

**SUPERIOR CHARTER TOWNSHIP BOARD
REGULAR MEETING
NOVEMBER 17, 2014
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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 November 17, 2014, 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, Nancy Caviston, Rodrick Green, Lisa Lewis and Alex Williams. Treasurer McKinney was absent.

4. ADOPTION OF AGENDA

It was moved by Caviston seconded by Green, to adopt the agenda as presented.

The motion carried by unanimous voice vote.

5. APPROVAL OF MINUTES

A. REGULAR MEETING OF OCTOBER 20, 2014

It was moved by Green, seconded by Caviston, to approve the minutes of the regular Board meeting of October 20, 2014, as presented.

The motion carried by a unanimous voice vote.

6. CITIZEN PARTICIPATION

A. CITIZEN COMMENTS

No citizens provided comments.

7. REPORTS

A. SUPERVISOR REPORT

Supervisor Schwartz reported on the following:

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The Township received a letter from Stauder, Barch, Assoc. indicating the Township's bond rating increased from AA- to AA. The pole barn at the Utility Department Maintenance Facility is progressing nicely. The Township has received quotes on health insurance for employees. Due to favorable pricing and coverage, the agent is recommending the Township remain with the BC/BS HD/HSA coverage. Supervisor Schwartz would like to have a work session on the issue. Danbury Green is installing a high-tech security camera system that will be monitored 24/7/365 days. The management company has had excellent results with this camera system at other housing complexes in the Baltimore, Maryland area. Calls for police service and housing rule violations decreased dramatically.

B. DEPARTMENT REPORTS: BUILDING DEPARTMENT, FIRE DEPARTMENT, ORDINANCE OFFICER REPORT, PARK COMMISSION MINUTES, SHERIFF'S REPORT

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

The motion carried by a unanimous voice vote.

C. BUDGET QUARTERLY REPORT

It was moved by Caviston seconded by Green, for the Board to accept the Budget Quarterly Report for the 1st -3rd Quarters.

The motion carried by a unanimous voice vote.

8. COMMUNICATIONS

A. KAY WILLIAMS LETTER RE: FIRE FIGHTER BARRY CONKLIN

Kay Williams, Former Township Clerk, provided a letter to the Board in which she thanked Firefighter Barry Conklin for his assistance with the Ypsilanti District Library's "Trunk and Treat" event.

It was moved by Lewis, seconded by Caviston, for the Board to receive Kay Williams' October 29, 2014 letter.

The motion carried by unanimous voice vote.

B. STANDARD AND POOR'S, SUPERIOR TOWNSHIP DEBT RATING RAISED TO AA FROM AA-

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A September 3, 2010 letter from Standard and Poor's Rating Service indicated they raised its rating on Superior Township's debt outstanding to "AA" from "AA-". The letter from Standard and Poor's indicated this upgrade "reflects what we view as the township's maintenance of very strong financial reserves". "Other factors supporting the rating include our assessment of the township's:

- Access to the Ann Arbor area economies.
- Strong wealth and income indicators, and
- Overall moderate debt burden with limited capital needs"

It was moved by Lewis, seconded by Caviston, for the Board to receive Standard and Poor's letter.

The motion carried by unanimous voice vote.

9. UNFINISHED BUSINESS

A. RESOLUTION 2014-44, TOWNSHIP CREDIT CARDS

Supervisor Schwartz and Clerk Phillips explained that the Township has had credit cards for many years. However, these credit cards were for individual businesses such as Home Depot or Sam's Club. There have been instances when something needs to be purchased from another business and officials and employees have had to use their personal credit card. The bank indicated that in order to issue a full-service credit card, the Board must adopt a resolution.

It was moved by Caviston, seconded by Green, for the Board to adopt the following resolution:

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

**RESOLUTION AUTHORIZING THE ISSUANCE OF A SUPERIOR TOWNSHIP
CREDIT CARD FOR USE BY TOWNSHIP OFFICIALS AND CERTAIN EMPLOYEES
AND ESTABLISHING A CREDIT CARD POLICY**

Resolution Number: 2014-44

Date: November 17, 2014

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the

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control and use of credit cards, and

WHEREAS, the Superior Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(A) The Township Treasurer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(B) The following department directors, and elected officials, and/or their designees, are approved to be issued township credit cards for making purchases:

1. Assessing
2. Building
3. Fire Department/Fire Chief
4. Parks and Recreation
5. Utility Department
6. Township Supervisor, Clerk, Treasurer

(C) The use of credit card is limited to the following circumstances:

1. Employees and officials identified in paragraph (B) are approved to use township credit cards to make purchases
2. Employees and officials identified in paragraph (B) are authorized to approve employees under their supervision to use township credit cards to make purchases
3. All purchases must be in compliance with Policy 03.01.001, Purchasing Policy of the Adopted Policies of the Superior Township Board of Trustees.

