHUR		Minutes: 10	Assignment Area: Ypsilanti Twp
Comments: ASSISTED SUPERIOR CAR WITH DOMESTIC. MAN WITH KNIFE, WOMEN LOCKED HERSELF IN BEDROOM. SGT FOX Assist into: MacArthur Blvd Contract			
513945	1750 ROY, JAMES M	4/13/2015 3:20 AM	Service Request Assist
Location: 8848 MACARTHUR		Minutes: 15	Assignment Area: Ypsilanti Twp



Washtenaw County Sheriff's Activity Log

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

05/04/2015

Assistance Into Area: Superior Twp.

12:00 AM

4/1/2015 - 4/30/2015

Log #	Deputy ID / Name	Date/Time	Type
Comments: DV IN PROGRESS MALE ARMED WITH KNIFE FOX ADVISED			
514070	981 WIESE, DEREK PAUL	4/13/2015 9:20 PM	Service Requests
Location: 1900 PROSPECT RD		Minutes: 55	Assignment Area: Ypsilanti Twp
Comments: DISPO: ASSIST UNIT (SGT EGELER)			
Assist Into: Superior Twp.			
514501	1123 WALLACE, SAMUEL D	4/16/2015 4:05 AM	Service Request Assist
Location: 1390 STAMFORD DR		Minutes: 25	Assignment Area: Ypsilanti Twp
Comments: Dispo: Backed 763 w/disorderly person complaint. (Approved by Sgt. Mahalick)			
Assist Into: Superior Twp.			
514488	1690 MORRISON, HEATHER M	4/16/2015 4:15 AM	Service Request Assist
Location: 1390 STAMFORD		Minutes: 20	Assignment Area: Ypsilanti Twp
Comments: ASSIST 763 PER 628			
Assist Into: Superior Twp.			
514974	1781 CORRIE, PAUL E	4/18/2015 10:00 PM	Service Request Assist
Location: 8950 MACARTHUR BLVD		Minutes: 40	Assignment Area: Ypsilanti Twp
Comments: ASSIST 688 W/DISORDERLY/FIGHT/CCW, PER 638.			
Assist Into: MacArthur Blvd Contract			
515292	2096 MORSY, AHMED M	4/21/2015 4:55 AM	Service Request Assist
Location: NORFOLK/STAMFORD		Minutes: 40	Assignment Area: Ypsilanti Twp
Comments: STOODBY UNTIL 763 COMPLETED INV-APPROVED BY SGT FOX			
Assist Into: Superior Twp.			
515415	744 HILOBUK, JEREMY MICHAEL	4/21/2015 7:10 PM	Service Request Assist
Location: 8884 MACARTHUR BLVD		Minutes: 30	Assignment Area: Ypsilanti Twp
Comments: DISP: 15-30921 assist Dep. J. Smith with call to check well being at the residence. Resident was intox and upset. APPROVED BY SGT. EGELER			
Assist Into: MacArthur Blvd Contract			
515600	1714 YEE, RAY MAND	4/23/2015 1:20 AM	Service Request Assist
Location: 4701 E HURON RIVER DR		Minutes: 25	Assignment Area: Ypsilanti Twp
Comments: ASSIST SUPERIOR UNITS PER 628			
Assist Into: Ann Arbor Twp.			
516063	1750 ROY, JAMES M	4/25/2015 9:30 PM	Service Request Assist
Location: 9384 MACARTHUR BLVD		Minutes: 230	Assignment Area: Ypsilanti Twp
Comments: ASSIST PER 628 / SCENE SECURITY / CHECK HOUSES			
Assist Into: MacArthur Blvd Contract			
516007	1768 YEAGER, BRIAN S	4/25/2015 9:40 PM	Service Request Assist
Location: 9384 MACARTHUR		Minutes: 110	Assignment Area: Ypsilanti Twp
Comments: ASSISTED SUPERIOR WITH CRIME SCENE. SGT MAHLICK APPROVED. PERIMETER SECURITY AND CRIME SCENE SECURITY			
Assist Into: MacArthur Blvd Contract			
515999	1790 SHARROCK II, MARVIN G	4/25/2015 9:45 PM	Service Request Assist
Location: 9364 MACARTHUR		Minutes: 70	Assignment Area: Ypsilanti Twp
Comments: ASSISTING WITH AWIM. PERIMETER SECURITY. CLEARED HOUSE.. PER 628			
Assist Into: MacArthur Blvd Contract			
516009	2140 HALL, MICHAEL S	4/25/2015 9:45 PM	Service Request Assist
Location: 9384 MACARTHUR BLVD		Minutes: 145	Assignment Area: Ypsilanti Twp



Washtenaw County Sheriff's Activity Log

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

05/04/2015

Assistance Into Area: Superior Twp.

12:00 AM

4/1/2015 - 4/30/2015

Log #	Deputy ID / Name	Date/Time	Type	Assignment Area	Assist Info
Comments: ASSIST W/ SHOOTING PER SGT. MAHALICK					
516034	1690 MORRISON, HEATHER M	4/25/2015 9:50 PM	Service Request Assist	Ypsilanti Twp	Assist Into: Superior Twp.
Location: 9384 MACARTHUR		Minutes: 160			
Comments: ASSIST 688					
516010	2071 BYNUM, L'SHANE D	4/25/2015 10:00 PM	Service Request Assist	Ypsilanti Twp	Assist Into: MacArthur Blvd Contract
Location: 9384 MACARTHUR BLVD		Minutes: 75			
Comments: ASSIST SUT DEPS W/ FA PER 628; ONE SUBJECT TAKEN TO ST. JOES W/ GSW;					
516455	2140 HALL, MICHAEL S	4/28/2015 7:25 PM	Service Request Assist	Ypsilanti Twp	Assist Into: Superior Twp.
Location: 1186 STAMFORD		Minutes: 35			
Comments: ASSIST DEP. SMITH W/ FA PER SGT. EGELER					
Total Minutes:		1,340	(22 hours 20 minutes)		

Salem Twp	1	trip totaling	30	minutes
Ypsilanti Twp	24	trips totaling	1310	minutes
Total:	25	trips totaling	1340	minutes

Memorandum

To: Superior Township Board of Trustees
From: Keith Lockie
Date: May 18, 2015
Re: Utility Department Report

- 2" Omni Meter delivered to St. Joseph's for their baseball diamond.
- Cedar and Pine Cts. road repairs completed. Roadbeds had been damaged by water main repairs.
- Turner Electric has begun installation of electricity to new pole barn. Driveway approaches were also completed by Mystic Meadows.
- DTE disconnected electricity to old pole barn and Maintenance emptied the building. It is now ready to be dismantled.
- In the past, when needed, we've borrowed Ann Arbor Township's skid loader. We've had more need for our own these past two years and it's become increasingly more difficult to borrow one, due to Ann Arbor Township's own use. This would be used for loading the dump truck during a water main break, for clearing large areas of brush and for plowing the non-motorized trails during the winter months. It would also serve as a tamper.



We've received one quote, since there are very few distributors of this equipment.

Southeastern
Equipment Co., Inc.

*Customer should exercise his purchase options within 30 days to secure pricing.
Taxes, freight, and other fees are additional, if applicable.
All items subject to prior sale.*

Expiration Date: 5/29/2015

NEW 2015 Case TV380

Prepared By
Dennis Kemeny
Southeastern Equipment Company Inc.
48545 Grand River Ave
Novi, MI 48374
Phone(248) 349-9922
Fax(248) 349-9191
dkemeny@southeasternequip.com

Prepared For
Superior Township Utility Department
575 E. Clark Road
Ypsilanti, Michigan 48198
734-390-2560 Ext 122
gfoster@superior-twp.org

Quoted Price \$82,975.00

One New Case TV380 Compact Track Loader
E-H Controls
Enclosed Cab with Heat and Air Conditioning and Demo Door
Air Ride Suspension Seat
HD Front Lights
HD Hydraulic Coupler
Block Heater
Enhanced Hi Flow
17.7" Rubber Tracks
84" HD Dirt Bucket with Bolt on Edge
4 Corner Cab Strobe Kit
One Way Self Leveling
Ride Control
Master Disconnect Switch
Two Speed Travel
AM-FM with MP3 Keyless Start
Interior Mirror
12 Volt Power Plug
Counterweight Kit
Pallet forks
Bradeo Ground Shark Extreme Mower

Price Quoted includes Delivery to 9699 MacArthur Blvd. Ypsilanti, MI. 48198

Funds are available for this equipment in our Capital Reserves.



Charter Township of Superior
Memorandum

To: Superior Township Board of Trustees
 From: Keith Lockie
 Date: May 18, 2015
 Re: Major Township Funds Quarterly Report – 1st/2015

	1st QUARTER, 2015			2014	% Change from Prior Year	
	Actual	Budget	% of Budget			
GENERAL FUND:						
Revenue less Approp.	\$929,362	\$1,814,512	51.2%	\$375,475	147.5%	G1
Appropriations from Res.	\$0	\$48,573	0.0%	\$0	0.0%	
Board	\$3,465	\$9,600	36.1%	\$31,976	-89.2%	G2
Administration	\$24,271	\$176,686	13.7%	\$0	100.0%	G2
Supervisor	\$23,836	\$88,962	26.8%	\$25,958	-8.2%	
Elections	\$865	\$28,000	3.1%	\$249	247.0%	
Accounting	\$9,122	\$59,562	15.3%	\$30,779	-70.4%	G3
Assessor	\$38,145	\$148,736	25.6%	\$60,486	-36.9%	G3
Clerk	\$22,296	\$95,801	23.3%	\$23,763	-6.2%	G3
Treasurer	\$37,782	\$136,621	27.7%	\$45,136	-16.3%	G3
Computer Service	\$0	\$0	0.0%	\$3,528	-100.0%	G4
Building & Grounds	\$18,576	\$55,176	33.7%	\$12,135	53.1%	
Special Projects	\$1,365	\$80,000	1.7%	\$455	200.0%	
Ordinance Enforcement	\$12,866	\$64,334	20.0%	\$7,363	74.7%	
Planning	\$6,315	\$48,336	13.1%	\$12,141	-48.0%	G3
Infrastructure	\$39,535	\$375,007	10.5%	\$75,550	-47.7%	G5
Transfer of Funds	\$59,328	\$242,311	24.5%	\$57,559	3.1%	
Unallocated	\$55,772	\$205,341	27.2%	\$0	100.0%	G3
Other	\$10,613	\$48,612	21.8%	\$21,127	-49.8%	
Total Expenses	\$364,153	\$1,863,085	19.5%	\$408,206	-10.8%	
NET of Rev./Exp.	\$565,209	\$0	100.0%	(\$32,732)		

- G1 - 2015 100% Tax Revenue accounted for in January
- G2 - New Department (Admin.) established in 2015
- G3 - 2015 Benefits moved to new Department
- G4 - 2015 Expenses moved to Administration
- G5 - Check received from Urban County

	1st QUARTER, 2015			2014	% Change from Prior Year	
	Actual	Budget	% of Budget			
FIRE:						
Total Revenue	\$1,700,223	\$1,712,244	99.3%	\$428,481	296.8%	F1
Vehicles	\$22,621	\$50,000	45.2%	\$0	100.0%	F2
Buildings & Grounds	\$13,399	\$46,000	29.1%	\$0	100.0%	F2
Operations	\$314,333	\$1,150,777	27.3%	\$400,030	-21.4%	F2, F3
Transfer of Funds	\$0	\$167,383	100.0%	\$0	0.0%	
Unallocated	\$77,457	\$298,084	100.0%	\$0	100.0%	F3
Other	\$34	\$0	100.0%	\$703	-95.2%	
Total Expenses	\$427,844	\$1,712,244	25.0%	\$400,734	6.8%	
NET of Rev./Exp.	\$1,272,379	\$0	100.0%	\$27,747	4485.6%	

F1 - 2015 100% Tax Revenue accounted for in January

F2 - New Department

F3 - 2015 Benefits moved to new Department

	1st QUARTER, 2015			2014	% Change from Prior Year	
	Actual	Budget	% of Budget			
BUILDING:						
Total Revenue	\$64,158	\$176,599	36.3%	\$37,914	69.2%	B1
Safety/Inspection	\$36,807	\$138,221	26.6%	\$52,312	-29.6%	B2
Unallocated	\$10,064	\$38,378	0.0%	\$0	100.0%	B2
Total Expenses	\$46,871	\$176,599	26.5%	\$52,312	-10.4%	
NET of Rev./Exp.	\$17,287	\$0	100.0%	(\$14,398)	-220.1%	

B1 - Rate Increase & Increased Development

B2 - 2015 Benefits moved to new Department

	1st QUARTER, 2015			2014	% Change from Prior Year	
	Actual	Budget	% of Budget			
LAW:						
Total Revenue	\$1,346,455	\$1,692,620	79.5%	\$391,733	243.7%	L1
Crime Control	\$417,486	\$1,691,600	24.7%	\$408,389	2.2%	
Other	\$238	\$1,020	23.3%	\$686	-65.4%	
Total Expenses	\$417,723	\$1,692,620	24.7%	\$409,076	2.1%	
NET of Rev./Exp.	\$928,732	\$0	100.0%	(\$17,343)	-5455.2%	

L1 - 2015 100% Tax Revenue accounted for in January

	1st QUARTER, 2015			2014	% Change from Prior Year
	Actual	Budget	% of Budget		
PARKS:					
General Fund Cont.	\$59,328	\$237,311	25.0%	\$57,559	3.1%
Donations	\$100	\$100	0.0%	\$0	100.0%
Other	\$433	\$51,500	0.8%	\$336	29.1%
Total Revenue	\$59,861	\$288,911	20.7%	\$57,895	3.4%
Administration	\$17,860	\$60,905	29.3%	\$16,745	6.7%
Recreation	\$2,465	\$13,018	18.9%	\$253	874.5%
Maintenance	\$15,243	\$149,070	10.2%	\$18,833	-19.1%
Park Dev./Imp.	\$0	\$40,000	0.0%	\$0	0.0%
Unallocated	\$5,530	\$25,918	21.3%	\$0	100.0%
Total Expenses	\$41,099	\$288,911	14.2%	\$35,831	14.7%
NET of Rev./Exp.	\$18,762	\$0	100.0%	\$22,064	-15.0%

P1 - 2015 Benefits moved to new Department

	1st QUARTER, 2015			2014	% Change from Prior Year
	Actual	Budget	% of Budget		
UTILITY DEPT O&M:					
Water & Sewer Inc.	\$664,520	\$3,066,418	21.7%	\$673,065	-1.3%
Meter Sales	\$2,840	\$5,000	56.8%	\$875	224.6%
Misc. Inc.	\$4,784	\$10,000	47.8%	\$5,270	-9.2%
Interest Inc.	\$475	\$2,000	23.8%	\$474	0.3%
Total Revenue	\$672,620	\$3,083,418	21.8%	\$679,684	-1.0%
Water & Sewer Purch.	\$468,289	\$2,193,541	21.3%	\$397,885	17.7%
Payroll	\$151,783	\$549,057	27.6%	\$174,998	-13.3%
Admin. Bldg.	\$12,872	\$40,200	32.0%	\$10,758	19.6%
Maint. Facility	\$22,923	\$54,250	42.3%	\$19,677	16.5%
Lift & Booster Stations	\$10,247	\$25,800	39.7%	\$5,964	71.8%
Other Expenses	\$42,740	\$155,500	27.5%	\$33,715	26.8%
Total Expenses	\$708,854	\$3,018,348	23.5%	\$642,997	10.2%
Net Ordinary Income	(\$36,234)	\$65,070	-55.7%	\$36,687	-198.8%
Transfers to Cap. Res.	\$0	\$65,070	0.0%	\$0	0.0%
NET Income	(\$36,234)	\$0	-100.0%	\$36,687	-198.8%

