

**SUPERIOR CHARTER TOWNSHIP BOARD  
REGULAR MEETING  
DECEMBER 16, 2013  
ADOPTED 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 7:30 p.m. on December 16, 2013, 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, Rodrick Green, Lisa Lewis and Alex Williams. Trustee Nancy Caviston was absent.

**4. ADOPTION OF AGENDA**

It was moved by McKinney seconded by Lewis, to adopt the agenda with the addition of addition of a Memo to Hire Vickie Kooyers as item i. under New Business and a Memo to raise the hourly wage of Nancy Mason as item j. under New Business.

The motion carried by unanimous voice vote.

**5. APPROVAL OF MINUTES**

**A. REGULAR MEETING OF NOVEMBER 18, 2013**

It was moved by McKinney, seconded by Green, to approve the minutes of the regular Board meeting of November 18, 2013, with the correction of Swartz to Schwartz on Section 1.

The motion carried by a unanimous voice vote.

**6. CITIZEN PARTICIPATION**

There was none.

**7. REPORTS**

**A. SUPERVISOR REPORT**

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Supervisor Ken Schwartz reported on the following: Supervisor Schwartz reported on the following: Township officials met with representatives from the Rock Riverine development. Rock has temporarily put their MDEQ permit application on hold while they explore options with the Washtenaw County Natural Areas Protection Program and the Ann Arbor Greenbelt for the sale of development rights or sale of the property for preservation purposes. Township officials are scheduled to meet with YCUA on January 31, 2014 to discuss the renewal of the contract for water and waste water treatment services from YCUA and also the metering study. Superior Township is one of the few communities that have sewage from Ypsilanti Township flowing into its pipes on the way to the treatment plant. Supervisor Schwartz feels that prior to finalizing the new contract with YCUA, we should have available some results from the metering study. Results from the metering study should be available by June 2014. Supervisor Schwartz met with Ypsilanti District Library staff. He informed them he is disappointed with the amount of service Superior Township receives compared to the amount of money in library taxes Township residents pay to the library. Supervisor Schwartz suggested they assist with paying for some upgrades for the library building such as installing exterior lights, painting, tuck pointing and other projects. The library did pay for improved lighting. We will continue to work with the YDL on other improvements, which may include providing shelter for a summer reading program. The Township recently applied for Community Development Block Grants (CDBG) for a bus shelter and additional landscaping along MacArthur Boulevard. Neither was successful. Additional CDBG funds will be available in 2014 for road improvements. Township officials recently met with Pulte Homes staff. Pulte indicated the cost to build a home in Superior Township is too high and they would lose money on every house built. They requested the Township relax requirements for four-sided brick on the first floor, reduce water and sewer connection fees by about 50%, they be allowed an increase in the GFC and FAR requirements and other issues. Supervisor Schwartz requested they put their requests in writing. He hopes they are not attempting to better package the development so it can be put up for sale. Yard waste and leaf collection ended on the week of November 30 but the Township hired a contractor to pick-up left over yard waste that was at curbside. Supervisor Schwartz attended a county committee regarding the County Board of Commissioners assuming the responsibilities of the Washtenaw County Road Commission.

**B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, FIRE CHIEF, FIRE MARSHALL, ORDINACE OFFICER REPORT, PARK COMMISSION MINUTES, SHERIFF'S REPORT, UTILITY DEPARTMENT 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.

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**8. COMMUNICATIONS**

**A. PARK COMMISSION 2014 MEETING. SCHEDULE**

The Parks Commission changed their meeting date from 7:30 p.m. on the fourth Monday of every month to 6:30 p.m. on the third Monday of the month, except for January and February when, due to the holiday, the meetings will be held on the Tuesday after the third Monday. All meetings will be held in the Old Township Hall. The schedule is as follows:

- January 21 (Tuesday, due to Martin Luther King Day)
- February 18 (Tuesday, due to Presidents' Day)
- March 17
- April 21
- May 19
- June 16
- July 21
- August 18
- September 15
- October 20
- November 17
- December 15

It was moved by Green, seconded by McKinney, for the Board to accept and approve of the Parks Commission's meeting schedule for 2014.

The motion carried by unanimous voice vote.

**9. UNFINISHED BUSINESS**

**A. ORDINANCE 174-13, ZONING ORDINANCE AMENDMENTS, OFF-STREET PARKING, DEFINITIONS, SECOND READING**

Clerk Phillips explained that Ordinance No. 174-13 proposes amendments to the Zoning that are primarily housekeeping functions. The changes include clarifying parking requirements on non-residential land, the section number related to Performance Guarantees, clarified the definitions of Building Line, Floor Area Ratio, Health Club or Fitness Center and Recreational Facility. The Planning Commission recommended the amendments be approved. On November 18, 2013, the Board approved the first reading of the ordinance. No comments or suggested changes were received.

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It was moved by Phillips, seconded by Williams, for the Board to approve the second reading and adoption of Ordinance No. 174-13.

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**ORDINANCE NO. 174-13**

[An ordinance to amend Section 8.03 (General Regulations) and Section 17.03 (Definitions) of the Superior Charter Township Zoning Ordinance No. 174 to clarify standards for vehicle parking, determinations of building lines, and calculation of floor area ratio; and to REVISE the "recreational facility" definitions and INSERT a new definition of "health club and fitness center," by authority of the Public Act 110 of 2006 (being MCL 125.3101 et. seq., as amended)]

**SUPERIOR CHARTER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, HEREBY ORDAINS:**

**ARTICLE 8  
OFF-STREET PARKING AND LOADING REGULATIONS**

[REVISE subsection "B.3." to only apply to non-residential land uses, as follows]

**Section 8.03 General Regulations.**

The following standards shall apply to all off-street parking and loading facilities:

**B. Use.**

Any area once designated as required off-street parking, stacking, or loading spaces shall not be changed to any other use, unless adequate spaces meeting the standards of this Article have first been provided at another location acceptable to the Planning Commission. Use of off-street parking, stacking, and loading facilities shall be further subject to the following:

1. No commercial activity or selling of any kind shall be conducted within required parking areas, except as part of a permitted temporary use.
2. Parking lots and loading areas shall not be used for parking of inoperable vehicles, storage or display of motor vehicles for sale, vehicle repairs, dumping of refuse, or storage of any merchandise, equipment, products or materials.
3. Parking of an operable motor vehicle in the parking lot of a non-residential land use shall not exceed a continuous period of more than 48 consecutive hours.
4. No person shall park any motor vehicle on any private property without the authorization of the owner, holder, occupant, lessee, agent or trustee of such property. Ownership shall be shown for all lots intended for use as parking by the applicant.

**ARTICLE 10  
SITE PLAN REVIEW**

[CORRECT the section reference in the second paragraph to "Section 1.11C" as follows]

**Section 10.11 Compliance with an Approved Site Plan.**

...

To ensure compliance with this Ordinance, the approved site plan, and any conditions of site plan approval, the Township may require that a performance guarantee be deposited with the Township Treasurer, subject to the standards of Section ~~1.08C~~ 1.11C (Performance Guarantees).