(D) Township officials and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the appropriate department director or the

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Township Bookkeeper for regular processing as an account payable. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction and the official business that required the transaction. Vouchers shall also include a statement why a credit card slip was not obtained.

(E) An official or employee who is issued or is using a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township Treasurer shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(F) An official or employee issued a credit card shall return the credit card to Township Treasurer upon termination of his or her employment or service with the township.

(G) The Township Treasurer shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy. This action may be delegated to the Township Bookkeeper.

The Township Bookkeeper shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(H) The Township Board shall not approve a payment to the entity issuing the credit cards until all transactions have been verified, including the approval of all transaction invoices if issued.

(I) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(J) Officials and employees who use a township credit card in a manner contrary to this policy

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may be subject to disciplinary action, which may include but is not limited to the following, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

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

Nays: None

Absent: McKinney

The motion carried. The resolution was adopted.

**B. RESOLUTION 2014-53, ADOPT ORINANCE 188, EMERGENCY SNOW
ORDINANCE, SECOND READING AND ADOPTION**

Supervisor Schwartz explained that the changes suggested at the first reading were made to the proposed ordinance and that it is ready for action by the Board. He indicated that the new ordinance will make it much easier to remove vehicles when needed so that the streets can be properly cleared of snow and ice and that notice of the snow emergency will posted on the marquee at the Township Utility Department Administrative building, through the Neighborhood Watch email group list, local media and other ways.

It was moved by Green, seconded by Lewis, for the Board to adopt the following resolution:

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

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**RESOLUTION ESTABLISHING ORDINANCE NO: 188
SUPERIOR TOWNSHIP EMERGENCY SNOW ORDINANCE**

Resolution Number: 2014-53

Date: November 17, 2014

WHEREAS, the Charter Township of Superior is currently operating under Superior Township Ordinance 68, the “Superior Township Emergency Snow Ordinance”, passed by the Superior Township Board of Trustees, effective February 17, 1980; and,

WHEREAS, Superior Township has grown substantially since 1980, and has greatly increased its population, the length in the center line miles of public roads that need maintaining and number of households and on street parking; and,

WHEREAS, the winter of 2013-2014 exposed the short comings of the existing Ordinance No 68, thus requiring its repeal and its replacement thereof; and,

WHEREAS, Public Act 359 of 1947 authorizes a Charter Township to enact ordinances for the public health and safety, and authorizes the revocation of ordinances and their reenactment with new content; and,

WHEREAS, many citizens of Superior Township are dependent upon public roads to commute to school, work, church and other activities; and,

WHEREAS, it is in the public interest to provide safe and passable roads under all driving conditions including the response to transportation emergencies caused by heavy snowfall;

NOW THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees hereby introduces Ordinance 188, which shall be known as the “Superior Township Snow Emergency Ordinance”.

BE IT FURTHER RESOLVED that upon final approval and adoption of Ordinance 188, Superior Township Ordinance 68, effective February 17, 1980, is hereby repealed.

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 November 17,

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2014 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

Charter Township of Superior

Ordinance No. 188

Snow Emergency

An ordinance to establish a snow emergency procedure in the Charter Township of Superior, rules for declaring such emergencies, regulations for parking of vehicles during snow emergencies and penalties for violations.

Repealing Ordinance No. 68, "Superior Township Emergency Snow Ordinance."

THE CHARTER TOWNSHIP OF SUPERIOR ORDAINS:

Section 1.Purpose of provisions.

The purpose of this ordinance is to expedite the prompt removal of all parked and stalled motor vehicles and trailers from public roads during periods of heavy snowfall, when such trailers and motor vehicles impede snow-removal operations and cause serious traffic congestion; and to authorize the supervisor, and the clerk, in the absence of the supervisor, to declare a snow emergency during such periods in the interest of preserving and protecting the public health, safety and welfare; and to authorize the Washtenaw County Sheriff Department and the Superior Township Ordinance officer to enforce provisions of this ordinance.

Section 2.Definitions.

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- 2.1 "Motor vehicle" means every self-propelled conveyance used, or capable of being used, as a means of transportation on land.

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- 2.2 "Park," "parked" or "parking" means the standing of a vehicle, whether occupied or not, other than temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers or when stopped temporarily for making necessary repairs.
- 2.3 "Person" means every natural person, firm, copartnership, association or corporation and their respective agents.
- 2.4 "Snow emergency" means a declaration of a snow emergency publicly announced at the direction of the supervisor or in the supervisor's absence, at the direction of the clerk.
- 2.5 "Street" means a street, road, avenue or highway and includes the entire width between the boundary lines of every way publicly maintained when any part thereof is open to use by the public for purposes of vehicular travel.
- 2.6 Supervisor means the supervisor for the Township or in the supervisor's absence a Township official designated by the supervisor assume the duties of the supervisor for purposes of this ordinance.
- 2.7 "Township" means the Charter Township of Superior, Washtenaw County, Michigan.
- 2.8 "Trailer" means every vehicle without motive being drawn by a motor vehicle.