U1 - Increased Development

U2 - Sewerage Now Metered

U3 - 2014 Had HSA Deposits of \$18,400

U4 - 2015 100% of Accounting Chargeback in January

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Accrual Basis

Superior Township Utility Department
Balance Sheet
As of March 31, 2015

	Mar 31, 15	Feb 28, 15	Mar 31, 14
ASSETS			
Current Assets			
Checking/Savings			
100 · CASH - O&M			
101 · Checking - Chase 205000485529	174,994.90	169,975.00	256,411.64
102 · O&M Money Mkt. - Comerica	964,123.32	963,959.57	962,197.16
103 · O&M Cash in Register	300.00	300.00	300.00
104 · O&M Petty Cash	100.00	100.00	100.00
Total 100 · CASH - O&M	1,139,518.22	1,134,334.57	1,219,008.80
115 · CASH - SYSTEM REPAIR RESERVE			
118 · Sys. Rep.-Money Mkt. - Comerica	606,511.41	606,408.40	605,299.70
Total 115 · CASH - SYSTEM REPAIR RESER...	606,511.41	606,408.40	605,299.70
120 · CASH - CAPITAL RESERVE			
125 · CR Chkg. - Chase 639918234			
125-AA · Capital Res. Checking - AA Twp.	91,601.33	81,001.33	
125-YC · Cap. Reserves Checking - YCUA	1,262,965.82	1,259,439.82	
125 · CR Chkg. - Chase 639918234 · Other			1,758,478.90
Total 125 · CR Chkg. - Chase 639918234	1,354,467.15	1,340,441.15	1,758,478.90
127 · Cap. Res. Money Mkt.-Comerica	641,807.97	641,698.97	640,525.75
Total 120 · CASH - CAPITAL RESERVE	1,996,275.12	1,982,140.12	2,399,004.65
129 · CR Checking A2 Twp. - Chase			33,400.00
140 · CASH - DEBT SERVICE RESERVE			
145 · Debt Serv. Money Mkt. - Comerica	992,698.46	992,698.46	991,035.52
140 · CASH - DEBT SERVICE RESERVE - ...	320.95	152.30	
Total 140 · CASH - DEBT SERVICE RESERVE	993,019.41	992,850.76	991,035.52
Total Checking/Savings	4,735,324.16	4,715,733.85	5,247,748.67
Accounts Receivable			
160 · A/R - Due From Other Funds			
160-HF · Due From Health Fund			92.26
160-PR · Due From Parks & Rec.	58.75	58.67	
160-UD · Due From Other UD Class	1,070.00		
Total 160 · A/R - Due From Other Funds	1,128.75	58.67	92.26
161 · A/R - Other Customers	49,608.83	60,272.40	62,199.40
162 · A/R - Water/Sewer Bills (UB)	586,869.21	661,625.90	505,834.95
Total Accounts Receivable	637,606.79	721,956.97	568,126.61

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Superior Township Utility Department

Balance Sheet

As of March 31, 2015

04/27/15

Accrual Basis

	Mar 31, 15	Feb 28, 15	Mar 31, 14
Other Current Assets			
164 · Undeposited Funds	51,798.45	6,433.73	5,997.16
166 · Prepaid Expenses	21,333.73	24,171.64	21,424.28
170 · Inventory - Meters & Parts	61,431.68	64,621.72	47,309.90
Total Other Current Assets	134,563.86	95,227.09	74,731.34
Total Current Assets	5,507,494.81	5,532,917.91	5,890,606.62
Fixed Assets			
174 · Buildings	3,258,166.94	3,258,166.94	3,175,749.44
175 · Acc. Dep. - Buildings	(835,125.88)	(825,424.92)	(720,740.45)
176 · Water & Sewer System	19,190,187.90	19,190,187.90	19,004,018.15
177 · Acc. Dep. - Water & Sewer Sys.	(5,886,142.58)	(5,846,455.29)	(5,385,787.71)
178 · Improvements & Equipment	933,718.96	933,718.96	886,457.16
179 · Acc. Dep - Imp. & Equipment	(691,079.97)	(689,272.90)	(667,544.73)
180 · Office Improvements	122,945.12	122,945.12	122,945.12
181 · Acc. Dep. - Office Improvements	(22,633.49)	(22,194.86)	(17,368.37)
182 · Office Furniture & Equipment	154,004.95	154,004.95	138,884.34
183 · Acc. Dep. - Off. Furn. & Equip.	(139,980.84)	(139,533.56)	(128,064.00)
184 · Vehicles	522,213.35	522,213.35	522,213.35
185 · Acc. Dep. - Vehicles	(501,969.08)	(499,875.72)	(461,399.04)
186 · Metering Program	169,481.87	169,481.87	110,008.00
187 · Acc. Dep. - Meter Program	(114,586.49)	(114,074.66)	(110,007.96)
188 · Land	210,462.50	210,462.50	210,462.50
190 · Const. In Progress	172,939.30	170,654.30	24,333.54
Total Fixed Assets	16,542,602.56	16,595,004.18	16,704,159.34
TOTAL ASSETS	22,050,097.37	22,127,922.09	22,594,765.96
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200 · A/P - Due To Other Funds			
200-HF · Due To Health Fund			(757.79)
200-PF · Due To Payroll Fund		4,514.79	
Total 200 · A/P - Due To Other Funds		4,514.79	(757.79)
205 · A/P - Vendors	159,209.32	173,302.85	111,465.87
Total Accounts Payable	159,209.32	177,817.64	110,708.08
Other Current Liabilities			
219 · Contracts Payable			
222 · CP - 2010 YCUA Ref. Bonds	1,932,371.69	1,932,371.69	2,232,166.27
223 · 2013 Refunded Bond	1,137,086.24	1,137,086.24	1,248,509.24
Total 219 · Contracts Payable	3,069,457.93	3,069,457.93	3,480,675.51

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Accrual Basis

Superior Township Utility Department
Balance Sheet
As of March 31, 2015

	Mar 31, 15	Feb 28, 15	Mar 31, 14
225 · Accrued Vacallon & Sick Pay	44,209.60	44,209.60	36,736.09
Total Other Current Liabilities	3,113,667.53	3,113,667.53	3,517,411.60
Total Current Liabilities	3,272,876.85	3,291,485.17	3,628,119.68
Total Liabilities	3,272,876.85	3,291,485.17	3,628,119.68
Equity			
390 · Retained Earnings	18,913,784.41	18,913,784.41	19,103,941.95
Net Income	(136,563.89)	(77,347.49)	(137,295.67)
Total Equity	18,777,220.52	18,836,436.92	18,966,646.28
TOTAL LIABILITIES & EQUITY	22,050,097.37	22,127,922.09	22,594,765.96

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 04/27/15
 ACCRUAL BASIS

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
 O&M PROFIT & LOSS - BUDGET TO ACTUAL
 JANUARY THROUGH MARCH 2015

	JAN - MAR 15	BUDGET	\$ OVER BUDGET	% OF BUDGET
ORDINARY INCOME/EXPENSE				
INCOME				
400 - WATER & SEWER INCOME				
401 - WATER & SEWER SALES				
404 - WATER SALES	390,096.33	1,858,541.00	(1,468,444.67)	21.0%
405 - SEWER SALES	261,677.92	1,152,877.00	(891,199.08)	22.7%
TOTAL 401 - WATER & SEWER SALES	651,774.25	3,011,418.00	(2,359,643.75)	21.6%
408 - PENALTY INCOME	12,745.80	55,000.00	(42,254.20)	23.2%
TOTAL 400 - WATER & SEWER INCOME	664,520.05	3,066,418.00	(2,401,897.95)	21.7%
410 - METER SALES INCOME	2,840.00	5,000.00	(2,160.00)	56.8%
420 - MISCELLANEOUS INCOME				
421 - NEW CUST./INSTALL FEES	1,485.00	4,000.00	(2,515.00)	37.1%
423 - CUSTOMER CALL OUT INCOME	0.00	2,000.00	(2,000.00)	0.0%
425 - OTHER MISCELLANEOUS INCOME	3,299.41	4,000.00	(700.59)	82.5%
TOTAL 420 - MISCELLANEOUS INCOME	4,784.41	10,000.00	(5,215.59)	47.8%
440 - INTEREST INCOME				
441 - INTEREST ON BANK ACCOUNTS	475.31	2,000.00	(1,524.69)	23.8%
TOTAL 440 - INTEREST INCOME	475.31	2,000.00	(1,524.69)	23.8%
TOTAL INCOME	672,619.77	3,083,418.00	(2,410,798.23)	21.8%
GROSS PROFIT	672,619.77	3,083,418.00	(2,410,798.23)	21.8%
EXPENSE				
550 - WATER & SEWER PURCHASED				
555 - WATER PURCHASED	233,258.74	1,291,557.00	(1,058,298.26)	18.1%
560 - SEWER PURCHASED				
560-MO. - SEWER PURCHASED - MONTHLY	83,184.03			
560-TU - SEWER PURCHASED - TRUE UP	(10,461.67)			
560 - SEWER PURCHASED - OTHER	162,307.57	901,984.00	(739,676.43)	18.0%
TOTAL 560 - SEWER PURCHASED	235,029.93	901,984.00	(666,954.07)	26.1%
TOTAL 550 - WATER & SEWER PURCHASED	468,288.67	2,193,541.00	(1,725,252.33)	21.3%
600 - PAYROLL EXPENSES				
601 - SALARIES	92,343.69	377,159.00	(284,815.31)	24.5%
602 - OVERTIME PREMIUM	4,471.84	11,658.00	(7,186.16)	38.4%
603 - TAXABLE BENEFITS	17,877.32	18,859.00	(981.68)	94.8%
605 - FICA/MEDICARE	8,630.12	31,187.00	(22,556.88)	27.7%

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 ACCRUAL BASIS

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
 O&M PROFIT & LOSS - BUDGET TO ACTUAL
 JANUARY THROUGH MARCH 2015

	JAN - MAR 15	BUDGET	\$ OVER BUDGET	% OF BUDGET
607 - EMPLOYEE INSURANCE				
607-A - HSA ADMINISTRATIVE FEES	90.00			
607-D - DENTAL INSURANCE PREMIUMS	1,464.15	5,947.00	(4,482.85)	24.6%
607-L - LIFE INSURANCE PREMIUMS	203.34	381.00	(677.66)	23.1%
607-M - MEDICAL INSURANCE PREMIUMS	12,824.91	49,795.00	(36,970.09)	25.8%
607-V - VISION INSURANCE PREMIUMS	260.31	1,041.00	(780.69)	25.0%
TOTAL 607 - EMPLOYEE INSURANCE	14,842.71	57,664.00	(42,821.29)	25.7%
609 - PENSION EXPENSE	10,899.65	41,659.00	(30,759.35)	26.2%
610 - MERS 2% HCSP	2,717.73	10,871.00	(8,153.27)	25.0%
TOTAL 600 - PAYROLL EXPENSES	151,783.06	549,057.00	(397,273.94)	27.6%
611 - BUILDING & EQUIPMENT EXPENSES				
611-AB - ADMINISTRATION BUILDING				
620-AB - REPAIRS & MAINTENANCE	335.98	5,000.00	(4,664.02)	6.7%
643-AB - COMPUTER SERVICES & SUPP...	7,276.33	11,000.00	(3,723.67)	66.1%
645-AB - OPERATING SUPPLIES	1,326.17	5,000.00	(3,673.83)	26.5%
665-AB - UTILITIES	1,858.58	7,500.00	(5,641.42)	24.8%
668-AB - TELECOMMUNICATIONS	1,108.50	5,000.00	(3,891.50)	22.2%
677-AB - LEASED EQUIPMENT	486.32	3,700.00	(3,213.68)	13.1%
678-AB - CLEANING SERVICES	480.00	3,000.00	(2,520.00)	16.0%
TOTAL 611-AB - ADMINISTRATION BUILDING	12,871.88	40,200.00	(27,328.12)	32.0%
611-MF - MAINTENANCE FACILITY				
620-MF - REPAIRS & MAINTENANCE	7,621.25	15,000.00	(7,378.75)	50.8%
643-MF - COMPUTER SERVICES & SUPP...	4,261.34	6,000.00	(1,738.66)	71.0%
645-MF - OPERATING SUPPLIES	1,985.57	4,000.00	(2,014.43)	49.6%
665-MF - UTILITIES	7,651.72	25,000.00	(17,348.28)	30.6%
668-MF - TELECOMMUNICATIONS	1,403.06	4,250.00	(2,846.94)	33.0%
TOTAL 611-MF - MAINTENANCE FACILITY	22,922.94	54,250.00	(31,327.06)	42.3%
611-LB - LIFT & BOOSTER STATIONS				
620-LB - REPAIRS & MAINTENANCE	2,663.06	3,000.00	(336.94)	88.8%
645-LB - OPERATING SUPPLIES	1,471.33	2,000.00	(528.67)	73.6%
665-LB - UTILITIES	5,856.84	20,000.00	(14,143.16)	29.3%
668-LB - TELECOMMUNICATIONS	255.76	800.00	(544.24)	32.0%
TOTAL 611-LB - LIFT & BOOSTER STATIONS	10,246.99	25,800.00	(15,553.01)	39.7%
TOTAL 611 - BUILDING & EQUIPMENT EXPEN...	46,041.81	120,250.00	(74,208.19)	38.3%

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 ACCRUAL BASIS

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
 O&M PROFIT & LOSS - BUDGET TO ACTUAL
 JANUARY THROUGH MARCH 2015

	JAN - MAR 15	BUDGET	\$ OVER BUDGET	% OF BUDGET
670 - OTHER EXPENSES				
618 - REPAIRS & MAINTENANCE - OTHER				
620 - R&M - SYSTEM	8,972.18	20,000.00	(11,027.82)	44.9%
625 - R&M - ROOT FOAMING	0.00	7,000.00	(7,000.00)	0.0%
TOTAL 618 - REPAIRS & MAINTENANCE - O...	8,972.18	27,000.00	(18,027.82)	33.2%
630 - PROFESSIONAL SERVICES				
631 - PS - ENGINEERS (OHM)	7,741.00	40,000.00	(32,259.00)	19.4%
632 - PS - AUDITORS (PHP)	0.00	6,200.00	(6,200.00)	0.0%
634 - TOWNSHIP ACCOUNTING REIMB.	3,000.00			
635 - PS - ATTORNEYS	358.00	1,000.00	(642.00)	35.8%
638 - PS - MW FEES	130.34	600.00	(469.66)	21.7%
TOTAL 630 - PROFESSIONAL SERVICES	11,229.34	47,800.00	(36,570.66)	23.5%
650 - EMPLOYEE RELATED EXPENSES				
651 - UNIFORMS	649.22	3,000.00	(2,350.78)	21.6%
652 - TRANSPORTATION & MILEAGE	158.63	1,000.00	(841.37)	15.9%
653 - EMPLOYEE TRAINING	670.00	1,500.00	(830.00)	44.7%
656 - MISC. EMPLOYEE EXPENSES	139.50	500.00	(360.50)	27.9%
TOTAL 650 - EMPLOYEE RELATED EXPENS...	1,617.35	6,000.00	(4,382.65)	27.0%
671 - METERS & SUPPLIES	3,190.04	25,000.00	(21,809.96)	12.8%
672 - FUEL	1,434.60	10,000.00	(8,565.40)	14.3%
673 - INSURANCE & BONDS	7,815.78	25,000.00	(17,184.22)	31.3%
676 - POSTAGE	1,039.99	5,000.00	(3,960.01)	20.8%
701 - BAD DEBT EXPENSE	3,225.72	3,200.00	25.72	100.8%
709 - PRINTING & PUBLISHING	552.91	1,500.00	(947.09)	36.9%
711 - MEMBERSHIPS, DUES & LICENSES	3,662.30	4,500.00	(837.70)	81.4%
712 - MISCELLANEOUS EXPENSE	0.00	500.00	(500.00)	0.0%
TOTAL 670 - OTHER EXPENSES	42,740.21	155,500.00	(112,759.79)	27.5%
TOTAL EXPENSE	708,853.75	3,018,348.00	(2,309,494.25)	23.5%
NET ORDINARY INCOME	(36,233.98)	65,070.00	(101,303.98)	(55.7)%

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 ACCRUAL BASIS

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
 O&M PROFIT & LOSS - BUDGET TO ACTUAL
 JANUARY THROUGH MARCH 2015

	<u>JAN - MAR 15</u>	<u>BUDGET</u>	<u>\$ OVER BUDGET</u>	<u>% OF BUDGET</u>
OTHER INCOME/EXPENSE				
OTHER EXPENSE				
850 - TRANSFERS OUT				
856 - TRANS. OUT TO CAPITAL RESERVE	0.00	65,070.00	(65,070.00)	0.0%
TOTAL 850 - TRANSFERS OUT	0.00	65,070.00	(65,070.00)	0.0%
TOTAL OTHER EXPENSE	0.00	65,070.00	(65,070.00)	0.0%
NET OTHER INCOME	0.00	(65,070.00)	65,070.00	0.0%
NET INCOME	(36,233.98)	0.00	(36,233.98)	100.0%

