CHARTER TOWNSHIP OF SUPERIOR
REGULAR BOARD MEETING
SUPERIOR CHARTER TOWNSHIP HALL
3040 N. PROSPECT RD., SUPERIOR TOWNSHIP, MI 48198
OCTOBER 20, 2025
7:00 p.m.
AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. CITIZEN PARTICIPATION
6. SUPERVISOR COMMENTS
7. PRESENTATIONS
8. CONSENT AGENDA
   - A. APPROVAL OF MINUTES
     1. September 15, 2025, Regular Meeting
   - B. REPORTS
     1. Departmental Reports: Assessing Department, Building Department, Fire Department, Parks Commission Minutes August/September, Planning and Zoning Department, Sheriff's Report, Utility Department
   - C. COMMUNICATIONS
     1. MI Class Sweeping Funds Information
9. ITEMS REMOVED FROM THE CONSENT AGENDA
10. UNFINISHED BUSINESS
    - A. Ordinance No. 198 – Ordinance to Establish a Commission for Setting Salaries of Elected Township Officials, Second Reading
11. NEW BUSINESS
    - A. Resolution 2025-67, Resolution to Approve Audit Services Agreement Selection of Auditor for Fiscal Years 2025–2028
    - B. Resolution 2025-68, Resolution to Approve the FY 2024 FEMA SAFER Grant Program
    - C. Resolution 2025-69, Resolution to Appoint Brent Strong of Carlisle Wortman Associates as the Hearing Officer to Administer Division 2 of the Blight Ordinance: Dangerous Structures
    - D. Resolution 2025-70, Resolution to Approve Dixboro School House Renovation Project
    - E. Resolution 2025-71, Resolution to Approve Additional Street Lighting Installation on Harris Road
    - F. Resolution 2025-72, Resolution to Approve Snow Maintenance Services Contract with Conklin Landscaping, Inc.

G. Resolution 2025-73, Resolution to Award Contract for the Court-Ordered Demolition of Structures Located at 4745 Napier Court
H. Motion to Approve Special Assessments for 2025 Winter Tax Bill

12. DISCUSSION
    A. General Fund 2026 Target
    B. Waiver for Clay Hill Farm and Market Site Plan Review & Escrow Fees
    C. Request Working Session to Review Road Strategy
    D. Washtenaw County Road Commission Asset Management Suggestions
    E. Cost of Living Adjustment
13. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS
    A. Metro Truck
14. PLEAS AND PETITIONS
15. ADJOURNMENT

Angela Robinson, Clerk, Superior Township, 3040 N. Prospect, Superior Township, MI 48198
Telephone: 734-482-6099; Email: arobinson@superior-twp.org

1. CALL TO ORDER

The regular meeting of the Charter Township of Superior Board of Trustees was called to order by Supervisor Emily Dabish Yahkind at 7:00 p.m. on September 15, 2025, at the Superior Charter Township Hall, 3040 N. Prospect Rd, Superior Charter Township, Michigan.

2. PLEDGE OF ALLEGIANCE

Supervisor Dabish Yahkind led the assembly in the Pledge of Allegiance.

3. ROLL CALL

The board members present included Supervisor Emily Dabish Yahkind, Clerk Angela Robinson, Treasurer Lisa Lewis, Trustee Dana Greene Jr., Trustee Brenda McKinney, and Trustee Ken Schwartz.

Absent: Trustee Sarah Devereaux

4. ADOPTION OF AGENDA

Supervisor Dabish Yahkind requested additions to the agenda:

- Harvest Lane Sewer Main Replacement (Resolution 2025-65) under New Business.
- Resolution of Support for Washtenaw County Parks Trail Grant Application (Resolution 2025-66) under New Business.
- Auditor communication regarding Allendale property under Communications.
- Supervisor's Report under Reports.

Clerk Robinson confirmed the placement of items.

Trustee Greene moved to reorder Promotion of Fire Lieutenants ahead of the first reading of Ordinance 198. Trustee McKinney supported.

The motion carried unanimously.

Trustee Greene moved to approve the agenda as amended. Trustee McKinney supported.

The motion carried unanimously.

Documents submitted at the table will appear at the end of these minutes.

5. CITIZEN PARTICIPATION

- **Bernice Lindke, Allen Mark Dr.**, Praised the Board and agenda; urged Blight Committee updates, citing issues on Gettysburg and Dixboro. Supported Ordinance 198 for transparency.
- **Brenda Baker, Ashton Ct.**, Noted stalled township social media; urged substantive content and community input. The C2PST booth announced at Michigan Folk Festival and presence at Dixboro Market. Requested minutes clarify C2PST is a committee, not the whole community.
- **Jack Smiley, Cherry Hill Rd.,** Urged removing four homes from Prospect Pointe West Phase 3 to preserve space and improve trail alignment outside the development.

- **Mrs. Mohammad, Resident**, Requested better Zoom audio/camera and earlier board packet distribution. Praised the Sheriff's House Watch program, and supported Ordinance 198. Raised concerns about Resolution 2025-59, errors in the Investment Policy, compliance with the Red Book's 180-day rule, and clarity on treasury bill funds and the Michigan Class account.

6. SUPERVISOR COMMENTS

Supervisor Dabish Yahkind reported ongoing collaboration with Legal Services, community partners, and the Sheriff's Office to address concerns at Sycamore and Danbury. She discussed issues related to the proposed DTE Grenada substation expansion, concerns about leakage from waste trucks, and other neighborhood matters.

7. PRESENTATIONS

8. CONSENT AGENDA

The motion was made by Treasurer Lewis and supported by Trustee McKinney to approve the Consent Agenda including:

A. APPROVAL OF MINUTES
1. **AUGUST 18, 2025, REGULAR MEETING MINUTES**

B. REPORTS
1. **ASSESSING REPORT**
2. **BUILDING DEPARTMENT**
3. **FIRE DEPARTMENT**
4. **OHM STATUS UPDATE**
5. **PARKS AND RECREATION COMMISSION**
6. **SHERIFF'S DEPARTMENT**
7. **UTILITY DEPARTMENT**
8. **MONTHLY FINANCIAL REPORTS, JULY 2025**
9. **TREASURER'S JULY 2025 RECONCILIATION REPORT**

C. COMMUNICATIONS
1. **COMMITTEE TO PROMOTE SUPERIOR TOWNSHIP (C2PST)**

The motion carried unanimously.

9. ITEMS REMOVED FROM THE CONSENT AGENDA
10. UNFINISHED BUSINESS
11. NEW BUSINESS

A. RESOLUTION 2025-58, RESOLUTION TO APPROVE THE PROMOTION OF FIRE LIEUTENANTS

The motion was made by Trustee McKinney and supported by Trustee Greene to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE THE PROMOTION OF FIRE LIEUTENANTS

RESOLUTION NUMBER 2025-58

DATE: SEPTEMBER 15, 2025

WHEREAS, the Superior Township Fire Department currently operates with one Shift Captain per shift based at Station 1, and seeks to improve supervision by assigning one Fire Lieutenant per shift, stationed at Fire Station 2; and

WHEREAS, the department aims to staff three Fire Lieutenants total—one per shift—and previously promoted Fire Fighter Lance Pierce to Lieutenant on March 6, 2025; and

WHEREAS, on September 3, 2025, the department completed a promotional exam for two (2) additional Fire Lieutenant positions, in accordance with the IAFF Local 3292 contract and conducted by EMPCO Inc.; and

WHEREAS, four Fire Fighters applied, two completed the process, and both **Fire Fighter Corey Oberstaedt** and **Fire Fighter James Gaken** met all requirements under State of Michigan rules and the IAFF Local 3292 contract; and

WHEREAS, the union contract provides for the Fire Lieutenant position and corresponding pay scale, and promotions will result in a pay increase;

NOW, THEREFORE, BE IT RESOLVED that the Superior Township Board of Trustees approves the promotion of Fire Fighter Corey Oberstaedt and Fire Fighter James Gaken to Fire Lieutenant, effective October 1, 2025.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk

9/15/2025
Date Certified

DRAFT

Roll Call
Aye: Supervisor Dabish Yahkind, Clerk Robinson, Treasurer Lewis, Trustee Greene Jr., Trustee McKinney, Trustee Schwartz
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

B. ORDINANCE NO. 198, FIRST READING: ORDINANCE TO ESTABLISH A COMMISSION FOR SETTING SALARIES OF ELECTED TOWNSHIP OFFICIALS

The motion was made by Trustee Greene and supported by Trustee McKinney to approve the first reading of the ordinance.

ORDINANCE NUMBER 198 ORDINANCE
ESTABLISHING A COMMISSION TO
SET SALARIES FOR ELECTED TOWNSHIP OFFICIALS

FIRST READING: SEPTEMBER 15, 2025

SUPERIOR TOWNSHIP ORDAINS:

Section 1. Title.

This ordinance shall be known as the Salary Commission Ordinance.

Section 2. Purpose, Composition and Compensation.

2.1. **Purpose**. The salary commission (hereafter referred to as the "commission") shall determine the salary of each township elected official.

2.2. **Composition**. The commission shall consist of 5 members who are registered electors of the township, appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board. The terms of office shall be 3 years, except that of the members first appointed; 1 shall be appointed for a term of 1 year; 2 shall be appointed for a term of 2 years; and 2 shall be appointed for a term of 3 years. The first members shall be appointed within 30 days after the effective date of the ordinance. Subsequent members shall be appointed within 30 days after a term expires or a vacancy occurs. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a government agency or unit or member of the immediate family of an officer or employee shall not be appointed to the commission.

2.3. **Chair.** The commission shall elect a chairperson from among its members.

2.4. **Compensation.** The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

Section 3. Commission Meetings.

3.1. The commission shall meet for not more than 15 session days in each odd numbered year and shall make its determination within 45 calendar days of its first meeting. As used in this section, "session days" means calendar days on which the commission meets and a quorum is present.

3.2. A majority of the members of the commission constitutes a quorum for conducting the business of the commission.

3.3. The business that the commission may perform shall be conducted at a public meeting of the commission held in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

3.4. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission.

Section 4. Salary Determination.

4.1. Subject to Section 4.2 of this ordinance, the commission shall determine the salary of each member of the township board, which shall be effective at the beginning of the next fiscal year.

4.2. The salary of an elected township official shall not be decreased during the official's term of office as long as the responsibilities and requirements of that office are not diminished during the term of the official's term of office, and the salary of an elected township official shall not be decreased during the official's term of office unless the official consents in writing to the reduction in salary.

4.3. The determination of the commission shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. The determination of the commission shall be effective 30 days following filing of the determination with the township clerk unless rejected by the township board. If the determination is rejected, the existing salary shall prevail.

Section 5. Expenses

An expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

Section 6. Repealer

All ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

Section 7. Severability

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

DRAFT

Section 8. Effective Date

This Ordinance shall take force and effect upon publication.

C. RESOLUTION 2025-59, RESOLUTION TO APPROVE AND ADOPT THE PERSONNEL MANUAL

The motion was made by Treasurer Lewis and supported by Trustee McKinney to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION ADOPTING THE "SUPERIOR CHARTER TOWNSHIP PERSONNEL MANUAL (LAST REVISED: AUGUST 2025)" FOR NON-UNION EMPLOYEES AND AUTHORIZING IMPLEMENTATION

RESOLUTION NUMBER: 2025-59

DATE: SEPTEMBER 15, 2025

WHEREAS, Superior Charter Township ("Township") employs non-union personnel to deliver essential public services to residents and businesses; and

WHEREAS, the Township seeks to maintain clear, consistent, and up-to-date policies governing employment classifications; work schedules; compensation and benefits; leaves of absence; workplace conduct; performance management and progressive discipline; grievance and complaint resolution; and separation and termination processes; and

WHEREAS, Township administration has prepared an updated Superior Charter Township Personnel Manual (Last Revised: August 2025) (the "Manual") applicable to non-union employees and not applicable to elected officials, their appointed deputies, or employees covered by collective bargaining agreements; and

WHEREAS, the Manual affirms the Township's employment-at-will status (except where otherwise provided by law), sets forth equal employment opportunity and anti-harassment policies consistent with Michigan and federal law, and provides procedures to ensure fair, transparent, and legally compliant administration of personnel matters; and

WHEREAS, the Board of Trustees finds that adoption of the Manual is in the best interest of the Township to promote effective governance, operational continuity, and employee clarity.

NOW, THEREFORE, BE IT RESOLVED:

1. **Adoption**. The Superior Charter Township Personnel Manual (Last Revised: August 2025) is hereby adopted and approved as presented and attached hereto as Exhibit A and is incorporated by reference with the same force and effect as if fully set forth herein.

2. **Scope**. The Manual applies to all non-union Township employees. It does not apply to elected officials or their appointed deputies, or to any employee whose employment is governed by a collective bargaining agreement, civil service protection, or other controlling statute or contract.

3. **Employment at Will.** The Manual's employment-at-will statement is affirmed. Nothing in this Resolution or the Manual creates an express or implied contract of employment.

4. **Superseder; Repealer.** All prior personnel manuals, handbooks, policies, memoranda, and Board actions inconsistent with the Manual are hereby repealed or superseded to the extent of any conflict. Department-level practices must conform to the Manual unless a different rule is expressly authorized by the Board.

5. **Administrative Authority & Implementation**. a. The Township Supervisor (or designee) is authorized to implement, interpret, and administer the Manual; to issue administrative guidelines and forms necessary for implementation; and to make non-substantive updates (e.g., formatting, contact names, form links). b. Substantive policy changes to the Manual require Board approval.
c. The Supervisor may engage HR professionals or legal counsel, as needed, to ensure compliance with applicable law.

6. **Employee Acknowledgment.** The Supervisor (or designee) shall distribute the Manual to all covered employees and obtain a signed Employee Acknowledgment Form from each employee, to be retained in the employee's personnel file.

7. **Effective Date; Transition.** a. This Resolution and the Manual shall take effect upon adoption unless a later effective date is specified by the Board.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Treasurer Lewis, Trustee McKinney, Trustee Schwartz
Nay: Trustee Greene, Clerk Robinson
Absent: Trustee Devereaux

The motion carried unanimously.

D. RESOLUTION 2025-60, RESOLUTION PROVIDING FOR THE RELEASE OF WITHHELD SALARY INCREASES AND A MORATORIUM ON FURTHER ADJUSTMENTS AND INCREASES DURING THE HIRING FREEZE

The motion was made by Clerk Robinson and supported by Treasurer Greene to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

A RESOLUTION AUTHORIZING THE RELEASE OF FROZEN SALARY INCREASES FOR GOVERNMENTAL STAFF AND ESTABLISHING A TEMPORARY MORATORIUM ON FUTURE RAISES UNTIL THE HIRING FREEZE IS LIFTED RESOLUTION NUMBER: 2025-60

DATE: SEPTEMBER 15, 2025

WHEREAS, salary increases for governmental staff were previously frozen in response to financial constraints affecting the Township's operating budget; and

WHEREAS, the Board of Trustees has reviewed the Township's current fiscal condition and determined that sufficient funds are available to implement previously approved raises without compromising the Township's financial stability; and

WHEREAS, the Township continues to face ongoing budgetary pressures, and the current fiscal circumstances require that a hiring freeze remain in place until further notice; and

WHEREAS, the release of previously approved salary increases at this time is intended to avoid a prolonged delay in employee compensation and to prevent the accumulation and significant financial impact of retroactive backpay that would otherwise result when the hiring freeze is eventually lifted; and

WHEREAS, the Board recognizes the importance of compensating current staff fairly while maintaining fiscal responsibility and compliance with staffing restrictions;

NOW, THEREFORE, BE IT RESOLVED by the Superior Township Board of Trustees of, as follows:

Section 1.

Effective immediately, all previously approved but frozen salary increases for governmental staff shall be released and implemented in accordance with applicable personnel policies, and the adopted budget.

Section 2.

No further merit increases or other forms of compensation enhancements shall be granted to governmental staff until such time as the current hiring freeze is formally lifted by a majority vote of the Superior Township Board of Trustees.

Section 3.

The Board affirms that the hiring freeze shall remain in effect due to the Township's current fiscal circumstances, and that any staffing changes will continue to be evaluated on a case-by-case basis to ensure the continuity of essential services.

Section 4.

This resolution shall take effect immediately upon its adoption.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

E. RESOLUTION 2025-61, RESOLUTION TO APPROVE A PROPOSAL FROM OHM ADVISORS FOR GIS APPLICATION DEVELOPMENT TO SUPPORT SEWER AND WATER SYSTEM MANAGEMENT

The motion was made by Clerk Robinson and supported by Treasurer Lewis to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE THE GIS APPLICATION DEVELOPMENT PROPOSAL WITH OHM

RESOLUTION NUMBER: 2025-61

DATE: SEPTEMBER 15, 2025

WHEREAS, the Superior Charter Township (the "Township") recognizes the need to utilize GIS-based asset management applications for the operation and maintenance of its sanitary sewer and water distribution systems; and

WHEREAS, OHM has been assisting the Township for approximately ten years with the management and administration of its ArcGIS Online account, data collection and updates; and

WHEREAS, OHM Advisors ("OHM") has demonstrated extensive experience working with municipalities and water utilities in southeast Michigan and possesses the requisite expertise to assist the Township in the development of GIS-based asset management applications; and

WHEREAS, OHM has submitted a proposal outlining the scope of services, including development of field mapping applications for the water distribution and sanitary sewer systems including dashboard and staff training, needed GIS utility network updates, GPS receiver support including setup and training, and general as-needed GIS support; and

WHEREAS, the proposal includes schedules for performing and completing the various aspects of the work which are acceptable to the Township; and

WHEREAS, OHM proposes to provide these services on a time and materials basis for a not-to-exceed fee of $55,000;

NOW, THEREFORE, BE IT RESOLVED the Superior Charter Township Board of Trustees hereby approves the proposal submitted by OHM Advisors for professional services for GIS Application Development and authorizes the Township Supervisor to execute the agreement on behalf of the Township.

BE IT FURTHER RESOLVED, funding for this project shall be allocated from the appropriate Utility Department budget, and the Township's Utility Department Staff shall collaborate with OHM to ensure the successful completion of the work**.**

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk

9/15/2025
Date Certified

DRAFT

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

F. RESOLUTION 2025-62, RESOLUTION TO APPROVE A PROPOSAL FROM OHM FOR RIDGE ROAD WATER MAIN DESIGN SERVICES

The motion was made by Trustee Greene and supported by Treasurer Lewis to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE THE RIDGE ROAD WATER MAIN DESIGN PROPOSAL WITH OHM

RESOLUTION NUMBER: 2025-62

DATE: SEPTEMBER 15, 2025

WHEREAS, the Superior Charter Township (the "Township") recognizes the need to close a 2,400-foot gap in its water infrastructure along Ridge Road between Geddes Road and Scarlet Oak Drive; and

WHEREAS, OHM previously completed the Township Water System Master Plan in 2023, which recommended the addition of a 16-inch water main along this section of Ridge Road to close the aforementioned gap; and

WHEREAS, OHM Advisors ("OHM") has demonstrated extensive experience working with municipalities and water utilities in southeast Michigan and possesses the requisite expertise to assist the Township in the design of the water main; and

WHEREAS, OHM has submitted a proposal outlining the scope of services, including meetings with Utility Department staff, preparation of permit applications, development of contract documents, and bidding assistance; and

WHEREAS, the proposed project schedule includes an initial meeting by September 26, 2025, submission of permit applications by February 13, 2026, and completion of final documents for bid by May 15, 2026, with an anticipated bid letting of June 18, 2026; and

WHEREAS, OHM has proposed to provide these services on a time and materials basis for a not-to-exceed fee of $98,700;

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves the proposal submitted by OHM Advisors for professional services for the design of the Ridge Road Water Main and authorizes the Township Supervisor to execute the agreement on behalf of the Township.

BE IT FURTHER RESOLVED that funding for this project shall be allocated from the appropriate Utility Department budget, and the Township's Utility Department Staff shall collaborate with OHM to ensure the successful completion of the updates.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

G. RESOLUTION 2025-63, RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT FOR PROSPECT POINTE WEST PHASE 3

The motion was made by Clerk Robinson and supported by Treasurer Lewis to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE THE DEVELOPMENT AGREEMENT FOR PROSPECT POINTE WEST – PHASE 3

RESOLUTION NUMBER: 2025-63

DATE: SEPTEMBER 15, 2025

WHEREAS, Diverse Real Estate (“Developer”) has proposed to develop three of a four-phase project, an overall parcel of a size totaling approximately 67.99 acres located south of Geddes Road and adjacent to the Prospect Pointe Subdivision in the northeast quarter of Section 33, (the "Development"); and

WHEREAS, the Developer is developing the residential development pursuant to the Superior Township Zoning Ordinance No. 174, as amended, and other applicable law; and

WHEREAS, the Developer desires to build all necessary on-site infrastructure for the Development, including but not limited to: water mains, sanitary sewers, non-motorized trails, open space, storm water management system, sidewalks and private roads, and similar amenities in the Development (the "Site Improvements"); and

WHEREAS, the Developer desires to install grading and soil erosion and sedimentation control improvements to facilitate the drainage of storm water from the Development in such a manner as is not expected to result in damage to any adjacent property outside of the Development or any site, building, or residential unit within the Development from an increase in the flow of storm water or decrease in water quality of storm water from the Development, as more fully set forth in the final engineering plans approved by the Township (“Engineering Plans”); and

WHEREAS, all agreements, approvals, and conditions agreed to by the Developer and the Township remain in effect for the Development, including, but not limited to, conditions of all approvals by the Township regarding zoning and site plan approval for the Development and permits that may have been issued by appropriate governmental review agencies for the Development; and

WHEREAS, on May 28, 2025, the Township approved, by action of the Superior Township Planning Commission, the Final Site Plan for the STPC #25-01, Prospect Pointe West Phase 3, with conditions ("Final Site Plan"), and all conditions of the Final Site Plan have been satisfactorily met; and

WHEREAS, the approved Final Site Plan for the Development is consistent with the purposes and objectives of the Township's Zoning Ordinance pertaining to the use and development of the Development; and

WHEREAS, Section 10.05(G) of the Superior Township Zoning Ordinance requires the execution of a Development Agreement in connection with the approval of the Final Site Plan for the Development; and

WHEREAS, the Development Agreement shall be binding upon the Township, the Developer of the Development, their successors-in-interest, and assigns.

NOW, THEREFORE, BE IT RESOLVED, in consideration of the premises and the mutual covenants of the parties described in this Agreement, and with the express understanding that this Agreement contains important and essential terms as part of the approval of the Developer's Final Site Plan for the Development, the parties hereby agree as follows

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

H. RESOLUTION 2025-64, RESOLUTION TO APPROVE CAMERA SYSTEM INSTALLATION AT TOWNSHIP FACILITIES

The motion was made by Trustee McKinney and supported by Treasurer Lewis to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE CAMERA SYSTEM INSTALLATION AT TOWNSHIP FACILITIES

RESOLUTION NUMBER: 2025-64

DATE: SEPTEMBER 15, 2025

WHEREAS, the Charter Township of Superior has identified a need to upgrade and expand security camera coverage at Township Hall and Fire Stations #1 and #2 in order to protect public facilities, employees, and residents; and

WHEREAS, Industrial Electric Co. of Detroit, Inc. has provided a written proposal (Quote #INDELC-2025-1801, dated July 17, 2025) to supply labor and materials to install new cameras, servers, and network video recorders (NVRs), and to integrate existing cameras into a single viewing platform; and

WHEREAS, the proposal includes the following work:

- **Township Hall:** Installation of ten (10) exterior turret cameras, new server with thirty (30) days of video storage, integration of existing cameras into new NVR, and final aiming with Township personnel;
- **Fire Station #2:** Installation of eight (8) exterior turret cameras and two (2) interior turret cameras, new server with thirty (30) days of video storage, integration of existing cameras into new NVR, and final aiming with Township personnel;
- **Fire Station #1:** Installation of new NVR and integration of existing cameras to ensure a single dashboard for department use; and

WHEREAS, the total cost of the proposal is Twenty-Eight Thousand Three Hundred Eighty Dollars ($28,380.00); and

WHEREAS, it is in the best interest of the Township to proceed with this project to improve facility safety and operational efficiency.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby approves the proposal from Industrial Electric Co. of Detroit, Inc. in the amount of $28,380.00, and authorizes the Supervisor and/or Clerk to execute any necessary agreements and documents to complete the installation.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

DRAFT

I. MOTION TO ADOPT THE UPDATE CHARTER TOWNSHIP OF SUPERIOR INVESTMENT POLICY

It was moved by Trustee McKinney, supported by Treasurer Lewis, to adopt the Annual Investment Policy with grammatical corrections.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

MOTION TO ADOPT TO UPDATE CHARTER TOWNSHIP OF SUPERIOR INVESTMENT POLICY

DATE: SEPTEMBER 15, 2025

EFFECTIVE DATE: JUNE 1998 **UPDATED: AUGUST 2025**

1.0 PURPOSE AND POLICY

Superior Charter Township ("the Township") is a Michigan Charter Township governed by an elected Township Board and operating under state statutes. This Investment Policy establishes guidelines for the prudent investment of Township funds in compliance with Michigan Public Act 20 of 1943 (MCL 129.91), MCL 41.77, and other applicable laws.

It is the policy of the Township to invest public funds in a manner that prioritizes the safety and security of investments, ensures sufficient liquidity to meet daily cash flow and operational needs, and provides a reasonable rate of return in accordance with statutory requirements and sound financial management. All investments shall conform to applicable state statutes and local ordinances governing the investment of public funds.

2.0 SCOPE

This policy applies to all financial assets and investment activities of the Township except for employee pension funds or deferred compensation funds which are governed separately. Covered funds include, but are not limited to:

- General Fund (101)
- Side Street Maintenance Fund (203)
- Fire Operating Fund (206)
- Legal Defense Fund (211)
- Street Light Fund (219)
- Building Fund (249)
- Law Enforcement Fund (266)
- ARPA Fund (464)
- Parks & Recreation Fund (508)
- Trust & Agency Fund (701)
- Payroll Fund (704)
- Utilities (Water & Sewer)
- Any new fund created by the governing body, unless specifically exempted by the governing body.

Excluded from this policy are pension and retiree health care funds managed under the Michigan Municipal Employees Retirement System (MERS).

3.0 OBJECTIVES

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

3.1 Safety - Safety of principal is the foremost objective. Investments shall be undertaken in a manner that seeks to ensure preservation of capital.

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

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

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

4.0 DELEGATION OF AUTHORITY

Pursuant to MCL 41.76, the Township Treasurer is vested with the authority to oversee and manage the Township's investment program. The Treasurer, acting as the Township's investment officer, is responsible for establishing procedures and internal controls to ensure compliance with this policy. No individual may engage in investment transactions except as authorized under this policy and the procedures set forth by the investment officer. The investment officer shall be accountable for all transactions and for maintaining a system of controls to govern the activities of any subordinate officials.

5.0 AUTHORIZED INSTRUMENTS

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

5.1 Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

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

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

5.4 Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the Township has negotiated a Master Repurchase Agreement. Repurchase Agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public Security Association's model Master Repurchase Agreement.

5.5 Bankers' acceptances of United States banks.

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

5.7 Mutual funds registered under the Investment Company Act of 1940 with the intention to maintain a $1.00 per share net asset value and purchase only investment vehicles that are legal for direct investment by a public corporation.

5.8 Obligations described in subdivisions (a) through (g), as named above, if purchased through an interlocal agreement under the Urban Cooperation Act of 1967.

5.9 Investment pools are organized under the surplus funds' investment Pool Act, P.A. 367 of 1982

5.10 Investment pools are organized under the local government investment Pool Act, P.A.121 of 1985.

6.0 SAFEKEEPING AND CUSTODY

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

7.0 STANDARDS OF PRUDENCE AND ETHICS

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

7.2 Ethics and Conflicts of Interest - The Treasurer and all employees involved in the investment process shall refrain from any personal business activity that could conflict with the proper execution and management of Township investments or impair their ability to make impartial decisions. They shall disclose any material interests in financial institutions with which the Township conducts business and shall subordinate any personal investment transactions to those of the Township.

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8.0 AUTHORIZED INVESTMENTS

Investments will comply with Michigan Public Act 20 and may include:

- Certificates of deposit, savings accounts, or deposit accounts of Michigan-based financial institutions
- Bankers' acceptances
- Municipal bonds rated investment grade
- Money market mutual funds registered under the Investment Company Act of 1940
- Local government investment pools (e.g., Michigan CLASS).
  Prohibited investments include derivative securities, structured notes, and cryptocurrencies.

9.0 DEPOSITORY AND BROKER/DEALER REQUIREMENTS

Financial institutions and broker/dealers must:

- Provide audited financial statements
- Demonstrate FDIC or NCUA insurance coverage
- Provide proof of state registration and compliance with applicable laws
- Acknowledge receipt of and compliance with this Investment Policy

The Treasurer shall annually review and approve qualified institutions and present the list to the Township Board.

10.0 REPORTING AND REVIEW

10.1 Within 120 days of the end of the fiscal year, the treasurer shall prepare an annual written report to the governing body regarding the investment of the funds.

10.2 Annual Review-An annual review of this policy and financial institutions shall be conducted. Updates or amendments must be approved by the Township Board.

11.0 TRAINING

The Township Treasurer and any staff designated to assist with investment activities shall complete a minimum of six (6) hours of investment-related training every two years. Training shall include updates on statutory requirements, best practices in public fund investing, and current market conditions to ensure informed and prudent investment decisions.

12.0 POLICY REVIEW AND AMENDMENTS

This policy shall be reviewed annually and updated as necessary. Amendments must be approved by resolution of the Township Board.

13.0 ADOPTION

This policy shall become effective immediately upon adoption by the **Charter Township of Superior Board of Trustees.**

DRAFT

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

J. MOTION TO SCHEDULE TRUTH-IN-TAXATION AND 2026 BUDGETS HEARING OCTOBER 20, 2025

It was moved by Trustee McKinney supported by Trustee Greene, to schedule Truth-in-Taxation for October 20, 2025.

The motion carried by unanimous vote.

K. RESOLUTION 2025-65, RESOLUTION TO APPROVE HARVEST LANE SANITARY SEWER REPLACEMENT

The motion was made by Trustee McKinney and supported by Clerk Robinson to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE HARVEST LANE SANITARY SEWER REPLACEMENT

RESOLUTION NUMBER: 2025-65

DATE: SEPTEMBER 15, 2025

WHEREAS, Harvest Lane sanitary sewer requires replacement, and the Superior Township Utility Department has received quotes from two sources to complete the project.

WHEREAS, Civil Underground Construction Company, located at 35360 6 Mile Rd., Livonia, MI 48154, provided a quote for $103,350 to complete the job. On Grade Specialists, located at 3241 Stumpwood, Commerce Township, MI 48382, provided a quote for $78,300 to complete the project.

WHEREAS, it is recommended that the Superior Township Board of Trustees approve the Harvest Lane sanitary sewer replacement project to be completed by On Grade Specialist, 3241 Stumpwood, Commerce Township, MI 48382.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby approves the Utility Department to contract On Grade Specialist for the replacement of the Harvest Lane sanitary sewer.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

L. RESOLUTION 2025-66, RESOLUTION OF SUPPORT FOR A TRANSPORTATION ALTERNATIVES GRANT PROGRAM APPLICATION

The motion was made by Trustee McKinney and supported by Treasurer Lewis to approve the resolution.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MI

RESOLUTION OF SUPPORT FOR A TRANSPORTATION ALTERNATIVES GRANT PROGRAM APPLICATION

RESOLUTION NUMBER: 2025-66

DATE: SEPTEMBER 15, 2025

Eastern Washtenaw Community Recreation Center Trail: Linking Superior & Ypsilanti Townships

WHEREAS, the Washtenaw County Parks and Recreation Commission (WCPARC), in collaboration with the Washtenaw County Road Commission, Ypsilanti Township, and Superior Charter Township, is proposing to submit an application to the Transportation Alternatives Program (TAP) to construct a shared-use path linking the planned Eastern Washtenaw Community Recreation Center (EWCRC) with surrounding neighborhoods and key destinations; and

WHEREAS, the EWCRC will be constructed on the former Cheney Elementary site at East Clark Road and Dawn Avenue, a 30-acre parcel bisected by the Superior Township/Ypsilanti Township boundary, and will serve as a vital regional hub for recreation, wellness, and community gathering; and

WHEREAS, the proposed 1.25-mile, 10-foot-wide concrete trail will connect the EWCRC site to adjacent neighborhoods, the CommUNITY Skate Park, Community Center Park (Ypsilanti Township), Clark East Tower senior housing complex, Community Park (Superior Township), the Ypsilanti Township Community Center, Green Oaks Golf Course, the Ypsilanti District Library–Superior Branch, Fireman's Park (Superior Township), Apple Ridge Park (Ypsilanti Township), and other local destinations; and

WHEREAS, the proposed trail will include two signalized mid-block pedestrian crossings—one on East Clark Road and one on Stamford Road—to improve safety for pedestrians and cyclists; and

WHEREAS, the TAP program, administered regionally by the Southeast Michigan Council of Governments (SEMCOG), provides competitive federal funding for non-motorized transportation projects, requiring a 20% local match; and

WHEREAS, the total estimated cost for the trail is $2,000,000, of which WCPARC proposes to contribute the $400,000 local match from the countywide non-motorized trail millage fund, with no contribution required from Superior Charter Township; and

WHEREAS, Superior Charter Township recognizes the importance of safe, accessible, non-motorized connections between its neighborhoods, parks, and community facilities, and supports collaborative regional efforts to expand these connections;

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Superior Board of Trustees hereby formally endorses the Transportation Alternatives Program grant application titled **"Eastern Washtenaw Community Recreation Center Trail: Linking Superior & Ypsilanti Townships"**, and expresses its full support for this collaborative project; and

BE IT FURTHER RESOLVED that the Charter Township of Superior affirms its commitment to maintaining its respective segments of the completed trail in the long term, in coordination with its partner jurisdictions.

CERTIFICATION STATEMENT

I, Angela Robinson, 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 Charter Township of Superior Board held on September 15, 2025 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Angela Robinson, Township Clerk — 9/15/2025 Date Certified

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Trustee Schwartz, Clerk Robinson
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

12. DISCUSSION

There were no additional discussion items.

13. BILLS FOR PAYMENT AND RECORD OF DISBURSEMENTS

The Reconciliation Report was presented. The motion was made by Treasurer Lewis and supported by Trustee McKinney to approve the bills for payment and record of disbursements.

Roll Call
Aye: Supervisor Dabish Yahkind, Trustee Greene, Treasurer Lewis, Trustee McKinney, Clerk Robinson, Trustee Schwartz
Nay: None
Absent: Trustee Devereaux

The motion carried unanimously.

14. PLEAS AND PETITIONS

- **Irma Golden, 1585 Sheffield Dr.**, Thanked Supervisor for Harvest Lane drainage action; reported property damage from Morris Concrete, trash overflow at MacArthur/Sycamore, and vegetation issues. Requested resident questions appear under Unfinished Business. Reported hydraulic oil on multiple streets (Sheffield, Glendale, Stanford, Barrington, Brookside, Buckingham) with photos.

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- **Curtis (no address),** Urged naming new recreation building after Ms. Chaney for her community impact.
- **Jan Wiseman, Geddes Ridge (Escort Dr.),** Praised Geddes Road Path; requested trash cans on trails (especially MacArthur bus stops), sidewalk repairs, and noted repeated Priority Waste recycling failures.
- **Tyrone Kelsey, Superior Twp.; Exec. Dir., Friends In Deed,** Reported urgent social-service collapse in 48197/48198 zip codes; he requested Township collaboration to coordinate response.
- **Georgia Genwright, Geddes Ridge (Escort Dr.),** Reported long-neglected storm drains, recent partial cleaning, and ongoing flooding; she requested comprehensive drain maintenance.
- **Zoom Comment (Rhonda McGill),** Requested board members use microphones for clearer Zoom audio.

15. ADJOURNMENT

The motion was made by Trustee Greene and supported by Treasurer Lewis to adjourn the meeting at 9:04 p.m.

Respectfully submitted,

Angela Robinson, Clerk

Emily Dabish Yahkind, Supervisor

DRAFT

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842

Please submit one completed form per agenda item.

DOCUMENT SUBMITTED AT TABLE

TO: Superior Township Board of Trustees

FROM: Emily Dabish Yahkind

DATE SUBMITTED: September 15, 2025

BOARD MEETING DATE: September 15, 2025

ITEM TITLE: Harvest Lane Sanitary Sewer Replacement

DESCRIPTION OF ITEM/RESOLUTION:

Sanitary Sewer Replacement

REQUESTED BOARD ACTION:

Approve replacement of Harvest Lane Sewer Main

BACKGROUND/JUSTIFICATION:

The Harvest Lane sewer collapsed and was temporarily repaired. The main must now be permanentaly repaired

DOCUMENT SUBMITTED AT TABLE

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE HARVEST LANE SANITARY SEWER REPLACEMENT

RESOLUTION NUMBER: 2025-65
DATE: SEPTEMBER 15, 2025

WHEREAS, Harvest Lane sanitary sewer requires replacement, and the Superior Township Utility Department has received quotes from two sources to complete the project.

WHEREAS, Civil Underground Construction Company, located at 35360 6 Mile Rd., Livonia, MI 48154, provided a quote for $103,350 to complete the job. On Grade Specialists, located at 3241 Stumpwood, Commerce Township, MI 48382, provided a quote for $78,300 to complete the project.

WHEREAS, it is recommended that the Superior Township Board of Trustees approve the Harvest Lane sanitary sewer replacement project to be completed by On Grade Specialist, 3241 Stumpwood, Commerce Township, MI 48382.

NOW, THEREFORE, IT BE RESOLVED that the Charter Township of Superior Board of Trustees hereby approves the Utility Department to contract On Grade Specialist for the replacement of the Harvest Lane sanitary sewer.

Civil Underground Construction Company
35360 6 Mile Rd.
Livonia, MI 48152
(P) : 734.747.2009
T.Mancini@civilunderground.net

HARVEST LN. SEWER REPLACEMENT PROPOSAL

MOBILIZATION - $3,500.00

SANITARY SEWER MAIN REPLACEMENT - $103,350.00

- EXCAVATE, REMOVE & HAUL OFF +/- 215' OF OLD 30" RCP INTERCEPTOR SANITARY MAIN & 1 MANHOLE
- FURNISH & INSTALL +/- 215' OF 12" SANITARY MAIN AND RECONNECT 5 LEADS WITH PARTS & ACCESSORIES
- DELIVERY, RETURN AND USE OF TRENCH BOX AND OR SHORING
- TRUCKING OF SPOILS FROM HARVEST LN. TO THE DPW YARD, STOCKPILED FOR BACKFILL
- FURNISH & INSTALL SAND FOR BEDING AND BACK FILL 1' ABOVE SEWER MAIN
- FURNISH & INSTALL NEW EPOXY COATED MANHOLE JUST DOWN STREAM FROM EXISTING ONE
- FURNISH & INSTALL PARTS & ACCESSORIES NECESSARY TO EXTEND FORCE MAIN TO NEW MANHOLE

TEMPORARY FORCE MAIN BYPASS - $10,000.00

- FURNISH & INSTALL PIPE, PARTS AND FITTINGS NECESSARY TO BRING FORCE MAIN UP, OUT OF MANHOLE AND OVER TO ADJACENT SANIARY MAIN TEMPORARILY WHILE REPLACEMENT IT DONE

CIVIL UNDERGROUND

TOTAL: $116,850.00

EXCLUSIONS:

-EXCESSIVE DEWATERING

-UNMARKED UTILITIES

-PAVEMENT REPLACEMENT (CURBS, ROAD, DRIVEWAYS, OR SIDEWALK)

-RESTORATION (SEEDING, TOPSOIL OR LANDSCAPING OF ANY KIND)

-TRAFFIC CONTROL

-TEMPORARY REMOVAL OF LIGHT POLE AND OVER HEAD POWER

On Grade Specialists

3241 STUMPWOOD
Commerce Twp, MI 48382 USA
tatum@ongradespecialists.com

Estimate

ADDRESS
Superior Township

ESTIMATE 1003
DATE 09/05/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
		Location of Purposed Work: Harvest Lane, Superior Twp.			
	Sales	Description of Purposed Work: Set up 6" pump and bypass at existing forcemain. Remove 200' of 30" concrete sanitary sewer and dispose it. Remove existing sanitary manhole. Install new 48" sanitary manhole and dispose. Install 200' of 12" SDR 26 PVC sewer pipe. Reconnect 5 sanitary laterals using 12'x6" WYE and 6" SDR 26 pipe. Connect to existing sewer at existing manhole. Connect 6" forcemain to new sanitary manhole. Rreplace any concrete or asphalt, backfilling with 2NS sand in road, driveways, and sidewalks.			78,300.00

Thank you for your business! Please mail checks to On Grade Specialists at 3241 Stumpwood Dr., Commerce Twp., MI 48382

TOTAL **$78,300.00**

Accepted By

Accepted Date

Est. Concrete Solutions. Doan Construction Co. 1970

3670 Carpenter Road, Ypsilanti, MI 48197
tel (734) 971 4678. fax (734) 971 4415

Bid Proposal

Customer: **General Contractors**
Project: **Harvest Lane Sidewalk**
Location: **Superior Township**

Date: 8/15/2025

Item of Work	Unit Price	Quantity	Amount
Harvest Lane Replace Sidewalk, Conc, 4 inch	$11.00	760 Sft	$8,360.00
Replace Sidewalk Through Driveways, Conc, 6 inch	$16.00	40 Sft	$640.00
Bazely and Harvest Lane Replace Curb/Gutter	$60.00	2 Ft	$120.00
1661 Harvest Lane Replace Dirveway, 6 inch	$16.00	130 Sft	$2,080.00
1657 Harvest Lane Replace Driveway, 6 inch	$16.00	130 Sft	$2,080.00
1653 Harvest Lane Replace Driveway, 6 inch	$16.00	150 Sft	$2,400.00
		Total	**$15,680.00**

Above prices are based on completion of work within : 1 mobilization, any additional will be billed on a Time & Material basis.

ALL PRICES SUBJECT TO CHANGE AFTER 30 DAYS.

The following standard exclusions apply unless noted: ***QA/QC Testing*** , Permits, Layout, Barricades, Removals, Excavation, Backfill, Subgrade Preparation, ***Lane Ties*** , Sand Cushion, Final Pointing of Castings, Final Sawing and Joint Sealing and Winter Protection.

Subgrade must be (+-)0.10'. Castings must be (+-)0.10'.

ACCEPTANCE OF ESTIMATE: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work on a **unit price basis** unless otherwise noted. Please sign and fax back after review.

DATE: **SIGNATURE:**

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842

DOCUMENT SUBMITTED AT TABLE

Please submit one completed form per agenda item.

TO:	Superior Township Board of Trustees
FROM:	Emily Dabish Yahkind
DATE SUBMITTED:	September 15, 2025
BOARD MEETING DATE:	September 15, 2025

ITEM TITLE: Washtenaw County Community Recreation Center TAP Grant

DESCRIPTION OF ITEM/RESOLUTION:

Washtenaw County Parks and Recreation Commision, along with partners, are proposing to submit a Transportation Alternatives Program (TAP) grant application for a shared-use path

REQUESTED BOARD ACTION:

Support of the Tap Grant Application

BACKGROUND/JUSTIFICATION:

The proposed path will be 10 feet wide, 1.25 miles long and will connect the adjacent neighborhoods to the Recreation Center being built where Cheney School used to stand.

The path will also include two lighted crosswalks one on E. Clark Road and the other on Stamford Road

DOCUMENT SUBMITTED AT TABLE

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION OF SUPPORT FOR A TRANSPORTATION ALTERNATIVES PROGRAM GRANT APPLICATION

RESOLUTION NUMBER: 2025-66

DATE: SEPTEMBER 15, 2025

Eastern Washtenaw Community Recreation Center Trail: Linking Superior & Ypsilanti Townships

WHEREAS, the Washtenaw County Parks and Recreation Commission (WCPARC), in collaboration with the Washtenaw County Road Commission, Ypsilanti Township, and Superior Charter Township, is proposing to submit an application to the Transportation Alternatives Program (TAP) to construct a shared-use path linking the planned Eastern Washtenaw Community Recreation Center (EWCRC) with surrounding neighborhoods and key destinations; and

WHEREAS, the EWCRC will be constructed on the former Cheney Elementary site at East Clark Road and Dawn Avenue, a 30-acre parcel bisected by the Superior Township/Ypsilanti Township boundary, and will serve as a vital regional hub for recreation, wellness, and community gathering; and

WHEREAS, the proposed 1.25-mile, 10-foot-wide concrete trail will connect the EWCRC site to adjacent neighborhoods, the CommUNITY Skate Park, Community Center Park (Ypsilanti Township), Clark East Tower senior housing complex, Community Park (Superior Township), the Ypsilanti Township Community Center, Green Oaks Golf Course, the Ypsilanti District Library–Superior Branch, Fireman's Park (Superior Township), Apple Ridge Park (Ypsilanti Township), and other local destinations; and

WHEREAS, the proposed trail will include two signalized mid-block pedestrian crossings—one on East Clark Road and one on Stamford Road—to improve safety for pedestrians and cyclists; and

WHEREAS, the TAP program, administered regionally by the Southeast Michigan Council of Governments (SEMCOG), provides competitive federal funding for non-motorized transportation projects, requiring a 20% local match; and

WHEREAS, the total estimated cost for the trail is $2,000,000, of which WCPARC proposes to contribute the $400,000 local match from the countywide non-motorized trail millage fund, with no contribution required from Superior Charter Township; and

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SEPTEMBER 2025 ASSESSING DEPARTMENT REPORT

TO: Superior Township Board of Trustees

FROM: Paula Calopisis, Assessor

SUBJECT: Assessing Department Activity Report for the October 20, 2025 Meeting (not a complete list)

The assessor conducted the following business activities during the month of September:

- Collected and calculated information for the Clerk's Statement for Washtenaw County
- Calculated the L-4029 reports for the county and for our township budget
- Calculated millage rates for the estimated tax revenues for 2026, and assisted with other future millage rate questions
- Created and submitted a 2 page document showing salary comparisons of appraisers from 10 other assessing units. Our two appraisers have been here for 6 years and 4 years, and last year 2 new employees were hired, making more than they are. They are below most of the comparable salaries. To become and appraiser they had to attended over 6 months of mandatory certification classes and now must attend 20 hours of various classes per year to maintain their certification.
- Submitted information for a FOIA request
- Registered my department for an 8 hour class for certification hours
- Answered numerous questions regarding potential land divisions
- Four veterans were entered, and the taxes were pro-rated for 2 of them
- Reviewed and signed 60 Principal Residence Exemptions and sent some to the county
- Researched classification guidelines for honey bee and agricultural farming
- Assisted various appraisers, attorneys, and title companies via e-mails and phone calls
- Attended the Washtenaw Assessors Association meeting
- Submitted information for the Superior Scenes newsletter
- Researched sellable land in the township

The appraisers conducted the following business activities during the month of September:

- Assisted residents with assessing questions at the counter and on the phone
- Completed site visits and measurements for 40 final building inspections which included new construction
- Accepted and entered 60 property transfers, principal residence exemptions, and rescinds
- Assisted 4 veterans with exemption paperwork
- Conducted 10 re-appraisals and other site visits
- Created a mailing list and a report from the assessing database to use to mail the township newsletter to residents (Superior Scenes)
- Updated the mobile home name and address information

Building Department Report

09 November, 2025

1) New home construction continues at Prospect Pointe West. Phase 2 is well underway. Phase 3 has been approved and Phase 4 is under Engineering review.

2) There are 8 new homes under construction at Kinsley. Two are finished.

3) We currently have 12 separate custom homes being built in the Township.

4) The latest word on the Blight/Hoarding situation at 4745 Napier Ct. There was a hearing before Judge Barr at 14-A2 District Court on July 15th. After listening to all the reasons for non-activity, he said he was tired of this dragging out so long and ordered that the house and outbuilding be demolished and the property totally cleared of all trash and debris within 90 days. This order was signed on July 25th. Our court appointed receiver is currently securing bids for demolition. Should the property be sold within the 90 days, the buyer will assume responsibility. If not, the Township will need to have it demolished and Bill the owner. If not paid , it will become a lien on the property.
5) There is a new Cranbrook Homes development off Curtis Rd. north of Warren. This is a 17-parcel property with lot size minimums of 5 acres. The first home has been started and we permits have been issued for the second.

6) We have a Blight case open for 9400 Geddes, near the entrance to Arbor Woods Mobile Home Park. The clean up is slow but continuing. This is due back in Court on Oct. 14th.

7) We have just received plans for expanding the Emergency Room at Trinity Health (St, Joe's)

Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB25-0236	S E MICHIGAN LAND HOLDIN(	7459 ABIGAIL DR	$1,834.00	$282,111
Work Description:	Construct new 1 story SFD on unfinished basement with 3 car side entry garage and eat-in kitchen nook. "Davenport" model			
PB25-0239	S E MICHIGAN LAND HOLDIN(	7462 ABIGAIL DR	$2,091.00	$321,748
Work Description:	Construct new 2 story SFD on unfinished "garden level" basement with 173 SF nook extension and 2 car attached garage "Bloomington" Model			
PB25-0232	FARHA EID R	7473 ABIGAIL DR	$195.00	$30,000
Work Description:	Finish basement. Adding bathroom. No bedrooms.			
PB25-0230	POTTER JENNIFER	9154 ARLINGTON DR	$100.00	$10,480
Work Description:	Tear off and re-roof house and garage			
PB25-0226	SOLOMON ATTICUS ANNA RUT	9099 ASCOT DR	$174.00	$26,785
Work Description:	Tear off and re-roof house and attached garage			
PB25-0218	HOWLAND KAREN	10241 E AVONDALE CIR	$100.00	$15,300
Work Description:	Remove old deck and construct new composite deck with same footprint			
PB25-0245	STROBER-OBIOHA PAMELA	8724 BARRINGTON DR	$100.00	$15,300
Work Description:	Finishing basement. No structural changes. No bedrooms. No plumbing or HVAC modifications.			
PB25-0224	GW-MI LLC	8525 BERKSHIRE DR	$100.00	$15,250
Work Description:	Tear off and re-roof house			
PB25-0238	S E MICHIGAN LAND HOLDIN(	1939 ELIZABETH LN	$2,337.00	$359,606
Work Description:	Construct new 2 story SFD on unfinished "garden view" basement with 173 SF nook addition and 2 car attached garage "Columbia" model			
PB25-0217	BENEDETTO PETER T & CECIL	6716 FLEMING CREEK DR	$275.00	$42,250
Work Description:	Addition to existing pool house			
PB25-0234	SUPERIOR CHARTER TOWNSHI	7999 FORD RD	$0.00	$0
Work Description:	Tear off and replace existing roof			
PB25-0253	KORCARI MATILDA	9900 FORD RD	$260.00	$40,000
Work Description:	Construst 17'x17' addition & 12'x20' deck to rear of home. Install new siding. Replace any bad floorboards or drywall in existing house.			
PB25-0227	KLEIN STEPHEN M & DEBRA S	3255 GOTFREDSON RD	$650.00	$100,000
Work Description:	Tear off and re-roof house and detached garage			

PB25-0243	COLLINS JAMES E	1555 HARVEST LN	$100.00	$11,800

Work Description: Tear off and re-roof house only

PB25-0208	TINIO VINCENT & SARAH	8695 HEMLOCK CT	$100.00	$10,935

Work Description: Install 6.075kW roof mounted PV system

PB25-0202	REED JOHN	4316 HICKORY RIDGE LN	$195.00	$30,000

Work Description: Tear off and re-roof main house

PB25-0251	S E MICHIGAN LAND HOLDIN(	1904 MAGGIE LN	$136.00	$20,975

Work Description: Construct 20'8"x16' freestanding composite deck with aluminum rail and no stairs

PB25-0221	CALLEGARI MICHAEL D	1932 MAGGIE LN	$100.00	$7,618

Work Description: Construct 3'x7' landing and stairs to grade.
Post holes must go to 42" depth or undisturbed soil.

PB25-0222	LUCERO DIANE & FRED D	1933 MAGGIE LN	$100.00	$10,000

Work Description: Construct new 16'x14' freestanding composite deck

PB25-0237	S E MICHIGAN LAND HOLDIN(	1937 MAGGIE LN	$2,183.00	$335,879

Work Description: Construct new 2 story SFD on unfinished basement with 2 car attached garage
"Columbia" model

PB25-0235	SONG GE & YANG KE	1946 MAGGIE LN	$100.00	$13,975

Work Description: Construct new 10'x15' freestanding composite deck

PB25-0250	KE ZIYU	1972 MAGGIE LN	$100.00	$13,725

Work Description: Construct 12'x16' freestanding composite deck with stairs to grade

PB25-0233	REICHERT BUILDING	5333 MCAULEY DR	$1,681.00	$258,588

Work Description: P1: Install security gate to separate sales & storage areas. Medication and Product area casework to be modified as well as adding additional full height wall partitions. All to increase security.
P2: Existing offices, storage rooms and passage area to be renovated to create a new medication work area. Existing offices will be renovated to EVS offices.
All includes rework of HVAC, lighting, power, ceiling, wall partitions, & fire suppression
Both P1 & P2 work will be taking place over 3 phases in conjuction with each other.

PB25-0249	LOHMAN JAMES & CYNTHIA	9590 PLYMOUTH-ANN ARBOR RD	$100.00	$3,188

Work Description: Crawlspace encapsulation

PB25-0219	TALAGO ELIZABETH & BURNE	3624 PROSPECT RD	$126.00	$19,399

Work Description: Tear off and re-roof pole barn

PB25-0220	BORDEN BRIAN & RINDLER JO	5719 SPRING HILL DR	$276.00	$42,500

Work Description: Interior remodel - new mudroom, laundry, and 1/2 bathroom

PB25-0029	DAVIS DANIELLE & FRANK	5734 E STONE VALLEY DR	$650.00	$100,000

Work Description: Construct 20'x40' in ground pool with auto cover

PB25-0247	STIEVE-SWARUP JENNIFER	3622 TANGLEWOOD DR	$247.00	$38,000

Work Description:

Renovate existing second floor full bath.
Modify existing chase to accommodate larger vanity.
Ensure that proper clearances are maintained within chase.

PB25-0223	SHAMMA ZEIN A REVOCABLE '	1960 VALLEYVIEW DR	$1,387.00	$213,434
Work Description:	Interior remodel of kitchen, mudroom, laundry room, and fireplace facade.			
PB25-0225	CHOU TACHIH & WU YU-HUEY	5409 WALDENHILL CT	$202.00	$31,099
Work Description:	Tear off and re-roof house			
PB25-0244	KINDALL LARRY D & CYNTHIA	8320 N WARWICK CT	$100.00	$10,800
Work Description:	Tear off and re-roof house and attached garage			
PB25-0213	INFINITY ACQUISITIONS LLC	1459 WEEPING WILLOW CT	$100.00	$15,300
Work Description:	Construct 10'x16' treated lumber deck with stairs and guard rail.			
PB25-0178	NALAMALPU SOMA SEKHAR RI	1513 WEEPING WILLOW CT	$236.00	$36,292
Work Description:	Install 10.66 kW roof mounted PV system			
PB25-0231	ZHAO BIN & GUO MICHELLE M	3400 WOODHILL CIR	$0.00	$49,000
Work Description:	Continuing work from previous permit PB22-0183 3 season room			

Total Permits For Type: 34
Total Fees For Type: $16,435.00
Total Const. Value For Type: $2,531,337

Report Summary

Population: All Records

Permit.PermitType = Building
AND
Permit.DateIssued in <Previous month> [09/01/25 - 09/30/25]

Grand Total Fees:	**$16,435.00**
Grand Total Permits:	**34**
Grand Total Const. Value:	**$2,531,337**

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
MONTH-END REPORT
September 2025

Category	Estimated Cost	Permit Fee	Number of Permits
Com/Multi-Family Other Building	*$0.00*	*$0.00*	*1*
Com/Multi-Family Renovations	*$258,588.00*	*$1,681.00*	*1*
Electrical	*$0.00*	*$4,215.00*	*24*
Mechanical	*$0.00*	*$4,875.00*	*33*
Plumbing	*$0.00*	*$7,470.00*	*29*
Res-Additions (Inc. Garages)	*$131,250.00*	*$535.00*	*3*
Res-New Building	*$1,299,344.00*	*$8,445.00*	*4*
Res-Other Building	*$502,921.00*	*$3,569.00*	*20*
Res-Renovations	*$339,234.00*	*$2,205.00*	*5*
Totals	***$2,531,337.00***	***$32,995.00***	***120***

SUPERIOR TOWNSHIP BUILDING DEPARTMENT
YEAR-TO-DATE REPORT

January 2025 To Date

Category	Estimated Cost	Permit Fee	Number of Permits
Com/Multi-Family New Building	*$4,698,000.00*	*$30,537.00*	*2*
Com/Multi-Family Other Building	*$2,002,358.00*	*$13,067.00*	*6*
Com/Multi-Family Renovations	*$2,812,430.00*	*$18,285.00*	*5*
Com-Other Non-Building	*$40,000.00*	*$260.00*	*1*
Electrical	*$0.00*	*$60,615.00*	*257*
Mechanical	*$0.00*	*$55,170.00*	*324*
Plumbing	*$0.00*	*$43,145.00*	*192*
Res-Additions (Inc. Garages)	*$1,142,001.00*	*$7,105.00*	*10*
Res-Manufactured/Modular	*$110,000.00*	*$1,050.00*	*7*
Res-New Building	*$17,391,487.00*	*$116,013.00*	*41*
Res-Other Building	*$2,566,783.00*	*$19,206.00*	*134*
Res-Other Non-Building	*$306,929.00*	*$2,048.00*	*8*
Res-Renovations	*$1,776,214.00*	*$11,591.00*	*28*
Totals	***$32,846,202.00***	***$378,092.00***	***1,015***

SUPERIOR TOWNSHIP FIRE DEPARTMENT

MEMO

To: Emily Dabish-Yahkind, Angela Robinson, Lisa Lewis

CC: Kristina Rankin

From: Vic Chevrette, Fire Chief

Date: 10/7/2025

Re: Fire Chief/Fire Marshal Activity Report September 2025

The following is the September 2025 activity report for the Fire Chief and Fire Marshal.
FOIA Request: 1

CMS Reporting: 0

Meetings Attended: OHM Roof Project pre-construction. Department Head meetings. Meeting with Servpro ref. insulation at Station 2. Conducted Lieutenant Interviews. Washtenaw Area Mutual Aid monthly meeting. Meeting with Captains reference Fast Attack Mini Pumper. Meet with WCSD reference video on Shooting at Station #2.