**ARTICLE 17  
DEFINITIONS**

**Section 17.03 Definitions.**

Whenever used in this Ordinance, the following words and phrases shall have the meaning ascribed to them in this Section:

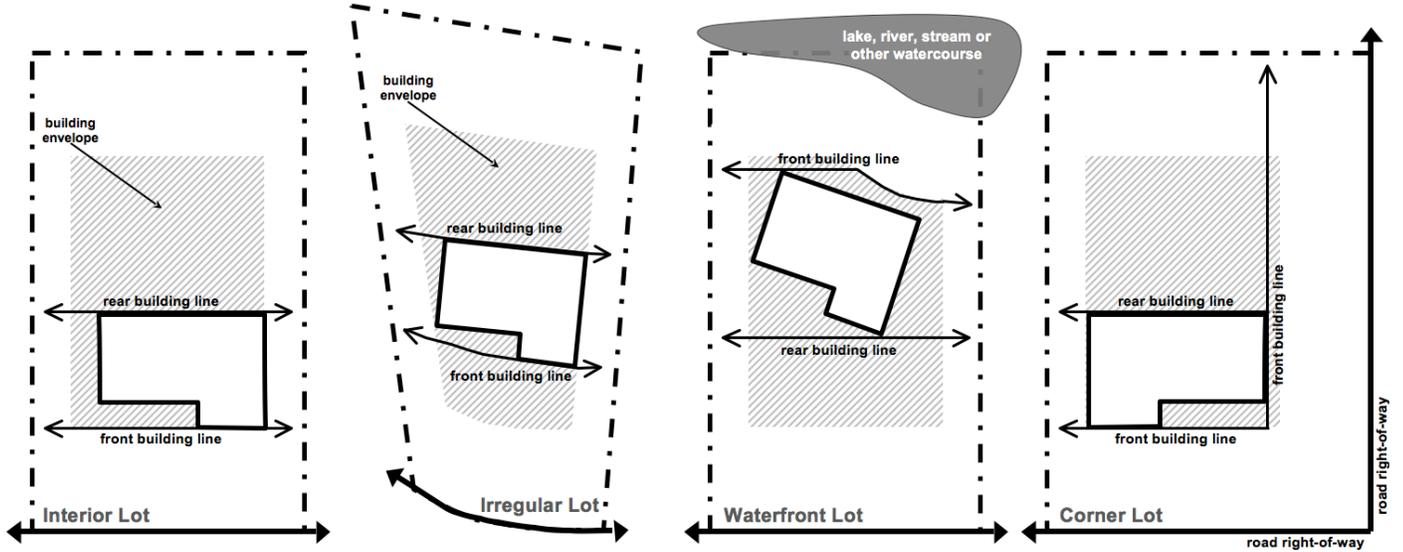
[CLARIFY the "building line" definition and INSERT new illustrations for "building lines" and "accessory structure location on corner lot" as follows]

25. Building Line. The line formed by either of the following, as applicable:

- a. The junction of the plane of the outer surface of the front or rear of the building with the plane of the finish grade or surface of the adjoining ground, where this line is generally parallel to the nearest front or rear lot boundary.
- b. The line tangent to the point of the building nearest to the front or rear lot boundary and extending to the side lot boundaries in a manner generally parallel to the nearest front or rear lot boundary.

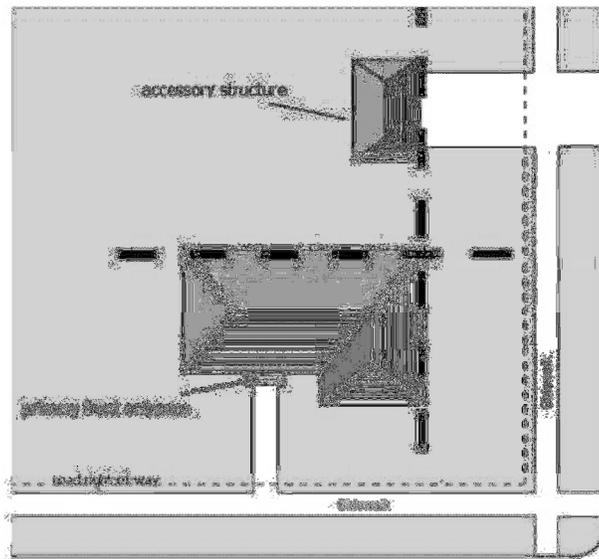
At no point shall a building line extend closer to the front or rear lot boundaries than the minimum required yard setbacks for the zoning district (see ~~"Accessory Structure"~~ "Building Lines" illustration).

ILLUSTRATIONS



**Building Lines**

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**Accessory Structure Location on a Corner Lot**

[CLARIFY the "floor area ratio" definition to use "net" lot area to match the ground floor coverage (GFC) calculation; and include an example from the Township's dimensional standards as follows]

**83. Floor Area Ratio.** A ratio calculated by dividing the floor area of a building by the net lot area of the lot on which it is located. For example, if a floor area ratio of 0.40 is specified and the net lot area is two (2) acres [or 87,120 square feet], the maximum permitted floor area on the lot is 34,848 square feet. Subject to the provisions of this Ordinance regarding height and story limitations, the maximum building floor area may be 17,424 square feet for each of two (2) stories, or 11,616 square feet for each of three (3) stories.

The ratio of the floor area of a building to the area of the lot on which it is located, calculated by dividing the floor area by the lot area and expressing it as a percentage. For example, if a floor area ratio of eighty percent (80%) is specified and the lot area is ten thousand (10,000) square feet, the maximum permitted floor area on the lot is eight thousand (8,000) square feet. Subject to the provisions of this Ordinance regarding height and story limitations, the building area may be four thousand (4,000) square feet for each of two (2) stories, two thousand (2,000) square feet for each of four (4) stories, or one thousand (1,000) square feet for each of eight (8) stories.

[INSERT a new "health club or fitness center" definition and REVISE the definitions of "recreational facility, indoor" and "recreational facility, outdoor" as follows]

**98a. Health Club or Fitness Center.** A type of indoor recreational facility that provides indoor exercise facilities, such as exercise machines and weight-lifting equipment, swimming pool, or gymnasium, but does not include spectator seating or facilities for sporting events; bowling alleys or curling centers; indoor

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soccer, racquetball or tennis facilities; ice or roller skating rinks; firearms ranges; or other large scale or more intensive indoor recreational facilities.

**174. Recreational Facility, Indoor.** A ~~privately-owned~~ facility designed and equipped for the conduct of sports, amusement or leisure time activities and other customary recreational activities indoors (within an enclosed building) ~~and,~~ including privately-owned facilities operated as a business and open for use by the public for a fee; such as gymnasiums, health clubs, and fitness centers, bowling alleys, indoor soccer facilities, racquetball and tennis clubs, ice and roller skating rinks, curling centers, and firearms ranges. Such facilities may include spectator seating or facilities for sporting events.

**175. Recreational Facility, Outdoor.** A ~~privately-owned~~ facility designed and equipped for the conduct of sports, amusement or leisure time activities and other customary recreational activities outdoors (outside of an enclosed building) ~~and,~~ including privately-owned facilities operated as a business and open for use by the public for a fee; such as tennis clubs, archery ranges, golf courses, miniature golf courses, golf driving ranges, water slides, batting cages and machines, skateboarding parks, and children's amusement parks. Such facilities may include spectator seating or facilities for sporting events.

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

Nays: None

Absent: Caviston

The motion carried.

**B. ORDINANCE 174-14, ZONING ORDINANCE AMENDMENTS, CELL TOWERS, FUELS, SECOND READING**

Clerk Phillips explained that State laws were recently enacted that resulted in new requirements for the zoning review and approval of cell towers and farm based bio-fuels. It is necessary for the Township to amend its zoning ordinance to comply with the requirements required by the State law. The changes required a section be added to the zoning ordinance so that the production of certain amounts of farm based bio-fuels are a permitted use, and the review and processing of changes to cell towers are properly addressed. On November 18, 2013, the Board approved the first reading of the ordinance. No comments or suggested changes were received.

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It was moved by McKinney, seconded by Lewis, to approve the second reading and adoption of the following ordinance:

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

**ORDINANCE NO. 174-14**

[An ordinance to amend Articles 4.0 (Land Use Table), 5.0 (Use Standards), and 17.0 (Definitions) to insert volatile farm-based biofuel production facility standards into the ordinance, and to amend Section 14.02 (Wireless Communication Facilities) as required by and by authority of the Public Act 110 of 2006 (being MCL 125.3101 et. seq., as amended)]

**SUPERIOR CHARTER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, HEREBY ORDAINS:**

**ARTICLE 4  
LAND USE TABLE**

[In accordance with Section 3513 of the Michigan Zoning Enabling Act, INSERT two (2) new land uses at the end of the table under "Other Uses," as follows]

Uses	Districts															Use Standards			
	Rural			Residential				Business				Other	Special						
	R-C	A-1	A-2	R-1, R-2	R-3, R-4	R-6	R-7	C-1	C-2	O-1	HCD	PSP	PC	NSC	VC		MS	PM	OSP
<b>OTHER USES</b>																			
Volatile Farm-Based Biofuel Production Facility With an Annual Production Capacity of Up To 100,000 Gallons of Biofuel		P	P																Section 5.605
Volatile Farm-Based Biofuel Production Facility With an Annual Production Capacity of Between 100,000 and 500,000 Gallons of Biofuel		C	C																Section 5.605