**Superior Township Utility Department
O&M P&L by Month - Current Year
January through March 2015**

	Jan 15	Feb 15	Mar 15	TOTAL
Ordinary Income/Expense				
Income				
400 - Water & Sewer Income				
401 - Water & Sewer Sales				
404 - Water Sales	109,420.83	171,941.16	108,734.34	390,096.33
405 - Sewer Sales	67,336.65	115,183.26	79,158.01	261,677.92
Total 401 - Water & Sewer Sales	176,757.48	287,124.42	187,892.35	661,774.25
408 - Penalty Income	2,796.57	2,802.57	7,146.66	12,745.80
Total 400 - Water & Sewer Income	179,554.05	289,926.99	195,039.01	664,520.05
410 - Meter Sales Income	875.00	875.00	1,090.00	2,840.00
420 - Miscellaneous Income				
421 - New Cust./Install Fees	420.00	595.00	470.00	1,485.00
425 - Other Miscellaneous Income	3,225.72	73.69	0.00	3,299.41
Total 420 - Miscellaneous Income	3,645.72	668.69	470.00	4,784.41
440 - Interest Income				
441 - Interest on Bank Accounts	163.69	147.87	163.75	475.31
Total 440 - Interest Income	163.69	147.87	163.75	475.31
Total Income	184,238.46	291,618.55	196,762.76	672,619.77
Gross Profit	184,238.46	291,618.55	196,762.76	672,619.77
Expense				
550 - Water & Sewer Purchased				
555 - Water Purchased	79,786.23	76,588.83	76,863.68	233,258.74
560 - Sewer Purchased				
560-Mo. - Sewer Purchased - Monthly	0.00	0.00	83,164.03	83,164.03
560-TU - Sewer Purchased - True Up	0.00	0.00	-10,461.67	-10,461.67
560 - Sewer Purchased - Other	84,404.16	77,779.11	124.30	162,307.57
Total 560 - Sewer Purchased	84,404.16	77,779.11	72,846.66	235,029.93
Total 550 - Water & Sewer Purchased	164,190.39	154,367.94	149,730.34	468,288.67
600 - Payroll Expenses				
601 - Salaries	39,452.07	26,590.24	26,301.38	92,343.69
602 - Overtime Premium	2,073.92	1,653.26	744.66	4,471.84
603 - Taxable Benefits	9,207.72	7,369.70	1,299.90	17,877.32
605 - FICA/Medicare	3,829.43	2,673.34	2,127.35	8,630.12

Superior Township Utility Department
O&M P&L by Month - Current Year
 January through March 2015

	Jan 15	Feb 15	Mar 15	TOTAL
607 - Employee Insurance				
607-A - HSA Administrative Fees	30.00	30.00	30.00	90.00
607-D - Dental Insurance Premiums	488.09	488.14	487.92	1,464.15
607-L - Life Insurance Premiums	67.78	67.78	67.78	203.34
607-M - Medical Insurance Premiums	4,274.97	4,274.97	4,274.97	12,824.91
607-V - Vision Insurance Premiums	86.77	86.77	86.77	260.31
Total 607 - Employee Insurance	4,947.61	4,947.66	4,947.44	14,842.71
609 - Pension Expense	4,428.96	3,608.88	2,861.81	10,899.65
610 - MERS 2% HCSP	905.91	905.91	905.91	2,717.73
Total 600 - Payroll Expenses	64,845.62	47,748.99	39,188.45	151,783.06
611 - Building & Equipment Expenses				
611-AB - Administration Building				
620-AB - Repairs & Maintenance	0.00	335.98	0.00	335.98
643-AB - Computer Services & Supplies	691.61	694.61	5,890.11	7,276.33
645-AB - Operating Supplies	268.96	811.79	245.42	1,326.17
665-AB - Utilities	664.67	684.94	508.97	1,858.58
668-AB - Telecommunications	294.60	406.45	407.45	1,108.50
677-AB - Leased Equipment	207.35	-240.20	519.17	486.32
678-AB - Cleaning Services	160.00	160.00	150.00	480.00
Total 611-AB - Administration Building	2,287.19	2,853.57	7,731.12	12,871.88
611-MF - Maintenance Facility				
620-MF - Repairs & Maintenance	409.92	5,027.84	2,183.49	7,621.25
643-MF - Computer Services & Supplies	1,969.26	919.79	1,372.29	4,261.34
645-MF - Operating Supplies	1,372.82	0.00	612.75	1,985.57
665-MF - Utilities	2,885.24	2,772.15	1,994.33	7,651.72
668-MF - Telecommunications	542.16	430.45	430.45	1,403.06
Total 611-MF - Maintenance Facility	7,179.40	9,150.23	6,593.31	22,922.94
611-LB - Lift & Booster Stations				
620-LB - Repairs & Maintenance	0.00	1,251.35	1,411.71	2,663.06
645-LB - Operating Supplies	120.36	460.86	889.61	1,471.33
665-LB - Utilities	2,123.64	1,843.91	1,889.29	5,856.84
668-LB - Telecommunications	87.68	84.04	84.04	255.76
Total 611-LB - Lift & Booster Stations	2,332.18	3,640.16	4,274.65	10,246.99
Total 611 - Building & Equipment Expenses	11,798.77	15,643.96	18,599.08	46,041.81

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04/27/15

Accrual Basis

**Superior Township Utility Department
O&M P&L by Month - Current Year
January through March 2015**

	Jan 15	Feb 15	Mar 15	TOTAL
670 - Other Expenses				
618 - Repairs & Maintenance - Other				
620 - R&M - System	4,014.86	942.10	4,015.22	8,972.18
Total 618 - Repairs & Maintenance - Other	4,014.86	942.10	4,015.22	8,972.18
630 - Professional Services				
631 - PS - Engineers (OHM)	0.00	5,494.00	2,247.00	7,741.00
634 - Township Accounting Reimb.	3,000.00	0.00	0.00	3,000.00
635 - PS - Attorneys	52.50	0.00	305.50	358.00
638 - PS - MW Fees	30.96	38.94	60.44	130.34
Total 630 - Professional Services	3,083.46	5,532.94	2,612.94	11,229.34
650 - Employee Related Expenses				
651 - Uniforms	49.05	0.00	600.17	649.22
652 - Transportation & Mileage	25.88	132.75	0.00	158.63
653 - Employee Training	380.00	0.00	290.00	670.00
656 - Misc. Employee Expenses	0.00	139.50	0.00	139.50
Total 650 - Employee Related Expenses	454.93	272.25	890.17	1,617.35
671 - Meters & Supplies	0.00	0.00	3,190.04	3,190.04
672 - Fuel	169.98	274.66	989.96	1,434.60
673 - Insurance & Bonds	2,605.26	2,605.26	2,605.26	7,815.78
676 - Postage	500.00	500.00	39.99	1,039.99
701 - Bad Debt Expense	3,225.72	0.00	0.00	3,225.72
709 - Printing & Publishing	0.00	289.91	263.00	552.91
711 - Memberships, Dues & Licenses	3,334.43	154.12	173.75	3,662.30
712 - Miscellaneous Expense	0.00	0.00	0.00	0.00
Total 670 - Other Expenses	17,388.64	10,571.24	14,780.33	42,740.21
Total Expense	258,223.42	228,332.13	222,298.20	708,853.75
Net Ordinary Income	-73,984.96	63,286.42	-25,535.44	-36,233.98
Net Income	-73,984.96	63,286.42	-25,535.44	-36,233.98

Superior Township Utility Department Profit & Loss Budget vs. Actual OTHER CLASSES

	Cap. Res.		Sys. Rep. Res.		Debt Serv.		TOTAL	
	Jan - Mar 15	Budget	Jan - Mar 15	Budget	Jan - Mar 15	Budget	Jan - Mar 15	Budget
Ordinary Income/Expense								
Income								
412 - Connection Fees Income								
416 - T&T Income	63,000.00	52,500.00	0.00		0.00		63,000.00	52,500.00
Total 412 - Connection Fees Income	63,000.00	52,500.00	0.00		0.00		63,000.00	52,500.00
420 - Miscellaneous Income								
427 - Grant Income	0.00	454,509.00	0.00		0.00		0.00	454,509.00
Total 420 - Miscellaneous Income	0.00	454,509.00	0.00		0.00		0.00	454,509.00
440 - Interest Income								
441 - Interest on Bank Accounts	316.40	1,900.00	299.01	1,200.00	489.54	1,900.00	1,104.95	5,000.00
Total 440 - Interest Income	316.40	1,900.00	299.01	1,200.00	489.54	1,900.00	1,104.95	5,000.00
Total Income	63,316.40	508,909.00	299.01	1,200.00	489.54	1,900.00	64,104.95	512,009.00
Gross Profit	63,316.40	508,909.00	299.01	1,200.00	489.54	1,900.00	64,104.95	512,009.00
Expense								
670 - Other Expenses								
618 - Repairs & Maintenance - Other								
620 - R&M - System	0.00	20,000.00	0.00		0.00		0.00	20,000.00
Total 618 - Repairs & Maintenance - Other	0.00	20,000.00	0.00		0.00		0.00	20,000.00
622 - Project Expenses	0.00	505,010.00	0.00		0.00		0.00	505,010.00
675 - Depreciation	164,059.86	705,000.00	0.00		0.00		164,059.86	705,000.00
712 - Miscellaneous Expense	0.00		0.00		0.00		0.00	0.00
Total 670 - Other Expenses	164,059.86	1,230,010.00	0.00		0.00		164,059.86	1,230,010.00
686 - Bond Expenses								
687 - Bond Agency Fees	0.00		0.00		0.00	450.00	0.00	450.00
689 - Bond Interest Expense	0.00		0.00		0.00	68,733.00	0.00	68,733.00
Total 686 - Bond Expenses	0.00		0.00		0.00	69,183.00	0.00	69,183.00
Total Expense	164,059.86	1,230,010.00	0.00		0.00	69,183.00	164,059.86	1,299,193.00
Net Ordinary Income	-100,743.46	-721,101.00	299.01	1,200.00	489.54	-67,283.00	-99,954.91	-787,184.00
Other Income/Expense								
Other Income								
800 - Transfers IN								
809 - Trans. In from O&M Reserves	0.00	65,070.00	0.00		0.00		0.00	65,070.00
Total 800 - Transfers IN	0.00	65,070.00	0.00		0.00		0.00	65,070.00
Total Other Income	0.00	65,070.00	0.00		0.00		0.00	65,070.00
Net Other Income	0.00	65,070.00	0.00		0.00		0.00	65,070.00
Net Income	-100,743.46	-656,031.00	299.01	1,200.00	489.54	-67,283.00	-99,954.91	-722,114.00

Superior Township Utility Department Profit & Loss YTD Comparison

January through March 2015

	O&M		Cap. Res.		Sys. Rep. Res.		Debt Serv.		TOTAL	
	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14
Ordinary Income/Expense										
Income										
400 - Water & Sewer Income										
401 - Water & Sewer Sales										
404 - Water Sales	390,096	384,562	0	0	0	0	0	0	390,096	384,562
405 - Sewer Sales	261,678	275,211	0	0	0	0	0	0	261,678	275,211
Total 401 - Water & Sewer Sales	651,774	659,773	0	0	0	0	0	0	651,774	659,773
408 - Penalty Income	12,746	13,302	0	0	0	0	0	0	12,746	13,302
Total 400 - Water & Sewer Income	664,520	673,065	0	0	0	0	0	0	664,520	673,065
410 - Meter Sales Income	2,840	875	0	0	0	0	0	0	2,840	875
412 - Connection Fees Income										
416 - T&T Income	0	0	63,000	0	0	0	0	0	63,000	0
Total 412 - Connection Fees Income	0	0	63,000	0	0	0	0	0	63,000	0
420 - Miscellaneous Income										
421 - New Cust./Install. Fees	1,485	790	0	0	0	0	0	0	1,485	790
422 - HSA Administrative Fees	0	215	0	0	0	0	0	0	0	215
423 - Customer Call Out Income	0	1,092	0	0	0	0	0	0	0	1,092
425 - Other Miscellaneous Income	3,299	3,173	0	0	0	0	0	0	3,299	3,173
Total 420 - Miscellaneous Income	4,784	5,270	0	0	0	0	0	0	4,784	5,270
440 - Interest Income										
441 - Interest on Bank Accounts	475	474	316	532	299	298	490	489	1,580	1,733
Total 440 - Interest Income	475	474	316	532	299	298	490	489	1,580	1,733
Total Income	672,620	679,684	63,316	532	299	298	490	489	736,725	681,002
Gross Profit	672,620	679,684	63,316	532	299	298	490	489	736,725	681,002
Expense										
550 - Water & Sewer Purchased										
555 - Water Purchased	233,259	234,913	0	0	0	0	0	0	233,259	234,913
560 - Sewer Purchased										
560-Mo. - Sewer Purchased - Monthly	83,184	0	0	0	0	0	0	0	83,184	0
560-TU - Sewer Purchased - True Up	-10,462	0	0	0	0	0	0	0	-10,462	0
560 - Sewer Purchased - Other	162,308	162,972	0	0	0	0	0	0	162,308	162,972
Total 560 - Sewer Purchased	235,030	162,972	0	0	0	0	0	0	235,030	162,972
Total 550 - Water & Sewer Purchased	468,289	397,885	0	0	0	0	0	0	468,289	397,885
600 - Payroll Expenses										
601 - Salaries	92,344	100,149	0	0	0	0	0	0	92,344	100,149
602 - Overtime Premium	4,472	7,542	0	0	0	0	0	0	4,472	7,542
603 - Taxable Benefits	17,877	12,437	0	0	0	0	0	0	17,877	12,437
605 - FICA/Medicare	8,630	8,994	0	0	0	0	0	0	8,630	8,994
607 - Employee Insurance										
607-A - HSA Administrative Fees	90	0	0	0	0	0	0	0	90	0
607-D - Dental Insurance Premiums	1,464	1,726	0	0	0	0	0	0	1,464	1,726
607-H - HSA Deposits	0	18,400	0	0	0	0	0	0	0	18,400
607-L - Life Insurance Premiums	233	238	0	0	0	0	0	0	233	238
607-M - Medical Insurance Premiums	12,825	11,639	0	0	0	0	0	0	12,825	11,639
607-S - Special Medical Insurance Prem.	0	1,163	0	0	0	0	0	0	0	1,163
607-V - Vision Insurance Premiums	260	300	0	0	0	0	0	0	260	300
Total 607 - Employee Insurance	14,843	33,467	0	0	0	0	0	0	14,843	33,467

**Superior Township Utility Department
Profit & Loss YTD Comparison**

January through March 2015

	O&M		Cap. Res.		Sys. Rep. Res.		Debt Serv.		TOTAL	
	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14
	600 - Pension Expense	10,900	9,256	0	0	0	0	0	0	10,900
610 - MERS 2% HCSP	2,718	3,153	0	0	0	0	0	0	2,718	3,153
Total 600 - Payroll Expenses	151,783	174,998	0	0	0	0	0	0	151,783	174,998
611 - Building & Equipment Expenses										
611-AB - Administration Building										
620-AB - Repairs & Maintenance	334	1,421	0	0	0	0	0	0	334	1,421
640-AB - Computer Services & Supplies	7,274	3,151	0	0	0	0	0	0	7,274	3,151
645-AB - Operating Supplies	1,326	1,592	0	0	0	0	0	0	1,326	1,592
665-AB - Utilities	1,859	2,215	0	0	0	0	0	0	1,859	2,215
668-AB - Telecommunications	1,109	941	0	0	0	0	0	0	1,109	941
677-AB - Leased Equipment	486	919	0	0	0	0	0	0	486	919
678-AB - Cleaning Services	480	520	0	0	0	0	0	0	480	520
Total 611-AB - Administration Building	12,872	10,758	0	0	0	0	0	0	12,872	10,758
611-MF - Maintenance Facility										
620-MF - Repairs & Maintenance	7,621	5,006	0	0	0	0	0	0	7,621	5,006
640-MF - Computer Services & Supplies	4,636	3,104	0	0	0	0	0	0	4,636	3,104
645-MF - Operating Supplies	1,986	928	0	0	0	0	0	0	1,986	928
665-MF - Utilities	7,652	9,529	0	0	0	0	0	0	7,652	9,529
668-MF - Telecommunications	1,403	1,109	0	0	0	0	0	0	1,403	1,109
Total 611-MF - Maintenance Facility	23,298	19,677	0	0	0	0	0	0	23,298	19,677
611-LB - Lift & Booster Stations										
620-LB - Repairs & Maintenance	2,663	392	0	0	0	0	0	0	2,663	392
645-LB - Operating Supplies	1,471	149	0	0	0	0	0	0	1,471	149
665-LB - Utilities	5,857	5,224	0	0	0	0	0	0	5,857	5,224
668-LB - Telecommunications	256	199	0	0	0	0	0	0	256	199
Total 611-LB - Lift & Booster Stations	10,247	5,964	0	0	0	0	0	0	10,247	5,964
Total 611 - Building & Equipment Expenses	46,417	36,399	0	0	0	0	0	0	46,417	36,399
670 - Other Expenses										
618 - Repairs & Maintenance - Other										
620 - R&M - System	8,972	4,218	0	0	0	0	0	0	8,972	4,218
Total 618 - Repairs & Maintenance - Other	8,972	4,218	0	0	0	0	0	0	8,972	4,218
630 - Professional Services										
631 - PS - Engineers (OHM)	7,741	1,507	0	0	0	0	0	0	7,741	1,507
634 - Township Accounting Reimb.	3,000	500	0	0	0	0	0	0	3,000	500
635 - PS - Attorneys	358	0	0	0	0	0	0	0	358	0
638 - PS - MW Fees	130	150	0	0	0	0	0	0	130	150
Total 630 - Professional Services	11,229	2,157	0	0	0	0	0	0	11,229	2,157
650 - Employee Related Expenses										
651 - Uniforms	649	450	0	0	0	0	0	0	649	450
652 - Transportation & Mileage	159	164	0	0	0	0	0	0	159	164
653 - Employee Training	670	290	0	0	0	0	0	0	670	290
656 - Misc. Employee Expenses	140	106	0	0	0	0	0	0	140	106
Total 650 - Employee Related Expenses	1,617	1,020	0	0	0	0	0	0	1,617	1,020