Training: Michigan Fire Inspector Society Conference. Fire Station and Safety complex design conference.

Fire Prevention/Education: None

Investigations: None

Fire Inspections: 0

Fire Service Casualty: One firefighter returned from medical leave mid September.

Other: Station 2 was closed at various times due to staffing issues. Lieutenant Oral Board Exam.

Total calls for service June 2025: 149

Please note there has been a change in fire reporting software effective 1 October 2025 which indicates a change in rep-ort form to the Board of Trustee.

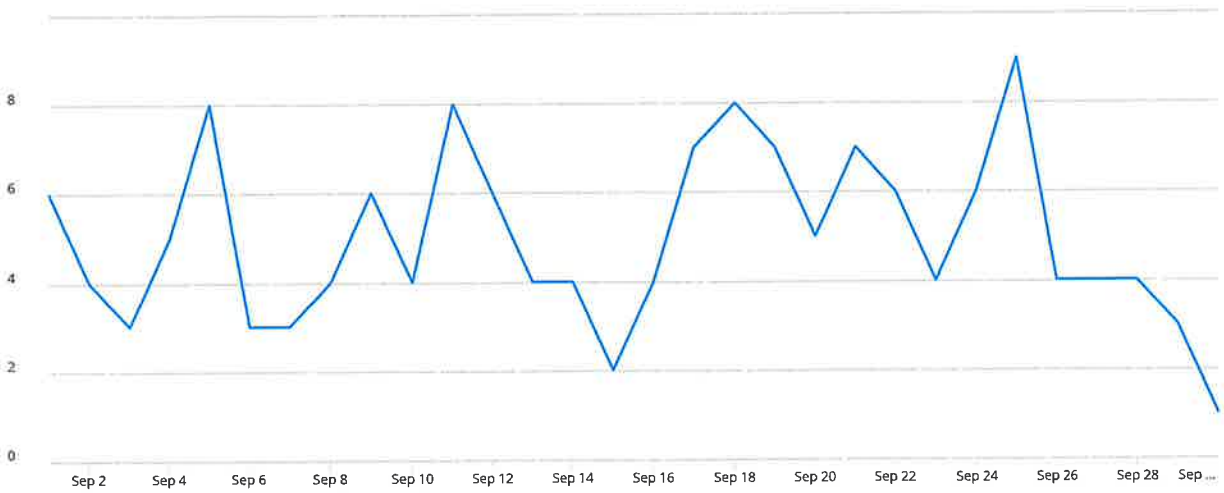
Previous Month v Sep 1, 2025 - Sep 30, 2025 v

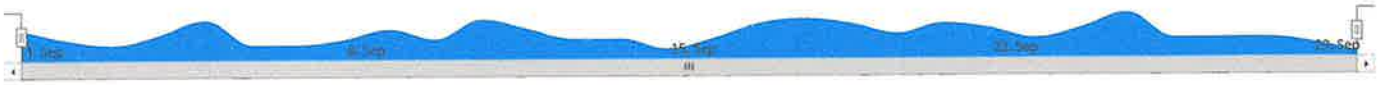
45%
FIRE
Percentage of Total Incidents

55%
EMS
Percentage of Total Incidents

149
INCIDENTS
In Selected Time Slice

30
DAYS
In Selected Time Slice





Counts | % Rows | % Columns | % All

Week Ending	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	Total
(11) Structure Fire		1	1	1										3
(13) Mobile property (vehicle) fire			1											1
(31) Medical assist	6	9	6	10	1									32
(32) Emergency medical service (EMS) incident	15	10	14	10	1									50
(35) Extrication, rescue	1													1
(41) Combustible/f.. spills & leaks		1	1											2
(44) Electrical wiring/equipm. problem	1	1												2
(53) Smoke, odor problem		1												1
(55) Public service assistance		5	1	8										14
(61) Dispatched and canceled en route	8	5	15	5	2									35
(62) Wrong location, no emergency found				1										1
(70) False alarm and false call, other		1												1
(71) Malicious, mischievous false alarm		1												1
(74) Unintentional system/detect... operation (no fire)	1	1	1	2										5
Total	32	36	40	37	4									149

Incident Type

Incident Type Group	Incide... Type Code	Incident Type	Estimated Property Loss	Estimated Content Loss	Estimated Property Value	Count of Incide...	Total Estimated Content Value
100 - Fire	111	Building fire	N\A	N\A	N\A	1	
			0	0	N\A	1	
	113	Cooking fire, confined to container	N\A	N\A	N\A	1	
	132	Road freight or transport vehicle fire	N\A	N\A	N\A	1	
100 - Fire Total						4	
300 - Rescue & EMS	311	Medical assist, assist EMS crew	N\A	N\A	N\A	32	
	320	Emergency medical service incident, other	N\A	N\A	N\A	1	
	321	EMS call, excluding vehicle accident with injury	N\A	N\A	N\A	45	
	322	Motor vehicle accident with injuries	N\A	N\A	N\A	2	
	324	Motor vehicle accident with no injuries.	N\A	N\A	N\A	2	
	353	Removal of victim(s) from stalled elevator	N\A	N\A	N\A	1	
300 - Rescue & EMS Total						83	
400 - Hazardous Condition	412	Gas leak (natural gas or LPG)	N\A	N\A	N\A	2	
	442	Overheated motor	N\A	N\A	N\A	1	
	445	Arcing, shorted electrical equipment	N\A	N\A	N\A	1	
400 - Hazardous Condition Total						4	
500 - Service Call	531	Smoke or odor removal	N\A	N\A	N\A	1	
	550	Public service assistance, other	N\A	N\A	N\A	1	
	553	Public service	N\A	N\A	N\A	2	

Incident Type

Incident Type Group	Incide... Type Code	Incident Type	Estimated Property Loss	Estimated Content Loss	Estimated Property Value	Count of Incide...	Total Estimated Content Value
500 - Service Call	554	Assist invalid	N\A	N\A	N\A	11	
500 - Service Call Total						15	
600 - Good Intent Call	611	Dispatched & canceled en route	N\A	N\A	N\A	33	
	622	No incident found on arrival at dispatch address	N\A	N\A	N\A	2	
600 - Good Intent Call Total						35	
700 - False Alarm	700	False alarm or false call, other	N\A	N\A	N\A	1	
	733	Smoke detector activation due to malfunction	N\A	N\A	N\A	1	
	735	Alarm system sounded due to malfunction	N\A	N\A	N\A	3	
	743	Smoke detector activation, no fire - unintentional	N\A	N\A	N\A	2	
	746	Carbon monoxide detector activation, no CO	N\A	N\A	N\A	1	
700 - False Alarm Total						8	
Grand Total						149	

Mutual Aid

Aid Given Or Received	Incident Type Code	Incident Type	Count of Instances of Aid Given or Received
Automatic aid given	111	Building fire	1
	321	EMS call, excluding vehicle accident with injury	1
	442	Overheated motor	1
	611	Dispatched & canceled en route	6
Automatic aid given Total			9
Automatic aid received	111	Building fire	1
Mutual aid given	611	Dispatched & canceled en route	1
Mutual aid received	132	Road freight or transport vehicle fire	1
	611	Dispatched & canceled en route	1
Mutual aid received Total			2
None	113	Cooking fire, confined to container	1
	311	Medical assist, assist EMS crew	32
	320	Emergency medical service incident, other	1
	321	EMS call, excluding vehicle accident with injury	44
	322	Motor vehicle accident with injuries	2
	324	Motor vehicle accident with no injuries.	2
	353	Removal of victim(s) from stalled elevator	1
	412	Gas leak (natural gas or LPG)	2
	445	Arcing, shorted electrical equipment	1
	531	Smoke or odor removal	1
	550	Public service assistance, other	1
	553	Public service	3
	554	Assist invalid	10
	611	Dispatched & canceled en route	27
	622	No incident found on arrival at dispatch address	1
	700	False alarm or false call, other	1
	715	Local alarm system, malicious false alarm	1

Mutual Aid

Aid Given Or Received	Incident Type Code	Incident Type	Count of Instances of Aid Given or Received
None	743	Smoke detector activation, no fire - unintentional	3
	745	Alarm system activation, no fire - unintentional	1
	746	Carbon monoxide detector activation, no CO	1
None Total			136
Count of Instances of Aid Given or Received			149

The following is the September 2025 activity report for the Fire Marshal

Fire Suppression Plan Reviews/Zoom Conference:

Fire Suppression Inspections: 1

Fire Protection Inspections: 1

Fire Department Access inspection: 1

Fire Pump Inspection:

Fire Pump Flow Test:

Plan Review: 2

Plan Review Zoom meetings:

Building Inspection: 1

Food Truck Inspections:

Knox Box Installation:

Consultation, Fire Protection:

Fire Alarm Plan Review:

Fire Alarm Inspection / test: 2

Fire Investigation:

Fire Investigations follow up:

Burning Complaint:

Burn Permits issued: 2

Officers Meeting:

Meetings: 5

EMT Training:

Code Research: 3

Food Truck: 1

Inspector Training: 2

Battery Fire Suppression Classes:

Site Inspection: 2

MFIS Fall Conference: 5

Respectfully Submitted,
Dan Kimball, Fire Marshal

Superior Charter Township Park Commission
Regular Meeting
August 25, 2025

Approved Minutes

1. Call to Order
   The meeting was called to order by Chair Nahid Sanii-Yahyai at 6:30 pm.

2. Roll Call
   Park Commissioners present: Nahid Sanii-Yahyai, Greg Vessels, Martha Kern-Boprie, Sharon Bryant-Phillips, Jack Smiley, Matthew Yahyai, Curtis Freeman

   Park Commissioners absent: none

   Others present: Trustee Sarah Devereaux; Juan Bradford, Park Director; Lynn Rose, Julianna Bonta, Donna Russell, Walter Raugh, Enid Aquirre, other unidentified people.

3. Flag Salute
   Chair Nahid Sanii-Yahyai led those assembled in the Pledge of Allegiance to the Flag.

4. Agenda Approval
   It was moved by Matthew Yahyai and supported by Greg Vessels to approve the agenda as drafted. The motion carried.

5. Prior Meeting Minutes Approval
   A. July 28, 2025
      It was moved by Curtis Freeman and supported by Matthew Yahyai to approve the minutes of 7/28/25 as drafted. Jack Smiley asked to amend the text in 9.A. Old Business Birdsong Nature Preserve Update with the following: in the last sentence of the first paragraph, after the words “The restoration” delete the word “is” and add the words “and improvements are” and after the word “take” insert the word “over” and change the dollar amount to $225,000.” So that the sentence reads “The restoration and improvements are projected to take over two years and cost a total of $225,000.” The change was accepted by the maker and supporter of the motion. The amended motion carried.

6. Citizens Participation
   Lynn Rose 1931 Sheffield Drive Resides in Lakeview Estates condominiums. She asked if a dog park is proposed on Prospect Road south of Berkshire. She supports a park there, and opposes the residential development under review there. Jack Smiley responded that he asked to have consideration of a dog park placed on the Park Commission agenda before he heard about the subdivision proposal. Jack noted that land prices are rising, and this would be a good time to acquire the land. Lynn Rose commented that several people in the audience were with her, and supported her position.

   Julianne Bonta 1797 Sheffield Drive Resides in Lakeview Estates condominiums. She is opposed to housing construction on Prospect Road south of Berkshire.

   Donna Russell resides near the proposed housing construction on Prospect Road south of Berkshire, and is opposed to it.

   Walter Raugh resides near the proposed housing construction on Prospect Road. He is opposed to this construction and wants the land kept open in perpetuity. Concentrate the population in Ann Arbor.

   Enid Aquirre 8316 Lakeview Drive resides in Lakeview Estates condominiums. She is opposed to development and likes open space.

7. Reports
   A. Chairperson
      Nahid Sanii-Yahyai reported that she, Matthew Yahyai and Curtis Freeman participated in "Shop with a Cop". The event was well attended, and 250 backpacks were given away to school children.
      She attended the township board meeting on August 18. Much concern was expressed by township board members over the decrease in general fund balance. The township received a letter from the Michigan Department of Treasury that expressed concern over the low general fund balance. According to best practices, the balance should be at least $1,800,000 and presently is around $900,000. Trustee Sarah Devereaux reported that the sale of a lease of space on a cell phone tower will prove $600,000. This is a one-time sale, not annual rental income. The interest generated by the $600,000 over seven years will make up for annual rental income. This sale will help make up for the $900,000 shortfall in fund balance. The hiring freeze will continue. A work session is expected to plan for hiring needs.
      Nahid attended the Dixboro Farmers Market, and met people who regularly attend from Oakland County. Nahid and Jack Smiley participated in the Midsummer Greenway Delight Walk on August 24 in Cherry Hill Nature Preserve.

   B. Director
      Juan Bradford submitted a written report. He introduced Ricky Barber who was recently promoted from seasonal part-time to permanent part-time employment.

   C. Board Liaison
      Trustee Sarah Devereaux did not attend the township board meeting on August 18, but filled in the detail on general fund finances noted in the Chairperson report. Curtis Freeman spoke about the budget crunch, and urged Park Commissioners to be vigilant about protecting the Park Fund budget.

   D. Board Meeting Attendee
      None of the park commissioners remembered being the Board Attendee scheduled for the August 18 township board meeting.

   E. Park Steward
      No report. Juan Bradford commented that some people have expressed interest in serving as a Park Steward.

   F. Safety
      Juan reported there have been cases of poison ivy and bee stings, but no accidents.

      It was moved by Martha Kern-Boprie and supported by Curtis Freeman to receive the reports. The motion carried.

8. Communications
   A. Committee to Promote Superior Township: August Highlights Infographic
   B. Southeast Michigan Land Conservancy: Summer 2005 Update

   It was moved by Sharon Bryant-Phillips and supported by Curtis Freeman to receive the communications. The motion carried.

9. Old Business
   A. Birdsong Nature Preserve Update
      Bluebird chicks have fledged. Waiting for action on federal grants.

10. New Business
    A. Live – Here – Now concert September 13 Fireman's Park 4:00 – 7:30 pm
       Volunteers are needed. The following park commissioners will help:

Nahid Sanii-Yahyai	Martha Kern-Boprie
Matthew Yahyai	Curtis Freeman

B. Park Reservation at Cherry Hill Nature Preserve (CHNP)
A group of 15 people making a movie will use the CHNP for 48 hours, from October 7 at 8:00 am to October 9 at 8:00 am. Most activity will take place in the evening and night. Juan Bradford is securing waivers to ensure the township is not liable should anyone or thing be injured or damaged.

C. Community Farm and Birdsong Farming Agreement 2025 to 2030
A draft agreement between Steven Peach (Mr. Peach) and the Superior Charter Township Park Commission (STPRC) to permit Mr. Peach to occupy and use 190 acres of real property in sections 20 and 29 of Superior Township, referred to as the southern half of Birdsong Nature Preserve and the Superior Township Community Farm, for agricultural purposes, for the period January 1, 2026 through December 31, 2030 was presented to the park commission.
Extensive discussion took place about pesticides, herbicides and particular fertilizers used by Mr. Peach in other locations. Suggestions were made to amend the agreement to prevent application of these products on this property, and to shorten the term of the agreement, to check for actual activity during the agreement period. Jack Smiley suggested that if we cannot locate a crop farmer that would observe our standards, hay farming should be considered. Hay farming makes a lower impact on soil. Juan Bradford estimated that Steve Peach would like the agreement in place by October. The committee will make a site visit to the property. Jack Smiley will send email to committee members to firm up date and time of the site visit.

D. Proposed Land Acquisition for Dog Park
Jack Smiley stated he is interested in securing property for a dog park in Superior Township. He thinks this is something the township needs. He also suggested the real estate on the east side of Prospect Road south of Berkshire would be a good location for a dog park. He noted the township Tree Preservation Fund could be used to help purchase property for a dog park. Jack will contact legal counsel about the potential of condemning land for this purpose.

It was moved by Jack Smiley and supported by Sharon Bryant-Phillips that the Superior Township Parks & Recreation Commission support acquiring Parcel J-10-34-300-001 (26.52 acres) and Parcel J-34-300-019 (22.65 acres) for a township park. We recommend that the Tree Preservation Fund be used for this purpose, and that additional funding be sought from the City of Ann Arbor Greenbelt Program, the Washtenaw County Park & Recreation Commission, and other grant sources.

A roll call vote was taken on the motion.

Nahid Sanii-Yahyai	Yes
Greg Vessels	Yes
Martha Kern-Boprie	No
Sharon Bryant-Phillips	Yes
Jack Smiley	Yes
Curtis Freeman	Yes
Matthew Yahyai	Yes

The motion carried.

E. Zero Turn Lawn Mower
Juan Bradford obtained five bids for a zero turn lawn mower. These came from three different vendors. Two of the bids were for the specific model requested: 2025 Exmark Lazer Z Diesel Zero Turn. The bids were:

Vendor	Product	Bid Price
Boullion Sales, Dexter MI	Toro 72030 Z Master Zero Turn	$23,293.18
Boullion Sales, Dexter MI	Exmark Lazer Z Zero Turn	$23,317.36

Weingartz, Farmington Hills MI	Exmark Lazer Z Zero Turn	$23,317.99
Boullion Sales, Dexter MI	Toro 72076 Z Master Zero Turn	$29,224.68
Spartan Distributors, Sparta MI	Toro Groundsmaster 3200 4WD	$30,722.74

It was moved by Martha Kern-Boprie and supported by Curtis Freeman to approve purchase of a 2025 Exmark Lazer Z Diesel Zero-Turn Mower Model LZS80TDYM724W0 from Boullion Sales for a price not to exceed $23,317.36.
A roll call vote was taken on the motion.

Nahid Sanii-Yahyai	Yes
Greg Vessels	Yes
Martha Kern-Boprie	Yes
Curtis Freeman	Yes
Matthew Yahyai	Yes
Sharon Bryant-Phillips	Yes
Jack Smiley	Yes

The motion carried.

F. Disc Golf Update
Juan Bradford reported that Steve Albert has volunteered at least 120 hours of his time toward installation of the Disc Golf Course. The course looks great. Steve has offered to pick up and deliver materials. Steve will also pay for concrete needed for the course basket traps. His volunteered effort may help us secure grants.

A bid was obtained from Discraft for nine removable disc golf baskets for a cost of $3,419.91. It was moved by Martha Kern-Boprie and supported by Curtis Freeman to approve purchase of nine removable disc golf baskets for a price not to exceed $3,419.91. A roll call vote was taken on the motion.

Nahid Sanii-Yahyai	Yes
Greg Vessels	Yes
Martha Kern-Boprie	Yes
Jack Smiley	Yes
Sharon Bryant-Phillips	Yes
Curtis Freeman	Yes
Matthew Yahyai	Yes

The motion carried.

G. 2026 Budget Preparation
Juan Bradford reviewed a budget preparation worksheet with park commissioners. The worksheet contained the 2025 budget for each line item, actual activity mid-way through 2025 and a column to enter 2026 budget amounts. Commissioners were encouraged to send budget ideas to Juan by September 8.

11. Bills for Payment
It was moved by Greg Vessels and supported by Sharon Bryant-Phillips to approve payment of the bills totaling $33,741.01 through 8/25/2025. The motion carried.

12. Financial Statements
A. July 2025 Revenue and Expenditure Report
It was moved by Curtis Freeman and supported by Matthew Yahyai to receive the July 2025 Revenue and Expenditure report. The motion carried.

13. Pleas and Petitions

Jack Smiley informed park commissioners that he has been paid his stipend via electronic direct deposit. His stipend deposit was scammed and sent to another bank last month. The township reimbursed him. He encouraged everyone to monitor their accounts.

Trustee Sarah Devereaux and Trustee Dana Green facilitated a community input session at the Ypsilanti District Library in Superior Township. Three comments were received regarding parks.

1. Mower blades were found in a ditch near Geddes Ridge subdivision.
2. Much debris was left near a ditch, after mowing by park staff.
3. Garbage cans are no longer found on MacArthur Blvd. between Clark Rd. and Harris Rd.. Juan Bradford responded that garbage cans are the responsibility of township general fund.

14. Adjournment

It was moved by Greg Vessels and supported by Matthew Yahyai to adjourn at 8:30 pm. The motion carried.

Submitted by
Martha Kern-Boprie
Park Commissioner and Secretary

Superior Charter Township Park Commission
Special Meeting
September 15, 2025

Approved Minutes

1. Call to Order
   The meeting was called to order by Chair Nahid Sanii-Yahyai at 6:00 pm.

2. Roll Call
   Park Commissioners present: Nahid Sanii-Yahyai, Martha Kern-Boprie, Jack Smiley, Sharon Bryant-Phillips, Matthew Yahyai, Curtis Freeman

   Park Commissioners absent: Greg Vessels

   Others present: Juan Bradford, Park & Recreation Director; Steve Peach, Irma Golden, Bernice Lindke, Dana Greene, other unidentified individuals

3. Flag Salute
   Chair Nahid Sanii-Yahyai led those assembled in the Pledge of Allegiance to the Flag.

4. Agenda Approval
   It was moved by Matthew Yahyai and supported by Curtis Freeman to approve the agenda as drafted. The motion carried.

5. Citizens Participation
   Bernice Lindke: The township board paid $2.4 million a few years ago. She noted any lease agreement has to go to the township board for final approval after park commission approval. She suggested issuing a Request for Proposal (RFP) to all farmers interested in leasing the land, rather than only negotiating with one farmer.

   Irma Golden – She did not see today's special Park Commission meeting posted on the township website or building. She is also concerned that the land is used for something other than recreation. She would like to see the opportunity to farm this land opened to all farmers.

   Nahid Sanii-Yahyai asked why prior lease agreements did not go to the Township Board for final approval. Juan Bradford responded that the Township Board delegated that authority to the Park Commission. We can still send any lease agreement to the Township Board for final approval if necessary. Juan noted that the notice of the special meeting was posted in Township Hall and in the Utility building. He sent the agenda and packet to the Township Clerk on 9/08/25 and asked that it be posted on the Township website.

6. New Business
   A. Approve Revised Zero-Turn Mower Quote
      Juan Bradford informed the park commission that Boullion Sales offered a trade-in of the 2007 and 2013 zero-turn mowers for $5,700.00 decreasing the purchase price of the new Lazer Z diesel zero-turn mower from $23,317.36 to $17,617.36. It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to approve purchase of the Lazer Z diesel zero-turn mower described in the quote dated 8/21/2025 for a price not to exceed $17,617.36. The motion carried.

   B. Approve Revised Farming Agreement
      This concerned a revised draft agreement between the Superior Charter Township Park Commission (STPRC) and Steven Peach (Mr. Peach) to permit Mr. Peach to use for agricultural purposes 205 acres

of real property located in Sections 20 and 29 in Superior Charter Township, referred to as the southern half of the BirdSong Nature Preserve, and the Superior Township Community Farm. The draft agreement was reviewed and discussed by park commissioners.

Sharon Bryan-Phillips said she wanted more specificity in the agreement
Martha Kern-Boprie asked for more detail on what and when regenerative farming practices will be applied to the land.
Curtis Freeman noted that Mr. Peach has farmed this land for at least twelve years. The rules have changed most years.

Discussion took place about property taxes and the situation that taxes would be levied if the township rents the land out. The cost of the property tax plus rent would be more than Mr. Peach could afford and still earn income from farming the land.

Curtis Freeman noted that although there are questions about detail in the draft agreement, it contains much more detail than all previous agreements. Curtis also stated that the use of this land should be consistent with the STPRC's mission.

Sharon Bryant-Phillips said there is much research available about regenerative and safe farming methods and technologies, that could be helpful.

An audience member asked if some people have to pay to use the land and others do not have to pay.

Martha Kern-Boprie responded by explaining current tax law that when a government, which is exempt from property taxes on property the government owns, rents land for money, then property tax is levied. Having to pay rent plus the property tax, makes use of this land unsustainable for Mr. Peach. The draft agreement calls for Mr. Peach to provide an hour of work to the township for every three acres he is permitted to farm. The acres to be farmed are about 180, thus Mr. Peach will provide 60 hours of work to the STPRC on other lands the township owns.

The audience member asked if we rent other township property. Juan Bradford stated that Willow Run Acres farms three acres near the intersection of Harris and MacArthur, and pays the township $1.00 per year for the use of this land. Grants in excess of $100,000 were awarded to help prepare this land for farming.

Jack Smiley spoke about the restoration plan for this property, and stated that this farming will not impede that restoration. The land south of Vreeland is planned to remain in agriculture. He thinks 10 acres of this land should be sufficient for community education and farming.

Irma Golden spoke from the audience. She complained that it is not fair to offer the opportunity to farm this land to just one person, Mr. Peach. Financial resources should benefit the entire township's needs. She also complained that the community has not been asked how it wants this land used.

Juan Bradford responded that there were two listening sessions held earlier this year, and in both of the sessions there was strong interest expressed in open space and community farms.

Sharon Bryant-Phillips noted that this is not a fast track toward the finished product. It will take years to bring all preserves and community farms to fruition.

The audience member stated she is a retired educator, and suggested more intentional outreach to the community to discern community wishes. This could include door-to-door outreach.

Sharon Bryant-Phillips responded that as an educator she also had to do significant outreach, and sees the value in it.

Nahid Sanii-Yahyai summarized the STPRC's commitment to public participation.

Curtis Freeman stated it is very important to know all the required approvals to the agreement.

Juan Bradford concurred. Jack Smiley quoted a portion of state law that he understands gives the Park Commission the authority to approve the agreement.

There was consensus that the agreement text should be amended in places.

Martha Kern-Boprie asked if the committee could complete the revisions within the next four days, so the Park Commission could act on it at the September 22 regular meeting.

Jack Smiley commented that the Park Commission should not try to micro-manage Mr. Peach's farming techniques. Jack proposed a three year lease for the land south of Vreeland Road. The land north of Vreeland Road could be open to a shorter term lease.

Nahid Sanii-Yahyai, Curtis Freeman and Juan Bradford discussed the potential of accomplishing the text changes in time for the September 22, 2025 regular park commission meeting. They decided the committee could do this, and that the committee would schedule meetings to do this work.

7. Pleas and Petitions
   There were none.

8. Adjournment
   It was moved by Sharon Bryant-Phillips and supported by Curtis Freeman to adjourn the meeting at 6:52 pm. The motion carried.

   Submitted by,
   Martha Kern-Boprie
   Park Commissioner and Secretary

MEMO

TO: Superior Charter Township Board of Trustees

FROM: Michelle Marin, Planning & Zoning Administrator

RE: Planning & Zoning Department Report

DATE: October 1, 2025

Below is a summary of the planning and zoning activities for the months of August and September 2025.

TRINITY HEALTH - EMERGENCY FAMILY SHELTER

Following a public hearing on August 27th, the Planning Commission approved the conditional use permit to establish an emergency family shelter in the Towsley Health Building of the Trinity Health Campus, in the MS Medical Services District. The proposed project provides 30 apartment-style temporary housing units for families in need, in collaboration with the Interfaith Hospitality Network at Alpha House. The application does not include a site plan, as the existing building is already outfitted with dwelling units, and the project includes interior renovations only. This project will mark the second temporary housing facility in Washtenaw County managed by Alpha House.

HYUNDAI FUEL LOADING SYSTEM

On August 27th, the Planning Commission approved a combined preliminary and final site plan for a fueling facility at the Hyundai America Technical Center in the PM Planned Manufacturing District. The project includes the construction of a two-pump accessory fueling facility and underground storage tanks. The facility is intended for vehicles being used on site and does not include a retail sales component. The planning and engineering reviews have been completed, with several outstanding items identified in both reviews. Construction began on the project in September.

PROSPECT POINTE SOUTH

In July, M/I Homes submitted a rezoning and area plan application for a three-phase single-family residential development project, on two adjacent parcels with a total area of ~48 acres. One parcel is zoned R-4 and one parcel is zoned PC – Planned Community. The development is located on the east side of North Prospect Road, between Berkshire Drive, Sheffield Drive, and the Autumn Woods condos. The applicant is proposing to develop Prospect Pointe South as a 119- unit single family residential development. The existing site is vacant and heavily wooded on roughly ¾ of the property.

A public hearing was held at the August 27th Planning Commission meeting, at which time the Commission postponed action on the area plan application and directed the applicant to address the following items:

a. Traffic study, including coordination with the Washtenaw County Road Commission

b. Road connections, including private roads
c. Stormwater management
d. Landscape buffer
e. Power grid capacity
f. Density concerns

As of October 1, no revised area plan has been submitted.

PROSPECT POINTE WEST

Prospect Pointe West is a four-phase single-family residential development project, on a ~67 acre parcel of land zoned R-4 an Urban Residential District. The development is located on the southwest corner of Geddes Road and Prospect Road, west of Hunters Creek Drive in the northeast quarter of Section 33. The applicant is proposing to develop Prospect Pointe West as a 157-unit site condominium.

The four (4) phases consist of the following number of units:

- Phase 1 – 39 units
- Phase 2 – 45 units
- Phase 3 – 26 units
- Phase 4 – 47 units

The proposed lot dimensions are 66' x 130' with a minimum lot size of 8,580 sf. The homes will range in size from 2,000 to 3,200 sf with sales prices starting in the $400,000s. The development has private roads with sidewalks on both sides and will be serviced by public sanitary sewer which will be designed as an extension of the existing Prospect Pointe development. Public water will also be extended from the existing subdivision. Each phase of the development is required to go through the Final Site Plan process.

The Final Site Plan for Prospect Pointe West Phase 1 (STPC #22-03) was approved by action of the Superior Township Planning Commission on April 26, 2023, and includes 39 single family lots. Building permits for individual homes are being issued and construction has commenced.

The Final Site Plan for Prospect Pointe West Phase 2 (STPC #24-01) was approved by action of the Superior Township Planning Commission on May 22, 2024, and includes 45 single family lots. The Development Agreement for Phase 2 has been recorded and a preconstruction meeting was held on September 10, 2024.

The Final Site Plan for Prospect Pointe West Phase 3 (STPC #25-01) was approved by the Planning Commission at the May 28th meeting. This phase includes 25 single family lots. The development agreement was approved by the Township Board of Trustees at the September 15th meeting.

The applicant submitted a final site plan application for Prospect Pointe West Phase 4 in September. The final site plan is scheduled to be on the October 29th Planning Commission meeting agenda.

BROOKWOOD

Brookwood is a Master Planned Community on an ~84 acre parcel of land zoned Planned Community (PC) a Special District. The development is located on the east side of Leforge Road approximately 700 feet north of Clark Road in the southwest corner of Section 33. The applicant is proposing to develop Brookwood with 318 dwelling units divided into three (3) residential dwelling product types (i.e., stacked flats, duplex units, four-plex units, and attached townhomes).

The development is designed for renters and owners plus a section dedicated for people over 55 years of age. Stacked flats and duplexes are anticipated to rent from $1.50 - $2.50 per square foot. The townhomes will be for sale and priced per unit according to the market. The development will also include a clubhouse, amenity areas, paved parking areas, landscape improvement, and a continuous sidewalk network along private drives throughout the development and walking paths that connect amenities with various areas of the development. Existing public water and sanitary sewer mains will be extended to serve the development.

The Brookwood Superior Area Plan Amendment was approved at second reading by the Township Board on May 20, 2024.

The Brookwood Superior Preliminary Site Plan (STPC #23-05) was approved by action of the Superior Township Planning Commission on May 22, 2024, with the following conditions:

1) Address all items in the Township Engineers May 9, 2024, review.
2) Provide additional details on Natural Feature Plan including how the 25% slopes will be protected, and their integrity remain intact.
3) Provide a more detailed landscape plan that meets all landscape, screening, and woodland preservation requirements.
4) Provide lighting and photometric plan.
5) Provide a detailed narrative of the architectural concept for the site including materials details.

The Final Site Plan for Brookwood Estates (STPC #23-05) was approved by the Planning Commission at the May 28th meeting. The applicant is currently working on addressing the approval conditions that were identified in the Planners' and Engineers' reports.

GARRETT'S SPACE

Garrett's Space is proposed to be a residential center where young adults suffering from depression and anxiety are treated. The facility will include both in-patient and daily services, with a non-medical and non-institutional focus. Garrett's Space is proposed on seven (7) parcels that will be combined into one lot totaling approximately 76.0 acres. The property has historically been used as a single-family residence with an address of 3900 Dixboro Road and is in Section 7 of the Township. The site includes significant natural resources including woodlands, steep slopes, a creek, floodplain, and wetlands.

The applicant proposes the following improvements:

1) Convert the existing home on the site to administrative offices
2) Construct a 10,100 square foot building to house 15 to 20 residents
3) Construct a 2,100 square foot building for recreational and therapy activities
4) Construction of a parking lot
5) Landscaping improvements
6) Create walking paths and lookouts through the site's natural features.
7) Expanding the sites well and sceptic system
8) Construct two (2) stormwater detention ponds

The applicant proposes a phased development:

- Phase 1: Use of the existing house for administrative offices and day programming. This phase does not include any overnight guests.
- Phase 2: Construction of the residential structure and creativity studio with parking areas, and utility and landscaping improvements. This phase includes expanded day programming and overnight residents.
- Phase 3: Additional ancillary elements, including the barn for gardening and therapeutic animals, and outdoor recreation and gathering spaces, will be constructed as funding allows.

Previous Township approvals are as follows:

- Property was rezoned from A-2 to Planned Community (PC) Special District via an Area Plan petition approved by the Township Board on July 17, 2023.

- The applicant recorded a Zoning and Land Use Agreement dated October 16, 2023, that limits uses, the number of residents and the number of employees.

- A Preliminary Site Plan (STPC 23-03) was approved by the Planning Commission with conditions on January 24, 2024.

- A Final Site Plan (STPC 23-03) was approved by the Planning Commission on September 25, 2024, with the following conditions:
  1) Obtain all outside agency approvals permits outlined in Township Engineer's memo dated 9/19/24.
  2) Combine existing seven (7) parcels into one parcel prior to receiving certificate of occupancy.
  3) Record conservation protection prior to certificate of occupancy.

- A Development Agreement was approved by the Township Board on October 21, 2024.

To date, the applicant has completed Final Site Plan conditions #1, #2, and #3:

1) OHM reviewed the Engineering Plans submittal (dated 12/20/24) and had no exceptions to the proposed development moving forward as shown on the plans as submitted.

2) The seven (7) parcels have been combined into one and a new parcel assigned (J -10-07-200-021). Furthermore, the Township Assessor has changed the zoning of this new parcel to PC.

3) Resolution No. 2025-13 to approve Garrett's Space Conservation Deed Restriction Agreement between Garrett's Space and the Township was approved by the Board of Trustees on March 17, 2025.

Building permits have been submitted and a preconstruction meeting was held on March 18, 2025. Preliminary site work has commenced. The approved Development Agreement requires the conservation area protection to be recorded prior to Certificate of Occupancy (CO) for the main residential structure to be newly constructed (Phase 2). A C of O may be issued for the Phase 1 portion of the project if all building and fire codes and requirements are met for the change of use.

THE MEADOWS AT HAWTHORNE MILLS

The Meadows at Hawthorne Mills is a 215 unit single-family residential site condominium located on 71 acres of land located south of Geddes Road and east of Leforge Rd. The site includes private roads that provide two (2) access points to Geddes Road and has two (2) connection points with the adjacent Prospect Pointe West Development. In addition, there is a road stub for future development to the south. The proposed development will be served with public utilities. A sewer will connect from Leforge Road, and the Prospect Pointe Development and water will be looped throughout the development from Geddes Road. Stormwater management will be handled with four (4) proposed detention ponds located throughout the development.

The entire development received preliminary site plan approval on October 28, 2020. There are five (5) phases of development, and each phase required final site plan approval. The final site plan for Phase 1 was approved by the Planning Commission with conditions on November 15, 2023. Phase 1 includes a total of 40 lots/units as well as construction of the roads and infrastructure items to directly serve those units, extension of a sanitary sewer from LeForge Road across the neighboring property to the west needed to service Phase 1, and mass grading of the entire site.

The final site plan for Phase 1 of the Meadows at Hawthorne Mill was set to expire and the applicant petitioned the Planning Commission to grant a one-year extension. On January 22, 2025, the Planning Commission granted an extension of the approved final site plan with the following conditions:

1. Provide a cost estimate for required woodland mitigation to be paid into Superior tree fund. Once a fund number is agreed upon with the Township, the applicant shall pay the amount to the Township.
2. All future homebuilders will be required to submit floor plans and elevations for review and approval by the Planning Commission.
3. Secure all required Washtenaw County Road Commission (WCRC) permits and right-of-way dedications to facilitate improvements at the intersection of Prospect and Geddes Rd as well as turn lane improvements for the private connection on Geddes Road.

4. Complete a Development Agreement and present to the Board of Trustees for approval prior to Phase 1 moving to the pre-construction phase of the development.

The applicant for the Meadows at Hawthorn Mills (Louis J. Eyde Family, LLC) is selling the property, possibly in two parts, to Lombardo and/or Pulte. Jared Kime of Atwell is working with Pulte to prepare necessary submissions including an amendment to the Phase 1 Final Site Plan. An application to amend the final site plan was received on March 13, 2025, and is under review. A summary of the changes proposed are as follows:

1. Phase 1 FSP revision
    a. Minor revisions to lot grading for Pulte standards
    b. Landscape revision and phasing of the tree impacts/mitigation calculations
    c. Reduction of mass grading to only phase 1 and the sanitary corridor going through future phases
    d. Would also include the necessary building elevations for PC review
2. Overall Engineering Plan update
    a. Raised road grades on south half of site to improve earthwork balance
    b. Associated lot grading revisions throughout site
    c. Some storm sewer modifications due to the lot changes in future phase areas
    d. Updated water main profiles due to new road elevations in future phase areas
    e. Overall landscape plan update with tree impacts/mitigation calculations

The Planning Commission has authority to determine whether a requested change is major or minor, in accordance with this Section 10.12. Changes to the ownership may impact changes to the site layout, and as such the review of the project is currently on hold until ownership changes are verified.
Other outstanding items to be addressed by the applicant(s) prior to any final site plan approval:
1. Development Agreement – BOT approval
2. Intersection ROW dedication – BOT approval

The Development Agreement was approved by the Board of Trustees at the August meeting, conditioned upon finalizing the Right-of-Way Dedication. The applicant is aiming to beginning construction in Spring 2026.

CLAY HILL COMMUNITY FARM AND GARDEN

The Board of Trustees issued a 1-year extension of the special district area plan approval for the Clay Hill community farm and garden at request of the applicant. The applicant indicated progress as well as the need to extend the approval to update wetland mapping and finalize permits with the County Road, Water, and Drain Commissions.

The applicant submitted a site plan application, omitting the fees. This item is scheduled for the October meeting for the Board of Trustees to discuss and determine if a site plan fee waiver is appropriate.

DTE GRENADA SUBSTATION

Conditional Use Permit/Preliminary Site Plan - DTE Grenada Substation Expansion (STPC #25-02). The applicant hosted a virtual meeting with Ben Carlisle and Emily Dabish Yahind on August 15th, but no substantive site plan changes were shown. Similarly, no revised application has been submitted.

ZONING BOARD OF APPEALS

The ZBA did not have meetings in August or September due to a lack of agenda items. There will similarly be no October ZBA meeting. The ZBA vacancy was filled in August, and a ZBA alternate was similarly appointed.

Per bylaws, the ZBA consists of seven (7) regular and two (2) alternates members appointed by the Township Board. One (1) of the members must be a member of the Township Planning Commission and one member may be a member of the Township Board. The remaining members must reside in the unincorporated areas of the Township and represent the population distribution and various interests present. Current ZBA members include:

- Thomas Brennan, (Chair & PC Member)
- Rachel Smith
- Dana Greene (BOT)
- Tanya Markos-Vanno
- Meghan Winslow
- Jack Gilbreath
- William Schoefield
- Austin Anderson (alternate)

The Township now has regular scheduled ZBA meetings the 2nd Wednesday of the month; if there are no agenda items, the meeting are cancelled.

PLANNING COMMISSION

Due to a full agenda, the Planning Commission did not discuss the zoning ordinance rewrite at the August meeting. On September 24th, the Planning Commission reviewed and discussed the proposed revisions to the following zoning ordinance articles:

- Article 10: Use Standards
- Article 14: Signs

To date, the Planning Commission and CWA staff have convened to review the following articles, as part of the Zoning Ordinance Rewrite Steering Committee:

ARTICLE 1: TITLE, PURPOSE AND LEGAL CLAUSES
ARTICLE 2: DEFINITIONS
ARTICLE 3: ADMINISTRATION AND ENFORCEMENT

ARTICLE 4: ZONING DISTRICT REGULATIONS
ARTICLE 6: DEVELOPMENT OPTIONS
ARTICLE 7: GENERAL PROVISIONS
ARTICLE 8: SITE PLAN REVIEW
ARTICLE 9: CONDITIONAL USE REVIEW
ARTICLE 10: USE STANDARDS
ARTICLE 11: OFF-STREET PARKING AND LOADING REGULATIONS
ARTICLE 14: SIGN REGULATIONS
ARTICLE 15: NONCONFORMITIES
ARTICLE 16: ZONING BOARD OF APPEALS
ARTICLE 17: AMENDMENT PROCEDURE

Per bylaws, the Planning Commission shall consist of seven (7) members serving three (3) year terms with eligibility for re-appointment. One member of the Township Board shall be appointed to the Planning Commission as an ex officio member and Township Board Representative, with full voting rights. The current Planning Commission is comprised of the following members:

- Jay Gardner, Chair (Term expires 2/28/2026)
- Robert Steele, Vice Chair (Term expires 2/28/2028)
- Thomas Brennan, Secretary (Term expires 2/28/2027)
- Patrick McGill (Term expires 2/28/2027)
- Brenda McKinney– Board Rep. (Term expires 11/7/2028)
- Nahid Sanii-Yahyai (Term expires 2/28/2026)
- Curt Wolf (Term expires 1/01/2028)

OTHER BUSINESS/NEWS

1) Michelle Marin of Carlisle Wortman Associates (CWA) began to serve as the Township Planning and Zoning Administrator in April. In August, Michelle reviewed and approved 23 Certificates of Zoning Compliance. Two additional permits were denied, both for ground mounted solar installations on residential properties. Ground mounted solar installations are not a permitted use in the Township. In September, Michelle reviewed and approved 26 Certificates of Zoning Compliance.

   Michelle responded to many general phone and email inquiries from the public both during and outside of office hours and met in person with numerous folks at the Township Hall during office hours. Michelle continued ordinance enforcement in August and September. She also worked on corrective actions with previously notified code violators. She also attended the August Planning Commission Meeting with Ben Carlisle and the September Planning Commission meeting herself. Michelle also prepared materials for the Board of Trustees meetings.

2) Carlisle Wortman Associates staff also serve in the role as the Township Planner and review and manage projects that are paid from escrows including applicant inquiries and project coordination.

EXECUTIVE SUMMARY

Distribution Date: 10/14/25

September 2025

WCSO Patrol Operations responded to calls for service, conducted traffic enforcement, and completed criminal investigations in support of our community's quality of life.

During September 2025, there were 853 calls for service in Superior Twp. Calls for service have decreased 5.7 % compared to the previous year, year to date.

Please refer to the *Monthly Data Report* for the complete overview of Police Services data for the month.

SIGNIFICANT INCIDENTS:

Below are the incidents WCSO deemed significant for your area. If you require additional information on a specific incident, please contact your area Lieutenant.

INCIDENT #	DATE	VERIFIED OFEENSE
250063742	9/13/2025 5:55:40 PM	Agg/Fel Assault - Non-Family - Gun
250064323	9/15/2025 10:01:13 PM	Assault w/Intent to Murder
250064840	9/17/2025 8:06:26 PM	Assault w/Intent to Murder
250066836	9/25/2025 10:38:29 AM	Disorderly Person/Condition
250067163	9/26/2025 1:23:59 PM	Disorderly Person/Condition
250067321	9/26/2025 10:36:44 PM	Agg/Fel Assault - Murder Attempt

EXECUTIVE SUMMARY

Distribution Date: 10/14/25

September 2025

COMMUNITY DIRECTED ENFORCEMENT

DATE	LOCATION	COMPLAINT	INITIATIVES
ongoing	GEDDES/ CLARK/ PROSPECT RD	traffic enforcement	High visiblity; radar
ongoing	Sycamore/Danbury	increase in calls for service	High visiblity
9/17/25	1564 Harvest LAne	Parking complaint	owner advised
ongoing	GEDDES NEAR RIDGE	speeding	radar/speed enforcement
ongoing	dixboro/plymouth	speeding	radar/speed enforcement

STAFFING

11 / 14 Deputies (Billable for 11)

EXECUTIVE SUMMARY

Distribution Date: 10/14/25

September 2025

WASHTENAW ALERT (EVERBRIDGE)

As a reminder for residents, they can sign up for "Up-to-the-minute updates" from the Washtenaw County Sheriff's Office by email or cell phone at www.washtenaw.org/alerts

HOUSE WATCH

If you plan on being gone for a period of time sign your house up for house checks. The house watch form can be found at:

https://www.washtenaw.org/1743/House-Watch

NEW FACES

The Sheriff's Office is hiring! We continue to hire highly qualified, motivated, and diverse people that are committed to pursuing our mission: "Together, we are committed to creating a safer, more just, and compassionate Washtenaw County for all".

If you are interested in joining us in serving your community in Police Services, Corrections, Communications, Emergency Services or Community Corrections please check us out at: https://www.washtenaw.org/1124/Sheriff

PUBLIC DASHBOARD

Check out our Data & Information Dashboard!
https://www.washtenaw.org/3915/Sheriff-Data-Information-Dashboard

COMMONLY USED ABBREVIATIONS

AWIM: Assault with Intent to Murder

CCW: Carrying Concealed Weapon

CSC: Criminal Sexual Conduct

DV: Domestic Violence

OUID: Operating Under the Influence of Drugs

OWI: Operating While Intoxicated

R&O: Resisting & Obstructing

UDAA: Unlawfully Driving Away an Automobile

Police Service Data Report

Reporting Period: September

Incidents	Month 2025	2025 YTD	2024 YTD	% Change
Animal Complaints	24	235	242	-31.4%
Assaultive Crimes	23	110	125	91.7%
Burglaries	4	15	18	33.3%
Larcenies	6	26	40	50.0%
Medical Assists	6	107	101	-40.0%
OUID			4	-
OWI	2	6	25	-60.0%
Robberies			1	-
Traffic Crashes	29	272	277	-19.4%
Traffic Stops	145	1,287	2,658	-42.9%
Vehicle Theft	1	9	17	-
Calls For Service Total	853	7,314	8,406	-5.7%
Community Engagement		2		-
Citations	26	182	439	-58.5%

In/Out of Area Time	Minutes
Into Area Time	110
Secondary Road Patrol - Into Area	14
Collab Out of Area Time	1,412

Into Area Time: The time that other areas contracted deputies spent in SUT. *ACO, SRP, Command, Countywide, and DB are excluded*

Out of Area Time: Time that ANT/SUT contracted deputies spent anywhere other than SUT/ANT, including non-contract areas.

Secondary Road Patrol – Into Area: The time SRP spent in SUT.

CFS Summary

Reporting Period: September

Classification	Month 2025	2025 YTD	2024 YTD	% Change
AGGRAVATED/FELONIOUS ASSAULT	11	51	62	-17.7%
ANIMAL CRUELTY			2	-100.0%
ARSON	1	1		-
BURGLARY -ENTRY WITHOUT FORCE (Intent to Commit)	2	2	2	0%
BURGLARY -FORCED ENTRY	3	14	17	-17.6%
DAMAGE TO PROPERTY	1	36	55	-34.5%
EMBEZZLEMENT			1	-100.0%
EXTORTION	1	2	2	0%
FORGERY/COUNTERFEITING		2	2	0%
FRAUD -CREDIT CARD/AUTOMATIC TELLER MACHINE		2	2	0%
FRAUD -FALSE PRETENSE/SWINDLE/CONFIDENCE GAME		12	14	-14.3%
FRAUD - IDENTITY THEFT		4	6	-33.3%
FRAUD -WIRE FRAUD		2	2	0%
INTIMIDATION/STALKING		6	13	-53.8%
KIDNAPPING/ABDUCTION			1	-100.0%
LARCENY -OTHER	1	12	21	-42.9%
LARCENY -THEFT FROM BUILDING	5	10	13	-23.1%
LARCENY -THEFT FROM MOTOR VEHICLE	1	9	11	-18.2%
LARCENY -THEFT OF MOTOR VEHICLE PARTS/ACCESSORIES		2		-
MOTOR VEHICLE, AS STOLEN PROPERTY		2		-
MOTOR VEHICLE THEFT	1	9	18	-50.0%
MURDER/NONNEGLIGENT MANSLAUGHTER (VOLUNTARY)		1		-
NARCOTIC EQUIPMENT VIOLATIONS		2	1	100.0%
NONAGGRAVATED ASSAULT	13	68	73	-6.8%
RETAIL FRAUD -THEFT		2	4	-50.0%
ROBBERY		3	2	50.0%
SEXUAL CONTACT FORCIBLE -CSC 2ND DEGREE	2	3	4	-25.0%
SEXUAL CONTACT FORCIBLE -CSC 4TH DEGREE		5	3	66.7%
SEXUAL PENETRATION ORAL/ANAL -CSC 3RD DEGREE		2		-
SEXUAL PENETRATION ORAL/ANAL -CSC IST DEGREE		3	1	200.0%
SEXUAL PENETRATION PENIS/VAGINA -CSC IST DEGREE		2	6	-66.7%
STOLEN PROPERTY		4	2	100.0%

VIOLATION OF CONTROLLED SUBSTANCE ACT	2	9	10	-10.0%
WEAPONS OFFENSE- CONCEALED	1	5	12	-58.3%
WEAPONS OFFENSE -OTHER	1	5	3	66.7%
Sum:	**46**	**264**	**330**	**-20.0%**

Classification	Month 2025	2025 YTD	2024 YTD	% Change
BURGLARY - UNLAWFUL ENTRY (NO INTENT)	1	1	4	-75.0%
DISORDERLY CONDUCT	1	5	1	400.0%
FAMILY -ABUSE/NEGLECT NONVIOLENT	2	11	16	-31.3%
FAMILY -NONSUPPORT			2	-100.0%
FRAUD -BAD CHECKS		1	1	0%
HEALTH AND SAFETY	1	1	2	-50.0%
HIT and RUN MOTOR VEHICLE ACCIDENT	1	2	1	100.0%
JUVENILE RUNAWAY		8	10	-20.0%
LIQUOR VIOLATIONS -OTHER	1	2		-
MISCELLANEOUS CRIMINAL OFFENSE	2	3	4	-25.0%
OBSTRUCTING JUSTICE	3	23	35	-34.3%
OBSTRUCTING POLICE	2	15	18	-16.7%
OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS	2	9	32	-71.9%
PUBLIC PEACE -OTHER		1	2	-50.0%
TRESPASS	3	6		-
Sum:	**19**	**81**	**125**	**-35.2%**

Classification	Month 2025	2025 YTD	2024 YTD	% Change
ALARMS	21	193	250	-22.8%
ANIMAL COMPLAINTS	30	254	251	1.2%
JUVENILE OFFENSES AND COMPLAINTS	5	58	45	28.9%
MISCELLANEOUS COMPLAINTS	185	1,504	1,553	-3.2%
MISCELLANEOUS TRAFFIC COMPLAINTS	161	1,438	2,864	-49.8%
NON - CRIMINAL COMPLAINTS	286	2,154	1,861	15.7%
SICK / INJURY COMPLAINT	41	389	345	12.8%
TRAFFIC CRASHES	29	275	284	-3.2%
TRAFFIC OFFENSES		19	18	5.6%
WARRANTS	4	43	67	-35.8%



Sum:	762	6,300	7,511	-16.1%

Classification	Month 2025	2025 YTD	2024 YTD	% Change
HAZARDOUS TRAFFIC CITATIONS / WARNINGS			1	-100.0%
MISCELLANEOUS A THROUGH UUUU	3	53	42	26.2%
PARKING CITATIONS		1	1	0%
Sum:	**3**	**54**	**44**	**22.7%**

Classification	Month 2025	2025 YTD	2024 YTD	% Change
18A STATE CODE FIRE CLASSIFICATIONS			1	-100.0%
FIRE CLASSIFICATIONS		1		-
Sum:		**1**	**1**	**0%**

Classification	Month 2025	2025 YTD	2024 YTD	% Change
CANINE ACTIVITIES	2	12	3	300.0%
COURT / WARRANT ACTIVITIES		13	1	1200.0%
CRIME PREVENTION ACTIVITIES		13	23	-43.5%
INVESTIGATIVE ACTIVITIES	24	227	110	106.4%
MISCELLANEOUS ACTIVITIES (6000)	14	220	92	139.1%
MISCELLANEOUS ACTIVITIES (6100)	16	253	324	-21.9%
Sum:	**56**	**738**	**553**	**33.5%**

Sum:	886	931		

CCW Report

Reporting Period: September

Incident Number	Report Date	Offense	Case Status Disposition
250061084	09/03/25	Weapons-Firearms-Ammunition-Possession by Prohibited Person	Pending Labs

Out of Area Report

Reporting Period: September

NORTHFIELD TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250067633	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/28/2025 05:25:00	42
			Sum:	**42**

OUT OF COUNTY

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250062749	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	09/10/2025 03:02:00	27
			Sum:	**27**

PITTSFIELD TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250066392	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/23/2025 17:00:00	120
250067537	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/27/2025 21:44:00	34
			Sum:	**154**

SALEM TOWNSHIP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250064038	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/14/2025 20:45:00	40
250065048	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/18/2025 14:00:00	70
250066418	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/23/2025 18:50:00	30
			Sum:	**140**

Out of Area Report

Reporting Period: September

YPSILANTI CITY

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250066024	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/22/2025 02:15:00	30
250066027	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/22/2025 02:57:00	12
			Sum:	**42**

YPSILANTI TWP

Incident #	Patrol Area Desc	Activity Category	Activity Start Date	Duration in Minutes
250060550	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	09/01/2025 21:30:00	1
250061201	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/04/2025 12:00:00	20
250061335	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/04/2025 21:00:00	40
250061335	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/04/2025 21:05:00	26
250061413	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/05/2025 07:47:00	15
250062060	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/07/2025 16:55:00	60
250062080	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACK-UP TRAFFIC STOP	09/07/2025 19:02:00	38
250062582	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/09/2025 14:25:00	217
250062751	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/10/2025 03:44:00	5
250062962	ANN ARBOR-SUPERIOR TWP COLLABORATION	FOLLOW-UP	09/10/2025 19:48:00	26
250063049	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/11/2025 01:00:00	90
250064612	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/17/2025 01:00:00	50
250065461	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/19/2025 22:13:00	30
250065461	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	09/19/2025 22:12:00	31

Out of Area Report

Reporting Period: September

250065703	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/20/2025 19:38:00	10
250065727	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/20/2025 21:00:00	20
250065727	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/20/2025 21:05:00	20
250065727	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/20/2025 21:07:00	15
250065727	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/20/2025 21:08:00	15
250065742	ANN ARBOR-SUPERIOR TWP COLLABORATION	TRAFFIC STOP	09/20/2025 21:41:00	4
250066723	ANN ARBOR-SUPERIOR TWP COLLABORATION	TRAFFIC STOP	09/24/2025 21:00:00	5
250066747	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/24/2025 23:05:00	35
250066747	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/24/2025 23:15:00	65
250066905	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/25/2025 14:39:00	7
250066985	ANN ARBOR-SUPERIOR TWP COLLABORATION	TRAFFIC STOP	09/25/2025 18:47:00	4
250067599	ANN ARBOR-SUPERIOR TWP COLLABORATION	BACKUP DISPATCHED CALLS	09/28/2025 01:20:00	10
250068180	ANN ARBOR-SUPERIOR TWP COLLABORATION	DISPATCHED CALLS	09/30/2025 09:55:00	116
	ANN ARBOR-SUPERIOR TWP COLLABORATION	AGENCY MEETINGS	09/30/2025 11:52:00	32
			Sum:	**1,007**

Into Area Report

Reporting Period: September

SALEM TWP

Incident #	Reporting Area	Activity Category	Activity Start Date	Minutes
250060737	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/02/2025 14:25:00	25
250061207	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/04/2025 12:05:00	85
250062067	SUPERIOR TWP	CITATIONS	09/07/2025 17:30:00	0
250062067	SUPERIOR TWP	TRAFFIC STOP	09/07/2025 17:25:00	10
250062224	SUPERIOR TWP	TRAFFIC STOP	09/08/2025 12:10:00	10
250066336	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/23/2025 12:25:00	30
250066969	SUPERIOR TWP	TRAFFIC STOP	09/25/2025 17:50:00	10
			Sum:	**170**

YPSILANTI TWP

Incident #	Reporting Area	Activity Category	Activity Start Date	Minutes
250060352	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/01/2025 04:15:00	20
250060407	SUPERIOR TWP	DISPATCHED CALLS	09/01/2025 11:45:00	20
250060534	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/01/2025 20:30:00	30
250060570	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/01/2025 22:45:00	75
250060582	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/01/2025 23:20:00	12
250060582	SUPERIOR TWP	DISPATCHED CALLS	09/01/2025 23:25:00	10
250060585	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	09/01/2025 23:40:00	10
250060587	SUPERIOR TWP	BACK-UP TRAFFIC STOP	09/01/2025 23:41:00	0
250060890	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/03/2025 04:10:00	15
250061369	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/04/2025 23:10:00	10
250061369	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/04/2025 23:10:00	15
250061369	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/04/2025 23:11:00	5
250061393	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/05/2025 04:00:00	20
250061472	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/05/2025 12:15:00	40
250061472	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/05/2025 12:15:00	45
250061472	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/05/2025 12:36:00	8
250061472	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/05/2025 12:40:00	5
250061937	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/07/2025 02:35:00	45

Into Area Report

Reporting Period: September

250061997	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/07/2025 12:50:00	15
250062004	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/07/2025 12:51:00	12
250063326	SUPERIOR TWP	DISPATCHED CALLS	09/12/2025 03:08:00	37
250063403	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/12/2025 11:50:00	89
250063742	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	09/13/2025 17:57:00	34
250064323	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/15/2025 22:00:00	50
250064323	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/15/2025 22:05:00	55
250064323	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/15/2025 23:30:00	30
250064323	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/16/2025 01:30:00	90
250064323	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	09/15/2025 22:00:00	525
250064339	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/16/2025 01:40:00	15
250064706	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/17/2025 11:45:00	12
250064840	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/17/2025 20:00:00	40
250064840	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/17/2025 20:05:00	15
250064927	SUPERIOR TWP	DISPATCHED CALLS	09/18/2025 03:27:00	9
250065807	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/21/2025 04:00:00	50
250065807	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/21/2025 04:02:00	43
250065809	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/21/2025 04:00:00	30
250065809	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	09/21/2025 04:00:00	45
250065809	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/21/2025 04:02:00	43
250065811	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/21/2025 05:00:00	105
250065812	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/21/2025 04:30:00	45
250065824	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/21/2025 07:30:00	30
250065940	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/21/2025 19:15:00	25
250066153	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	09/22/2025 15:53:00	19
250066212	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/22/2025 20:31:00	5
250066609	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	09/24/2025 13:40:00	20
250067321	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/26/2025 22:36:00	79
250067321	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/26/2025 23:11:00	78
250067321	MACARTHUR BLVD CONTRACT	DISPATCHED CALLS	09/26/2025 22:41:00	173
250067412	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/27/2025 12:55:00	15
250067504	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/27/2025 19:27:00	7
250067562	MACARTHUR BLVD CONTRACT	BACKUP DISPATCHED CALLS	09/27/2025 23:05:00	20

Into Area Report

Reporting Period: September

250067611	SUPERIOR TWP	BACK-UP TRAFFIC STOP	09/28/2025 02:08:00	23
250067833	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/29/2025 00:40:00	5
250067925	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/29/2025 13:50:00	25
250067925	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/29/2025 13:55:00	40
250067925	SUPERIOR TWP	BACKUP DISPATCHED CALLS	09/29/2025 14:00:00	15
			Sum:	**2,353**

Violations

Reporting Period: September

Violation Description	Violation Count
DISOBEYED POLICE OFFICER DIRECTING TRAFFIC FLOW	1
DISOBEYED TRAFFIC SIGNAL	1
DOG AT LARGE FIRST OFFENSE	3
DROVE OFF ROADWAY (MISD)	1
EQUIPMENT VIOL - DEFECTIVE / MISSING	1
FAILED TO DISPLAY A VALID LICENSE	1
FAILED TO YIELD	1
HOLDING OR USING A MOBILE ELECTRONIC DEVICE WHILE OPERATING A MOTO	1
IMPROPER LANE USE	1
IMPROPER OVERTAKING AND PASSING	1
NOISE ORDINANCE VIOLATION	3
NO PROOF OF INSURANCE	2
OBSTRUCTED VISION OR CONTROL	1
PARKING VIOLATION	1
RECKLESS DRIVING	1
REGISTRATION AND/OR PLATE EXPIRED CI	1
REGISTRATION AND/OR PLATE EXPIRED-CMV (MISD)	1
SPEEDING 01 - 05 MPH OVER	4
Sum:	**26**

Traffic Stops

Reporting Period: September

TS Reason For Contact	Activities Count
Assist	2
Equipment Vio	25
Other	4
Speed	58
Traffic Vio.	56
	145

Utility Department Memorandum

To: Superior Township Board of Trustees
From: Mary Burton, Utility Director
Date October 20, 2025
Re: Utility Department Report

- **Harvest Lane Sewer Replacement:**
  Sewer main replacement for approximately 200 ft on Harvest Lane at Bazley St. began on October 6th. Partial street closures on Bazley at Harvest will remain in effect until completion on October 10th.