Section 3.Snow Emergency When Authorized.

Whenever the supervisor determines, on the basis of a forecast of the National Weather Service, Washtenaw County Department of Emergency Management or other credible source that four or more inches of snow or other hazardous winter time weather event is expected to fall upon the Township, the supervisor shall cause to be put into effect a snow emergency on public roads.

Section 4.Snow Emergency - Notice of Declaration and Termination.

- 4.1 Upon declaring a snow emergency, the supervisor shall forthwith cause appropriate notice of such emergency to be publicly announced by any means at his/her disposal to alert the public of such snow emergency. Each announcement shall describe the action taken by the supervisor, including the time it became or will become effective.
- 4.2 The supervisor shall make or cause to be made a record of each time and date when any declaration is announced to the public in accordance with this ordinance.
- 4.3 Whenever the supervisor finds that the conditions which gave rise to a snow emergency no longer exist, it shall be terminated by notice given substantially in the same manner it was declared.

Section 5.No Parking on Public Roads During Snow Emergency.

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No person shall park or leave any vehicle or trailer on a public road in the township when a snow emergency has been declared. Further, within two (2) hours after notice of a snow emergency has been given, any motor vehicle or trailer parked on any public road within the Township shall be removed.

Section 6.Stalled or Disabled Motor Vehicles or Trailers.

Whenever a motor vehicle becomes stalled or disabled for any reason, on any portion of a public road, the person operating the motor vehicle shall take immediate action to have the motor vehicle towed or pushed off the road. No person shall abandon or leave a motor vehicle or a trailer on any public road, regardless of whether the person indicates by raising the hood or otherwise, that the motor vehicle is stalled, except for the purpose of securing assistance during the actual time necessary to go to a nearby phone, or nearby garage, automobile service station, or other place of assistance and return without delay.

Section 7.Applicability of Other Traffic Regulations.

Any provision of this ordinance, while temporarily in effect, shall take precedence over other conflicting provisions of law normally in effect, except that it shall not take precedence over provisions of law relating to traffic accidents, emergency travel of authorized vehicles, or emergency traffic directions by a police officer.

Section 8.Impoundment of Motor Vehicle or Trailer.

Any motor vehicle or trailer parked or left on any road in violation of this ordinance constitutes a public hazard and an obstruction of traffic, and the Washtenaw County Sheriff Department, which provides police services to the Township, may ticket, tow and impound the motor vehicle or trailer immediately. No person may recover an impounded motor vehicle or trailer without first paying the cost of removal and storage, notwithstanding, and apart from, any fine which may be imposed for violation of this ordinance.

Section 9.Presumptions.

- 9.1 In any proceeding for violation of this ordinance relating to parking, leaving, or abandoning a motor vehicle or trailer, proof that the particular motor vehicle or trailer described in the complaint or citation was parked or left in violation of this ordinance, together with proof that the respondent named in the complaint or citation was, at the time of such parking, the registered owner of such motor vehicle or trailer, shall constitute a presumption that the registered owner of such motor vehicle or trailer was the person who parked or left such motor vehicle at the locations in which the violation occurred.
- 9.2 In any proceeding for a violation as stated in above, the person in whose name that vehicle is registered at the time of the violation is prima facie responsible for that violation. The registered owner of such vehicle may assert as an affirmative defense that

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the vehicle in question, at the time of the violation, was in the possession of a person whom the owner had not knowingly permitted to operate the vehicle.

Section 10. Exemptions.

An owner of a motor vehicle who occupies a premises that does not have a driveway or any person who, who has a valid handicap license plate and is unable to move his or her vehicle in accordance with the provisions of this ordinance shall be exempt from the requirement to move said motor vehicle in the event of a snow emergency.

Section 11. Violations and Penalties.

Any person in violation of this division is responsible for a civil infraction, punishable by a fine not to exceed \$100.00 or is responsible for such civil infraction as determined by a Court of competent jurisdiction.

Section 12. Effective Date.

This Ordinance shall become effective thirty (30) days after its publication.

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

Nays: None

Absent: McKinney

The motion carried. The resolution and ordinance was adopted.

10. NEW BUSINESS

A. RESOLUTION 2014-52, APPROVE YCUA WATER AND SEWER CONTRACT

Rhett Gronevelt, OHM Advisors, made a presentation to the Board. He said that over the past few years, YCUA has negotiated similar contracts with all of the other contract communities. Superior Township's contract with YCUA expired in October 2012, and is the last remaining contract community to not be under the new contract format. Mr. Gronevelt explained various sections of the proposed contract. He said the 1.0 MGD is probably the Township's average daily flow and that the proposed capacity of 2.25 MGD would more than accommodate for the Township's build-out and have some capacity left over.