**Superior Township Utility Department
Profit & Loss YTD Comparison**

January through March 2015

	O&M		Cap. Res.		Sys. Rep. Res.		Debt Serv.		TOTAL	
	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14	Jan - Mar 15	Jan - Mar 14
	671 - Meters & Supplies	3,190	11,462	0	0	0	0	0	0	3,190
672 - Fuel	1,435	2,463	0	0	0	0	0	0	1,435	2,463
673 - Insurance & Bonds	7,816	6,135	0	0	0	0	0	0	7,816	6,135
675 - Depreciation	0	0	164,060	175,301	0	0	0	0	164,060	175,301
676 - Postage	1,040	1,779	0	0	0	0	0	0	1,040	1,779
701 - Bad Debt Expense	3,226	3,173	0	0	0	0	0	0	3,226	3,173
709 - Printing & Publishing	553	353	0	0	0	0	0	0	553	353
711 - Memberships, Dues & Licenses	3,662	954	0	0	0	0	0	0	3,662	954
712 - Miscellaneous Expense	0	0	0	0	0	0	0	0	0	0
Total 670 - Other Expenses	42,740	33,715	164,060	175,301	0	0	0	0	206,800	209,016
Total Expense	709,229	642,097	164,060	175,301	0	0	0	0	873,289	816,296
Net Ordinary Income	-36,509	36,587	-100,743	-174,769	299	298	-490	-489	-136,564	-137,296
Net Income	-36,509	36,587	-100,743	-174,769	299	298	-490	-489	-136,564	-137,296

7:47 AM
04/27/15

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
A/R - DUE FROM OTHER FUNDS (ACCT. 160)
AS OF MARCH 31, 2015

TYPE	DATE	NUM	NAME	MEMO	OPEN BALANCE
CURRENT					
TOTAL CURRENT					
1-99					
INVOICE	03/23/15	2015-020	SUPERIOR TWP. UTILITY	O&M PORTION OF PERMIT 1419	515.00
INVOICE	03/23/15	2015-021	SUPERIOR TWP. UTILITY	O&M PORTION OF PERMIT 1420	555.00
INVOICE	03/23/15	2015-022	SUPERIOR TWP. P&R	CELL PHONES - MAR15	58.75
TOTAL 1-99					<u>1,128.75</u>
>99					
TOTAL >99					
TOTAL					<u><u>1,128.75</u></u>

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04/27/15

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
A/R - OTHER CUSTOMERS (ACCT. 161)
AS OF MARCH 31, 2015

TYPE	DATE	NUM	NAME	MEMO	DUE DATE	OPEN BALANCE
CURRENT						
TOTAL CURRENT						
1-99						
INVOICE	10/14/14	2014CM-08	ARBOR WOODS HOME COMMUNITY	PIT METER - ARBOR WOODS	01/28/15	11,632.50
INVOICE	03/11/15	2015-018	WASHTENAW COUNTY - TAX ROLL	RETURN OVERPAYMENT ON 2014 TAX ROLL	03/11/15	1,219.30
INVOICE	03/16/15	2015-0019	Pinnacle Homes - Misc.	FINANCE CHARGE	03/16/15	5.82
TOTAL 1-99						12,857.62
>99						
INVOICE	08/21/12	1385	RICHARD AND MYONG BUTLER	UC PERMIT - 1691 N. PROSPECT	08/21/13	12,600.00
INVOICE	08/20/13	2013-REG-29	JON HALL	W/S SALES - 8668 PINE CT - 09/15/10 - 08/19/13	08/20/14	2,206.00
INVOICE	08/21/14	2014-FC-05	JON HALL	FINANCE CHARGE	08/21/14	220.60
INVOICE	10/16/14	2014-REG-34	WASHTENAW COUNTY - TAX ROLL	2013 TAX ROLL, WRITTEN OFF IN 2014	10/16/14	21,652.61
INVOICE	10/29/14	1409	FAIRFAX MANDR	WINTERIZE FIRE HYDRANTS	11/22/14	60.00
INVOICE	11/30/14	2014-FC-09	FAIRFAX MANDR	FINANCE CHARGE	11/30/14	6.00
INVOICE	11/30/14	2014-FC-11	SUPRIOR WOODS	FINANCE CHARGE	11/30/14	6.00
TOTAL >99						36,751.21
TOTAL						49,608.83



PREPAID EXPENSES (a/c 166)
Month of: MARCH, 2015

UTILITY DEPARTMENT

Type	Date	Number	Name/Vendor	Memo/Expense	Amount	Balance	Left
Bill	02/06/14		XC2 Software	BFP Software Maint. - May14-Apr16	\$625.00		
JE	Various	Various		May 14- Mar. 15 Expense	(\$286.48)		
						\$338.52	13
Bill	06/01/14		Superior Twp. General Fund	W/C Insurance - Jul14-Jun15	\$7,305.10		
JE	Various	Various		Jul. 14 - Mar. 15 Expense	(\$5,478.82)		
						\$1,826.28	3
Bill	06/01/14		AWWA	Annual Dues - Sep14-Aug15	\$295.00		
JE	Various	Various		Sep. 14 - Mar. 15 Expense	(\$172.10)		
						\$122.90	5
Bill	07/01/14	MB2014-0405	MRWA	Annual Dues - Jul14-Jun15	\$590.00		
JE	Various	Various		Jul. 14 - Mar. 15 Expense	(\$442.49)		
						\$147.51	3
Bill	11/01/14	025-105076	Tyler Technologies	Annual Maintenance - Nov14-Oct15	\$1,594.29		
JE	Various	Various		Nov. 14 - Mar. 15 Expense	(\$664.27)		
						\$930.02	7
Bill	12/23/14		Decker Agency	Municipak Insurance - 2015	\$23,958.00		
JE	Various	Various		Jan. - Mar. 15 Expense	(\$5,989.50)		
						\$17,968.50	9
Total 166 Prepaid Expenses						\$21,333.73	

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04/27/15

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
A/P - VENDORS (ACCT. 205)
AS OF MARCH 31, 2015

DATE	NUM	NAME	MEMO	OPEN BALANCE
CURRENT				
03/31/15	461336	MAGIC-WRIGHTER	MONTHLY FEE - MAR15	60.44
03/31/15	00504041359	RED WING SHOE STORE	WORK BOOTS	174.24
03/31/15	00504041359	RED WING SHOE STORE	WORK BOOTS	216.74
03/31/15	5-500-40000401	YPSILANTI COMM. UTILITIES AUTHORITY	W/S PURCH. - MAR15	149,397.16
03/31/15	513298-PM	INTERNATIONAL CONTROLS & EQUIPMENT	PREVENTATIVE MAINTENANCE - GATE	190.00
TOTAL CURRENT				150,038.58
1-99				
02/03/15	302-612675	AUTO-WARES GROUP (AUTO VALUE)	WIPER BLADES	29.99
02/10/15	302-613195	AUTO-WARES GROUP (AUTO VALUE)	RETURNED AIR FILTER	(22.69)
03/01/15	34115	CRAWFORD DOOR SALES	BAY DOOR REMOTES	1,480.00
03/03/15		WRIGHT EXPRESS FSC	GAS FOR GMC	67.85
03/03/15	93212	FINK & VALVO, PLLC	BANKRUPTCY	305.50
03/05/15	302-614990	AUTO-WARES GROUP (AUTO VALUE)	RETURNED SOLENOID	(9.59)
03/06/15	302-614991	AUTO-WARES GROUP (AUTO VALUE)	SOLENOID FOR SNOW PLOW	14.19
03/06/15		HARBOR FREIGHT TOOLS	TOOLS	211.93
03/11/15		WRIGHT EXPRESS FSC	GAS FOR FORD	60.00
03/13/15		GARY FOSTER	CELL PHONE STIPEND - MAR15	32.96
03/16/15	00064034N	CORRIGAN OIL CO.	FUEL TANK MAINTENANCE, NEW HOSE & GAUGE	278.99
03/17/15		WRIGHT EXPRESS FSC	GAS FOR GMC	28.80
03/17/15	1610419115	BLUETARP FINANCIAL	SHIPPING SAVER	39.99
03/17/15	00504041142	RED WING SHOE STORE	WORK BOOTS & SOCKS	209.19
03/19/15	15-3-19	FTL CONSTRUCTION INC.	REPAIR CLAMPS	3,227.70
03/20/15	168770	INDUSTRIAL CHEM LABS	LIFT STA. DEGREASER	889.61
03/23/15	15-3-23	FTL CONSTRUCTION INC.	INSTALL CURB STOP @ 321 CLARK RD.	787.52
03/24/15		WRIGHT EXPRESS FSC	GAS FOR GMC	60.66
03/24/15	465405300018	DTE	GAS @ 8200 GEDDES - MAR15	116.77
03/24/15	34115A	CRAWFORD DOOR SALES	GATE REMOTES	230.00
03/25/15	7001724529	STAPLES CONTRACT & COMMERCIAL	PENS. FILTERS	7.22
03/25/15	287847000067	DTE	ELECT. @ 510 W. CLARK - MAR15	917.11
03/25/15	287847000034	DTE	GAS @ ADM. BLDG. - MAR15	185.97
03/25/15	330595900052	DTE	ELECT. @ 250 W. CLARK - MAR15	167.85
03/25/15	330595900037	DTE	ELECT. @ 2490 HURON RIVER - JAN-MAR15	29.40
03/25/15	330595900060	DTE	GAS & ELECTRIC @ 1756 RIDGE - MAR15	170.76
03/25/15	330595900029	DTE	ELECT. @ 1600 HARRIS - JAN-MAR15	30.95
03/25/15	330595900015	DTE	ELECT. @ ADM. BLDG. - MAR15	323.00
03/26/15	7001727971	STAPLES CONTRACT & COMMERCIAL	COPIER PAPER	45.99
03/26/15	287847000059	DTE	GAS & ELECT. @ MAINT. FAC. - MAR15	1,963.38
03/26/15	006-90191	CUMMINS BRIDGEWAY, LLC	MAINTENANCE ON SECT. 36 GENERATOR	391.96
03/26/15	006-90197	CUMMINS BRIDGEWAY, LLC	MAINTENANCE ON PROSPECT PTE. GENERATOR	1,019.75
03/27/15	9184	BLDG CROSS BLUE SHIELD	MEDICAL INSURANCE - APR14	(4,274.97)
03/27/15	9187	CONSUMER'S LIFE INSURANCE COMPANY	LIFE INSURANCE - APR15	(67.72)
03/27/15	9182	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE - APR15	(487.91)
03/27/15	9192	VISION SOURCE PLAN	VISION INSURANCE - APR15	(86.77)
03/28/15	09588 303056-01-2	COMCAST	INTERNET - ADM. BLDG. - MAR15	102.85
03/30/15		CONGDON'S ACE HARDWARE	BATTERIES	55.98
03/30/15	16766783	MILLENNIUM BUSINESS SYSTEMS	TOSHIBA COPIER LEASE - MAR15	84.80
03/30/15	5-500-400006-01	YPSILANTI COMM. UTILITIES AUTHORITY	W/S PURCH. - RIVERBEND - MAR15	333.18
03/30/15	330595900078	DTE	GAS & ELECT. @ 1799 N. PROSPECT - MAR15	212.58
TOTAL 1-99				9,170.74
100-180				
TOTAL 100-180				

7:49 AM
06/27/15

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
A/P - VENDORS (ACCT. 205)
AS OF MARCH 31, 2015

DATE	NUM	NAME	MEMO	OPEN BALANCE
> 180				
TOTAL > 180				
TOTAL				<u>159,209.32</u>

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
A RESOLUTION TO APPROVE
SUPERIOR TOWNSHIP'S FREEDOM OF INFORMATION ACT
PROCEDURES AND GUIDELINES
RESOLUTION NUMBER: 2015-14
DATE: MAY 18, 2015**

WHEREAS, Superior Township has written policies of the Board of Trustees to provide guidance and governance to the elected officials and staff to provide the public access to certain public records of the Township in conformance with the Freedom of Information Act, Public Act 442 of 1976 (FOIA); and,

WHEREAS, at the end of December 2014, Michigan enacted 2014 PA 563 (the Amendments), which resulted in numerous changes to FOIA; and,

WHEREAS, the Michigan Townships Association has provided model FOIA procedures and guidelines, public summary, and request, response and appeal forms that the Township modified to Superior Township's needs; and

NOW THEREFORE, BE IT RESOLVED, that effective July 1, 2015, the Superior Township Board of Trustees hereby repeals the current Board Policy 01.01.003 Freedom of Information Act Policy and Guidelines Regarding Fees and replaces it with the revised Board Policy 01.01.003 Charter Township of Superior FOIA Procedures and Guidelines, copy attached, which includes the setting of costs and fees; and,

NOW THEREFORE, BE IT FURTHER RESOLVED, the Superior Township Board of Trustees hereby approves the additional following documents, copies attached, to be used to address FOIA requests:

1. Public Summary of FOIA Procedures and Guidelines
2. FOIA Request for Public Records
3. Notice to Extend Response Time for FOIA Request
4. Notice of Denial of FOIA Request
5. FOIA Appeal Form- To Appeal a Denial of Records
6. FOIA Appeal Form- To Appeal an Excess Fee
7. Freedom Of Information Act Request Detailed Cost Itemization



David M. Phillips, Clerk
davidphillips@superior-twp.org

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

MEMORANDUM

DATE: April 20, 2015
TO: Superior Township Board of Trustees
FROM: David M. Phillips, Township Clerk
RE: Changes to the Freedom of Information Act

At the end of December 2014, the Michigan Legislature enacted 2014 PA 563 (the Act). The Act amends the Michigan Freedom of Information Act, 1976 PA 442 and the amendments become effective on July 1, 2015. The amendments include new requirements that a public body must establish procedures and guidelines to implement the FOIA changes and develop a written, "easily-understood" summary for the public to explain them. The Act standardizes how charges are determined and assessed for requests, requires that this material must be posted on the public body's website and made available at no charge at the offices of the public body. The Act also provides for penalties when the Township charges excessive fees.

Effective July 1, 2015, a Township cannot charge a fee for a FOIA request unless it has complied with the requirements of the Act.

The changes are extensive and complicated. Our current FOIA policy is two pages. The new policy with required documents will be many more pages. I received material from both the Township Attorney and the Michigan Townships Association. I have reviewed both sets of documents. I made some changes to the MTA's documents and recommend the Township Board approve and adopt the following attached documents:

1. Resolution 2015-14, Approve Superior Township's FOIA Procedures and Guideline
2. Public Summary of FOIA Procedures and Guidelines
3. FOIA Procedures and Guidelines, Board Policy 01.01.003
4. FOIA Request for Public Records
5. Notice to Extend Response Time for FOIA Request
6. Notice of Denial of FOIA Request
7. FOIA Appeal Form- To Appeal a Denial of Records
8. FOIA Appeal Form- To Appeal an Excess Fee
9. Freedom Of Information Act Request Detailed Cost Itemization

The FOIA Procedures and Guidelines will replace our current Board Policy 01.01.003, Freedom of Information Act, Policy and Guidelines Regarding Fees. The Public Summary of FOIA Procedures and Guidelines will be available to provide to requestors. The FOIA Request form, Detailed Cost Itemization and various response Notices will be used for requests and to respond to requests. I will post the entire packet of materials on the Township website and have copies available at the Township office.

Michigan's Freedom of Information Act (FOIA), PA 442 of 1976 indicates the fee charged by a public body to respond to a FOIA request shall be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review and the deletion and separation of exempt information. The public body shall utilize the most economical means available when making paper copies. The amendments to the FOIA Act include many complicated requirements for determining the cost. These requirements are included on the FOIA Request Detailed Cost Itemization. The Michigan Township Association recommends that labor only be charged when the labor exceeds 15 minutes. To assist with determining costs, I have assembled the below information.

Main Office copy machine: Imagistics, 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 cost per copy fee, which includes maintenance and all supplies. During the 48 months the cost of the lease fees averaged \$0.02 per copy (\$163.72 per month for 48 months). This machine prints only in black and white. 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 Equity	\$0.010 per copy
Paper (letter)**	\$0.005 per copy
Total	\$0.0258 per copy

Front Office copy machine, Ricoh 4000SPF-color, in October 2015, the Township completed a lease of the machine. The Township now owns the machine and only pays a cost per copy fee, which includes maintenance and all supplies for the machine. During the lease the cost of copies averaged \$0.11 per copy (lease fees were \$303.98 for 48 months and \$243.18 for 36 months, averaging about 2,400 copies per month). I estimate the "equity" cost per copy following completion of the lease is \$0.05 per copy.