- **Bazley Storm Drain Repair:**
  Washtenaw County Road Commission (WCRC) began repairs to Bazley St. storm drains on October 6th. The projected completion date is October 10th.

- **Commercial Backflow Device Testing:**
  State-mandated backflow device testing is due for commercial properties on November 14th. All commercial properties in Superior Township have been notified and instructions provided to meet compliancy requirements.

- **Stamford Rd Water Main Replacement:**
  Yard restoration work was completed for all residents affected by the water main replacement project this year. A final walk-through is planned with all contractors and OHM Engineering in October.

- **Prospect Point Lift Station:**
  Maintenance crews cleaned the Prospect Point lift station with the vactor truck in early October. More scheduling for the continued cleaning of other Superior Township lift stations will be made for this year.

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CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Lisa Lewis

DATE SUBMITTED: 10/10/25

BOARD MEETING DATE: 10/20/25

ITEM TITLE: Info about MI Class

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

Information about organization where the township is sweeping funds into

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

None - F.Y.I

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

Question was asked by a resident

IMPACT ON TOWNSHIP BUDGET (if applicable):

Since we began investing with MI Class on 3/31/2025 the township has earned $176,989.83 by 8/31/2025 and $254,730.91 YTD.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

The Treasurer's Department

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

None

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

3 sheets. Description of MI Class

CONTACT PERSON FOR QUESTIONS:

Name: Lisa lewis

Title: Treasurer

Phone: 482-6099

Email: llewis@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

What is Michigan CLASS?

Michigan CLASS is a local government investment pool prioritizing safety, liquidity, convenience, and competitive yield. Since 1991, Michigan CLASS has strived to provide Michigan public agencies with a safe and competitive investment alternative. Michigan CLASS invests only in instruments applicable to Michigan state laws governing investment options for local agencies. Michigan CLASS is established pursuant to a Participation Agreement (the Agreement) and is governed by a 13-member Board of Trustees elected by the program Participants (the Participants).

The program's Investment Advisor is Public Trust Advisors, LLC, and the program's Custodian is Fifth Third Bank.

Who Can Participate?

Participation in Michigan CLASS is available to any county, city, village, township, school district, authority, the state of Michigan, or any other political subdivision organized under the laws of the state of Michigan.

Michigan CLASS can provide your local government with a comprehensive, professionally managed approach to investing your funds.

Purpose

Short-term liquidity

Intermediate liquidity

Liquidity

Daily

Next-Day

Minimum Investment

None

Transaction confirms, monthly & on-demand statements

Withdrawals

Unlimited

As Needed

Accounts

Unlimited

Unlimited

Dividend Rate

Applied Daily

Accrue Daily

WAM

≤ 60 Days

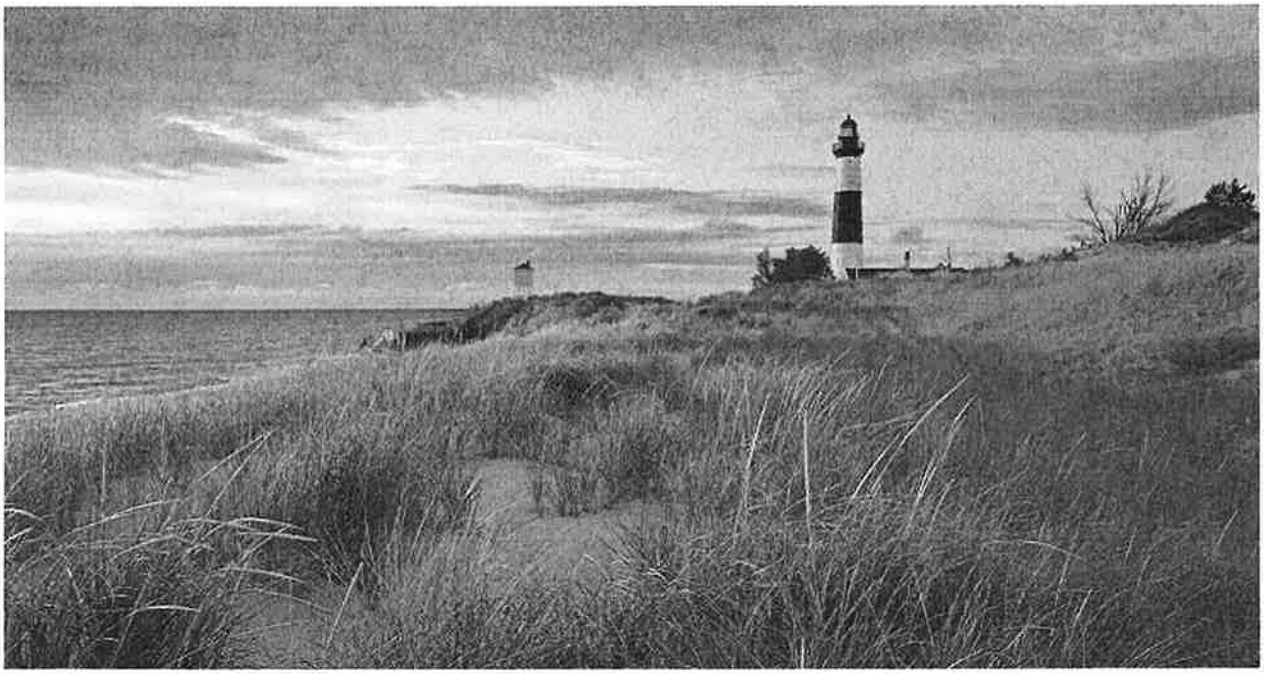
> 60 Days

Net Asset Value (NAV)

Stable $1.00 per share

Variable $10.00 per share

Learn More About Our Portfolios



CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

ORDINANCE NUMBER 198

ORDINANCE ESTABLISHING A COMMISSION TO SET SALARIES FOR ELECTED TOWNSHIP OFFICIALS.

FIRST READING: SEPTEMBER 15, 2025

SECOND READING: OCTOBER 20, 2025

SUPERIOR TOWNSHIP ORDAINS:

Section 1. Title.

This ordinance shall be known as the Salary Commission Ordinance.

Section 2. Purpose, Composition and Compensation.

2.1. **Purpose**. The salary commission (hereafter referred to as the "commission") shall determine the salary of each township elected official.

2.2. **Composition**. The commission shall consist of 5 members who are registered electors of the township, appointed by the supervisor subject to confirmation by a majority of the members elected and serving on the township board. The terms of office shall be 3 years, except that of the members first appointed; 1 shall be appointed for a term of 1 year; 2 shall be appointed for a term of 2 years; and 2 shall be appointed for a term of 3 years. The first members shall be appointed within 30 days after the effective date of the ordinance. Subsequent members shall be appointed within 30 days after a term expires or a vacancy occurs. Vacancies shall be filled for the remainder of an unexpired term. An officer or employee of a government agency or unit or member of the immediate family of an officer or employee shall not be appointed to the commission.

2.3. **Chair.** The commission shall elect a chairperson from among its members.

2.4. **Compensation.** The members of the commission shall not receive compensation, but shall be entitled to actual and necessary expenses incurred in the performance of official duties.

Section 3. Commission Meetings.

3.1. The commission shall meet for not more than 15 session days in each odd numbered year and shall make its determination within 45 calendar days of its first meeting. As used in this section, "session days" means calendar days on which the commission meets and a quorum is present.

3.2. A majority of the members of the commission constitutes a quorum for conducting the

business of the commission.

3.3. The business that the commission may perform shall be conducted at a public meeting of the commission held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

3.4. The commission shall not take action or make a determination without a concurrence of a majority of the members appointed and serving on the commission.

Section 4. Salary Determination.

4.1. Subject to Section 4.2 of this ordinance, the commission shall determine the salary of each member of the township board, which shall be effective at the beginning of the next fiscal year

4.2. The salary of an elected township official shall not be decreased during the official's term of office as long as the responsibilities and requirements of that office are not diminished during the term of the official's term of office, and the salary of an elected township official shall not be decreased during the official's term of office unless the official consents in writing to the reduction in salary.

4.3. The determination of the commission shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. The determination of the commission shall be effective 30 days following filing of the determination with the township clerk unless rejected by the township board. If the determination is rejected, the existing salary shall prevail.

Section 5. Expenses

An expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of township business and accounted for to the township.

Section 6. Repealer

All ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

Section 7. Severability

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any court of competent jurisdiction hold any section, term, provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in force and effect.

Section 8. Effective Date

This Ordinance shall take force and effect upon publication.

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO:	Superior Township Board of Trustees
FROM:	Angela Robinson
DATE SUBMITTED:	10/10/25
BOARD MEETING DATE:	10/20/25
ITEM TITLE:	Resolution to Approve Audit Service Agreement for Fiscal Years 2025-2028

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

The Township Board will consider approval of an auditor for fiscal years 2025-2028.Two resolutions are provided:
• One recommending Gabridge & Company, PLC; and
• One generic version allowing selection of another firm if preferred.

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Approve Resolution No. 2025-67, selecting Gabridge & Company, PLC as the Township's auditor for fiscal years 2025-2028;
or, if the Board prefers another firm, approve Resolution No. 2025-67 (Alternate) by inserting the selected auditor's name.

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

The Township solicited proposals from three qualified firms to perform independent audit services for fiscal years 2025-2028.
After reviewing qualifications and pricing, Gabridge & Company, PLC is recommended for its strong governmental experience and competitive cost.

IMPACT ON TOWNSHIP BUDGET (if applicable):

Estimated total cost ranges from $124,000 to $154,000 over four years, depending on the firm selected.
Funds are budgeted annually under professional services.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

Township Controller/Consultant (Plante Moran), Township Supervisor Emily Dabish Yahkind), Township Clerk (Angela Robinson), and selected audit firm.

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

An auditor must be selected before the start of the FY2025 audit cycle to meet state reporting requirements.

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

Resolution No. 2025-67 – Recommended Auditor (Gabridge & Company, PLC)
Resolution No. 2025-67 (Alternate) – Generic Version
Comparative Summary of Audit Proposals and Original Firm Proposals

CONTACT PERSON FOR QUESTIONS:

Name: Angela Robinson

Title: Township Clerk

Phone: 734-482-6099

Email: arobinson@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION NO. 2025-67

RESOLUTION TO APPROVE AUDIT SERVICES AGREEMENT
SELECTION OF AUDITOR FOR FISCAL YEARS 2025–2028

DATE: OCTOBER 20, 2025

WHEREAS, the Charter Township of Superior has solicited and received proposals from qualified certified public accounting firms to perform independent financial audit services for fiscal years 2025 through 2028; and

WHEREAS, proposals were received from the following firms:

- Gabridge & Company, PLC
- Maner Costerisan
- Andrews Hooper Pavlik PLC (AHP); and

WHEREAS, the Township Controller/Consultant has reviewed the submitted proposals and recommends the selection of Gabridge & Company, PLC based on the firm's qualifications, extensive governmental audit experience, and competitive pricing; and

WHEREAS, the Township Board has reviewed the qualifications, scope of services, and pricing submitted by all three firms;

NOW, THEREFORE, BE IT RESOLVED by the Charter Township of Superior Board that: The Township Board hereby accepts the proposal submitted by Gabridge & Company, PLC and selects the firm to provide independent professional audit services for fiscal years 2025 through 2028.

A comparative summary of the submitted proposals is provided below for the record:

Audit Firm Comparison Table

Firm Name	2025	2026	2027	2028	Recommendation	Qualifications / Notes
Gabridge & Company, PLC	$36,900	$38,000	$39,000	$40,000	✅ Consultant's Preferred Firm	Strong governmental experience; cost-effective pricing
Maner Costerisan	$34,500	$36,300	$38,200	$40,200	❌ Alternate	Reputable firm with broad public sector experience
Andrews Hooper Pavlik PLC	$29,500	$30,500	$31,500	$32,500	❌ Alternate	Regional experience; solid municipal audit record

Detailed proposals from each firm are attached hereto and made part of the official meeting record.

The Township Supervisor and Township Clerk are hereby authorized and directed to execute a professional services agreement with Gabridge & Company, PLC, consistent with the terms and pricing contained in their submitted proposal.

BE IT FURTHER RESOLVED, that the Township Board reserves the right to authorize reasonable adjustments to the agreement, if necessary, to address minor modifications in scope or timing, provided that such changes do not materially alter the total cost or the intent of the services to be provided.

Plante & Moran, PLLC
P.O. Box 307
3000 Town Center, Suite 100
Southfield, MI 48075
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

September 18, 2025

To: Angela Robinson, Clerk
From: Brian Camiller
Subject: Audit Firm Evaluation and Recommendation

Overview of Process

As part of the audit firm selection process for Superior Charter Township, I conducted a structured evaluation of the proposals received.

All firms that submitted proposals are qualified firms that are known to work in local government in Michigan. My team and I have worked with all of them except for Clark Schaefer Hackett, although I do know auditors from CSH due to their membership in Michigan Association of Government Finance Officers (MGFOA).

The initial step was to eliminate both the most expensive (Rehmann; Yeo & Yeo) and least expensive (CSH; Roslund, Prestage & Company) proposals to focus on firms that offered a balance of value and quality. This left us with three finalists: **Gabridge & Company**, **Maner Costerisan**, and **Andrews Hooper Pavlik**.

Evaluation Criteria and Rationale

To ensure a fair and relevant comparison, I rated each firm using three categories, weighted to reflect the priorities and needs of Superior Charter Township:

1. **Quality of References (35%)**
   The best indicator of a firm's ability to serve Superior Township is their track record with similar clients. We prioritized references from other Michigan townships, especially those with similar size, structure, and service needs. This ensures the selected auditor understands the unique challenges and requirements of township government.

2. **Cost (25%)**
   While cost is not the only factor, it is important to ensure the Township receives high-quality service at a reasonable price. We compared the proposed fees for the base audit and single audit (if required), ranking firms from lowest to highest.

3. **Frequency of Working with PMGAP (40%)**
   PMGAP (Plante Moran Government Accounting Professionals) is a key partner for many local governments in Michigan. Firms that frequently work with PMGAP are more likely to be familiar with our processes, expectations, and standards, which can lead to a smoother, more efficient audit engagement.

How Each Firm Was Rated

- **Gabridge & Company**
  Gabridge's references are all Michigan townships, making them highly relevant to Superior's needs. While their cost is somewhat higher than the other finalists, they have the most frequent working relationship with PMGAP, which is a significant advantage for collaboration and continuity.

- **Maner Costerisan**
  Maner has a strong reputation and many Michigan township clients, with references that are both relevant and impressive. Their cost is moderate among the finalists, and they have a moderate level of experience working with PMGAP.

- **Andrews Hooper Pavlik**
  AHP offered the lowest cost among the three and has a solid proposal. However, their references are more mixed (including counties and cities as well as some townships), and they have the least frequent working relationship with PMGAP.

Scoring and Calculations

Each firm was assigned a rank in each category (1 = best, 3 = least favorable). The final score for each firm was calculated as follows:

- **References:** Rank × 0.35
- **Cost:** Rank × 0.25
- **PMGAP Frequency:** Rank × 0.40

The scores were then summed, with the lowest total indicating the best overall fit.

Results

Firm	Reference Rank	Cost Rank	PMGAP Rank	Weighted Score
Gabridge	1.5	3 ($36,920)	1	1.675
Maner Costerisan	1.5	2 ($34,500)	2	1.825
AHP	3	1 ($29,500)	3	2.50

Conclusion and Recommendation

Based on this evaluation, **Gabridge & Company** received the best overall score. Their strong township references and extensive experience working with PMGAP make them the best fit for Superior Charter Township's audit needs, even though their cost is slightly higher than the other finalists. This approach ensures we select a firm that not only understands township government but also aligns well with our internal processes and expectations.

If you have any questions about the evaluation process or would like to discuss the details further, please let me know.



Brian J. Camiller
Plante Moran

A PROPOSAL FOR FINANCIAL AUDIT SERVICES

For the Years Ending December 31, 2025 - 2027

SUPERIOR CHARTER TOWNSHIP

Submitted by

GABRIDGE & CO.
WEALTH ADVISORS / CERTIFIED PUBLIC ACCOUNTANTS / CONSULTANTS

Joe Verlin, CPA, CGFM
3940 Peninsular Drive SE – Suite 200
Grand Rapids, MI 49546
Ph | 616.328.6275
JVerlin@Gabridgeco.com

September 8, 2025

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Audit Scope

Gabridge & Company, PLC will audit and provide an independent opinion on the Charter Township of Superior's basic financial statements for the fiscal year ending December 31, 2025. The scope of the audit will include all funds and activities of the Township, including any applicable component units, in conformity with generally accepted accounting principles (GAAP).

If required, we will also conduct a Single Audit in compliance with federal Uniform Guidance and the Single Audit Act Amendments of 1996 for federal expenditures exceeding $750,000.

Auditing Standards

The audit will be conducted in accordance with:

- Generally Accepted Auditing Standards (GAAS) as issued by the AICPA,
- Government Auditing Standards (Yellow Book) issued by the U.S. Government Accountability Office (GAO),
- The AICPA Audit and Accounting Guide: State and Local Governments,
- The Single Audit Act and Uniform Guidance (2 CFR 200, Subpart F), if applicable,
- All applicable Michigan statutory and regulatory requirements.

Coordination with Township Staff

We will work collaboratively with the Township's financial staff, who will provide trial balances and supporting documentation as mutually agreed during the pre-audit planning process. Our firm will:

- Review and organize audit workpapers in accordance with GASB 34,
- Propose adjustments and reclassifications as necessary,
- Draft and prepare the annual financial statements, including all footnotes and compliance with the State of Michigan's Uniform Reporting Format,
- Provide guidance on audit schedules such as capital assets, lease obligations, SBITAs (GASB 87/96), debt, and reconciliations as needed.

Adequate workspace and access to office equipment will be coordinated during the pre-audit conference, and we are fully equipped to perform fieldwork onsite or remotely as preferred by the Township.

Reports and Deliverables

The following reports will be provided:

- Independent Auditor's Report on the Township's financial statements,
- Report on Internal Control and Compliance in accordance with Government Auditing Standards,
- Single Audit Reports (if required), including:
    - Report on the Schedule of Expenditures of Federal Awards (SEFA),
    - Report on Compliance and Internal Control over major programs,
- Management Letter detailing internal control matters or operational recommendations,
- Audit adjustments report, including:
    - Year-end adjusting journal entries,
    - Fixed asset depreciation schedules,

We will ensure timely submission of all reports to the Michigan Department of Treasury, the Federal Audit Clearinghouse, and file the F-65 and Qualifying Statement upon request.

All required electronic filings to federal and state agencies will be completed in accordance with applicable regulations.

Deliverables

- Electronic (PDF) copy of all required audit reports,
- Electronic filing of state and federal reports,
- Bound hard copies are not required unless specifically requested.

Workpapers and Record Retention

All working papers will be securely retained for at least three (3) years following audit completion. They will be made available to the State of Michigan, the U.S. Government Accountability Office (GAO), and any cognizant federal agency, upon request.

Authorized Contact

Joe Verlin, CPA, CGFM
Principal in Charge - Audit Services
3940 Peninsular Drive SE – Suite 200
Grand Rapids, MI 49546
Ph | 616.328.6275

We warrant that Joe Verlin is authorized to bind Gabridge & Company, PLC to the terms set forth in this proposal.

Proposed Audit Fees

SUPERIOR CHARTER TOWNSHIP
Proposed Audit Fees

For the Period Ending December 31, 2025

	PRELIMINARY	Planning Hours	Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	Fee
	Principal in Charge	8	-	-	8	$ 295	$ 2,360
	Senior Staff	32	-	-	32	125	4,000
Total		40	-	-	40		$ 6,360

	FINAL	Planning Hours	Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	*Fee
	Principal in Charge	-	8	16	24	$ 295	$ 7,080
	Audit Manager	-	32	24	56	205	11,480
	Senior Staff	-	48	48	96	125	12,000
Total		-	88	88	176		$ 30,560

TOTALS	**40**	**88**	**88**	**216**		**$ 36,920**

Year Ending December 31, 2025	$ 36,920	- Not to exceed
Year Ending December 31, 2026	$ 38,000	- Not to exceed
Year Ending December 31, 2027	$ 39,000	- Not to exceed
Year Ending December 31, 2028	$ 40,000	- Not to exceed

***** Notes regarding the proposed fees are as follows:

***Report Printing*:** Costs for printing hard copies will be billed separately and are not expected to exceed $300 per year, depending on the number of copies requested.

***Travel Expenses*:** If fieldwork is conducted onsite, reasonable out-of-pocket travel expenses will be billed separately and are not expected to exceed $2,500 per year.

***Single Audit*:** An additional fee of $6,000 will apply in any year a federal Single Audit is required.

Firm Qualifications and Experience

Gabridge & Company currently has over 270 governmental and non-profit audit clients throughout the State of Michigan. We also have 30 employees, including 15 governmental audit professionals. Gabridge & Company actively recruits prospective governmental audit staff members by seeking only individuals who are committed to serving our clients with integrity; while also being committed to becoming industry experts and providing proactive customer service. Gabridge & Company has offices located in Traverse City and Grand Rapids. Gabridge & Company will assign only accountants with extensive governmental experience to the audit of the Township, including a principal in charge and an independent review principal. Joe Verlin (Principal in Charge of Audit Services) will be assigned full-time to the audit and will remain the primary contact for the Township for the duration of the engagement term(s). Gabridge & Company is a member of the Michigan Association of Certified Public Accountants, the American Institute of Certified Public Accountants, the Governmental Audit Quality Center, the Michigan Municipal League and the Michigan Local Government Association.

Gabridge & Company is dedicated to serving municipal clients. We offer newsletters, webinars, and conferences at no charge to provide our clients with timely updates and best practices for the rapidly changing governmental financial regulations. We advise our clients before, during, and after the audit – and strive to be much more than what you would expect from your auditor.

Our firm has not been involved with any state or federal desk reviews or field reviews of its audits. Additionally, our firm has not been involved with any disciplinary action taken by state regulatory bodies or professional organizations. Our firm will also follow the American Institute of Certified Public Accountants "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits." Our firm will not subcontract any of the auditing services included in this proposal.

Our proposal will remain valid for 120 days past the deadline for submittal.

We warrant that all information provided in connection with this proposal is true and accurate to the best of our knowledge.

PRINCIPALS

Joseph Verlin, CPA, CGFM

Principal in Charge - Audit Services

Education

BA, Accounting
Ferris State University

Memberships

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Municipal League
Michigan Local Government Management Association
AICPA Governmental Audit Quality Center
Association of Government Accountants (AGA)
Government Finance Officers Association (GFOA)

Committees

Co-Chair of the MICPA Governmental Accounting and Auditing Task Force
President of the West Michigan Chapter of the AGA

Recent Speaking Engagements

MICPA sponsored governmental auditing conferences
Internal Controls for Local Units of Government
Improving Audit Timelines
Single Audit Update
Preventing Fraud, Waste and Abuse

Joe will serve as the engagement principal with responsibility for planning and technical execution of all of Gabridge & Company's services. Joe will ensure appropriate levels of staffing for your engagement, monitor your satisfaction, and manage regular communication with your executive leadership and Audit Committee. Joe currently serves as the engagement executive or independent review partner on over 75 of our firm's audit clients.

Joe is certified to practice public accounting in Michigan. Joe is also a ***Certified Government Financial Manager*** (CGFM), has earned the ***Advanced Single Audit certification*** from the AICPA, and is a member of the Government Finance Officers Association's (GFOA) Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting Program.

Andrew Wilcoxen, CPA, CGFM
Independent Reviewer

With over eight years of experience specializing in governmental and nonprofit audits, Andrew is a senior auditor with extensive expertise in providing assurance services to local units of government across Michigan. His work spans a wide variety of governmental entities, including townships, counties, cities, villages, and school districts, ensuring clients meet all relevant financial and regulatory standards.

Education

Bachelor of Science in Public Accountancy
Grand Valley State University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Key Qualifications and Experience

- **Over 8 Years of Specialization in Governmental and Nonprofit Audits**: Andrew has dedicated his career to performing audits exclusively for governmental entities and nonprofits, ensuring full compliance with GAAP, GASB, Yellow Book, and federal/state regulations.

- **Comprehensive Audit Involvement**: Andrew plays an active role in all audit phases, from planning and risk assessment to final reporting. His focus on quality and attention to detail ensures accurate, compliant financial reporting for each engagement.

- **Client-Focused Reporting**: He presents financial statements and audit findings to governing boards, helping clients strengthen internal controls and improve financial practices through actionable recommendations.

- **Leadership & Mentorship**: Andrew collaborates with audit teams, guides junior staff, and maintains strong communication with both clients and supervisors, ensuring smooth and effective audit processes.

Matt Holland
Audit Manager

With 12 years of experience in governmental and nonprofit audits, Matt Holland serves as an audit manager at Gabridge & Company, PLC. His comprehensive expertise spans local units of government, nonprofit organizations, and other public entities across Michigan. As a manager, Matt oversees all aspects of assurance engagements, ensuring the highest standards of audit quality, client service, and compliance with regulatory requirements.

Education

Bachelor of Science in Public Accountancy
Calvin College, Grand Rapids, MI

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Key Qualifications and Experience

- **12 Years of Specialization in Governmental and Nonprofit Audits**: Matt has spent his entire career specializing in audits for governmental entities and nonprofits, making him proficient in adhering to GAAP, GASB, Yellow Book, and Uniform Guidance standards.

- **Audit Leadership & Project Management**: As an audit manager, Matt leads audit teams through all stages of the audit, from planning and risk assessment to the execution of testing and final reporting. He ensures audit projects are completed on time, within scope, and meet all quality standards.

- **Client-Centered Focus**: Matt is dedicated to understanding his clients' unique challenges and delivering tailored audit solutions. He presents audit findings and reports to governing boards, offering actionable recommendations to enhance financial controls and operational efficiency.

- **Internal Control & Compliance Expertise**: Matt ensures rigorous testing of internal controls, performs substantive testing, and guarantees that financial statements meet the requirements of federal, state, and local regulations. He also advises on best practices to improve budgeting, forecasting, and financial management.

- **Team Development & Mentorship**: Matt plays an active role in developing junior staff, providing training and mentorship to ensure the firm's high standards are maintained across all audit engagements.

- **Regulatory Filing & Reporting**: He is experienced in preparing and submitting critical governmental financial reports such as APR, Qualifying Statements, F-65, and Pension Reporting Form 5572, ensuring clients remain compliant with regulatory filing requirements.

Lauren Wenneman, CPA, CGFM
Senior Associate

With over eight years of experience specializing in governmental and nonprofit audits, Lauren provides expert assurance services to local units of government across Michigan. As a senior associate, she is instrumental in delivering high-quality, compliant audit engagements that help clients strengthen their financial practices and meet regulatory standards.

Education

Bachelor of Science in Public Accountancy
Michigan State University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Key Qualifications and Experience

- **Over 8 Years of Specialization in Governmental and Nonprofit Audits**: The majority of Lauren's career has been focused on audits for governmental entities and nonprofits, making her highly skilled in navigating the specific accounting standards and compliance requirements for these sectors.

- **Comprehensive Audit Services**: From planning and risk assessment to final reporting, Lauren is involved in every stage of the audit process. Her attention to detail and technical expertise ensure thorough and efficient audit engagements.

- **Internal Control & Compliance Testing Expertise**: Lauren performs rigorous internal control testing and substantive procedures to ensure accurate, compliant financial reporting, while identifying areas for improvement.

- **Client-Focused Reporting**: She presents audit findings and tailored recommendations to governing boards, helping clients strengthen their internal controls and financial management.

- **Leadership & Team Development**: Lauren leads field teams, mentors junior auditors, and ensures that audit engagements are delivered on time and with the highest quality standards.

Other Services

Gabridge & Company, PLC is able to provide consulting services to its clients throughout the year ***at no additional charge***. We feel that it is important to interact with our clients throughout the year, especially with the rapidly changing governmental accounting pronouncements. We find that these proactive discussions will ultimately reduce the upcoming audit workload for both our firm, and more importantly, the staff of the Township. Joe Verlin will be your primary contact throughout the year to ensure continuity.

Our consulting services include (but are not limited to); assistance with BS&A, budgeting, general accounting questions, human resource consulting, financial reporting, internal control, grant compliance, implementation and assistance to the Township with any new accounting principles required by GASB, or as required by State or Federal Law, etc. Our customer service policy allows us to handle our audit clients informal questions and consultations throughout the year without additional billings, unless the scope of the consultation becomes a project in nature. In these cases, our consulting projects will be documented in an engagement letter that will set forth the timing, scope and related fees.

Licensed to Practice in Michigan

Gabridge & Company is a CPA firm actively registered to practice public accounting in the State of Michigan. Also, all assigned CPA's from Gabridge & Company are properly registered and licensed to practice in public accounting in Michigan.

Independence and Conflict of Interest

Gabridge & Company, PLC is independent of the Township as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (2024 revision). Gabridge & Company is also independent of all component units of the Township, as defined by the aforementioned standards. Gabridge & Company has had no professional relationships involving the Township or any of its agencies, component units or primary governments during the past five years that would impair independence. Lastly, Gabridge & Company will give the Township written notice of any professional relationship entered into with the Township, or any of its agencies, component units or primary governments during the period of this agreement.

We warrant that no work included within this proposal will be subcontracted by Gabridge & Company, PLC.

Similar Engagements

Following is a list of similar engagements with other governmental entities in the State of Michigan:

Township of Bowne
Scope of Work – Governmental Financial Audit
Engagement Manager – Joe Verlin, CPA, CGFM
Contact – Karen Hendrick, Township Clerk
Phone – (616) 868.6846

Township of Grattan
Scope of Work – Governmental Financial Audit
Engagement Manager – Joe Verlin, CPA, CGFM
Contact – Michelle Alberts, Township Clerk
Phone – (616) 691.8450

Township of Vevay
Scope of Work – Governmental Financial Audit
Principal in Charge – Joe Verlin
Contact – JoAnne Kean, MiPMC, Township Clerk
Phone – (517) 676.9523

Township of Wilson
Scope of Work – Governmental Financial Audit
Auditor in Charge – Joe Verlin, CPA
Contact – Marilyn Beebe, Township Clerk
Phone – 231.582.1033

Further references are available upon request.

Following is a list of all Michigan governmental and nonprofit clients for which our firm has performed an audit for during the past five years:

Villages
Village of Bear Lake
Village of Benzonia
Village of Beulah
Village of Decatur
Village of Detour
Village of Elk Rapids
Village of Fife Lake
Village of Honor
Village of Kalkaska
Village of Lyons
Village of Morrice
Village of Muir
Village of Pewamo
Village of Sheridan
Village of Thompsonville

Townships
Township of Acme
Township of Allegan
Township of Almira
Township of Arcadia
Township of Bear Lake
Township of Blue Lake
Township of Centerville
Township of Cheshire
Township of Covert
Township of Croton
Township of Detour
Township of Drummond Island
Township of Everett
Township of Fredonia
Township of Garfield
Township of Gilmore
Township of Grattan
Township of Hagar
Township of Hartford
Township of Holton
Township of Hopkins
Township of Howell
Township of LaGrange
Township of Mancelona
Township of Manistee
Township of Otisco
Township of Pentwater
Township of Pleasanton
Township of Salem
Township of Solon
Township of Stronach
Township of Trout Lake
Township of Tuscarora
Township of Tyrone
Township of Vevay
Township of Wayland
Township of Whitefish
Township of Wilson

Nonprofits
Another Way Pregnancy Center
Association of Legal Writing Directors
Big Brother Big Sister
Choices of Manistee County
Community Action of Allegan County
Dispute Resolution Education Resources
Jubilee Jobs
Marshall Area Economic Dev. Alliance
Mi. Center for Clinical Systems Imp.
Senior Services of Van Buren County
Staircase Youth Services
The Ridge Project

Cities
City of Auburn
City of Big Rapids
City of Boyne City
City of Cadillac
City of Cheboygan
City of Fennville
City of Flushing
City of Greenville
City of Laingsburg
City of Marshall
City of New Baltimore
City of New Buffalo
City of Parchment
City of Potterville
City of St. Johns
City of Wayland
City of White Cloud

Counties
Alger County
Allegan County
Calhoun County
Gogebic County
Luce County
Manistee County
Missaukee County
Montcalm County
Oceana County
St. Joseph County

Schools
Bessemer Area Schools
Columbia School District
Manistee Area Public Schools
Marcellus Community Schools
Michigan Center School District
North Adams-Jerome Public Schools
Waldron Area Schools
William C. Abney Academy
Woodland School

Charter Townships
Charter Township of Breitung
Charter Township of Coloma
Charter Township of East Bay
Charter Township of Gun Plain
Charter Township of Marquette
Charter Township of Muskegon
Charter Township of Niles

Libraries
Brandon Township Public Library
Briggs District Library
Cheboygan Area Public Library
Coopersville Area District Library
Eau Claire District Library
Ferndale Area District Library
Galesburg-Charleston District Library
Grant Area District Library
Hartford Library
Lakeland Library Co-op
Manistee County Library
Marshall District Library
Newaygo Area District Library
Otsego District Library
Parchment Community Library
Suburban Library Cooperative
Watervliet District Library

Other
Bear Lake Improvement Board
Calhoun County Cons. Dispatch Authority
Cass County Transit Authority
Central Cass Interlocal Fire Department
City of Potterville TIFA
Dowagiac Local Revenue Sharing Board
Fennville Area Fire Department
Fife Lake Area Utility Authority
Firekeepers Local Revenue Sharing Board
Jordan Valley Emergency Med. Svcs. Auth.
Kent County Conservation District
Lake Leelanau Lake Association
Ludington Mass Transit Authority
Manistee 9-1-1 Authority
Manistee-Blacker Airport
Mason-Oceana 9-1-1
Match-E-Be-Nash-She-Wish Rev. Shg. Board
Miami University Men's Rugby Association
Mid-Michigan Area Cable Comm. Consortium
North Berrien Fire Rescue Board
Oceana County Medical Care Facility
Portland Area Fire Authority
Solon-Centerville Fire Department
Straits Regional Ride
St. Joseph County Transportation Authority
Washtenaw County Conservation District
White Cloud-Sherman Utilities Authority

Continuing Education and External Quality Control Review

Continuing Education

Gabridge & Company, PLC and its professional staff members meet all continuing education and external quality control requirements as stated in the U.S. General Accounting Office's Government Auditing Standards (2024 revision).

External Quality Control Review

Included with this proposal is Gabridge & Company's most recent external quality control review (peer review) for which government engagements were included. The peer review is for the period ended June 30, 2024. Our firm continues to meet the external quality control review requirements by actively monitoring our staff member's continuing education and training (through frequent staff meetings, attending pertinent governmental conferences, and self-study courses focused on governmental accounting and auditing), participating in governmental associations, and internal inspections of audit files by partners not involved with the audit.

Quality Control Procedures

Some examples of our quality control procedures include:

- Draft versions of audit reports are reviewed by an independent review principal who was not involved with the audit.
- Our audit teams are trained prior to their arrival for fieldwork to ensure audit efficiency and that you will not need to "train the auditor".
- An audit manager or the principal in charge of the audit will be on-site at all times during fieldwork to ensure that a properly trained decision-maker will be available throughout fieldwork.
- The principal in charge of each audit reviews the audit report and related letters with the client prior to finalizing.

Specific Audit Approach

Our goal is to provide a thorough and quality audit with as little disruption to our clients as possible. We achieve this by emphasizing planning procedures and having audit team members who specialize in governmental audit. For example, prior to our arrival for fieldwork, we will already have a working set of financial statements loaded into our proprietary software and will have identified the audit areas that we feel need to be emphasized in the field. We will know precisely what we need to look at prior to our arrival – this focused approach minimizes disruption to your staff while we are in the field. Also, our staff is made up of employees who specialize in governmental audit and who are fully dedicated to auditing governmental agencies. In other words, our clients will not need to "train the auditors".

Interim Fieldwork and Audit Planning

During the interim fieldwork and audit planning phase, we gain an understanding of your current year operations, evaluate the reliability of your internal controls, identify any issues that may have audit significance, and complete planning in preparation for final audit fieldwork. Based on the information that we obtain during this phase, we can determine your general areas of audit risk, the extent to which we can rely on your internal controls for our audit testing, and whether any significant audit issues need to be discussed so they can be resolved prior to the start of fieldwork. Some of the areas addressed at this time include documentation of internal controls, preparation of confirmations as necessary, review of minutes, completion of the preliminary analytical procedures review, and tailoring the current year audit work programs.

Final Fieldwork

As we complete our interim fieldwork and engagement planning, you will be provided with a listing of audit schedules required for final fieldwork. Many of the schedules will be similar to what you have prepared for previous audits and may be provided to us in an electronic format. The final fieldwork phase of the audit will generally commence once the books are closed and the appropriate audit schedules have been completed. During this phase, we will perform the appropriate tests of account balances, using sampling, substantive, and analytical review procedures, in order to form an opinion on the financial statements as a whole.

Areas that we will test using substantive procedures include (not intended to be an all-inclusive list):

Cash and cash equivalents – we will inspect bank account reconciliations and prepare bank account confirmations to ensure that the balances agree to the financial statements.

Accounts receivable – we will test certain balances by using a combination of analytical procedures and tracing year end balances to subsequent receipts.

Interfund transactions – we will review the schedule of interfund transfers and balances to ensure that all entries are reconciled and eliminated properly for government-wide presentation.

Capital assets – we will obtain a depreciation lapse schedule and verify key additions by inspecting vouchers, while also testing the adequacy of depreciation expense.

Accounts payable – we will obtain a year end accounts payable aging report and test for accuracy by inspecting certain vouchers. We will also review subsequent expenditures (after year end) searching for possible unrecorded liabilities as of year-end.

Accrued payroll – We will obtain payroll registers for payrolls issued after year end and compare to the schedule of accrued salaries and wages. We will also test the year end balances for payroll taxes by tracing year end liabilities to their payments, while comparing to payroll forms.

Compensated absences – We will obtain a year end value of compensated absences and validate the balance by comparing to the employee handbook and / or union contracts.

Long-term debt – We will obtain a year end schedule of long-term debt and verify the accuracy of the current portion of long-term debt by reviewing amortization schedules. We will also confirm certain balances by inspecting vouchers or sending confirmations to lenders.

Equity – We will ensure that the beginning fund balance and net assets amounts agree to the prior year ending balances.

Property Taxes – We will examine taxable values and the Township's millages to ensure that the tax revenues are properly supported and allocated to the proper funds.

State and Federal Grants – We will compare state and federal grant revenues and substantiate the activity with Treasury reports and grant documents. We will also review federal grant and loan activity verifying consistency between the financial statements and the Schedule of Expenditures of Federal Awards (if applicable).

Type and Extent of Statistical Sampling to be Used in the Engagement

Statistical sampling will be used extensively during field work to assist with our testing procedures. Sample size will be based primarily on the level of risk assigned to a given financial statement assertion, the potential magnitude of misstatement, the potential for non-compliance, and other factors based on our professional judgment. Most often the range of our sample size is between 25 and 40 items. We affirm that adequate tests of transactions will be performed.

Type and Extent of Analytical Procedures to be Used in the Engagement

Analytical procedures also will be used extensively during our planning and final fieldwork stages. We will rely on our analytical procedures to determine what areas may need additional attention based on the size of deviation from our expectations. Analytical procedures will be applied using key ratios compared to budget and historical figures. Areas with large "gaps" between actual and expected amounts will receive additional attention in the field, and the results of the extra attention will be documented and substantiated. Lastly, during field work we will gather sufficient audit documentation, clear all open items, complete our audit programs, and our quality control documents will be completed and reviewed.

Approach to be Taken to Document an Understanding of Internal Controls

As auditors for a significant number of governmental units, we have a good understanding of the significant areas of internal control that need to be tested and documented. We have tailored client questionnaires for each significant transaction class that allow our clients to review and document any changes in procedures in a timely and efficient manner. We then review the questionnaires and utilize them as a base for documenting our related tests and walkthroughs.

Approach to Determining Laws and Regulations that will be Subject to Audit Test Work

We have accumulated an extensive list of the significant laws and regulations that apply to governmental entities. Each year we review that list in relation to new State, Federal, and industry guidelines and make modifications as appropriate. During fieldwork, the list is reviewed with client personnel to ensure compliance with the identified laws and regulations.

We will provide delivery dates during the planning phase of the audit and confirm these dates during our planning meeting with management. Following is our anticipated timetable to complete the audit:

Description	Date(s)
Detailed Audit Plan	December / January
Fieldwork	Early April
Draft Report	May
Final Report	No later than third week of June
Board Presentation	June / July

Identification of Potential Audit Problems

We begin the audit process each year by revisiting any prior year management recommendations and/or suggestions and inquiring of our clients regarding any action taken to remedy those recommendations. In addition, we engage in discussions with our clients regarding any potential areas of concern and if there are any specific procedures they would like us to perform during the audit process.

We will also provide monthly written reports to the Township that communicates progress of the audit. Additionally, any irregularities, illegal acts, or indications of illegal acts will immediately be reported in writing to management. Also, any conditions, transactions, situations or circumstances that need special consideration or that prevent or impede the completion of the audit will be reported to the Township officials.

Non-Discrimination Clause

Gabridge & Company, PLC does not discriminate against any individual for employment with respect to such person's hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age, sex, or disability as defined by law.

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE AUDIT SERVICES AGREEMENT
SELECTION OF AUDITOR FOR FISCAL YEARS 2025–2028

RESOLUTION NO. 2025-67

DATE: OCTOBER 20, 2025

WHEREAS, the Charter Township of Superior has solicited and received proposals from qualified certified public accounting firms to perform independent financial audit services for fiscal years 2025 through 2028; and

WHEREAS, proposals were received from the following firms:

- Gabridge & Company, PLC
- Maner Costerisan
- Andrews Hooper Pavlik PLC (AHP); and

WHEREAS, the Township **Controller/Consultant** has reviewed the submitted proposals and provided information regarding each firm's qualifications, pricing, and relevant experience; and

WHEREAS, the Township Board has reviewed and considered the qualifications, scope of services, and pricing submitted by each of the above firms;

NOW, THEREFORE, BE IT RESOLVED by the Charter Township of Superior Board that:

A comparative summary of the submitted proposals is provided below for the record:

Audit Firm Comparison Table

Firm Name	2025	2026	2027	2028	Qualifications / Notes
Gabridge & Company, PLC	$36,900	$38,000	$39,000	$40,000	Strong governmental experience; cost-effective pricing
Maner Costerisan	$34,500	$36,300	$38,200	$40,200	Reputable firm with broad public sector experience
Andrews Hooper Pavlik PLC	$29,500	$30,500	$31,500	$32,500	Regional experience; solid municipal audit record

Detailed proposals from each firm are attached hereto and made part of the official meeting record.

Based on the review and discussion, the Township Board hereby selects the following firm to provide independent professional audit services for fiscal years 2025 through 2028:

SELECTED FIRM:

The Township Supervisor and Township Clerk are hereby authorized and directed to execute a professional services agreement with the firm selected by the Township Board above, consistent with the terms and pricing contained in their submitted proposal.

BE IT FURTHER RESOLVED, that the Township Board reserves the right to authorize reasonable adjustments to the agreement, if necessary, to accommodate minor modifications in scope or timing, provided such changes do not materially alter the total cost or the nature of the services to be provided.



Professional Auditing Services

Fiscal Years Ending December 31, 2025, 2026, 2027, and 2028

Prepared for:

SUPERIOR TOWNSHIP
Chartered in 1976

340 North Prospect
Superior Township, MI 48198

September 15, 2025
Effective for 60 days

Maner Costerisan

2425 E. Grand River Avenue, Suite 1
Lansing, Michigan 48912

Jordan E. Smith, CPA
Principal
(517) 999-5803
jsmith@manercpa.com

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Maner Costerisan

2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912
517.323.7500
517.323.6346

TO

Angela Robinson, Township Clerk
arobinson@superior-twp.org
Charter Township of Superior

FROM

Jordan E. Smith, CPA
jsmith@manercpa.com
Maner Costerisan

September 15, 2025

Dear Angela,

We are very excited about the opportunity to provide you with a proposal for professional auditing services for the Charter Township of Superior (the Township) for the fiscal years ending December 31, 2025, 2026, 2027, and 2028. Our services will include a financial audit of the Township's financial statements and other requested services. Our firm will provide timely audit services and a "big picture" report to the members of the Township Board reviewing operations, audit conclusions, and recommendations.

We understand the audit will be performed in accordance with generally accepted auditing standards (GAAS) as contained in the Statement on Auditing Standards of AICPA and to the extent applicable, *Government Auditing Standards* and the Uniform Guidance. We will plan our audit assuming the Township's financial statements will be prepared in accordance with U.S. generally accepted accounting principles. We will meet the time frames outlined in the request for proposal, assuming the Township provides the required trial balances and schedules by the necessary dates.

Why We Believe We Are the Best Qualified

- The engagement principal assigned to your audit has more than 19 years of experience in governmental auditing and accounting, including extensive experience with GASB 34 financial statements.
- Maner Costerisan's experience includes auditing more than 300 governmental entities including cities, villages, counties, townships, school districts, libraries, health departments, road commissions, transits, other local authorities and agencies, and various departments of the State of Michigan.
- Our firm is a member of the Governmental Audit Quality Center (GAQC), established by the American Institute of CPA's (AICPA).

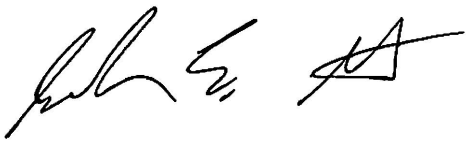
- The independent review principal assigned to your audit has over 30 years of experience in governmental auditing and accounting, including extensive experience with GASB 34 financial statements.

We understand the importance of conducting an engagement in a manner that will cause the least disruption to your office. All of our efforts are directed toward achieving the completion of these projects with the highest degree of quality. We have included our most recent peer review report. We again received a "pass" report.

The accompanying proposal is a firm and irrevocable offer for the financial statement audits of the fiscal years ending December 31, 2025 through 2028 for the Township. This proposal is effective for 60 days. We pride ourselves on completing our audits in a timely fashion and will perform the audit of the Township's financial statements within applicable deadlines. Our proposal is a written expression of our plan of services and qualifications, but it cannot completely convey the enthusiasm with which Maner Costerisan approaches this opportunity.

I look forward to hearing from you.

Sincerely,



Jordan E. Smith, CPA

Overview of Firm

Over 115 years in business. That means Maner Costerisan has more than a century of experience in looking toward the future. We've learned a lot over the last 100-plus years, growing from a small, local firm serving mid-Michigan in the early 1900s to one of Accounting Today's Top Regional Firms (2021-2025).

Our growth and success are directly connected to strong relationships with our clients. We listen to their problems and help solve them. We may work with numbers and figures, but it's people and relationships that drive us. Our mission is to enable others to reach their potential.

We begin every business relationship by immersing ourselves in your goals, obstacles, and opportunities. We understand where you are today and learn where you want to go tomorrow. This insight empowers us to develop creative, flexible, cost-effective solutions to get you there. Not some vague, one-size-fits-all plan, but a comprehensive, step-by-step blueprint for success. Designed to keep you compliant and turn today's potential into tomorrow's achievements.

Every day, this is how we prove "client first" is both our promise and our passion:

- Proactively using our industry experience and knowledge to stay on top of your ever-changing requirements and the latest legislative changes impacting your industry.
- We're a trusted advisor and sounding board, delivering strategic solutions and hands-on guidance to help put you ahead of obstacles and the competition.
- Ensuring every client works exclusively with senior-level professionals, experienced in your industry - giving you direct access to our partners and managers every step of the way.
- Listening to your needs and challenges. Developing actionable solutions to help you get where you want to be.







Overview of Firm (cont.)

With Great Power Comes Great Scrutiny - Today, more is expected from government entities, so no one is more dedicated to offering smarter, cost-effective solutions than the experts at Maner Costerisan. We're deeply connected with the Michigan government and have hands-on experience working at every level. This experience empowers us to offer proactive solutions, going beyond just compliance maintenance. Our team knows how to help you get the most of tight budgets and manage talent shortages while staying on top of the shifting laws, rules, and regulations. Whether as a long-term partner or short-term resource, we're here to step in and help make any department stronger, so you can give your best to working for the public good.

Expertise in Action:







Over 1.2 billion dollars audited in federal expenditures



What Makes Maner Different?

Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in the areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

We perform these highly complex and regulatory-heavy audits. We are also certified to provide peer reviews of other CPA firms, reviewing their quality control systems to ensure they perform audits at the highest standards.



Other CPA firms seek our experienced professionals to review and grade their performance.

Client service remains at the heart of everything we do at Maner Costerisan. In June 2024, we received our fifth consecutive "Best of Accounting" Client Satisfaction Award from Clearly Rated.

Overview of Firm (cont.)

Maner Costerisan was founded in the early 1900s. Since that time, we have grown into the largest local accounting firm in mid-Michigan, and we are recognized as a leader in conducting traditional and non-traditional services in the region. Maner Costerisan's main office is located at 2425 E. Grand River Avenue, Suite 1, Lansing, Michigan 48912. The immediate access to our experts and engagement team results in increased efficiencies and faster completion times for our engagements. In addition, our affiliation with BDO Alliance USA provides us easy access to additional professional and technical resources.

The firm consists of approximately 205 individuals, including 31 shareholders (principals), and more than 50 professionals providing audit services to governmental entities. Most staff join our firm immediately after college through a very selective recruitment program. Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

The audit of the Township's financial statements will be performed by full time professionals from our Grand Rapids and Lansing offices.

Our firm participates in the AICPA Peer Review Program of the National Peer Review Committee (NPRC). We have received a "pass" peer review during every review since the inception of the program, including the most recent review in July 2023. We have received approval as a registered firm under the Public Company Accounting Oversight Board (PCAOB) and are a charter member of the AICPA Government Audit Quality Center. Our most recent peer review letter, as listed in the table of contents, is included. Our most recent peer review included a review of specific governmental engagements.

We have specific governmental experience and have served as the audit firm for local governments for more than 30 years. The importance of the institutional knowledge we have gained over the years cannot be overemphasized. We have a long history of working with organizations like yours and believe we are the best firm to service your needs. Our clients have come to expect diversity of services and personal attention, our strength stems from a highly professional and dynamic staff. In 2024, governmental engagements accounted for more than 25% of the firm's revenue.

Overview of Firm (cont.)

Our clients have shown us that they want the resources of a large accounting organization yet prefer to maintain the close, personal interaction only possible with an independent CPA firm. To expand our services, Maner Costerisan participates in BDO Alliance USA. We are an independent member of the BDO Alliance USA, a nationwide association of independently-owned local and regional accounting, consulting, and service firms with similar client service goals. By supplementing our services, the BDO Alliance USA allows us to:

- Enhance our client services and broaden our capabilities overall
- Expand our domestic and international coverage
- Gain greater technical knowledge in specialty areas
- Utilize professionals with experience in a wide range of industries
- Access the most up-to-date technical information
- Participate in the latest training programs
- Provide our clients with key contacts and sophisticated professionals throughout the U.S.

The BDO Alliance USA brings us the necessary tools to help us better serve our clients with greater flexibility, efficiency, and cost-effectiveness.

The BDO Alliance USA is a subsidiary of BDO USA, LLP, a Delaware limited liability partnership. For more than 100 years, BDO has provided quality service through the active involvement of experienced and committed professionals. The firm serves clients through more than 65 offices and over 750 independent alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multi-national clients through a global network of more than 91,000 people working out of more than 1,600 offices across 167 countries.

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Members of BDO Alliance USA must undergo a rigorous screening process and are evaluated on professional standards - including a periodic peer review under the auspices of the American Institute of Certified Public Accountants. Maner Costerisan's participation in the Alliance is further assurance that our firm can provide the level of service and resources required to serve effectively and efficiently. We will help you develop solutions that work.

AN INDEPENDENT MEMBER OF BDO ALLIANCE USA

Overview of Firm (cont.)

Single Audits

The "Single Audit" is required to be performed for governmental units that expend $1,000,000 or more in federal financial assistance in a fiscal year (this was first applicable for all fiscal years beginning on or after October 1, 2024). This type of audit covers compliance with grant regulations and contract provisions, along with financial areas.

We have attained extensive experience with governmental units related to grant funded programs, either by performing Single Audits or providing monitoring and technical assistance services. We have performed Single Audits for numerous governmental units and nonprofit organizations, and currently perform more than 150 Single Audits annually. All team members assigned to the Township's engagement have experience auditing federal programs. This experience would prove beneficial to the Township in assisting in applying for and auditing of grants.

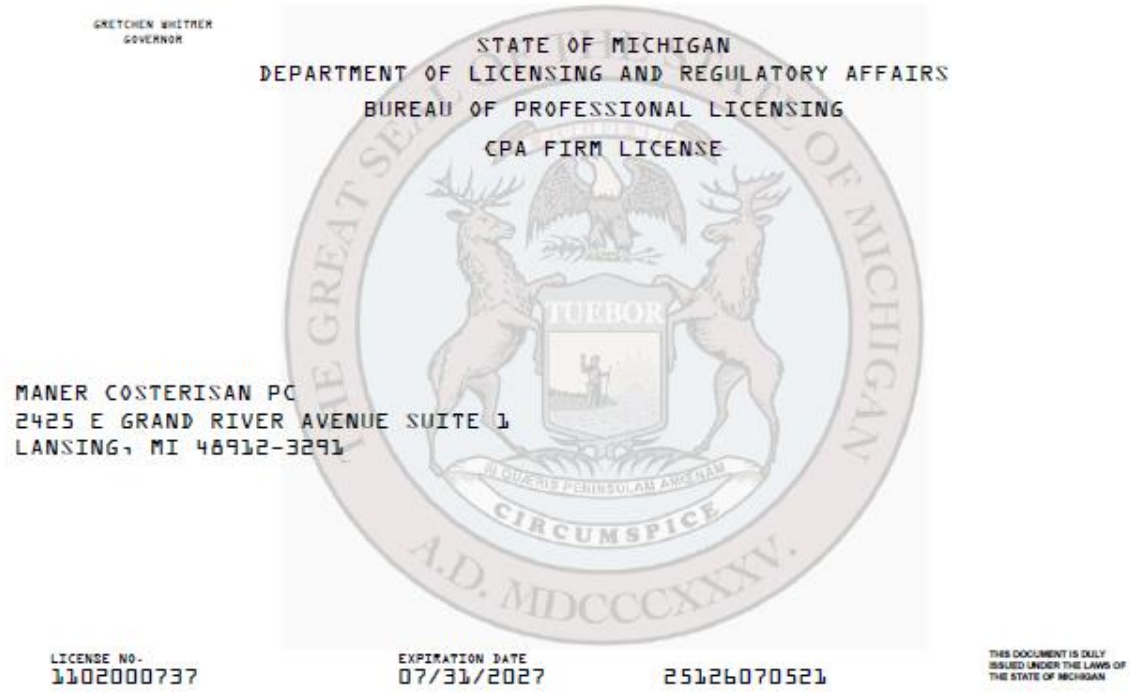
Desk or Field Reviews

Single Audits that have been subjected to desk reviews by Federal and State agencies have always received acceptable results on these reviews. We have also received acceptable results on all Federal or State field reviews on our Single Audits. No disciplinary action has been taken or is pending against our firm during the past three years with state regulatory bodies or professional organizations. Our governmental principals have extensive experience with the Single Audit, which assures that audit coverage and reporting requirements are met.