**ARTICLE 5  
USE STANDARDS**

[INSERT a new Section 5.605 entitled "Volatile Farm-Based Biofuel Production" as follows]

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**Section 5.605 Volatile Farm-Based Bio-Fuel Production.**

In accordance with Section 3513 of the Michigan Zoning Enabling Act, limited, farm-based production of certain biofuels shall conform to the following requirements:

**A. General Standards.**

The following standards shall apply to all such facilities:

1. The biofuel production facility shall be accessory to and located on the same zoning lot as an active farm operation lawfully operating in the Township.
2. Biofuel production authorized by this Section shall be limited to a renewable fuel product, such as ethanol and bio-diesel, derived from recently living organisms or their metabolic byproducts. Farm-based production of methane or any fuel product from an anaerobic digester shall be prohibited.
3. No part of a biofuel production facility, including driveways and other site improvements, shall be located within any required yard setback area per Article 3.0 (Dimensional Standards). In addition, such facilities and improvements shall be set back a minimum of 100 feet from all lot boundaries and road rights-of-way.
4. Structures, facilities, and equipment used in the production or storage of biofuel shall comply with this Ordinance, other ordinances, and applicable state and federal laws and regulations.
5. Prior to the start of operation and upon any written request from the Township, the owner or operator of the biofuel production facility shall provide to the Zoning Inspector documentation of all necessary permits and approvals from applicable federal, state, and local authorities with jurisdiction over any of the following:
  - a. Air pollution emissions.
  - b. Transportation of biofuel or another product or by-product of production.
  - c. Use or reuse of additional products resulting from biofuel production.
  - d. Storage of raw materials, fuel or additional products used in or resulting from biofuel production.
  - e. Verification that the facility includes sufficient storage for raw materials, fuel, and additional products resulting from biofuel production; or the capacity to dispose of additional products through land application, livestock consumption, sale or other lawful means.
  - f. Compliance with federal requirements associated with ethanol production of more than 10,000 proof gallons annually.

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6. The operator of the facility shall keep a written record of the source(s) of the feedstock for the biofuel production facility, and the end users of the biofuel or another product or by-product produced by the biofuel production facility.
7. The operator of a facility with an annual production capacity of not more than 100,000 gallons of biofuel operating as a permitted use in the zoning district (without Conditional Use Permit approval) shall also provide an annual written report to the Zoning Inspector which demonstrates that:
  - a. At least seventy-five percent (75%) of the feedstock was produced on the farm where the biofuel production facility is located; and
  - b. At least seventy-five percent (75%) of the biofuel or another product or byproduct produced by the biofuel production facility is used on that farm.

Operation of a biofuel production facility with an annual production capacity of not more than 100,000 gallons that does not conform to the percentage limitations of this subsection shall be subject to Conditional Use Permit approval in accordance with this Section and Ordinance.

**B. Additional Standards for Certain Facilities.**

In accordance with Section 3513 of the Michigan Zoning Enabling Act, the following additional standards shall apply only to biofuel production facilities with an annual production capacity of more than 100,000 gallons of biofuel, and to any biofuel production facility subject to Conditional Use Permit approval in accordance with this Section or Ordinance:

1. Such facilities shall be limited to a maximum annual biofuel production capacity of not more than 500,000 gallons.
2. Any application for approval of a such a facility shall include all of the following, in addition to the other applicable requirements of this Ordinance:
  - a. A detailed description of the process to be used to produce the biofuel.
  - b. The number of gallons of biofuel anticipated to be produced annually.
  - c. An emergency access and fire protection plan, subject to review and recommendation by emergency response agencies serving the Township.
  - d. Documentation of compliance with applicable requirements of this Ordinance, other ordinances, and state and federal laws and regulations.

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**C. Limitations on Special Use Permit Review.**

Per Section 3513 of the Michigan Zoning Enabling Act, Township review of a Conditional Use Permit application for a biofuel production facility shall be modified as follows:

- 60-day time limit for a public hearing.** For any Conditional Use Permit application subject to the requirements of this Section, the Planning Commission shall hold a public hearing on the application in accordance with Section 1.14 (Public Hearing Procedures) within 60 calendar days after the filing date of a complete and accurate application.

The application shall be deemed to have been rejected as incomplete if no public hearing is held within this 60 calendar day period. An application deemed incomplete per this subsection may be resubmitted as a new application for the purpose of completing the review process. Such applications shall not be subject to the requirements of Section 11.08 (Re-Application).

- Limitation on conditions of approval.** The Planning Commission’s authority to impose conditions on the approval of a biofuel production facility subject to this Section shall be limited to conditions necessary to verify that the facility conforms to all of the requirements of this Section.

**ARTICLE 14  
SPECIAL DEVELOPMENT REGULATIONS**

[REVISE the table in subsection “A,” and INSERT new paragraphs one through four into subsection “B” and renumber the subsequent subsections accordingly, to conform to recent amendments to the Michigan Zoning Enabling Act, as follows]

**Section 14.02 Wireless Communication Facilities.**

**A. Type of Review Required.**

Wireless communications facilities shall be subject to review and approval in accordance with the following table:

Type of Wireless Communications Facility	Required Review and Approval		
	Conditional Use Approval	Certificate of Zoning Compliance	Exempt
<b>NEW TOWERS AND ANTENNAE</b>			
Construction of a new wireless communication tower or ground equipment enclosure area for a tower.	●		
Antenna(e) installation on an existing principal building or accessory structure that includes use of a ground equipment enclosure area outside of the existing building or structure.	●		

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Type of Wireless Communications Facility	Required Review and Approval		
	Conditional Use Approval	Certificate of Zoning Compliance	Exempt
Antenna(e) installation on an existing principal building or accessory structure where all accessory equipment is installed and maintained within the existing building or structure.		●	
<b>COLLOCATION ON EXISTING TOWERS</b>			
Alteration or enlargement of a wireless communication tower that would continue to conform to maximum height requirements with an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. <b>Also see Section 14.02B.4. (Special Provisions for Review of Certain Alterations and Collocations).</b>	●		
Alteration or enlargement of a wireless communication tower that would continue to conform to maximum height requirements without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater.		●	
Expansion of a previously approved ground equipment enclosure to a total area greater than 2,500 square feet. <b>Also see Section 14.02B.4. (Special Provisions for Review of Certain Alterations and Collocations).</b>	●		
Expansion of a previously approved ground equipment enclosure area to a total area less than or equal to 2,500 square feet.		●	
Collocation of a new antenna on an existing tower that would continue to conform to maximum height requirements with an increase in the overall tower height by more than 20 feet or 10% of its original height, whichever is greater. <b>Also see Section 14.02B.4. (Special Provisions for Review of Certain Alterations and Collocations).</b>	●		
Collocation of a new antenna on an existing tower that would continue to conform to maximum height requirements without increasing the overall tower height by more than 20 feet or 10% of its original height, whichever is greater.		●	
Construction or expansion of ground equipment building(s) within an approved ground equipment enclosure.		●	
Installation of new ground equipment within an approved ground equipment building or enclosure.		●	

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Type of Wireless Communications Facility	Required Review and Approval		
	Conditional Use Approval	Certificate of Zoning Compliance	Exempt
<b>SATELLITE DISH ANTENNAE</b>			
Installation of a satellite dish antenna with a diameter 1.5 meters or larger.		●	
Installation of a satellite dish antenna with a diameter less than 1.5 meters.			●
<b>AMATEUR RADIO ANTENNAE</b>			
Installation of an amateur radio transmission and reception antenna or antenna structure.		●	
Installation of a citizen band radio base station antenna structure, contractor's business antenna structure, television reception antenna or wireless Internet antenna for personal use, or similar facility exceeding 14 feet in height.		●	
Installation of short wave facilities, amateur radio reception-only antenna, television reception antenna or wireless Internet antenna for personal use, or similar facility up to a maximum height of 14 feet.			●
Installation of municipal and other facilities subject to federal or state preemption of local regulatory authority.			●
<b>OTHER PROJECTS</b>			
Repair or service of existing wireless communications facilities, provided that all work complies with applicable regulations and approved plans.			●
Telecommunication facilities as defined by the METRO Act (P.A. 48 of 2002, as amended).			●

1. **Exempt facilities.** Nothing in this Section shall be construed in such a manner to conflict with the regulatory process established for telecommunication facilities as defined and regulated by the METRO Act (P.A. 48 of 2002, as amended). Facilities exempt from review per Section 11.02A (Type of Review Required) shall be permitted by right, subject to the applicable federal and state regulations.
2. **Facilities subject to Zoning Inspector approval.** Facilities subject to certificate of zoning compliance approval per Section 11.02A (Type of Review Required) shall require review and approval by the Zoning Inspector in accordance with the applicable standards of this Section and Section 1.07 (Certificates of Zoning Compliance).

