

**Superior Township**  
**Regular Board Meeting Minutes**

**Tuesday, July 23, 2024**

**Prepared by Susanne Kniskern, Treasurer**

**Call meeting to order:** by John Waisanen @ 6pm

**Pledge of Allegiance**

**Roll Call of Board Members Present:** Kathy Loup, John Waisanen, and Susanne Kniskern

**Absent:** Jolene Passmore

**Public Comment:** None

**Approval of Agenda:**

- Motion by Kathy Loup and seconded by John Waisanen to approve the July 23, 2024 agenda.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.

**Approval of minutes from the Special Meeting on April 09, 2024:**

- Motion by Kathy Loup and seconded by John Waisanen to approve the June 20, 2024 Special Board Meeting minutes.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
- Motion by Kathy Loup and seconded by John Waisanen to approve the June 25, 2024 Regular Board Meeting minutes.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
- Motion by Susanne Kniskern and seconded by John Waisanen to approve the July 09, 2024 Election's Commission Meeting minutes.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.

**New Business Motions:**

1. Motion by John Waisanen and seconded by Kathy Loup to approve the Outside Meeting Request Policy effective July 23, 2024.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.

2. Motion by Susanne Kniskern and seconded by Kathy Loup to approve the UP Gutter bid for \$2050.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
3. Motion by Susanne Kniskern and seconded by John Waisanen to approve the Atlas Invoice in the amount of \$7,695.74.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
4. Motion by Susanne Kniskern and seconded by Kathy Loup to approve the Fall Clean-up dates for Monday, September 9, 2024 through Thursday, September 12, 2024 from 9am to 4pm.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
5. Motion by John Waisanen and seconded by Kathy Loup to accept Supervisor William Munsell's resignation effective date July 20, 2024.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
6. Motion by Kathy Loup and seconded by Susanne Kniskern to appoint John Waisanen as Superior Township Supervisor for the remainder of the 2020 term.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
7. Motion by Kathy Loup and seconded by John Waisanen to appoint Debra Freedman as Superior Township Trustee for the remainder of the 2020 term.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
8. Motion by John Waisanen and seconded by Kathy Loup to require all sub boards and committees to submit all meeting documents & materials to the Office Administrator 48 hours prior to every meeting. Documents include agendas, minutes, & other required materials. The office administrator will print out the documents, provide timecards, and prepare the board room for each meeting. All meeting minutes must be turned in via email to the Office Administrator within 8 days of the meeting. Completed timecards must be returned to the township hall office within 24 hours of the meeting.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
9. Motion by Kathy Loup and seconded by John Waisanen to approve the corrected Poverty Exemption Resolution.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.

10. Motion by Susanne Kniskern and seconded by John Waisanen to approve the purchase of an Eductor Nozzle for the VFD in the amount of \$159.00
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
11. Motion by Susanne Kniskern and seconded by John Waisanen to approve the purchase of lunch for the VFD during the flash training session.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
12. Motion by John Waisanen and seconded by Kathy Loup to approve additional \$3000.00 to continue construction of Phase II of the Boardwalk Project at the Veterans Memorial Park and the Pavilion Project at the Superior Township Park.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.

#### **Clerk's Report:**

- Motion by Susanne Kniskern and seconded by Kathy Loup to approve the June 2024 clerk's report in the amount of \$73,615.05.
  - Kathy Loup - Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.
- Motion by Susanne Kniskern and seconded by Kathy Loup to approve the Cemetery Deed for Amy Schwiderson.
  - Kathy Loup – Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.

#### **Treasurer's Report:**

- Motion by John Waisanen and seconded by Kathy Loup to approve the June 2024 treasurer's report in the amount of \$1,014,925.07,
  - Kathy Loup - Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.

#### **Adjournment:**

- Motion by Susanne Kniskern and seconded by Kathy Loup to adjourn the meeting at 7:18pm.
  - Kathy Loup - Yes
  - John Waisanen – Yes
  - Susanne Kniskern – Yes
  - Motion carried.



Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
07/05/2024	GENOP	9322	PR	00197	BATLEY, SUSAN		136.61
07/05/2024	GENOP	9323	PR	196	BUSHA, JAMES		57.27
07/05/2024	GENOP	9324	PR	00192	BUSHA, LORI		123.46
07/05/2024	GENOP	9325	PR	00180	HARRIS, MASON		991.26
07/05/2024	GENOP	9326	PR	00188	HARRIS, MAURICE		74.00
07/05/2024	GENOP	9327	PR	00163	HOORNSTRA, LYLE		1,287.20
07/05/2024	GENOP	9328	PR	00187	KNISKERN -GUINN, SUSANNE		417.15
07/05/2024	GENOP	9329	PR	193	KNISKERN -GUINN, SUSANNE		440.50
07/05/2024	GENOP	9330	PR	00102	LEDERGERBER, CHRISTINE		855.83
07/05/2024	GENOP	9331	PR	0091	LOOP, KATHY		135.16
07/05/2024	GENOP	9332	PR	00167	MUNSELL, WILLIAM		424.19
07/05/2024	GENOP	9333	PR	00182	PASSMORE, JOLENE		424.18
07/05/2024	GENOP	9334	PR	00083	PHILLIPS, RICHARD		1,448.58
07/05/2024	GENOP	9335	PR	200	WILSON, CYNTHIA		188.95
07/02/2024	GENOP	9336	AP	0727	CHRISTINA BLAKELY	HALL RENTAL DEP REFUND	100.00
07/02/2024	GENOP	9337	AP	0342	ELECTION SOURCE	ELECTION SUPPLIES	77.74
07/02/2024	GENOP	9338	AP	0217	NATIONAL OFFICE PRODUCTS	CONTRACT INVOICE	274.70
07/02/2024	GENOP	9340	AP	0700	ROBIN SORQUIST	HALL RENTAL DEP REFUND	100.00
07/02/2024	GENOP	9341	AP	0141	SOO COOP CREDIT UNION	VISA	643.42
07/02/2024	GENOP	9342	AP	0098	US BANK EQUIPMENT FINANCE	CONTRACT PAYMENT	128.14
07/10/2024	GENOP	9343	AP	0670	CDW GOVERNMENT	NZHD045 MICROSOFT OUTLOOK	4,844.16
07/10/2024	GENOP	9344	AP	0133	CITY OF SAULT STE. MARIE	WATER ANALYSIS	22.00
07/10/2024	GENOP	9345	AP	0375	CLOVERLAND ELECTRIC CO-OP	ELECTRICITY	3,205.38
07/10/2024	GENOP	9346	AP	0728	EAVOU HEAVY REPAIR LLC	VFD VEHICLE MAINTENANCE/REPAIRS	600.00
07/10/2024	GENOP	9347	AP	0342	ELECTION SOURCE	SECEACY SLEEVE	59.53
07/10/2024	GENOP	9348	AP	0144	GFL ENVIRONMENTAL USA INC	SPRING CLEAN UP	2,563.75
07/10/2024	GENOP	9349	AP	0384	HIAMATHA TELEPHONE CO	PHONE	480.83
07/10/2024	GENOP	9350	AP	0300	JOHN HANCOCK	2Q RETL/3 & RET ER 1/3	3,124.80
07/10/2024	GENOP	9351	AP	0224	MICHIGAN TOWNSHIP ASSOCIATION	ELECTION PREP TRAINING	100.00
07/10/2024	GENOP	9352	AP	0255	NAPA AUTO PARTS	PRV/INVS85-151827 MISC HARDWARE	586.52
07/10/2024	GENOP	9353	AP	0217	NATIONAL OFFICE PRODUCTS	OFFICE SUPPLIED	116.90
07/10/2024	GENOP	9354	AP	0112	TRACTOR SUPPLY CREDIT PLAN	BRUSH KILLER FOR LAGOON	219.98
07/15/2024	GENOP	9355	AP	0342	ELECTION SOURCE	ENVELOPES; ABSENT VOTER	687.64
07/15/2024	GENOP	9356	AP	0674	GANNETT MICHIGAN LOCALIQ	PUBLIC NOTICE ZBA HEARING	56.92
07/19/2024	GENOP	9357	PR	194	BERTRAM, SHERRY		57.26
07/19/2024	GENOP	9358	PR	00192	BUSHA, LORI		143.88
07/19/2024	GENOP	9359	PR	1988	COMPO, DIANNE		57.27
07/19/2024	GENOP	9360	PR	00180	HARRIS, MASON		834.31
07/19/2024	GENOP	9361	PR	00188	HARRIS, MAURICE		74.01
07/19/2024	GENOP	9362	PR	00188	HOORNSTRA, LYLE		1,193.46
07/19/2024	GENOP	9363	PR	00163	KNISKERN -GUINN, SUSANNE		417.15
07/19/2024	GENOP	9364	PR	00187	KNISKERN -GUINN, SUSANNE		385.43
07/19/2024	GENOP	9365	PR	193	KNISKERN -GUINN, SUSANNE		855.84
07/19/2024	GENOP	9366	PR	00102	LEDERGERBER, CHRISTINE		114.53
07/19/2024	GENOP	9368	PR	0193	OLSWAY, MARK		424.19
07/19/2024	GENOP	9369	PR	00182	PASSMORE, JOLENE		1,310.42
07/19/2024	GENOP	9370	PR	00083	PHILLIPS, RICHARD		57.27
07/19/2024	GENOP	9371	PR	00101	SUTTON, JAMES		68.29
07/30/2024	GENOP	9378	AP	0255	NAPA AUTO PARTS	STEEL PIPE	2,075.09
07/10/2024	GENOP	521178	AP	0667	STATE OF MICHIGAN		6,176.97
07/10/2024	GENOP	521179	AP	IRS	UNITED STATES TREASURY		159.73
07/06/2024	GENOP	521180	AP	0420	AT&T		