Mandatory Affirmations

License to Practice in Michigan

Maner Costerisan is properly licensed in the State of Michigan.


GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
CPA FIRM LICENSE

MANER COSTERISAN PC
2425 E GRAND RIVER AVENUE SUITE 1
LANSING, MI 48912-3291

LICENSE NO.
1102000737

EXPIRATION DATE
07/31/2027

2512607052l

THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN

Independence

Maner Costerisan is independent with regard to the Charter Township of Superior. We meet all the independence requirements of Generally Accepted Auditing Standards and *Government Auditing Standards* in relation to the Township.

We affirm that we will follow the AICPA Interpretations of 501-3.

CPE Attestation and No Substandard Work History

None of the personnel listed below has a record of substandard work and all personnel who work on governmental audits have obtained the requisite continuing professional education (CPE) to participate in audits performed in accordance with *Government Auditing Standards*.

Mandatory Affirmations (cont.)

Non-outsourcing Commitment

Maner Costerisan has a history of providing audit services to our governmental clientele from our own high-quality personnel. We are committed to and have no intention of outsourcing the audit services of the Township. In the unlikely event that the outsourcing of audit services being provided to the Township is considered at some point in the future, we will obtain written approval from the Township prior to outsourcing any of those services.

Peer Review Report

Our firm participates in the AICPA Peer Review Program of the National Peer Review Committee (NPRC). We have received a "pass" peer review during every review since the inception of the program, including the most recent review in July 2023. We have received approval as a registered firm under the Public Company Accounting Oversight Board (PCAOB) and are a charter member of the AICPA Government Audit Quality Center. Our most recent peer review letter, as listed in the table of contents, is included. Our most recent peer review included a review of specific governmental engagements.

Summary of Qualifications

Your Audit Team

Choosing the right professionals to serve you is a critical element of success. In selecting your service team, we reviewed carefully our understanding of your needs, as well as your plans, and identified the people whose credentials are ideal for you. The individuals we have selected, have a demonstrated track record with governmental clients, strong technical backgrounds, and outstanding leadership and communication skills.

Client service and satisfaction are among our prime considerations. One of the most important services we provide our clients is monitoring their needs on a continual basis. This begins at the staff level and progresses all the way to the shareholder-in-charge of your account. We believe it is important that our clients have several resources to help them rather than just one. We have found this type of teamwork facilitates the identification of issues in advance and enables us to plan for them accordingly.

We currently have approximately 210 full-time staff members. The audit department accounted for 40% of the firm's revenue in 2024. The key professionals you will work with are indicated in the chart below.

	Member(*)	Relevant Experience	Position
Jordan E. Smith, CPA	1, 2, 3	19 years	Engagement Principal
Aaron M. Stevens, CPA, CGFM	1, 2, 3	32 years	Independent Review Principal
Kevin Jang, CPA	3	4 years	Senior Associate

(*) 1) Member of Michigan GFOA 2) American Institute of CPAs 3) Michigan Association of CPAs

The audit team assigned to your engagement has significant experience in governmental accounting and auditing and provides services to governmental units year-round. Our firm and all of our personnel are committed to providing the highest quality of service. We have not had any complaints leveled against the firm or the individuals listed in this proposal by the AICPA, the State Board of Accountancy, or any other regulatory authority. In addition, upon being selected, an appropriate number of staff would be assigned once detailed schedules of dates have been determined. It is in the best interest of the Township as well as Maner Costerisan to maintain continuity of staff on every engagement from year to year and we make every effort to make that possible.

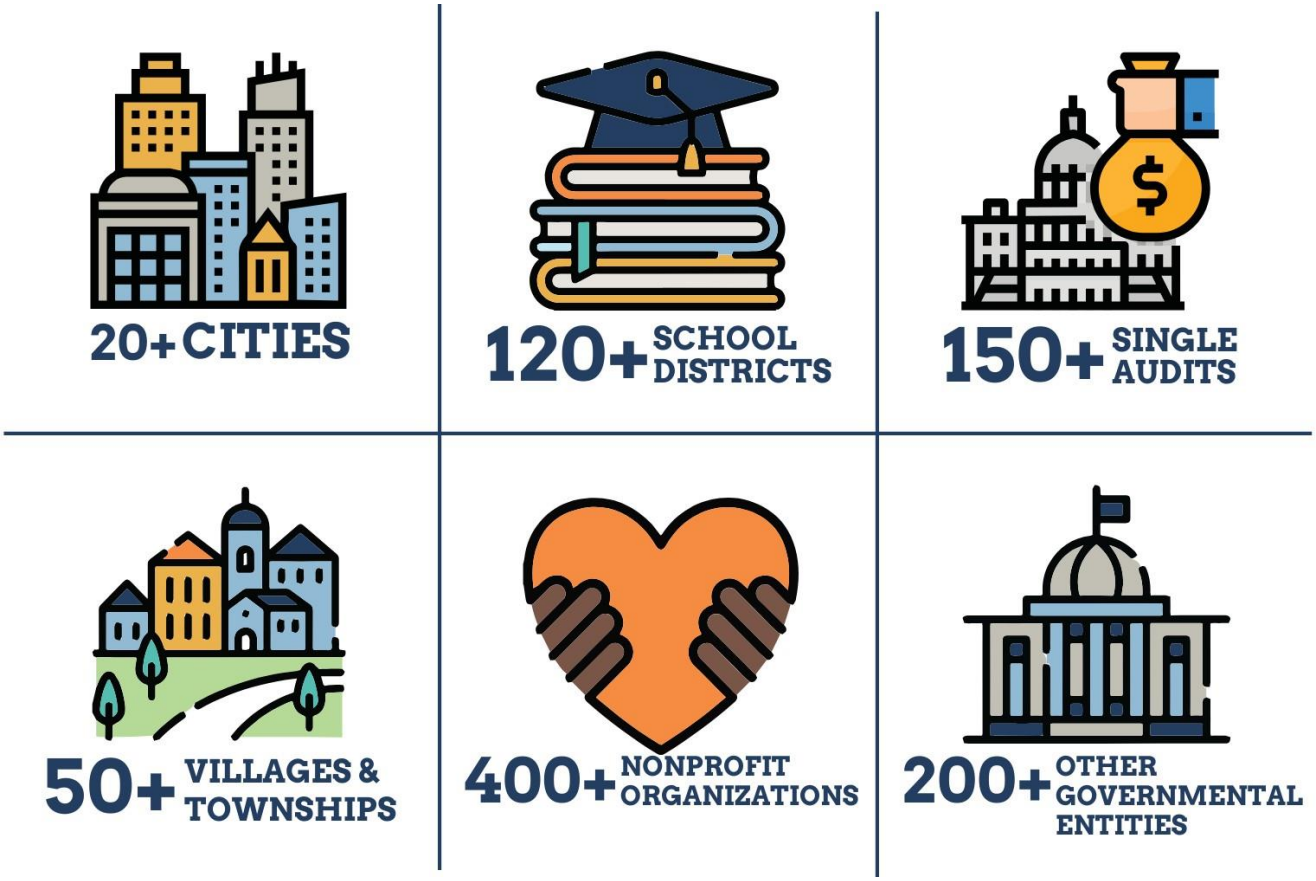
Summary of Qualifications (cont.)

Your Audit Team (continued)

All audit team members obtain continuing professional education through the AICPA and MICPA as required, including the area of governmental accounting and auditing. In addition, we demonstrate our commitment to the governmental industry by participating in the following associations and organizations:

- American Institute of Certified Public Accountants
- Government Finance Officers Association
- Michigan Association of Certified Public Accountants
- Michigan Government Finance Officers Association
- Michigan Municipal Executives
- Michigan Municipal Treasurers Association
- Michigan Townships Association
- Michigan Committee on Governmental Accounting and Auditing
- Michigan Association of Counties
- Michigan School Business Officials
- Michigan Public Transit Association
- Michigan Association of Transportation Systems
- County Road Association of Michigan

Similar Engagements with Other Public Sector Entities



A list of governmental clients we are currently serving, have served, or have recently been appointed to serve can be provided upon request.

Summary of Qualifications (cont.)

Additional information about the team dedicated to supporting the Township is as follows:



Jordan Smith, CPA
Principal
Audit

About Jordan

Jordan joined Maner Costerisan in January 2019 as part of the firm's merger with Stevens, Kirinovic & Tucker P.C. (SKT), Jordan was promoted to Principal in January 2023 and has nearly 19 years of government auditing experience. Jordan helps governments discover innovative solutions to budgetary constraints and internal controls while remaining in compliance with state and federal requirements.

An active member of Maner's government committee, Jordan enjoys working with government clients throughout the state, helping them find innovative solutions to their challenges. His inspiration for entering the accounting industry was his father, also a CPA.

"My parents helped instill a work ethic of working with others to foster success. I enjoy talking with clients and figuring out innovative solutions to every problem. The key to success is being honest, ethical, and hard-working."

Certifications:

- Certified Public Accountant (CPA)
- CIMA Advance Single Audit

Memberships:

- American Institute of Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Government Finance Officers Association (GFOA)
- Michigan Governmental Finance Officers Association (MGFOA)

Summary of Qualifications (cont.)



Aaron Stevens, CPA, CGFM
Principal, Director
Audit

About Aaron

Aaron brings more than 30 years of experience specializing in government and nonprofit auditing and consulting to Maner Costerisan. A member of the firm's Board of Directors, Aaron helps lead Maner's Government team and is a partner in the Audit department. Since joining Maner through a merger with Stevens, Kirinovic & Tucker P.C. (SKT) in early 2019, he's helped spearhead tremendous growth throughout the government division, always looking for innovative solutions to help municipalities and government entities achieve their goals.

Aaron actively takes charge of keeping the entire government team well-informed about the constantly evolving requirements for government entities of various scales..

"Growing up, I was considered a leader due to the hard work and dedication I put into activities. Hard work set up a good foundation of what has driven my success.

When I joined the parenthood rank, it emphasized never knowing what tomorrow can bring and always being 100% prepared for the next day. Making the most out of every day and accomplishing the task at hand changed the way I work every day and drove my success."

Certifications:

- Certified Public Accountant (CPA)
- Certified Government Financial Mana (CGFM)
- AICPA Fundamentals of ESG Certificate
- AICPA Not-for-Profit Certificate I
- AICPA Not-for-Profit Certificate II

Memberships:

- American Institute of Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Michigan Governmental Finance Officers Association

Summary of Qualifications (cont.)



Kevin Jang, CPA
Senior Associate
Audit

About Kevin

Kevin began his career at Maner Costerisan in 2021 and is a senior associate in the Audit Department. He is responsible for auditing governmental entities and conducting agreed-upon procedures for the Michigan Supreme Court. Originally from Seoul, South Korea, Kevin has been living in the United States for over ten years. He holds bachelor's and master's degrees in accounting from Calvin University and a master's degree in business analytics from Saint Peter's University. Additionally, he is a member of the Michigan Association of Certified Public Accountants.

"Experiences in South Korea and the United States have provided me with diverse insights. I enjoy engaging in conversations with clients and assisting them in overcoming challenges. I always keep in mind the importance of treating people the way I want to be treated."

Certifications:

- Certified Public Accountant (CPA)

Memberships:

- Michigan Institute of Certified Public Accountants (MICPA)

References

Our firm has considerable recent governmental accounting and auditing experience and currently serves more than 300 governmental entities. Below are several engagements performed in the last five years that are similar to the Township's engagement:

Governmental Entity:	**DeWitt Charter Township, Clinton County**
Scope:	Financial Audit, Alternative Compliance Examination
Most Recently Completed:	December 31, 2024
Principal Contact:	Sandy Stump, Treasurer
Email Address:	sstump@dewitttwp.com
Phone Number:	(517) 668-0270

Governmental Entity:	**Charter Township of Lansing, Ingham County**
Scope:	Financial Audit, Alternative Compliance Examination
Most Recently Completed:	December 31, 2024
Principal Contact:	Maggie Sanders, Supervisor
Email Address:	msanders@lansingtownship.org
Phone Number:	(517) 485-2272

Governmental Entity:	**Delta Charter Township, Eaton County**
Scope:	Financial Audit, *Government Auditing Standards,* Uniform Guidance
Most Recently Completed:	December 31, 2024
Principal Contact:	Brian Reed, Township Manager
Email Address:	breed@deltami.gov
Phone Number:	(517) 323-8590

Governmental Entity:	**Emmett Charter Township, Calhoun County**
Scope:	Financial Audit, Alternative Compliance Examination
Most Recently Completed:	March 31, 2025
Principal Contact:	Tyler Sobeski, Treasurer
Email Address:	tsobeski@emmett.org
Phone Number:	(269) 968-9303 x2

Governmental Entity:	**Bruce Township, Macomb County**
Scope:	Financial Audit, *Government Auditing Standards*
Most Recently Completed:	March 31, 2024 (March 31, 2025 in progress)
Principal Contact:	Susan Kraft, Clerk
Email Address:	skraft@brucetwp.org
Phone Number:	(586) 752-4585 x116

Work Plan and Timeline

We pride ourselves on understanding our clients and their unique needs. Based on this firm-wide standard, we dive into the audit process by assessing your organization's needs and risks. After digging into the details and getting a better sense of your firm's goals, challenges, and situation, we'll design a tailored audit approach that best fits your circumstances.



Less Stress. More Impact.

While standardizing efficiency can be a profitable strategy, rigid uniformity for its own sake reduces efficiency and creativity. That's why we've adopted a forward-thinking approach that encourages flexibility based on your needs. We're realistic and want to make this process - which can be challenging and overwhelming - as simple as possible for you. Our team constantly brings forward new ideas to make the process easier for our clients while staying true to our professional standards and ethical commitments.

An audit can sometimes feel like one more thing to manage on your already full plate. We schedule our work to minimize the impact on your staff while maximizing the effectiveness of our engagement team and process. Timing can be everything - so we collaborate with you to ensure we're partnering in a way that works for your key stakeholders - on the way to making the audit process less of a headache.

What to Expect

Effective communication, technology, and creative analytical tools are fundamental to our audit process. In addition, we lean into the following key components to ensure our audit process produces an accurate, efficient, and effective audit that follows professional standards. It also provides helpful insight to ensure your plan is doing its best for its participants.

Work Plan and Timeline (cont.)

Key Components of the Audit Process



PLANNING

- While investing in this step takes time, it leads to a more effective and efficient audit.
- In this stage we develop an understanding of your plan and how it operates.



SCHEDULING

- We'll introduce our team ASAP and begin staffing and scheduling your audit, keeping in mind consistency of staff and increased efficiency in long-term engagements.



FIELD WORK & WRAP UP

- We schedule our fieldwork well in advance with predetermined objectives and requested items.



PROGRESS MEETINGS

- We'll set up regular meetings with stakeholders to discuss our status and any open items or challenges we face in completing the audit - so nothing is a surprise.



TECHNOLOGY

- We utilize technology to optimize the audit process.
- By leveraging paperless documentation, client portals, and software, we work to streamline and create efficiencies throughout the process.



STAKEHOLDER EXPECTATIONS

- We aim to be the ultimate professionals, respecting your team's time and busy workload.
- We'll work together to help document your systems, prep confirmations, and gather source documents as efficiently as possible.



DEADLINES

- Meeting deadlines is a top priority.
- Absent events beyond our control, be assured we'll meet all deadlines we've collectively established in the Planning stage.



QUALITY CONTROL

- We have an extensive review process to ensure the highest standards are met. A firm principal reviews all services before they're considered "complete."
- It's our policy to lock audit work papers within 45 days of the report date, allowing time to resolve any issues and still meet professional standards.

Work Plan and Timeline (cont.)

Engagement Segmentation

The cost is based on the amount of time it takes to perform the following services for the Charter Township of Superior. We propose the following segmentation of the engagement for the year ending December 31, 2025:

	Fieldwork	Review & Reporting	Total Hours
Jordan E. Smith, CPA Engagement Principal	16	16	32
Aaron M. Stevens, CPA, CGFM Independent Review Principal	-	4	4
Kevin Jang, CPA Senior Associate	45	20	65
To be determined Associates	90	-	90
Administrative personnel	-	4	4
	151	44	195

Our charges for audit or management services are based on the level of team member necessary to perform the services. The fees quoted below are not-to-exceed fees to provide audit services to the Township, based on anticipated levels of client assistance and expertise, and have been discounted from our standard hourly rates. Should any of these levels of assistance or expertise change significantly during the period of our engagement, we will need to discuss this situation with Township personnel to determine a plan of action for the remainder of the agreement. If circumstances are encountered (i.e., unrecorded accruals, unbalanced records, significant audit journal entries, inadequate staff assistance, etc.), that cause us to spend additional time that was not planned we will discuss the situation with you prior to performing any additional services.

Use of a Specialist

The use of a specialist on the audit team is not anticipated to be necessary. However, we will rely on the work of the actuary as a specialist in preparing the actuarial valuation for the defined benefit pension plan.

Audit Schedule and Deliverables

Below is an anticipated timeline for the project based on our experience and the Township's requests. As always, we'll work with you to create a timeline that works best for your team.

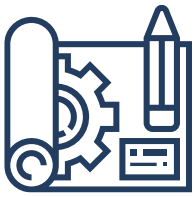
Audit For Calendar Year December 31, 2025	
Planning and Fieldwork • Discuss current year audit with management. Assess risk, write/tailor audit programs, test controls, document understanding of transaction cycles, perform SAS 99 procedures, perform preliminary analytical review, prepare confirmations, review minutes, review permanent file information, prepare list of audit schedules to be prepared by client personnel, complete planning. • Formal planning meeting with client. • Consider changes needed due to recent technical pronouncements and management's desire. • Document understanding of internal compliance processes and perform system walkthroughs. • Perform audit testwork including analytical procedures, compliance testing and other substantive procedures. • Meet with management to discuss adjustments and management letter comments. • Conduct exit conference with client. • Review draft financial statements and finalize changes with client.	February/March 2026
Issue Deliverables (draft for finalization) • Audit report for Township and Single Audit, if applicable • Management advisor letters • Audit committee correspondence	May 2026
Presentation to Township Board, if requested	May/June 2026

Overview & Engagement Scope

Based on the RFP, we understand your needs consist of the following components for the 2025 fiscal year and the future:

- Financial statement audit in accordance with generally accepted auditing standards and *Government Auditing Standards*.
- Single Audit subject to Uniform Guidance, if applicable.

Additional Service Capabilities



Maner Costerisan's dedicated Government team delivers an unprecedented level of support where you need it most. You'll get guidance from partner-level staff, along with hands-on help proven to lower costs and elevate performance. When every dollar matters, trust Maner to get the job done.

Outsourced Accounting Solutions

From day-to-day accounting support to filling a CFO role, we can supplement your dedicated accounting staff with a team of experts. It's the proven way to lower costs and minimize disruptions to daily operations - all while staying compliant and implementing data-driven financial strategies that can secure a bright future for your municipality.

Technology

When every recourse is precious, the right technology makes all the difference. Our experts can help you customize, implement, and maintain technology that streamlines your accounting, improves communication across departments and delivers actionable financial analytics for better decision-making - all while upholding the highest level of security.

Defined Benefit & Contribution Plans

Managing and growing a large asset pool like a government entity's retirement plan is a huge responsibility. Which is why we bring decades of skill and experience to the job - considering countless factors from investment volatility to your fiduciary obligations. Working with our team helps reduce your liability and potentially lowers costs and fees, while giving your employees more choices and control.

Audit & Assurance

When you work for the public, financial transparency and accuracy are essential. We'll complete an independent review of financial statements and provide a detailed report that confirms the reliability of your data - protecting you and the trust of the people you serve.

Wealth Management

While you're working long hours to support your clients and community, we help make sure your money is working for you. Our wealth management experts customize investments around where you are today and where you want to be tomorrow. With our sound, proven investment strategy, you can be confident your money is building toward your personal goals and the retirement of your dreams.

Compensation

The cost of the audit is based on the amount of time it takes to perform the audit of the Township. Our charges for audit or management services are based on the level of team member necessary to perform the services. The standard hourly governmental billings rates for 2025 are as follows:

Principal	$	300 - 420
Senior Manager		235 - 290
Manager		195 - 230
Senior Associate		165 - 195
Associate		125 - 165
Technology		150 - 250
Administrative		120 - 150

These billing rates would also apply to any management services assistance or other services the Township may request that are not covered by the scope of the audit.

The fees quoted below assume the Township's records are in reasonable condition and are based on anticipated levels of client assistance and expertise. Should any of these levels of assistance or expertise change significantly during the period of our engagement, we will need to discuss this situation with the Township to determine a plan of action for the remainder of the agreement. If circumstances are encountered (i.e., unrecorded accruals, unbalanced records, significant audit journal entries, inadequate staff assistance, etc.), that cause us to spend additional time that was not planned we will discuss the situation with you prior to performing any additional services.

The all-inclusive, not-to-exceed fee for audit services will be as follows:

Year Ending December 31,		Financial Audit
2025	$	34,500
2026		36,300
2027		38,200
2028		40,200

The fees quoted assume that the Township will not be required to have a Single Audit. If a Single Audit is required in any given year, there will be a charge of $5,500 per eligible use categories per major federal program.

If additional procedures are necessary to assist with implementation or continuation accounting standards (such as GASB Statement Nos. 68, 74, 75, 84, 87, 96, or 101 or any other accounting standard impacting the financial statements of the Township), such assistance is considered outside the scope of the audit and our fees will be based on the services rendered at our standard hourly rates.

Compensation (cont.)

In any year that the Township would like us to prepare the State of Michigan, Form F-65, Form 5572, or Qualifying Statement, our fees will be based on the services rendered at our standard hourly rates.

Because we are extremely interested in serving the Township and the fact that our team members have a great deal of experience working with governmental units, we are proposing a significant discount to our cost estimate. The price schedule detailed above is a firm price assuming the Township records are as anticipated, and we are provided reasonable Township staff assistance. If our team members spend more hours than the projected hours detailed above that are not due to certain circumstances (i.e., unbalanced record, improperly recorded activities, the state of the records being significantly different than what was stated in the proposal process, inadequate staff assistance, etc.) then we will not bill for any amounts over the cost estimate. During each year of the audit, we will spend approximately 20% more in costs than what is projected above, however, we will not bill you for that additional time unless it exceeds the 20% amount which would be caused by circumstances such as those items listed above that would be discussed with the Township prior to incurring any additional time.

Our proposal is to provide the Township with auditing services (attest services), rather than accounting services (non-attest services). The cost schedule detailed above assumes that extensive journal entries to adjust the accounting records (i.e., bookkeeping) will not be required as part of the audit process. If a significant number of journal entries are required in order for the financial statements to be fairly presented, we propose a per entry fee of $200. Creation of required schedules will be the responsibility of the Township but if the Township needs assistance to prepare any of the necessary supporting schedules, we will assist in this and we will perform these services at the above stated rates.

The fees quoted for years subsequent to 2025 may be subjected to renegotiation if significant changes in professional standards, reporting requirements, or Township staffing make our initial estimate of hours to complete the audit unrealistic. If any such significant changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges. While we do not expect that there will be additional billings in any audit year, because of the discounted fee that is being proposed, it is important that the Township adhere to the agreed-upon audit schedule - allowing us to conduct the audit as efficiently as possible.

Peer Review Report

RPB CPAs
A century of new ideas

Report on the Firm's System of Quality Control

July 31, 2023

To the Principals of Maner Costerisan PC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maner Costerisan PC (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maner Costerisan PC in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Maner Costerisan PC has received a peer review rating of *pass*.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP
1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800
www.rpb.biz

Certificate of Liability Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/06/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861	**CONTACT NAME:** Certs@PCIAonline.com **PHONE (A/C, No, Ext):** (800) 969-4041 **FAX (A/C, No):** (800) 969-4081 **E-MAIL ADDRESS:** Certs@PCIAonline.com
INSURED Maner, Costerisan & Ellis, P.C 2425 E Grand River Ave Suite 1 Lansing MI 48912-3291	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A:** Travelers **INSURER B:** Travelers Property & Casualty Co of America — 25674 **INSURER C:** The Standard Fire Insurance Co — 19070 **INSURER D:** Hanover **INSURER E:** Markel American Insurance Co **INSURER F:**

COVERAGES **CERTIFICATE NUMBER:** 25-26 All **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BIP5X2140392442	01/01/2025	01/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BIP5X2140392442	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION $ 5,000			CUP5X2162662542	01/01/2025	01/01/2026	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB5X2166232542	01/01/2025	01/01/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
D	Professional Liability			LHN J929682 00	01/01/2025	01/01/2026	Per Claim Ann Aggregate	$ 5,000,000 $ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurer E; Markel American Insurance Co; Professional Liability Policy #MPAX100043-01; Effective Date: 01/01/2025; Expiry Date: 01/01/2026; Per Claim: $5,000,000; Ann Aggregate: $5,000,000.

CERTIFICATE HOLDER	CANCELLATION
For Informational Purposes Only	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** **AUTHORIZED REPRESENTATIVE** Michael Cosgrove

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ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**



A *VIEW* of Success

A Proposal to Provide Professional Services Prepared for

Superior Township

Submitted by

Greg Soule, CPA, CFE - Partner

Delivered on

September 15, 2025

Prepared by

AHP

43252 Woodward Avenue, Suite 150 | Bloomfield Hills, MI 48302
248.340.6050 | www.ahpplc.com

September 15, 2025

Angela Robinson
Charter Township of Superior
340 North Prospect
Superior Township, Michigan 48198

Choosing an audit team is an important decision for you and the Charter Township of Superior, but it doesn't need to be a complicated one. The team you select should have the ability to add *value* and advise your organization as you grow and your needs change. It should have *integrity* and an *efficient* and collaborative work ethic that shows a commitment to the Charter Township of Superior's success based on a *wealth* of experience in the local government industry. You need a team who can identify and respond to your specific needs, keeping you in their *VIEW* at all times. We are that team!

Based on our review of your previous reports, RFP, and our knowledge of the industry, we have made the following observations:

- **Scope of Work** – We understand that management is requesting an audit of the financial statements for the Charter Township of Superior and assistance preparing the financial statements.
- **Need for a Firm Committed to Municipalities** – AHP currently serves many governmental organizations. Please call our references.
- **Need for Timely Service** – AHP is committed to audit reports delivered on your timeline. We ensure this through our technology, including workflow and collaboration tools listed within this proposal, and having management onsite during fieldwork.
- **Need for an Experienced Team** – All of the executives and management assigned to your services have municipal experience. We have also ensured your team includes expertise in information technology and compliance audits of federal awards.
- **Need for More than Just an Auditor** – We expect open and frequent communication throughout the year on trends and issues affecting the Township. We will collaborate with you and offer recommendations to improve operations.

We have taken the above observations into consideration and have assembled a team of professionals with the necessary skills and experience to provide solutions to meet the needs of the Charter Township of Superior today and into the future.

Thank you for the opportunity to propose on the Charter Township of Superior engagement. We would be happy to speak with you in more detail about the information contained in this proposal. We look forward to working with you. Greg Soule is authorized to represent the firm regarding this proposal and can be reached via phone at 248-340-6050 and via email at gregory.soule@ahpplc.com. This proposal is valid for 90 days.

Sincerely,

Andrews Hooper Pavlik PLC

Proposal Roadmap

AHP View	Page 3
A Snapshot of Your Proposal	Page 4
Firm Overview	Page 6
Your Audit Team	Page 8
Your AHP Experience	Page 12
Audit Approach	Page 14
Industry Experience	Page 22
References	Page 25
Your Investment	Page 26
Peer Review Report	Appendix A



As a client of AHP, you can trust that our interactions are guided by these four core principles:

Value
Quality services from a regional firm that bring value to our clients

Integrity
A high level of integrity to support the continued success of our clients and our firm

Efficiency
Efficiency in achieving cost-effective results for our clients and AHP

Wealth
Services that increase our clients' wealth of knowledge and financial resources

Snapshot

A glimpse into your proposal

We are excited to propose on auditing services for the Charter Township of Superior. As a client of AHP, you'll receive top-notch client service based on the AHP VIEW philosophy. Guided by our VIEW, AHP's goal is to create a long-term relationship in which you receive exceptional value, creative solutions, and excellent service. In this proposal you'll find how our VIEW translates to success for this engagement and your organization. Below is a summary of what you'll find in the proposal.

Value

Quality services from a regional firm that bring value to our clients

- We believe our fees are fair to both our clients and our firm and we work hard to ensure you'll see the value of the solutions we provide above and beyond the scope of the engagement.
- As a client, you will have direct and significant access to engagement partners and executives in all phases of our services, as well as throughout the year.
- Year-round we answer miscellaneous questions and communicate with you when any issues affecting the Charter Township of Superior arise.
- We feel our proposed fees are fair to you and to AHP. If additional services are needed, the associated fees will be at the same reasonable rates.

Integrity

A high level of integrity to support the continued success of our clients and our firm

- AHP has the appropriate licensure, independence, experience, and controls in place to support the integrity of the work we will perform for you.
- You can trust our experience in financial reporting is backed by an unblemished record. Our practices are sound, and we will protect your confidentiality with utmost seriousness.
- AHP has controls in place to ensure quality standards have been met and is subject to internal and external quality control procedures.
- You'll find a sample of AHP clients who will endorse our level of integrity in the *References* section.

Snapshot

Efficiency

Efficiency in achieving cost-effective results for our clients and AHP

- *Your AHP Experience* goes into detail on how we work with your current auditors and staff to ensure the transition to a new firm is smooth.
- Effective use of technology allows us to work seamlessly with you throughout the engagement, increasing collaboration and efficiency. It also provides us with the ability to provide you with the best service team possible, regardless of location.
- AHP's *Audit Approach* is a process designed to obtain sufficient audit evidence and render an opinion in a manner that is timely and cost-effective for our clients.

Wealth

Services that increase our clients' wealth of knowledge and financial resources

- *Your Audit Team* is constructed of professionals who have significant experience in auditing governmental entities. We leverage the skill sets and experience of professionals from across the firm for your benefit.
- Our professionals stay ahead of trends in governmental accounting and auditing, as well as the latest in compliance and federal program auditing, ensuring that your audit will be completed efficiently.
- AHP's membership in Allinial Global (AG), an association of over 100 accounting and consulting firms throughout the world, extends your access to expertise through the extensive industry and service-specific knowledge base of our fellow AG firms.
- We continue to discuss with you and evaluate any potential impact that new and emerging issues will have on the Charter Township of Superior (fees related to resolution of the issues will be fair and reasonable based on the time incurred).

Testimonial Video

Please visit https://www.ahpplc.com/about to watch this short video to learn more about AHP and why our clients chose and continue to choose us.



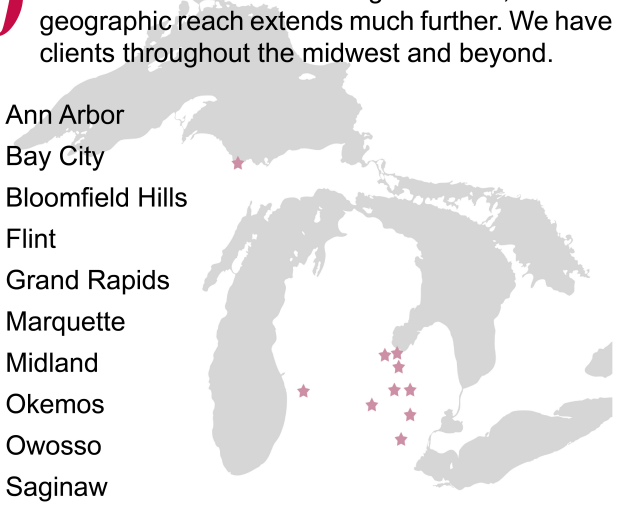
Firm Overview

AHP by the Numbers

1993 Built on a foundation of delivering excellence and value, Andrews Hooper Pavlik PLC was founded in 1993 by three partners from the Saginaw and Lansing offices of Ernst & Young. They set out to provide traditional accounting, audit, and tax services with accessibility at a local level. Our "Big Four" firm history allows us to bring a level of technical and industry experience to our engagements that makes AHP stand out from other regional CPA firms.

Large enough to meet all of your accounting and consulting needs...

10 Our roots are in ten Michigan offices, but our geographic reach extends much further. We have clients throughout the midwest and beyond.



Ann Arbor
Bay City
Bloomfield Hills
Flint
Grand Rapids
Marquette
Midland
Okemos
Owosso
Saginaw

190+ With a team of over 190 professionals to provide a full suite of professional services.

2 AHP's two affiliates have broadened our service offering and allowed us to transition beyond traditional certified public accounting services into a trusted advisor role.

AHP CONSULTING

Offers a broad range of services to help businesses improve processes, manage risk, and promote growth. We also offer an extensive array of technology services that are designed to assist you in identifying and organizing your business' pertinent information, safeguarding it from unauthorized users, and regenerating it should a disaster occur.

AHP FINANCIAL SERVICES INC

As an Independent Registered Investment Advisor, AHPFS can provide a full portfolio of retirement planning and investment management services to assist you in planning for a secure future. With their innovative financial planning tools, clients are able to visualize their future with confidence.

#12 ***AHP's current ranking on Crain's 2025 list of Michigan Accounting Firms by Number of Employees.***

...small enough to offer personalized service.

Client Satisfaction Survey

3 When asked which three words they would choose to describe AHP, the top three answers were:

Professional
Responsive
Knowledgeable



97% of clients surveyed indicated they were likely to recommend AHP services to a friend, family member, or colleague.

"We have confidence AHP can handle any difficult situation that comes up. They always answer the call and come through for us."

- Matt Pumford
Owner of Pumford Construction

Firm Overview

AHP has a proven and successful track record of delivering high quality.

License to Practice, Membership, and Registration

AHP is registered to practice in the State of Michigan and is a member of the Michigan Association of Certified Public Accountants (MICPA) and American Institute of Certified Public Accountants' (AICPA). All key professional staff members are properly licensed to practice in the State of Michigan.

We are registered with the Public Companies Accounting Oversight Board (PCAOB) and our most recent PCAOB inspection was completed in 2021 with no comments. Industry specific memberships and registrations are listed in the Industry Experience section.

Peer Review

Our most recent peer review was completed in 2025, with the highest rating available, and is enclosed as Appendix A. Our peer review included governmental engagements. Our firm is appropriately covered by professional liability insurance.

Independence

AHP is independent of the Charter Township of Superior as defined by the United States Government Accountability Office's *Government Auditing Standards* and U.S. Generally Accepted Auditing Standards. AHP has no professional relationships involving the Charter Township of Superior or any of its agencies or component units for the past five years. We will notify the Township of any relationships that would impair our independence.

No Desk or Field Reviews and Disciplinary Action

- Because of the size of our governmental audit practice, our engagements are reviewed regularly by the Auditor General of the State of Michigan. The results of these reviews have not resulted in any written comments.
- No members of AHP or AHP itself have had any disciplinary action taken or pending.
- AHP has no record of substandard work.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion

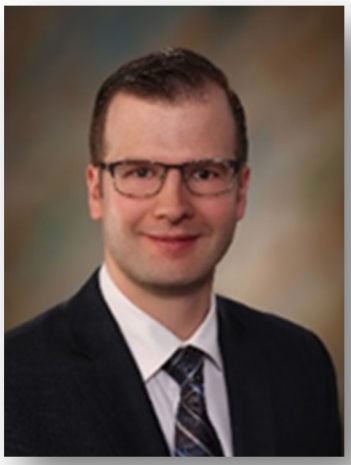
AHP is in compliance with the provisions of 24 CFR Part 24 and neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the firm will not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended, or ineligible under the provisions of 24 CFR Part 24.



Your Audit Team

People make the difference in any professional relationship.

The Charter Township of Superior will be served mainly by our Bloomfield Hills office, but we will also leverage the skill sets and experience of professionals from across the firm for your benefit. All proposed staff listed are full-time employees and we will not use any sub-contractors on this engagement. Your engagement will be staffed by the following AHP professionals. All members of the engagement team have received appropriate CPE during the past three years.



Gregory Soule, CPA, CISA, CISSP, CFE – Partner

Greg will serve as the **Engagement Executive** for the Township. Greg serves in a similar role in other municipal and Township audit engagements and has served municipalities throughout his entire 18 year career. Greg is also a member of GFOA and serves on the GFOA Special Review Committee, reviewing submitted financial statements for compliance with GFOA award criteria.

Greg has served as a discussion leader and lecturer for various educational programs on topics of accounting, auditing, internal controls, fraud, and forensic accounting. In addition, he has published articles in both local and national business publications.

Professional History:

- Over 19 years of public accounting experience with AHP
- Serves institutions of higher education, governmental entities, and not-for-profit organizations

Education:

- Central Michigan University

Continuing Professional Education:

- Meets CPE requirements under Government Auditing Standards
- Accounting and Auditing CPE during the past two years exceeds 80 hours

Other Activities:

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- MICPA Information Technology Task Force – Past Chair
- MICPA Forensic Accounting Task Force
- Central Michigan University – School of Accounting Advisory Board
- St. Paul of the Cross Retreat Center – Audit Committee
- Member of Michigan GFOA



Your Audit Team



Jamie Rabe, CPA – Partner

Jamie will serve as the **Independent Review Partner** for the Charter Township of Superior. She will be independent of the planning and performance of the audit and will perform a review of the audited financial statements and critical items for compliance with professional standards. Jamie will draw from her breadth of experience to perform a valuable technical review and help identify matters that are important to you.

Professional History:

- Over 20 years of auditing, accounting, and financial reporting experience with AHP.
- Has served as the engagement executive or independent technical reviewer for governmental, not-for-profit, employee benefit plan, and other engagements.

Education:

- Northern Michigan University

Continuing Professional Education:

- Meets CPE requirements under Government Auditing Standards
- Accounting and Auditing CPE during the past two years exceeds 80 hours

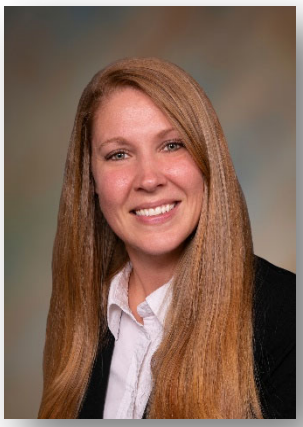
Other Activities:

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- United Way for South Central Michigan – Board Treasurer

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Your Audit Team



Danielle Hoppe, CPA – Manager

Danielle will serve as the **Audit Manager** for the Township. She will have primary responsibility for overseeing day-to-day audit services and supervising staff in the field. Danielle serves multiple governmental organizations in a similar role.

Professional History:

- Over 7 years of auditing and financial reporting experience with AHP
- Extensive experience with governmental, and not-for-profit organizations, including single audits and report preparation/review
- Conducts internal training seminars on governmental accounting and auditing

Education:

- Northwood University

Continuing Professional Education:

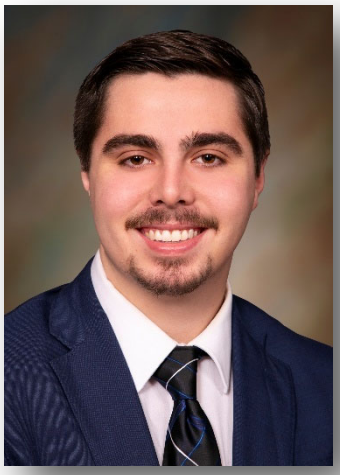
- Meets CPE requirements under Government Auditing Standards
- Accounting and Auditing CPE during the past two years exceeds 80 hours

Other Activities:

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)



Your Audit Team



Justin Comis – Audit In-Charge

Justin will serve as the **Audit In Charge** for the Charter Township of Superior. He will have primary responsibility for executing the day-to-day audit services and supervising staff. Justin has served in a similar role on other governmental and Township engagements.

Professional History:

- Extensive experience with governmental and municipal organizations
- Conducts internal training seminars on governmental accounting and auditing

Education:

- Central Michigan University

Continuing Professional Education:

- Meets CPE requirements under Government Auditing Standards
- Accounting and Auditing CPE during the past two years exceeds 80 hours

Other Activities:

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)

We will also assign other qualified professional staff in providing audit services to the Charter Township of Superior. We ensure your dedicated service team will be of the highest caliber. Professional staff to be assigned to the Charter Township of Superior engagement will have obtained the continuing professional education required under *Government Auditing Standards.*

Your AHP Experience

Collaboration is the key to audit efficiency.

The Transition to AHP

We understand the thought of transitioning to a new firm can be intimidating, but we commit to doing our best to help make it an easy process!

Upon being awarded the audit, our first step is to coordinate the transition with your current auditor. We review their workpapers, review their communications with your organization, and address areas of continuing accounting and auditing significance. We leverage this information in developing our initial planned audit approach. Once the audit plan is developed and coordinated with the Charter Township of Superior, the plan will be executed by the engagement team in accordance with the planned timelines listed in the Audit Approach section of this proposal.

The first year of an audit relationship will take more time on our part as we work to develop and refine our understanding of your systems and processes. **We do not bill extra for this time and instead view it as an investment in our relationship with the Charter Township of Superior.** We view that this additional time spent understanding your systems is critical in ensuring the audit will go smoothly in future years.

Use of Charter Township of Superior Staff

As is consistent with most CPA firms, we assume that the Charter Township of Superior staff will reconcile and close the general ledger, locate documents selected by us for testing, investigate any questions or discrepancies that we have based on our testing, and run reports from the general ledger system (or provide us access to your general ledger system to allow us to look up transactions and activity), among other functions. We will work with your staff throughout the audit to ensure a smooth and efficient audit.

Quality Review Process

We ensure the quality of our service not only by guaranteeing involvement of partners and managers in every phase of the audit, but also through our policy of Executive and Independent Review on every significant engagement. The Executive Reviewer on your engagement will review every audit area, followed up with a review of the financial statements and sensitive audit areas by the Independent Review Partner. These reviews are preceded with detail review by the manager or senior manager, who will be on-site during fieldwork.

> *"Great service, working with great people."*
>
> - Bill Gipson, *Senior VP / Treasurer*
> *Fishbeck, Thompson, Carr & Huber, Inc.*

Your AHP Experience

Use of Technology

Technology has rapidly changed the way we provide services to our clients. It allows us to work seamlessly with you throughout the engagement, increasing collaboration and efficiency.

At AHP, workpapers are always retained electronically on a secure server. This allows engagement executives and team members to access information on a real-time basis from multiple locations with no service disruptions. This also provides us with the ability to provide you with the best service team possible, regardless of location.

Anytime transferring sensitive information is discussed, security is a concern. AHP has systems and policies in place to ensure all of our clients' information is safe. Our team members take great pride and ownership in ensuring our clients' information always remains confidential and secure. We would be glad to discuss our internal controls and policies with you in greater detail if you would like more specific information.

Suralink

AHP utilizes Suralink, a browser-based client workflow and collaboration tool that assists in tracking audit requests and status updates. This dynamic tool creates and tracks each requested document, such as bank reconciliations or Board minutes, and provides reporting regarding the status of each requested item.

Using the Suralink dashboard, you can immediately understand what requests have been fulfilled, which requests have been accepted by the audit team, or what requests have not been fulfilled. The tool's easy-to-use interface streamlines the audit document request and management process. We also use Suralink to send secure files, such as the final audit reports and workpapers.

Potential Audit Problems

To ensure our clients have the highest level of satisfaction, we encourage frequent and open communication between the engagement team and your team. Our goal for every client is to add value while performing an efficient and collaborative engagement. AHP works diligently to ensure our clients' needs are met. We do not anticipate any problems that could negatively impact the audit. We believe that early detection of potential issues or problems is critical to providing you with the information you need to make quality decisions that may impact the Charter Township of Superior. The planning stage of our audit is designed to identify key issues that impact the Charter Township of Superior and communicate these items to you as early as possible. We will meet with your management team regularly to discuss accounting, reporting, or operating issues, and potential problems.

If an audit issue arises during the engagement, the timeliness and level of communication would depend on the severity and materiality of the issue. Items that would be included in the management letter would be communicated to management in advance of the management letter issuance. Certain issues would be brought to the attention of management, and potentially Township Council, immediately, as prescribed under professional standards.

We understand additional audit effort may be required for assistance with adoption of new GASB standards. Fees for such assistance will be discussed with you and will be fair and reasonable based on the time incurred.

Audit Approach

Scope of Your Engagement

You are requesting a proposal for the years ending December 31, 2025 through December 31, 2028 (with the possibility of multi-year extensions) for the Charter Township of Superior including the following services:

- Financial statement audit for the Charter Township of Superior, in accordance with Generally Accepted Auditing Standards
- Assistance with preparation of the financial statements
- Consultation services to Township personnel throughout the year regarding matters or developments affecting accounting and financial reporting of governmental entities
- Single audit of federal expenditures, if required

Value-Added Services

There are various services we will provide for the Charter Township of Superior at no additional charge. These services include:

- Year-round answers to brief miscellaneous accounting, business operations, or tax questions that may arise (should the question warrant significant research, any fees would be fair and reasonable based on the time incurred)
- Workpapers and reports retained for a minimum of seven years
- Periodic mailing of information on relevant and emerging issues
- Discussions and evaluation of any potential impact that new and emerging issues will have on the Charter Township of Superior (fees related to resolution of the issues will be fair and reasonable based on the time incurred).

Financial Statement Audit Key Phases

Our professional responsibility is to obtain sufficient audit evidence before an opinion is rendered on any financial statements. To achieve this, we will conduct our work in the following phases:

- Pre-Engagement Planning
- Assess Internal Controls and Risks
- Audit Fieldwork
- Reporting and Conclusion

Details of these phases are listed on the following pages. All phases will be performed by staff and seniors and overseen by managers and partners. We anticipate using two partners, one manager, one in-charge, and two or more staff accountants on this engagement.

Report Format

The Charter Township of Superior can continue to use its current report format. AHP will perform the typing and assembly of all audit reports using the Township's current organization.

Audit Approach

Financial Statement Audit Key Phases

Phase 1
40 hours

Pre-Engagement Planning

- Planning meeting with your personnel to discuss audit scope, process, and timing
- Review prior year audit results and predecessor workpapers
- Obtain an understanding of the Charter Township of Superior programs and activities

Phase 2
30 hours

Assess Internal Controls and Risks

- Obtain an understanding of internal controls over key transaction cycles, including information technology controls
- Perform walkthroughs of significant transaction classes
- Assess risks of material misstatements, including consideration of fraud risks and risks by audit assertion for each significant balance and transaction class

Phase 3
100 hours

Audit Fieldwork

- Design and perform specific audit procedures for your organization based on information obtained during Phase 1, focusing on areas of greatest risk
- Include testing of internal controls where effective and efficient to do so, in accordance with professional standards
- Utilize substantive analytical procedures and review of financial information and operating trends
- Focus on an efficient process that minimizes disruptions to your staff

Phase 4
70 hours

Report and Conclusion

- Draft financial statements and agree to underlying audited records
- Draft other required reports
- Prepare a management letter detailing recommendations for strengthening internal controls or improving operating procedures
- Audit closing meeting to discuss audit results and review reports before final issuance
- Report to those charged with governance

Audit Approach

A Tailored Approach for Your Benefit

Overall Audit Approach

Audit Strategy

We use a customized, governmental audit program and trial balance management tool. This tool aligns with the Michigan Uniform Chart of Accounts and GASB requirements.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and (if applicable) the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The AHP audit approach entails a thorough, up-to-date understanding of the Township's operations and business. The benefits are two-fold: a cost-effective audit tailored to your circumstances and a knowledgeable audit team capable of advising you about your financial, operating, and administrative business issues. Our approach focuses on the combined impact of your operating environment, the effectiveness of your internal controls, and your financial and operating results. That means that we audit what is important.

Audit planning is a key component to understanding the nature of the entity, the key systems and processes used, identification of key controls, and risk assessment.

Key Features of Our Audit Approach

- ***A systematic approach to planning*** that involves our most experienced people. We review with your people their operating routines and how they evaluate operating results, and gain an understanding of your business that is essential to our work.
- ***Early and ongoing communication with management.*** We keep you informed and anticipate audit problems. Last-minute surprises are avoided.
- ***Avoiding unnecessary disruptions*** to normal operations and to ensure maximum utilization of your internal resources by working with your people. We integrate analyses performed by your staff into our audit approach to avoid the disruption to your staff of requesting items in "our" format. We will make this a priority and stress performing our procedures at your staff's convenience and not to meet our schedules.
- ***An evaluation of internal controls*** from a business perspective by focusing on what the accounting system is designed to do, and then seeing how well it functions. This directs us to areas of greatest risk and improves efficiency.

Audit Approach

Key Features (continued)

- ***Analytically review procedures*** to see that financial and operating trends and relationships make sense. Effective use of these procedures reduces the amount of time-consuming, detailed testing required in a conventional audit.
- ***A focus on account balances*** that enable us to quickly identify significant accounts and high risk areas of each client.
- ***A thorough review of your computer processing and controls*** over these operations is an integral part of our audit approach, which will not be billed as an additional cost. The results of this review are incorporated into our audit approach to provide the most efficient combination of substantive audit tests and computer processing reliance as possible.

Our audit approach begins in the planning phase with the updating of our understanding of your business and the environmental aspects of your operations. We then identify sources of information and factors affecting these account balances and federal financial awards programs and perform a risk assessment. Through these phases, we are able to develop our audit procedures to address the areas of audit importance in your operations. After designing our audit approach for the Township, we will coordinate the completion of the work during the interim and year end periods. Continually through these phases of our audit, we will communicate with you to ensure that we are meeting your needs and will update you as to the status of the work being completed.

Method of Systems Evaluation and Documentation

In performing our audit, we will initially determine the extent to which your systems are automated and identify certain factors related to the processing environment, including the organizational structure and segregation of duties, the nature of the hardware and system software used, the structure of your networks, and an indication of the controls in place. This information will be considered in assessing the overall control environment and will enable us to determine the information systems audit resources that will be needed throughout the audit.

AHP continues to place a strong emphasis on the importance of information systems auditing. We demonstrate our commitment by assuring that our auditors are adequately trained and have access to the resources necessary to effectively review the most complex systems.

AHP's information systems audit activities include review and evaluation of internal controls in information systems environments and use of audit software and other computer-assisted audit techniques.

Audit Approach

At AHP, information systems auditing is not a discipline separate and distinct from auditing itself. Rather, basic information systems auditing concepts and techniques are requisite parts of our auditor's knowledge. However, we recognize that many organizations require a higher level of IT expertise to evaluate controls in more complex environments. We have trained professionals on staff who provide this expertise. To implement this computer-based audit process, our IT auditors are auditors first and computer technicians second. They have received intensive IT education through our internal training programs, computer manufacturers' and university courses, and rigorous on-the-job training and experience.

Our audit efforts are focused on the Township's significant application systems. We obtain an understanding of specific application transaction processing to identify where errors could occur. We then identify and test the controls the Township relies on to prevent or detect errors. As many of the controls reside within the computer processing environment, we would also identify and test controls over the computer processing itself — primarily controls over program changes, access to data files, file maintenance, and other controls. By identifying and testing these controls, we are able to implement the most effective and efficient combination of audit procedures as they relate to computer operations. The depth of the review is balanced against the risk, complexity, and significance of the applications.

Compliance with Laws and Regulations

Our audit will include consideration of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. We will not provide an opinion on compliance.

Preparation of Financial Statements

We will assist the Township in preparation of the financial statements using information provided by the Township. We take that information and then insert it and formation it into a document maintained on our systems. We have a formal quality control process consisting of four layers of review, including typing/grammar, mathematical accuracy, executive review, and independent partner review. This is the process we follow for every report.

Conclusion and Wrap Up

At the end of our procedures, we will meet all reporting requirements of the Township and the State, with reports over the following:

- The Township's financial statements.
- Management letter and Required Communications Letter
- Other reporting required by the State of Michigan (auditing procedures report and F-65, if needed)

Audit Approach

Uniform Guidance Audit Approach

This section is applicable if the Township requires a Single Audit under the *Uniform Guidance.*

The major phases of an examination under *Uniform Guidance* include: a) background review and detailed survey of compliance requirements, b) control systems evaluation, c) substantive tests for compliance with laws and regulations, and d) audit conclusion briefing and draft report preparation.

Background Review and Detailed Survey of Compliance Requirements

Our objective during this phase is to confirm and document our understanding of your operations, the flow of financial data among the significant account groups, the reporting process, and the internal accounting and administrative controls. We also identify all federal awards under *Uniform Guidance*, assign risk classification, and identify compliance requirements to be tested. We can then develop an efficient plan for integrating the testing required for the *Uniform Guidance* audit with that performed in conjunction with the annual financial statement audit.

Control Systems Evaluation

Uniform Guidance requires that we determine the adequacy of accounting and administrative systems of internal control, the extent of compliance with applicable federal laws and regulations, and the appropriateness of the reports made to federal program officials.

These objectives require that we study the systems of internal control using methods similar to those used for an annual financial statement audit. However, our focus in this phase will be upon compliance with laws and regulations for federal awards. Whenever possible, we will determine compliance with these provisions using sampling methods on selected transactions, reports, and other documents. In addition, we will use several other references to determine the specific audit requirements:

- ***Uniform Guidance*** – The administrative guidelines for federal contracts and grants; the allowable and unallowable cost provisions applicable to federal contracts and grants; the detailed criteria for federal audits.
- ***OMB Compliance Supplement*** – This supplement provides a list of program requirements for many federal financial assistance programs administered by educational institutions and not-for-profit organizations.
- ***Government Auditing Standards*** – The GAO's audit requirements applicable to *Uniform Guidance*.
- Grant documents, as applicable.

Substantive Tests for Compliance with Laws and Regulations

Our study will determine if the systems of internal controls address the several criteria outlined in *Uniform Guidance*. Our consideration of the system of internal control which includes our assessment of control risk is the basis for determining the extent of our substantive testing to determine whether the expenditures under each major federal award comply with applicable laws and regulations. These tests will include procedures to ensure that each selected award expenditure was made for allowable services, that those who received services or benefits were

eligible to receive them, that matching requirements, levels of effort and earmarking limitations were met, that federal financial reports and requests for reimbursement were developed from records that can be reconciled to the institution's financial statements, and that amounts claimed or used for matching were determined in accordance with governmental regulations.

Audit Conclusion Briefing and Draft Report Preparation

We will meet with the Township's management to discuss the results of the *Uniform Guidance* audit. If any exceptions related to noncompliance are noted, we will seek your comments concerning the exceptions as well as provide recommendations to ensure that the exceptions do not reoccur.

At the end of our audit, which will be performed in conjunction with our financial statement audit, we will meet all reporting requirements of *Uniform Guidance* through the issuance of the final *Uniform Guidance* reports which will include:

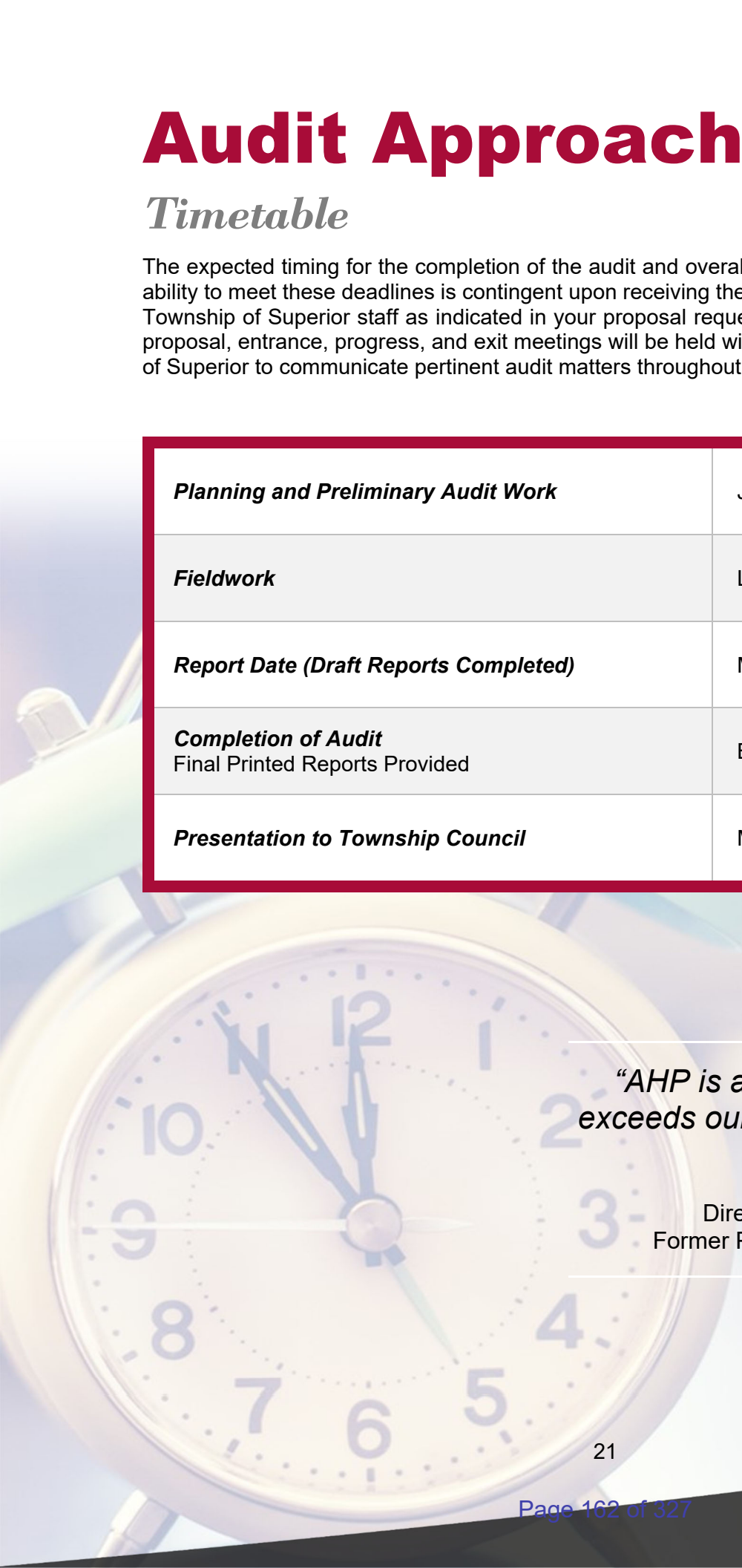
- The Township's financial statements and a schedule of expenditures of federal awards.
- Our report on the financial statements and the schedule of expenditures of federal awards, which states that the audit was performed in accordance with *Government Auditing Standards* and *Uniform Guidance* and, will include an opinion as to whether the financial statements are fairly presented in conformity with U.S. GAAP.
- Our report on our understanding of the system of internal controls and our assessment of control risk which includes a description of procedures used to obtain our understanding.
- Our report on internal controls which will identify material weaknesses (if any) that we have identified during our audit procedures which include assessing control risk.
- Our report on compliance which will include: a) our opinion as to major program compliance with laws and regulations applicable to awards tested; b) a schedule indicating material findings of noncompliance (if any) including the sample size which contained the item of noncompliance discovered, the size of the population (both number and dollar values) from which our sample was selected, and the number and dollar values of occurrences of noncompliance detected; and c) a report recommending corrective actions (if necessary) related to any of the instances of material noncompliance. Within this section of the report, we would be pleased to assist the Township in drafting its response, if desired. Any findings related to federal awards that are not material will not be included in the *Uniform Guidance* report. Instead, we will communicate these findings, along with our other management letter recommendations, to management.