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**B. Conditional Use Permit.**

Wireless communications facilities subject to conditional use approval per Section 11.02A (Type of Review Required) shall require review and approval of a Conditional Use Permit by the Planning Commission, subject to the standards of this Section and Article 11.0 (Conditional Uses).

1. **Limitation on review fees.** Per Section 3514 of the Michigan Zoning Enabling Act, fees required for a Conditional Use Permit application per Section 14.02A (Type of Review Required) shall not exceed the Township's actual, reasonable costs to review and process the application or \$1,000.00, whichever is less.
2. **14-day time limit to determine eligibility and completeness.** Per Section 3514 of the Michigan Zoning Enabling Act, the Clerk shall immediately transmit a copy of any application materials and plans filed in accordance with this Section for a Conditional Use Permit per Section 14.02A (Type of Review Required) to the Township Planner to determine whether the application is administratively complete per Section 11.38B (Application Information).
  - a. The Township Planner shall transmit a written response to the Clerk and the applicant within 14 business days stating either that the application is administratively complete or listing the specific information needed for a complete application.
  - b. The application shall be deemed administratively complete if no written response is transmitted to the Clerk and applicant within the 14 business day period.
3. **90-day time limit on Planning Commission action.** For any Conditional Use Permit application not subject to the additional requirements of Section 14.02B.4. (Special Provisions for Review of Certain Alterations and Collocations) below, the Planning Commission shall complete its review and take final action per Section 11.05 (Planning Commission Action) within 90 calendar days after the date that the application is considered to be administratively complete. The application shall be deemed approved if the Planning Commission takes no final action within this 90 calendar day period.
4. **Special provisions for review of certain alterations and collocations.** Per Section 3514 of the Michigan Zoning Enabling Act, Township review of proposed alterations to existing wireless communication towers or ground equipment enclosures subject to Conditional Use Permit approval per Section 14.02A (Type of Review Required) and referencing this subsection shall be modified as follows:
  - a. **60-day time limit on Planning Commission action.** The Planning Commission shall complete its review and take final action on the application per Section 11.05 (Planning Commission Action) within 60 calendar days after the date that the application is considered to be administratively complete. The application shall be deemed approved if the Planning Commission takes no final action within this time period.

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- b. **Limitation on conditions of approval.** Planning Commission authority per Section 11.06 (Conditions of Approval) and 14.02B.8. (Conditions of Approval) to impose conditions on any approval of an application subject to the additional requirements of this subsection shall be limited to conditions intended to:
- (1) Verify compliance with the applicable requirements of this Ordinance; or
  - (2) Ensure that the wireless communication facility meets the requirements of federal and state laws and other Township ordinances before the facility begins operation.

**[RENUMBER the six remaining subsections accordingly]**

**ARTICLE 17  
DEFINITIONS**

[INSERT two new definitions into Section 17.03, as follows]

**Section 17.03 Definitions.**

Whenever used in this Ordinance, the following words and phrases shall have the meaning ascribed to them in this Section:

- 20a. **Biofuel.** A renewable fuel product, whether solid, liquid, or gas, that is derived from recently living organisms or their metabolic by-products and meets applicable quality standards, including but not limited to ethanol and bio-diesel; and not including methane or any other fuel product from an anaerobic digester.
- 225a. **Volatile Farm-Based Biofuel Production Facility.** An accessory use, clearly incidental and subordinate to an active farm operation lawfully operating on the same zoning lot, in which biofuel (as defined in this Section) is derived from recently living organisms or their metabolic by-products. This term shall include all equipment, storage tanks, and other improvements needed to produce, store, and transport the biofuel in a manner that meets all federal, state, and Township standards and limitations.

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

Nays: None

Absent: Caviston

The motion carried.

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**C. AUTUMN WOODS PROPERTY ACQUISITION**

Clerk Phillips provided the Board with an update on the negotiations for the Township to take ownership of the approximately 8.4 acres that was released from the original Autumn Woods development. He said that a Reciprocal Easement document was prepared by the Township's Attorney to address issues related to the rights and responsibilities of the Township and the Autumn Woods Condominium Association. However, the attorney for the Condominium Association indicated that all of the issues were previously addressed in two other documents that had been executed and recorded by the developer in 2012. He indicated to Supervisor Schwartz that members of the Condominium Association did not trust the Township and were not in favor of the Township taking ownership of the property. Autumn Woods Condominium Association Board members, Gordon Wilson, Treasurer, and Ray Mondragon, President, were present and addressed the Board. They both indicated they were in favor of the Township taking ownership of the property and they felt that most of the other Association members were also in favor of the Township taking ownership of the property. Board members had concerns about the Township's responsibilities of owning the property, the precedent it would set and the possibility that Association members and their attorney were not in favor of the proposal. They felt it would be better to delay the decision until Township officials could do further research and meet with Association members.

It was moved by Green, seconded by Lewis, for the Board to postpone taking any action on the Township taking ownership of the 8.4 acres from the Autumn Woods development until the Board meeting on February 18, 2014.

The motion carried by unanimous voice vote.

**10. NEW BUSINESS**

**A. UTILITY DEPARTMENT, PURCHASE OF SENSUS HANDHELD RADIO UNITS**

Utility Director Keith Lockie provided a memo to the Board dated December 16, 2013 in which he explained the need to purchase two Sensus handheld radio frequency units to download billing information from commercial accounts and to upload the data back into the billing system. He requested the Board approve purchasing the two radios at a cost of \$18,000 along with receiving a \$9,000 trade-in for the two old units.

It was moved by McKinney, seconded by Green, to approve the Utility Department to purchase two handheld Sensus radios from Etna Supply in Grand Rapids at a cost not to exceed \$9,000, which includes the trade-in of the two old handheld units.

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

Nays: None

Absent: Caviston

The motion carried

**B. RESOLUTION 2013-35, UTILITY DEPARTMENT, AMENDMENT TO RATE, FEE AND CHARGES RELATED TO SEWER AND WATER SERVICE**

Utility Director Keith Lockie provided a memo to the Board, which amended the Utility Departments charges for water meters and MXU's that were replaced at the owner's request or because of negligence or intentional damage. There were also changes to the cost of some house meters and irrigation meters. Board members had several questions about the changes. Since there was no one from the Utility Department present to answer the questions, it was recommended that any action be postponed until the next meeting.

It was moved by McKinney, seconded by Lewis, to postpone action on Resolution 2013-35, Utility Department, Amendment to Rate, Fee and Charges Related to Sewer and Water Service until the Board's regularly scheduled Board meeting of January 21, 2014.

The motion carried by unanimous voice vote.

**C. ANN ARBOR TOWNSHIP'S GRANT APPLICATION FOR A NMT BETWEEN GEDDES AND PLYMOUTH ROADS**

Ann Arbor Township is submitting an application to the Washtenaw County Parks and Recreation Connecting Communities grant program for non-motorized trails. The trail would start at the Parker Mill County Park and proceed north following close to Dixboro Road to the Matthaei Botanical Gardens and end at Plymouth Road. They have secured \$600,000 in matching funds for the construction of the trail. They requested that Superior Township provide them with a letter of support for the project. Superior Township has also agreed to investigate the possibility of installing an extension to the proposed non-motorized trail from the corner of Dixboro and Plymouth Roads then proceed east to Cherry Hill.

It was moved by McKinney, seconded by Williams, for the Board to approve a letter of support for Ann Arbor Township's grant application to the Washtenaw County Parks and Recreation

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Department Connecting Communities program and to authorize the Supervisor and Clerk to sign the letter.

The motion carried by unanimous voice vote.