	Black and White	Color
Cost per copy*	\$0.008349	\$0.090387
Lease Fee Equity	\$0.05	\$0.05
Paper (letter)**	\$0.005	\$0.0050
Total	\$0.063349	\$0.145387

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

** This is cost for double-sided copies on Letter size (8 ½ x 11) per page. Cost of double-sided Legal (8 ½ x 14) is \$0.006 per page.

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

Black and White Copies

- Letter (8 ½ x 11) \$0.02 per copy for all copies unless it is required to use the Ricoh machine. The cost for the Ricoh machine is \$0.06 per copy.
- Legal (8 ½ x 14) added cost for this larger size paper is negligible and results in no change.

Color Copies

- \$0.10 per copy (the law limits the cost of copying to not more than \$0.10 per copy)

Mailing Costs

- Actual costs of envelope, packaging and postage

Labor Costs

- \$20.00 per hour. To be charged in 15 minute increments, all partial increments must be rounded down. If the number of minutes is less than 15 minutes there is no charge. Lowest paid employee capable of completing copying is \$16.80 per hour with 20% added for fringe benefits = \$20.00 per hour. Lowest paid employee capable of doing separation may be a different hourly rate.

Contracted Labor Costs for separating exempt from non-exempt

- Shall not exceed six-times the current state minimum hourly wage rate. To be charged in 15 minute increments, all partial increments must be rounded down. If the number of minutes is less than 15 minutes there is no charge.

Waivers and Discount of Fees

- Superior Township's FOIA Procedures and Guidelines contains provisions for waiving fees when it is determined that the request can be considered as primarily benefitting the general public
- Superior Township's FOIA Procedures and Guidelines also contains provisions for discounting fees when it is determined if the requestor meets the guidelines for indigent or is a non-profit

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Superior Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Superior Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff is obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

Include the following if the township directly or indirectly administers or maintains an official internet presence: This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: www.superior-twp.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Superior Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: www.superior-twp.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Supervisor (or "clerk," or "manager" etc.) or seek judicial review in the Washtenaw County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and

- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township's usual FOIA requests, not compared to the township's operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.

- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
 - The Township's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.

- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is a sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Washtenaw County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Washtenaw County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of Superior Township FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

Section 12: Viewing of Records

Superior Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator shall have the authority to determine if the person viewing the records shall be supervised by a Township employee or to impose other requirements to protect public records from loss, unauthorized alteration, mutilation or destruction. The conditions and fees proposed by the FOIA Coordinator are subject to appeal as a denial of record or excess fee appeal.

Sections 13: Costs

Black and White Copies

- Letter (8 ½ x 11) \$0.02 per copy for all copies unless it is required to use the Ricoh machine. The cost for the Ricoh machine is \$0.06 per copy.
- Legal (8 ½ x 14) added cost for this larger size paper is negligible and results in no charge.
- Oversize copies will be charged the actual cost of duplication (i.e.: blueprints and plans)

Color Copies

- \$0.10 per copy (the law limits the cost of copying to not more than \$0.10 per copy)

Mailing Costs

- Actual costs of envelope, packaging and postage

Labor Costs

- \$20.00 per hour. To be charged in 15 minute increments, all partial increments must be rounded down. If the number of minutes is less than 15 minutes there is no charge. Lowest paid employee capable of completing copying is \$16.80 per hour with 20% added for fringe benefits = \$20.00 per hour. Lowest paid employee capable of doing separation may be a different hourly rate.

Contracted Labor Costs for separating exempt from non-exempt

- Shall not exceed six-times the current state minimum hourly wage rate. To be charged in 15 minute increments, all partial increments must be rounded down. If the number of minutes is less than 15 minutes there is no charge.

Waivers and Discount of Fees

- Superior Township's FOIA Procedures and Guidelines contains provisions for waiving fees when it is determined that the request can be considered as primarily benefitting the general public
- Superior Township's FOIA Procedures and Guidelines also contains provisions for discounting fees when it is determined if the requestor meets the guidelines for indigent or is a non-profit

Charter Township of Superior

Public Summary of FOIA Procedures and Guidelines

**It is the public policy of this state that all persons
(except those persons incarcerated in state or local correctional facilities)
are entitled to full and complete information regarding the affairs of government and
the official acts of those who represent them as public officials and public employees.**

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: www.superior-twp.org.

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - A verbal request may be documented by the Township on the Township's FOIA Request Form.
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at www.Superior-twp.org, and at the Township Hall.
- Written requests may be delivered to the Township Hall in person or by mail: Superior Township Hall, Attention FOIA Coordinator, 3040 N. Prospect Road, Ypsilanti, MI 48198.
- Requests may be faxed to: (734) 482-3842. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: davidphillips@superior-twp.org. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
 - - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Township's website
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

3. What are the Township's deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
 - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the Township; and
 - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.

- The Township will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the Township;
 - The Township is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

4. How does the Township calculate FOIA processing fees?

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: www.superior-twp.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

6. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township's website: www.superior-twp.org.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Washtenaw County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township's website: www.superior-twp.org.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Washtenaw County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-exempt information).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate
- 2. Labor to locate
- 3a. Labor to redact
- 3b. Contract labor to redact
- 6b. Labor to copy/duplicate records already on township's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: Affidavit Received Eligible for Discount Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

Township: Keep original and provide copy, along with Public Summary, to requestor at no charge.

Superior Township, Washtenaw County
3040 N. Prospect Road
Ypsilanti, MI 48198
Phone: 734-482-6099

Extension Form

Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____
Date of This Notice: _____
(Please Print or Type)

Check if received via: Email Fax Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the township: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

We are extending the date to respond to your FOIA request for no more than 10 business days, until _____ (month, day, year).
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact _____ at _____

Estimated Time Frame to Provide Records: _____ (days or date)
The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

1. The township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the township must: _____

2. The township needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the township office. Specifically, the township must coordinate documents from the following locations: _____

3. Other (describe): _____

Signature of FOIA Coordinator:	Date:
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Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Superior Township, Washtenaw County
3040 N. Prospect Road
Ypsilanti, MI
Phone: 734-482-6099

Denial Form

Notice of Denial of FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method
Date of This Notice: _____ Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record Inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the township: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

All OR Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact _____ at _____

Reason for Denial:

1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection _____ (insert number), because: _____

2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the township. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: _____

3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _____ (insert number), because: _____

A brief description of the information that had to be separated or deleted: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the township board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____ Date: _____
(Created by Michigan Townships Association, April 2015)

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Superior Township, Washtenaw County
3040 N. Prospect Road
Ypsilanti, MI 48198
Phone: 734-482-6099

Denial Appeal Form

FOIA Appeal Form—To Appeal a Denial of Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method
Date of This Notice: _____ Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State
	Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the township: _____

Record(s) You Requested: (Listed here or see attached copy of original request)

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ Date: _____

Township Response:

The township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

Township Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____
(month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

Township Determination:

Denial Reversed Denial Upheld Denial Reversed in Part and Upheld in Part

The following previously denied records will be released:

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the township board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

(Created by Michigan Townships Association, April 2015)

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Superior Township, Washtenaw County
3040 N. Prospect Road
Ypsilanti, MI 48198
Phone: 734-482-6099

Fee Appeal Form

FOIA Appeal Form—To Appeal an Excess Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method
Date of This Notice: _____ Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the township: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ Date: _____

Township Response:

The township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

Township Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____
(month, day, year). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

Township Determination: Fee Waived Fee Reduced Fee Upheld

Written basis for township determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the township's written Procedures and Guidelines to the township board or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the township board. If a civil action is commenced in court, the township is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the township required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____ Date: _____

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.
Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

History: Add. 2014, Act 563, Eff. July 1, 2015

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Superior Township, Washtenaw County
 3040 N. Prospect Road
 Ypsilanti, MI 48198
 Phone: 734-482-6099

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

<p>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines. Costs and fees are set by the Board of Trustees.</p>			
<p>1. Labor Cost for Copying / Duplication</p> <p>This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.</p> <p>This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15 -minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ OR Hourly Wage with Fringe Benefit Cost: \$ _____ OR Multiply the hourly wage by the percentage multiplier 25% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>		<p>To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>x _____ = \$ _____</p>	<p>1. Labor Cost</p>
<p>2. Labor Cost to Locate:</p> <p>This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____</p> <p>The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15 minute time increments; all partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____ OR Hourly Wage with Fringe Benefit Cost: \$ _____ OR Multiply the hourly wage by the percentage multiplier: _____ % (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>		<p>To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>x _____ = \$ _____</p>	<p>2. Labor Cost</p>

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a township employee. If contracted, use No. 3b instead).

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

This is the cost of labor of a township employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the township's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 minute time increments; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____
 Multiply the hourly wage by the percentage multiplier: _____ %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

OR

Charge per increment: \$ _____

Overtime rate charged as stipulated by Requestor *(overtime is not used to calculate the fringe benefit cost)*

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments

3a. Labor Cost

x _____ = \$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the current state minimum hourly wage rate.

Name of contracted person or firm: _____

These costs will be estimated and charged in 15 minute time increments; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down to: _____ increments. Enter below:

Number of increments

3b. Labor Cost

x _____ = \$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:	Costs:
x _____ =	\$ _____
x _____ =	\$ _____
x _____ =	\$ _____
No. of Items:	
x _____ =	\$ _____
4. Total Copy Cost	
\$ _____	

5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township *may* charge for the least expensive form of postal delivery confirmation.
- The township *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
 \$ _____ per pound
 \$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:	Costs:
x _____ =	\$ _____
5. Total Mailing Cost	
\$ _____	

6a. Copying/Duplicating Cost for Records Already on Township's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

Requestor has stipulated that some / all of the requested records that are already available on the township's website be provided in a paper or non-paper physical digital medium.

Number of Sheets:

x _____ = \$ _____
x _____ = \$ _____

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

Costs:

6a. Web Copy Cost
\$ _____

6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in _____-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ _____
OR

Charge per increment: \$ _____

Hourly Wage with Fringe Benefit Cost: \$ _____
Multiply the hourly wage by the percentage multiplier: _____%
and add to the hourly wage for a total per hour rate.

OR

Charge per increment: \$ _____

The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the number of minutes: _____, divide by _____-minute increments, and round down. Enter below:

Number of increments

x _____ = \$ _____

6b. Web Labor Cost

6c. Mailing Cost for Records Already on Township's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number:

x _____ = \$ _____

Costs:

6c. Web Mailing Cost
\$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:

- Cost estimate
- Bill

- 1. Labor Cost for Copying: \$ _____
- 2. Labor Cost to Locate: \$ _____
- 3a. Labor Cost to Redact: \$ _____
- 3b. Contract Labor Cost to Redact: \$ _____
- 4. Copying/Duplication Cost: \$ _____
- 5. Mailing Cost: \$ _____
- 6a. Copying/Duplication of Records on Website: \$ _____
- 6b. Labor Cost for Copying Records on Website: \$ _____
- 6c. Mailing Costs for Records on Website: \$ _____

Estimated Time Frame to Provide Records:
 _____ (days or date)
 The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

- All fees are waived **OR** All fees are reduced by: _____%

Subtotal Fees After Waiver: \$ _____

Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

- Eligible for Indigence Discount

Subtotal Fees After Discount (subtract \$20): \$ _____

Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

- Eligible for Nonprofit Discount

Subtotal Fees After Discount (subtract \$20): \$ _____

<p>Deposit: Good Faith The township may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: %</p>	<p>Date Paid: _____</p>	<p>Deposit Amount Required: \$ _____</p>
<p>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the township. (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the township, OR (b) The township is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.</p>	<p>Date Paid: _____</p>	<p>Percent Deposit Required: _____ %</p> <p>Deposit Required: \$ _____</p>
<p>Late Response Labor Costs Reduction If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:</p> <p>(i) The late response was willful and intentional, OR</p> <p>(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	<p>Number of Days Over Required Response Time: _____</p> <p>Multiply by 5% = Total Percent Reduction: _____</p>	<p>Total Labor Costs \$ _____</p> <p>Minus Reduction \$ _____</p> <p>= Reduced Total Labor Costs \$ _____</p>
<p>The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from: Website: _____ Email: _____ Phone: _____ Address: _____</p> <p style="text-align: center;">Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed</p>	<p>Date Paid: _____</p>	<p>Total Balance Due: \$ _____</p>

(Form created by Michigan Townships Association, April 2015)

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

**RESOLUTION TO AUTHORIZE THE ADMINISTRATIVE STAFF OF
SUPERIOR TOWNSHIP TO ENTER INTO A CONTRACT WITH DTE FOR
LED STREET LIGHT REPLACEMENT IN THE WOODLAND ACRES
NEIGHBORHOOD**

(WASHINGTON SQUARE SUBDIVISION)

RESOLUTION NUMBER: 2015-15

DATE: MAY 18, 2015

WHEREAS, the Charter Township of Superior provides street lighting to residents within the urban service district of the Township by utilizing special assessment districts; and,

WHEREAS, the Township's street lighting districts are composed of mercury vapor lamp lighting and high pressure sodium lighting; and,

WHEREAS, DTE is offering a special purchasing plan to Superior Township to replace the existing mercury vapor and high pressure sodium lighting fixtures with new light emitting diode (LED) lighting fixtures; and,

WHEREAS, LED lighting costs significantly less to operate, is more durable and casts a cleaner light with less shadow; and,

WHEREAS, DTE has provided a quote for replacement of the 62 lighting fixtures attached to poles in the Woodland Acres Subdivision (commonly known as Washington Square) from mercury vapor and high pressure sodium fixtures to new LED fixtures for the total replacement cost to the Township of \$10,504.00, and a new annual operating cost to the special assessment district in the amount of \$18,959.36, resulting in an annual operating savings to the residents of the special assessment district of \$7,490.00 (see exhibits attached); and,

WHEREAS, the improvements will be financed out of the savings for energy use for the special assessment district (approximately 1.40 years) until the improvements are fully paid and thereafter the annual special assessment charged shall be reduced to reflect actual annual electric usage.

NOW, THEREFORE, BE IT RESOLVED that the Superior Township administrative staff is authorized to execute any documents necessary with DTE to install LED lighting in the Woodland Acres Subdivision which shall be paid from and reimbursed to the general infrastructure fund.

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 _____ 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



February 12, 2015

Superior Township
Attn: Ken Schwartz
3040 N Prospect
Ypsilanti, MI 48198

Re: Superior Township 2015 Street Lighting Conversion to LED Phase 2 Underground

I have prepared a cost estimate for the conversion of 62 street lights to LED. The estimate is to convert (56)-175 watt Mercury Vapor underground fed cobra heads to 65 watt LED, (1)-400 watt Mercury Vapor overhead fed cobra head to 135 watt LED, and (5)-100 watt High Pressure Sodium underground fed cobra heads to 65 watt LED.

The costs are based on the Option 1 Streetlight rate, where DTE Energy installs, owns, and maintains the lighting system. The rate requires a portion of the conversion cost be paid by the customer, which is determined by the following formula.

Estimate Breakdown

Project Cost	\$16,191.00
Less DTE Contribution	(\$3,192.00)
Total Upfront Cost	\$12,999.00
Current Annual Invoice	\$26,450.01
Future Annual Invoice	\$18,959.36
Annual Savings	\$7,490.65
EO Rebate after Construction	(\$2,495.00)
Net Cost (Upfront Cost - Rebate)	\$10,504.00
Payback (Net Cost/Annual Savings)	1.40 years

The price quoted herein shall be in effect for a period of six months from the issue date. After installation, the total cost for additional modification, relocation, or removal will be the responsibility of the requesting party. An authorized signature on the Municipal Street Lighting Master Agreement and the payment contribution will be our notification to begin final design and construction scheduling.

Please feel free to call me at (734) 397-4188 if you have any questions.

Regards,

Lance Alley

Lance Alley
Account Manager
DTE Energy - Community Lighting

David Phillips

From: Ken Schwartz
Sent: Thursday, May 14, 2015 2:23 PM
To: David Phillips
Subject: FW: 2015 MV Conversions_Phase 2
Attachments: Estimate_Phase 2_2015 LED Conversion_Superior Twp_021215.pdf; Phase 2_Light Locations_021215.pdf

Exhibits

Ken Schwartz
Superior Township Supervisor
(734) 482-6099

From: Lance A Alley [<mailto:alleyl@dteenergy.com>]
Sent: Thursday, February 12, 2015 10:46 AM
To: Ken Schwartz
Subject: 2015 MV Conversions_Phase 2

Ken,

When we last talked you mentioned converting more of your mercury vapor lights to LED this year. I put together an estimate to show you what the cost would be to convert all of your remaining mercury vapor lights. I also included 5 HPS lights that were mixed in with the mercury vapor. I'm thinking it would look kind of weird to have new LED lights and then a few HPS mixed in. If you do not agree I can take those out of the estimate. I attached a map showing the proposed area so you could see the remaining MV lights and the 5 HPS that are mixed in. Your payback to convert these 62 lights would be 1.4 years so that is very good. Once you have a chance to take a look at this, give me a call and we can discuss it more. Also let me know if you have any questions.