Audit Approach

Timetable

The expected timing for the completion of the audit and overall work plan is outlined below. The ability to meet these deadlines is contingent upon receiving the levels of assistance from Charter Township of Superior staff as indicated in your proposal request. As outlined in the request for proposal, entrance, progress, and exit meetings will be held with AHP and the Charter Township of Superior to communicate pertinent audit matters throughout the engagement.

Planning and Preliminary Audit Work	January
Fieldwork	Late March / Early April
Report Date (Draft Reports Completed)	May
Completion of Audit Final Printed Reports Provided	By end of June
Presentation to Township Council	Mutually Agreeable Meeting



"AHP is a partner that meets and exceeds our expectations every time."

Paul Barbeau
Director, Michigan Baseball Foundation
Former President & GM, Great Lakes Loons

Industry Experience

A Commitment to Your Industry

Governmental organizations are a significant focus for AHP. We currently have over 50 people working on audits of governmental organizations. Our commitment to governmental organizations and our reputation in Michigan are well known based on over 40 years of services through Andrews Hooper Pavlik PLC and its predecessor offices. AHP performs numerous governmental audits and single audits, including municipalities, component units and agencies of the State of Michigan, universities, community colleges, and other governmental entities. AHP's experience includes assistance with and preparation of Annual Comprehensive Financial Reports, including those submitted to the GFOA as part of the Certificate of Achievement for Excellence in Financial Reporting program.

AHP's federal single audit experience is extensive. This experience covers most typical federal and state assistance programs, including both construction and operating grants. Federal granting sources include the US Departments of Education, Health and Human Services, Housing and Urban Development, Treasury, Transportation, and others.

AHP Stays Current on Matters Important to Municipal Clients

By staying ahead of trends in governmental accounting and auditing, as well as the latest in compliance and federal program auditing, we ensure that your audit will be completed efficiently. This wealth of knowledge will be leveraged throughout your audit to ensure that you are getting up-to-date, accurate information. Through internal and external trainings and events, each of AHP's professionals obtain the continuing professional education required under *Government Auditing Standards*. We also consistently exceed the continuing professional education requirements of the AICPA, the Michigan State Board of Accountancy, the U.S. Government Accountability Office, and any other regulatory agencies where applicable.

Mandatory Training for Professional Staff Members – Our partners and staff spend an average of 60 hours per year in formal education. This represents 150% of the required amount.

Specialized Training – Staff members receive specialized training, where appropriate, in matters affecting our municipal clients. The training programs are designed for each individual so as to ensure a proper balance in accounting and auditing experience and meet the education requirements of *Government Auditing Standards*. Additional training is provided for industry-specific matters (e.g., implementation of recent GASB pronouncements).

Organizational Involvement – AHP is a member of the AICPA Center for Audit Quality, the Governmental Audit Quality Center, and the Employee Benefit Plan Audit Quality Center. Our professionals serve on various task forces of the Michigan Association of Certified Public Accountants (MICPA). In addition, Greg Soule, AHP Partner, is a member of the Michigan Government Finance Officers Association (MGFOA). Through these resources and direct communication with the standards boards, we remain aware of current and emerging issues.

Industry Experience

Thought Leadership



AHP professionals have presented to numerous industry organizations, including at Michigan Association of CPAs (MICPA) annual governmental accounting and auditing conferences, including a recent presentation by Greg Soule at the March 2025 Spring Michigan Government Finance Officers Association conference (on the topic of Preparing for an Audit). Greg is also scheduled to present at the December 2025 MICPA Governmental conference. Recent presentations at other MICPA conferences have covered:

- Emerging technologies
- New auditing standards
- Audit documentation requirements
- Changes in accounting standards
- Ethics

In addition, we offer a webinar series that is free for our clients to attend. Previous webinars have covered the new changes in financial reporting, revenue recognition, tax topics, cybersecurity, and an update to the financial markets. We continue to invest in thought leadership and presentations to ensure our clients are aware of emerging issues relevant to governmental organizations.

Additional Resources

All professional staff maintain an awareness and understanding of current developments in technical literature and other resources, including:

- Governmental Accounting Standards Series including the Action Report
- Government Finance Review published by GFOA
- GFOA Newsletter
- The Practitioners Publishing Company (PPC) Governmental Update
- Accounting and Financial Reporting for Governmental Entities published by PPC
- Michigan Uniform Budgeting Act
- Michigan Government Accounting & Auditing Guide

Allinial Global Member

AHP is a proud member of Allinial Global (AG), an association of over 100 accounting and consulting firms throughout the world. Our membership with AG allows us to reinforce client service by exchanging expertise, resources, and advice in a wide range of industries. Your access to expertise is extended through the extensive industry and service-specific knowledge base of our fellow Allinial Global firms.

Member of Allinial GLOBAL®
An association of legally independent firms

Industry Experience

AHP Governmental Engagements

While AHP serves clients in a number of industries, a significant percentage of our business is dedicated to governmental entities. Our governmental experience was gained through performing services for many entities. A sample of these includes:

Cities
- City of Berkley
- City of Essexville
- City of Clare

Townships
- Charter Township of Midland
- Charter Township of Oakland
- Homer Township
- Ingersoll Township
- Larkin Township
- Lee Township
- Warren Township
- Grant Township
- Laird Township
- Thomas Township

Counties and Transit Authorities
- Clare County Transit Corporation
- Midland County Central Dispatch Authority
- Sanilac County
- Sanilac County Transportation Corp

Villages
- Village of Chesaning
- Village of Copper City
- Village of Dansville
- Village of Lake Orion

Libraries
- Capital Area District Library
- Clinton-Macomb Public Library
- Community District Library
- Rochester Hills Public Library
- Plymouth District Library
- Orion Township Public Library

State of Michigan Agencies and Component Units
- Michigan Education Savings Program
- Michigan Unemployment Insurance Agency
- State Bar of Michigan
- State Building Authority of the State of Michigan

Colleges and Universities
- Delta College
- Monroe County Community College
- Oakland University
- Saginaw Valley State University
- Washtenaw Community College

Other Governmental Entities
- Marquette Board of Power and Light
- Michigan Universities Self-Insurance Corporation

References

We focus on long-term relationships with our clients with the ultimate goal of benefiting you. As we get to know you and your operations better, we are better able to provide highly tailored advice and recommendations.

The following is a sample of AHP audit clients served by those assigned to your engagement:

Sanilac County Partner: Greg Soule Financial and Single Audit 500 Hours 2022 – Present	Mr. Nathan Roskey, County Administrator 810.648.2933 nroskey@sanilaccounty.net
City of Berkley Partner: Greg Soule Financial Audit 400 Hours 2024 – Present	Mr. Carl Johnson, Finance Director 248-658-3340 cjohnson@berkleymi.gov
City of Essexville Partner: Greg Soule Financial Audit 300 Hours 2018 – Present	Mr. Craig Goulet, City Manager 989.893.7192 cmanager@essexville.org
Oakland Charter Township Partner: Greg Soule Financial Audit 250 Hours 2023 – Present	Mr. John Giannangeli, Treasurer 248-651-4440 jgiannangeli@oaklandtownship.org
Village of Lake Orion Partner: Greg Soule Financial Audit 200 Hours 2017 – Present	Ms. Sonja Stout, Clerk/Treasurer 248.693.8391x102 stouts@lakeorion.org



Your Investment

We believe our fees should be fair to both our clients and our firm. We establish our fees based on our estimate of time spent and the complexity of work to be performed. The following is a breakdown of our estimated fees for the services discussed for the years ending December 31:

Service	2025	2026	2027	2028
Audit of Financial Statements	$29,500	$ 30,500	$ 31,500	$ 32,500
Total	**$29,500**	**$ 30,500**	**$ 31,500**	**$ 32,500**

If a single audit under the Uniform Guidance is needed, that fee would approximate $7,500 depending on the nature and complexity of the program.

The fees presented above include assistance with the preparation of the financial statements and related notes to the financial statements and supplementary information and a management letter.

The above fees are all-inclusive which would include all out-of-pocket and administrative costs and routine inquiries that do not require extensive time or research (any fees for questions that require such time or research would be fair and reasonable based on the time incurred). Potential one-time costs could result from matters that require additional time and effort outside of the normal course of audit services, including significant financial reporting or compliance matters; adoption of new accounting standards; accounting assistance and assistance with year-end closing adjustments; and other out-of-scope services that may be requested. To the extent possible, we will discuss any such matters with you in advance, and related fees will be fair and reasonable based on time incurred.

Hourly rates for expansion of scope or additional accounting assistance are as follows:

Staff	$ 140	Senior Manager	$ 270
Senior Accountant	$ 175	Audit Partner	$ 340
Manager	$ 200		

We believe our fees should be fair to both our clients and our firm. We establish our fees based on our estimate of time spent and the complexity of work to be performed.

Your Investment

Value-Added Services

There are various services we will provide for Superior Township at no additional charge. These services include:



- year-round answers to brief miscellaneous accounting, business operations, or tax questions that may arise (should the question warrant significant research, any fees would be fair and reasonable based on the time incurred)
- workpapers and reports retained for a minimum of seven years
- periodic mailings of information on relevant and emerging issues
- discussions and evaluation of any potential impact that new and emerging issues will have on Superior Township (fees related to resolution of the issues will be fair and reasonable based on the time incurred.

Appendix A:

Peer Review Report

Kelley Galloway Smith Goolsby, PSC
Certified Public Accountants and Advisors

1200 Corporate Court • P. O. Box 990 • Ashland, Kentucky 41105
• Phone (606) 329-1811 (606) 329-1171 • Fax (606) 329-8756 (606) 325-0590
• Web www.kgsgcpa.com Member of Allinial GLOBAL

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

June 19, 2025

To the Members
Andrews Hooper Pavlik PLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Andrews Hooper Pavlik PLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended December 31, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations (SOC 1 and SOC 2 engagements).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Andrews Hooper Pavlik PLC in effect for the year ended December 31, 2024, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency (ies)* or *fail*. Andrews Hooper Pavlik PLC has received a peer review rating of *pass*.

Kelley Galloway Smith Goolsby, PSC

Kelley Galloway Smith Goolsby, PSC
Ashland, Kentucky

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Emily Dabish Yahkind

DATE SUBMITTED: 10/10/25

BOARD MEETING DATE: 10/20/25

ITEM TITLE: SAFER Grant

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

Resolution regarding partial support via grant for hiring of six firefighters.

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Denial or Approval of Authorization

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

Seen as opportunity for assistance in building staffing - would increase staffing by 50%

IMPACT ON TOWNSHIP BUDGET (if applicable):

Multi year projections provided - significant

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

Fire Department

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

Decision must be sent to FEMA by October 22nd

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

CONTACT PERSON FOR QUESTIONS:

Name: Emily

Title: Supervisor

Phone:

Email: edy@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE TOWNSHIP PARTICIPATION IN THE FY 2024 FEMA SAFER GRANT PROGRAM

RESOLUTION NO. 2025-68

DATE: OCTOBER 20, 2025

WHEREAS, the Superior Charter Township Fire Department provides essential fire suppression, emergency medical, and rescue services to the residents, businesses, and visitors of Superior Charter Township; and

WHEREAS, the Federal Emergency Management Agency (FEMA), through the Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program, offers funding to assist fire departments in hiring additional firefighter personnel to help meet national standards and improve deployment capabilities; and

WHEREAS, under the FY 2024 SAFER Hiring Activity, grant recipients are required to contribute 25 percent of the actual personnel costs in years one and two, and 65 percent of those costs in year three, with federal funding capped at 75 percent of the usual annual cost of a first-year firefighter in years one and two and 35 percent in year three; and

WHEREAS, while federal funding can support new positions for up to three years, local funds would be required to sustain positions beyond the period of performance, creating a significant and ongoing financial commitment for the Township; and

WHEREAS, the Township Board has reviewed current staffing levels, response times, service needs, and fiscal capacity and desires to make a determination regarding participation in the FY 2024 SAFER Grant Program;

NOW,THEREFORE,BE IT RESOLVED, that the Superior Charter Township Board of Trustees, having considered the operational and financial implications of the FY 2024 SAFER Grant Program, hereby:

BE IT FURTHER RESOLVED, that the Fire Chief is directed to continue monitoring staffing levels, response capabilities, and funding opportunities, and to report to the Board as conditions evolve.

The Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

Fiscal Year 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

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1. Basic Information

A. Agency Name	Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Resilience/Grant Programs Directorate (GPD)
B. NOFO Title	Staffing for Adequate Fire and Emergency Response (SAFER) Grant
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-24-GPD-083-00-99
E. Assistance Listing Number	97.083
F. Expected Total Funding	$324,000,000
G. Anticipated Number of Awards	300 awards
H. Expected Award Range	N/A
I. Projected Application Start Date	05/23/2025 9:00 a.m. Eastern Time (ET)
J. Projected Application End Date	07/03/2025 5:00 p.m. ET
K. Anticipated Funding Selection Date	No later than 08/18/2025
L. Anticipated Award Date	Beginning on approximately Aug 18, 2025, and continuing thereafter until all FY 2024 SAFER Program grant awards are issued (but no later than September 30, 2025).
M. Projected Period of Performance Start Date	N/A[1]
N. Projected Period of Performance End Date	N/A

[1] FEMA funds SAFER Program awards on a rolling basis; as such, the date the FEMA Assistant Administrator for the Grant Programs Directorate signs the obligating document dictates the unique Period of Performance start and end dates for each award.

O. Executive Summary	The Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately $5.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at Assistance to Firefighters Grants Program | FEMA.gov.
P. Agency Contact	**a.** ***SAFER Program Office Contact*** The SAFER Program Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA Grants Outcomes (FEMA GO), answers questions concerning applicant eligibility, recipient responsibilities, and helps in the programmatic administration of awards. The SAFER Program Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are Monday through Friday, 8:00 a.m. – 4:30 p.m. ET. Guidance documents such as application tutorials, Self-Evaluation Guides, and Frequently Asked Questions (FAQs) are also provided to further explain the current SAFER Program, assist with the online grant application, and highlight lessons learned and changes for FY 2024. For more details, please visit the SAFER Program website. **b.** ***FEMA Grants News*** This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News Team is reachable at fema-grants-news@fema.dhs.gov or (800) 368-6498, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET. **c.** ***Grant Programs Directorate (GPD) Award Administration Division***

	GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at ASK-GMD@fema.dhs.gov. **d.** ***FEMA Regional Offices*** Assistance to Firefighters Grants Regional Contacts also may provide fiscal support, including pre- and post-award administration and technical assistance. Assistance to Firefighters Grants Regional Office contacts are available at Assistance to Firefighters Grants Regional Contacts | FEMA.gov. **e.** ***Civil Rights*** The FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at FEMA-CivilRightsOffice@fema.dhs.gov. **f.** ***Environmental Planning and Historic Preservation*** The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-NOFOQuestions@fema.dhs.gov. **g.** ***Payment and Reporting System*** Payments are requested through FEMA GO. The Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment is used for recipients. For any questions about the system, contact the Customer Service Center at (866) 927-5646 or ask-GMD@fema.dhs.gov. **h.** ***FEMA GO*** For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 9:00 a.m. – 6:00 p.m. ET.

2. Eligibility

A. Eligible Entities/Entity Types	Only the following entities or entity types are eligible to apply. **a.** ***Applicants*** • Fire departments; and • National, regional, state, local, tribal, and nonprofit interest organizations representing the interests of volunteer

	firefighters are eligible to receive a SAFER Program award under the R&R Activity. See Section A of Appendix B – Programmatic Information and Priorities for additional information on ineligible applications and organizations. **b. *Subapplicants*** Subapplicants and subawards are not allowed.
B. Project Type Eligibility	**Applicants and recipients should actively coordinate and collaborate with their local and state authorities to help ensure and prioritize the commitment of future non-federal investments in order to sustain staffing capabilities once an award's period of performance ends.** **a. *Allowable Project Types*** 1. Hiring Activity The Hiring Activity offers grants to support applications to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters). National, regional, state, local, Tribal Nation, and nonprofit interest organizations representing the interests of volunteer firefighters are not eligible to receive a SAFER Program award under the Hiring Activity. 2. R&R Activity The R&R Activity offers grants to support applications to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. Career fire departments are not eligible to apply for funding under the R&R Activity. Each activity has its own application and eligibility requirements, as further outlined in Appendix B – Programmatic Information and Priorities of this NOFO. **b. *Unallowable Project Types*** • Under the R&R Activity, applications that request a Staffing Needs Assessment or Risk Assessment project are precluded from applying for additional R&R- related activities. • FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget. Federal funding may not be used to supplant (i.e., replace) an existing activity or program.

	• Applicants may not use award funds for matching funds for any other federal grants or cooperative agreements, for lobbying, or for intervention in federal regulatory or adjudicatory proceedings. • Applicants may not use federal funds to sue the Federal Government or any other government entity.
C. Requirements for Personnel, Partners, and Other Parties	An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: **1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application**. Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and **provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.** Information on ineligible applications and organizations is in Appendix B of this NOFO.
D. Maximum Number of Applications	The maximum number of applications that can be submitted is one application per activity.
E. Additional Restrictions	**a.** ***Period of Performance Restrictions*** 1. Hiring Activity The period of performance for applications funded under the Hiring Activity will be 36 months. A default 180-day recruitment period begins when FEMA approves an application for an award under this activity. The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters. The period of performance cannot start later than 180 days after the award date. If a recipient can hire all SAFER Program-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period if they wish to begin the period early.

	2. R&R Activity The period of performance for applications funded under the R&R Activity will be 12, 24, 36, or 48 months. A default 90-day recruitment period begins when FEMA approves the application for award. This period allows each recipient time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program activities before the start of the period of performance to maximize the funding's availability. However, the recipient can only expend funds within the period of performance. The period of performance automatically starts after the 90-day recruitment period ends, regardless of whether the recipient has begun implementing its grant award. The period of performance cannot start later than 90 days after the award date. If a recipient can begin its recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period if they wish to begin the period early. Extensions to the period of performance are allowed for R&R Activity grants only. For additional information on period of performance extensions, please refer to Section 10.A. **b.** ***National Incident Management System (NIMS) Implementation*** SAFER Program applicants are not required to comply with NIMS to apply for SAFER Program funding or to receive a SAFER Program award. Any applicant who receives an FY 2024 SAFER Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.
F. References for Eligibility Factors within the NOFO	Please see the following references provided below: 1. Subsection 7.A. Threshold Criteria 2. Subsection 7.B. Application Criteria 3. Subsection 7.C. Financial Integrity Criteria 4. Subsection 7.D. Supplemental Financial Integrity Criteria and Review 5. Appendix B – Programmatic Information and Priorities

G. Cost Sharing Requirement	For Hiring Activity grants, recipients are required to contribute non-federal funds as a cost share. For R&R Activity grants, there is no cost share requirement.
H. Cost Share Description, Type and Restrictions	For Hiring Activity grants, recipients are required to contribute 25 percent of the actual costs incurred in each of the first and second years of the grant; and 65 percent of the actual costs incurred in the third year of the grant. In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and in the third year of the grant the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter in that department. The "usual annual cost" includes a firefighter's base salary (excluding non-FLSA overtime) and standard benefits package (including the average annual cost of health, dental, and vision insurance; FICA; life insurance; retirement and/or pension contributions; etc.) offered by the fire department to first-year firefighters. FEMA does not require recipients to demonstrate availability of cost share funds at the time of application. However, before FEMA issues an award it may contact potential awardees to determine whether the recipient possesses the necessary non-federal funding. For R&R Activity grants, there is no cost share requirement.
I. Cost Sharing Calculation Example	Assuming that the usual annual cost of a first-year firefighter in a department at the time of the grant application is $120,000 per year and the department actually incurred $100,000 per year in each year of the grant, the following cost share requirements and position cost limits would apply: 1. Cost Share Requirement: The grant recipient is required to contribute $25,000 in Year 1; $25,000 in Year 2; and $65,000 in Year 3. 2. Position Cost Limit: The amount of federal funding cannot exceed $90,000 in Year 1; $90,000 in Year 2; and $42,000 in Year 3.
J. Required information for verifying Cost Share	**a.** ***Minimum Budget Requirement***

	In accordance with 15 U.S.C. § 2229a(c)(2), in order to be eligible for SAFER Program funding, applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80 percent of the applicant's average funding level in the three years prior to the application date.

3. Program Description

A. Background, Program Purpose, and Program History

The Fiscal Year (FY) 2024 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately $5.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at Assistance to Firefighters Grants Program | FEMA.gov.

The SAFER Program is part of a comprehensive set of measures authorized by Congress and implemented by DHS. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire-related and other hazards;
- The extent of an applicant's need for a SAFER Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

B. Goals, Objectives, and Priorities

Goal: To enhance local fire departments' abilities to comply with staffing, response and operational standards established by the National Fire Protection Association (NFPA 1710 or NFPA 1720[2]).

[2] NFPA 1710 and 1720 are lapsing in 2026 and will be consolidated under the proposed NFPA 1750. FEMA is working with the NFPA Standards Council to evaluate deployment of fire suppression operations. No decisions have been made and FEMA will issue additional guidance when more information becomes available. While the goal of the grant is to increase compliance with NFPA 1710 or 1720, 24-hour staffing is not a requirement of the SAFER Program.

Objectives: The objectives of the SAFER Program are to are to provide funding to communities so they may:

- Increase the number of firefighters to meet industry minimum standards;
- Increase the number of trained personnel assembled at the incident scene;
- Attain 24-hour staffing to improve deployment capabilities; and
- Fulfill traditional missions of fire departments (respond to emergencies and provide adequate fire protection from fire and fire-related hazards).

Priorities: Information on program priorities and objectives for the FY 2024 SAFER Program can be found in Appendix B – Programmatic Information and Priorities of this NOFO.

C. Program Rationale
The SAFER Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the six DHS Missions noted in the Department of Homeland Security's Strategic Plan, the SAFER Program supports Mission Five: Build a Resilient Nation and Respond to Incidents. By increasing the number of trained firefighters, the SAFER Program improves deployment capabilities to respond to emergencies and provide adequate protection from fire and fire-related hazards. The SAFER Program also aims to support objectives outlined under Mission Five in the Strategic Plan including:

- Objective 5.1: Coordinate Federal Response to Incidents
- Objective 5.2: Strengthen National Resilience
- Objective 5.4: Enhance Training and Readiness of First Responders

Through these objectives, FEMA creates a vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

D. Federal Assistance Type
Grant

E. Performance Measures and Targets
The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant in support of the SAFER Program metrics, which are tied to the programmatic objectives and priorities. To measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient's performance of the grant by comparing the number of items, supplies, projects, and activities needed and requested in its application with the number of items, supplies, projects, and activities acquired and delivered by the end of the period of performance using the following programmatic metrics:

- Percentage of "majority career" SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with structural fire responses that complied with NFPA 1710 structural response standards;
- Percentage of "majority volunteer" SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with structural fire responses that complied with NFPA 1720 structural response standards; and
- Percentage of SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with NFPA 1710 or 1720 assembly and deployment standards.

The target for these measures is the number of firefighters hired and the structural fire responses that complied with NFPA 1710 structural response standards. The measure will be assessed by how the addition of new firefighters has resulted in a percentage increase in compliance with the relevant section of the NFPA standards.

F. Program-Specific Unallowable Costs
Construction costs are not allowable under the SAFER Program. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Modifications to facilities described in Appendix B – Programmatic Information and Priorities are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered "construction" for purposes of procurement or environmental protection and historic preservation purposes.

G. General Funding Requirements
Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. 2 C.F.R. § 200.403(h).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see 2 C.F.R. § 200.306).
2. Lobbying or other prohibited activities under 18 U.S.C. § 1913 or 2 C.F.R. § 200.450.
3. Prosecuting claims against the federal government or any other government entity (see 2 C.F.R. § 200.435).

H. Indirect Costs (Facilities and Administrative Costs)
Indirect costs are allowed for recipients and subrecipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Indirect costs are allowable only under R&R Activity for this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their

IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out via email to FireGrants@fema.dhs.gov for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must also reach out via email to FireGrants@fema.dhs.gov for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of 2 C.F.R. §§ 200.332 and 200.414 in approving the IDC rate for subawards.

I. Management and Administration (M&A) Costs
M&A costs are allowed under the R&R Activity only. M&A costs are not eligible under the Hiring Activity.

No more than 3% of the federal share of SAFER Program funds awarded may be expended by the recipient for M&A for purposes associated with the SAFER Program award. M&A activities are those directly related to the management and administration of the SAFER award funds, such as financial management and monitoring. M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award or estimates, without supporting justification or adequate documentation will not be allowed or considered for reimbursement. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

M&A are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports.

J. Pre-Award Costs
The following pre-award costs are allowable:

1. Fees for grant writers.

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award.

See Appendix C – Award Administration Information for further information regarding grant writer fees and Section 10.B. Other Information for general procurement under grants requirements.

K. Beneficiary Eligibility
To be an eligible beneficiary, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility
To be an eligible participant, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority
Section 34 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C. § 2229a).

N. Appropriation Authority
Department of Homeland Security Appropriations Act, 2024, Pub. L. No. 118-47, Title III, Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Financial Assistance (2024 DHS Appropriations Act).

O. Budget Period
There will be only a single budget period with the same start and end dates as the period of performance.

P. Prohibition on Covered Equipment or Services
Recipients, subrecipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the *John S. McCain National Defense Authorization Act for Fiscal Year 2019*, which restricts the purchase of covered telecommunications and surveillance equipment and services. Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services for more information.

4. Application Contents and Format

A. Pre-Application, Letter of Intent, and Whitepapers
Pre-applications, letters of intent, and whitepapers are not required to be eligible to apply.

B. Application Content and Format
Applications are processed through the FEMA GO system. To access the system, go to https://go.fema.gov/. Additional application and program guidance documents are available at the SAFER Program website. Applicants will be prompted to submit the standard application information and any program-specific information required as described in Sections 4.C. Application Components and 4.D. Program-Specific Required Documents and Information of this NOFO. The Standard Forms (SF) may be accessed in the Forms tab at Forms | Grants.gov. Applicants should review these forms before applying to ensure they have all the information required.

After submitting the final application, FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application.

For additional application submission requirements, including program-specific requirements, please refer to the Section 4.C. Application Components of this NOFO.

C. Application Components

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at Forms | Grants.gov.

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
- SF-424B, Standard Assurances (Non-Construction)
- SF-LLL, Disclosure of Lobbying Activities

D. Program-Specific Required Documents and Information
For program-specific updates and information, please see the Appendix A – FY 2024 SAFER Program Updates, Appendix B – Programmatic Information and Priorities, and Appendix C – Award Administration Information.

E. Post-Application Requirements for Successful Applicants
Applicants likely to be funded may receive a request for additional information by email prior to award. Applicants must respond to the request to move forward with the grant review process.

5. Submission Requirements and Deadlines

A. Address to Request Application Package
Applications are processed through the FEMA GO system. To access the system, go to FEMA GO.

Steps Required to Apply for An Award Under This Program and Submit an Application:

To apply for an award under this program, all applicants must:

a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and Employer Identification Number (EIN) from the Internal Revenue Service;
b. In the application, provide an UEI number;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see the FEMA GO Startup Guide;
f. Submit the complete application in FEMA GO; and
g. Always maintain an active SAM registration with current information when the applicant has an active federal award or an application under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per 2 C.F.R. § 25.110, if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact fema-grants-news@fema.dhs.gov and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to SAM.gov.

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

Create a login.gov account:

Applicants must have a login.gov account to register with SAM or update their SAM registration. Applicants can create a login.gov account at: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd.

Applicants only must create a login.gov account once. For existing SAM users, use the same email address for both login.gov and SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to https://www.sam.gov/SAM/pages/public/loginFAQ.jsf.

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with SAM will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.[3]

For more detailed instructions for registering with SAM, refer to: Register with SAM.

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see FEMA GO Startup Guide.

Note: FEMA GO will support only the most recent major release of the following browsers: Google Chrome; Mozilla Firefox; Apple Safari; and Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information and any program-specific information required. Standard Forms (SF) may be accessed at Forms | Grants.gov. Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

B. Application Deadline
07/03/2025 5:00 p.m. Eastern Time

C. Pre-Application Requirements Deadline
Not applicable.

D. Post-Application Requirements Deadline
Not applicable.

E. Effects of Missing the Deadline
All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the official date and time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

[3] Per 2 C.F.R. § 25.200, , applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Applicants experiencing system-related issues have until 3:00 p.m. ET on the date applications are due to notify FEMA. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

6. Intergovernmental Review

A. Requirement Description and State Single Point of Contact
An intergovernmental review is not required.

7. Application Review Information

A. Threshold Criteria
FEMA conducts reviews of a random sampling of applications to compare them for duplication including the narrative statements and statistical data. Therefore, all elements of the narrative statements must be specific and unique to the applying entity, and all statistical data must be accurate. Applications with narrative statements that have substantial duplication of statements, sentences, or paragraphs to other submitted applications, or inaccurate data that may mislead reviewers may be disqualified. Discovery of falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s).

Note: FEMA evaluates each application on its merit, veracity, and accuracy to ascertain how the narrative statement(s) outlined within the application depicts the applicant's and their community's uniqueness, their particular risks, and how selecting them over a similarly situated applicant advances the objectives of the SAFER program to assist local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards. At any time during application review process, including the technical review stage, FEMA may request additional documentation from applicants, including but not limited to:

- Copies of official or certified documents demonstrating the claimed financial need;
- Copies of the applicant's needs assessment report, survey, or any documented other efforts undertaken to identify the applicant's unique project objectives;
- Copies of the risk analysis conducted to ascertain how said project will address the applicant's unique needs in alignment with their mission and SAFER Program grant purpose;
- Additional information or evidence detailing the applicant's particular risks; and
- Any other information deemed necessary to adequately weigh the applicant's assistance request for funding under this discretionary-competitive grant program. No applicant is guaranteed funding.

B. Application Criteria
Funding priorities and programmatic criteria for evaluating SAFER Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The **nine major fire service organizations** represented on the panel are:

- International Association of Fire Chiefs

- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they align with the program priorities for the activity. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

The Narrative Statements of the application must provide specific details about the activity for which applicants seek funding, including budget details. The weighted evaluation criteria used by the peer reviewers in the determination of the grant award, as described below, make up the elements of the narrative statement score.

C. Financial Integrity Criteria

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by the *Payment Integrity Information Act of 2019* (Pub. L. No. 116-117, § 2 (2020)), 41 U.S.C. § 2313, and the "Do Not Pay Initiative" (31 U.S.C. 3354). For more details, please see 2 C.F.R. § 200.206.

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

D. Supplemental Financial Integrity Criteria and Review

Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of $250,000) over the period of performance:

1. FEMA is required by 41 U.S.C. § 2313 to review or consider certain information found in SAM.gov. For details, please see 2 C.F.R. § 200.206(a)(2).
2. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.

3. Before making decisions in the risk review required by 2 C.F.R. § 200.206, FEMA will consider any comments by the applicant.

E. Reviewers and Reviewer Selection

A panel of peer reviewers is comprised of fire service representatives recommended by the Criteria Development Panel. Peer reviewers are subject matter experts recommended by the nine major fire service organizations. In their role as Special Government Employees, peer reviewers must certify and observe Federal Conflict of Interests rules.

F. Merit Review Process

SAFER Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

Applications with the highest pre-score rankings per activity are then scored competitively by no less than three members of a Peer Review Panel.

Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

1. Pre-Scoring Process

The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix B – Programmatic Information and Priorities and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. "Request Details" and "Budget" information should comply with program guidance and statutory funding limitations. The pre-score is 50% of the total application score under the Hiring Activity, and 30% of the total application score under the R&R Activity.

2. Peer Review Panel Process

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is comprised of fire service representatives recommended by the CDP. Peer reviewers will assess the merits of each application based on the narrative statement on the requested activity. The evaluation elements listed in the "Narrative Evaluation Criteria" below will be used to calculate the narrative's score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and shortcomings of the application with their peers, and document the findings. A consensus is not required. The panel score is 50% of the total application score under the Hiring Activity, and 70% of the total application score under the R&R Activity.

Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity.

a. *Hiring Activity*
The panel score is 50% of the total application score.

1. Project Description (30%):

- Why does the department need the positions requested in this application?
- How will the positions requested in this application be used within the department (e.g., fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime)?
- What unique and specific services will the requested positions provide to the fire department and community?
- How will funds awarded through this grant enhance the department's ability to protect critical infrastructure within the primary response area?

2. Impact on Daily Operations (30%):

- How are the community and the current firefighters employed by the department at risk without the positions requested in this application?
- How will that risk be unequivocally reduced if awarded?

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the department's current annual budget.
- Describe the department's precise budget shortfalls and inability to address financial needs without federal assistance.
- Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs).
- Discuss how the critical functions of the department are uniquely affected without this funding.

4. Cost Benefit (10%):

- Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the positions requested in this application.

b. *R&R Activity (Fire Departments)*
The panel score is 70% of the total application score.

1. Project Description (30%):

- Describe the unique problems and issues the department is experiencing in recruiting new volunteer firefighters.

- Describe the problems and issues the department is experiencing in retaining current members.
- Describe the precise implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues.
- Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
- Describe how the program will be uniquely evaluated for its impact on identified recruitment and retention problems and issues. Describe how the overall effectiveness of the grant will be measured.
- Describe the unique and specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire department(s) and community.
- If the grant request will have a regional impact, discuss how the regional partners will benefit and which activities they will benefit from.
- If the grant request includes executive or management positions, define the purpose of all requested positions and personnel expenditures.

2. Impact on Daily Operations (30%):

- Describe with particularity and discreteness how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application.
- Describe how that risk will be unequivocally reduced if awarded funding.
- Explain the definitive impact the recruitment of new volunteer firefighters, the retention of current volunteer firefighters, or both, will have on the department's NFPA compliance.

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the department's current annual budget.
- Describe the department's precise budget shortfalls and its inability to address financial needs without federal assistance.
- Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the department are uniquely affected without this funding.

4. Cost Benefit (10%):

- Describe the unique and specific benefits (e.g., quantifying the anticipated savings and efficiencies) the department and community will realize if awarded the items or activities requested in this application.

c. *R&R Activity (National, state, local, or federally recognized tribal volunteer firefighters interest organizations)*

The panel score is 70% of the total application score.

1. Project Description (30%):

- Describe the problems and issues the fire departments that the organization will be reaching with this grant are experiencing in recruiting new volunteer firefighters.
- Describe the problems and issues the same departments are experiencing in retaining current members.
- Describe the organization's implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the problems or issues identified.
- Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
- Describe how the program will be evaluated for its impact on the identified recruitment and retention problems and issues of the fire departments participating in this grant. Describe how the overall effectiveness of the grant will be measured.
- Describe the specific services the new volunteer firefighters, retention of current volunteer firefighters, or both, will provide for the fire departments participating in this application and their respective communities.
- Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested.

2. Impact on Daily Operations (30%):

- Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application.
- Explain how that risk will be reduced if awarded funding.
- Describe the impact that the recruitment of new volunteer firefighters, the retention of current volunteer firefighters, or both, will have on the NFPA compliance of the fire departments participating in this application.

3. Financial Need (30%):

- Provide an income versus expenses breakdown of the organization's current annual budget.
- Describe the organization's particular budget shortfalls and the inability to address the financial needs without federal assistance.
- Describe the other actions the organization has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the organization are affected without this funding.

4. Cost Benefit (10%):

   - Describe the specific benefits (e.g., quantifying the anticipated savings and efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application.

The Narrative Statement blocks do not allow for formatting. Do not type the Narrative Statements using only capital letters. Additionally, do not include tables, special characters, or fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statement is limited. While each element must have a minimum of 200 characters, the maximum number of characters varies based on the questions being asked.

G. Final Selection

a. ***Technical Evaluation Process (TEP)***

The highest-ranking applications from both activities will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject-matter expert as well as a FEMA Program Office review before being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

During the TEP information in Appendix B - Programmatic Information and Priorities is used to make final corrections to any request not meeting program eligibility requirements. This is not a scored phase of the application process. Requests may be recommended for partial funding or disqualification based on findings made during this assessment.

8. Award Notices

A. Notice of Award

The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By applying, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An award package notification email is sent via the grant application system to the submitting AOR.

Recipients must accept their awards no later than 30 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work via the FEMA GO system.

Funds will remain on hold until the recipient accepts the award via FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

During the review process for a SAFER Program award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award. The award package will identify any differences under the approved scope of work section.

B. Pass-Through Requirements
Standard pass-through requirements in 2 C.F.R. Part 200 apply.

C. Note Regarding Pre-Award Costs
Even if pre-award costs are allowed, beginning performance is at the applicant or sub-applicant's own risk.

D. Obligation of Funds
Grant funds are obligated upon the offer of grant award in the FEMA GO system. Recipients must accept their awards no later than 30 days from the award date. Acceptance of the award is confirmation of the obligation. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds. Recipients may requestion additional time to accept the award if needed.

E. Notification to Unsuccessful Applicants
FEMA GO will provide all applicants who do not receive a FY 2024 SAFER Program award with a turndown notification after September 30, 2025.

9. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements
In addition to the requirements of this section, FEMA may place specific terms and conditions on an individual award in accordance with 2 C.F.R. Part 200.

B. DHS Standard Terms and Conditions
A recipient of a federal award under this funding opportunity is required to comply with DHS Standard Terms and Conditions in effect at the time the award is issued. The DHS Standard Terms and Conditions are available online. For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package. NOTE: Although not a requirement in

the DHS Standard Terms and Conditions, as a best practice entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems.

a. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustaining and delivering of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. They can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at https://www.fema.gov/about/offices/equal-rights/civil-rights.

C. Financial Reporting Requirements

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: SF-425 OMB #4040-0014.
2. Recipients must submit the FFR semi-annually throughout the period of performance (POP) as detailed below:
   - No later than July 30 (for the period Jan. 1 – June 30)
   - No later than January 30 (for the period July 1 – Dec. 31)
3. The final FFR is due within 120 calendar days after the end of the POP.
4. FEMA may withhold future federal awards and cash payments if the recipient does not submit timely financial reports, or the financial reports submitted demonstrate lack of progress or provide insufficient detail.

D. Programmatic Performance Reporting Requirements

1. A Performance Report must be submitted semi-annually throughout the POP.
2. A Performance Report must include:
   - A brief narrative of overall project(s) status;
   - A summary of project expenditures; and
   - A description of any potential issues that may affect project completion.
3. The Progress Report must be submitted through FEMA GO.
4. Performance Report Due Dates
   - No later than July 30 (for the period Jan. 1 – June 30)
   - No later than January 30 (for the period July 1 – Dec. 31)

E. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:

1. The final request for payment, if applicable.
2. The final FFR.

3. The final progress report detailing all accomplishments. The recipient must include with the final progress report an inventory of all construction projects.
4. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance.
5. Other documents required by this NOFO, terms and conditions of the federal award, or other DHS Component guidance.

After FEMA approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334, this maintenance requirement is three years from the date of the final FFR.

Also, pass-through entities are responsible for closing out those subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of their prime award. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per 2 C.F.R. § 200.344(e).

Administrative Closeout
Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per 2 C.F.R. § 200.344(h)-(i). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

F. Disclosing Information per 2 C.F.R. § 180.335
Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at 2 C.F.R. § 180.995) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with the commission of any of the offenses listed in § 180.800(a); or
4. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

This is requirement is fully described in 2 C.F.R. §180.335.

Additionally, 2 C.F.R. § 180.350 requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

G. Reporting of Matters Related to Recipient Integrity and Performance
Appendix XII to 2 C.F.R. Part 200 states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds $10,000,000 at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

H. Single Audit Report
A recipient expending $1,000,000 or more in federal awards (as defined by 2 C.F.R. § 200.1) during its fiscal year must undergo an audit. This may be either a single audit complying with 2 C.F.R. § 200.514 or a program-specific audit complying with 2 C.F.R. §§ 200.501 and 200.507. Audits must follow 2 C.F.R. Part 200, Subpart F, 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards.

I. Monitoring and Oversight
Per 2 C.F.R. § 200.337, DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the federal award in general.

Pursuant to this right and per 2 C.F.R. § 200.329, DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either a desk-based review, an onsite monitoring visit, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses

on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

J. Program Evaluation

Federal agencies are required to structure NOFOs that incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting agency priority goal(s) and program outcomes. OMB Memorandum M-21-27, Evidence-Based Policymaking: Learning Agendas and Annual Evaluation Plans, implementing Title I of the *Foundations for Evidence-Based Policymaking Act of 2018*, Pub. L. No. 115-435 (2019) (Evidence Act), urges federal awarding agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act, § 101 (codified at 5 U.S.C. § 311).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients; surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with 2 C.F.R.§ 200.413. Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

K. Additional Performance Reporting Requirements

Not Applicable.

10. Other Information

A. Period of Performance Extension

Extensions to the period of performance are allowed forR&R Activity grants only.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

1. Contractual commitments by the recipient or subrecipient with vendors that prevent completion of the project, including delivery of equipment or services, within the existing period of performance;
2. The project must undergo a complex environmental review that cannot be completed within the existing period of performance;
3. Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
4. Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the period of performance to allow sufficient processing time. Extensions are typically granted for no more than a six-month period.

All extension requests must address the following:

1. The grant program, fiscal year, and award number;
2. The reason for delay – including details of the legal, policy, or operational challenges that prevent final outlay of awarded funds by the deadline;
3. Status of the activity or activities;
4. Approved period of performance termination date and requested extension;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal, if applicable;
7. A budget outlining how remaining federal and non-federal funds will be expended;
8. A plan for completion, including milestones and timeframes for achieving each milestone and the individual responsible for completing the plan;
9. Certification that the activity or activities will be completed within the extended period of performance without any modification to the original statement of work, as described in the original statement of work and as approved by FEMA.

B. Other Information

a. ***Environmental Planning and Historic Preservation (EHP) Compliance***

FEMA is required to consider effects of its actions on the environment and historic properties to ensure that activities, grants, and programs funded by FEMA, comply with federal EHP laws, Executive Orders, regulations, and policies.

Recipients and subrecipients proposing projects with the potential to impact the environment or cultural resources, such as the modification or renovation of existing buildings, structures, and facilities, new construction, or replacement of buildings, structures, and facilities, must participate in the FEMA EHP review process. This includes conducting early engagement to help identify EHP resources, such as threatened or endangered species, or historic properties; submitting a detailed project description with supporting documentation to determine whether the proposed project has the potential to impact EHP resources; and, identifying mitigation measures or alternative courses of action that may lessen impacts to those resources.

FEMA is sometimes required to consult with other regulatory agencies and the public to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies. FEMA may recommend mitigation measures or alternative courses of action to lessen impacts to EHP resources and bring the project into EHP compliance.

EHP guidance is found at Environmental Planning and Historic Preservation. The site contains links to documents identifying agency EHP responsibilities and program requirements, such as implementation of the *National Environmental Policy Act* and other EHP laws, regulations, and Executive Orders. DHS and FEMA EHP policy is also found in the EHP Directive & Instruction.

All FEMA actions, including grants, must comply with National Flood Insurance Program (NFIP) criteria or any more restrictive federal, state, or local floodplain management standards or building code (44 C.F.R. § 9.11(d)(6)). For actions located within or that may affect a floodplain or wetland, the following alternatives must be considered: a) no action; b) alternative locations; and c) alternative actions, including alternative actions that use natural features or nature-based solutions. Where possible, natural features and nature-based solutions shall be used. If not practicable as an alternative on their own, natural features and nature-based solutions may be incorporated into actions as minimization measures.

The GPD EHP screening form is located at https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf. SAFER Program applications that involve the installation of supplies/equipment not specifically excluded from a FEMA EHP review, per the GPD Programmatic Environmental Assessment, such as ground-disturbing activities, or modification/renovation of existing buildings or structures, will require an EHP review. Some equipment will require an EHP review as well. Such activities include, but are not limited to:

- Building renovations such as removal of a wall or installation of electrical or waterlines;
- Training/exercises in natural settings such as rope or swift water;
- Installing LED signs; and
- Any scope of work that involves ground disturbances.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training;
- Acquisition of mobile and portable equipment (not involving installation) on or in a building that does not require a storage area to be constructed; and
- Purchase of Personal Protective Equipment (PPE).

b. ***Procurement Integrity***

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in 2 C.F.R. §§ 200.317 – 200.327. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT). These resources, including an upcoming trainings schedule can be found on the PDAT Website: https://www.fema.gov/grants/procurement.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) and Indian tribes, must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states and Indian tribes must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for Procurements and 2 C.F.R. § 200.327 regarding required contract provisions. States, but not Indian tribes, must also follow 200.323 regarding procurement of recovered materials.

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable state, local, Tribal Nation, and territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

1. Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the federal procurement standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB's revisions to the federal procurement standards can be found in Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet.

2. Competition and Conflicts of Interest

2 C.F.R. § 200.319(b), applicable to local government and nonprofit recipients or subrecipients, requires that contractors that develop or draft specifications, requirements statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient or subrecipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the recipient or subrecipient.

Under this prohibition, unless the recipient or subrecipient solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post- award costs, such as grant management fees.

In addition to organizational conflicts of interest, situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Under 2 C.F.R. § 200.318(c)(1), local government and nonprofit recipients or subrecipients are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the recipient or subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The recipient's or subrecipient's standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.

Under 2 C.F.R. 200.318(c)(2), if the local government and nonprofit recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a SLTT government, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The recipient or subrecipient must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

3. Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

Information about GSA programs for states, Indian tribes, and local governments, and their instrumentalities, can be found at Help for state, local, and tribal governments to make MAS buys | GSA and https://www.gsa.gov/buying-selling/purchasing- programs/gsa-schedules/schedule-buyers/state-and-local-governments.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Preparedness Officer or Fire Program Specialist.

4. Procurement Documentation

Per 2 C.F.R. § 200.318(i), local government and nonprofit recipients or subrecipients are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and Indian tribes are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the PDAT Field Manual.

c. *Financial Assistance Programs for Infrastructure*

1. Build America, Buy America Act

Recipients and subrecipients must comply with FEMA's implementation requirements of the *Build America, Buy America Act (BABAA)*, which was enacted as part of the *Infrastructure Investment and Jobs Act* §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also 2 C.F.R. Part 184, Buy America Preferences for Infrastructure Projects.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to implement FEMA's Build America, Buy America requirements, please see Programs and Definitions: *Build America, Buy America Act* | FEMA.gov.

2. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

3. Definitions

For definitions of the key terms of the Build America, Buy America Act, please visit Programs and Definitions: *Build America, Buy America Act* | FEMA.gov.

d. *Mandatory Disclosures*

The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (2 C.F.R. § 200.113)

e. *Termination Provisions*

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards. Either party will provide written notice of intent to terminate to the other party no less than 30 days prior to the effective date of the termination.

1. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342.

2. With the Consent of the Recipient

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

3. Notification by the Recipient

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

4. Change in Program Goals or Agency Priorities

Pursuant to the terms and conditions of the award and to the extend authorized by law, FEMA may terminate the award if it no longer effectuates the program goals or agency priorities.

f. *Disability Integration*
Pursuant to Section 504 of the *Rehabilitation Act of 1973*, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against qualified individuals with disabilities.

g. *Record Retention*
1. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases.

2. Types of Records to Retain

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals

- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

h. ***Actions to Address Noncompliance***
Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339. FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19 or other applicable regulations.

If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under 2 C.F.R. § 200.339.

i. ***Audits***
FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award.

j. ***Hazard-Resistant Building Codes***
Hazard-resistant building codes are a foundational element of a more resilient nation, safeguarding communities, and lives against natural disasters, with an estimated $11:1 return on investment. The adoption, enforcement and application of modern building codes mitigates community vulnerabilities, reduces disaster recovery costs, and strengthens nationwide capability. FEMA is working to promote and support building codes in all areas of its work. In the interest of building a stronger, more resilient nation, FEMA encourages all grant recipients and subrecipients to meet current published editions of relevant consensus-based building codes, specifications, and standards, and to exceed them where feasible.

11. Appendix A – FY 2024 SAFER Program Updates

Appendix A contains a brief list of changes between FY 2023 and FY 2024 to the SAFER Program. The FY 2024 SAFER Program NOFO contains some changes to definitions, descriptions, and priority categories. Changes include:

- Under Eligibility – Allowable Project Types
    - The Hiring Activity offers grants to support applications to hire new, additional

firefighters

- Under Eligibility – Unallowable Project Types
    - FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget
- Under Eligibility – Cost Sharing Requirement
    - Hiring Activity grant recipients are required to contribute non-federal funds as a cost share
- Under Eligibility – Cost Share Description, Type and Restrictions
    - In the first and second years of the grant, the amount of federal funding may not exceed 75 percent of the usual annual cost of a first-year firefighter and in the third year of the grant, the amount of federal funding may not exceed 35 percent of the usual annual cost of a first-year firefighter
- Under Eligibility – Required information for verifying Cost Share
    - Applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80 percent of the applicant's average funding level in the three years prior to the application date
- Under Register in FEMA GO:
    - FEMA GO will no longer support Internet Explorer.
- Under Additional Information
    - Inclusion of Hazard-Resistant Building Codes.
- Under R&R Activity – Eligible Costs
    - New Member Costs – eligible physical exam costs for new members include: initial medical exams; annual physicals; job-related immunizations; behavioral health; and Cancer Screening Programs to meet NFPA 1582.
    - Wellness and Fitness for Existing Members – eligible subcategories of physical exams for existing members
    - Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties.
- Under Other Information
    - Extensions to the period of performance are allowed for R&R Activity grants only
-

12. Appendix B – Programmatic Information and Priorities

Appendix B contains details on SAFER Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

A. Ineligible Applications and Organizations

Volunteer and combination fire departments may apply for funding under both the Hiring Activity and the R&R Activity; however, departments must complete separate applications for each activity. Applicants are limited to one application per activity, per application period. If an applicant submits two applications for the same activity during a single application period, FEMA will disqualify both applications.

If two or more of the following entities have different funding streams, personnel rosters, and EINs but share the same facilities, FEMA considers them as being separate organizations for the purposes of FY 2024 SAFER Program eligibility:

- Fire departments; and
- National, state, local, federally recognized Tribal Nation, and nonprofit interest organizations.

However, if two or more organizations share facilities and each applies for the same activity (e.g., Hiring of Firefighters), FEMA reserves the right to review and compare all those program area applications to determine eligibility and review for potential overlap to avoid duplication of benefits.

Additionally, federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any application submitted under this program.

Examples of ineligible applications and organizations include:

- For-profit organizations, federal agencies, and individuals;
- Fire departments that are a Federal Government entity, or contracted by the federal government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land;
- Fire departments that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or AHJ;
    - However, if a fire department is the same legal entity as a municipality or other governmental organization, and otherwise meets the eligibility criteria, that municipality or other governmental organization may apply on behalf of that fire department if the application clearly states that the fire department is considered part of the same legal entity.
- State or local agencies, or subsets of any governmental entities, or any authorities that do not meet the requirements as defined by 15 U.S.C. § 2229a(a)(1)(A) and (a)(2);
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams; and,
- Non-federal airport or port authority fire departments whose sole responsibility is the suppression of fires on the airport grounds or port facilities unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities.
- Eligible applicants may submit only one application for each eligible activity (Hiring Activity and R&R Activity); all submissions of duplicate applications may be disqualified.
- If an applicant submits two or more applications for the same activity, both applications may be disqualified.
    - This is different from when where an entity is applying on behalf of other organizations that are agencies or instrumentalities of the applicant (e.g., multiple fire departments under the same county, city, borough, parish, or other municipality). In that situation, the applicant may request similar or the same costs if the application clearly states which costs (including quantities) are for which agency/instrumentality. This is permissible even if that entity submits multiple applications across regional versus direct applications.

B. Supporting Definitions for this NOFO

Attrition is a gradual reduction in work force without laying off personnel, e.g., when workers resign or retire and are not replaced.

Authority Having Jurisdiction (AHJ) is that person or office charged with enforcing the NFPA codes (Per NFPA101-2015 Edition: Life Safety Code).

Automatic Aid is a plan developed between two or more fire departments for immediate joint response on first alarms (Per NFPA 1710 – 2020 edition and NFPA 1720 – 2020).

Benefits, as defined in 2 C.F.R. § 200.431, means the regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. Benefits may include employer contributions or expenses for social security, employee insurance, workmen's compensation, and pension plan costs, and the like, whether treated as indirect costs or as direct costs, and are also eligible and shall be distributed to awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable.

Career Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on- call, to be a combination fire department. This includes non-fire emergency medical service personnel of the department.

Emergency Medical Services Organization is a public or private organization that provides direct emergency medical services, including medical transport.

Fire Department is an agency or organization that has a formally recognized arrangement with a state, territory, local government, or Tribal Nation authority (city, county, parish, fire district, township, town, village, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter is an individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Initial Full Alarm Assignment is the personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career departments are considered majority career if more than 50% of the active firefighting membership is salaried staff.

Majority Volunteer departments are considered majority volunteer if more than 50% of the active firefighting membership is NOT compensated for service other than a nominal stipend and insurance.

Mutual Aid is a written intergovernmental agreement between agencies or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2020 edition; and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2020 Edition).

National, State, Local, or Federally Recognized Tribal Organizations that Represent the Interests of Volunteer Firefighters are organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, or federal level. Such organizations include, but are not limited to, state or local firefighter or fire chiefs' associations, and volunteer firefighter relief organizations and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

New Recruit is a volunteer that joins the department with the intent to serve as a firefighter, after the recipient is notified of the grant award (the date of the award notification email in the FEMA GO mail center).

Nominal Stipend is a stipend that does not exceed 20% of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20% threshold may be determined in one of two ways. Departments that maintain paid full-time firefighters on their payrolls may compare the stipend to the salary they pay a full-time firefighter who performs similar services to determine whether the stipend is more or less than 20% of that salary.

Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full-time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the U.S. Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of- pocket expenses they incur.

If a stipend paid exceeds 20% of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the *Fair Labor Standards Act (FLSA)* minimum wage and overtime provisions.

Operational Budget is the funding supporting fire-related programs or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

Operational Position is a position with a primary assignment (more than 50% of time) on a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance.

Paid-on-Call is defined as firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is composed of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is composed of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter is a firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-Time Equivalent position that must be accounted for in the staffing information provided in the application.

Primary First Due is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

Salary is a fixed payment made by an employer to an employee to compensate for a regular work schedule. Typically, the payment is made on a monthly, biweekly, or weekly basis but often expressed as an annual sum. The salary structure should be documented in writing by the employer. Note: Only costs for overtime that an employer routinely pays as a part of a firefighter’s regularly scheduled and contracted shift hours to comply with FLSA are eligible salary costs under the Hiring Activity.

State is defined as any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment is the minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Supplanting is to replace or take place of funds that would otherwise be available from state or local sources, or the Bureau of Indian Affairs.

Tuition Assistance is only eligible for reimbursement of undergraduate and graduate studies, vocational/technical training, certification, and job training programs for the member of the department and not a spouse nor a dependent.

Volunteer Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

C. Application Tips

The following information may be useful when preparing a competitive application:

- NFPA – "FREE ACCESS": as part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit http://www.nfpa.org/freeaccess.
- For the most competitive applications, select those local need(s) that most closely align with one or more SAFER Program funding priorities.

- Applications differ based on the applicant type. For example, the Hiring Activity application will be different from the fire department application for the R&R Activity; the R&R application will be different for a fire department than an interest organization. Be sure to select the appropriate applicant type when applying.
- When filling out the online application, applicants are required to provide basic demographic information regarding their organization and the community served and must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) do not match the application as submitted, the grant recipient shall only be responsible for completing the activities funded. The grant recipient is under no obligation to start, modify, or complete any activities requested, but not funded by this award. Please review the Award Package.

D. Funding Limitation

Specific funding parameters are either required by law or are the outcome of recommendations from the CDP. Each requirement is identified below, followed by the source of the requirement noted in parentheses:

- A total of 10% of the funding appropriated for FY 2024 SAFER Program awards is set aside for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(2)).
  - No more than 33% of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, territorial, or federally recognized tribal organizations that represent the interests of volunteer firefighters (CDP).
- A total of 10% of funding appropriated for FY 2024 SAFER Program awards is set aside for grants awarded to all volunteer or majority volunteer departments for hiring of firefighters (15 U.S.C. § 2229a(a)(1)(H)).
  - A majority volunteer fire department is one that more than half its personnel do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. Although applications are normally awarded based on total score (high to low), to meet this 10% statutory set aside, the SAFER Program Office may be required to fund an application that meets the criteria for the set aside instead of a higher-scoring application that does not meet the set aside criteria (15 U.S.C. § 2229a(a)(1)(H)).
  - If FEMA awards less than 10% of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it must transfer the remaining

funds to provide grants for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(1)(H)).

E. Funding Priorities

a. ***Meeting the National Standards***

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

FEMA will ask applicants general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without the use of overtime).

FEMA will also ask applicants to indicate what their ability will be to meet that same standard if awarded grant funds. Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher pre-scores than applications resulting in smaller percentage increases in compliance.

Note: SAFER Program grants focus only on the Deployment, or Staffing and Deployment sections of these two standards, respectively.

- NFPA 1710 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability, Section 5.2.3.1 – Engine Companies, 3.3.53 Rapid Intervention Crew). This standard applies primarily to career fire departments and combination departments if the combination department chooses it.
- NFPA 1720 Assembly Requirements – Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment, Section 4.6 Initial Firefighting Operations). This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

F. Hiring Activity Overview

Grants awarded under the Hiring Activity enable volunteer, combination, and career fire departments to improve or restore staffing levels to attain a more effective level of response and a safer incident scene. FEMA awards Hiring Activity grants directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters by providing financial assistance to hire new, additional firefighters (**New Hire**).

