

**Superior Township  
Regular Board Meeting Minutes  
Tuesday, December 17, 2024**

**Prepared by Jolene Passmore, Clerk**

**Call meeting to order:** by Jolene Passmore @ 6:15pm

**Pledge of Allegiance**

**Roll Call of Board Members Present:** Cindy Vansloten - absent, Amy Eddy, Jolene Passmore, John Waisanen - absent, Jim Sutton

**Public Comment:**

**Approval of Agenda:**

- Motion by Amy Eddy and seconded by Jim Sutton to approve the December 17, 2024 agenda.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried

**Approval of minutes:**

- Motion by Jim Sutton and seconded by Amy Eddy to approve the regular board meeting minutes November 26, 2024 meeting minutes.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Amy Eddy and seconded by Jim Sutton to approve the special board meeting minutes December 4, 2024 meeting minutes.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried

## **New Business Motions:**

- Motion by Amy Eddy and seconded by Jim Sutton to table the PTO of Rich Phillips & Lyle Hornstra for January 28, 2025 regular board meeting.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jim Sutton and seconded by Jolene Passmore for the W/S Board & Regular Superior Township Board to discuss suggestion by DPW employee Frank Toms to look into Michigan Rural Water Association coming in to provide trainings to DPW employees.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jim Sutton and seconded by Amy Eddy for the Board to contact Bay College and provide information regarding available position with Superior Township for full-time DPW employee with S4 & L1 license.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jim Sutton and seconded by Amy Eddy to post help wanted position for DPW assistant, open until filled with wages based on experience.
  - Cindy Vansloten – absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jolene Passmore and seconded by Amy Eddy to approve the retainer in the amount of \$500 and \$50 per trip travel fee to Superior Township for Randy Royer as the operator in charge for Superior Townships DPW department until an employee is licensed.
  - Cindy Vansloten – absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes

- Motion carried
- Motion by Amy Eddy and seconded by Jim Sutton to table the waste water meeting request until January 28, 2025 regular board meeting.
  - Cindy Vansloten – absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jim Sutton and seconded by Amy Eddy to appoint Deb Freedman as Planning & Zoning Board member.
  - Cindy Vansloten – absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jolene Passmore and seconded by Amy Eddy to approve the spending up to \$750.00 for MTA New Officials training for all board members to attend.
  - Cindy Vansloten – absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Amy Eddy and seconded by Jolene Passmore to table the AT&T contract until January 28, 2024 regular board meeting.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Amy Eddy and seconded by Jim Sutton to no longer accept Canadian checks.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jim Sutton and seconded by Amy Eddy to research costs for broadcasting regular board meetings.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes

- Jolene Passmore – Yes
- John Waisanen – absent
- Jim Sutton – Yes
- Motion carried

**Old Business Motions:**

- Motion by Jim Sutton and seconded by Amy Eddy to table Sheet Piling Material for January 28, 2024 regular board meeting.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Amy Eddy and seconded by Jolene Passmore to table FEMA – National Flood Insurance Program (NFIP) for January 28, 2024 regular board meeting.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jim Sutton and seconded by Jolene Passmore to table security camera bids for DPW building and Superior Township parking lot for January 28, 2024 for regular board meeting.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Motion by Jim Sutton and seconded by Jolene Passmore to accept donation by Frank Toms for a vinyl sign for the DPW truck with logo being Superior Township in silver/white or best color available in the vinyl.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried
- Board discussion on GPS tracker for DPW vehicles was indicated by Jim Sutton and seconded by Jolene Passmore they were no longer required.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes

- John Waisanen – absent
- Jim Sutton – Yes

**Fire Report:**

**Parks Committee:**

**Water Board:**

- Jim Sutton indicated the board discussed the waste water meeting request

**Clerk's Report:**

1. Motion by Jolene Passmore and seconded by Amy Eddy to approve the November 2024 clerk's report in the amount of \$19,346.59.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried

**Treasurer's Report:**

1. Motion by Amy Eddy and seconded by Jolene Passmore to approve the November 2024 treasurer's report in the amount of \$1,061,960.95.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried

**Public Comment:**

**Adjournment:**

- Motion by Jolene Passmore and seconded by Amy Eddy to adjourn the meeting at 6:57pm.
  - Cindy Vansloten - absent
  - Amy Eddy – Yes
  - Jolene Passmore – Yes
  - John Waisanen – absent
  - Jim Sutton – Yes
  - Motion carried



Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
Bank GENOP GENERAL OPERATING							
12/04/2024	GENOP	9646	AP	0412	BAY MART	FUEL	468.17
12/04/2024	GENOP	9647	AP	0255	MPEC	MISC HARDWARE	67.46
12/04/2024	GENOP	9648	AP	0217	NATIONAL OFFICE PRODUCTS	CONTRACT INVOICES 10 & 11/2024	1,202.16
12/04/2024	GENOP	9649	AP	0145	SAULT PRINTING COMPANY, INC	REPORT COVER	10.95
12/04/2024	GENOP	521197	AP	IRS	UNITED STATES TREASURY		2,500.16
12/06/2024	GENOP	9636	PR	00192	BUSHA , LORI		16.95
12/06/2024	GENOP	9637	PR	0595	EDDY, AMY		333.28
12/06/2024	GENOP	9638	PR	00188	HARRIS, MAURICE		74.01
12/06/2024	GENOP	9639	PR	00163	HOORNSTRA, LYLE		1,263.21
12/06/2024	GENOP	9640	PR	00187	KNISKERN -GUINN, SUSANNE		95.23
12/06/2024	GENOP	9641	PR	00102	LEDERGERBER, CHRISTINE		855.83
12/06/2024	GENOP	9642	PR	0091	LOUP, KATHY		58.24
12/06/2024	GENOP	9643	PR	00182	PASSMORE, JOLENE		424.17
12/06/2024	GENOP	9644	PR	00083	PHILLIPS, RICHARD		1,402.53
12/06/2024	GENOP	9645	PR	00101	SUTTON, JAMES		76.91
12/06/2024	GENOP	521196	AP	0420	AT&T		173.09
12/17/2024	GENOP	9650	AP	0451	ADVANCED AUTO PARTS	MISC SUPPLIES	38.16
12/17/2024	GENOP	9652	AP	0665	CHIPPEWA COUNTY CLERK	GENERAL ELECTION BILLING	426.37
12/17/2024	GENOP	9654	AP	0633	DAN SMITH & COMPANY	CORRESPONDENCE DRAFT	250.00
12/17/2024	GENOP	9655	AP	0358	DETOUR VILLAGE SEWER DEPT	LAGOON TESTING	602.00
12/17/2024	GENOP	9658	AP	0735	FRANK TOMS	POSTAGE	15.85
12/17/2024	GENOP	9660	AP	0384	HIAWATHA TELEPHONE CO	PHONE	480.21
12/17/2024	GENOP	9661	AP	0255	MPEC	MELTER	125.91
12/17/2024	GENOP	9662	AP	0217	NATIONAL OFFICE PRODUCTS	TIME CARDS	26.86
12/17/2024	GENOP	9665	AP	0142	SOO BUILDERS SUPPLY CO., INC.	TREATED LUMBER	11.70
12/18/2024	GENOP	9668	PR	00192	BUSHA , LORI		167.00
12/18/2024	GENOP	9669	PR	00183	CASE, RODNEY		424.19
12/18/2024	GENOP	9671	PR	0595	EDDY, AMY		74.00
12/18/2024	GENOP	9672	PR	00188	HARRIS, MAURICE		855.84
12/18/2024	GENOP	9673	PR	00102	LEDERGERBER, CHRISTINE		125.53
12/18/2024	GENOP	9675	PR	260	MARTINI, WILLIAM		424.19
12/18/2024	GENOP	9678	PR	00182	PASSMORE, JOLENE		695.07
12/18/2024	GENOP	9680	PR	00063	TOMS, FRANK		232.07
12/18/2024	GENOP	9681	PR	250	VANSLOTEN, CYNTHIA		1,200.75
12/20/2024	GENOP	9682	PR	00163	HOORNSTRA, LYLE		1,310.42
12/20/2024	GENOP	9683	PR	00083	PHILLIPS, RICHARD		2,659.31
12/27/2024	GENOP	521199	AP	IRS	UNITED STATES TREASURY		1,596.44
12/28/2024	GENOP	521198	AP	0160	STATE OF MICHIGAN		1,596.44