**D. RESOLUTION 2013-34, EMPLOYEE REQUESTS FOR MERS HCSP DEDUCTION FOR 2014**

Supervisor Schwartz explained that the Township is required to approve the employee deductions for the MERS HCSP for 2014. Eligible employees met made recommendations. Supervisor Schwartz recommended that the Board approve setting the deduction consistent with the employees' recommendations.

It was moved by Green, seconded by McKinney, for the Board to approve the following recommendation:

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
DECEMBER 16, 2013**

**RESOLUTION 2013-34**

**A RESOLUTION TO SET THE RATE OF EMPLOYEE CONTRIBUTION TO THE  
MERS HEALTH CARE SAVINGS PROGRAM FOR NON-UNION AND UNION  
EMPLOYEES**

WHEREAS, on March 21, 2005, the Superior Charter Township Board of Trustees adopted a resolution to participate in the MERS Health Care Savings Program for the benefit of the non-union and union employees of the Township; and

WHEREAS, the MERS Plan stipulates that the Township Board review the amount of employee contribution annually for employee groups comprised of employees hired after November 1, 2011; and

WHEREAS, the non-union group of employees came to an agreement, without dissent, to request their employee contribution for the MERS HCSP for 2014 be set at 2% of regular pay only, and

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WHEREAS, the union group of employees came to an agreement, without dissent, to request their employee contribution for the MERS HCSP for 2014 be set at 6% of regular, overtime and longevity/education pay, and

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board does hereby approve the requested employee deduction/contribution for the MERS HCSP for 2014 for the two employee groups and the one individual employee as follows:

- non-union group of employees contribution for the MERS HCSP for 2014 be set at 2% of regular pay only
- union group of employees contribution for the MERS HCSP for 2014 be set at 6% of regular, overtime and longevity/education pay

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

Nays: None

Absent: Caviston

The motion carried, the resolution was adopted.

**E. RESOLUTION 2013-36, EMPLOYER CONTRIBUTION TO THE MERS HCSP FOR 2014 FOR NON-UNION EMPLOYEES**

Supervisor Schwartz explained that the Township is required to approve the employer deductions for the MERS HCSP for 2014. He indicated that the budget approved by the Board for 2014 for non-union employees was for the employer contribution to be set at \$140.00 for 2014 and that he is in favor of the recommended rate, which is an increase of the \$135.00 that was approved for FY2013.

The following recommendation was moved by McKinney, seconded by Green:

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
DECEMBER 16, 2013**

**RESOLUTION 2013-36**

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**A RESOLUTION TO SET THE RATE OF EMPLOYER CONTRIBUTION TO THE  
MERS HEALTH CARE SAVINGS PROGRAM FOR NON-UNION EMPLOYEES**

WHEREAS, on March 21, 2005, the Superior Charter Township Board of Trustees adopted a resolution to participate in the MERS Health Care Savings Program for the benefit of the non-union employees of the Township; and

WHEREAS, the Township contribution to each employee was set at One Hundred (\$100.00) Dollars each month, and this amount was increased to One Hundred Ten (\$110.00) Dollars on November 5, 2007; to One Hundred Fifteen (\$115.00) Dollars on November 3 2008; One Hundred Twenty (\$120.00) Dollars on October 18, 2010; continued at One Hundred Twenty (\$120.00) Dollars on September 19, 2011; and increased to One Hundred Thirty Five (\$135.00) Dollars on November 19, 2012,  
and

WHEREAS, the MERS Plan stipulates that the Township Board review the amount of Township contribution annually; and

WHEREAS, the cost of health care for individuals is rising faster than the national inflation rate,

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board does hereby establish that the contribution from the Township to each non-union employee enrolled in the MERS Health Care Savings Plan in Fiscal Year 2014 shall be One Hundred Forty (\$140.00) Dollars each month.

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

Nays: None

Absent: Caviston

The motion carried, the resolution was adopted.

**F. RESOLUTION 2013-37 APPLY FOR THE CGAP WITH ANN ARBOR TOWNSHIP**

Supervisor Schwartz explained that Ann Arbor Township is interested in partnering with Superior Township for a State of Michigan Competitive Grant Assistance Program grant to study collaboration between the two fire departments. The grant would study the two departments collaborating with training, equipment purchases, staffing and other areas. The purpose of the

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grant would be study ways the two Townships could collaborate to save money and to improve services to the communities. The study would last for about 12-18 months, would require Superior Township and Ann Arbor Township to have joint Fire Chief, would not require any changes to either contract, would not involve any changes that could not be undone at the end of the study and the application is requesting about \$30,000. Supervisor Schwartz indicated that Ann Arbor Township has already completed extensive work on the grant and that if the grant were approved both Township Boards would have to approve accepting the grant.

The following resolution was moved by McKinney, seconded by Green:

**SUPERIOR CHARTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
DECEMBER 16, 2013**

**RESOLUTION 2013-37**

**RESOLUTION FOR SUPERIOR TOWNSHIP TO APPLY WITH ANN ARBOR  
TOWNSHIP FOR THE MICHIGAN DEPARTMENT OF TREASURY COMPETITIVE  
GRANT ASSISTANCE PROGRAM (CGAP)**

Minutes of the regular meeting of the Board of Trustees of the Charter Township of Superior, County of Washtenaw, State of Michigan, held on December 16, 2013.

PRESENT:

ABSENT:

Resolution offered and moved by \_\_\_\_\_, seconded by \_\_\_\_\_ .

WHEREAS, the Michigan Department of Treasury has established a grant program entitled the Competitive Grant Assistance Program (CGAP); and

WHEREAS, the purpose of the CGAP is to provide incentive-based grants to stimulate more efficient government and encourage mergers, consolidations, and cooperation between two or more jurisdictions; and

WHEREAS, CGAP is focused on stimulating projects between two or more jurisdictions that are creating new cooperative efforts/collaborations of existing services; and

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WHEREAS, the CGAP grants are to offset the costs associated with such cooperation, including study of potential outcomes of, measurements of, and barriers to such cooperation; and

WHEREAS, Ann Arbor Township and Superior Township each maintain separate Fire Departments, each with its own command structure, equipment, personnel and policies; and

WHEREAS, Ann Arbor and Superior Township have a history of cooperating in the provision of police services to their residents and want to explore the possibility of merger of, consolidation of, or expanded cooperation between those two Fire Departments; and

WHEREAS, CGAP applications for grants during 2014 must be filed by January 24, 2014, and

WHEREAS, following receipt of applications for CGAP grants, the Michigan Department of Treasury will provide a notice of intent to award a grant which will require each jurisdiction to pass an additional resolution authorizing participation in the project prior to finalizing the award of a CGAP grant;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Supervisor is authorized to apply for a CGAP grant for the purpose of studying merger, consolidation and/or additional cooperation between the Ann Arbor Township Fire Department and the Superior Township Fire Department, and to execute all documents necessary for the filing of that grant application.
2. The Supervisor shall notify the Board of Trustees if and when a notice of intent to award a CGAP grant to the Township is received and request the Board of Trustees for authority to accept the grant and proceed with the project.

YEAS: Members: \_\_\_\_\_

NAYS: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

**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 December 16, 2013. 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,

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and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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

\_\_\_\_\_  
 Date Certified

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

Nays: None

Absent: Caviston

The motion carried, the resolution was adopted.

**G. WRITE-OFF BAD DEBTS**

Accountant Susan Mumm provided a memo to the Board that outlined several debts for planning services that were long overdue. A debt of \$2,981.39 was incurred by Majestic Oaks when it was owned by Mike Fellows. A debt of \$1,562.28 was incurred by the previous owner of the Woodlands at Geddes Glen. Accountant Susan Mumm indicated attempts to collect both debts were unsuccessful and she recommended that both debts be declared bad debts and that they be removed from the Township's accounting.

It was moved by Green, seconded by McKinney, that the \$2,981.39 from Majestic Oaks and \$1,562.28 from the Woodlands at Geddes Glen, be approved by the Board as bad debt and removed from the Township accounting.

The motion carried by unanimous voice vote.