All the following are considerations in pre-scoring and peer review determinations: High (H), Medium (M), Low (L)

a. ***Compliance with NFPA Standards***
The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standards discussed in Appendix B Section E. Funding Priorities of this NOFO.

Current (Pre-Award) 1710/1720 Compliance Priorities	
H Never or 0%	M Half of the time or 40-59%
H Rarely or 1-19%	L Very often or 60-79%
M Sometimes or 20-39%	L Most of the time or 80-100%

New (Post-Award) 1710/1720 Compliance Priorities	
H Always or 91-100%	M Half of the time or 40-59%
H Most of the time or 80-90%	L Sometimes or 20-39%
M Very often or 60-79%	L Rarely or 0-19%

b. ***Call Volume and Population Served***
Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments that protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

c. ***Firefighter Health Measures***
The health and well-being of firefighters is of paramount importance. Therefore, applicants who indicate newly hired firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify that these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1580 Chapter 13, Occupational Medical: Evaluations (NFPA 1582).

Applicants should note that FEMA is working with the NFPA Technical Committee on Fire Service Occupational Safety and Health to evaluate whether the NFPA 1582 standard complies with applicable federal civil rights laws. No decisions have been made and FEMA will issue additional guidance when more information becomes available.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

d. ***Training Requirements***
Applicants will receive higher pre-scores if the personnel funded under the grant will meet the minimum EMS training and certification requirements prescribed by the AHJ.

G. R&R Activity – Fire Departments Overview

Grants awarded under this R&R Activity are to fire departments to assist with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the recipient's response area.

All the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: **High (H), Medium (M), Low (L)**

a. *Compliance with NFPA Standards*
The highest priority is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standard 1710 or 1720 as discussed in Appendix B – Programmatic Information and Priorities, Funding Priorities of this NOFO.

b. *Volunteer Membership*
Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteer Firefighters	
H 91-100%	M 41-50%
H 81-91%	M 31-40%
H 71-80%	L 21-30%
H 61-70%	L 11-20%
M 51-60%	L 1-10%

c. *Call Volume*
Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

d. *Firefighter Health Measures*
Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations, and who indicate they will provide annual medical exams receive higher consideration. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1580, Chapter 13, Occupational Medical: Evaluations (NFPA 1582). Applicants who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA 1582-compliant physicals

e. ***Firefighter Training and Certification Requirements***

Firefighter	
H Both Firefighter (FF) II/Emergency Medical Technician (EMT)	M FF I
H FF II	L First Responder
M Both FF I/EMT	

f. ***R&R Coordinator/Program Manager/Grant Administrator***

R&R Coordinator
H Applicants who currently have a coordinator, program manager, or grant administrator in place
M Applicants who request grant funding for a coordinator, program manager, or grant administrator's position
L Applicants who do not have, or are not requesting, a coordinator, program manager, or grant administrator

g. ***Regional Requests***

Applications that will have a direct regional or local benefit beyond the immediate boundaries of the applicant's first-due area will receive higher consideration.

A regional request is an opportunity for an eligible R&R Activity organization to act as a host and apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and have a direct regional or local benefit to more than one local jurisdiction (county, parish, town, township, city, or village). Direct regional or local benefit means that other eligible organizations will receive a portion of the grant-awarded funds, will receive items purchased with the grant funds, or share an item purchased with grant funds.

The community identification characteristic, the organizational status of the applicant, and the permanent resident population should be entered for the host entity, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed areas of the host and participating partner organizations.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any SAFER Program Activity. However, it cannot be for the same item.

In completing the application, the host applicant must include a list of all participating organizations, including a point of contact and phone number for each organization that will directly benefit from the regional project if they receive the grant. The organizations that will

benefit from the R&R Activity may also apply for funding under the SAFER Program if the organizations do not apply for a project or activity that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the organizations participating in this application have not received grants for similar items/activities.

To apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, cost share, accountability for the assets, and all reporting requirements in the regional application.

All participants of a regional application must be compliant with SAFER Program requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the SAFER Program Office, the host agency shall not distribute grant-funded assets or provide grant-funded contractual services to non- compliant partner organizations. The host and the delinquent partners will be notified by the SAFER Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU), or equivalent document signed by the host and all participating organizations participating in the award. The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host's and participants' level of involvement in the project(s), the participating partners' EINs, and the proposed distribution of all grant-funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible SAFER Program organization and must be a party to the MOU or equivalent document. **Copies of the MOU or equivalent document should be submitted as an attachment in the application**.

H. R&R Activity – National, State, Local, Territorial, or Federally Recognized Tribal Nation Volunteer Firefighter Interest Organizations (Interest Organizations) Overview

Grants awarded under this R&R Activity are to applicants who identify as an Interest Organization. These grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the application, the applicant must include data that approximates the characteristics of the entire region and all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process. Automated (pre-score) evaluation scores represent 30% of the total application score.

All the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: **High (H), Medium (M), Low (L)**

a. ***Compliance with NFPA Standards***

The highest priority is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 as discussed in Appendix B – Programmatic Information and Priorities, Funding Priorities of this NOFO. Interest Organizations that currently have the lowest recruitment and retention rates among the entire region and all fire departments benefitting from the grant funds receive higher consideration for funding.

b. ***R&R Coordinator/Program Manager/Grant Administrator***

R&R Coordinator
H Applicants who currently have a coordinator, program manager, or grant administrator in place
M Applicants who request grant funding for a coordinator, program manager, or grant administrator's position
L Applicants who do not have, nor are not requesting, a coordinator, program manager, or grant administrator

c. ***Needs Assessment***

Needs Assessment	
H Applicants with projects based on a needs assessment	L Applicants with projects that are not based on a needs assessment

d. ***Fire Service Partnerships***

Fire Service Partnerships	
H Applicants who have, or will establish, fire service partnerships as part of this project	L Applicants who will not have, nor establish, fire service partnerships as part of this project

I. Eligible and Ineligible Costs and Requirements

Regardless of the eligibility of any costs requested or the results of the review of the application conducted in accordance with Section 7 Application Review Information of this NOFO, FEMA reserves the right to approve the activities requested in an application in whole or in part.

Hiring Activity – Eligible Costs and Requirements
Eligible Costs: • Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant are eligible. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Refer also to the definitions in Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO or this NOFO.

Hiring Activity – Eligible Costs and Requirements

- Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, to comply with FLSA, are eligible. For more information on FLSA, please visit the U.S. Department of Labor.
- Salaries and benefits of firefighters hired with SAFER Program funding while they are engaged in initial recruit training are eligible.

Eligibility Requirements:

- Only firefighters hired (**New Hire category**) after the SAFER Program grant offer of award are eligible for grant funding.
- Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year.
- SAFER Program grant funds will only pay for operational positions, whose primary assignment (more than half the time) is on a fire suppression vehicle, regardless of collateral duties.
- Volunteer and mostly volunteer fire departments may also hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment.
- Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

Hiring Activity - Ineligible Costs

- The salaries and benefits of full-time firefighters who are employees at the time of grant award are ineligible to be funded under this grant.
- Job-sharing positions (e.g., utilizing more than one person to fill a full-time SAFER Program-funded position) are ineligible.
- The SAFER Program may not be used to fund promotions (e.g., to pay a current member a higher salary by placing him/her in a new SAFER Program-funded position).
- Pre-application costs, such as grant writer fees, administrative costs (e.g., physicals/ medical exams, background checks, etc.), and indirect costs associated with hiring firefighters are ineligible.
- Costs to train and equip firefighters (e.g., PPE/Turnout Gear) are ineligible (this does not include the salaries and benefits of firefighters hired under the SAFER Program while they are engaged in training).
- Costs for additional benefits such as uniform allowances, education stipends, meal allowance, etc., that are not contractually obligated, included as part of the standard benefits package for all employees, and reimbursed via payroll are ineligible.

- Costs of annual physicals/medical exams are ineligible.
- Overtime costs (including overtime for holdovers, extra shifts, to attend training, etc.) are ineligible (except as noted in "eligible costs" above).
- M&A costs.
- Indirect costs.

R&R Activity – Eligibility Requirements

- Applicants must correlate the activities for which funding is requested and the identified recruitment or retention problems or issues to be addressed. FEMA will not fund a budget line item if an applicant does not provide sufficient information detailing how it will enhance recruitment and retention. Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.
- SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.
- FEMA recommends that departments consult their AHJ or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g., stipends, Length of Service Award Program [LOSAP]/Retirement Program).
- All grant-related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage or service delivery on all contracts and agreements may not begin prior to or extend beyond the period of performance of the grant. FEMA may permit prorated costs to be charged to the grant for training courses that begin during the period of performance but end after the period of performance ends.
- All funded activities under the R&R Activity must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOPs before or after being awarded.
- Funds received under the SAFER Program must not be used to replace funds that would be available from state or local sources, or from the Bureau of Indian Affairs, but shall be used to increase the amount of funding that would, in the absence of Federal funds received, be made available from state or local sources, or funds supplied by the Bureau of Indian Affairs.

R&R Activity – Eligible Costs: High Priority
• Costs to support a staffing needs assessment identifying the operational staff and support that are required to carry out fire department responsibilities safely and effectively (e.g., supplies for data collection, contractors, or personnel to collect and analyze data, software programs, etc.). ▪ **Note**: If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded. • Costs to support a R&R Coordinator, a Program Manager, and/or a Grant Administrator (including reasonable salary, fringe benefits, contract support, supplies, travel, etc.). ▪ **Note**: Computers for these positions are low priority items. • Marketing Program to recruit new volunteer firefighters, such as: ▪ Media advertising (e.g., television, radio, social media); ▪ Print advertising (e.g., newspapers, billboards, signs, banners, brochures, flyers); and, o LED/electronic sign. **Note:** this is a high priority item only when included as part of a comprehensive marketing program. Only one LED/electronic sign is allowed per applicant and 75% of usage must be dedicated to R&R activities. Allowable costs may be limited to reasonable amounts as determined by FEMA. Additional restrictions apply (for details see Section 10.B.a. Environmental Planning and Historic Preservation (EHP) Compliance of this NOFO). ▪ **Note**: If requesting funds to recruit new members, a marketing plan must be in place, or the application must show a marketing plan will be implemented either with grant funds (requested as a line item) or that the applicant will implement a marketing plan using existing department resources. • New Member Costs may include: o Entry-level physical exam for each new recruit; o Annual physicals for newly recruited members[4]; and o Station duty uniforms. • Wellness and Fitness for Existing Members. Wellness and Fitness costs of an annual exam may include: o Physical exams; o Job-related immunization; o Periodic Physical Exam/Health Screening; o Behavioral health; and o Cancer Screening Program to meet NFPA 1582. ▪ All grant-funded physicals (except those for explorers/cadets) must meet NFPA 1582 standards (Chapter 9, Occupational Medical Evaluation). • Employee Assistance Program (EAP) to provide behavioral health training for coping with fire service duties. • New recruit basic training that is not covered under a department's normal operating budget, and as required by the AHJ to meet minimum firefighter certification (e.g., cardiopulmonary resuscitation (CPR), First Responder, EMT, FF1, FF2).

[4] The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at https://www.fstaresearch.org.

R&R Activity – Eligible Costs: High Priority
▪ Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending required basic training is also eligible. ▪ **Note:** costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate. • Leadership or career development training when used as a retention incentive that is not covered under a department's normal operating budget. ▪ Reimbursement to members for lost wages, mileage and transportation costs, lodging costs and per diem while attending leadership/career development training or conferences are also eligible. ▪ **Note:** costs for mileage/transportation, lodging and meals must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate. ▪ Courses must provide Continuing Education Units (CEU) or certificates of completion to be eligible. • Instructor/train-the-trainer training that is not covered under a department's normal operating budget. ○ Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending instructor/train-the-trainer training are also eligible. ▪ **Note**: Costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate. • Tuition assistance for higher education (including books, lab fees and student fees). ▪ Coursework or certifications in this category should be more advanced than what departments typically fund for required minimum-staffing requirements and specific to an accredited university or trade school program. ▪ Courses are not limited to firefighter training or education. ▪ Only tuition payments for classes offered and taken during the period of performance are allowable. ▪ Computers for individual students are not eligible for funding. ▪ Payments for student loans are not eligible for funding. ▪ Recipients must provide internal policies that explain how funding is administered. ▪ Allowable costs may be limited to reasonable amounts, as determined by FEMA. • PPE/Turnout Gear. ▪ PPE may only be funded for new firefighters that join the department after the date of grant award, that successfully pass an NFPA 1582-compliant physical, and that are certified as "fit for duty." PPE purchased with SAFER Program funding must be utilized by adequately trained staff. ▪ Funds are available to acquire Occupational Safety and Health Administration-required and NFPA-compliant PPE for firefighting personnel. In addition, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at http://www.nfpa.org/freeaccess. ▪ Only actual costs for PPE are allowed.

R&R Activity – Eligible Costs: High Priority

- Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- To receive payment, recipients must provide the following documentation to support the purchase of PPE:
  - Invoices/proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) for PPE.
  - Proof that the firefighter(s) have passed an NFPA 1582-compliant physical and are certified as "fit for duty."
- Eligible PPE Expenditures:
  - Only one set of PPE for structural and wildland firefighting per each new recruit.
  - The SAFER Program considers a complete set of structural PPE to be comprised of one self-contained breathing apparatus (SCBA) mask/face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of suspenders, and one pair of goggles. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, the SAFER Program will consider all statutorily required items to be part of a complete PPE set.
  - The SAFER Program considers a complete set of wildland PPE to be comprised of one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, one web gear, one backpack, and one canteen/hydration system.
- Traditional therapies and preventative care facilitated by a licensed mental health or physical healthcare provider.
- LOSAP or Retirement Program:
  - New LOSAP or Retirement Programs (meaning the department has never had a LOSAP or Retirement Program).
  - Increasing existing LOSAP or Retirement Program coverage to include newly recruited members (FEMA will only fund the increase portion of the program).
    Note: FEMA will not fund LOSAP or Retirement Programs that were previously funded by a SAFER Program grant.

R&R Activity – Eligible Costs: Medium Priority

- Nominal stipends, as defined under Appendix B – Programmatic Information and Priorities, Supporting Definitions for this NOFO in this NOFO for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response (e.g., Pay-per-Call, Points Based System, etc.). Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, or responding to incidents.
  - Food vouchers may be used for nominal stipends if the Narrative supports their use as an effective recruitment and retention tool for the department. However, food vouchers must be issued through formally adopted SOPs.
  - Award recipients must maintain records of all food vouchers including firefighter name, amount, date received, and signature of the receiving firefighter.
  - Gift cards may not be used for nominal stipends. For information on gift cards, see Low Priority – Awards/Incentives below.
  - Only actual costs for stipends are allowed.

R&R Activity – Eligible Costs: Medium Priority

- Allowable costs may be limited to reasonable amounts as determined by FEMA.

- Costs to support explorer/cadet, and mentoring programs, such as:
  - Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots) for each newly recruited cadet/explorer per the department's documented uniform policy.
  - Training (Non-Immediate Danger to Life and Health [IDLH]).
  - One set of structural or wildland PPE as defined above for each new cadet/explorer that joins the department after the date of grant award, with the following two exceptions: 1) SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere, and 2) physicals for explorers/cadets are not required to meet NFPA 1582.
  - One introductory physical exam per each newly recruited explorer/cadet.
- Insurance packages (e.g., AD&D, workers compensation, disability, health, dental, life).
- Exercise equipment is limited to no more than $10,000 total per grant award.
- Wellness programs (e.g., group fitness led by health instructors that come to the department).

R&R Activity – Eligible Costs: Low Priority

- New Member Costs. Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniforms as one pair of pants, one shirt, one hat, and one pair of boots) for new firefighters that join the department after the date of grant award, per the department's documented uniform policy.
  - **Note**: Class A or B uniforms (e.g., Dress Uniforms) and badges are not allowable costs under the SAFER Program.
- American National Standards Institute-approved retro-reflective highway apparel.
- PPE gear bags.
- Costs for advanced training not currently covered under the department's operating budget (e.g., extrication training, specialized equipment training, swift water rescue, etc.). Advanced training requests are only eligible for members who have already met the minimum firefighter certifications required by the AHJ and must closely correlate to the applicant's recruitment and retention goals.
  - Reimbursement to members for lost wages, mileage and transportation costs, lodging costs, and per diem while attending advanced training are also eligible.
  - **Note**: Costs for mileage and transportation costs, lodging costs, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Two computers (including monitor, keyboard, mouse) and printer for grant-appointed R&R Coordinator, Program Manager, and/or Grant Administrator.
- Awards or Incentive program for participation in operational (firefighting) activities, such as operational training or responding to incidents (e.g., length of service plaques, gift cards for top responders, non-uniform clothing).

R&R Activity – Eligible Costs: Low Priority

- Non-uniform clothing (limited to a shirt, a jacket, or a pullover) as part of an award program only.
  - **Note**: Class A or B uniforms (e.g., Dress Uniforms) and badges are not allowable costs under the SAFER Program.
- Gift Cards: a logbook for the purchase and issuance of gift cards is required. The logbook should include name of recipient, date, amount of card, reason for issuance, and signature of recipient. Gift cards should be issued to operational firefighters who have completed the minimum firefighter training required by the AHJ.

- LED/electronic sign when it is not included as part of a comprehensive marketing program.
- Fire service association membership fees.
- Projector or screen to support classroom training.
- Payments for housing or rent for volunteers at or near the fire station.
- Other costs associated with new recruits (background checks, aptitude tests, etc.).
- Station modifications/remodeling/renovation of existing facilities.
  - Remodeling/renovations to an existing facility are allowable (e.g., converting space into bunkroom) and must correlate to the identified recruitment or retention problems or issues being addressed with the grant. The renovations must be minor interior alterations not to exceed $10,000 total per grant award.
  - Remodeling/renovations may not change the footprint or profile of the building.
  - Any request for modifications to facilities may require EHP review (for details see Section 10.B.a. Environmental Planning and Historic Preservation (EHP) Compliance of this NOFO). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding, including coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements. Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements.
  - Written approval must be provided by FEMA before using any SAFER Program funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

R&R Activity – Eligible Costs: Non-Prioritized Costs

- M&A costs up to 3% of the total awarded amount in accordance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. M&A costs must be identifiable and directly related to the implementation and management of the SAFER Program grant. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

R&R Activity – Eligible Costs: Non-Prioritized Costs

- Indirect costs for national, state, local, or federally recognized Tribal Nation volunteer firefighter interest organizations that are expended pursuant to Section 3.H. Indirect Costs (Facilities and Administrative Costs).
- Up to $1,500 in grant writer fees for application preparation, but not grant administration. The fee must have been paid between 90 days before the publication date of this NOFO and up to 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award. For details see Appendix C – Award Administration Information, Grant Writer/Preparation Fees.
- Audit costs proportional to the total SAFER Program award. Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Program award, and they must be incurred during the period of performance.

R&R Activity – Ineligible Costs

This list is not exhaustive:

- Salary and benefits for firefighters.
- Retroactive payments or recognition for operational services rendered prior to the grant award.
- Costs incurred (including the delivery of goods or services) outside of the period of performance except for grant writer fees; see Appendix C – Award Administration Information, Grant Writer/Preparation Fees.
- Fire suppression equipment.
- Vehicles.
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators).
- Supplies, expendables, or "onetime" use items such as foam, fuel/propane, breaching materials (e.g., wood or sheetrock).
- Sirens, warning lights for fire department or private vehicles, or other outdoor warning devices.
- Communication equipment and monthly expenses including cell phones, pagers, portable radios, or Computer- Aided Dispatch systems.
- Video cameras/recording equipment.
- Photographs/photographer unless part of a marketing contract for recruitment of new members.
- Intruder alerting systems and deployment notification systems.
- Retroactive payments or recognition for non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters).
- Payments for travel to or participation in leisure or social activities such as theater tickets, entertainment tickets, and trips (e.g., professional sporting events).
- Costs associated with award banquets, such as food, photographers, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.

R&R Activity – Ineligible Costs

- Costs for food or refreshments that are not part of a conference or training hosted by the grant recipient (food vouchers can be requested as a nominal stipend but must be provided only under formally adopted SOPs).
- Costs for training currently covered under the department's operating budget (e.g., tuition or instructor fees for department-mandated, basic-level training).
- Tuition assistance for family members of the volunteer.
- Services at a member's personal residence (e.g., internet access, plowing of driveways).
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators), and entertainment equipment.
- "Giveaways" for recruitment events, such as stickers, pencils, pens, t-shirts, cups, mugs, or balloons.
- Fees for courses and training that are available free of charge on the internet or at state/local training facilities (e.g., NIMS 100, 700, 800).
- Costs for fuel. Costs for travel to training or other eligible activities are reimbursed through mileage rates.
- Gym Memberships.
- Payments for student loans.
- Mileage reimbursement for responding to incidents or periodic operational training at the fire house (mileage reimbursement is allowed for other types of training as explained under eligible costs).
- Station internet access/user fees and equipment to install internet (such as routers).
- Continued funding of an existing (or previously funded through the SAFER Program) LOSAP or Retirement Program.
- Computers in common areas or individual computers for training/education.
- Copiers/printers.
- Incentives for career firefighters within the recipient's fire department.
- Ineligible explorer/cadet/mentoring program expenditures:
  - SCBAs, including masks/face pieces.
  - Anything involving the IDLH atmosphere.
  - Any activities precluded by the AHJ.
- Ineligible PPE expenditures:
  - Three-quarter length rubber boots.
  - SCBAs (not including SCBA masks/face pieces).
  - PASS Devices.
  - Spare cylinders.
  - Bomb disposal suits.
  - PPE for hazardous materials and other specialized incidents.
  - More than one set of structural or wildland PPE per newly recruited member (within the period of performance).
- PPE for existing members, R&R Coordinator, Program Manager, and/or Grant Administrator.

13. Appendix C – Award Administration Information

Appendix C contains detailed information on SAFER Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

A. Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email HOTLINE@oig.dhs.gov.

B. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically identified, and listed within the "Grant Request Details" section of the application and must satisfy the requirements under 2 C.F.R. § 200.458. FEMA will only consider reimbursements for application preparation, not administration, up to $1,500 per annum. The allowability of grant writer fees as a pre-award expenditure must be paid between the 90 days before the publication date of this NOFO and up to 30 calendar days after the application period closes. For the grant writer fees held either on retainer or subscription basis to be an eligible pre-award cost, the claimed retainer or subscription must have been competitively secured, and the costs are limited to the start of the appropriation period for the underlying award and meet the requirements under 2 C.F.R. § 200.458. Fees payable on a contingency basis are not an eligible expense.

Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the federal government from receiving funding under federally-funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. By submitting the application, applicants are certifying all information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.

The following documentation shall be provided to FEMA upon request:

1. A copy of the grant writer's contract for services;
2. A copy of the invoice or purchase order;
3. A copy of the canceled check (front and back); and
4. Evidence that the services were competitively procured.

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

Note: FEMA requires that all applicants identify the following as "Application Participants" in the "Contact Information" section of the application: Any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget; whether that person, entity, or agent is compensated or not; and whether the assistance took place before submitting the application.

C. Maintenance and Sustainment

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance if the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

D. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and are directly related to any eligible SAFER Program acquisition activity may be charged to a SAFER Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the SAFER Program application narrative, as well as the "Grant Request Details" section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible SAFER Program acquisition activity are not chargeable to any SAFER Program award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

**Government entities are not required to pay FCC regulatory fees. Nonprofit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid Internal Revenue Service Determination Letter documenting its nonprofit status, or certification from a governmental authority attesting to its exempt status. For more information, please visit http://www.fcc.gov.*

E. Excess Funds

After completing the initial project(s) proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These excess funds may be utilized to address an organization's local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need. An amendment request must be submitted to document the expenditure of excess funds. As a reminder, all costs must be incurred, and all goods and services must be delivered or completed within the period of performance to be allowable.

F. Payments and Amendments

FEMA uses the Direct Deposit/Electronic Funds Transfer method of payment to recipients.

SAFER Program payment/drawdown requests are generated using FEMA GO. SAFER Program payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time, request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

a. ***Advances***
Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200. The recipient shall include all applicable source documentation such as invoice(s), purchase orders, contracts, etc., to support the costs associated with the advance SAFER Program payment/drawdown requests. EHP review requirements must be met prior to advanced payments.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient.

Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the *Cash Management Improvement Act (CMIA)* and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm.

b. ***Reimbursement***
Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of SAFER Program approval for reimbursement requests, recipients shall submit all applicable source documentation, such as payroll records, timecards, contracts, invoices, purchase orders, proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) to support the costs associated with each payment/drawdown request.

c. ***Rebates***
Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate-adjusted Cost Share.

d. ***Payment Requests During Closeout***
A recipient may only submit reimbursement payment requests up to 120 calendar days after the expiration of the period of performance, during an award's closeout reconciliation per 2 C.F.R. § 200.344. Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain

clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance. FEMA may request documentation supporting the reimbursement for review at any time.

e. ***Amendments***

FEMA may approve SAFER Program award amendments on a case-by-case basis for the following reasons:

- Extension of the period of performance to complete the scope of work under the R&R Activity;
- Changes to the activity, mission, retroactive approval (pre-award), closeout issues, and some excess funds requests;
- Budget changes (adding funds to award/non-closeout deobligation of funds); and
- Change of key personnel.

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. Amendments or changes to the scope of work may require additional EHP review. FEMA strongly encourages recipients to expend grant funds in a timely manner to be consistent with SAFER Program goals and objectives.

Note: A recipient may deobligate or return unused funds (i.e., those remaining funds previously drawn down via payment request or remaining award funding that was never requested) to FEMA prior to the end of an award's period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (e.g., the funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's cost share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before FEMA processes the deobligation request.

G. Disposition of Grant-Funded Equipment

A recipient must use, manage, and dispose of SAFER Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. Except for state governments, when original or replacement equipment acquired under a SAFER Program award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting the SAFER Help Desk before disposing of SAFER Program-funded equipment.

H. Post-Award Recipient Responsibilities

Once awarded, recipients under the Hiring Activity must submit a pre-SAFER Program roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA 1720, who are employees at time of award. FEMA compares the pre-SAFER Program roster to names submitted for SAFER Program-funded positions to ensure that the SAFER Program-funded firefighters are new employees.

The SAFER Program Office will work with recipients to establish the correct staffing maintenance numbers, which combine the number of pre-SAFER Program and SAFER Program-funded operational positions. Once this is established, recipients must agree to maintain this number throughout the period of performance by taking active and timely steps to fill any vacancies.

Recipients under the Hiring Activity who lay off any operational personnel during the period of performance will be considered in default of their grant and the award will be terminated. In those situations, recipients may be required to return the federal funds disbursed under the grant award.

Recipients who are unable, due to documentable economic hardship, to backfill non-SAFER Program operational positions vacated through attrition (e.g., resignation, retirement) after receiving an award may petition FEMA to waive the staffing maintenance requirements.

Approved waivers allow recipients to decrease and reestablish the staffing maintenance numbers agreed to at the time of award by the number of positions that recipients are unable to fill. To qualify for this waiver, the economic hardship must affect the entire public safety sector in a recipient's jurisdiction, not just the fire department. FEMA will not grant waivers for SAFER Program-funded positions. Recipients who fail to maintain the required level of staffing risk losing federal funds awarded under this grant.

Recipients must agree that, notwithstanding any provision of other laws, firefighters hired under these grants will not be discriminated against or be prohibited from engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

FEMA strongly encourages applicants, to the extent practicable, to seek, recruit and hire military veterans to increase their ranks within their departments.

Superior Township
FEMA SAFER fire grant

Projection for 2027-2032 assumes base budget will be the exact same as FY2026 plus 3% growth of revenue and expenditures.

Additional costs of SAFER fireman based on Nancy schedule and the terms of the grant.

Fire truck debt service is an estimate based on $1M cost of new engine. Annual payments would extend past 2032.

Conclusion: Unless the Township is able to significantly increase its Fire Dept revenue through either a new millage or replacing the existing millage with a PA33 special assessment at a higher mill rate, adding 6 new firefighters through the SAFER grant is not financially feasible. If instead of 6, the Township only added 3 new firefighters and did not buy the new engine, the savings in the below projection would be approximately $3M. Still not within the Township's ability to pay with the same current revenue structure.

	2024 ACTIVITY FINAL	2025 APPROVED BUDGET	2026 REQUESTED BUDGET	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032
ESTIMATED REVENUES - FUND 206	3,132,822.00	3,462,486.00	3,450,222.00	3,553,728.66	3,660,340.52	3,770,150.74	3,883,255.26	3,999,752.92	4,119,745.50
APPROPRIATIONS - FUND 206	3,561,812.00	2,879,003.00	3,566,641.00	3,673,640.23	3,783,849.44	3,897,364.92	4,014,285.87	4,134,714.44	4,258,755.88
NET OF REVENUES/APPROPRIATIONS - FUND 206	(428,990.00)	583,483.00	(116,419.00)	(119,911.57)	(123,508.92)	(127,214.18)	(131,030.61)	(134,961.53)	(139,010.37)
Add'l expenses									
SAFER firefighters			(185,852.39)	(193,342.64)	(523,014.34)	(836,822.94)	(870,295.86)	(905,107.69)	(941,312.00)
Fire Truck Debt service				(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)
Adjusted net revenue (loss)			(302,271.39)	(433,254.21)	(766,523.25)	(1,084,037.12)	(1,121,326.47)	(1,160,069.22)	(1,200,322.37)
BEGINNING FUND BALANCE	2,417,408.00	1,988,418.00	2,571,901.00	2,269,629.62	1,836,375.41	1,069,852.16	(14,184.97)	(1,135,511.43)	(2,295,580.65)
ENDING FUND BALANCE	1,988,418.00	2,571,901.00	2,269,629.62	1,836,375.41	1,069,852.16	(14,184.97)	(1,135,511.43)	(2,295,580.65)	(3,495,903.02)
% of expenditures in FB			60%	46%	24%	0%	-23%	-44%	-66%

Cost of a new firefighter per Nancy Mason spreadsheet			Gross Cost - 6 FTE	Township share of cost	Township share of cost $
2025	$ 112,907.77				
2026	$ 123,901.59	10%	$ 743,409.54	25%	$ 185,852.39
2027	$ 128,895.09	4%	$ 773,370.54	25%	$ 193,342.64
2028	$ 134,106.24	4%	$ 804,637.44	65%	$ 523,014.34
2029	$ 139,470.49	est. 4% incr.	$ 836,822.94	100%	$ 836,822.94
2030	$ 145,049.31	est. 4% incr.	$ 870,295.86	100%	$ 870,295.86
2031	$ 150,851.28	est. 4% incr.	$ 905,107.69	100%	$ 905,107.69
2032	$ 156,885.33	est. 4% incr.	$ 941,312.00	100%	$ 941,312.00

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form per agenda item.

TO:	Superior Township Board of Trustees
FROM:	Michelle Marin
DATE SUBMITTED:	10-3-25
BOARD MEETING DATE:	10-20-25

ITEM TITLE: Appointment of Hearing Officer, Brent Strong of Carlisle Wortman Associates

DESCRIPTION OF ITEM/RESOLUTION:

As set forth in Section 165.03, the Blight Ordinance, upon determination that a dangerous building exists, the Township Board shall appoint a hearing officer with expertise in housing matters in order issue a notice to the property owner(s) of dangerous buildings and begin the procedures detailed in Division 2 of the Blight Ordinance. The Township Supervisor shall recommend and the Board shall appoint a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, or member of a community housing organization as a hearing officer. The hearing officer shall not be an employee of the Township.

REQUESTED BOARD ACTION:

Appoint Brent Strong of CWA as the Township Hearing Officer

BACKGROUND/JUSTIFICATION:

Provide relevant history, previous board actions, community input, or project developments.

IMPACT ON TOWNSHIP BUDGET (if any):

Carlisle Wortman Associates Contract

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

Carlisle Wortman Associates

DEADLINES OR URGENCY (if applicable):

N/A

SUPPORTING DOCUMENTS ATTACHED:

Resolution to appoint Brent Strong as the hearings officer

CONTACT PERSON FOR QUESTIONS:

Name: Michelle Marin

Title: Planning and Zoning Administrator

Phone: 909-762-6736

Email: planning@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following individuals: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPOINT BRENT STRONG OF CARLISLE WORTMAN ASSOCIATES AS THE HEARING OFFICER TO ADMINISTER DIVISION 2 OF THE BLIGHT ORDINANCE: DANGEROUS STRUCTURES

RESOLUTION NUMBER: 2025-69

DATE: OCTOBER 20, 2025

WHEREAS, Sec 165.03 of the Superior Charter Township Code of Ordinances enables the Township Board of Trustees to appoint a Hearing Officer tasked with identifying dangerous structures; and

WHEREAS, Sec 165.03 of the Superior Charter Township Code of Ordinances prohibits the appointed Hearing Officer from being an employee of Superior Charter Township; and

WHEREAS, Brent Strong is a certified building inspector, thereby meeting the requirements as set forth in Section 165.03.B.6, and he serves as the Director of Construction Code Services within Carlisle Wortman Associates; and

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby appoints Brent Strong as the hearing officer to identify dangerous structures as part of Division 2 of the Blight Ordinance, number 165.

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO:	Superior Township Board of Trustees
FROM:	Emily Dabish Yahkind
DATE SUBMITTED:	10/10/25
BOARD MEETING DATE:	10/20/25
ITEM TITLE:	Dixboro Schoolhouse Renovation Project

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.
A Scope of Work was drawn up which included Priorities broken down by importance.

At this time, quotes were submitted for Priorities #1 and #2.

The Scope of Work is attached.

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).
Approve the proposal from The Summit Company for Priority #1 only

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.
Several years ago, the Dixboro Village Green hired an architect to draw up blueprints for rehabbing Schoolhouse. The architect has subsequently retired. To save on the cost of drawing up new blueprints, two contractors who specialize in historical rehabs and recommended by OHM, were asked to quote Priority #1 and #2 under the Scope of Work. Several walk throughs with OHM, the Supervisor and Tom Freeman, Dixboro Village Green were held before the proposals were submitted.

IMPACT ON TOWNSHIP BUDGET (if applicable):
$2,252 will be paid for out of the General Fund
The balance is being paid for by grants and donations

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

List any departments or external entities responsible for or impacted by this item.

Supervisor's Office
Building Department (inspections, etc)
Dixboro Village Green
OHM

DEADLINES OR URGENCY (if applicable):

Include any timelines, deadlines or reasons for urgency.

The work needs to begin immediately as a May 1, 2026 deadline has been set for completion.

SUPPORTING DOCUMENTS ATTACHED:

Include number of attachments and a brief title of each file.

Scope of Work
The Summit Company Proposal
The Lamkin Group Proposal

CONTACT PERSON FOR QUESTIONS:

Name: Emily Dabish Yahkind

Title: Supervisor

Phone: 734-482-3842

Email: edy@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO AWARD THE DIXBORO SCHOOLHOUSE RENOVATION CONTRACT TO THE SUMMIT COMPANY

RESOLUTION NO. 2025-70

DATE: OCTOBER 20, 2025

WHEREAS, a Scope of work for the renovation of the Dixboro Schoolhouse was developed with Four Priorities

WHEREAS, the scope of work was sent to The Summit Company and The Lamkin Group. Each company was asked to submit a proposal to include the first two priorities of the scope of work – Priority 1 add ADA-accessible Restroom and Priority 2 window rehab.

WHEREAS, both companies were given an opportunity to tour the Schoolhouse before their proposals were due. Both companies did submit proposals.

WHEREAS, the two contractors specialize in historical renovations were recommended by OHM and both are highly qualified to perform the work. The low bidder, The Summit Company is located in Livonia and has completed work previously at the Township's Fire Station #2.

NOW, THEREFORE, BE IT RESOLVED, based on the proposals received and our summary above, we recommend that the Charter Township of Superior award the Dixboro Schoolhouse Renovation to The Summit Company for Priority 1 only; add ADA-accessible Restroom to the Schoolhouse in the amount of $67,525.00.

DIXBORO SCHOOLHOUSE
SCOPE OF WORK

Priority #1 Add ADA-accessible Restroom to Schoolhouse:

- Restroom renovation as shown the architectural plans. Includes taking down old walls and building new walls in southwest corner of the Schoolhouse, new plumbing fixtures, new lighting, vent fan, doorway, new ceramic tile floor, and miscellaneous amenities per plan.
- Interior plaster work on exterior walls to remain within the new restroom and on interior walls in the front entrance hallway to remain.
- Paint new restroom interior and front entrance hallway.
- Bring utilities from the exterior into the restroom. Well and septic already exist on site but utilities are not inside the building. Sanitary lead has been taken to a cleanout on the east side of the schoolhouse.
- Add doors to the existing utility room entrances in the southeast corner of the building. One door for the former furnace room and one for the utility room.
- Add a new electric water heater in the utility room as specified on the architectural plans.
- Replace the existing electrical panel with a new 200A service and move panel to the interior of the utility room.
- Add privacy screening to existing windows in new restroom.

Priority #2 Window Rehab

- Replace rotten trim pieces.
- Clean up windows and paint trim.

Priority #3 Floor Rehab

- Remove existing linoleum floor in the Schoolhouse interior.
- Replace with sturdy, hard flooring.

Priority #4 Utility Room Walls & Front Exterior

- Remove furnace room.
- Remove and replace walls in utility room in southeast corner to widen entry hallway. Paint new walls.
- Add new entrance hall overhead light per architectural plan.
- Replace front entrance trim and windows per architectural drawings. Includes new historic appearance porch light, windows, and wood transom.

SUMMIT
The Summit Company
Building Contractor

Date: 10/08/25
Proposal No.: 25173R

PROPOSAL

To: Superior Township & Village of Dixboro

Project: Dixboro Schoolhouse Renovations

Location: 5221 Church St., Ann Arbor, MI 48105

Attn: Emily Dabish Yahkind
Lori Maher

Arch/Eng'r: N/A
Arch/Eng'r Project No.: N/A

We propose to provide the following described scope for the sum of	**see below**
Labor, materials, equipment and supervision to renovate the Dixboro Schoolhouse per the scope of work write up sent by Superior Township on 9/11/25 & broken down by the following priorities:	
Priority #1 - Add ADA-accessible restroom to schoolhouse.....	67,525.00
Priority #2 - Window Rehab.....	5,720.00
Alternate Deduct - Use pre-fab cabinetry and laminated countertops in lieu of custom & quartz.....	(2,625.00)
Alternate Deduct - Eliminate drywall ceiling & leave it open. Patch/paint walls.....	(1,935.00)

Please Note:

A) Based on our conversation with Tom Freeman, we assume that Cribley Drilling Company, Inc. will complete the water supply from the well into the existing schoolhouse. We'll make our water connection at that point. If a proposal is required for Summit to handle this scope of work, we can provide a quote.

B) We can complete this referenced scope of work as soon as you would like. By May is no problem. The work should take about 2-3 months to complete depending on the scopes added.

C) We exclude, water supply, fire alarm, fire suppression, gas, low voltage and all other work not listed in the scope of work write up. If our price is acceptable we will need to clarify various scope details.

Proposal price includes **ALLOWANCE(S)** for:

Permits (e.g. bldg., sewer, water, R.O.W., soil erosion) and related fees (e.g. inspection, tap, assessment, review, surety) of.	**$1,500.00**
Public utility charges (including meters) of.....	**$0.00**

Terms and Conditions

1. This proposal is based on:
   (a) Price(s) and fee(s) firm for 20 days (see item 1f for exceptions).
   (b) AIA Document A201 2007 edition General Conditions (unless stated otherwise in bid documents).
   (c) Construction performed during regular work hours (except minor tie-in work or specifically stated in proposal).
   (d) Payment terms net 30 days after our invoice is submitted.
   (e) Owner promptly providing to us a recorded Notice of Commencement and copies of all Notices of Furnishings and/or requests for Notices of Commencement.
   (f) CPI not increasing more than 1% and/or material/energy prices not increasing from date of this proposal.
2. This proposal excludes:
   (a) Building and site conditions such as dewatering, unstable ground, interferences (e.g. utilities, rock, concrete, conduits), locating utility lines or other problematic conditions.
   (b) Recognition, testing and/or removal of contaminated or hazardous gases/materials, including asbestos and lead (proposal assumes the owner will provide written notification to us if there are any contaminated or hazardous gases/materials, including asbestos and lead, on the premises with specific location(s) before construction begins).
   (c) Winter conditions and associated costs.
   (d) Liability in excess of our insurance coverage (proposal assumes property insurance by owner).
   (e) General conditions and supervision costs for scope changes and owner/architect caused delays.
   (f) Liability for any loss, damage or delay caused by acts beyond our control including acts of God, weather, failure of supplier/mfr. to perform and labor disputes.
   (g) 3rd party inspections/testing and SWPPP for stormwater.

This proposal shall be the contract agreement or this proposal shall be part of a separate owner/contractor agreement.

Purchaser: _____

Sign/Date: _____

The Summit Company, Inc.

Tony Dattilio

13191 Wayne Road • Livonia, MI 48150 • (734) 261-3500 ph • (734) 261-3076 fx

PROPOSAL

TO: Lori Maher

7215 Mckean Rd
Ypsilanti, MI 48197
(734)945-3353
race@thelamkingroup.com

Address: 5221 Church Street
Ann Arbor, MI
Phone: (734)-482-6099
Email: lmaher@superior-twp.org

Date: 9/26/2025 0:00

We propose to provide the following scope of work at the above mentioned address. All labor, material, and equipment are included, unless noted otherwise.

Scope of work obtained via: Drawings, Scope & Site Visit with Owner

Description
Description
The demolition & construction of a new restroom according to plans & scope provided. Making utility connections at the exterior of the schoolhouse & bringing them inside for hookup. Provide custom window casing, clean, sand & paint.
Total- $119,339.00

By signing this document the undersigned acknowledges the terms & conditions and furthermore acknowledges commencment of work.

X

*Proposal is good for 30 days and is subject to change due to material/labor costs. *All licenses, insurances, and permits are assumed the responsibility of The Lamkin Group LLC, unless noted otherwise. *Payment terms are as follows: 50% upon acceptance of proposal, remainder of balance due upon completion of work. *Any & all deviations to above scope of work will be approved and signed by authorized agent.

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Emily Dabish Yahkind

DATE SUBMITTED: 10/14/25

BOARD MEETING DATE: 10/20/25

ITEM TITLE: Additional Lighting Harris Rd.

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

Additional lighting for public safety and visibility on Harris Rd.

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Approval.

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

Lighting to enhance public safety relating to adjacent neighborhoods.

IMPACT ON TOWNSHIP BUDGET (if applicable):

$3,061.48, to be paid by the Township upon execution of the agreement; and estimated annual luminaire charge of approximately $82.15 per month

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

Supervisor's Office

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

Important for public safety and visibility

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

Map and agreement

CONTACT PERSON FOR QUESTIONS:

Name: Emily Dabish Yahkind

Title: Supervisor

Phone:

Email: edy@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE ADDITIONAL STREET LIGHTING INSTALLATION ON HARRIS RD.

RESOLUTION NO. 2025-71

DATE: OCTOBER 20, 2025

WHEREAS, the Charter Township of Superior Board of Trustees is committed to enhancing public safety and quality of life for residents through improved infrastructure and neighborhood amenities; and

WHEREAS, the Board has identified a need for additional street lighting along Harris Road on the western side between Geddes and MacArthur to improve visibility, increase pedestrian and vehicular safety, and support ongoing neighborhood improvements; and

WHEREAS, the proposed lighting project will include the installation of four additional streetlights at locations determined by the Township in coordination with DTE Energy, ensuring proper coverage and alignment with existing infrastructure; and

WHEREAS, the total **Contribution in Aid of Construction** for this installation is estimated at **$3,061.48**, to be paid by the Township upon execution of the agreement; and

WHEREAS, the Township acknowledges the estimated **annual luminaire charge** of approximately **$82.15 per month** (**$985.80 per year**) associated with the additional lighting; and

WHEREAS, the initial contract term for the lighting service is **five (5) years** commencing from the date of installation, after which the agreement will continue on a month-to-month basis unless terminated by either party with thirty (30) days written notice; and

WHEREAS, the Board understands that should service be discontinued before the end of the initial contract term, the total charges for the remainder of the initial term will become due and payable; and

WHEREAS, installation of all lights will be performed so as to overhang private property at mutually satisfactory locations determined by the Township and DTE Energy, and the Township intends to meet with its engineering consultant to discuss this and other neighborhood project elements in greater detail.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board of Trustees hereby approves the installation of additional street lighting on Harris Road as described above and authorizes the Township Supervisor and/or designated officials to execute the necessary agreements and take all actions necessary to implement the project.

Commercial Overhead Outdoor Protective Lighting Agreement

Work Order Number:

This agreement ("Agreement") for the supply of outdoor protective lighting equipment and energy is dated September 3, 2025 and made between Superior Township ("Customer") and DTE Electric ("Company") for Customer's premises located at:

Harris Street from Geddes to MacArthur

Street Address-City/Township-Zip

The estimated annual, monthly and CIAC (construction) charges for the outdoor protective lighting is as follows:

Rate	Light Type and Wattage			
Designation	130-139W Light Emitting Diode @	N/A	N/A	N/A
Annual Luminaire Charge	$ 246.46	$ 0.00	$ 0.00	$ 0.00
Number of Lights	4	0	0	0
ESTIMATED ANNUAL CHARGES (taxes & surcharges not included)				$ 985.84
ESTIMATED MONTHLY CHARGES (taxes & surcharges not included)				$ 82.15
Total Construction Costs				$ 6,019.00
Credit for three times the annual revenue (Company's contribution to construction costs)				$ 2,957.52
CUSTOMER'S CIAC AMOUNT (Contribution In Aid of Construction, to be paid upon execution of this Agreement):				$ 3,061.48

1. **Term; Termination.** The initial contract term of this Agreement is for a period of 5 years commencing from the date of installation. Upon expiration of the initial term, this Agreement shall continue on a month-to-month basis until terminated by Customer or Company with thirty (30) days written notice by either party. In the event service is to be discontinued before the end of the initial contract term, the total charges for the remaining initial contract term of this Agreement shall become due and payable by Customer.
2. **Installation; Easement.** All lights will be installed so as to overhang private property at locations satisfactory to Customer and Company. Customer hereby grants Company an easement over Customer's property (the "Property") to install equipment and/or extend wires necessary to effectuate this Agreement. Relocation of lighting facilities must be paid for by the customer, except where initiated by the Company. Customer must check and initial "box", acknowledging that the Property for which the above listed Outdoor Protective Light(s) is being installed, Customer is authorized to enter into the Agreement on behalf of the Property. ☐
3. **Additional Terms.** This Agreement is governed by the applicable provisions of the Company's Rate Book for Electrical Service (the "Rate Book") established by the Michigan Public Service Commission ("MPSC"), including but not limited to Rate Schedule No. D9. The Rate Book is subject to change from time to time by order issued by the MPSC.
4. **Hours of Service.** Hours of service are dusk to dawn controlled by photo-sensitive devices which provide service all night for approximately 4,200 hours per year.
5. **Maintenance.** The Company will own, operate and maintain any lights provided for under this Agreement. Burned out lights must be reported by the Customer and the Company will undertake to replace the lights as soon as possible during regular working hours.
6. **Multiple Lights.** For each additional luminaire added to the same pole, the charge will be at the existing pole rate.
7. **CIAC.** In connection with each Purchase Agreement and in accordance with any applicable orders of the MPSC, Customer shall pay to Company a contribution in aid of construction ("CIAC") for the cost of installing equipment (as defined in the applicable Purchase Agreement) and recovery of costs associated with the removal of existing equipment, if any. The amount of the CIAC (the "CIAC Amount") shall be an amount equal to the total construction cost (including all labor, materials, underground and overhead charges), less an amount equal to three years revenue expected from such new equipment.
8. **Sale/Transfer/Lease of Premises.** Company and Customer agree that this Agreement shall be binding upon and inure to the benefit of the Customer, it successors and assigns. In the event of Customer's sale, transfer or lease of the Property to a purchaser, transferee or lessee(collectively "Subsequent Occupant"), it shall be the Customer's sole obligation to properly notify and assign the rights and obligations of this Agreement to the Subsequent Occupant. Customer shall remain liable for any amounts owed and outstanding under this Agreement should Customer fail to properly assign this Agreement to any Subsequent Purchaser.
9. **Assignment.** The Customer may not assign this Agreement or any of its rights or obligations under this Agreement without the Company's prior written consent. The Company may assign this Agreement or any of its rights or obligations under this Agreement, effective upon Notice to the Customer.

Location: Harris Street from Geddes to MacArthur

WO Number:

By signing this contract, you are acknowledging that you have the proper authority to bind the Customer to this agreement

DTE ELECTRIC:

By: _____
Authorized Signature

Name: _____
Please Print

Title: _____
Please Print

Date : _____
Please Print

CUSTOMER /COMPANY: Superior Township

Signature: _____
Authorized Signature

Name: _____
Please Print

Title: _____
Please Print

Date : _____
Please Print

Updated as of: 2/6/2025

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Emily Dabish Yahkind

DATE SUBMITTED: 10/10/25

BOARD MEETING DATE: 10/20/25

ITEM TITLE: Snow Plow Renewal

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

Received renewal for service as-needed plowing

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Board to Approve or Deny

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

Price Per Occurrence

1” – 4” $ 220.00 / each time plow at this depth
4.5” – 7” $ 293.00 / each time plow at this depth
7” + $ 412.00 / each time plow at this depth

IMPACT ON TOWNSHIP BUDGET (if applicable):

As stated above will impact General Fund

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

Seasonal

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

One page proposal

CONTACT PERSON FOR QUESTIONS:

Name: Emily Dabish Yahkind

Title: supervisor

Phone:

Email: edy@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO APPROVE SNOW MAINTENANCE SERVICES AGREEMENT WITH CONKLIN LANDSCAPING, INC.

RESOLUTION NO. 2025-72

DATE: OCTOBER 20, 2025

WHEREAS, Superior Charter Township requires reliable and timely snow and ice removal services to maintain safe and accessible parking lots and driveways at Township facilities, including the Superior Township Hall and the Washtenaw County Sheriff's Office substation located at 3040 N. Prospect Road; and

WHEREAS, Conklin Landscaping, Inc., a fully insured contractor with extensive experience in municipal and commercial snow maintenance, has submitted a proposal (Proposal #SUPTWN-25S-0010) dated September 22, 2025, to provide snow plowing and ice management services for the period of November 1, 2025 through April 30, 2026; and

WHEREAS, the proposal specifies that snow removal operations will commence at one inch of accumulation, will be performed on a 24/7 basis during snow events, and will ensure that Township facilities — including the Sheriff's parking lot — remain accessible, with snow cleared by 7:00 a.m. following overnight snowfall; and

WHEREAS, the cost structure proposed by Conklin Landscaping, Inc. includes the following per-occurrence rates:

$220.00 for snow depth between 1" and 4"

$293.00 for snow depth between 4.5" and 7"

$412.00 for snow depth exceeding 7"

and an additional $225.00 per application for ice melter treatments on parking lots and driveways; and

WHEREAS, the proposal outlines terms and conditions including the right to subcontract work, provisions regarding the application of ice melters, terms for overdue payments, and liability and insurance coverage, all of which have been reviewed by Township administration; and

WHEREAS, It is in the best interest of Superior Charter Township to ensure uninterrupted and professional snow maintenance services for public safety, operational continuity, and accessibility of Township facilities throughout the winter season.

NOW, THEREFORE, BE IT RESOLVED that the Superior Charter Township Board of Trustees hereby approves the proposal from Conklin Landscaping, Inc. (Proposal #SUPTWN-25S-0010) for commercial snow maintenance services for the period of November 1, 2025 through April 30, 2026, and authorizes the Township Supervisor to execute the agreement on behalf of the Township.

BE IT FURTHER RESOLVED that the costs associated with this agreement shall be paid from the appropriate Township budget line item for building and grounds maintenance.

CONKLIN LANDSCAPING, INC.

Commercial Snow Maintenance Services

Where Snow is Never Taken Lightly

24-Hour Service •Fully Insured
7270 Plymouth Road Ann Arbor, MI 48105
Office (734) 930-6617 Fax (734) 663-3358
Email conklinlandscape@yahoo.com

Date: 9/22/2025

SNOW MAINTENANCE PROPOSAL

PROPOSAL SUBMITTED TO:
Name: Superior Township
Address: 3040 N. Prospect Road
City/State/Zip: Ypsilanti, MI 48198

LOCATION OF JOB:
Job Name: Superior Township Hall
Address: 3040 N. Prospect
City/State/Zip: Ypsilanti, MI 48198

Attn: Emily Dabish Yahkind Phone: 734 482-6009 Email: edy@superior-twp-org

WE HEREBY SUBMIT ESTIMATES FOR SNOW SERVICES FOR THE PERIOD OF NOVEMBER 1, 2025 THROUGH APRIL 30, 2026

A minimum charge of $55 for any partial service will apply

Snow will be cleared by 7 a.m. if snow falls the previous evening.
Snow removal operations will continue 24/7 throughout snow events to keep sheriff's lot accessible.
We have 15 plow vehicles available in the Ann Arbor/Ypsi area to ensure timely service of the lots.

1) PLOWING: PARKING LOTS, DRIVEWAYS SNOW CLEARING WILL BEGIN AT 1 INCH

Price includes both parking lots, sheriff's side and the township hall side

Price Per Occurrence

1" – 4"	$ 220.00	/ each time we plow at this depth
4.5" – 7"	$ 293.00	/ each time we plow at this depth
7" +	$ 412.00	/ each time we plow at this depth

2) ICE MELTERS: PARKING LOTS, DRIVEWAYS

$ 225.00 /per each application

3) SNOW SERVICE: SIDEWALKS

Not Included in this proposal

4) ICE MELTERS: SIDEWALKS

Not Included in this proposal

Proposal # SUPTWN-25S-0010

Terms and Conditions:

1. *Melters.* Ice Melters will be applied as needed for freezing rain, ice or slippery conditions or after each snowfall. Unless specified under the section marked "On Call Option", Conklin Landscaping, Inc. will determine which ice melter product to use. It is the responsibility of the property owner or agent to make any necessary determinations if a specific ice melter should or should not be used. By signing this document, the owner or agent hereby releases Conklin Landscaping, Inc. from any damage or liability that may occur as a result of using ice melters at the location. If ice melters are to be used only in an "on call" situation, Conklin Landscaping, Inc. takes NO RESPONSIBILITY for injury or property damage resulting from slippery condition due to ice or snow accumulation.

1a. *Salt.* Conklin Landscaping, Inc. reserves the right to pass along any costs 10% over current market price of $85.00 per ton. Only actual costs will be passed on to the customer. No additional mark-ups or labor will be charged. Conklin also reserves the right to use liquid or granular products.

2. *Subcontracts.* Conklin Landscaping, Inc. may subcontract portions of this work to properly licensed and qualified subcontractors.

3. *Right to Stop Work.* Conklin Landscaping, Inc. shall have the right to stop work if any payment shall not be made, when due, to Conklin Landscaping, Inc. under this agreement. Conklin Landscaping, Inc. may keep the job idle until all payments due are received. Such failure to make payment, when due, is a material breach of this agreement.

4. Interest: Overdue payments will bear interest at the rate of 10% per year or at the statutory rate whichever is rate is higher. If this interest rate is determined invalid, then that parties agree to use the highest rate permitted under local and state laws.

5. *Attorney Fees.* Conklin Landscaping, Inc. shall be entitled to reimbursement for all attorneys' fees, collections costs, or other expense incurred due to a breach or non payment by the owner or owner's representative.

6. *Severability.* If, for any reason, any provision of this agreement is held invalid, all other provisions of this agreement shall remain in effect.

7. All work is to be completed in a workmanlike manner according to standard practices. Extra charges will be incurred, over and above the estimated if there is any alteration or deviation from the above specifications. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. For customer's protection, our workers are fully covered by liability insurance and Workman's Compensation.

8. *Non Cash Payments*: A 4% administrative fee will be added to all credit card transactions made to Conklin Landscaping, Inc.

9. Owner or representative of property who signs contract is solely responsible for ensuring this contract and accompanying design complies with local and subdivision ordinances and bylaws and approvals.

Other Terms:_____

_____

We hereby propose to furnish labor and materials in accordance with the above specifications, for the above prices, with payment to be made within 15 days of billing.
NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

AUTHORIZED SIGNATURE: *Barry Conklin* Date: 9/22/2025

ACCEPTANCE OF PROPOSAL # SUPTWN-25S-0010

The above conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Position/Title_____

Print Name _____ Date Accepted_____

Signature_____ Position/Title_____

Print Name _____ Date Accepted_____

Proposal # SUPTWN-25S-0010

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO:	Superior Township Board of Trustees
FROM:	Bill Balmes
DATE SUBMITTED:	10/10/25
BOARD MEETING DATE:	10/20/25
ITEM TITLE:	Award Contract — Court-Ordered Demolition at 4745 Napier Court

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

Authorize demolition of a condemned primary residence and accessory outbuilding at 4745 Napier Court as required by court order, and award the work to the lowest responsible bidder.

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Approve Resolution No. 2025-74 to award the demolition contract to Prime Construction and Excavation and authorize the Supervisor/Clerk (or designee) to execute all necessary agreements.

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

- Property condemned; demolition is court-ordered.
- Building Department solicited two bids (Prime Construction & Excavation; The Adams Group).
- Adams Group's bid was $36,645 higher; Department recommends Prime as lowest responsible bidder per Township policy.

IMPACT ON TOWNSHIP BUDGET (if applicable):

Expenditure per accepted bid from Prime Construction & Excavation; costs may be recoverable via code enforcement processes (e.g., liens) if applicable. (Specific dollar total not stated in the resolution.)

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

Building Department; Supervisor/Clerk's Office; contractor (Prime Construction & Excavation); Court (court-ordered compliance).

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

Time-sensitive due to court order and public safety/blight concerns; begin upon Board approval.