Total of 38 Checks: 20,824.25  
 Less 0 Void Checks: 0.00  
 Total of 38 Disbursements: 20,824.25

One away \$36,011.73

C/PAT  
 1/19

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
Bank GENOP GENERAL OPERATING							
12/17/2024	GENOP	9651	AP	0388	CHARTER COMMUNICATIONS	INTERNET	119.98
12/17/2024	GENOP	9653	AP	0375	CLOVERLAND ELECTRIC CO-OP	ELECTRIC	2,712.20
12/17/2024	GENOP	9656	AP	0351	DTE ENERGY	GAS	32.48
12/17/2024	GENOP	9657	AP	0238	EGLE	ANNUAL PERMIT FEE	400.00
12/17/2024	GENOP	9659	AP	0144	GFL ENVIRONMENTAL USA INC	TRASH	164.96
12/17/2024	GENOP	9663	AP	0182	PRINTING SYSTEMS, INC	TAX FORMS	105.71
12/17/2024	GENOP	9664	AP	0145	SAULT PRINTING COMPANY, INC	DIESEL FOR GENERATOR	62.92
12/17/2024	GENOP	9666	AP	0112	TRACTOR SUPPLY CREDIT PLAN	LAGOON PARTS	61.91
12/17/2024	GENOP	9667	AP	0098	US BANK EQUIPMENT FINANCE	CONTRACT PAYMENT	128.14
12/18/2024	GENOP	9670	PR	1988	COMPO, DIANNE		57.26
12/18/2024	GENOP	9674	PR	0091	LOUP, KATHY		37.27
12/18/2024	GENOP	9676	PR	00167	MUNSELL, WILLIAM		114.53
12/18/2024	GENOP	9677	PR	0193	OLSWAY, MARK		57.27
12/18/2024	GENOP	9679	PR	00101	SUTTON, JAMES		155.16
12/29/2024	GENOP	9684	AP	0300	JOHN HANCOCK	4Q RET 1/3 & RET ER 1/3	2,935.06
12/30/2024	GENOP	9685	AP	0444	ACCIDENT FUND INSURANCE CO OF AMER	WORKERS COMP	345.19
12/30/2024	GENOP	9686	AP	0375	CLOVERLAND ELECTRIC CO-OP	ELECTRIC	1,352.97
12/30/2024	GENOP	9687	AP	0224	MICHIGAN TOWNSHIP ASSOCIATION	NEW OFFICIAL TRAINING TRUSTEE	600.00
12/30/2024	GENOP	9688	AP	0225	MISS DIG SYSTEM, INC.	ANNUAL FEES	991.59
12/30/2024	GENOP	9689	AP	0255	MPEC	BOLTS FOR SNOW BLOWER	29.39
12/30/2024	GENOP	9690	AP	0217	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	60.98
12/30/2024	GENOP	9691	AP	0183	PARKER'S ACE HARDWARE	HEATER	59.98
12/30/2024	GENOP	9692	AP	0149	SHUTE OIL CO., INC	DIESEL	62.92
12/30/2024	GENOP	9693	AP	0141	SOO COOP CREDIT UNION	MISC CHARGES	1,471.72
12/31/2024	GENOP	9694	AP	0300	JOHN HANCOCK	PRIOR YEAR CONTRIBUTIONS FOR 2023	3,067.89