Board members discussed the contract. There were several areas that needed clarification and there was concern that Treasurer McKinney and Utility Director Keith Lockie were not at the

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meeting. Board members felt that it was prudent to postpone action on the proposed contract until the next Board meeting of December 15, 2014 so that the issues could be clarified, the full Board and the Utility Department Director were present.

It was moved by Caviston, seconded by Green, to postpone action on the Resolution 2014-52 and the approval of a new contract for wastewater conveyance and disposal until the Board's next meeting on December 15, 2014.

The motion was approved by a unanimous voice vote.

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO ADOPT A WASTEWATER CONVEYANCE AND
DISPOSAL CONTRACT WITH YPSILANTI COMMUNITIES UTILITY
AUTHORITY**

Resolution Number: 2014-52

Date: November 17, 2014

At a regular meeting of the Township Board of Trustees of Superior Charter Township, Washtenaw County, Michigan, held at the Township Hall of said Township on the 17th day of November, 2014, the following resolution was offered.

WHEREAS, this Board is authorized by statute to accept and approve a wastewater conveyance and disposal contract with Ypsilanti Communities Utility Authority; and,

WHEREAS, the Superior Township Board finds the proposed contract is reasonable and necessary based upon the anticipated residential and commercial growth in Superior Township over the next thirty years.

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board does hereby approved the Wastewater Conveyance and Disposal Contract with the Ypsilanti Community Utility Authority and authorizes the Supervisor and Clerk to execute said contract.

B. RESOLUTION 2014-53, UTILITY DEPARTMENT SAW GRANT AGREEMENT

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Rhett Gronevelt, OHM Advisors, explained that the Stormwater, Asset Management and Waste Water (SAW) grant was offered by the State for to communities in order to enable communities to study their wastewater systems to determine what maintenance is needed, what the cost of the maintenance and repairs would be and the effect on rates. The grant does not require that the grantee complete all of the identified maintenance within a specified time but does require that the grantee show reasonable progress towards rectifying maintenance issues identified by the grant study. OHM's proposal is to complete the study of Township public wastewater assets in conformation with SAW grant requirements at a cost not to exceed \$143,000.

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

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION TO AUTHORIZE THE SUPERVISOR
TO EXECUTE THE (SAW) CONTRACT BETWEEN OHM ADVISORS
AND SUPERIOR TOWNSHIP**

Resolution Number: 2014-57

Date: November 17, 2014

WHEREAS, Superior Township was awarded a Stormwater, Asset Management and Waste Water grant (SAW) in April of 2014 by the Michigan Department of Environmental Quality (MDEQ) in the amount of \$505,000.00; and,

WHEREAS, the purpose of the grant is to accelerate the statewide use of asset management planning practices to improve water quality within the State of Michigan; and,

WHEREAS, Superior Township intends to use the grant to thoroughly examine the waste water collection system within the township and to evaluate the condition thereof; and to establish a strategic asset management plan to maintain and improve the public sewer system by establishing standards of best practice.

NOW, THEREFORE, BE IT RESOLVED THAT the Superior Township Board of Trustees authorizes the Superior Township Supervisor to execute the proposed SAW grant contract between Superior Township and OHM Advisors in an amount not to exceed \$143,000 payable from line item_____.

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October 13, 2014

CHARTER TOWNSHIP OF SUPERIOR

Mr. Keith Lockie, Township Utilities Director 3040 N. Prospect Road Ypsilanti, MI 48198

**RE: MDEQ SAW Grant – Wastewater Asset Management
Plan Proposal for Professional Engineering Services**

Dear Mr. Lockie:

OHM Advisors is pleased to submit this proposal to provide professional engineering services to prepare a Wastewater Asset Management Plan (AMP). Included is our understanding of the project, scope of services, and fee schedule for this proposal.

BACKGROUND AND UNDERSTANDING

The Township, with assistance from OHM Advisors, completed and submitted a Michigan Department of Environmental Quality (MDEQ) Storm Water, Asset Management and Wastewater (SAW) grant application in December of 2013. The end product resulting from the grant program is expected to be an asset management plan complete with a rate study, assessing the anticipated future system needs of the Township compared to the current revenue. Subsequent to this submittal, the Township was notified that they were awarded a SAW grant for wastewater AMP in the amount of \$505,000. The approved grant money requires a match by the Township in order to be granted. The Township match for the above stated approved grant amount is \$50,500. This total grant amount includes re-imbursement of Township staff time on this program as well as consultant time to perform sewer system condition assessment, geographic information system development, including the purchase of information technology equipment for the Township as well as training of Township staff on the use of this equipment, and related tasks associated with developing a wastewater AMP for the Township.

Since the notice of the grant award, OHM Advisors has worked with Township staff and the MDEQ to define the schedule and expectations of accepting the funding and completing the wastewater AMP. We understand the Township desires OHM to assist with the Consultant tasks of the grant work. We have proposed the following Schedule and fees to assist the Township with the effort necessary to fulfill the grant requirements. Once we receive authorization to proceed, we will develop a more detailed project schedule with Township staff.