Total of 51 Checks: 39,401.85  
 Less 1 Void Checks: 68.29  
 Total of 50 Disbursements: 39,333.56

*July 2024 \$ 52,525.65*

39,401.85  
 68.29  
 39,333.56

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
07/02/2024	GENOP	9339	AP	0581	QUADIENT FINANCE USA, INC	EQUIPMENT RENTAL/POSTAGE	482.88
07/19/2024	GENOP	9366	PR	0091	LOUP, KATHY		135.15
07/19/2024	GENOP	9367	PR	00167	MUNSELL, WILLIAM		424.19
07/19/2024	GENOP	9372	PR	195	WHEALY, CHRISTOPHER		57.27
07/30/2024	GENOP	9374	PR	200	WILSON, CYNTHIA		58.26
07/30/2024	GENOP	9375	AP	0655	ATLAS CLEANING & RESTORATION	WATER DAMAGE	7,695.74
07/30/2024	GENOP	9376	AP	0319	GAYLOR-THOMPSON SALES	ELECTRIC	1,104.78
07/30/2024	GENOP	9379	AP	0490	MACKINAW PLANT CENTER	WEED TRIMMER SUPPLIES	87.33
07/30/2024	GENOP	9380	AP	0217	NATIONAL OFFICE PRODUCTS	FLOWERS	1,114.70
07/30/2024	GENOP	9381	AP	0183	PARKER'S ACE HARDWARE	COPY PAPER	121.00
07/30/2024	GENOP	9382	AP	0169	RICHARD PHILLIPS	KEYS	85.94
07/30/2024	GENOP	9382	AP	0141	SOO COOP CREDIT UNION	FIRE FIGHTING EQUIPMENT	159.00
07/30/2024	GENOP	9383	AP	0098	US BANK EQUIPMENT FINANCE	VISA	1,537.71
						PRINTER CONTRACT	128.14

Total of 14 Checks: 13,192.09  
 Less 0 Void Checks: 0.00  
 Total of 14 Disbursements: 13,192.09

13,192.09  
 0.00  
 13,192.09

Check Date	Bank	Check	App	Vendor	Vendor Name	Description	Amount
07/20/2023	GENOP	8527	AP	0255	MPEC	HARDWARE ITEMS/PLANT FOOD	115.71
09/11/2023	GENOP	8671	PR	00180	HARRIS, MASON	REFUND FOR 10/2022 BANNER RON MILLS	699.26
04/28/2024	GENOP	9152	AP	0431	AMY JERE	REFUND FOR 5/2023 BANNER JAMES GORDIE LY	60.00
04/28/2024	GENOP	9170	AP	0713	MARILYN YON	FUEL	885.31
06/24/2024	GENOP	9312	AP	0412	BAY MART	EQUIPMENT RENTAL/POSTAGE	482.88
07/02/2024	GENOP	9339	AP	0581	QUADIENT FINANCE USA, INC		135.15
07/19/2024	GENOP	9366	PR	0091	LOUP, KATHY		424.19
07/19/2024	GENOP	9372	PR	00167	MONSELL, WILLIAM		57.27
07/19/2024	GENOP	9372	PR	195	WHEALY, CHRISTOPHER		58.26
07/19/2024	GENOP	9374	PR	200	WILSON, CYNTHIA	WATER DAMAGE	7,695.74
07/30/2024	GENOP	9374	AP	0655	ATLAS CLEANING & RESTORATION	ELECTRIC	1,104.78
07/30/2024	GENOP	9375	AP	0375	CLOVERLAND ELECTRIC CO-OP	WEED TRIMMER SUPPLIES	87.33
07/30/2024	GENOP	9376	AP	0319	GAYLOR-THOMPSON SALES	FLOWERS	1,114.70
07/30/2024	GENOP	9377	AP	0490	MACKINAW PLANT CENTER	COPY PAPER	121.00
07/30/2024	GENOP	9379	AP	0217	NATIONAL OFFICE PRODUCTS	KEYS	85.94
07/30/2024	GENOP	9380	AP	0183	PARKER'S ACE HARDWARE	FIRE FIGHTING EQUIPMENT	159.00
07/30/2024	GENOP	9381	AP	0169	RICHARD PHILLIPS	VISA	1,537.71
07/30/2024	GENOP	9382	AP	0141	SOO COOP CREDIT UNION	PRINTER CONTRACT	128.14
07/30/2024	GENOP	9383	AP	0098	US BANK EQUIPMENT FINANCE		