**H. BUDGET AMENDMENTS**

It was moved by Williams, seconded by Lewis, for the Board to approved the following budget amendments:

GENERAL FUND BUDGET AMENDMENTS		
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<b>BUDGET LINE #</b>		<b>DEBIT</b>	<b>CREDIT</b>
101-000-451-000	ELECTION REIMBURSEMENTS	INCREASE	\$ 4,238.00
101-000-452-001	AT&T CABLE FEES	INCREASE	\$ 12,000.00
101-000-452-000	COMCAST CABLE FEES	\$ 3,000.00	DECREASE
101-000-574-000	STATE SHARED REVENUE	INCREASE	\$ 45,000.00
101-000-607-033	ENG REVIEW	\$ 1,500.00	DECREASE
101-000-626-000	SUMMER TAX COLLECTION	INCREASE	\$ 9,085.00
101-000-664-085	TAX COLLECTION INTEREST	INCREASE	\$ 1,471.00
101-000-671-000	MISC INCOME	INCREASE	\$ 26,832.41
101-000-671-075	INSUR REIMBURSEMENTS	INCREASE	\$ 2,602.00
101-000-695-033	DELQ WATER BILLS ADMIN FEES	INCREASE	\$ 5,700.00
101-000-699-000	APPROP FROM FUND BALANCE	\$ 26,927.00	DECREASE
101-101-702-000	BOARD SALARIES	\$ 2,400.00	INCREASE
101-101-702-007	SALARY SEN ADMIN ASSIST	DECREASE	\$ 3,240.00
101-101-715-000	SOC SEC BOARD	\$ 200.00	INCREASE
101-101-716-999	HSA ADVANCE DEPOSITS	\$ 4,000.00	INCREASE

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101-101-727-000	OFFICE SUPPLIES	\$ 1,200.00	INCREASE
101-101-851-000	INSUR AND BONDS	DECREASE	\$ 2,500.00
101-101-860-000	MEALS, LODGING, PARKING	\$ 1,400.00	INCREASE
101-101-900-050	PRINT AND PUBLISH NEWSLETTER	\$ 2,200.00	INCREASE
101-101-900-000	PRINTING AND PUBLISHING	DECREASE	\$ 2,200.00
101-101-954-000	EQUIP RENTAL	\$ 1,350.00	INCREASE
101-171-702-000	SUPERVISOR SALARY	\$ 700.00	INCREASE
101-171-716-000	HEALTH INSUR SUPERVISOR	\$ 44.00	INCREASE
101-191-703-000	CONTRACT SERV ELECTIONS	\$ 533.00	INCREASE
101-191-862-000	PRECINCT RENT	\$ 250.00	INCREASE
101-201-702-000	SALARY ACCOUNTANT	\$ 330.00	INCREASE
101-201-702-050	SALARY ACT/HR ADMIN ASSIST	DECREASE	\$ 4,800.00
101-201-716-000	ACCOUNTANT HEALTH INSUR	\$ 738.00	INCREASE
101-201-740-000	OPERATING SUPPLIES ACCOUNTANT	\$ 200.00	INCREASE
101-201-716-050	ACT/HR ADMIN ASSIT HEALTH INSUR	DECREASE	\$ 726.00
101-209-702-050	ASSISTANT ASSESSOR SALARY	DECREASE	\$ 2,354.00
101-209-715-000	SOC SEC SENIOR ASSESSOR	\$ 350.00	INCREASE
101-209-717-000	SENIOR ASSESSOR TAXB BENE	\$ 750.00	INCREASE

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101-209-717-075	ASSESSING APPRAISER TAXB BENE	\$ 1,206.00	INCREASE
101-209-716-055	ASSESSING APPRAISER HEALTH INSUR	DECREASE	\$ 1,739.00
101-209-718-000	SENIOR ASSESSOR PENSION	\$ 385.00	INCREASE
101-209-715-050	ASSIST ASSESSOR SOC SEC	DECREASE	\$ 3,000.00
101-209-716-000	SENIOR ASSESSOR HEALTH INSUR	\$ 739.00	INCREASE
101-209-715-055	ASSESSING APPRAISER SOC SEC	\$ 314.00	INCREASE
101-210-801-050	ATTORNEYS	\$ 2,000.00	INCREASE
101-253-702-055	TREASURER ASSISTANT SALARY	\$ 2,100.00	INCREASE
101-253-715-050	DEP TREASURER SOC SEC	\$ 250.00	INCREASE
101-253-715-055	TREAS ASSIST SOC SEC	\$ 350.00	INCREASE
101-253-716-050	DEP TREAS HEALTH INSUR	DECREASE	\$ 551.00
101-253-716-055	TREAS ASSIST HEALTH INSUR	\$ 315.00	INCREASE
101-253-717-000	TREASURER TAXB BENE	\$ 153.00	INCREASE
101-253-718-000	TREASURER PENSION	DECREASE	\$ 300.00
101-253-718-055	TREASURER ASSIST PENSION	DECREASE	\$ 600.00
101-253-740-000	TREASURER OPER SUPPLIES	\$ 2,700.00	INCREASE
101-258-740-000	COMPUTER DEPT OPER SUPP	\$ 1,500.00	INCREASE

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101-258-801-000	COMPUTER DEPT PROF SERV	\$ 3,000.00	INCREASE
101-265-740-050	BLDG GROUNDS DEPT SMALL EQUIP	\$ 205.00	INCREASE
101-265-920 075	DRAINS	DECREASE	\$ 16,476.00
101-265-920-000	BLDG/GROUNDS UTILITIES	DECREASE	\$ 3,000.00
101-265-920-050	STREETLIGHTS	\$ 1,121.00	INCREASE
101-265-930-000	BLDG & GROUNDS REPAIR & MAIT	\$ 1,200.00	INCREASE
101-266-947-000	SPEC PROJECTS MASTER PLAN REVISIONS	DECREASE	\$ 4,000.00
101-266-947-001	LDFA CREATION	\$ 1,736.00	INCREASE
101-266-947-003	SIDEWALK REPLACEMENT	\$ 2,300.00	INCREASE
101-278-702-033	ORD OFFICER SALARY	\$ 1,400.00	INCREASE
101-278-860-000	MILEAGE ORD OFFICER	\$ 200.00	INCREASE
101-410-702-050	PLAN ADMIN ASSIST SALARY	DECREASE	\$ 4,300.00
101-410-715-050	PLAN ADMIN SOC SEC	\$ 250.00	INCREASE
101-410-801-011	NON-PROJECT ENGINEERING PLANNING	\$ 5,000.00	INCREASE
101-410-801-016	NON PROJECT PLANNING	\$ 2,600.00	INCREASE
101-446-867-000	NON MOTOR TRAIL MAIT	DECREASE	\$ 5,000.00
101-528-703-000	ROADSIDE TRASH REMOVAL	\$ 1,000.00	INCREASE

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101-528-824-002	GREEN FAIR	\$ 84.00	INCREASE
101-550-864-000	AATA FIXED ROUTE	DECREASE	\$ 1,099.00
101-550-864-025	AATA DEMAND RESPONSE	\$ 1,163.00	INCREASE
101-890-890-000	CONTINGENCIES	DECREASE	\$ 10,000.00
101-890-895-000	BAD DEBT	\$ 3,600.00	INCREASE
101-446-866-000	ROAD MAIT AND REPAIR	DECREASE	\$ 62,038.00
101-965-965-000	TRANS TO GENERAL RESERVE	\$ 149,908.41	INCREASE
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 234,851.41</b>	<b>\$ 234,851.41</b>

FIRE FUND BUDGET AMENDMENTS			
DECEMBER 16, 2013			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
206-000-590-000	GRANTS	INCREASE	\$ 16,116.00
206-000-607-085	REIM FOR OUR LABOR COSTS	INCREASE	\$ 2,160.00
206-000-695-050	DONATIONS	INCREASE	\$ 3,000.00
206-336-702-001	STATE AUTHORIZED OVERTIME	DECREASE	\$ 1,500.00
206-336-702-002	OVERTIME SICK	DECREASE	\$ 1,500.00
206-336-702-003	OVERTIME VAC	DECREASE	\$ 25,000.00
206-336-702-004	OVERTIME CALLBACKS	\$ 6,000.00	INCREASE