SCOPE OF SERVICES

Task 1 – Inventory of Wastewater Assets

The Township, along with OHM and GIS Consultant, will obtain GPS locations of manholes and for parts

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of the system that are not currently in the Township's existing GIS system. Specific work efforts include:

- 1 The Township will assist OHM and GIS Consultant in locating wastewater structures during or prior to data collection of wastewater infrastructure.
- 2 The GIS Consultant will locate and obtain GPS coordinates of manholes not currently in the Township's GIS system. It is estimated that 100 manholes will need to be obtained.
- 3 The GIS Consultant will review available record plans and geo-reference each drawing to spatially align the information.
- 4 The GIS Consultant will process and create GIS utility information from the GPS and record plan data. Every feature added will be updated with attribute information including latitude, longitude, rim and pipe invert elevations, pipe diameter, material, slope, and date of install (age).
- 5 The Township's Engineering Consultant will prepare a list of assets for use in the Condition Assessment, Criticality of Assets, and Revenue Structure. The plan will be finalized based on Township comments.

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Task 2 – GIS and GPS Training

The GIS Consultant will work with the Township to purchase, install, and receive training on the use of recently purchased GIS and GPS equipment, hardware, and software. Specific work efforts include:

- 1 The Township, with assistance from the GIS Consultant, will purchase GPS collection unit, GIS desktop computers, and GIS tablet computers.
- 2 The Township, with assistance from the GIS Consultant, will purchase and install GIS and CMMS software onto the respective hardware devices.
- 3 The GIS Consultant will work with designated Township staff to train them on the use of the data collection device, GIS system, and CMMS.
- 4 The GIS Consultant will maintain a thorough and continual quality control to ensure that the Township is satisfied with the deliverable and the project is successful.

Task 3 – Cleaning and Televising Inspection

OHM and a selected pipeline Contractor will assess the wastewater system through manhole and pipe inspections. The inspections will follow NASSCO PACP and MACP requirements and be performed by PACP and MACP certified personnel. Specific work efforts include:

- 1 There are approximately 900 manholes in the Township's wastewater system and 5 wastewater pump stations. Inspection will be performed by OHM on wastewater manholes and pump stations greater than 20 years old. This totals approximately 450 manholes (50%) and 1 pump station. Once the inspections are completed, the MACP coding will be processed to determine manholes that are structurally deficient or that may have excessive inflow and infiltration (I/I) leading to water quality concerns. Based on the inspection results, options for rehabilitation methods will be listed along with the associated cost estimate for each method.
- 2 There are approximately 163,200 feet (31 miles) of pipe in the Township's wastewater system. Inspection will be performed by the Contractor on pipes greater than 20 years old. This totals approximately 105,000 feet of pipe (67%). Once the inspection is completed, the PACP coding will be processed to determine wastewaters with excessive failure designation contributing to I/I and structural deficiencies. Based on the inspection results, options for rehabilitation methods will be listed along with the associated cost estimate for each method.

Task 4 – Condition Assessment and Criticality of Assets Determination

OHM will estimate the condition based on input from the Township, pipe and manhole inspections, field investigations, and industry data. Specific work efforts include:

- 1 Using the Sewer Asset Plan, OHM will meet with the Township to identify existing original pipe/appurtenances and replacement year for pipe/appurtenances that have been replaced.
- 2 OHM will estimate replacement costs based on recent bid tabulations for similar projects in the area, industry standards and other available information.
- 3 OHM will place collected data in the MDEQ Asset Workbook spreadsheet database.

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After the sanitary system has been inventoried and the condition assessed, information prioritization can occur. OHM will apply a numerical rating to each system element based on condition. A second numerical rating will be applied to each element based on the consequence of failure and desired level of service. These two criteria will then be used in combination to calculate a business risk factor by multiplying the probability of failure by the criticality rating. Deterioration forecasting will be performed to “age” the infrastructure so an analysis can be developed based on current conditions. The most critical assets will be included in the subsequent capital improvement plan. Specific work efforts to determine asset criticality are outlined below:

- 1 OHM will develop a condition assessment, probability of failure and asset criticality ranking systems. The ranking systems will be developed by using a system used for a similar community and/or the MDEQ’s guidance and modifying it to suit the Township’s wastewater system needs.
- 2 Based on information collected, OHM will determine the condition, probability of failure and asset criticality rating of each asset and input data in the MDEQ Asset Inventory database to obtain a Business Risk Factor for each asset.