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

Adams Group — Demolition Quote

CONTACT PERSON FOR QUESTIONS:

Name: Bill Balmes

Title: Chief Building Official

Phone: 734-896-3531

Email: bbalmes@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN

RESOLUTION TO AWARD THE CONTRACT FOR THE COURT-ORDERED DEMOLITION OF STRUCTURES LOCATED AT 4745 NAPIER COURT

RESOLUTION NO. 2025-73

DATE: OCTOBER 20, 2025

WHEREAS, the property located at **4745 Napier Court**, in the Charter Township of Superior, has been condemned and is subject to a court-ordered demolition of both the primary residence and an accessory outbuilding; and

WHEREAS, in accordance with Township procedures, the Building Department solicited and received two bids for the required demolition work; and

WHEREAS, the bids received were from the following contractors:

- **Prime Construction and Excavation,** and
- **The Adams Group**; and

WHEREAS, the bid submitted by **The Adams Group** was determined to be **$36,645.00** higher than the bid submitted by **Prime Construction and Excavation**, a difference the Building Department has deemed to be excessive and not reflective of the reasonable cost for the required work; and

WHEREAS, after review of the proposals, the Building Department recommends that the contract for demolition be awarded to **Prime Construction and Excavation**, as the lowest responsible bidder, in accordance with Township procurement policies and in the best interest of the Township;

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Superior Board hereby accepts the bid from **Prime Construction and Excavation** and authorizes the Supervisor, Clerk, or other designated Township officials to execute all necessary agreements and take all required actions to proceed with the demolition of the structures located at **4745 Napier Court** in accordance with applicable court orders and Township procedures.



ITEMS EXCLUDED OR BY OTHERS

Asbestos, hazardous, or contaminated material handling/removal is not included. Pricing can be provided upon receipt of an asbestos survey performed by an accredited asbestos surveyor	
Third-party monitoring or testing	
Temporary barricades, or fencing of any kind	
Grading, backfill, or imported material	
Items found in, or beneath concrete/asphalt flatwork excluded	
Temporary restroom facilities shall be provided by others and present on site prior to commencement of demolition	
Inclement winter weather: snow removal or salting is to be performed by others	
Measures related to soil erosion	
Lawn cover and greenbelt removal or site restoration: topsoil, seed, and mulch	
Unit evacuation, if applicable (A/C freon recovery)	
QUALIFICATIONS	
Trench footings are assumed to 12"x42", Spread footings are assumed to be 10"x24" Any substantial variations in footings will need to be addressed through a change order	
Asphalt and concrete flatwork/pavement are assumed to be 4" in thickness or less, any substantial variations will need to be addressed through a change order	
Proposal based on current scrap market value and condition of structure as per site visit.	
Salvage/scrap rights are to become the property of Adams Group, Inc.	
PROJECT TOTAL	$ 81,445.00

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

SIGNATURE DATE



PROJECT: 4745 Napier Ct. - Superior Twp.

CUSTOMER INFORMATION

NAME	
ADDRESS	
CITY, STATE, ZIP	
CONTACT	
PHONE #	John Couch
EMAIL	couch@outlook.com
SITE ADDRESS	4745 Napier Ct. - Superior Twp.

SITE PHOTO



Pursuant to your request, the following proposal has been drafted regarding the demolition of the subject property at the site address listed above.

SCOPE OF WORK		TOTAL
BUILDING DEMOLITION	$	59,695.00
Owner to obtain and supply necessary utility clearances; gas and electric disconnects by others		
Demolish house, outbuilding/barn and all associated contents including foundations and footings		
Pricing includes well abandonment, if necessary		
Pricing includes excavation, evacuation, crush and haul of septic tank if necessary		
Pricing includes asbestos survey and all notifications deemed necessary: any abatement needed is not included		
Pricing includes permit fees from Superior Township		
SITE PREP/DEBRIS CLEAN UP	$	16,550.00
Includes removal of trees and brush as needed to access site and create ingress/egress for trucking		
Includes removal of various yard debris throughout site		
DRIVEWAY REMOVAL	$	5,200.00
Remove asphalt driveway and parking areas up to street		

Prime Construction & Excavation

Turn-Key Residential Demolition Proposal (Not-to-Exceed)

Quote #	PCE-DEM-20250816-NC
Date	August 16, 2025
Prepared By	Prime Construction & Excavation
Prepared For	Property Owner / Representative
Project Address	4745 Napier Ct, Plymouth, MI 48170
Governing Jurisdiction	To be confirmed (Plymouth mailing address; verify with local permitting office)

NOT-TO-EXCEED TOTAL: $44,800.00

Description	Amount
Mobilization, project management & supervision	$1,800.00
Permits/admin & utility coordination (allowances; reconciled to receipts)	$1,250.00
Hazardous materials survey (asbestos/lead) – allowance	$750.00
Site controls (temporary fence, erosion/sediment controls, dust control)	$1,100.00
Structure demolition (~3,000 sf wood-frame @ ~$4.80/sf)	$14,400.00
Foundation & typical flatwork removal	$6,000.00
Haul & disposal included (45 tons @ $95/ton loaded)	$4,275.00
Extra debris allowance on lot (12 tons @ $95/ton loaded)	$1,140.00
Imported clean fill & compaction (~350 CY @ ~$30/CY installed)	$10,500.00
Topsoil & seed (final stabilization)	$2,000.00
Street sweeping / dust mitigation	$650.00
Contingency allowance (unused balance credited at close-out)	$935.00
Total (NTE)	$44,800.00

Scope of Work (Included)

- Pull demolition permits; coordinate DTE/Consumers Energy shut-offs; file MISS DIG 811 ticket (minimum 3 business days before excavation).

- Mobilize equipment; install temporary fencing, erosion/sediment controls, and dust control as needed.

- Demolish and remove ~3,000 sf single-family residence; remove and dispose of foundation walls/footings and typical residential flatwork.

- Load, haul, and dispose of mixed C&D; debris with 45 tons included; over/under tonnage reconciled at $95/ton loaded. Extra on-lot debris allowance includes ~12 tons.

- Backfill basement/voids with imported clean fill (~350 CY included), compact to grade; rough grade for drainage; furnish and spread topsoil and seed for final stabilization.

- Street sweeping as needed; daily housekeeping; photo documentation and close-out deliverables.

Assumptions & Exclusions

- Hazardous materials abatement (asbestos/lead) is excluded; if required by third-party survey, abatement will be proposed for approval prior to proceeding.

- No tree removal, well/septic abandonment, groundwater dewatering, rock removal, or special shoring included.

- Permitting/agency and SESC fees are treated as pass-throughs and reconciled to actual receipts.

- Haul/disposal pricing assumes disposal at a regional C&D; facility; if restricted materials or special handling are encountered, disposal surcharges may apply with client approval.

- Work performed during regular hours; prevailing wage, union, or off-hours work not included unless specified.

Schedule

- Permitting & utility shut-offs: approximately 2–3 weeks (agency dependent, MISS DIG lead times apply).

- On-site operations: 5–7 working days from mobilization to final seed (weather dependent).

Payment & Terms

- Price is Not-to-Exceed (NTE); allowances reconcile to actual; any unused allowance/contingency is credited at close-out.

- Progress billing: 40% mobilization, 40% post-structure removal, 20% upon final grade/seed. Net 15.

- Proposal valid for 15 days. Certificate of Insurance available upon request.

Acceptance

Client authorizes Prime Construction & Excavation to perform the scope herein under the terms stated.

Client Name / Title: _____

Signature: _____ Date: _____

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Lisa Lewis

DATE SUBMITTED: 10/10/25

BOARD MEETING DATE: 10/10/25

ITEM TITLE: Special Assessments for 2025 Winter Bills

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

Assessments that will go on the 2025 Winter Tax Bills

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Approval

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

Annual Assessments for Winter Tax Bills

IMPACT ON TOWNSHIP BUDGET (if applicable):

None

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

The Treasurer's Department

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

Must be voted on at October 20, 2025 BOT meeting in order to apply to the winter tax bills

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

1 attachment

CONTACT PERSON FOR QUESTIONS:

Name: Lisa Lewis

Title: Treasurer

Phone: 734-482-6099

Email: llewis@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

OFFICE OF
LISA A. LEWIS
Treasurer

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road • Superior Township, Michigan 48198
Telephone (734) 482-6099 • Fax (734) 482-3842
e-mail llewis@superior-twp.org

Date: October 20, 2025
To: Superior Charter Township Board
From: Lisa A. Lewis, Treasurer
Re: 2025 Special Assessments

I am requesting authorization from the Board to levy the following 2025 Special Assessments on the Winter Tax Roll.

Delinquent Water Bills:	$204,594.56
Drains:	$42,784.40
False Alarms:	$0.00
Ordinance Violations:	$0.00
Side Street Maintenance:	$51,936.00
Streetlights	$89,697.33
TOTAL:	**$389.012.29**

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CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO:	Superior Township Board of Trustees
FROM:	Sarah Devereaux
DATE SUBMITTED:	10/9/25
BOARD MEETING DATE:	10/20/25
ITEM TITLE:	General Fund 2026 Target

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.
Discussion to establish a general fund balance target that we are comfortable with for 2026.

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).
Discussion and decision if possible

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.
This is a critical data point that needs to be established before we can make an informed decision about our budget.

IMPACT ON TOWNSHIP BUDGET (if applicable):
Significant

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.
All

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.
Urgent, needed for Oct meeting

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.
None

CONTACT PERSON FOR QUESTIONS:

Name: Sarah Devereaux

Title: Township Trustee

Phone: 734-353-0389

Email: sdevereaux@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form per agenda item.

TO:	Superior Township Board of Trustees
FROM:	Michelle Marin
DATE SUBMITTED:	September 24, 2025
BOARD MEETING DATE:	October 20, 2025
ITEM TITLE:	Clay Hill Farm and Market Site Plan Fees

DESCRIPTION OF ITEM/RESOLUTION:

Possible fee waiver for Clay Hill Farm site plan review fee + escrow.

REQUESTED BOARD ACTION:

Action to determine if Clay Hill Farm will be required to pay site plan review and escrow fees.

BACKGROUND/JUSTIFICATION:

Memo attached.

IMPACT ON TOWNSHIP BUDGET (if any):

Possibly up to $20,000 depending on Board of Trustees decision to waive fees.

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:

Planning and Zoning, Building, Engineering (OHM), Utilities

DEADLINES OR URGENCY (if applicable):

SUPPORTING DOCUMENTS ATTACHED:

Memo from Planning and Zoning Department. Current Fee Schedule.

CONTACT PERSON FOR QUESTIONS:

Name: Michelle Marin

Title: Planning & Zoning Administrator

Phone: 909-762-6736

Email: planning@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following individuals: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road • Superior Township, Michigan 48198
Telephone (734) 482-6099 • Fax (734) 482-3842

MEMORANDUM

TO: Emily Dabish Yahkind, Supervisor

FROM: Ben Carlisle, AICP
Michelle Marin, AICP

DATE: September 26, 2025

RE: Clay Hill Farms Site Plan Fee

On August 27, 2025, the applicant submitted a site plan for the Clay Hill Farm Market project located on Township-owned parcels 1850 Harris Road and 9051 Macarthur Blvd (J-10-35-200-003, 004 and 009). The applicant did not include site plan fees or escrow funds with their application.

Planning and engineering review fees, which include administrative fees and escrow fees, are required under Township ordinance and cannot be administratively waived. The Township Board must determine whether the required fees should be collected from the applicant, or whether the Township wishes to pay the fees directly. Superior Township awarded Willow Run Acres $190,000 in ARPA dollars as well as the leased land for the project. It doesn't appear that the Area Plan fees were previously waived. The preliminary site plan review costs include a $1,200 + $50/acre fee plus a $7,000 review escrow.

This site plan application follows an extension of the approved Area Plan following its expiration. The site plan does include information deficiencies and deviates substantially from the approved Area Plan for the Clay Hill Farm Market.

Please let us know if you have any questions.

Sincerely,

CARLISLE/WORTMAN ASSOC., INC.
Benjamin R. Carlisle, AICP, LEED AP

CARLISLE/WORTMAN ASSOC., INC.
Michelle Marin, AICP

cc: Emily Dabish Yahkind, Township Supervisor
Angela Robinson, Township Clerk

Planning & Zoning Fee Schedule, Adopted May 2025

Task	Fee
Pre-Application Meeting (one hour)	$325 w/out Township Engineer, $600 w/ Township Engineer
Site Plan Review – Preliminary	$1,200 application + $50/acre (each) $7,000 escrow
Site Plan Review - Final	$1,200 application + $50/acre (each) $7,000 escrow
Site Plan Review – Combined	$2,000 application + $50/acre $12,000 escrow
Site Plan – Revised	$500 application $3,500 escrow
Major/Minor Change by the PC	$300 application $3,500 escrow
Minor Site Plan Review	$500 application $3,500 escrow
Site Plan Extension	$300 application $1,000 escrow
Conditional Land Use Review	$625 application + $50/acre $3,500 escrow
Special District Development Review - Preliminary Site Plan	$1,500 application + $50/acre $10,000 escrow
Special District Development Review – Final Site Plan	$1,500 application + $50/acre $10,000 escrow
Rezoning – One-lot Single Family Residential	$500 application $2,500 escrow
Rezoning – Two or more lots and Non-Single Family Residential	$1,100 application + $50/acre $5,000 escrow
Zoning reviews for Lot Split, Lot Combination, Land Division Review	$500 application $1,000 escrow
Zoning Board of Appeals – Single Family Residential	$200 application $1,000 escrow
Zoning Board of Appeals – Non-Single Family Residential	$750 application $1,000 escrow
Certificate of Zoning Compliance-Single Family Residential	$100
Certificate of Zoning Compliance-Non-Single Family Residential	$250
Zoning Verification Letter- Single Family Residential	$100
Zoning Verification Letter-Non-Single Family Residential	$250

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO:	Superior Township Board of Trustees
FROM:	Sarah Devereaux
DATE SUBMITTED:	10/10/25
BOARD MEETING DATE:	10/20/25
ITEM TITLE:	Roads Strategy Working Session

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.
Discussion to schedule a roads strategy working session and collectively set the agenda as a Board to ensure that we are able to discuss all items that are relevant and critical to making the best possible road funding decisions for the community. I would also like us to define our desired outcomes for the session and determine/assign any prework needed to achieve those outcomes.

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).
Decide on a date for the working session, agree on an agenda, define desired outcomes.

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.
We committed to the public that we would have this discussion in Fall 2025 so that we can create the best roads plan possible for all parts of the Township.

IMPACT ON TOWNSHIP BUDGET (if applicable):
None

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.
Clerk's office, Supervisor's office, WCRC, Accounting

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.
Urgent, we cannot delay beyond Fall if we want to ensure we are able to plan for paved road improvements.

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.
None

CONTACT PERSON FOR QUESTIONS:

Name: Sarah Devereaux

Title: Township Trustee

Phone: 734-353-0389

Email: sdevereaux@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR
3040 North Prospect Road Ypsilanti, MI 48198
Telephone (734) 482-6099 Fax (734) 482-3842
Please submit one completed form for each agenda item

TO: Superior Township Board of Trustees

FROM: Emily Dabish Yahkind

DATE SUBMITTED: 10/14/25

BOARD MEETING DATE: 10/20/25

ITEM TITLE: Review of WCRC Suggestions

DESCRIPTION OF ITEM/RESOLUTION:
Provide a clear/concise summary of the item being presented.

Asset management suggestions from Washtenaw County Road Commission

REQUESTED BOARD ACTION:
Specify the action you are asking the Board to take (e.g. approval, adoption, review, authorization).

Review and discuss

BACKGROUND/JUSTIFICATION:
Provide relevant history, previous board actions, community input, or project developments.

Related to 2026 planning

IMPACT ON TOWNSHIP BUDGET (if applicable):

To be determined

TOWNSHIP DEPARTMENTS OR OUTSIDE AGENCIES INVOLVED:
List any departments or external entities responsible for or impacted by this item.

Supervisor and WCRC

DEADLINES OR URGENCY (if applicable):
Include any timelines, deadlines or reasons for urgency.

Want for discussion to thoughtfully review

SUPPORTING DOCUMENTS ATTACHED:
Include number of attachments and a brief title of each file.

Asset plan and infrastructure rating document

CONTACT PERSON FOR QUESTIONS:

Name: Emily Dabish Yahkind

Title: Supervisor

Phone:

Email: edy@superior-twp.org

Please attach this form with all supporting documents in the same email and CC the following: arobinson@superior-twp.org, cbenitez@superior-twp.org, krankin@superior-twp.org, edy@superior-twp.org

Local Road Funding Packet

Spring 2025

Matthew F. MacDonell P.E., Managing Director, macdonell@wcroads.org, (734) 327-6688

Adam Lape, Director of Operations, lapea@wcroads.org, (734) 327-6697

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Introduction

Each year, the Washtenaw County Board of County Road Commissioners (the WCRC Board) and township boards partner to provide local road improvements. In 2024, the WCRC Board increased its investment in local infrastructure to $2 million, expanded its criteria of culvert maintenance replacements, and will continue to perform dust control as normal maintenance. While road funding is limited, both parties work hard to spend this precious funding efficiently and effectively. The following packet was assembled for both seasoned officials who are very familiar with the process and for officials new to their positions to help them better understand the intricacies of local road funding.

Superior Township Summary

The following is a summary of the roads, bridges and culverts located in Superior Township and the 2025 allocation made by the WCRC Board for local roads in Superior Township.

Primary Roads

- 32.90 miles of paved primary roads
- 0 miles unpaved primary roads
- 6 bridges (more than 20’ span)
- 14 culverts, greater than 5’ in diameter

Local Roads

- 32.09 miles of local paved roads
- 29.13 miles of local unpaved roads
- 1 bridge (more than 20’ span)
- 12 culverts on local collector roads, greater than 5’ in diameter

2025 Local Road Matching Program Allocation

Notification of the intent to use matching funds is due to WCRC by **Friday, May 2, 2025.** See Appendix B for the full program conditions.

Township	Allocation
Superior	$126,552

Local Road Needs

Township	Paved Local Road Needs	Unpaved Local Road Needs	Total Local Road Needs	Average 10-year Annual Expenditure Needed
Superior	$8,075,860	$1,757,200	$9,833,060	$983,306

Local Road Bridges/Culverts of Concern

The chart below shows local road bridges or culverts in the township that are in poor or failed condition. WCRC regularly inspects these structures. Additional load restrictions, up to road closure, may be put in place as conditions deteriorate.

The WCRC Board remains committed to partnering with townships to invest in culverts and bridges located on local roads. See page 6 for more information.

Township	Road Name	Type	Condition Rating (1- failed, 10 – good)	Span (inches)	Length (feet)	Material Type	Legal Posting
Superior	Albert Dr	Culvert	4	19.7	240	Concrete	
Superior	Gotfredson Rd	Culvert	3	40	96	Corrugated Steel Pipe	Load Rating 36T/55T/65T
Superior	Gotfredson Rd	Culvert	4	30	108	Concrete	Load Rating 36T/55T/65T
Superior	Vreeland Rd	Culvert	4	40	198	Corrugated Steel Pipe	
Superior	Cherry Hill Rd	Bridge	4	51.8		Concrete	Load Rating 31T/40T/66T
Superior	Ford Rd	Bridge	4	42		Concrete	Load Rating 31T/40T/66T
Superior	Plymouth Rd	Bridge	3	28.9		Steel	

Historic Township Road Contributions 2020 – 2024

This chart includes all contributions made by the township to WCRC including local road investments, non-motorized improvements, bond payments, primary road investments by a township, etc. See Appendix D for a map of these investments.

Township	2020	2021	2022	2023	2024	5 -Yr. Annual Average
Superior	$65,626	$450,374	$186,050	$167,544	$410,215	$255,962

Contact Information

District Foreman	Director of Operations	WCRC's Customer Service
Mike Mastie mastiem@wcroads.org Office: (734) 761-1500	Adam Lape lapea@wcroads.org Office: (734) 327-6697	Main phone: (734) 761-1500 wcrc@wcroads.org Submit a road request via wcroads.org or download the WCRC Fix It App

Funding for Local Roads

Overview

Roads in Michigan have been chronically underfunded for decades. There are numerous reasons behind this fact but no matter the cause, Michiganders see the results. This is especially true for local roads, which connect people from the primary road system to their homes and businesses. Local roads can be further divided into local collector roads and subdivision roads. Local collector roads are those that connect residential and business areas to the primary road system. Local subdivision roads mostly service residents or businesses within subdivisions and business parks.

Washtenaw County has more than 1,060 centerline miles of local roads. See Appendix A for a chart breaking down mileage by township.

Primary and local designations are determined by MDOT. These designations are critical since they play an important role in how much WCRC receives from the Michigan Transportation Fund (MTF)[1]. In 2024, WCRC received $3,044 for each mile of rural primary road and $3,355 for each mile of rural local road. In the urban areas, the amount increases to reflect additional traffic and lanes. The urban primary roads receive $20,416 per mile and urban local roads receive $6,250 per mile.

In addition to this part of the formula, WCRC receives funds from vehicle registration fees collected through the Secretary of State. Vehicle registration fees are distributed to county road agencies based on the number of vehicles registered in each county.

[1] Michigan Transportation Fund (MTF) is WCRC's primary source of funding. It is made up of revenue from state fuel tax and vehicle registration fees which are allocated through a formula to MDOT, county road agencies and cities/villages. WCRC is expecting to receive $36,000,000 from MTF in 2025.

Local Road Matching Program

Unfortunately, the MTF allocated for local roads barely covers WCRC's costs for routine maintenance such as snow plowing, pothole patching, grading, and dust control. In addition, under current state law, any improvements to a local road (for example resurfacing) must have at least 50% of its funding come from a source other than the road commission, often the township.

Knowing that local road funding is a challenge, the WCRC Board has historically provided a Local Road Matching Program.

WCRC's Local Road Matching Program is made up of two elements.

1. Local Road Matching
2. Local Road Culverts and Bridges Matching

The full conditions of the Local Road Matching Program can be found in Appendix B.

Local Road Projects

The WCRC Board approved a total of $2 million for the Local Road Matching Program in the 2025 WCRC budget. These funds are allocated to each township based on the distribution formula used by MDOT to distribute road funds to the 83 counties of Michigan. In 2024, townships collectively funded over $9.6 million in local road improvements.

See Appendix B for a listing of each township's matching fund allocation.

See Appendix C for a listing of each township's contribution from 2020 – 2024.

See Appendix D for a map showing Superior Township's investment over the past 5 years.

Local Road Culvert and Bridges Projects

In addition, the WCRC Board remains committed to matching 50% of the cost of replacing local road culverts, existing size of 5' diameter and larger, and bridges. This funding source is separate from the $2 million local road matching funds and dependent on WCRC budget availability. WCRC will replace existing culverts less than 5 feet in diameter at no cost to the township.

Planning Your Investments

Roads, like any other public infrastructure, require a lot of investment. Unfortunately, in Michigan, the needs far outweigh the funds available in any given year. So, how do WCRC and townships in Washtenaw County decide the best way to invest limited funds?

WCRC utilizes the principles of asset management when planning investments. According to Michigan's Transportation Asset Management Council, asset management is the "ongoing process of maintaining, preserving, upgrading and operating physical assets cost-effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals."

While this may be a daunting definition, the overall concept is simple. Staying on top of low-cost maintenance items is more cost-effective in the long run.

The WCRC Board adopted a Transportation Asset Management Plan 2024 -2026 for the primary road system in 2024. Visit wcroads.org to read the full report.

Inventory and Condition Assessment

For asset management to be effective, an agency must first understand what assets are under its jurisdiction and the current conditions of these assets. This is done through an inventory or physical inspection of each asset. The inventory and condition assessment process are different for paved roads and unpaved roads.

Paved Roads

For paved roads, WCRC uses the Pavement Surface Evaluation and Rating (PASER) system. The PASER system rates paved roadways on a scale of 1 to 10. Roads are then designated into three groups: Good (10-8 rating), Fair (7-5 rating) and Poor (4-1 rating). All primary paved roads are evaluated every year, and all local paved roads are evaluated every two years in Washtenaw County.

The latest PASER for the roads in Superior Township are shown in the following map.

Superior Township

Primary & Local Paved Roads

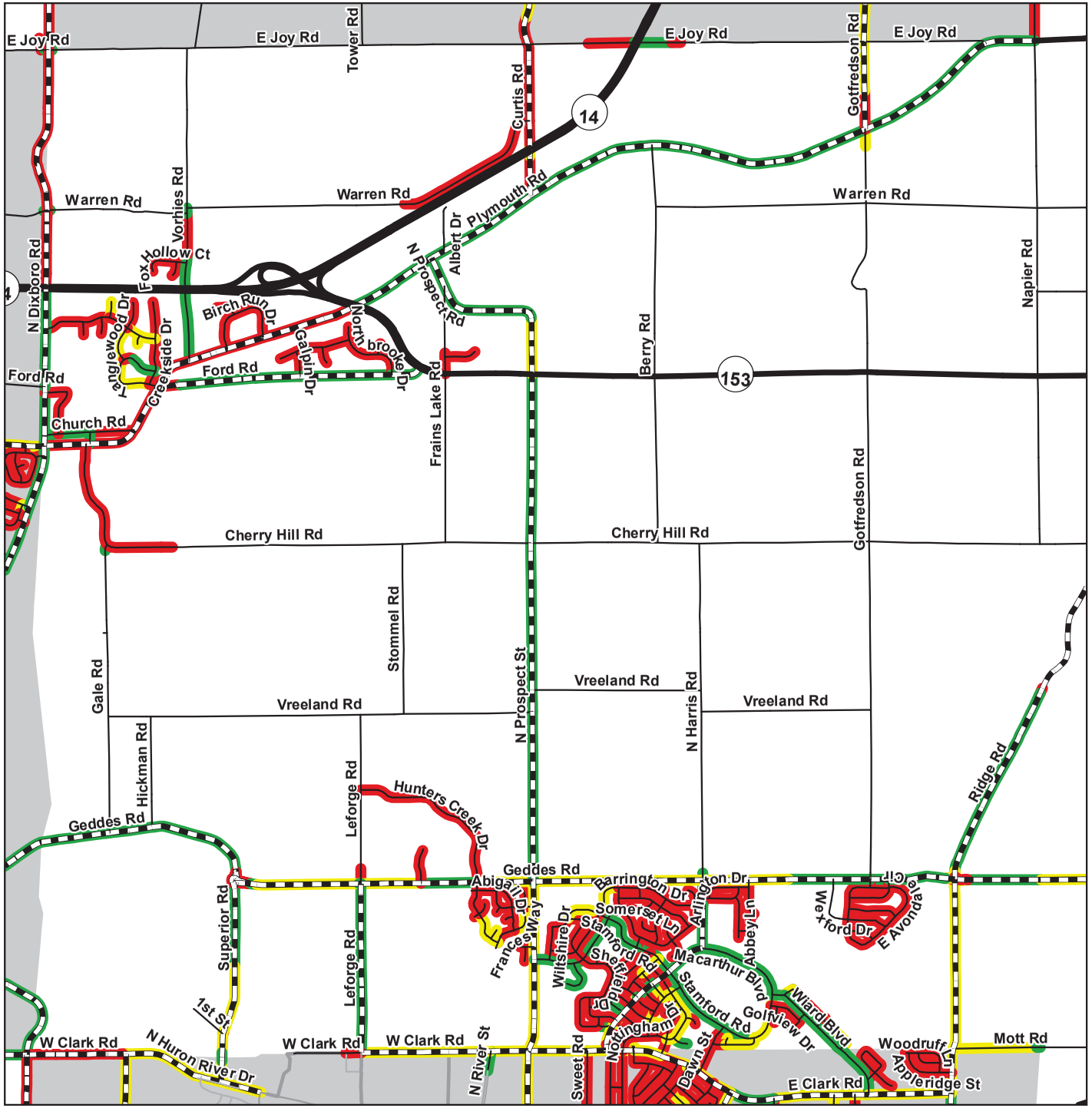
PASER RATINGS

PASER stands for Pavement Surface Evaluation and Rating. The PASER rating ranges from 1- failed conditions, to 10 - brand new pavement. A pavement will only be a 10 the first year of its life, the second year it will automatically become a 9. Any condition of 8 or greater is considered to be a good condition; 7, 6 or 5 are fair; 4 or lower is poor.

- PASER based on current ratings and project improvements
- Private and Gravel roads not rated.

THE RIGHT FIX AT THE RIGHT TIME

The WCRC determines the best fix to optimize service life for each of our projects. Good pavement management involves less expensive treatments earlier in the life of the pavement in order to take full advantage of infrastructural investments.



Unpaved Roads

Michigan has thousands of miles of unpaved roads, including more than 700 miles in Washtenaw County. In Washtenaw County, unpaved roads are surfaced with limestone or gravel. WCRC does not use an official condition rating scale for unpaved roads since surface conditions depend so much on the weather. While subjective, each district foreman is highly familiar with the roads in his area and can provide an informal condition rating for each of them based upon the type of material present, drainage facilities and last date of improvements.

Bridges and Culverts

Bridges are structures that span 20’ or more. There are 125 bridges on Washtenaw County roads. By law, WCRC inspects bridges at least every two years. Bridges are rated Good, Fair or Poor.

Culverts are structures less than 20’ span and vary in description, from a corrugated metal pipe (CMP) to an old-fashioned short-span bridge. There are not any state requirements to inspect culverts but in 2014 WCRC implemented an inspection program for culverts 5’ or larger in diameter.

These inspections help WCRC staff and townships identify problems and plan for replacement costs, minimizing surprises. Inspections have also resulted in weight restrictions or culvert closures on primary and local roads for the safety of the traveling public.

WCRC bears all the cost to replace failed structures on primary roads but must partner with the respective township on local roads. To help, the WCRC Board will match 50% of the cost to replace certain culverts and bridges on local roads dependent on WCRC budget availability (see page 6 for more information).

See Appendix E for a map showing the latest culvert condition ratings on local collector roads in Superior Township.

Mix of Fixes

Paved Roads

PASER can and should be used to make investment decisions on the paved road system. Before any decisions can be made, it is important to understand the various treatments available for paved road maintenance depending on the road condition. The key is applying the right fix at the right time on the right road.

Pavement Condition (PASER)	Possible Treatment	Estimated Cost per Mile for Two-Lane Road	Estimated Life Expectancy	Who can conduct the work?
Good (10-8 rating)	Crack sealing	$10,000	Can last up to 3 years	WCRC crews
	Seal coat (chip seal, fog seal)	$45,000	Can extend the life of a road by 3-5 years	WCRC crews
Fair (7-5 rating)	Seal coat (chip seal, fog seal)	$45,000	Can extend the life of a road by 3-5 years	WCRC crews
	Mill and resurface	$250,000	Can extend the life of a road for 5-7+ years (with proper maintenance)	Contractor with WCRC inspection
Poor (4-1 rating)	Pulverize and resurface	$450,000	Can extend the life of a road for 10-15+ years (with proper maintenance)	Contractor with WCRC inspection
	Reconstruct	$1,500,000+	Can last up to 15 to 20 years (with proper maintenance)	Contractor with WCRC inspection

On the primary road system, WCRC's strategy is to focus most of the investment on maintaining roads already in good condition and elevating roads from fair to good. In addition, WCRC strives to fix a few miles of poor roads each year, depending on funding.

> ***Example:*** Primary Road X was rated a 5 in the last round of PASER. This year, WCRC elects to mill and resurface it for $250,000 per mile elevating it to a 10 rating. Next year, WCRC plans to apply a seal coat to it (both chip seal and fog seal) for $45,000 per mile. WCRC will need to seal coat it again in approximately 5 years to keep it in good condition.

On the local road system, the strategy depends on the funding partner, usually the township. WCRC staff are happy to work with each township to develop the best strategy for the local paved road system and the township's budget.

Unpaved Roads

Similar to paved roads, there is a range of treatment options for unpaved roads, and it is important to apply the right fix at the right time.

As a part of WCRC's routine maintenance, every unpaved road in Washtenaw County will be graded a couple times per year and WCRC crews will do limestone/gravel patching and dust control as needed.

Just like paved roads, unpaved roads require more than just routine maintenance including ongoing drainage improvements to keep water from standing on the roadway which leads to deterioration of the road. Unpaved roads also require resurfacing, which will be gravel or limestone depending upon the type of road.

Any work beyond routine maintenance on local roads comes at the direction of and is funded by the township. Funds from the Local Road Matching Program described on page 6 can be used for any of the following treatments.

Possible Treatment	Estimated Cost	Recommended Frequency	Who can conduct the work?
Drainage improvements (ditching, berming, tree trimming)	Varies significantly by project	Varies	WCRC crews
Resurfacing (with either limestone or gravel)	Typically, $60k per mile	Should be done every 8 – 10 years	WCRC crews
Paving an unpaved road[2]	$1.5 million+ per mile	N/A	Contractor with WCRC inspection

Bridges and Culverts

There are fewer options available on bridges and culverts to help extend the life of the structure. WCRC will often invest money to rehabilitate or preserve a bridge deck or substructure. Some culverts can be lined to help extend their life. Most often, investments in culverts, especially those on local roads, are for a full replacement after the condition has deteriorated significantly.

[2] It should be noted, especially when considering whether to pave local unpaved roads, many residents have expressed strong feelings against paving the road they live on, while other residents and drivers expect the road to be paved.

Project Selection

As shown in the charts above, there are more options for investing in the local road system than the funding available. To help prioritize where to invest each year, WCRC staff work with township officials to create an annual proposed local road improvement program with project estimates. These discussions typically start in late fall and carry on throughout the winter. Final project agreements are created in mid to late spring. The full conditions of the Local Road Matching Program can be found in Appendix B.

See Appendix F for a summary of needs on local paved and unpaved roads, by township.

Funding Options for Townships

Townships are not legally required to contribute to the maintenance, construction or reconstruction of county roads. However, Act 51 does restrict how much state funding a road commission can spend on local county road construction. In addition, road commissions do not have taxing authority, so their funding sources are limited.

Washtenaw County is not alone in its challenges securing much needed local road funding. Looking beyond county lines, we see townships throughout Michigan turning to other taxing mechanisms to generate the revenue necessary to repair and maintain local roads.

Whereas WCRC does not have any legal taxing authority, townships have three options to help raise revenue to fund road improvements: a millage through Act 51, a township-wide millage or a special assessment district.

Act 51 Millage

Act 51 of 1951 outlines two options for townships to raise revenue for the maintenance and improvement of local roads.

1. Township boards can levy a property tax of no more than three mills in any year, without a vote of the people, for the maintenance or improvement of county roads within the township.
2. With voter approval, township boards may levy a property tax of no more than 6 mills in any year for the maintenance or improvement of county roads within the township.

Township-Wide Millage

Section 6 of Article IX of the Constitution of Michigan of 1963 authorizes townships to levy millages with a majority vote of the people.

See Appendix G for taxable values with various millage scenarios, by township.

Special Assessment Districts

Public Act 188 of 1954 allows townships to pay for road improvements through a special assessment district (SAD). A SAD is an area where the majority of property owners agree to allow a government agency to levy a property tax in exchange for a specific service such as road improvements. Act 188 outlines the process for levying a SAD.

Appendix A: Public Road Miles Chart, By Township

Townships	Primary Paved	Primary Unpaved	Primary Bridges	Primary Culverts	Local Paved	Local Unpaved	Local Bridges	Local Culverts
Ann Arbor	22.56	0.00	2	8	5.68	13.99	4	7
Augusta	28.98	2.49	6	20	9.24	48.33	13	22
Bridgewater	12.24	9.16	1	7	0.55	39.68	3	6
Dexter	25.85	3.75	3	3	13.14	25.99	0	2
Freedom	11.92	4.47	0	2	1.68	46.27	0	5
Lima	18.94	5.75	3	6	5.45	40.45	12	7
Lodi	18.85	2.53	0	8	13.36	42.35	5	19
Lyndon	14.42	3.62	0	0	0.58	37.35	1	1
Manchester	10.80	8.81	1	1	1.20	46.41	1	7
Northfield	25.81	4.64	1	8	11.45	47.33	2	8
Pittsfield	42.80	0.00	0	11	81.82	14.73	0	8
Salem	34.25	0.94	0	12	7.5	33.6	2	17
Saline	12.21	11.65	1	9	1.97	27.96	3	10
Scio	48.98	0.00	12	9	28.30	30.96	8	10
Sharon	10.18	11.00	2	1	0.25	34.69	3	2
Superior	32.90	0.00	6	14	32.09	29.13	1	12
Sylvan	16.5	0.44	1	7	15.00	26.5	3	7
Webster	22.81	4.70	2	4	1.27	41.82	1	11
York	41.96	3.89	6	20	28.44	27.17	4	16
Ypsilanti	60.10	0.00	8	9	137.16	9.93	2	9
Totals	**513.06**	**77.84**	**55**	**159**	**395.41**	**665.31**	**68**	**186**

Appendix B: Local Road Matching Program Conditions

Washtenaw County Road Commission's
2025 Local Road Matching Program

The Washtenaw County Road Commission (WCRC) is anticipating it will receive approximately $37 million in Michigan Transportation Fund (MTF) revenues for 2025 as presented in its 2025 Preliminary Budget adopted on December 4, 2024.

WCRC recognizes that local road funds are inadequate to maintain the 1,060 centerline miles of local roads in Washtenaw County. As a result, WCRC has historically transferred funds from its Primary Road Fund to its Local Road Fund.

Matching Funds

a. **Road Projects**: WCRC has budgeted $2,000,000 in 2025 for the Local Road Matching Program. The program distributes the total amount to all twenty townships based on the formula used by the Michigan Department of Transportation to allocate local road funds to the 83 counties of Michigan.

Township	2025 Local Matching Program Allocation	2024 Local Matching Program Allocation
Salem	$74,547	$74,547
Northfield	101,480	101,480
Webster	75,517	75,517
Dexter	71,082	71,082
Lyndon	55,655	55,655
Sylvan	62,292	62,292
Lima	70,147	70,147
Scio	133,253	133,253
Ann Arbor	39,266	39,266
Superior	126,552	126,552
Ypsilanti	372,441	372,441
Pittsfield	253,551	253,551
Lodi	90,435	90,435
Freedom	63,359	63,359
Sharon	49,092	49,092
Manchester	67,285	67,285
Bridgewater	54,877	54,877
Saline	44,542	44,542
York	99,609	99,609
Augusta	95,015	95,015
	$2,000,000	$2,000,000

b. **Culverts & Bridges:** 50% of the cost for improvements to local road culverts, existing size of 5' diameter and larger, and bridges will be funded by WCRC. This funding source is separate from the $2 million local road matching funds and dependent on WCRC budget availability. Existing culverts less than 5' in diameter shall be the responsibility of WCRC to fund and replace.

As was the case in 2024, WCRC will continue to cover all costs for dust control applications on local roads as a maintenance cost. Dust control will be applied by WCRC crews as needed throughout the season, typically May – October.

Townships must notify WCRC on or before Friday, May 2, 2025, of their intent to use matching funds.

The WCRC Matching Program is subject to the following conditions:

a) Project Overruns

WCRC staff will provide an estimated cost for each individual project to be included within an agreement between the township and WCRC. If, prior to beginning an individual project, WCRC determines that the original cost estimate will not cover project costs, WCRC will notify the township to determine if the township desires to proceed with the project with a reduced scope or an additional funding commitment. Budgets are closely monitored on each project and every effort is made to avoid overruns. Any unexpected project cost overrun shall be taken from any unexpended funds remaining in that township's total township agreement. If the overrun exceeds the total township agreement, WCRC may bill the township up to an additional 10 percent of the total agreement amount with the township. At the township's option, such overruns can be taken from the following year's matching funds.

b) Billing Procedures

WCRC will send the first billing mid-summer for an amount that equates to 50 percent of the estimated project costs. Township payment is required within 30 days from receipt of the invoice. The final billing will be sent upon completion of the project(s) and due 30 days from receipt of final invoice. Any credits due to townships will be returned at the time of final billing or credited to the following year, as determined by the township. Standard fringe and overhead rates will be applied as defined by PA 51 of 1951, as amended.

c) Primary Road Matching

Any township board may, at their option, request that a part or all of its allocated WCRC matching funds, along with an equal amount of township funds, be used on a primary road project within the township boundaries.

d) Local Matching Fund Carryover

If a township determines that they desire to carry over the funds allocated for a given year into the following year, the township must provide written notification to WCRC that they are requesting this carryover and identify an eligible project for which the funds will

be held. The WCRC carryover fund will be preserved for one year. After this time, WCRC will reallocate the funds as stated in Paragraph d.

e) Reallocation of Funds

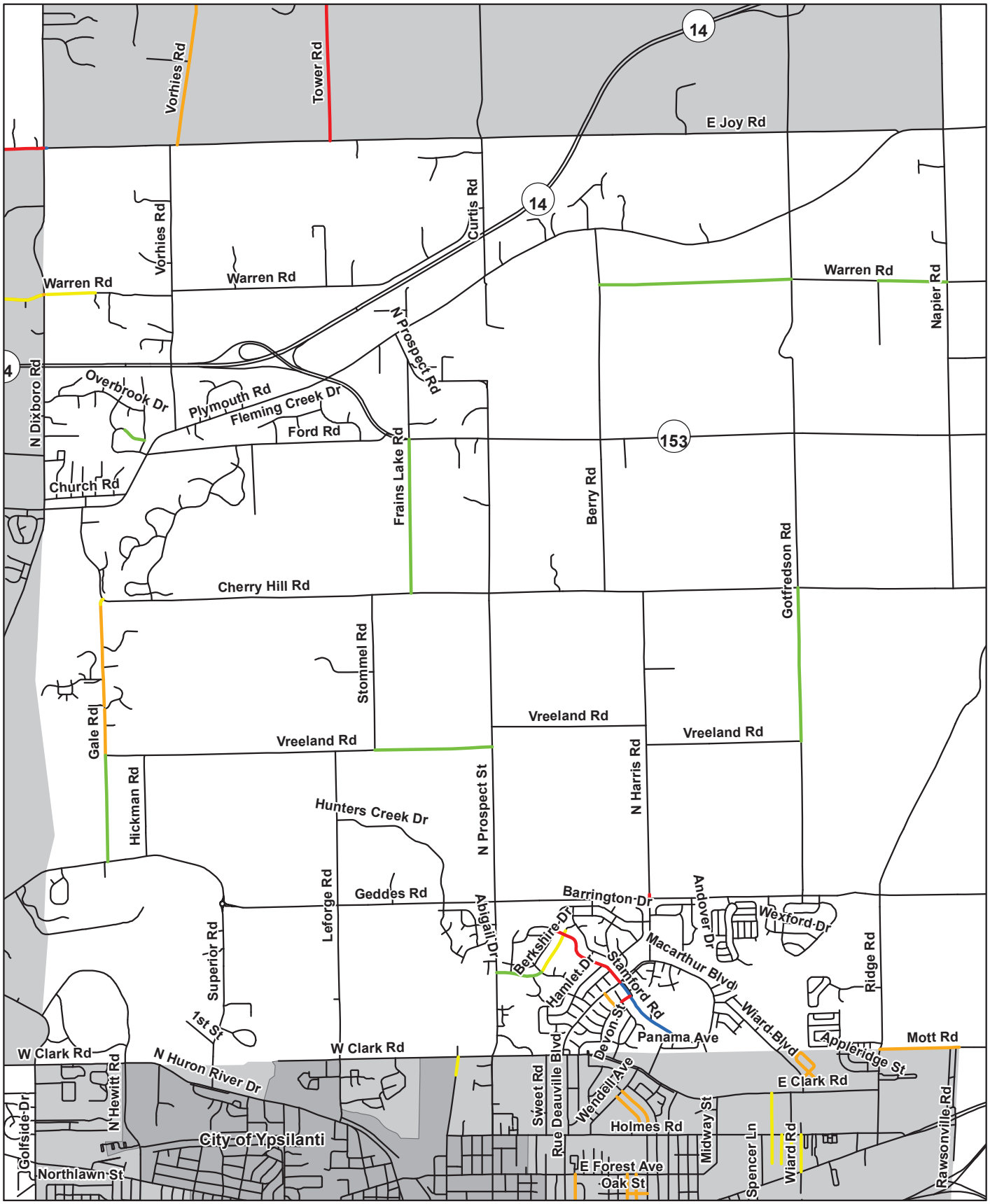
Any township that has not notified WCRC of their intent to use matching funds **on or before Friday, May 2, 2025,** will forfeit the allocated matching money. WCRC will determine the amount of unused matching funds and reallocate these funds to primary road maintenance.

Appendix C: Township Contribution Summary, 2020 – 2024

This chart includes all contributions made by a township to WCRC including local road investments, non-motorized improvements, primary road investments by a **township, etc.**

Township	2020	2021	2022	2023	2024	5-Year Average
Ann Arbor	240,137	601,919	115,034	418,599	336,485	342,435
Augusta	277,080	174,157	330,775	342,894	305,974	286,176
Bridgewater	16,831	59,417	63,105	97,709	96,555	66,723
Dexter	96,797	75,393	723,922	723,926	453,437	414,695
Freedom	44,743	70,463	144,034	158,564	115,434	106,648
Lima	206,634	199,727	211,230	267,561	275,851	232,201
Lodi	117,308	511,702	629,674	964,296	854,104	615,417
Lyndon	17,424	76,395	72,297	118,210	168,606	90,586
Manchester	31,502	67,212	136,612	353,356	106,520	139,040
Northfield	74,283	106,071	231,864	245,447	260,702	183,673
Pittsfield	994,362	1,798,975	886,052	2,302,344	1,939,853	1,584,317
Salem	1,740,718	235,209	86,211	270,001	51,085	476,645
Saline	557,529	145,983	219,427	199,347	202,646	264,986
Scio	501,479	230,744	350,224	469,462	1,187,286	547,839
Sharon	54,138	109,206	248,572	48,258	37,954	99,626
Superior	65,626	450,374	186,050	167,544	410,215	255,962
Sylvan	114,611	96,908	106,823	90,822	131,603	108,153
Webster	38,428	487,377	412,905	74,693	308,291	264,339
York	375,053	843,327	1,008,932	564,022	291,502	616,567
Ypsilanti	809,371	978,513	968,850	1,765,042	2,045,053	1,313,366
Totals	**6,374,053**	**7,319,072**	**7,132,591**	**9,642,096**	**9,579,157**	**8,009,395**

Appendix D: Township Local Road Investment Map



2020
2021
2022
2023
2024

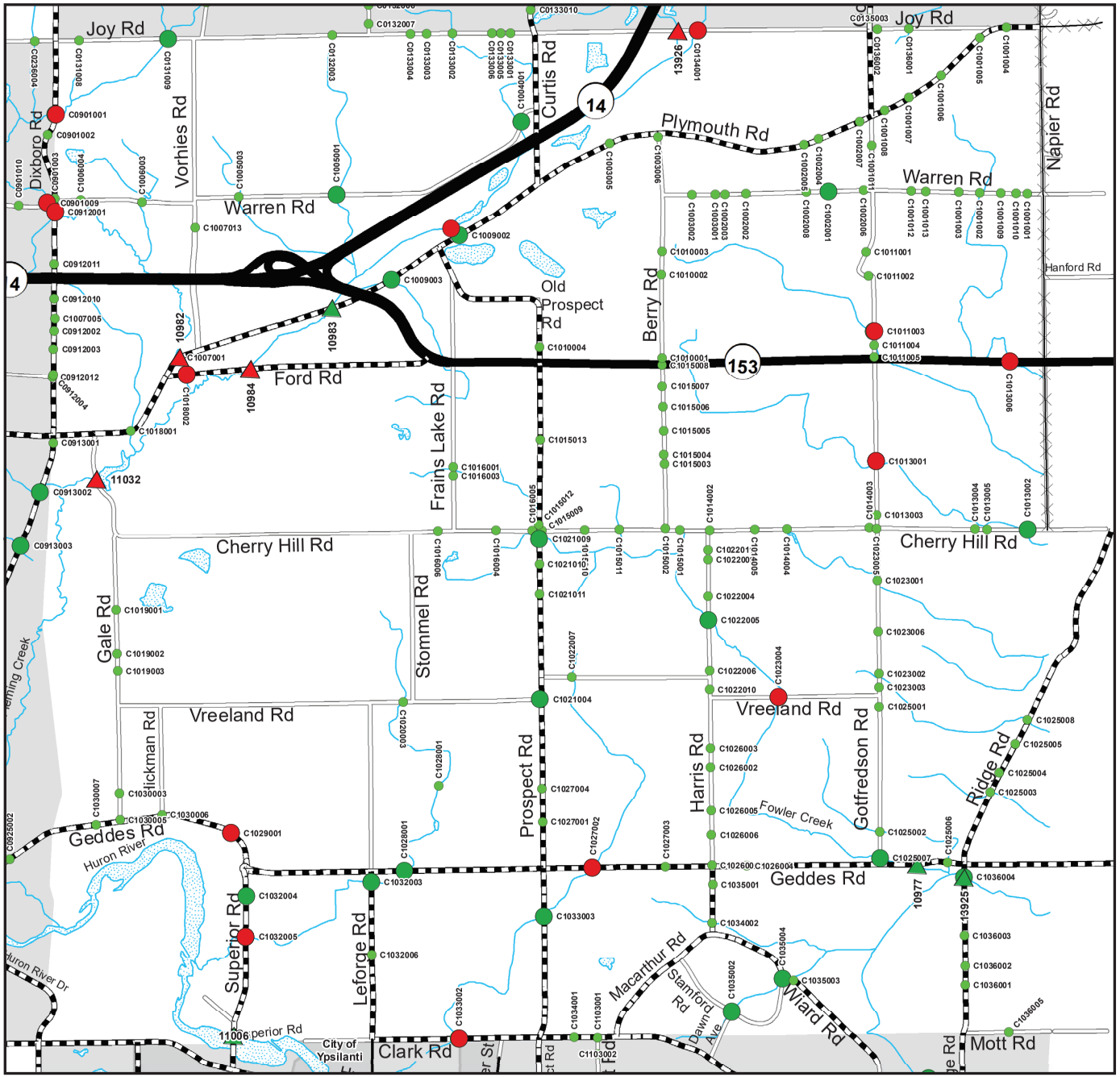
Superior Township

Locally Funded
Road Improvement Projects
2020 - 2024

0 0.5 1 Miles

N

Appendix E: Local Collector Road Bridges and Culverts



SUPERIOR TOWNSHIP

LEGEND

- State Trunkline
- County Primary
- County Local
- Township Boundary
- Lake/River
- Culvert Locations
  - Span Size
    - Less than 5 feet
    - Greater than 5 feet
    - Poor Condition Rating
- Bridge Locations
  - 20 Feet and Greater
  - Poor Condition Rating

N
W E
S

0 0.5 1 Miles

Appendix F: Summary of Local Road Needs, By Township

Township	Total Needs for Local Paved Roads	Total Needs for Local Unpaved Roads	Total Needs for Local Roads	Average 10-year Annual Expenditure Needed for Local Roads
Ann Arbor	$1,898,900	$921,000	$2,819,900	$281,990
Augusta	$2,411,440	$2,936,200	$5,347,640	$534,764
Bridgewater	$240,680	$2,433,000	$2,673,680	$267,368
Dexter	$3,690,340	$1,598,600	$5,288,940	$528,894
Freedom	$71,880	$2,776,200	$2,848,080	$284,808
Lima	$1,468,740	$2,427,000	$3,895,740	$389,574
Lodi	$2,599,600	$2,553,000	$5,152,600	$515,260
Lyndon	$100,320	$2,282,800	$2,383,120	$238,312
Manchester	$138,320	$2,802,200	$2,940,520	$294,052
Northfield	$3,575,680	$2,952,600	$6,528,280	$652,828
Pittsfield	$17,439,380	$928,600	$18,367,980	$1,836,798
Salem	$1,356,860	$2,033,000	$3,389,860	$338,986
Saline	$137,440	$1,683,200	$1,820,640	$182,064
Scio	$5,558,520	$2,011,200	$7,569,720	$756,972
Sharon	$3,800	$2,081,400	$2,085,200	$208,520
Superior	$8,075,860	$1,757,200	$9,833,060	$983,306
Sylvan	$5,978,680	$1,618,200	$7,596,880	$759,688
Webster	$574,160	$2,552,400	$3,126,560	$312,656
York	$8,126,280	$1,664,400	$9,790,680	$979,068
Ypsilanti	$37,046,760	$605,200	$37,651,960	$3,765,196
TOTALS	**$100,493,640**	**$40,617,400**	**$141,111,040**	**$14,111,104**

Appendix G: Taxable Valuation Data, By Township

Township	2024 Taxable Value	Millage Amount			
		0.50	1.00	2.00	3.00
Ann Arbor	$707,476,821	$353,738	$707,477	$1,414,954	$2,122,430
Augusta	$326,081,193	$163,041	$326,081	$652,162	$978,244
Bridgewater	$122,763,204	$61,382	$122,763	$245,526	$368,290
Dexter	$526,270,982	$263,135	$526,271	$1,052,542	$1,578,813
Freedom	$256,626,118	$128,313	$256,626	$513,252	$769,878
Lima	$325,653,324	$162,827	$325,653	$651,307	$976,960
Lodi	$571,328,444	$285,664	$571,328	$1,142,657	$1,713,985
Lyndon	$233,004,795	$116,502	$233,005	$466,010	$699,014
Manchester	$184,143,788	$92,072	$184,144	$368,288	$552,431
Northfield	$489,426,078	$244,713	$489,426	$978,852	$1,468,278
Pittsfield	$2,708,862,759	$1,354,431	$2,708,863	$5,417,726	$8,126,588
Salem	$506,459,770	$253,230	$506,460	$1,012,920	$1,519,379
Saline	$163,710,876	$81,855	$163,711	$327,422	$491,133
Scio	$1,759,946,324	$879,973	$1,759,946	$3,519,893	$5,279,839
Sharon	$129,348,824	$64,674	$129,349	$258,698	$388,046
Superior	$899,664,803	$449,832	$899,665	$1,799,330	$2,698,994
Sylvan	$302,874,435	$151,437	$302,874	$605,749	$908,623
Webster	$571,611,565	$285,806	$571,612	$1,143,223	$1,714,835
York	$590,029,982	$295,015	$590,030	$1,180,060	$1,770,090
Ypsilanti	$1,828,695,908	$914,348	$1,828,696	$3,657,392	$5,486,088
Totals	**$13,203,979,993**	**$6,601,990**	**$13,203,980**	**$26,407,960**	**$39,611,940**

Introduction

Each year, the Washtenaw County Board of County Road Commissioners (the WCRC Board) and township boards partner to provide local road improvements. In 2024, the WCRC Board increased its investment in local infrastructure to $2 million, expanded its criteria of culvert maintenance replacements, and will continue to perform dust control as normal maintenance. While road funding is limited, both parties work hard to spend this precious funding efficiently and effectively. The following packet was assembled for both seasoned officials who are very familiar with the process and for officials new to their positions to help them better understand the intricacies of local road funding.

Superior Township Summary

The following is a summary of the roads, bridges and culverts located in Superior Township and the 2025 allocation made by the WCRC Board for local roads in Superior Township.

Primary Roads

- 32.90 miles of paved primary roads
- 0 miles unpaved primary roads
- 6 bridges (more than 20' span)
- 14 culverts, greater than 5' in diameter

Local Roads

- 32.09 miles of local paved roads
- 29.13 miles of local unpaved roads
- 1 bridge (more than 20' span)
- 12 culverts on local collector roads, greater than 5' in diameter

2025 Local Road Matching Program Allocation

Notification of the intent to use matching funds is due to WCRC by **Friday, May 2, 2025.** See Appendix B for the full program conditions.

Township	Allocation
Superior	$126,552

Local Road Needs

Township	Paved Local Road Needs	Unpaved Local Road Needs	Total Local Road Needs	Average 10-year Annual Expenditure Needed
Superior	$8,075,860	$1,757,200	$9,833,060	$983,306

Planning Your Investments

Roads, like any other public infrastructure, require a lot of investment. Unfortunately, in Michigan, the needs far outweigh the funds available in any given year. So, how do WCRC and townships in Washtenaw County decide the best way to invest limited funds?

WCRC utilizes the principles of asset management when planning investments. According to Michigan's Transportation Asset Management Council, asset management is the "ongoing process of maintaining, preserving, upgrading and operating physical assets cost-effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals."

While this may be a daunting definition, the overall concept is simple. Staying on top of low-cost maintenance items is more cost-effective in the long run.

The WCRC Board adopted a Transportation Asset Management Plan 2024 -2026 for the primary road system in 2024. Visit wcroads.org to read the full report.

Inventory and Condition Assessment

For asset management to be effective, an agency must first understand what assets are under its jurisdiction and the current conditions of these assets. This is done through an inventory or physical inspection of each asset. The inventory and condition assessment process are different for paved roads and unpaved roads.

Paved Roads

For paved roads, WCRC uses the Pavement Surface Evaluation and Rating (PASER) system. The PASER system rates paved roadways on a scale of 1 to 10. Roads are then designated into three groups: Good (10-8 rating), Fair (7-5 rating) and Poor (4-1 rating). All primary paved roads are evaluated every year, and all local paved roads are evaluated every two years in Washtenaw County.

The latest PASER for the roads in Superior Township are shown in the following map.

Superior Township

Primary & Local Paved Roads

PASER RATINGS

PASER stands for Pavement Surface Evaluation and Rating. The PASER rating ranges from 1- failed conditions, to 10 - brand new pavement. A pavement will only be a 10 the first year of its life, the second year it will automatically become a 9. Any condition of 8 or greater is considered to be a good condition; 7, 6 or 5 are fair; 4 or lower is poor.

- PASER based on current ratings and project improvements
- Private and Gravel roads not rated.

THE RIGHT FIX AT THE RIGHT TIME

The WCRC determines the best fix to optimize service life for each of our projects. Good pavement management involves less expensive treatments earlier in the life of the pavement in order to take full advantage of infrastructural investments.