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206-336-702-005	OVERTIME MISC & TRAINING	DECREASE	\$ 2,500.00
206-336-702-006	OVERTIME TRAINING	DECREASE	\$ 2,000.00
206-336-702-007	BASE SALARY CHIEF	\$ 1,800.00	INCREASE
206-336-702-008	ADDITIONAL HOURS CHIEF	DECREASE	\$ 1,500.00
206-336-702-009	FIRE MARSHAL BASE SALARY	DECREASE	\$ 4,500.00
206-336-710-000	TRAINING	DECREASE	\$ 4,600.00
206-336-715-000	SOC SEC FUL TIME STAFF	DECREASE	\$ 4,800.00
206-336-715-005	SOC SEC CHIEF	\$ 400.00	INCREASE
206-336-716-000	HEALTH INSUR FULL TIME STAFF	DECREASE	\$ 11,757.00
206-336-716-999	HSA ADDITIONAL DEPOSITS	\$ 4,500.00	INCREASE
206-336-716-025	HEALTH INSUR RETIREES	\$ 2,450.00	INCREASE
206-336-717-000	TAXB BENEFITS UNCLASSIFIED	DECREASE	\$ 10,180.00
206-336-717-001	TAXB BENEFITS HEALTH INSUR OPT OUT	\$ 1,850.00	INCREASE
206-336-717-003	TAXB BENEFITS EDUC	\$ 1,210.00	INCREASE
206-336-717-005	TAXB BENE CHIEF	\$ 3,226.00	INCREASE
206-336-717-033	SICK DAY PAYOFFS	DECREASE	\$ 2,500.00
206-336-715--005	FIRE CHIEF SOC SEC	\$ 500.00	INCREASE
206-336-718-000	PENSION FULL TIME STAFF	\$ 5,500.00	INCREASE
206-336-718-005	PENSION CHIEF	\$ 600.00	INCREASE

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206-336-718-006	PENSION FIRE MARSHAL	DECREASE	\$ 1,081.00
206-336-740-000	OPERATING SUPPLIES	DECREASE	\$ 5,000.00
206-336-750-000	TURN OUT GEAR	\$ 673.00	INCREASE
206-336-801-000	PROFESSIONAL SERVICES	\$ 2,000.00	INCREASE
206-336-850-000	TELECOMMUNICATIONS	DECREASE	\$ 1,100.00
206-336-851-000	INSUR AND BONDS	DECREASE	\$ 3,800.00
206-336-930-000	REPAIR & MAIT	DECREASE	\$ 70,000.00
206-336-980-000	EQUIPMENT	\$ 22,000.00	INCREASE
206-336-980-050	EQUIP UNDER \$5,000	DECREASE	\$ 6,000.00
206-336-890-000	CONTINGENCIES	DECREASE	\$ 10,000.00
206-336-983-000	DEBT INTEREST	DECREASE	\$ 7,817.00
206-965-965-050	TRANS TO ACCRUED ABSENCES	\$ 52,000.00	INCREASE
206-965-965-010	TRANS TO BLDG RESERVE	\$ 43,702.00	INCREASE
206-965-965-015	TRANS TO TRUCK RES	\$ 50,000.00	INCREASE
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 198,411.00</b>	<b>\$ 198,411.00</b>

<b>FIRE RESERVE FUND BUDGET AMENDMENTS</b>			
DECEMBER 16, 2013			
<b>BUDGET LINE #</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
207-000-583-000	TRANSFERS IN FROM FIRE	INCREASE	\$

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	OPERATING		93,702.00
207-965-965-010	TRANS TO BLDG RESERVE	\$ 43,702.00	INCREASE
207-965-965-015	TRANS TO TRUCK RESERVE	\$ 50,000.00	INCREASE
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 93,702.00</b>	<b>\$ 93,702.00</b>

<b>LAW FUND BUDGET AMENDMENTS</b>			
DECEMBER 16, 2013			
<b>BUDGET LINE #</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
266-000-403-050	PRIOR YEAR DELQ PES PROP	INCREASE	\$ 798.00
266-000-660	FINES & FORFEITS	DECREASE	\$ 1,176.00
266-000-664-050	INTEREST ON RESERVES	DECREASE	\$ 637.00
266-310-740-000	OPERATING SUPPLIES	\$ 50.00	INCREASE
266-310-920-050	UTILITIES	DECREASE	\$ 2,100.00
266-000-699-000	APPROP FROM FUND BALANCE	\$ 4,661.00	DECREASE
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 4,711.00</b>	<b>\$ 4,711.00</b>

<b>BUILDING FUND BUDGET AMENDMENTS</b>			
DECEMBER 16, 2013			
<b>BUDGET LINE</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>

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#			
249-371-258-000	COMPUTER EQUP & SUPPLIES	\$ 2,350.00	INCREASE
249-371-265-000	BLDG MAIT & REPAIR	\$ 1,000.00	INCREASE
249-371-703-000	CONTRACT SERVICES	\$ 1,300.00	INCREASE
249-371-717-000	BUILD OFFICAL TAXB BENE	\$ 575.00	INCREASE
249-371-717-050	BUILD SECRETARY TAXB BENE	\$ 881.00	INCREASE
249-371-727-050	POSTAGE	\$ 200.00	INCREASE
249-371-801-000	PROF SERVICES	\$ 2,000.00	INCREASE
249-371-850-00	TELECOMMUNICATIONS	\$ 115.00	INCREASE
249-371-860-000	TRANSPORTATION	\$ 1,200.00	INCREASE
249-371-957-000	BOOKS & PERIODICAL	\$ 245.00	INCREASE
249-371-958-000	MEMBESHIPS & DUES	\$ 330.00	INCREASE
249-371-702-000	SALARY BUILD OFFICIAL	\$ 500.00	INCREASE
249-000-610-075	106 INSPECTIONS	\$ 6,915.00	INCREASE
249-000- 664-000	INTEREST ON RESERVES	\$ 180.00	

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			INCREASE
249-371-702-050	BUILD SEC SALARY	\$ 500.00	INCREASE
249-371-716-050	BUILD SEC HEALTH ISNUR	DECREASE	\$ 550.00
249-371-718-050	BUILD SECRETARY PENSION	DECREASE	\$ 650.00
249-371-930-000	REPAIR & MAIT OTHER	DECREASE	\$ 730.00
249-000-699-025	APPROP FROM RESERVES	INCREASE	\$ 15,681.00
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 17,611.00</b>	<b>\$ 17,611.00</b>

<b>LEGAL DEFENSE FUND BUDGET AMENDMENTS</b>			
DECEMBER 16, 2013			
<b>BUDGET LINE #</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
204-245-801-000	PROF SERV	\$ 3,107.50	INCREASE
204-245-802-000	LEGAL SERVICES	DECREASE	\$ 23,000.00
204-965-965-000	TRANS TO RESERVE	\$ 19,892.50	INCREASE
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 23,000.00</b>	<b>\$ 23,000.00</b>

<b>PARK FUND BUDGET AMENDMENTS</b>		
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DECEMBER 16, 2013			
<b>BUDGET LINE #</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
508-751-702-001	COMMISSIONERS SALARY	\$ 235.00	INCREASE
508-751-715-001	COMMISSIONERS SOC SEC	\$ 18.00	INCREASE
508-751-719-000	PRIOR YEAR MESC	DECREASE	\$ 350.00
508-751-727-000	OFFICE SUPPLIES	DECREASE	\$ 1,081.00
508-751-801-000	PROF SERVICES	DECREASE	\$ 980.00
508-751-851-000	INSUR & BONDS	DECREASE	\$ 739.00
508-754-740-000	OPER SUPPLIES	DECREASE	\$ 1,636.00
508-755-704-000	PERM PART-TIME SALARIES MAIT DEPT	\$ 500.00	INCREASE
508-755-715-075	PERM PART-TIME SOC SEC MAIT DEPT	DECREASE	\$ 500.00
508-755-718-000	PENSION MAIT DEPT	DECREASE	\$ 2,858.00
508-755-740-000	OPER SUPPLIES MAIT DEPT	DECREASE	\$ 2,700.00
508-755-740-004	SAND GRAVEL BARK	DECREASE	\$ 1,124.00
508-755-850-000	MAIT DEPT TELECOMMUNICATION	DECREASE	\$ 700.00

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508-755-930-000	REPAIR & MAIT	DECREASE	\$ 12,300.00
508-756-947-000	PROJECT COSTS PARK DEVEL DEPT	\$ 8,460.00	INCREASE
508-756-951-000	BEAUTIFICATION PROJECTS	DECREASE	\$ 7,901.00
508-965-965-000-	TRANS TO GENERAL RESERVE	\$ 23,656.00	INCREASE
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 32,869.00</b>	<b>\$ 32,869.00</b>