Task 5 – Level of Service Determination

The level of service (LOS) is determined through a series of meetings between the Township and their customers. Minimum level of service is ensuring the sanitary collection system is compliant with all MDEQ and federal regulations. Specific work efforts are as follows:

- 1 OHM will review MDEQ permits and other applicable computations and data to assure that the system is in compliance with MDEQ regulations. Information and data will be summarized in the final asset management plan document.
- 2 The Township will meet with OHM to develop asset management plan goals and mission statement. OHM will outline questions to be answered and information that needs to be provided relating to regulatory compliance and related issues, operator certifications, training, customer complaint response and tracking process, asset maintenance schedules and process, critical system assets, funding availability and how O&M is related to the current LOS. OHM will develop a draft of the goals and mission statement based on Township input.
- 3 The Township and OHM will coordinate, conduct, and attend a public meeting to educate the customers on the cost associated with maintaining the sanitary collection system, obtain customer input regarding their concerns and satisfaction and outline the Township’s goals and mission statement to the public.
- 4 OHM will prepare a meeting summary and meet with the Township to finalize goals, mission statement and LOS.

Task 6 –Revenue Structure Development

Under this task, the Township’s Financial Consultant will perform a financial analysis to develop a strategic business plan designed to sustain the utility in the most efficient and cost-effective manner. Note that OHM does not anticipate effort under this task. We have included this task to provide a full understanding of the work plan necessary to complete the wastewater AMP. Specific work efforts to complete this task are as follows:

- 1 The Financial Consultant will obtain and review historical operating and maintenance expenses using audit and budget information. This will include financial reports, 3 year audits, customer data, current rate structure, current and proposed budgets and fund balances.
- 2 Based on the information obtained, a “test year” will be developed that reflects baseline operating

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costs. The customer base will be reviewed, including the number of billable customers and volumetric sales. Verification will be performed by comparing the current rate structure to the “test year” revenue. A determination of anticipated changes to operating costs will be discussed with the Township.

3 Based on information provided by the Township and population trends, customer base and O&M costs will be projected for the forecasted period. This includes any trending in cost as well as inflation. Existing debt will be evaluated and included in the forecast.

4 The estimated annual asset investment cost will be separated into cash funding and debt financing. Options will be provided for debt financing including all possibilities for state or federal grant and loans.

5 Rates and charges will be reviewed and compared to the draft CIP program by the Financial Consultant to determine if there are sufficient revenues to cover expenses. This will include an analysis of replacement costs and adequacy of replacement cost funding reserves and practices.

6 A cash balance policy will be developed so that a proper fund balance is maintained. This includes a lower and upper recommended limit.

7 If needed, rate modifications will be developed from, changes to ordinances, determining the O&M needs, replacement reserves, debt service, future cash and financing asset investment, and maintenance of a recommended cash balance. Rate modification scenarios will be considered for implementation over both immediate and incremental time frames.

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Task 7 – Capital Improvement Program and Asset Management Plan

OHM will develop a 5 to 20 year capital improvement program (CIP) based on projects identified in the asset inventory database. Capital improvements will be identified for projects related to future/upcoming regulations, major asset replacement, system expansion, improved technology, changes in operations (operator requirements, additional O&M costs, regulatory changes and efficiencies) and the projects impact on the LOS. Specific work efforts include:

- 1 Based on the collected information, OHM will prepare an initial list of capital projects along with the year of anticipated replacement/construction and the cost of each. Information on each project will be obtained and summarized including project description, project need statement, year project is needed, flexibility in replacement year, cost, and method of cost estimating and potential funding sources.
- 2 Based on the list of capital projects, OHM will prioritize projects based on criticality, remaining life expectancy, estimated cost, annual anticipated revenue and other factors. OHM will develop a draft CIP program and provide to the Financial Consultant for use in the revenue structure development.
- 3 Based on Township and Financial Consultant input, OHM will finalize CIP program and input data in the Capital Improvement Project Plan spreadsheet.
- 4 OHM will develop and outline a process for updating the CIP on an annual basis.
- 5 The Township, along with OHM's assistance, will compile cost information and submit quarterly reimbursement requests to the MDEQ.
- 6 OHM will compile the information from the above tasks into a draft asset management report for review by the Township and Financial Consultant.
- 7 Based on comments, the final asset management system report will be finalized by OHM and forwarded to the Township and the MDEQ along with the Township statement certifying that all grant activities have been completed.

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COMPENSATION

Based on the above Scope of Services we propose to perform with work on an hourly not-to-exceed basis. The following is a cost breakdown of our services by task.

Scope of Services Task	Proposed Budget
Task 1 – Inventory of Assets	\$38,000
Task 2 – GIS and GPS Training	\$5,000
Task 3 – Cleaning and Televising Inspection	\$45,000
Task 4 – Condition Assessment and Criticality of Assets Determination	\$25,000
Task 5 – Level of Service Determination	\$10,000
Task 7 – Capital Improvement Program and Asset Management Plan Report	\$20,000
Project Total	\$143,000

Services will be provided on an hourly rate basis for a fee not-to-exceed \$143,000. The services outlined herein will be billed monthly for the value of services completed to date, all invoices are payable upon receipt, in accordance with the Continuing Services Agreement between OHM and the Charter Township of Superior, and Charter Township of Superior Policies.