Road Classification

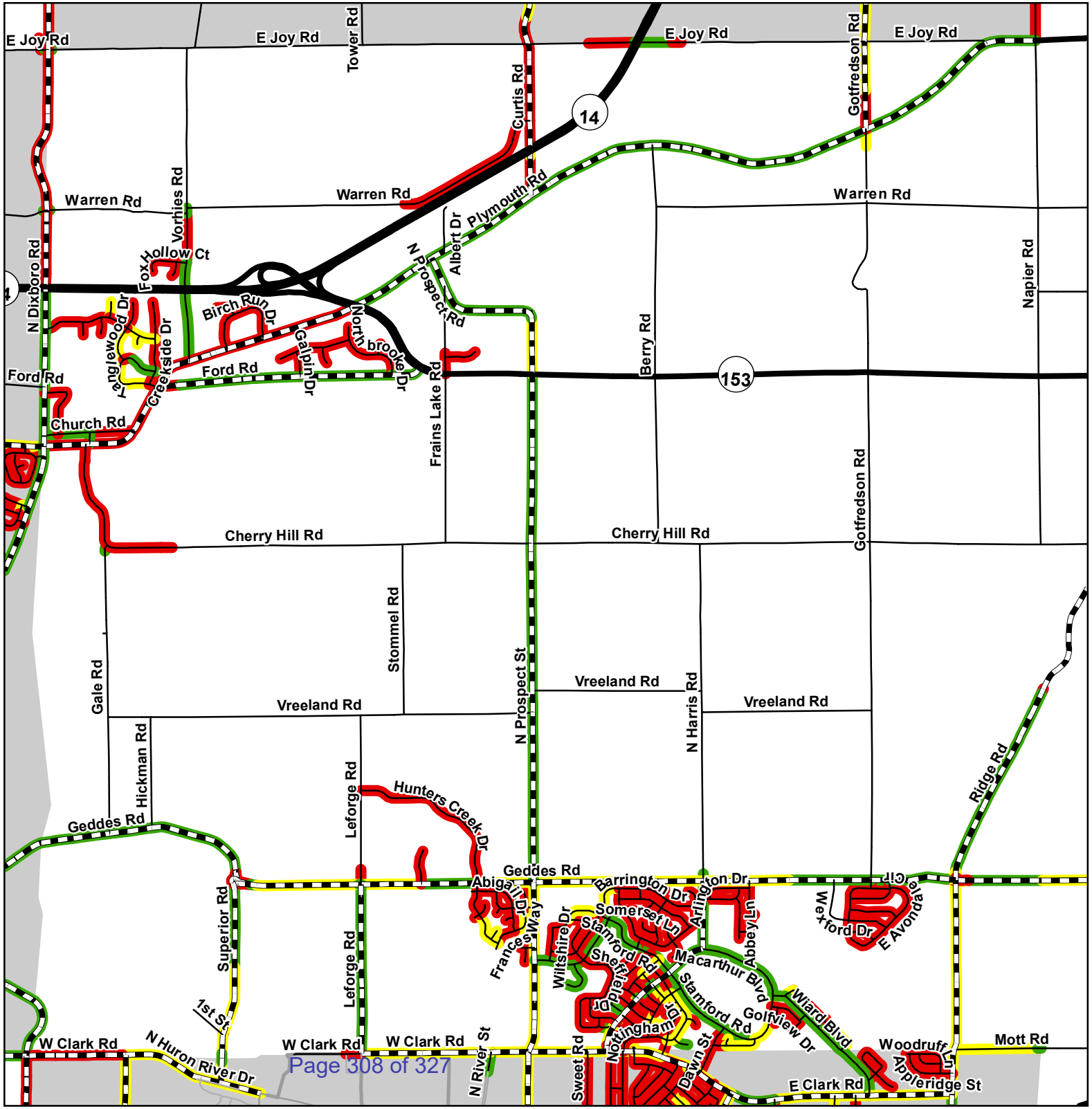
- State Trunkline
- County Primary
- County Local
- City
- City/Village Boundary

Road Ratings

- Good (10, 9, 8)
- Fair (7, 6, 5)
- Poor (4, 3, 2, 1)

0 0.5 1 Miles

N



Mix of Fixes

Paved Roads

PASER can and should be used to make investment decisions on the paved road system. Before any decisions can be made, it is important to understand the various treatments available for paved road maintenance depending on the road condition. The key is applying the right fix at the right time on the right road.

Pavement Condition (PASER)	Possible Treatment	Estimated Cost per Mile for Two-Lane Road	Estimated Life Expectancy	Who can conduct the work?
Good (10-8 rating)	Crack sealing	$10,000	Can last up to 3 years	WCRC crews
	Seal coat (chip seal, fog seal)	$45,000	Can extend the life of a road by 3-5 years	WCRC crews
Fair (7-5 rating)	Seal coat (chip seal, fog seal)	$45,000	Can extend the life of a road by 3-5 years	WCRC crews
	Mill and resurface	$250,000	Can extend the life of a road for 5-7+ years (with proper maintenance)	Contractor with WCRC inspection
Poor (4-1 rating)	Pulverize and resurface	$450,000	Can extend the life of a road for 10-15+ years (with proper maintenance)	Contractor with WCRC inspection
	Reconstruct	$1,500,000+	Can last up to 15 to 20 years (with proper maintenance)	Contractor with WCRC inspection

On the primary road system, WCRC's strategy is to focus most of the investment on maintaining roads already in good condition and elevating roads from fair to good. In addition, WCRC strives to fix a few miles of poor roads each year, depending on funding.

> ***Example:*** Primary Road X was rated a 5 in the last round of PASER. This year, WCRC elects to mill and resurface it for $250,000 per mile elevating it to a 10 rating. Next year, WCRC plans to apply a seal coat to it (both chip seal and fog seal) for $45,000 per mile. WCRC will need to seal coat it again in approximately 5 years to keep it in good condition.

On the local road system, the strategy depends on the funding partner, usually the township. WCRC staff are happy to work with each township to develop the best strategy for the local paved road system and the township's budget.

Project Selection

As shown in the charts above, there are more options for investing in the local road system than the funding available. To help prioritize where to invest each year, WCRC staff work with township officials to create an annual proposed local road improvement program with project estimates. These discussions typically start in late fall and carry on throughout the winter. Final project agreements are created in mid to late spring. The full conditions of the Local Road Matching Program can be found in Appendix B.

See Appendix F for a summary of needs on local paved and unpaved roads, by township.

Funding Options for Townships

Townships are not legally required to contribute to the maintenance, construction or reconstruction of county roads. However, Act 51 does restrict how much state funding a road commission can spend on local county road construction. In addition, road commissions do not have taxing authority, so their funding sources are limited.

Washtenaw County is not alone in its challenges securing much needed local road funding. Looking beyond county lines, we see townships throughout Michigan turning to other taxing mechanisms to generate the revenue necessary to repair and maintain local roads.

Whereas WCRC does not have any legal taxing authority, townships have three options to help raise revenue to fund road improvements: a millage through Act 51, a township-wide millage or a special assessment district.

Act 51 Millage

Act 51 of 1951 outlines two options for townships to raise revenue for the maintenance and improvement of local roads.

1. Township boards can levy a property tax of no more than three mills in any year, without a vote of the people, for the maintenance or improvement of county roads within the township.
2. With voter approval, township boards may levy a property tax of no more than 6 mills in any year for the maintenance or improvement of county roads within the township.

Township-Wide Millage

Section 6 of Article IX of the Constitution of Michigan of 1963 authorizes townships to levy millages with a majority vote of the people.

See Appendix G for taxable values with various millage scenarios, by township.

Special Assessment Districts

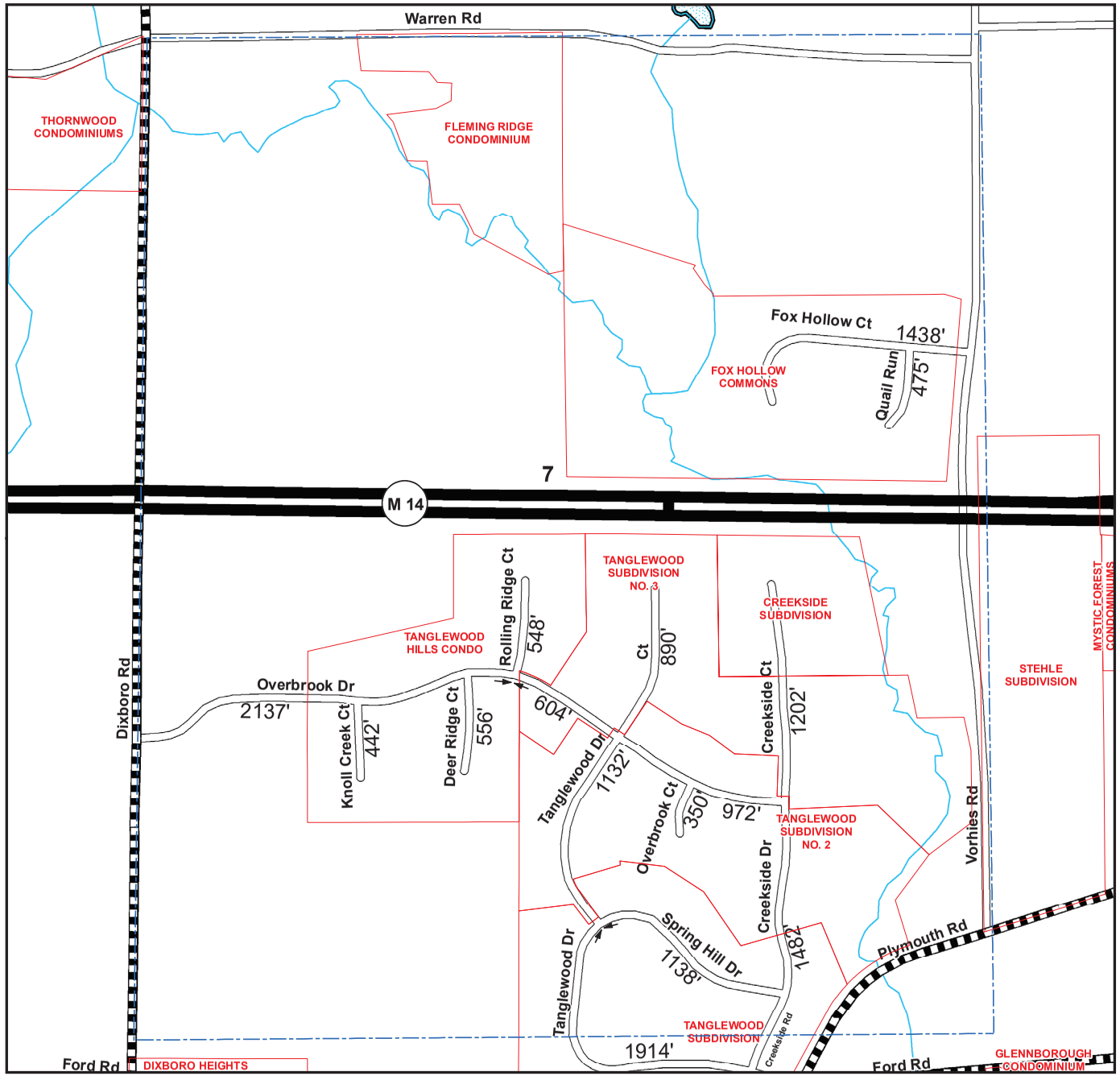
Public Act 188 of 1954 allows townships to pay for road improvements through a special assessment district (SAD). A SAD is an area where the majority of property owners agree to allow a government agency to levy a property tax in exchange for a specific service such as road improvements. Act 188 outlines the process for levying a SAD.

Appendix F: Summary of Local Road Needs, By Township

Township	Total Needs for Local Paved Roads	Total Needs for Local Unpaved Roads	Total Needs for Local Roads	Average 10-year Annual Expenditure Needed for Local Roads
Ann Arbor	$1,898,900	$921,000	$2,819,900	$281,990
Augusta	$2,411,440	$2,936,200	$5,347,640	$534,764
Bridgewater	$240,680	$2,433,000	$2,673,680	$267,368
Dexter	$3,690,340	$1,598,600	$5,288,940	$528,894
Freedom	$71,880	$2,776,200	$2,848,080	$284,808
Lima	$1,468,740	$2,427,000	$3,895,740	$389,574
Lodi	$2,599,600	$2,553,000	$5,152,600	$515,260
Lyndon	$100,320	$2,282,800	$2,383,120	$238,312
Manchester	$138,320	$2,802,200	$2,940,520	$294,052
Northfield	$3,575,680	$2,952,600	$6,528,280	$652,828
Pittsfield	$17,439,380	$928,600	$18,367,980	$1,836,798
Salem	$1,356,860	$2,033,000	$3,389,860	$338,986
Saline	$137,440	$1,683,200	$1,820,640	$182,064
Scio	$5,558,520	$2,011,200	$7,569,720	$756,972
Sharon	$3,800	$2,081,400	$2,085,200	$208,520
Superior	$8,075,860	$1,757,200	$9,833,060	$983,306
Sylvan	$5,978,680	$1,618,200	$7,596,880	$759,688
Webster	$574,160	$2,552,400	$3,126,560	$312,656
York	$8,126,280	$1,664,400	$9,790,680	$979,068
Ypsilanti	$37,046,760	$605,200	$37,651,960	$3,765,196
TOTALS	**$100,493,640**	**$40,617,400**	**$141,111,040**	**$14,111,104**

Appendix G: Taxable Valuation Data, By Township

Township	2024 Taxable Value	Millage Amount			
		0.50	1.00	2.00	3.00
Ann Arbor	$707,476,821	$353,738	$707,477	$1,414,954	$2,122,430
Augusta	$326,081,193	$163,041	$326,081	$652,162	$978,244
Bridgewater	$122,763,204	$61,382	$122,763	$245,526	$368,290
Dexter	$526,270,982	$263,135	$526,271	$1,052,542	$1,578,813
Freedom	$256,626,118	$128,313	$256,626	$513,252	$769,878
Lima	$325,653,324	$162,827	$325,653	$651,307	$976,960
Lodi	$571,328,444	$285,664	$571,328	$1,142,657	$1,713,985
Lyndon	$233,004,795	$116,502	$233,005	$466,010	$699,014
Manchester	$184,143,788	$92,072	$184,144	$368,288	$552,431
Northfield	$489,426,078	$244,713	$489,426	$978,852	$1,468,278
Pittsfield	$2,708,862,759	$1,354,431	$2,708,863	$5,417,726	$8,126,588
Salem	$506,459,770	$253,230	$506,460	$1,012,920	$1,519,379
Saline	$163,710,876	$81,855	$163,711	$327,422	$491,133
Scio	$1,759,946,324	$879,973	$1,759,946	$3,519,893	$5,279,839
Sharon	$129,348,824	$64,674	$129,349	$258,698	$388,046
Superior	$899,664,803	$449,832	$899,665	$1,799,330	$2,698,994
Sylvan	$302,874,435	$151,437	$302,874	$605,749	$908,623
Webster	$571,611,565	$285,806	$571,612	$1,143,223	$1,714,835
York	$590,029,982	$295,015	$590,030	$1,180,060	$1,770,090
Ypsilanti	$1,828,695,908	$914,348	$1,828,696	$3,657,392	$5,486,088
Totals	**$13,203,979,993**	**$6,601,990**	**$13,203,980**	**$26,407,960**	**$39,611,940**



Page 314 of 327

COUNTY ROAD WASHTENAW COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 15,280 Equals 2.89 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

N W E S

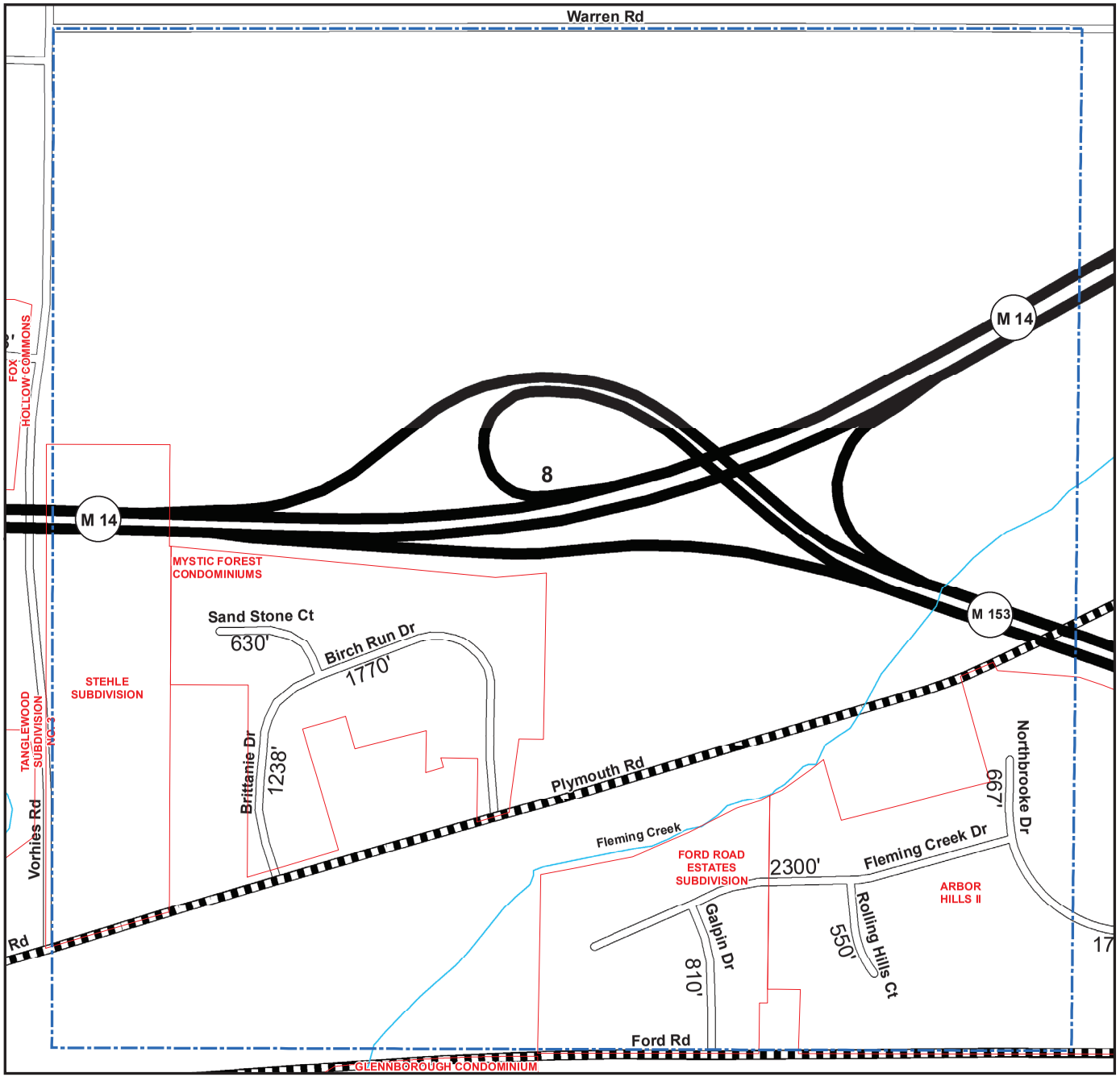
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Township SUPERIOR

Section 7 T 2S R 7E

County WASHTENAW

Sheet No 7



COUNTY ROAD WASHTENAW COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 7,965 Equals 1.51 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

N W E S

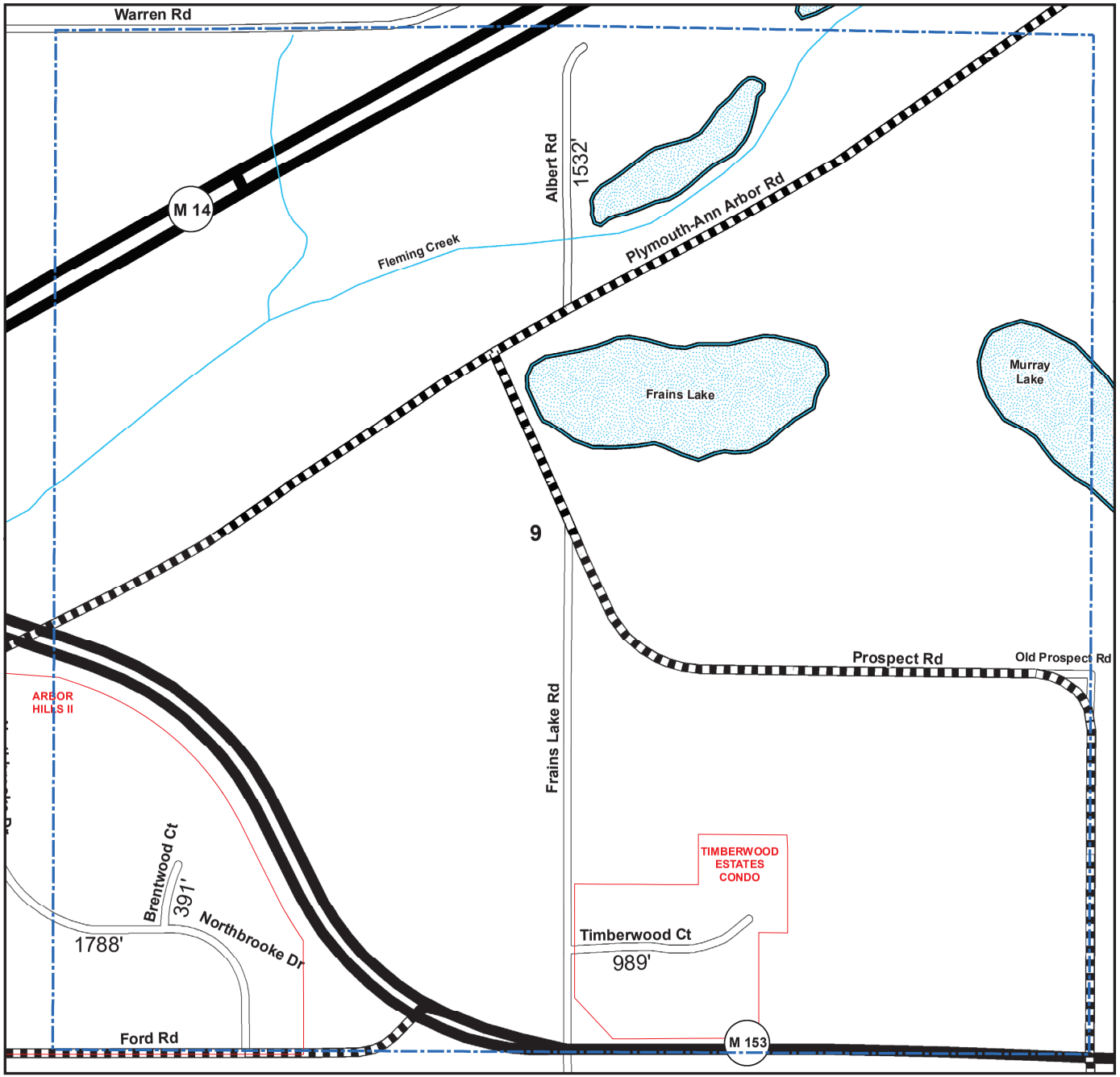
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Township SUPERIOR

Section 8 T 2S R 7E

County WASHTENAW

Sheet No 8



WASHTENAW COUNTY ROAD COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 4,700 Equals 0.89 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

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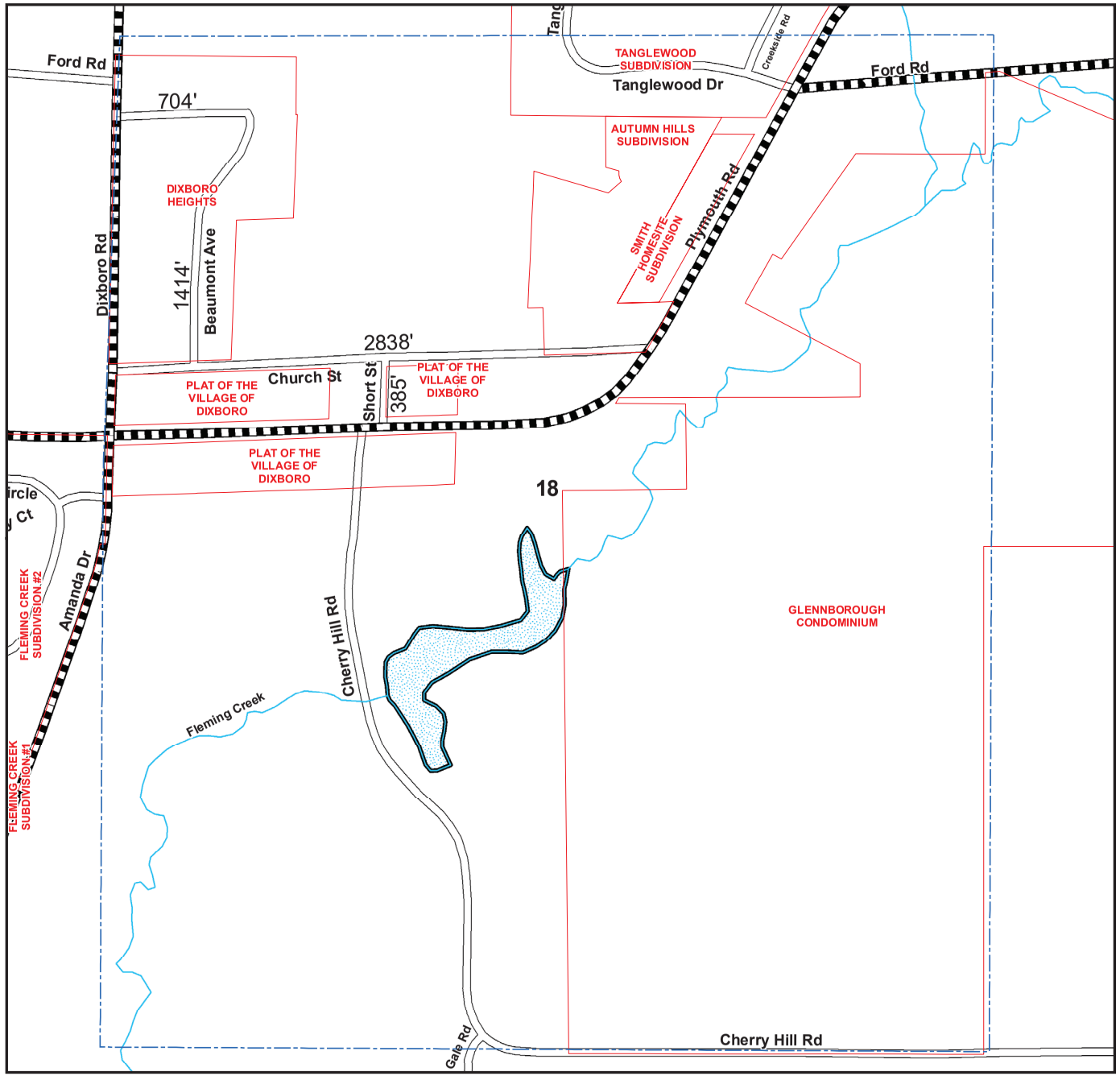
0 500 1,000 Feet

Township SUPERIOR

Section 9 T 2S R 7E

County WASHTENAW

Sheet No 9



WASHTENAW COUNTY ROAD COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 5,341 Equals 1.01 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

N W E S

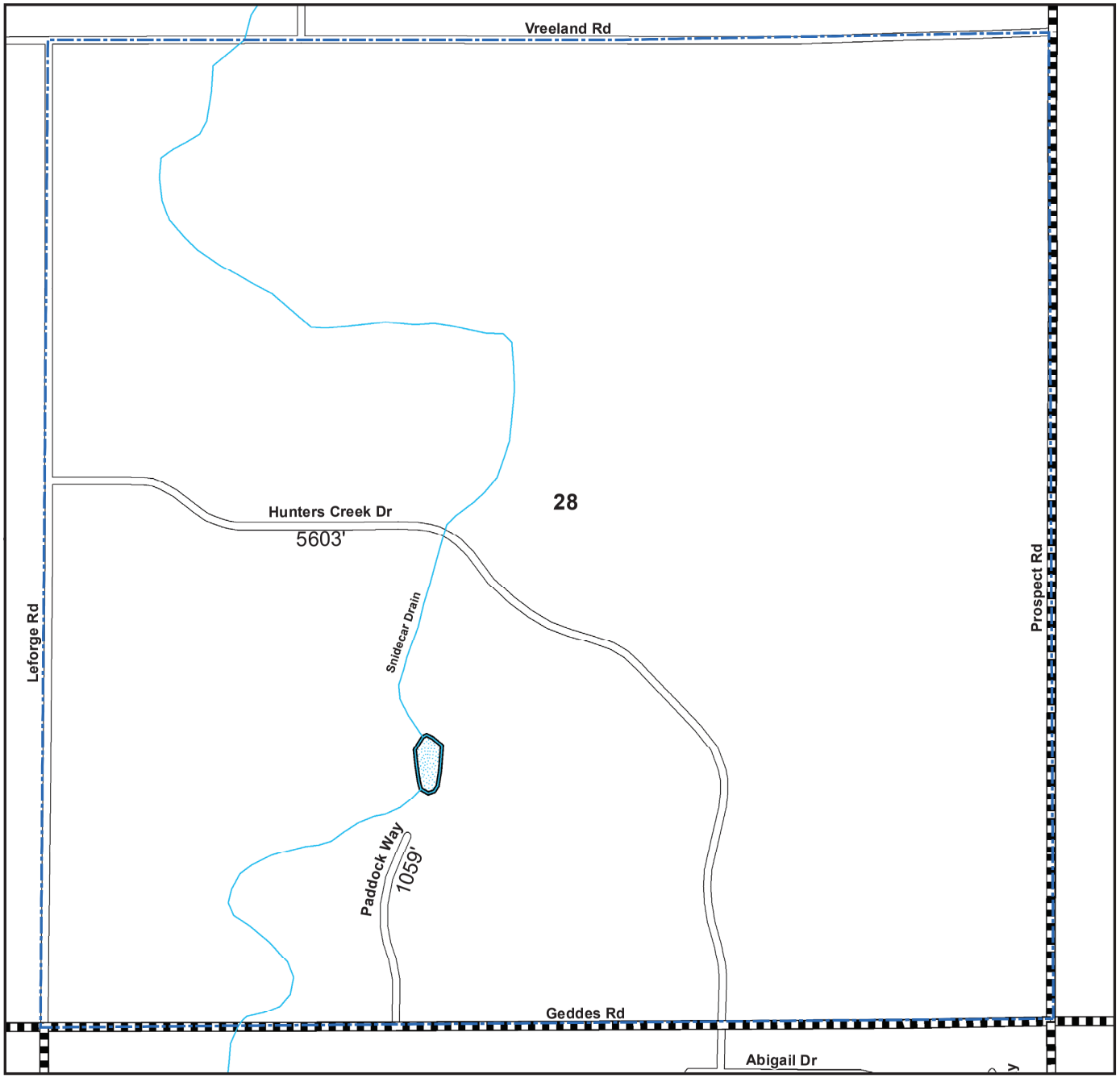
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Township SUPERIOR

Section 18 T 2S R 7E

County WASHTENAW

Sheet No 18



COUNTY ROAD WASHTENAW COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 6,662 Equals 1.26 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

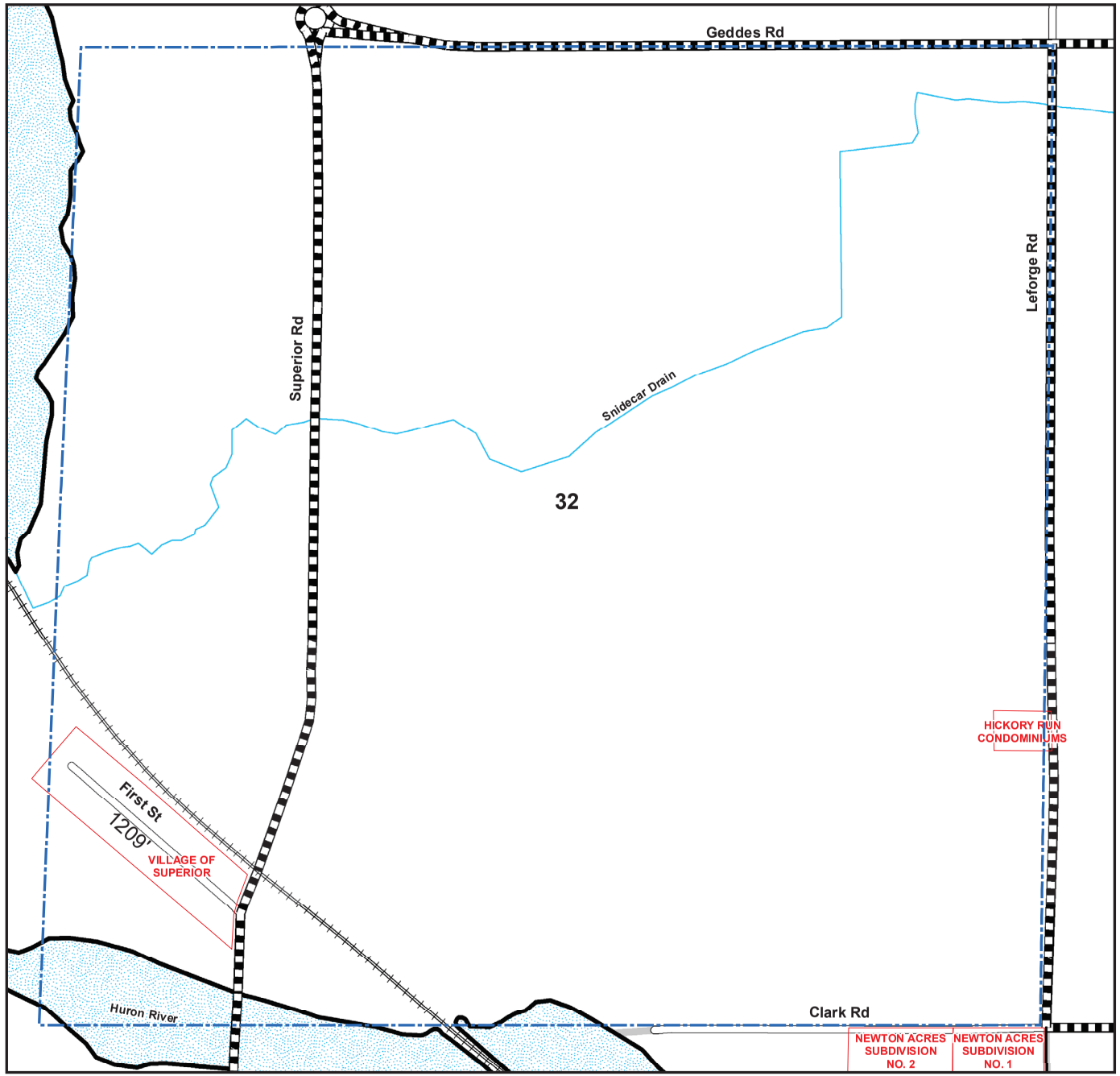
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0 500 1,000 Feet

Township SUPERIOR

Section 28 T 2S R 7E

County WASHTENAW



WASHTENAW COUNTY ROAD COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 1,209 Equals 0.23 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

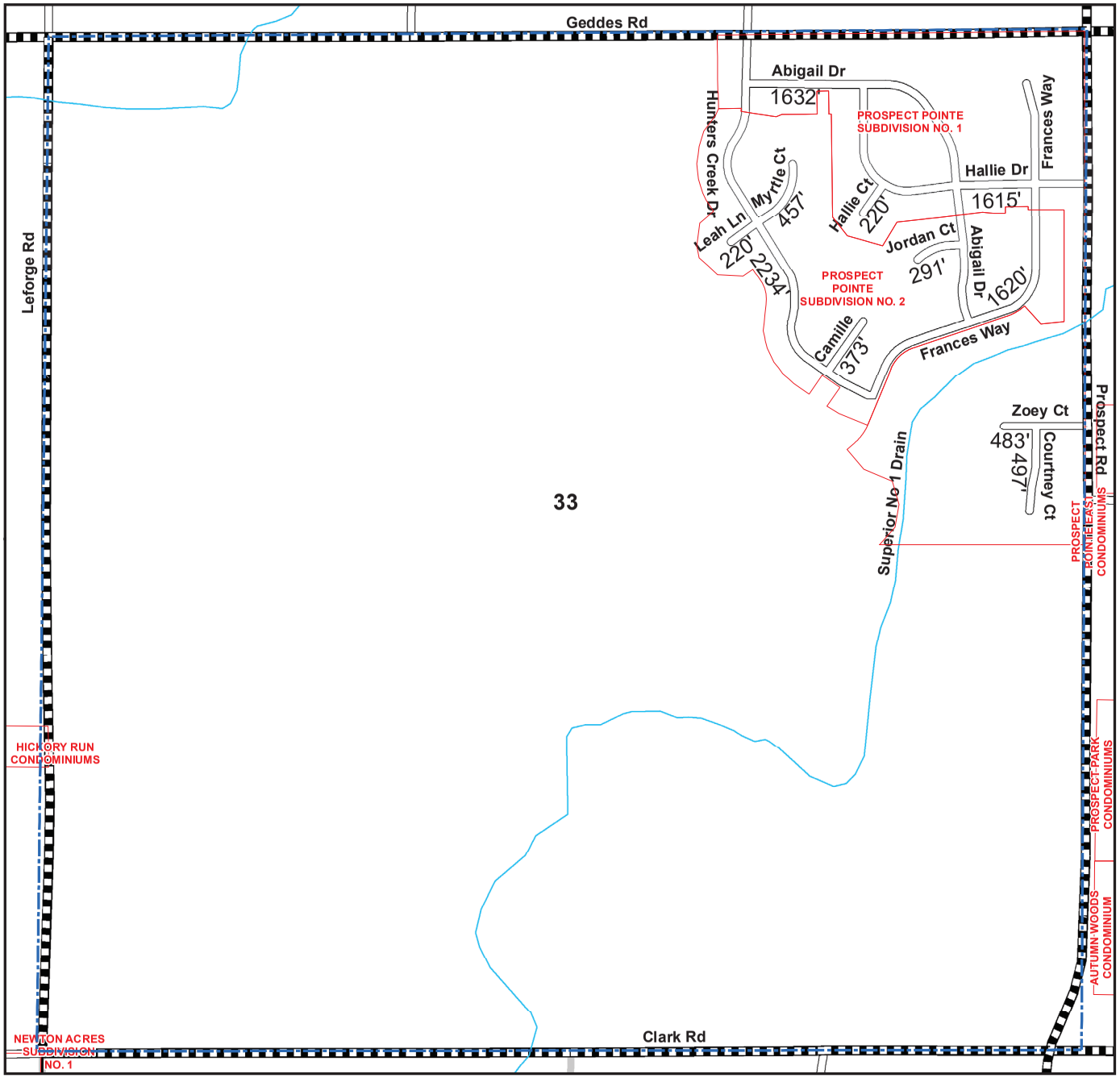
N W E S

0 500 1,000 Feet

Township SUPERIOR

Section 32 T 2S R 7E

County WASHTENAW



COUNTY ROAD COMMISSION WASHTENAW

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 9,642 Equals 1.83 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

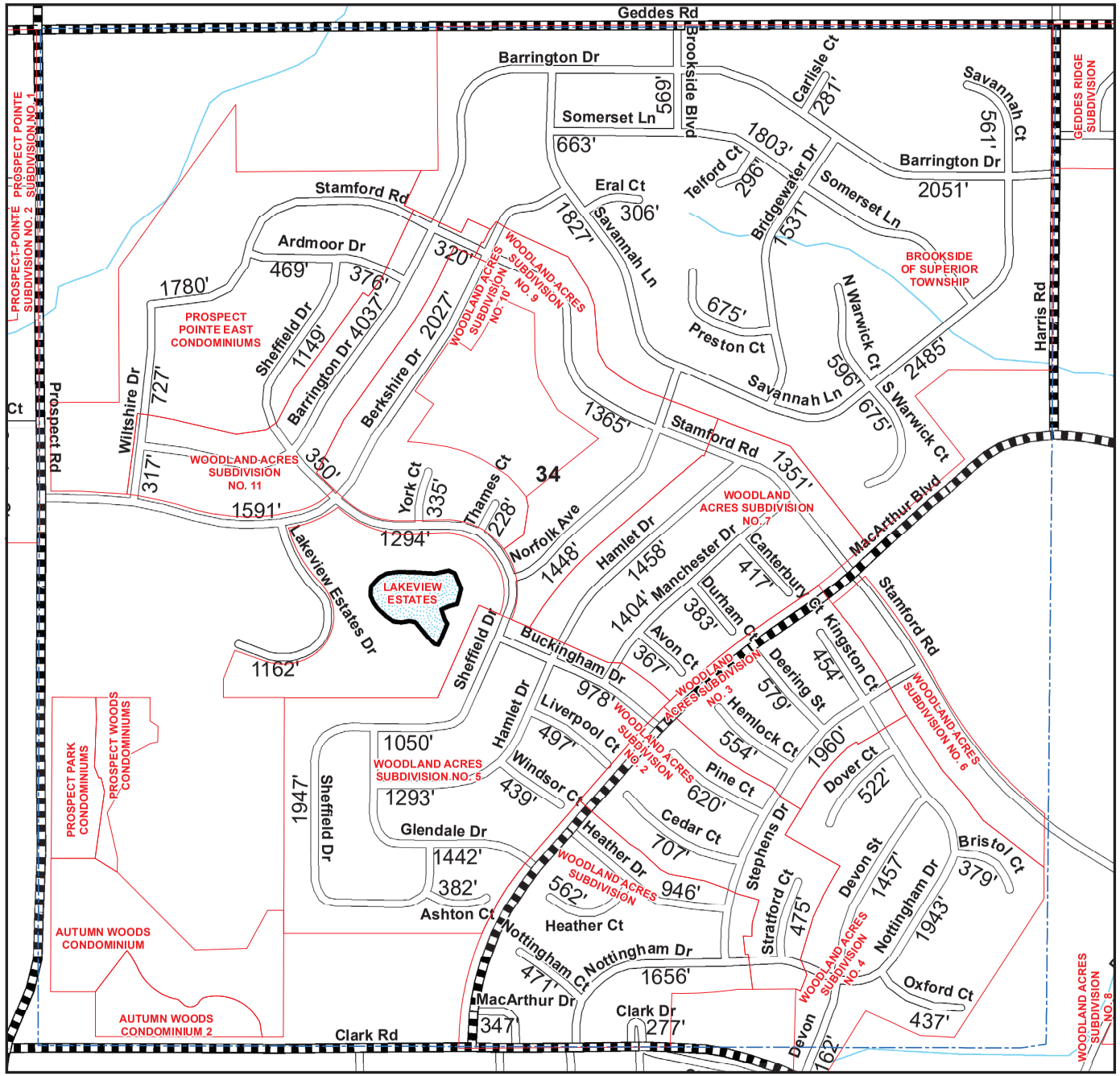
N W E S

0 500 1,000 Feet

Township SUPERIOR

Section 33 T 2S R 7E

County WASHTENAW



WASHTENAW COUNTY ROAD COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 61,048 Equals 11.56 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

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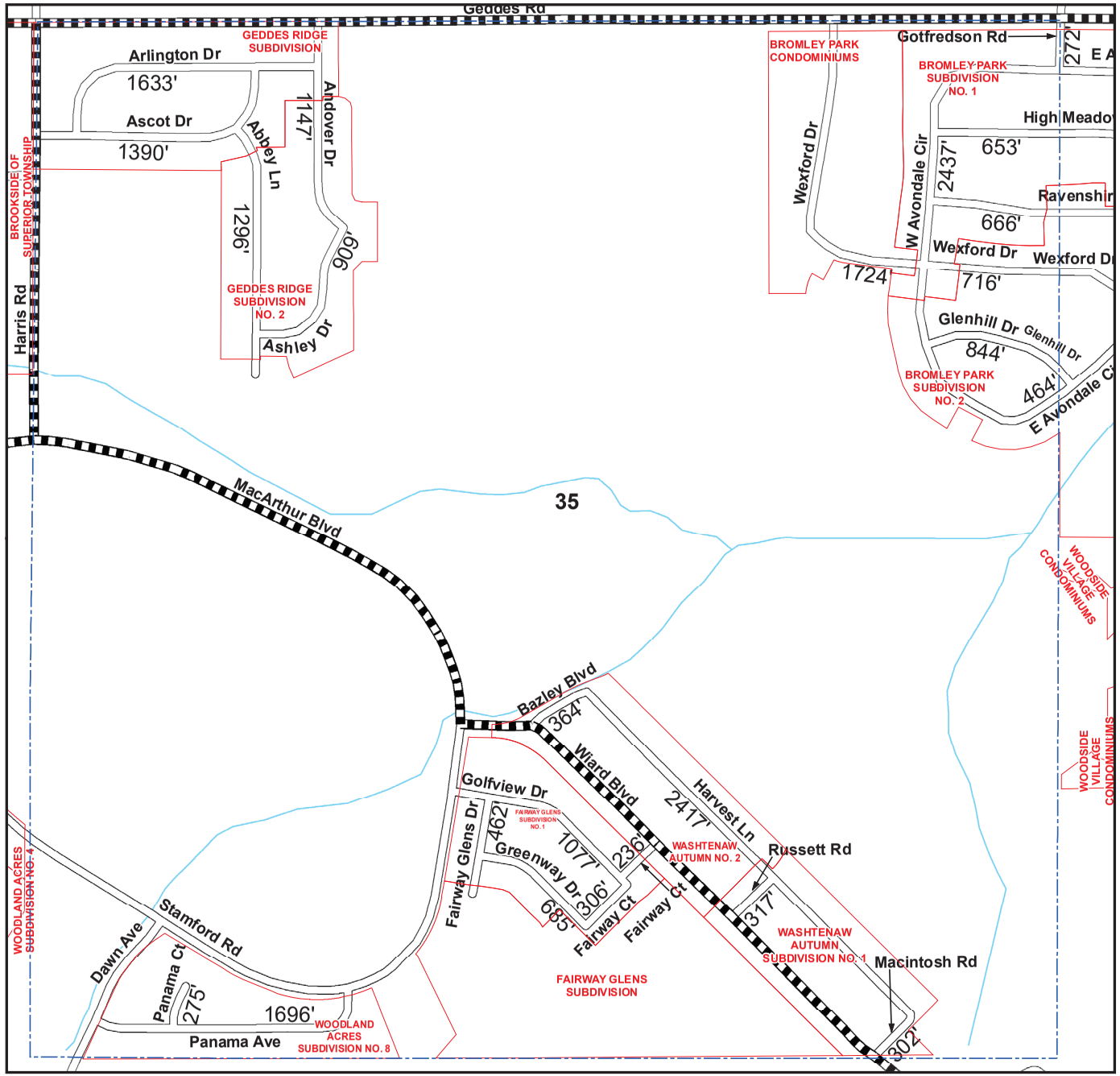
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Township SUPERIOR

Section 34 T 2S R 7E

County WASHTENAW

Sheet No 34



WASHTENAW COUNTY ROAD COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section
- City or Village Boundary
- Lake/River

Total Feet 22,288 Equals 4.22 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

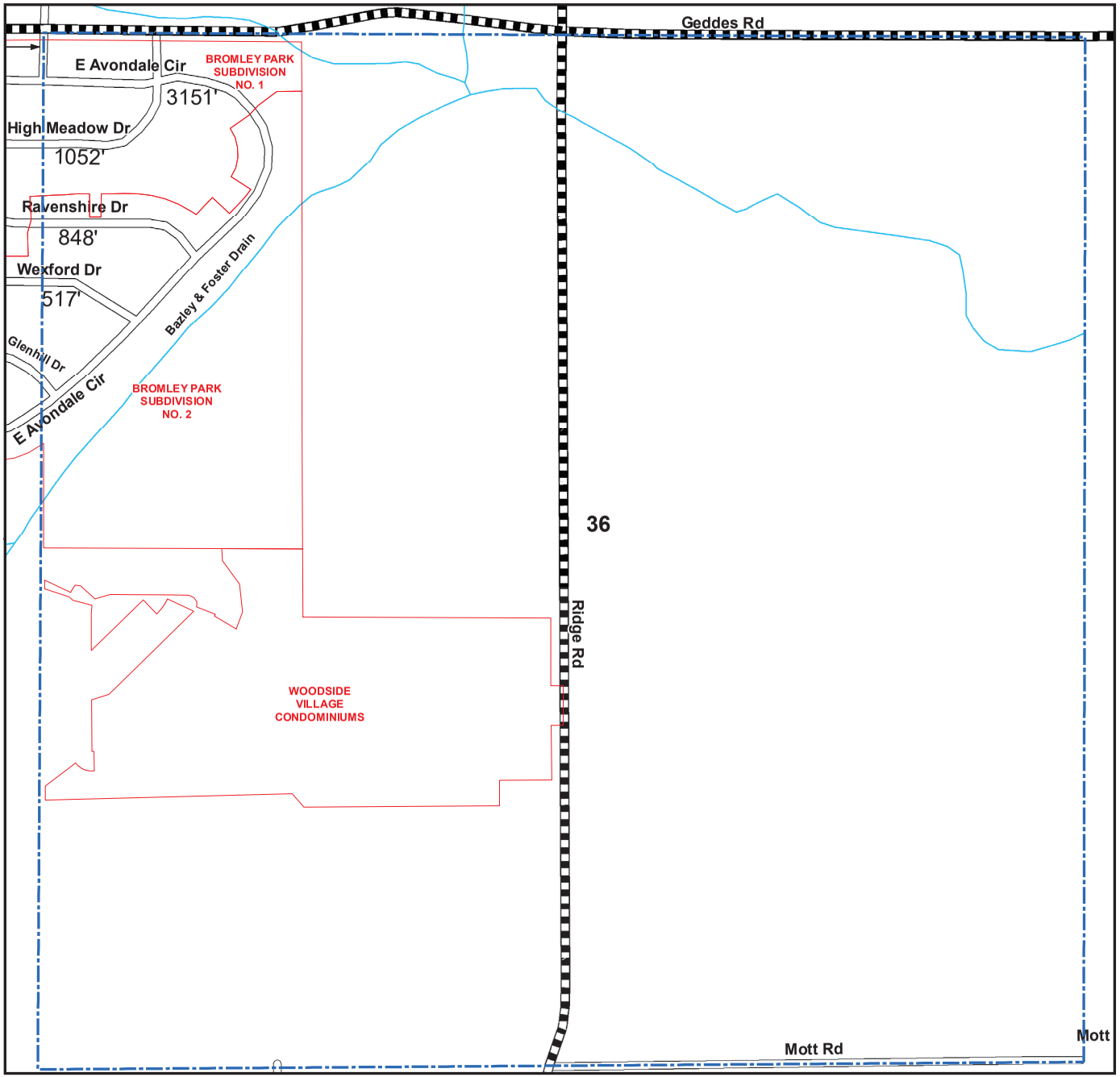
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Township SUPERIOR

Section 35 T 2S R 7E

County WASHTENAW



WASHTENAW COUNTY ROAD COMMISSION

LEGEND

- State Trunkline
- County Primary
- County Local
- Railroad
- City or Village Street
- Section Line
- City or Village Boundary
- Lake/River

Total Feet 5,568 Equals 1.05 Miles

I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION.

N W E S

0 500 1,000 Feet

Township SUPERIOR

Section 36 T 2S R 7E

County WASHTENAW

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SUPERIOR TOWNSHIP

BILLS FOR PAYMENT REPORT

As of October 20, 2025

FUND	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	DESCRIPTION		AMOUNT
206-Fire	Metro Airport Truck	570535.00	08/29/2025	Emergency repair to truck E11-2	$	6,983.97
					$	**6,983.97**
				GRAND TOTAL ALL FUNDS	**$**	**6,983.97**

CUSTOMER #: SU3675

570535

INVOICE

METRO AIRPORT TRUCK
13385 Inkster Road • Taylor, Michigan 48180
Phone (734) 941-1801 • Fax (734) 941-9120
Facility Registration no.: F128927

SUPERIOR TWP. FIRE DEPT.
7999 FORD RD
YPSILANTI, MI 48198

HOME: CONT:734-484-1996
BUS: 734-484-1996 CELL:

SERVICE ADVISOR: 266 GARETT EVES

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/ OUT	TAG
	16	KME FIRE APPARTUS FI	1K9AF4S84GN058114		89079/89079	T2

DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
01JAN16 DD			17:00 31JUL25		180.00	CHG	29AUG25

R.O. OPENED	READY	OPTIONS:
31JUL25	29AUG25	1) 734-564-4675 CHIEF CHERRETTE

LINE OPCODE TECH TYPE HOURS	LIST	NET	TOTAL
A TOW TRUCK DRIVER SAID DRIVE SHAFT IS OUT AND U-JOINT IS DAMAGED C/A			
MM MISCELLANEOUS GENERAL REPAIR(S)			
99 CT2 0.00		0.00	0.00
1 657018X STRAP KIT W/BOLTS 1710/1760/1810 SERIES			14.07
PARTS: 14.07 LABOR: 0.00 OTHER: 0.00 TOTAL LINE A:			14.07
**********			
B C/S UNIT IS A NO CRANK SHIFTER IS BLACK AND DASH SAYS J1939 FAULT C/A			
MM MISCELLANEOUS GENERAL REPAIR(S)			
390 PARRAGHI,ALEXANDER LIC#: M270814			
CT2 18.00			
99 CT2 20.00			
38.00		6840.00	6840.00
10 CT15B CABLE TIE 15"			4.00
10 CT12B CABLE TIE 12"			3.00
5 23847 TERM- BOWMA SEAL 12-10 GA. BUTT CONN			6.00
1 23065 TERM-BOWMA-CRIMP 5/16-3/8 STUD-12-10 GA			1.18
1 23633 H S TUBING DW W/LIN 3/8"X6" BLACK			5.58
1 091181 ATO FUSE ATO-15 AMP LIGHT BLUE			0.46
1 FHAC2BP FUSE HOLDER			6.47
PARTS: 26.69 LABOR: 6840.00 OTHER: 0.00 TOTAL LINE B:			6866.69
89079 ATTEMPTED TO HOOK UP ALLISON DIAGNOSTIC TOOL WAS NOT ABLE TO COMMUNICATE, MEASURED BATTERY VOLTAGE OF THE UNIT, MEASUREMENTS ARE WITHIN SPEC, MEASURED BATTERY VOLTAGE OF THE UNIT WITH KEY ON, MEASUREMENTS ARE WITHIN SPEC, LOAD TESTED BATTERY'S, MEASUREMENTS ARE WITHIN SPEC, LOCATED TCM, MEASURED BATTERY VOLTAGE AT THE TCM, MEASUREMENTS ARE WITHIN SPEC, MEASURED BATTERY AND IGNITION VOLTAGE AT THE TCM, MEASUREMENTS ARE WITHIN SPEC, LOAD TESTED BOTH CIRCUITS, MEASUREMETNS ARE NOT WITHIN SPEC READING LOW AMPERAGE ON THE BATTERY CIRCUIT, LOAD TESTED BATTERY VOLTAGE COMING OUT OF THE VEHICLE INTERFACE MODULE, MEASUREMENTS ARE NOT WITHIN SPEC, INSPECTED MODULE FOR CORROSION, NO CORRODED CONNECTIONS ON THE MOTHER BOARD, LOAD TESTED BATTERY VOLTAGE GOING INTO THE VIM, MEASUREMENTS ARE NOT WITHIN SPEC,			

ALL PARTS NEW UNLESS OTHERWISE SPECIFIED

SHOP SUPPLIES - A TOKEN CHARGE IS INCLUDED FOR SUPPLIES USED ON YOUR VEHICLE. APPLICABLE SUPPLIES ITEMS ARE: NUTS, BOLTS, WASHERS, TAPE, PINS, SPRAYS, SHELLAC, SOLVENT, RAGS, CLEANERS, TOWELS, SOLDER, ETC.

ORIGINAL ESTIMATE SUMMARY

PARTS	LABOR	TOTAL

AUTHORIZED ADDITIONS

PARTS	LABOR	TOTAL

REPAIRS PROPERLY COMPLETED AND CHECKED BY

X

DEALER REG. NO.

DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
LESS INSURANCE	
SALES TAX	
PLEASE PAY THIS AMOUNT	

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CUSTOMER COPY

CUSTOMER #: SU3675

570535

INVOICE

METRO AIRPORT TRUCK
13385 Inkster Road • Taylor, Michigan 48180
Phone (734) 941-1801 • Fax (734) 941-9120
Facility Registration no.: F128927

SUPERIOR TWP. FIRE DEPT.
7999 FORD RD
YPSILANTI, MI 48198

HOME: CONT:734-484-1996
BUS: 734-484-1996 CELL:

SERVICE ADVISOR: 266 GARETT EVES

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/ OUT	TAG
	16	KME FIRE APPARTUS FI	1K9AF4S84GN058114		89079/89079	T2

DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
01JAN16 DD			17:00 31JUL25		180.00	CHG	29AUG25

R.O. OPENED	READY	OPTIONS:
31JUL25	29AUG25	1) 734-564-4675 CHIEF CHERRETTE

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL

READING LOW AMPERAGE, RAN A NEW BATTERY CIRCUIT FROM THE BATTERY BOX TO THE VIM MODULE, WAS ABLE TO CONNECT TO THE TCMHAS ACTIVE CODES LOGGED FOR OUTPUT SPEED. UNHOOKED HARNESS FROM SENSOR AND TESTED SENSOR OPERATION, WITH IN SPEC. UNHOOKED HARNESS FROM TCM TO SENSOR, OUT OF SPEC. REMOVED HARNESS AND RAD NEW CIRCUIT FROM PIN TO PIN WITH NEW CONNECTORS. CLEARED CODES AND ROAD TESTED 2 MORE TIMES. TOOK UNIT ON MULTIPLE ROAD TEST DRIVE NO CODES BECAME ACTIVE, REPAIR MADE

****

CUSTOMER PAY MISC SUPPLIES FOR REPAIR ORDER 103.21

RECEIVED
SEP 15 2025
SUPERIOR TOWNSHIP
FIRE DEPARTMENT

Acct # 206-337-934-000

Approved By Victor Chevrette

Emergency Repairs To E11-2
Computer Failure During Rain Storm.
Truck Shutdown & would not start.

ALL PARTS NEW UNLESS OTHERWISE SPECIFIED

SHOP SUPPLIES - A TOKEN CHARGE IS INCLUDED FOR SUPPLIES USED ON YOUR VEHICLE. APPLICABLE SUPPLIES ITEMS ARE: NUTS, BOLTS, WASHERS, TAPE, PINS, SPRAYS, SHELLAC, SOLVENT, RAGS, CLEANERS, TOWELS, SOLDER, ETC.

ORIGINAL ESTIMATE SUMMARY

PARTS LABOR TOTAL

AUTHORIZED ADDITIONS

PARTS LABOR TOTAL

REPAIRS PROPERLY COMPLETED AND CHECKED BY

X

DEALER REG. NO.

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DESCRIPTION	TOTALS
LABOR AMOUNT	6840.00
PARTS AMOUNT	40.76
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
MISC. CHARGES	103.21
TOTAL CHARGES	6983.97
LESS INSURANCE	0.00
SALES TAX	0.00
PLEASE PAY THIS AMOUNT	6983.97

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