SIDESTREET MAIT FUND BUDGET AMENDMENTS			
DECEMBER 16, 2013			
BUDGET LINE #	DESCRIPTION	DEBIT	CREDIT
220-224-947-000	PROJECT COSTS CONTRACT LABOR	\$ 1,125.00	INCREASE
220-224-740-000	PROJECTS COSTS OPER SUPPLIES	\$ 1,799.60	INCREASE
220-000-699-000	APPROP FROM FUND BALANCE	INCREASE	\$ 2,724.60
220965-965-000	TRANS TO GENERAL RESERVE	DECREASE	\$ 200.00
	<b>TOTAL OF DEBITS/CREDITS</b>	<b>\$ 2,924.60</b>	<b>\$ 2,924.60</b>

Acct. #	Account Name	Increase	Decrease	Approved	REQUESTED	
<b>Q&amp;M:</b>						

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408	Penalty Income	10,000		42,000	\$52,000	Increased Late Payments
419	COBRA Admin. Fee	48		0	\$48	New Account
421	New Cust./Install Fees	3,000		3,000	\$6,000	Toll Bros. Permit Fees
422	HSA Admin. Fee	200		0	\$200	New Account
423	Customer Call Out Income		500	1,000	\$500	Fewer Resident Problems
441	Interest on Bank Accts.	525		0	\$525	Funds Moved to Interest Bearing Accounts
	<b>Total Revenue</b>	<b>\$13,773</b>	<b>\$500</b>			
601	Salaries		12,000	440,692	\$428,692	Employee Reduction
603	Taxable Benefits	7,480		21,520	\$29,000	Benefits Paid to Employee Over 65 Years Old
607	Pension Expense		4,000	43,935	\$39,935	Employee Reduction
620-AB	Rep. & Maint. - Adm. Bldg.		2,000	4,000	\$2,000	
643-AB	Computer Serv. - Adm. Bldg.		4,000	11,000	\$7,000	
665-AB	Utilities - Adm. Bldg.	250		7,000	\$7,250	Less Usage
678-AB	Cleaning Services - Adm. Bldg.	600		2,000	\$2,600	Carpet Cleaning
620-MF	R&M - Maint.	750		10,000	\$10,750	Lights Repair
643-MF	Computer Serv. - Maint.		2,000	6,000	\$4,000	
665-MF	Utilities - Maint.		1,000	20,000	\$19,000	Lower Usage
668-MF	Telecommunications - Maint.		500	5,000	\$4,500	
645-LB	Oper. Supplies - Lift & Booster	275		1,000	\$1,275	
665-LB	Utilities - Lift & Booster		5,000	20,000	\$15,000	Less Usage
620	Rep. & Maint. - System	10,000		15,000	\$25,000	Mult. Repairs to Residential Properties
625	Rep. & Maint. - Root		3,700	10,000	\$6,300	Will Not Be Done This Year

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	Foam					
631	Prof. Serv. - Engineers	25,000		15,000	\$40,000	YCUA Contract Assist. & Geddes & Ridge W
632	Prof. Serv. - Auditors	160		5,740	\$5,900	Actual Invoice Received
635	Prof. Serv. - Attorneys		1,500	2,000	\$500	Not Required
636	Prof. Serv. - Other		250	250	\$0	Not Required
653	Employee Training		1,400	3,000	\$1,600	
671	Meters & Supplies	8,000		10,000	\$18,000	Mult. MXUs Replaced at Resident Properties
672	Fuel	2,000		9,000	\$11,000	High Fuel Costs
676	Postage		750	4,500	\$3,750	
701	Bad Debt Expense	36		3,100	\$3,136	
711	Memberships, Dues & Licenses	4,000		5,500	\$9,500	Add'l Maint. Contracts Not Budgeted
712	Miscellaneous Expense		250	500	\$250	Not Required
	<b>Total Expenses</b>	\$58,551	\$38,350			
	<b>Total Rev. &amp; Exp.</b>	(\$44,778)	(\$37,850)	(\$6,928)		
856	Transfers to Cap. Res.		6,928	127,953	\$121,025	Decreased Transfer to Capital Reserves
<b>Acct. #</b>	<b>Account Name</b>	<b>Increase</b>	<b>Decrease</b>	<b>Approved</b>	<b>REQUESTED</b>	
<b>Capital Reserves:</b>						
413	Availability Fee Income		\$21,100	\$23,000	\$1,900	New Dev. Did Not Occur
415	Tap Fees Income	5,000		\$0	\$5,000	New Connections
416	T&T Income		\$99,500	\$110,000	\$10,500	New Dev. Did Not Occur
441	Interest on Bank Accts.	1,300		\$0	\$1,300	Funds Moved to Interest Bearing Accounts
	<b>Total Revenue</b>	\$6,300	\$120,600			
620	R&M System	4,958	0	0	\$4,958	Water Service Installed to Resident on Clark

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675	Depreciation		11,500	725,000	\$713,500	Actual Depreciation
	<b>Total Expenses</b>	\$4,958	\$11,500			
	<b>Total Rev. &amp; Exp.</b>	\$1,342	\$109,100	(\$107,758)		
809	Transfers from O&M		6,928	127,953	\$121,025	Decreased Transfer from O&M

<b>Debt Service:</b>						
441	Interest on Bank Accts.	\$533	\$0	\$0	\$533	Funds Moved to Interest Bearing Accounts
	<b>Total Revenue</b>	\$533	\$0			
687	Bond Agency Fees	10		450	\$460	
688	Bond Refunding Expense	470		0	\$470	2003 Bond Refinanced
689	Bond Interest Expense		10,902	107,889	\$96,987	2003 Bond Refinanced
	<b>Total Expenses</b>	\$480	\$10,902			
	<b>Total Rev. &amp; Exp.</b>	\$53	(\$10,902)	\$10,955		

<b>System Repair Reserve:</b>						
441	Interest on Bank Accts.	\$323		\$0	\$323	Funds Moved to Interest Bearing Accounts
	<b>Total Revenue</b>	\$323	\$0			
	<b>Total Rev. &amp; Exp.</b>	\$323	\$0	\$323		

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

Nays: None

Absent: Caviston

The motion carried.

**I. REQUEST TO HIRE VICKIE KOOYERS**

In a memo dated December 16, 2013, Susan Mumm, Human Resources Administrator, indicated that Vickie Kooyers was hired several months ago as a part-time, temporary employee to work in the Treasurer's office and Assessing Department. She took over work that was performed by a previous employee who has since retired. She has been doing an excellent job and therefore it is recommended that she be hired as a full-time employee with pension and benefits at a rate of \$17.00 per hour retroactive to November 18, 2013.

It was moved by McKinney, seconded by Lewis, for the Board to approve hiring Vickie Kooyers as a full-time employee with pension and benefits at rate of \$17.00 per hour retroactive to November 18, 2013.

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

Nays: None

Absent: Caviston

The motion carried.

**J. REQUEST TO RAISE THE HOURLY WAGE OF NANCY MASON**

In a memo dated December 16, 2013, Susan Mumm, Human Resources Administrator, indicated that Nancy Mason was hired in April 2013 as an administrative assistant to Susan Mumm. Ms. Mason's duties include Human Resources and Accounts Payable. Susan Mumm indicated that Ms. Mason has been doing an excellent job and is very competent in performing her duties. Susan Mumm is recommending that the Board approve increasing Ms. Mason's hourly wage by \$1.00 per hour.

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It was moved by McKinney, seconded by Lewis, for the Board to approve increasing the hourly wage of Nancy Mason by \$1.00 per hour, retroactive to November 18, 2013.

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

Nays: None

Absent: Caviston

The motion carried.

**11. PAYMENT OF BILLS**

It was moved by McKinney, seconded by Green, that the bills be paid as submitted in the following amounts: Utilities- \$125,815.26 for a total of \$125,815.26. Further, that the Record of Disbursements be received.

The motion carried by a unanimous voice vote.

**12. PLEAS AND PETITION**

There were none.

**13. ADJOURNMENT**

It was moved by McKinney, seconded by Lewis, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 9:10 p.m.

Respectfully submitted,

David Phillips, Clerk

Kenneth Schwartz, Supervisor