Total of 25 Checks:  
Less 1 Void Checks:  
Total of 24 Disbursements:

15,187.48  
62.92  
15,124.56

CHECK DATE FROM 07/01/2023 - 12/31/2024

STATUS FILTER: Open

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
Bank GENOP GENERAL OPERATING							
07/20/2023	GENOP	8527	AP	0255	MPEC	HARDWARE ITEMS/PLANT FOOD	115.71
09/11/2023	GENOP	8671	PR	00180	HARRIS, MASON		699.26
04/28/2024	GENOP	9152	AP	0431	AMY JERE		60.00
11/22/2024	GENOP	9604	PR	1988	COMPO, DIANNE	REFUND FOR 10/2022 BANNER RON MILLS	272.03
11/22/2024	GENOP	9613	PR	502	MATHER, GAYANN		240.00
11/26/2024	GENOP	9625	AP	0693	DOMAIN LISTINGS		289.00
11/26/2024	GENOP	9630	AP	0734	JOELLEN PESOLA	WEBSITE	100.00
12/17/2024	GENOP	9651	AP	0388	CHARTER COMMUNICATIONS	DEPOSIT REFUND	119.98
12/17/2024	GENOP	9653	AP	0375	CLOVERLAND ELECTRIC CO-OP	INTERNET	2,712.20
12/17/2024	GENOP	9656	AP	0351	DTE ENERGY	ELECTRIC	32.48
12/17/2024	GENOP	9657	AP	0238	EGL	GAS	400.00
12/17/2024	GENOP	9659	AP	0144	GFL ENVIRONMENTAL USA INC	ANNUAL PERMIT FEE	164.96
12/17/2024	GENOP	9663	AP	0182	PRINTING SYSTEMS, INC	TRASH	105.71
12/17/2024	GENOP	9664	AP	0145	SAULT PRINTING COMPANY, INC	TAX FORMS	62.92
12/17/2024	GENOP	9666	AP	0112	TRACTOR SUPPLY CREDIT PLAN	DIESEL FOR GENERATOR	61.91
12/17/2024	GENOP	9667	AP	0098	US BANK EQUIPMENT FINANCE	LAGOON PARTS	128.14
12/18/2024	GENOP	9670	PR	1988	COMPO, DIANNE	CONTRACT PAYMENT	57.26
12/18/2024	GENOP	9674	PR	0091	LOUP, KATHY		37.27
12/18/2024	GENOP	9676	PR	00167	MUNSELL, WILLIAM		114.53
12/18/2024	GENOP	9677	PR	0193	OLSWAY, MARK		57.27
12/18/2024	GENOP	9679	PR	00101	SUTTON, JAMES		155.16
12/29/2024	GENOP	9684	AP	0300	JOHN HANCOCK	4Q RET 1/3 & RET ER 1/3	2,935.06
12/30/2024	GENOP	9685	AP	0444	ACCIDENT FUND INSURANCE CO OF AMER	WORKERS COMP	345.19
12/30/2024	GENOP	9686	AP	0375	CLOVERLAND ELECTRIC CO-OP	ELECTRIC	1,352.97
12/30/2024	GENOP	9687	AP	0224	MICHIGAN TOWNSHIP ASSOCIATION	NEW OFFICIAL TRAINING TRUSTEE	600.00
12/30/2024	GENOP	9688	AP	0225	MISS DIG SYSTEM, INC.	ANNUAL FEES	991.59
12/30/2024	GENOP	9689	AP	0255	MPEC	BOLTS FOR SNOW BLOWER	29.39
12/30/2024	GENOP	9690	AP	0217	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIES	60.98
12/30/2024	GENOP	9691	AP	0183	PARKER'S ACE HARDWARE	HEATER	59.98
12/30/2024	GENOP	9692	AP	0149	SHUTE OIL CO., INC	DIESEL	62.92
12/30/2024	GENOP	9693	AP	0141	SOO COOP CREDIT UNION	MISC CHARGES	1,471.72
12/31/2024	GENOP	9694	AP	0300	JOHN HANCOCK	PRIOR YEAR CONTRIBUTIONS FOR 2023	3,067.89