SCHEDULE

The project will be completed within two years of acceptance by the Township. Once authorization is received, OHM will develop a detailed schedule with milestones and deliverables.

APPROVAL AND ACCEPTANCE

This document, including any attached Exhibits constitutes the entire Agreement between the Township and OHM Advisors and shall not be amended, altered or changed, except by written authorization executed by both parties. Approval and acceptance of this Scope of Services is effective upon the Township's signature. OHM Advisors is authorized to begin performance upon its receipt of a copy of this document signed by the Township.

We thank you for this opportunity to provide professional services to the Township and we look forward to executing the plan that helps the Township save money through long term, proactive capital investment. Please do not hesitate to contact us if you have questions. Should you find our proposal acceptable, please return one signed copy of this proposal to our office. Should you have any questions, please do not hesitate to call.

Sincerely,
OHM
Advisors

Rhett Gronevelt, P.E. Client Principal Client Representative

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**Charter Township of Superior Wastewater
Asset Management Plan Proposal for
Engineering Services**

Accepted By:
Printed Name:

Title:

Date:

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

Nays: None

Absent: McKinney

The motion carried. The resolution was adopted.

C. RESOLUTION 2014-56, FIRE DEPARTMENT MUTUAL AID AGREEMENT

Captain Jeff French, Superior Township Fire Department, made a presentation to the Board. He said that since 2012, Superior Township, Ypsilanti Township and the City of Ypsilanti have had an automatic mutual aid agreement for structure fires that occur within various sections of the communities. He said it has been very successful. He said the communities have been working together to adopt common policies.

It was moved by Green, seconded by Caviston, for the Board to approve the following resolution:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
A RESOLUTION TO ENTER INTO AN AUTOMATIC
MUTUAL AID AGREEMENT BETWEEN YPSILANTI TOWNSHIP,
YPSILANTI CITY AND SUPERIOR TOWNSHIP**

Resolution Number: 2014-56

Date: November 17, 2014

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At a regular meeting of the Township Board of Trustees of Superior Charter Township, Washtenaw County, Michigan, held at the Township Hall of said Township on the 17th day of November, 2014, the following resolution was offered.

WHEREAS, the Superior Township has a full time fire department, with a dedicated millage and fire chief; and,

WHEREAS, the Board finds a benefit to residents and non-residents to enter into mutual aid agreements to enhance and support the Superior Township fire service with additional assets from adjoining communities for incidents within Superior Township; and,

WHEREAS, the Board finds a benefit to the greater Superior Township area by entering into mutual aid agreements to enhance and support the safety and security of the area by joining our fire-fighting assets with the assets from adjoining communities for incidents in the City of Ypsilanti and the Township of Ypsilanti.

NOW, THEREFORE, BE IT RESOLVED, that the Superior Charter Township Board of Trustees hereby approves the Automatic Mutual Aid Agreement between the City of Ypsilanti, the Township of Ypsilanti and Superior Township.

The motion carried by unanimous voice vote.

D. RESOLUTION 2014-58, FIRE DEPARTMENT PURCHASE OF FIREHOUSE SOFTWARE

In a memo dated November 14, 2014, Fire Chief Thurston indicated the Fire Department does not have a computer program that enables them to prepare reports that document and properly support the reporting of EMS as required by the State. The reports are required to maintain EMS certification. The program recommended by the Fire Chief is used by a majority of Fire Departments and will enable the Fire Department to meet all of the requirements.

It was moved by Green, seconded by Caviston, for the Board to approve the following resolution:

**SUPERIOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION FOR APPROVAL OF THE PURCHASE AND INSTALLATION FIRE
HOUSE SOFTWARE FOR INCIDENT REPORTING**

RESOLUTION NUMBER: 2014-58

**SUPERIOR CHARTER TOWNSHIP BOARD
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DATE: November 17, 2014

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

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

WHEREAS, the Fire Department needs to maintain its process of required incident reporting; and

WHEREAS, the State of Michigan requires Fire Departments to properly maintain reports of all EMS incidents; and

WHEREAS, Fire Department staff has researched the various software needed to meet the above requirements and is recommending the software package from FIREHOUSE Software as a single source supplier; and

WHEREAS, The cost of the recommended software is \$17,800.00 for two concurrent licenses for five years; and

NOW, THEREFORE BE IT RESOLVED: That the Superior Township Board of Trustees approves the Fire Department’s purchase and installation of two concurrent FIREHOUSE software/licenses for five years as outlined in the proposal from FIREHOUSE Software at cost not to exceed \$17,800 and that the cost of this purchase is to be taken from expenditure activity No. 206-336-740.000 Operating Supplies (available balance is \$18,564.61) and authorizes the Township Supervisor to sign any and all required purchase documents.