Thanks,

Lance Alley
Account Manager
DTE Energy - Community Lighting
Office: 734.397.4188

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

**RESOLUTION TERMINATING THE ANN ARBOR TOWNSHIP SUPERIOR
TOWNSHIP PILOT PROGRAM FOR THE JOINT OPERATION OF THE FIRE
DEPARTMENT, JOINT EMPLOYEE AGREEMENT, AND MEMORANDUM OF
UNDERSTANDING**

Resolution Number: 2015-16

May 18, 2015

WHEREAS, On February 17, 2014, the Superior Township Board entered into pilot project with Ann Arbor Township to initiate a study to determine the viability, feasibility and desirability of more extensive sharing of fire services between the communities; and,

WHEREAS, On February 17, 2014, the Superior Township and Ann Arbor Township Board of Trustees appointed Brian Thurston Joint Fire Chief of both departments effective March 1, 2014; and

WHEREAS, On February 17, 2014, the Superior Township Board of Trustees authorized the Supervisor to enter into a memorandum of understanding (MOU) regarding fire services with Ann Arbor Township; and,

WHEREAS, The Superior Township and Ann Arbor Township Board of Trustees executed a shared employment agreement which included a termination provision; and,

WHEREAS, Provision K of the co-employee agreement states:

“The Shared Employee Agreement commences on March 1, 2014 and shall continue until either Township terminates the Shared Employee Agreement with not less than 30 days notice to the other party”, and;

WHEREAS, Superior Township now elects to exercise its rights under provision K of the Shared Employee Agreement.

WHEREAS, Paragraph 4 of the MOU authorizes either party to terminate the MOU with 30 days written notice to the other party.

NOW THEREFORE BE IT RESOLVED that the Superior Township Board elects to terminate the Shared Employee Agreement, the fire department pilot project and the memorandum of understanding with Ann Arbor Township and to provide written notice of said action immediately to Ann Arbor Township.

BE IT FURTHER RESOLVED that the Supervisor is authorized to execute any document necessary to carry this resolution into effect.

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

**RESOLUTION PROHIBITING SUPERIOR TOWNSHIP OFFICIALS FROM
ACCEPTING ANY OFFERS TO LEASE TOWNSHIP OWNED LANDS FOR
GAS AND OIL DRILLING OR**

Resolution Number: 2015-17

Date: May18, 2015

WHEREAS, oil and gas exploration is currently underway in Superior Township by private interests; and,

WHEREAS, gas and oil companies may offer leases to Superior Township for the lands that is owned by the township; and,

WHEREAS, oil and gas drilling produces many negative effects to adjoining property owners including but limited to excessive noise, air pollution, truck traffic, bright glare and vibration; and,

WHEREAS, the township has expended considerable funds to acquire parkland, open space and other land throughout the township with taxpayers funding; and,

WHEREAS, the Superior Township Board of Trustees wishes to protect and preserve its park land and open space in a natural state, and utilize all other lands in its inventory free of oil and gas wells and production facilities; and,

WHEREAS, Superior Township is concerned that the Michigan Zoning Enabling Act, PA 110 of 2006, contains language that strips the township from exercising reasonable control of the land uses ordinarily and historically granted to Michigan townships resulting in the loss of local control over reasonable methods to mitigate the negative effects of oil and gas exploration, and to protect the public health, safety and welfare; and,

WHEREAS, there are many significant natural features in Superior Township including the Huron River, natural lakes, ponds, wetlands and creeks, including irreplaceable groundwater assets that provide drinking water to residents in 33 of 36 sections of the Township,

NOW THEREFORE, the Superior Township Board of Trustees strongly recommends that Superior Township officials and the Superior Township Board of Trustees oppose any efforts to approve any oil and gas leases for any Superior Township owned property.

BE IT FURTHERED RESOLVED THE Superior Township board of Trustees urges the Legislature and the Governor to amend the law to provide reasonable, minimal control over oil and gas exploration to protect the health welfare and safety of the public.

BE IT FURTHER RESOLVED, a copy of this resolution shall be transmitted as the Township's comment on issues surrounding gas and oil exploration in Michigan to each official representing Superior Township in the Michigan State Legislature, the Governor and the Department of Environmental Quality.

David Phillips, Superior Township Clerk



PARKS & RECREATION
INTEROFFICE MEMO

DATE: May 18, 2015
TO: Board of Trustees
CC:
FROM: Jan Berry
RE: Commission Vacancy Recommendation

At the regular meeting of the Superior Township Park Commission on April 27, 2015, the Commission interviewed two candidates interested in filling the vacancy on the Commission created by the very unfortunate passing of longtime Commissioner Uva Wilbanks. We found Carla Bisaro and Nahid Sanii-Yahyal to be very impressive candidates, both extremely qualified to fill the seat. After much discussion, the Commission decided to recommend to the Board that Ms. Sanii-Yahyal be appointed to fill out the term of Commissioner Wilbanks, which ends in November, 2016.

We thank both Ms. Bisaro and Ms. Sanii-Yahyal for coming forward. Superior Township is fortunate to have such talented and enthusiastic residents who are willing to contribute toward the betterment of the Township!

Nahid Sanii-Yahyai

3500 Blue Heron Ct, Superior Twp, MI 48198

(734) 272-2854

nyahyai@comcast.net

04-17-2015

Dear Mr. Schwartz,

My name is Nahid Sanii-Yahyai and I have been a Superior Township resident since 2006.

I truly appreciate living in Superior Township because of many positive aspects of this town. Its rural atmosphere, beautiful nature, and parks make it ideal for a quiet peaceful life, while still being so conveniently located near Ann Arbor. It truly presents the best of both worlds for a Michigan resident. I'm also a very passionate citizen when it comes to my community.

I became aware of your vacant position of Parks and Recreation commissioner and I'm interested in this position since I think that I have the motivation and the qualifications required for this job.

I would like to list some of the reasons I think I would be a great candidate for this position below:

- My love and appreciation for nature and my community.
- Many years of experience working for a big corporation as a scientist and supervisor with a vast range of responsibilities.
- My experience volunteering as a community organizer and team leader in Ypsilanti and Superior Township, which gave me the opportunity to become even more involved and connected within my community and therefore caused me to gain even more appreciation for it.
- I was proud and honored for being nominated and selected as the volunteer of the year in 2011 by the Washtenaw County Democratic Party.
- Recipient of the Pfizer Global Excellence Achievement Award in 2001 for leadership skills and innovation.

My diverse background could be an asset to the wonderful Superior Township team since it was featured in the Detroit Press as a one of the most diverse towns in *Michigan*.

Thank you very much for your consideration and I look forward to hearing back from you in the near future.

Yours truly,

Nahid Sanii-Yahyai

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

**RESOLUTION TO REPEAL ORDINANCE NO. 173 AND TO
INVOKE A 75 DAY MORATORIUM ON ISSUING SOLICITOR'S LICENSES**

Resolution Number: 2015-18

Date: May 18, 2015

WHEREAS, the Charter Township of Superior is currently operating under Superior Township Ordinance 173, the "Superior Township Peddlers, Solicitors, and Transient Merchants Ordinance", passed by the Superior Township Board of Trustees, effective July 28, 2008; and,

WHEREAS, the administrative staff has reviewed Ordinance 173 and has determined that the ordinance doesn't address vehicle insurance and vehicle safety among other issues; and,

WHEREAS, the current Ordinance 173 doesn't adequately protect the Township in the event of property damage, personal injury or death; and,

WHEREAS, the Ordinance 173 is outdated and in is need of revision to align with the responsibilities of state and county agencies pertaining to peddlers and transient merchants.

NOW THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby repeals Ordinance 173 in its entirety.

BE IT FURTHER RESOLVED that Superior Township shall not issue any transient merchants or peddler's license for seventy five (75) days. The Township Supervisor shall be responsible to present a revised ordinance no later than the July 2015 Board meeting for consideration.

BE IT FURTHER RESOLVED nothing in this resolution shall abridge any First Amendments rights of citizens.

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 regular meeting held on the day of , 2015, 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 day of , 2015.



DAVID M. PHILLIPS, CLERK,
CHARTER TOWNSHIP OF SUPERIOR

**Polling Place Agreement between
The Charter Township of Superior and the Christian Love Fellowship Church**

THIS AGREEMENT ("Agreement") is between the Charter Township of Superior, a Michigan municipal corporation ("Township") and the Christian Love Fellowship Church ("Church"), for the purpose of fixing the rights and obligations of the parties in connection with establishment of a polling location in a portion of the Church property located at 1601 Stamford Road within the Charter Township of Superior, Michigan.

General Recitals

The State of Michigan requires that the Township establishes in writing, an agreement between the Township and any organization that allows the Township to use its facilities as polling locations for qualified elections.

It is in the parties' mutual interest for the Charter Township of Superior to establish polling locations for the benefit of the Township. Accordingly, the Church is willing to allow the Township to establish a polling location in accordance with the terms and conditions of this Agreement.

Therefore, in consideration of the mutual promises and covenants in this Agreement which is acknowledged by the parties as sufficient, the parties agree as follows:

Terms and Conditions

1. The Church hereby agrees to provide to the Charter Township of Superior, at a cost of \$250.00 per election, per precinct, the use of the following location for election purposes to serve as a polling place for all Primary, General, Special, Local or School Elections during the term of this Agreement:
 - Precinct 3 – Christian Love Fellowship Church, 1601 Stamford Road, Fellowship Hall
 - Precinct 4 - Christian Love Fellowship Church, 1601 Stamford Road, Fellowship Hall
- 1.1 Upon mutual agreement by the Township and the Church, an acceptable room assignment may be determined each election depending on anticipated voter turnout and room availability, provided that the alternative room assignment shall be within the same building as originally designated.
- 1.2 The Church will allow access to the location one day prior to each election for the purposes of delivering equipment and supplies necessary for the conduct of elections by the Township, or its designated contractor; and will provide for secure overnight storage of equipment.
- 1.3 The Church will allow Poll Workers access to the polling location no later than 6:00 a.m. on Election Day, with public access scheduled from 7:00 a.m. until the close of polls. Poll Workers shall be allowed access until they complete their election worker, which is normally no later than 11:00 pm
- 1.4 The Church will provide parking accommodations, at no cost to the Township, for Poll Workers and the public on the day of the Election.

1.5 The Church will allow access to the location for the collection of all supplies and equipment by the City, or its designated contractor, beginning at 8:30 a.m. the day after the Election until all equipment has been removed.

2. The Church agrees to comply with State of Michigan laws concerning the rights of campaigners at the polls. Individuals shall be allowed to campaign, circulate petitions, solicit contributions and carry out similar types of sanctioned activities outside of the polls on Election Day provided that they remain 100 feet from the doorway being used by voters to enter the building in which the polling location is located.
3. The Township agrees that it enters the Facility "as is," "where is" and the Church makes no representations whatsoever as to the suitability of the Facility for the election activities anticipated by this Agreement.

3.1 The Township agrees that it has been provided complete, unfettered opportunity to examine each of the polling locations identified in Article 1 above and the means to access the polling locations and all other aspects of the Facility that is relevant or may be used for the election activities and any other related activity under this Agreement. The Township has satisfied itself that the Facility is acceptable to the Township "as is" "where is" for the anticipated election activities and any other related activity under this Agreement so long as the Facility is maintained in the same safe condition consistent with acceptable utility services and housekeeping of the facility.

4. The following individuals will be primarily responsible for coordination of the election activities under this Agreement:

For the Charter Township of Superior

For the Christian Love Fellowship Church

David Phillips, Clerk
3040 N. Prospect Road
Ypsilanti, MI 48189

5. During the term of this Agreement, each party will procure and maintain such insurance policies as will protect itself from all claims for bodily injuries, death or property damage which may arise in connection with their respective use of the Property under the terms of this Agreement, including but not limited to property, general liability and worker's compensation. The respective parties shall be responsible to each other or the insurance companies insuring the respective parties for all costs resulting from both financially unsound insurance companies selected and their inadequate insurance coverage. If requested, a party shall furnish the requesting party with satisfactory certificates of self-insurance/insurance or a certified copy of the policy. Either party may terminate this Agreement on the thirtieth day following written notice that the other is in material breach of its obligations as set forth in this Article if evidence of cure of the defect is not received.

Any personal property kept on or at the Facility by either party, its officers, employees or contractors shall be at their own risk.

6. This Agreement shall have an indefinite term beginning _____ The Agreement may be terminated by either party by mailing first-class postage pre-paid or personal delivery, at least 180 days in advance written notice of termination to the official (or his successor) identified at the address in Article 4.
7. This Agreement is entered into solely for the benefit of the parties named in it and not for the benefit of any other persons or entities. No other persons or entities may enforce it for their benefit nor shall they have any claim or remedy for its breach.

For the Township

For Christian Love Fellowship Church

By _____
Ken Schwartz, Supervisor

By _____
Its:

**Polling Place Agreement between
The Charter Township of Superior and the Abundant Life Ministries Church**

THIS AGREEMENT ("Agreement") is between the Charter Township of Superior, a Michigan municipal corporation ("Township") and the Abundant Life Ministries Church ("Church"), for the purpose of fixing the rights and obligations of the parties in connection with establishment of a polling location in a portion of the Church property located at 855 E. Clark Road within the Charter Township of Superior, Michigan.

General Recitals

The State of Michigan requires that the Township establishes in writing, an agreement between the Township and any organization that allows the Township to use its facilities as polling locations for qualified elections.

It is in the parties' mutual interest for the Township to establish polling locations for the benefit of the Township. Accordingly, the Church is willing to allow the Township to establish a polling location in accordance with the terms and conditions of this Agreement.

Therefore, in consideration of the mutual promises and covenants in this Agreement which is acknowledged by the parties as sufficient, the parties agree as follows:

Terms and Conditions

1. The Church hereby agrees to provide to the Township, at a cost of \$250.00 per election, per precinct, the use of the following location for election purposes to serve as a polling place for all Primary, General, Special, Local or School Elections during the term of this Agreement:
 - Precinct 2 – Abundant Life Ministries Church, 855 E. Clark Road, Front Hall
- 1.1 Upon mutual agreement by the Township and the Church, an acceptable room assignment may be determined each election depending on anticipated voter turnout and room availability, provided that the alternative room assignment shall be within the same building as originally designated.
- 1.2 The Church will allow access to the location one day prior to each election for the purposes of delivering equipment and supplies necessary for the conduct of elections by the Township, or its designated contractor; and will provide for secure overnight storage of equipment.
- 1.3 The Church will allow Poll Workers access to the polling location no later than 6:00 a.m. on Election Day, with public access scheduled from 7:00 a.m. until the close of polls. Poll Workers shall be allowed access until they complete their election worker, which is normally no later than 11:00 pm
- 1.4 The Church will provide parking accommodations, at no cost to the Township, for Poll Workers and the public on the day of the Election.
- 1.5 The Church will allow access to the location for the collection of all supplies and equipment by the City, or its designated contractor, beginning at 8:30 a.m. the day after the Election until all equipment has been removed.

2. The Church agrees to comply with State of Michigan laws concerning the rights of campaigners at the polls. Individuals shall be allowed to campaign, circulate petitions, solicit contributions and carry out similar types of sanctioned activities outside of the polls on Election Day provided that they remain 100 feet from the doorway being used by voters to enter the building in which the polling location is located.
3. The Township agrees that it enters the Facility "as is," "where is" and the Church makes no representations whatsoever as to the suitability of the Facility for the election activities anticipated by this Agreement.
 - 3.1 The Township agrees that it has been provided complete, unfettered opportunity to examine each of the polling locations identified in Article 1 above and the means to access the polling locations and all other aspects of the Facility that is relevant or may be used for the election activities and any other related activity under this Agreement. The Township has satisfied itself that the Facility is acceptable to the Township "as is" "where is" for the anticipated election activities and any other related activity under this Agreement so long as the Facility is maintained in the same safe condition consistent with acceptable utility services and housekeeping of the facility.
4. The following individuals will be primarily responsible for coordination of the election activities under this Agreement:

For the Charter Township of Superior

David Phillips, Clerk
 3040 N. Prospect Road
 Ypsilanti, MI 48189

For the Abundant Life Ministries Church

5. During the term of this Agreement, each party will procure and maintain such insurance policies as will protect itself from all claims for bodily injuries, death or property damage which may arise in connection with their respective use of the Property under the terms of this Agreement, including but not limited to property, general liability and worker's compensation. The respective parties shall be responsible to each other or the insurance companies insuring the respective parties for all costs resulting from both financially unsound insurance companies selected and their inadequate insurance coverage. If requested, a party shall furnish the requesting party with satisfactory certificates of self-insurance/insurance or a certified copy of the policy. Either party may terminate this Agreement on the thirtieth day following written notice that the other is in material breach of its obligations as set forth in this Article if evidence of cure of the defect is not received.