Total of 19 Checks: 15,012.37  
 Less 0 Void Checks: 0.00  
 Total of 19 Disbursements: 15,012.37

Total o/s checks

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

**SCCU General Fund (1.000% APY)**

			Interest	
Checking Account 7610	\$	448,801.04	\$	357.94
Savings Account	\$	5.00		
			\$	<b>448,806.04</b>
<b>GL Breakdown by Departments</b>				
101-000-001.50 General Fund	\$	135,612.92		
210-000-001.50 Special Funds/Depot Expenses	\$	466.88		
590-000-001.50 Sewer Fund	\$	95,493.61		
591-000-001.50 Water Fund	\$	202,215.26		
<b>Subtotal:</b>	\$	433,788.67		
<b>Outstanding checks</b>	\$	15,012.37		
<b>Subtotal:</b>	\$	448,801.04		
<b>Outstanding Deposits/OS Misc Adj</b>	\$	-		
	\$	<b>448,801.04</b>		

**\*SCCU Tax Fund (.050% APY)**

Checking Account 2670	Int accrued qrtly	\$	158,069.72	\$	-
Savings Account		\$	5.02		
				\$	<b>158,074.74</b>

**\*SCCU Fireman's Account (0.050% APY)**

Checking Account 1820	Int accrued qrtly	\$	584.35	\$	-
Savings Account		\$	5.01		
				\$	<b>589.36</b>

**4Front (0.050% APY)**

Savings Account 7944	\$	25,146.02	\$	1.07	\$	<b>25,146.02</b>
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**UP Credit Union**

**Sewer Fund (0.15 to .80% tiered rate)**

Savings Account 148-2	\$	251,647.20	\$	212.96	\$	<b>251,647.20</b>
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Total Interest Earned July

\$ 1,712.04

**\*4Front 4.89%**

APY 5.00%

CD - Water Dept	12 mos	MD 07/26/2024	\$	139,465.81		
Interest earned	July		\$	579.22	\$	<b>140,045.03</b>

Initial Investment \$133,303.33 on 07/26/2023

**OLM/4Front CD Interest To Date**

\$ 14,470.51

<b>*Soo CoOp 4.31%</b>	APY 4.40%	\$	52,773.42	
CD - Water Dept	18 mos	MD 9/1/2024		
Interest earned	July	\$	186.95	\$
Initial Investment \$50K on 03/01/2023				<b>52,960.37</b>

<b>*Soo CoOp 4.31%</b>	APY 4.40%	\$	52,773.42	
CD - Sewer Dept	18 mos	MD 9/1/2024		
Interest earned	July	\$	186.95	\$
Initial Investment \$50K on 03/01/2023				<b>52,960.37</b>

<b>*Soo CoOp 4.31%</b>	APY 4.40%	\$	52,773.42	
CD - General Op	18 mos	MD 9/1/2024		
Interest earned	July	\$	186.95	\$
Initial Investment \$50K on 03/01/2023				<b>52,960.37</b>

<b>Soo CoOp CD's Interest To Date</b>			<u>\$ 8,881.11</u>	
<b>Bank Accounts &amp; 4Front CD</b>	\$	<b>1,024,308.39</b>		\$
<b>Soo CoOp CD's</b>	\$	<b>158,881.11</b>		\$
<b>Total Funds</b>	<u>\$</u>	<u><b>1,174,308.39</b></u>		<u>\$</u>
				<u><b>1,174,308.39</b></u>

Prepared by: Susanne Kniskern, Treasurer

\*Not for general township use.