The motion carried by a unanimous voice vote.

E. MEALS ON WHEELS INVOICE

Board members discussed the value of the Meals on Wheels program.

It was moved by Caviston, seconded by Lewis, for the Board to approve payment to Meals on Wheels in the amount of \$2,150.00 for their services for 2014.

The motion carried by unanimous voice vote.

F. BOARD APPOINTMENTS

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Supervisor Schwartz recommended the following appointments:

Board of Review	Expires
Donald Dugas	12/31/2017
James Switala	12/31/2017
John MacNichol	12/31/2017

Zoning Board of Appeals	Expires
Douglas Dail	12/31/2017
Sonny Parm	12/31/2017

It was moved by Caviston, seconded by Lewis, for the Board to concur with Supervisor Schwartz' above recommendations and to approve the appointments.

The motion carried by a unanimous voice vote.

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

G. APPROVE 2015 TOWNSHIP HOLIDAY SCHEDULE

The Board received and reviewed the following proposed holiday schedule.

It was moved by Lewis, seconded by Caviston, for the Board to approve the following holiday schedule:

**CHARTER TOWNSHIP OF SUPERIOR
2015 HOLIDAY CLOSINGS SCHEDULE**

Thursday, January 1, 2015	New Year's Day
Friday, January 2, 2015	Day after New Year's Day
Monday, January 19, 2015	Martin Luther King, Jr. Day
Monday, February 16, 2015	President's Day

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Friday, April 3, 2015*	Good Friday
Monday, May 25, 2015	Memorial Day
Friday, July 3, 2015	Independence Day (for Saturday, July 4)
Monday, September 7, 2015	Labor Day
Monday, October 12, 2015	Columbus Day
Wednesday, November 11, 2015	Veteran's Day
Thursday, November 26, 2015	Thanksgiving Day
Friday, November 27, 2015	Day After Thanksgiving
Thursday, December 24, 2015	Christmas Eve
Friday, December 25, 2015	Christmas Day
Thursday, December 31, 2015	New Year's Eve

* denotes ½ day, offices close at 12:00 noon

David Phillips, Clerk
Charter Township of Superior
3040 N. Prospect
Ypsilanti, MI 48198
734-482-6099

The motion carried by a unanimous voice vote.

**H. APPROVE 2015 BOARD OF TRUSTEES AND PLANNING COMMISSION
MEETING SCHEDULE**

Board members received and reviewed the proposed meeting schedule. Board members indicated support for moving the Board of Trustees' meeting start time to 7:00 pm.

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It was moved by Caviston, seconded by Green, for the Board to approve the following meeting schedule for the Board of Trustees with a new start time of 7:00 p.m. and to recommend approval of the meeting schedule for the Planning Commission:

**CHARTER TOWNSHIP OF SUPERIOR
3040 NORTH PROSPECT, YPSILANTI, MICHIGAN 48198
734-482-6099**

2015 MEETING SCHEDULE

TOWNSHIP BOARD

All regular meetings are held at the Township Hall, 3040 N. Prospect, at 7:00 p.m. on the third Monday of each month. If a holiday falls on a third Monday, the meeting will be on the Tuesday following that Monday of that week.

Tuesday, January 20, 2015 (following Martin Luther King Day)
Tuesday, February 17, 2015 (following Presidents' Day)
Monday, March, 16, 2015
Monday, April 20, 2015
Monday, May 18, 2015
Monday, June 15, 2015
Monday, July 20, 2015
Monday, August 17, 2015
Monday, September 21, 2015
Monday, October 19, 2015
Monday, November 16, 2015
Monday, December 21, 2015

PLANNING COMMISSION

All regular meetings are held at the Township Hall, 3040 N. Prospect, at 7:30 p.m. on the fourth Wednesday of each month, except for the November and December meeting which will be held on the third Wednesday of the month.

Wednesday, January 28, 2015	Wednesday, July 22, 2015
Wednesday, February 25, 2015	Wednesday, August 26, 2015
Wednesday, March 25, 2015	Wednesday, September 23, 2015
Wednesday, April 22, 2015	Wednesday, October 28, 2015

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Wednesday, May 27, 2015
Wednesday, June 24, 2015

Wednesday, November 18, 2015
Wednesday, December 16, 2015

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

The motion carried by a unanimous voice vote.

11. PAYMENT OF BILLS

There were no Bills for Payment. It was moved by Green, seconded by Caviston to receive the Record of Disbursements.

The motion carried by a unanimous voice vote.

12. PLEAS AND PETITION

There were none.

13. ADJOURNMENT

It was moved by Caviston, seconded by Green, that the meeting be adjourned. The motion carried by a voice vote and the meeting adjourned at 9:05 p.m.

Respectfully submitted,

David Phillips, Clerk

Kenneth Schwartz, Supervisor