Any personal property kept on or at the Facility by either party, its officers, employees or contractors shall be at their own risk.

6. This Agreement shall have an indefinite term beginning _____. The Agreement may be terminated by either party by mailing first-class postage pre-paid or personal delivery, at least 180 days in advance written notice of termination to the official (or his successor) identified at the address in Article 4.

7. This Agreement is entered into solely for the benefit of the parties named in it and not for the benefit of any other persons or entities. No other persons or entities may enforce it for their benefit nor shall they have any claim or remedy for its breach.

For the Township

For Abundant Life Ministries Church

By _____
Ken Schwartz, Supervisor

By _____
Its:



SUPERIOR TOWNSHIP BILLS FOR PAYMENT

Date: May 18, 2015

GENERAL FUND	NONE TO SUBMIT
FIRE	NONE TO SUBMIT
LAW	NONE TO SUBMIT
PARK	NONE TO SUBMIT
BUILDING	NONE TO SUBMIT
UTILITY	\$8,224.00



SUPERIOR TOWNSHIP GOVERNMENT FUNDS

INVOICE APPROVAL REPORT

As of May 18, 2015

FUND	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	DESCRIPTION	AMOUNT
592	Al's Asphalt Paving Co.	21240	04/24/15	Watermain Repairs - Pine & Cedar Courts	\$8,224.00
TOTAL					\$ 8,224.00



SUPERIOR TOWNSHIP

Record of Disbursements

Date: May 18, 2015

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

General Bank - includes all checks written from the following funds:

101 - General Fund

204 - Legal Defense Fund

219 - Streetlight Fund

220 - Side Street Maintenance Fund

249 - Building Fund

266 - Law Fund

508 - Park Fund

701 - Trust & Agency Fund

206 - Fire Fund

592 - Utility Dept.

Note: Some of these checks were presented to the board for approval. All others are either pre-approved or under \$3,000.00 for Government Funds and \$5,000 for Utility Dept.

CHECK REGISTER FOR CHARTER TOWNSHIP OF SUPERIOR
 CHECK DATE FROM 04/17/2015 - 05/15/2015

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank GENL GENERAL BANK					
04/21/2015	GENL	36760	ANN ARBOR TRANSPORTATION AUTHORITY	APRIL 2015	3,412.25
04/21/2015	GENL	36761	BLUE CROSS/BLUE SHIELD-M	MEDICAL INSURANCE MAY 2015	4,964.04
04/21/2015	GENL	36762	CINTAS CORPORATION - 300	RUG SERVICE WEEK OF 4/20/15	49.20
04/21/2015	GENL	36763	CONSUMERS LIFE INSURANCE CO	LIFE INSURANCE MAY 2015	164.91
04/21/2015	GENL	36764	DAVID PHILLIPS	MILEAGE 12/10/14 THRU 4/8/15	112.70
04/21/2015	GENL	36765	DELTA DENTAL	DENTAL INSURANCE MAY 2015	1,002.73
04/21/2015	GENL	36766	MC HEATING & COOLING	NEW FURNACE FOR OLD TOWN HALL	4,000.00
04/21/2015	GENL	36767	OHM ADVISORS	PLANNING SERVICES APRIL 2015	1,594.00
04/21/2015	GENL	36768	PARHELION TECHNOLOGIES	ANTI-SPAM APRIL 2015	137.50
04/21/2015	GENL	36769	PITNEY BOWES INC.	POSTAGE METER LEASE APRIL 2015	272.00
04/21/2015	GENL	36770	RON PEATRY	MILEAGE 4/6/15 THRU 4/17/15	137.43
04/21/2015	GENL	36771	SUPERIOR TWP UTILITY DEPARTMENT	TELEPHONES APRIL 2015	35.81
04/21/2015	GENL	36772	ULINE	BOOT SCRAPER	61.81
04/21/2015	GENL	36773	VISION SERVICE PLAN	VISION INSURANCE MAY 2015	172.23
04/21/2015	GENL	36774	WASHTENAW COUNTY TREASURER	OVERTIME MARCH 2015	6,765.00
04/21/2015	GENL	36775	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 4/23/15 PAYROLL	48,318.83
04/28/2015	GENL	36776	ABSOPURE WATER COMPANY	SPRING WATER APRIL 2015	43.95
04/28/2015	GENL	36777	BILLY SALAMEY	PROPERTY INSPECTION 9045 MACARTHUR	650.00
04/28/2015	GENL	36778	DTE ENERGY	STREETLIGHTS MARCH 2015	7,256.35
04/28/2015	GENL	36779	GORDON FOOD SERVICE, INC.	BUILDING SUPPLIES	366.98
04/28/2015	GENL	36780	JESSIE BOWERS	DUMP TICKET REIMBURSEMENT	5.75
04/28/2015	GENL	36781	MML WORKERS' COMP FUND	2015 WORKER'S COMP INSURANCE	11,206.80
04/28/2015	GENL	36782	QUALITY HEATING	PERMIT NOT NEEDED 5626 GEDDES ROAD	35.00
04/28/2015	GENL	36783	ROBERT BUTLER	TRASH PICK UP LEFORGE-RIVER & GOTTFREDSON	75.00
04/28/2015	GENL	36784	STAPLES ADVANTAGE	OFFICE SUPPLIES	545.29
04/28/2015	GENL	36785	SUPERIOR TWP PAYROLL FUND	PENSION 2015	7,139.93
04/28/2015	GENL	36786	SUPERIOR TWP UTILITY DEPARTMENT	CELL PHONES APRIL 2015	71.73
05/05/2015	GENL	36787	ARC	COPIES OF SITE PLANS	161.11
05/05/2015	GENL	36788	BS&A SOFTWARE	DELIC. PERSONAL PROPERTY/INTERNET MAY 15	4,769.00
05/05/2015	GENL	36789	CINTAS CORPORATION - 300	RUG SERVICE WEEK OF 4/27/15	147.60
05/05/2015	GENL	36790	CLYDE NEWTON	STUMP REMOVAL CLARK ROAD, MACARTHUR, STA	900.00
05/05/2015	GENL	36791	CONGDON'S ACE HARDWARE	WIRE	87.15
05/05/2015	GENL	36792	DAVID BORNEMAN L.L.C.	BURN - CHNP	3,650.00
05/05/2015	GENL	36793	DELUX RENT-ALL INC.	WORK ON GALE ROAD	167.00
05/05/2015	GENL	36794	DONALD DUGAS	MILEAGE TO BOR TRAINING - SCIO TOWNSHIP	17.82
05/05/2015	GENL	36795	DTE ENERGY	OLD TOWN HALL GAS - APRIL 15	1,219.31
05/05/2015	GENL	36796	EDWIN MANIER	33 ELECTRICAL INSPECTIONS - APRIL 2015	990.00
05/05/2015	GENL	36797	HOME DEPOT CREDIT SERVICES	MISC SHOP SUPPLIES	37.81
05/05/2015	GENL	36798	JAMES SWITALA	MILEAGE TO BOR TRAINING - SCIO TOWNSHIP	17.82
05/05/2015	GENL	36799	JCL CONTRACTING, INC.	2ND DRAW ON LAW BATHROOM REMODEL	5,599.00
05/05/2015	GENL	36800	JOHN MACNICOL	MILEAGE TO BOR TRAINING - SCIO TOWNSHIP	17.82
05/05/2015	GENL	36801	KEITH LOCKIE	MILEAGE 3/3/15 - 4/22/15	20.70
05/05/2015	GENL	36802	KARGOLIS COMPANIES, INC.	SAND	52.00
05/05/2015	GENL	36803	O'REILLY AUTOMOTIVE, INC.	WIPER BLADES	32.76
05/05/2015	GENL	36804	PATRICK FIGOTT	CELL PHONE STIPEND APRIL 2015	33.02
05/05/2015	GENL	36805	PAULA CALOPTISYS	MILEAGE/MEALS 1-14-15 THRU 4-16-15	291.25
05/05/2015	GENL	36806	PITNEY BOWES INC.	SUPPLIES FOR POSTAGE METER	50.14
05/05/2015	GENL	36807	RICOH USA, INC	ADD'L COPIES 1/15 THRU 4/30/15	428.30
05/05/2015	GENL	36808	RON PEATRY	MILEAGE 4/20/15 THRU 5/01/15	159.13
05/05/2015	GENL	36809	RONALD LUCAS	DUMP TICKET REIMBURSEMENT	22.00
05/05/2015	GENL	36810	SUPERIOR TOWNSHIP CREDIT CARD ACCT	CREDIT CARD CHARGES APRIL 2015	72.00
05/05/2015	GENL	36811	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 5/7/15 PAYROLL	49,259.17
05/05/2015	GENL	36812	TERMINIX PROCESSING CENTER	PEST CONTROL APRIL 2015	78.00
05/05/2015	GENL	36813	VERIZON WIRELESS	HOT SPOT CHARGES APRIL 2015	80.37
05/05/2015	GENL	36814	WASHTENAW COUNTY TREASURER	SHERIFF CONTRACT MAY 2015	129,297.50
05/05/2015	GENL	36815	WEST STAR PLUMBING & HEATING	PLUMBING WORK FOR LAW BATHROOM REMODEL	3,267.00
05/05/2015	GENL	36816	WEX BANK	FUEL - APRIL 2015	438.79

CHECK REGISTER FOR CHARTER TOWNSHIP OF SUPERIOR
 CHECK DATE FROM 04/17/2015 - 05/15/2015

Check Date	Bank	Check	Vendor Name	Description	Amount
05/11/2015	GENL	36817	21ST CENTURY MEDIA - MICHIGAN	APRIL 2015 PUBLISHING	153.95
05/11/2015	GENL	36818	ABSOPURE WATER COMPANY	WATER COOLER RENTAL APRIL 2015	24.00
05/11/2015	GENL	36819	ANNE DAVIS	ELECTION WORK MAY 5, 2015	180.00
05/11/2015	GENL	36820	ANNE WOOD-ALATALO	ELECTION WORK MAY 5, 2015	160.00
05/11/2015	GENL	36821	BERRY JAN	ELECTION WORK MAY 5, 2015	180.00
05/11/2015	GENL	36822	BEVERLY BAKER	ELECTION WORK MAY 5, 2015	160.00
05/11/2015	GENL	36823	BRANDY MOORE	ELECTION WORK MAY 5, 2015	150.00
05/11/2015	GENL	36824	CARLA BISARO	ELECTION WORK MAY 5, 2015	240.00
05/11/2015	GENL	36825	CHARTER TOWNSHIP OF YPSILANTI	DUMP USAGE APRIL 2015	44.00
05/11/2015	GENL	36826	CHRISTIAN LOVE FELLOWSHIP	PRECINCT RENTAL MAY 5 2015 ELECTION	200.00
05/11/2015	GENL	36827	COLETHOR MAE JOHNSON	ELECTION WORK MAY 5, 2015	170.00
05/11/2015	GENL	36828	COMCAST	INTERNET SERVICES APRIL 2015	91.90
05/11/2015	GENL	36829	DAVID PARKER	ELECTION WORK MAY 5, 2015	80.00
05/11/2015	GENL	36830	DAVID PHILLIPS	REIMBURSEMENT FOR ELECTION FOOD	61.31
05/11/2015	GENL	36831	DELORES BOWDEN	ELECTION WORK MAY 5, 2015	160.00
05/11/2015	GENL	36832	DUANE HINES	ELECTION WORK MAY 5, 2015	190.00
05/11/2015	GENL	36833	ELIZABETH CLARK	ELECTION WORK MAY 5, 2015	150.00
05/11/2015	GENL	36834	JUANITA BURGEM	ELECTION WORK MAY 5, 2015	190.00
05/11/2015	GENL	36835	KIM GRANTHAY	ELECTION WORK MAY 5, 2015	190.00
05/11/2015	GENL	36836	LACY HORNE JR.	DUMP TICKET REIMBURSEMENT	17.25
05/11/2015	GENL	36837	MARY GERTRUDE ADAMS	ELECTION WORK MAY 5, 2015	190.00
05/11/2015	GENL	36838	MELISSA BROOKS	REIMBURSEMENT OF GAS FOR ASSESSING CLASS	43.45
05/11/2015	GENL	36839	MICHELLE BARTH	ELECTION WORK MAY 5, 2015	160.00
05/11/2015	GENL	36840	MICHELLE CZUPINSKI	ELECTION WORK MAY 5, 2015	204.00
05/11/2015	GENL	36841	MICHELLE MCINTYRE	ELECTION WORK MAY 5, 2015	45.00
05/11/2015	GENL	36842	MR. ROOT OUT PLUMBING	SNAKE OUT KITCHEN DRAINS	140.00
05/11/2015	GENL	36843	NANCY ANN TROTTER	ELECTION WORK MAY 5, 2015	170.00
05/11/2015	GENL	36844	PATRICIA NAGLE	ELECTION WORK MAY 5, 2015	160.00
05/11/2015	GENL	36845	PATTY HINES	ELECTION WORK MAY 5, 2015	190.00
05/11/2015	GENL	36846	PHEBE JEAN JUDSON	ELECTION WORK MAY 5, 2015	160.00
05/11/2015	GENL	36847	PHYLLIS ROBERTS	ELECTION WORK MAY 5, 2015	216.00
05/11/2015	GENL	36848	PORSHEA ANDERSON-TAYLOR	ELECTION WORK MAY 5, 2015	110.00
05/11/2015	GENL	36849	RAYMOND FRANZEN	ELECTION WORK MAY 5, 2015	216.00
05/11/2015	GENL	36850	ROCHELLE MAILHOT	ELECTION WORK MAY 5, 2015	180.00
05/11/2015	GENL	36851	ROSEMARY VENTITTELLI	ELECTION WORK MAY 5, 2015	170.00
05/11/2015	GENL	36852	SAMANTHA TROTTER	ELECTION WORK MAY 5, 2015	220.00
05/11/2015	GENL	36853	SANDRA BRYANT	ELECTION WORK MAY 5, 2015	190.00
05/11/2015	GENL	36854	SHARON BRYANT-PHILLIPS	ELECTION WORK MAY 5, 2015	170.00
05/11/2015	GENL	36855	STANDARD PRINTING	PRINTING & MAILING OF NEWSLETTER	2,179.00
05/11/2015	GENL	36856	STEFANI CARTER J.D. P.C.	LEGAL SERVICES APRIL 2015	818.00
05/11/2015	GENL	36857	SUPERIOR TWP PAYROLL FUND	HSA MONTHLY FEES MAY 2015	42.00
05/11/2015	GENL	36858	TAMMERA TROTTER	ELECTION WORK MAY 5, 2015	240.00
05/11/2015	GENL	36859	TRACI BIEINS	ELECTION WORK MAY 5, 2015	160.00
05/11/2015	GENL	36860	WYNELL LOCKRIDGE	DUMP TICKET REIMBURSEMENT	34.50
05/13/2015	GENL	36861	CINTAS CORPORATION - 300	RUG SERVICE WEEK OF 5/11/15	49.20
05/13/2015	GENL	36862	JAMES BOLO	DUMP TICKET REIMBURSEMENT	22.00
05/13/2015	GENL	36863	PARHELION TECHNOLOGIES	SERVER SUPPORT MAY 2015	413.75
05/13/2015	GENL	36864	PFEFFER, HANNIFORD & PALKA	2014 AUDIT	13,110.00
05/13/2015	GENL	36865	REPUBLIC WASTE SERVICES #241	NON-SCHEDULED SERVICE @ TOWN HALL	119.01

GENL TOTALS:

Total of 106 Checks:
 Less 0 Void Checks:

322,874.11
 0.00

Total of 106 Disbursements:

322,874.11

User: NANCY

CHECK DATE FROM 04/17/2015 - 05/15/2015

DB: SUPERIOR TWP

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank FIRE FIRE FUND					
04/21/2015	FIRE	22124	BLUE CROSS/BLUE SHIELD-M	MEDICAL INSURANCE MAY 2015	886.34
04/21/2015	FIRE	22125	ANN ARBOR TOWNSHIP	CHIEF EXPENSES 1ST QTR 2015	15,170.54
04/21/2015	FIRE	22126	APOLLO FIRE EQUIPMENT	TIC BELT CLIP ASSEMBLY	72.96
04/21/2015	FIRE	22127	BLUE CROSS/BLUE SHIELD-M	MEDICAL INSURANCE MAY 2015	6,367.42
04/21/2015	FIRE	22128	CONSUMERS LIFE INSURANCE CO	LIFE INSURANCE MAY 2015	102.15
04/21/2015	FIRE	22129	DELTA DENTAL	DENTAL INSURANCE MAY 2015	1,014.70
04/21/2015	FIRE	22130	EMERGENCY VEHICLES PLUS	REPAIR OF TRUCK #E-11	894.77
04/21/2015	FIRE	22131	HOME DEPOT CREDIT SERVICES	DEPARTMENT SUPPLIES	376.20
04/21/2015	FIRE	22132	PAETEC	TELEPHONES STATION #2 MAY 2015	70.90
04/21/2015	FIRE	22133	PARHELION TECHNOLOGIES	WORK ON CARD PROGRAM	1,939.00
04/21/2015	FIRE	22134	SUPERIOR TOWNSHIP	BALANCE CASH WITH FUND BALANCE	78,765.65
04/21/2015	FIRE	22135	VISION SERVICE PLAN	VISION INSURANCE MAY 2015	183.00
04/21/2015	FIRE	22136	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 4/23/15 PAYROLL	32,136.76
04/28/2015	FIRE	22137	XML WORKERS' COMP FUND	WORKER'S COMP INSURANCE 2015	22,753.20
04/28/2015	FIRE	22138	SUPERIOR TWP PAYROLL FUND	PENSTON 2015	9,656.58
05/05/2015	FIRE	22139	COMCAST	INTERNET SERVICES STATION #2 MAY 2015	174.90
05/05/2015	FIRE	22140	CORRIGAN OIL COMPANY	DIESEL	1,215.27
05/05/2015	FIRE	22141	RICCO USA INC.	COPPER LEASE APRIL 2015	182.93
05/05/2015	FIRE	22142	SUPERIOR TOWNSHIP CREDIT CARD ACCT	CREDIT CARD CHARGES APRIL 2015	27.04
05/05/2015	FIRE	22143	SUPERIOR TWP GENERAL FUND	ACCOUNTING FEES - MAY 2015	833.33
05/05/2015	FIRE	22144	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 5/7/15 PAYROLL	29,723.72
05/11/2015	FIRE	22145	AMERICAN AQUA, INC.	SALT FOR SOFTNER - APRIL 2015	69.10
05/11/2015	FIRE	22146	BUDGET TOWING	TOWING OF LADDER 11-1 TO DEARBORN	375.00
05/11/2015	FIRE	22147	COMCAST	INTERNET SERVICES MAY 2015 - STATION #1	73.90
05/11/2015	FIRE	22148	OTE ENERGY	GAS APRIL 15 - STATION #1	1,757.39
05/11/2015	FIRE	22149	EMERGENT HEALTH PARTNERS	DISPATCHING SERVICES MAY 2015	1,677.53
05/11/2015	FIRE	22150	GABEYS BP	GAS FOR STATION CAN'S AND ATV	38.72
05/11/2015	FIRE	22151	PAETEC	TELEPHONES APRIL 2015 - STATION #1	137.39
05/11/2015	FIRE	22152	PHILIP W. DICKINSON	HEALTH INSURANCE REIMBURSEMENT FOR THE M	960.53
05/11/2015	FIRE	22153	PRIORITY ONE EMERGENCY	RED LED LIGHTS FOR UTILITY	129.98
05/11/2015	FIRE	22154	SUPERIOR TWP PAYROLL FUND	HSA FEES MAY 2015	54.00
05/11/2015	FIRE	22155	TERMINIX PROCESSING CENTER	PEST CONTROL APRIL 2015 - STATION #1	197.00
05/11/2015	FIRE	22156	THE ANN ARBOR NEWS	NEWSPAPER SCRIPT 5/16/15 THRU 7/11/15	22.40
05/11/2015	FIRE	22157	TRUGREEN PROCESSING CENTER	LAWN SERVICE APRIL 2015 - STATION #1	158.02
05/11/2015	FIRE	22158	VERIZON WIRELESS	OFFICER CELL PHONES APRIL 2015	199.64
05/13/2015	FIRE	22159	CORRIGAN OIL COMPANY	DIESEL FUEL	621.87
05/13/2015	FIRE	22160	EMERGENCY VEHICLES PLUS	TANKER #1 REPAIR	378.78
05/13/2015	FIRE	22161	EXERCISE WAREHOUSE	ELLIPTICAL TRAINER	3,149.00
05/13/2015	FIRE	22162	PARHELION TECHNOLOGIES	ASSIST CHIEF WITH SERVER ISSUES	208.75
05/13/2015	FIRE	22163	PEPPER, HANNIFORD & PALKA	2014 AUDIT	1,990.00
05/13/2015	FIRE	22164	STATE OF MICHIGAN	ADV. FIRE INVESTIGATION SCHOOL-PIERCE	250.00

FIRE TOTALS:

Total of 41 Checks:

214,397.36

Less 0 Void Checks:

0.00

Total of 41 Disbursements:

214,397.36

10:12 AM
 05/13/15
 ACCRUAL BASIS

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
 CHECK REGISTER
 APRIL 21 THROUGH MAY 18, 2015

DATE	NUM	NAME	MEMO	AMOUNT
100 - CASH - O&M				
101 - CHECKING - CHASE 205000485529				
04/21/15	9218	BEAVER RESEARCH COMPANY	MISC. SHOP SUPPLIES	(350.88)
04/21/15	9219	ETNA SUPPLY	METERS	(16,500.00)
04/21/15	9220	HD SUPPLY WATERWORKS, LTD.	NEW HYDRANTS	(5,089.37)
04/21/15	9221	INTERNATIONAL CONTROLS & EQUIPMENT	PREVENTATIVE MAINTENANCE - GATE	(190.00)
04/21/15	9222	MISS DIG SYSTEM, INC.	ADDITIONAL ANNUAL FEES - 2015	(891.00)
04/21/15	9223	STAPLES CONTRACT & COMMERCIAL	WIRELESS KEYBOARD & MOUSE (KTL)	(39.99)
04/28/15	9224	SUPERIOR TWP. PAYROLL FUND	PENSION & HCSP - APR15	(3,727.15)
04/28/15	9225	SUPERIOR TWP. GENERAL FUND	PAYROLL & WORKER'S COMP INSURANCE	(21,780.28)
04/28/15	9226	AT&T	BOOSTER STA. PHONE - APR15	(84.09)
04/28/15	9227	BLUE CROSS BLUE SHIELD	MEDICAL INSURANCE - MAY15	(4,274.97)
04/28/15	9228	CHET'S RENT-ALL	HITCH & ADAPTER	(204.50)
04/28/15	9229	CONSUMER'S LIFE INSURANCE COMPANY	LIFE INSURANCE - MAY15	(67.78)
04/28/15	9230	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE - MAY15	(488.08)
04/28/15	9231	FTL CONSTRUCTION INC.	REPLACED HYDRANT - STAMFORD	(2,528.16)
04/28/15	9232	ROLLAND CEMENT	APPROACH REPLACEMENTS - PINE & CEDAR CTS.	(3,000.00)
04/28/15	9233	STANDARD PRINTING	BUSINESS CARDS	(210.55)
04/28/15	9234	STERICYCLE COMMUNICATIONS	ANSWERING SERVICE - APR15	(80.00)
04/28/15	9235	VERIZON	CELL PHONES - APR15	(327.75)
04/28/15	9236	VISION SERVICE PLAN	VISION INSURANCE - MAY15	(86.77)
05/05/15	9237	AL'S CLEANING SERVICE	ADM. BLDG. CLEANING - APR15 (5 WEEKS)	(700.00)
05/05/15	9238	COMCAST	INTERNET - MAINT. FAC. - APR15	(107.85)
05/05/15	9239	DTE	ELEC/GAS APRIL 15	(1,227.04)
05/05/15	9240	FTL CONSTRUCTION INC.	REPAIR TO 8" VALVE - STAMFORD RD.	(1,108.60)
05/05/15	9241	HD SUPPLY WATERWORKS, LTD.	CURB BOX KEY	(54.98)
05/05/15	9242	KEITH LOCKIE	MILEAGE - MAR-APR15	(41.40)
05/05/15	9243	POLLARDWATER.COM	USB CABLE FOR PRESSURE GAUGE	(88.95)
05/05/15	9244	SPEARS FIRE AND SAFETY	NEW FIRE EXT. - NEW POLE BARN	(328.00)
05/05/15	9245	STAPLES CONTRACT & COMMERCIAL	TONER CARTRIDGES (KTL)	(163.68)
05/05/15	9246	W L CONSTRUCTION SUPPLY LLC	14" CONCRETE SAW BLADE	(419.99)
05/11/15	EFT	MAGIC-WRIGHTER	MONTHLY FEE - APRIL15	(36.47)
05/12/15	9247	ADVANCE AUTO PARTS	VOID: BRAKE CLEANER & MISC	0.00
05/12/15	9249	ALLIED, INC.	INSPECTION OF LIFT	(140.50)
05/12/15	9250	AUTO-WARES GROUP (AUTO VALUE)	AIR FILTER, WIPERS, MISC	(53.36)
05/12/15	9251	CARMEN WALKER	MILEAGE REIMB 2/11/15-4/30/15	(68.43)
05/12/15	9252	COMCAST	INTERNET - ADM. BLDG. - APR15	(102.85)
05/12/15	9253	CONGDON'S ACE HARDWARE	MISC. SUPPLIES	(77.85)
05/12/15	9254	CRAWFORD DOOR SALES	INSTALL WEATHER SEAL FOR ALUMINUM DOOR	(165.00)
05/12/15	9255	DONALD FRANKLIN	REFUND W/S OVERPAYMENT - 9304 PANAMA	(50.80)
05/12/15	9256	DTE	ELEC SERVICE - APRIL 15	(1,867.67)
05/12/15	9257	ETNA SUPPLY	2" OMNI MTR	(995.00)
05/12/15	9258	HD SUPPLY WATERWORKS, LTD.	HYDRANT EXTENSION	(1,285.00)
05/12/15	9259	MILLENNIUM BUSINESS SYSTEMS	TOSHIBA COPIER LEASE - APRIL 15	(495.15)
05/12/15	9260	OCCUPATIONAL HEALTH CENTERS OF MICH...	REG COLL D/S DRUG TEST - BLANTON-FOSTER	(66.00)
05/12/15	9261	PARHELION TECHNOLOGIES	COMPUTER RELATED - MAY 15	(473.75)

10:12 AM
 05/13/15
 ACCRUAL BASIS

SUPERIOR TOWNSHIP UTILITY DEPARTMENT
 CHECK REGISTER
 APRIL 21 THROUGH MAY 18, 2015

DATE	NUM	NAME	MEMO	AMOUNT
05/12/15	9262	PFEFFER, HANNIFORD & PALKA	2014 AUDIT	(5,900.00)
05/12/15	9263	RICOH USA INC.	COPIER LEASE - FEB15-MAR15	(166.05)
05/12/15	9264	STAPLES CONTRACT & COMMERCIAL	OFFICE SUPPLIES	(39.37)
05/12/15	9265	WINDSTREAM	PHONES - MAINT. FAC. - MAY15	(189.99)
05/12/15	9266	WRIGHT EXPRESS FSC	FUEL - APRIL 15	(127.97)
05/12/15	9267	YPSILANTI COMM. UTILITIES AUTHORITY	W/S PURCH. - APRIL 15	(146,220.12)
05/12/15	9268	SUPERIOR TWP. GENERAL FUND	PAYROLL - 05/07/15	(14,452.13)
05/12/15	9269	SUPERIOR TWP. PAYROLL FUND	HSA ADM. FEES - MAY15	(30.00)
05/12/15	9270	WRIGHT EXPRESS FSC	GAS FOR GMC	(60.66)
TOTAL 101 - CHECKING - CHASE 205000485529				(237,225.93)
TOTAL 100 - CASH - O&M				(237,225.93)
120 - CASH - CAPITAL RESERVE				
125 - CR CHKG. - CHASE 639918234				
125-AA - CAPITAL RES. CHECKING - AA TWP.				
04/28/15	484	SUPERIOR TWP. UTIL. DEPT. CAPITAL RESER...	TRANSFER O&M PORTION OF PERMITS 1421-1423	(1,665.00)
04/28/15	485	ANN ARBOR CHARTER TOWNSHIP	A2 TWP'S PORTION OF CONN. FEES	(17,972.67)
TOTAL 125-AA - CAPITAL RES. CHECKING - AA TWP.				(19,637.67)
125-YC - CAP. RESERVES CHECKING - YCUA				
04/21/15	483	TURNER ELECTRIC SERVICE, INC.	ELECTRIC - NEW POLE BARN	(9,975.00)
05/05/15	486	SUPERIOR TWP. UTIL. DEPT. O&M	TRANSFER O&M PORTION OF PERMIT # 1424+1425	(1,030.00)
05/07/15	487	MYSTIC MEADOWS CONSTRUCTION	CONCRETE DRIVE AND APPROACH FRO NEW POLE BARN	(5,760.00)
TOTAL 125-YC - CAP. RESERVES CHECKING - YCUA				(16,765.00)
TOTAL 125 - CR CHKG. - CHASE 639918234				(36,402.67)
TOTAL 120 - CASH - CAPITAL RESERVE				(36,402.67)
TOTAL				(273,628.60)

WASHTENAW COUNTY ROAD COMMISSION

555 N. Zeeb Road
Ann Arbor, Michigan 48103

MEDIA ADVISORY

FYI

- WHO:** To media representatives, the motoring public and all interested parties
- WHAT:** SHOULDER AND LANE CLOSURES
- WHEN:** Effective Monday, April 27, 2015 until Further Notice
- WHERE:** Plymouth Rd at Ford Rd & at Curtis Rd, Superior Township
- WHY:** Intersection Improvements Project

The Contractor for the Plymouth Road Intersection Improvements project is scheduled to implement a shoulder closure and intermittent lane closures on Plymouth Road at the Ford Road/Tanglewood Drive Intersection and at the Curtis Road Intersection beginning Monday, April 27, 2015. Traffic will be maintained utilizing traffic regulators. Access to properties within the project limits is being maintained. The project involves widening on Plymouth Road to provide for a center-left turn lane at each intersection. A traffic signal will be installed at the Ford Road/Tanglewood Drive intersection and a flashing beacon will be installed at the Curtis Road intersection.

Please reduce speeds and drive cautiously through the work zone in order to maintain the safety of the road crews and the traveling public. The Road Commission thanks you in advance for your patience.

CONTACT: Please contact **Matt MacDonell**, WCRC Assistant Director of Engineering, at (734) 327-6688 or macdonellm@wccroads.org if you have questions or concerns in regards to the project.

ISSUE DATE: April 24, 2015



A-Ride

SERVICE UPDATE NOTICE

2700 S. Industrial Highway
Ann Arbor, MI 48104

734.973.6500 Phone
734.973.6338 Fax
TheRide.org Online

FYI

April 21, 2015

Dear Partner,

At its April 16th meeting, the Ann Arbor Area Transportation Authority (TheRide) Board of Directors voted to rescind the A-Ride contract for paratransit services previously awarded to Select Ride, and authorized TheRide's CEO to enter into contract negotiations with RideCorp Inc. (a division of Blue Cab).

Beginning May 1, 2015, A-Ride and GoldRide services will be delivered as follows:

- The **734-973-1611** phone number will remain the same. When calling to reserve, cancel or check on a trip, menu options will be:
 - Select 1, for program information and service updates
 - Select 2, for advance reservations and same-day lift-van service
 - Select 3, for same-day sedan service
 - Select 4, for customer service compliments & complaints
- Advance reservations for both lift-van and sedan trips will be taken weekdays between 8:00 am & 6:00 pm, and weekends between 11:00 am & 5:00 pm.
- Same-day requests for both lift-van and sedan trips will be taken weekdays between 6:15 am & 10:15 pm, and weekends between 7:15 am & 5:00 pm.
- TheRide will operate lift-van services.
- RideCorp will operate sedan services.
- All vehicles will be identified with the A-Ride logo for easy identification.

CONTINUED ON REVERSE SIDE

A SERVICE OF  **TheRide**



We have made extensive plans to meet constituents' trip needs in a consistently reliable manner. The transition to a new provider, however, will be challenging but we will work to make it as seamless as possible.

As a temporary solution, prior to May 1st, should your constituents have an advance reserved trip that is twenty (20) or more minutes late beyond their pickup window, please instruct them to do the following:

1. Call TheRide at (734) 794-1721 and provide their name and ID number.
2. TheRide will validate their advance scheduled trip.
3. Upon authorization, a vehicle will be dispatched to pick them up and take them to and from their destination at no charge.

Please let us know if you have any questions during this transition and we will answer them.

We will keep you informed of any changes in provider and service. Should you have any questions, please call Deb Freer at 734.794.1881 or email at dfreer@TheRide.org.

Sincerely,

*Robert Guenzel, Interim CEO
AAATA/TheRide*