Total of 32 Checks: 16,963.48  
 Less 1 Void Checks: 62.92  
 Total of 31 Disbursements: 16,900.56



**Treasurer's Report  
Superior Township  
Month Ending December 2024**

	Bank Accounts/CD's	Interest	General Ledger
<b>SCCU General Fund (1.000% APY)</b>			
Checking Account 7610	\$ 513,421.99	\$ 407.87	*See GL Breakdown by Dept.
Savings Account	\$ 5.00		GL 101-000-002.00
			\$ 513,426.99
<b>*GL Breakdown by Departments</b>			
101-000-001.50 General Fund	\$ 85,269.80		
210-000-001.50 Special Funds/Depot Expenses	\$ 209.96		
590-000-001.50 Sewer Fund	\$ 165,163.28		
591-000-001.50 Water Fund	\$ 246,843.16		
<b>Subtotal:</b>	\$ 497,486.20		
<b>Outstanding checks</b>	\$ 16,900.56		
<b>Subtotal:</b>	\$ 514,386.76		
<b>Outstanding Deposits/OS Misc Adj</b>	\$ 964.77		
	\$ 513,421.99		
<b>*SCCU Tax Fund (.050% APY)</b>			
Checking Account 2670 Int accrued qrtly	\$ 191,180.89	\$ 3.43	GL 703-000-001.00
Savings Account	\$ 5.02		GL 703-000-002.00
			\$ 191,185.91
<b>*SCCU Fireman's Account (0.050% APY)</b>	+		
Checking Account 1820 Int accrued qrtly	\$ 584.49	\$ 0.07	GL 211-000-001.00
Savings Account	\$ 5.01		GL 211-000-002.00
			\$ 589.50
<b>4Front (0.050% APY)</b>			GL 206-000-002.00
Savings Account 7944	\$ 25,151.29	\$ 1.07	\$ 25,151.29
<b>UP State Credit Union</b>			
<b>Sewer Fund (0.15 to .80% tiered rate)</b>			GL 590-000-002.00
Savings Account 148-2	\$ 252,700.91	\$ 213.85	\$ 252,700.91
<b>Total Interest Earned December</b>		<u>\$ 2,290.29</u>	
<b>*SCCU 4.65% 1006 APY 4.75%</b>	\$ 195,644.72		GL 591-000-002.04
CD - Water Dept 12 mos MD 9/3/2025			
Interest earned December		\$ 744.89	\$ 195,644.72
Initial Investment \$53,348 on 09/03/2024			
<b>*SCCU 4.65% 1004 APY 4.75%</b>	\$ 53,968.86		GL 590-000-002.04
CD - Sewer Dept 12 mos MD 9/3/2025			
Interest earned December		\$ 205.48	\$ 53,968.86
Initial Investment \$53,348K on 09/03/2024			
<b>SCCU 4.65% 1005 APY 4.75%</b>	\$ 53,968.86		GL 101-000-002.04
CD - General Op 12 mos MD 9/3/2025			
Interest earned December		\$ 205.48	\$ 53,968.86
Initial Investment \$53,348K on 09/03/2024			
<b>SCCU CD's Interest To Date</b>		<u>\$ 12,955.13</u>	
<b>SCCU CD's</b>	\$ 303,582.44		\$ 303,582.44
<b>Bank Accounts &amp; CD's</b>	<u>\$ 1,286,637.04</u>		<u>\$ 1,286,637.04</u>
<b>Total Funds</b>	<u>\$ 1,286,637.04</u>		<u>\$ 1,286,637.04</u>

Prepared by: Amy Eddy, Treasurer

\*Not for general township use.

AE/CV  
AH