

SCIO TOWNSHIP BOARD OF TRUSTEES
Regular Meeting of the Board of Trustees
March 10, 2026
6:00 PM
Meeting Hall with Remote Participation
Scio Township Hall
827 North Zeeb Road
Ann Arbor, Michigan

The Board of Trustees will meet in Meeting Hall at Township Hall at 827 N. Zeeb Road. Members of the public may join either in person or view the livestream of the meeting by clicking the hyperlink "View Event" next to where meeting is listed on website. Public comment cannot be made via viewing livestream. To provide public comment or participate in the meeting remotely, access the meeting using this Zoom link <https://sciotownshipmi-gov.zoom.us/j/89398524300>. Persons with disabilities requiring any accommodation for participation in this meeting should contact the Township Clerk at (734) 369-9400 or clerk@sciotownshipmi.gov.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Supervisor Kerry, Treasurer Yaple, Clerk Flintoft, Trustee Brant, Trustee Knol, Trustee Read, Trustee Reiser.

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. DECLARATION OF CONFLICT

This is the time for Board members to declare any real or perceived conflicts of interest related to items on the Agenda.

F. CORRESPONDENCE RECEIVED

F.1 *Information Communications Received*

G. SPECIAL TOPICS

H. PUBLIC COMMENT

This is the time for members of the public to speak to the Board of Trustees for up to 5 minutes on any matter.

I. BOARD MEMBER RESPONSE

This is the time for Board members or their designees to follow up concerning public comments.

J. APPROVAL OF MINUTES

J.1 *Possible Action Approval of Minutes of the February 24, 2026 Regular Board of Trustees Meeting*

K. CONSENT AGENDA

K.1 Possible Action Payment of the Bills

K.2 Possible Action Receipt of FOIA Appeals

K.3 Possible Action Completion of Introductory Period for Niki Timmons

K.4 Possible Action Authorization of Plante Moran for Transitional Support to Finance Team

K.5 Possible Action Authorization of additional funds to C&S Lawncare for Snow Removal Services at Fire Station 1

K.6 Possible Action Wagner Booster Station Repair of Pump #2

K.7 Possible Action To authorize OHM Engineering to Review and NASSCO rate Year 2 Sewer Videos

K.8 Possible Action Consideration of Proposal for Construction of Permanent Wall for Private Office Space

K.9 Possible Action Approval of Revised Managed IT Services Agreement with CTC Technologies

K.10 Possible Action Appointments to Parks, Pathways, and Preserve Committee

K.11 Possible Action Washtenaw Regional Resource Management Authority Second Amended Articles of Incorporation

K.12 Possible Action Right of Way Amendment for Fire Station 2

K.13 Possible Action 2026 Dexter-Ann Arbor Run

L. REGULAR REPORTS AND SPECIAL REPORTS

L.1 Information Regular Reports from Supervisor, Treasurer, Clerk, Office Coordinator, Departments and Committees

L.2 Information Fire Chief's 2025 year-end report

L.3 Discussion Only Social Districts

M. PUBLIC HEARINGS

During a Public Hearing, members of the public may speak to the Board of Trustees for up to 5 minutes on the topic of the Public Hearing.

M.1 Public Hearing Public Hearing on the Proposed FYE2027 Budget of Scio Township

N. UNFINISHED BUSINESS

O. NEW BUSINESS

O.1 Possible Action Affirmation of a 5-Year Utility Rate Model and a Year 3 Increase to Water

and Sewer Rates

O.2 Possible Action Dexter Senior Center Presentation

O.3 Possible Action Update the Office Coordinator job title to Operations Manager and request an increase to the grade and salary

O.4 Possible Action Approve a New Position and the Job Description of Administrative Clerk - General

O.5 Possible Action Determine and Report on Board and Employee Relations

O.6 Discussion Only Options for Zeeb Road Pathway, Phase 5

O.7 Discussion Only 6540 Jackson Road Twp Owned Parcel

O.8 Discussion Only Staebler Road Northeast Vacant Parcel - Twp Owned

O.9 Possible Action Consideration of the Purchase of Real Property

P. PUBLIC COMMENT

This is the time for members of the public to speak to the Board of Trustees for up to 5 minutes on any matter.

Q. BOARD MEMBER RESPONSE

This is the time for Board members or their designees to follow up concerning public comments.

R. ADJOURNMENT

AGENDA # F.1
Scio Township Board of Trustees
Communications Received

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 4, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Information

BACKGROUND: Correspondence received by the Board of Trustees from February 18, 2026 through March 3, 2026.

ATTACHMENTS:

- [2026 03 04 Smallwood Renee.pdf](#)
- [2026 03 03 Smallwood Renee second.pdf](#)
- [2026 03 03 Smallwood Renee.pdf](#)
- [2026 03 02 Day Scott and Michele.pdf](#)
- [2026 02 28 Smallwood Renee.pdf](#)
- [2026 02 26 Smallwood Renee.pdf](#)

March 4, 2026

To: Scio Township Board of Trustees for March 10, 2026 Agenda

From: Renee Smallwood

Open FOIA Requests – Just the Older Ones

These are the older FOIA requests that are yet to be fulfilled. The chart will chronicle open requests that have fallen through the processing cracks of the Clerk’s fulfillment method (or lack thereof). Did anything change or did the list get longer? A request from June was closed and chronicled in a FOIA SAGA. **TWO more overdue requests were added to the list. There is now a pattern. Is the timeframe for fulfillment really given in “good faith”? So far none of the promised deadlines have been met.**

When will these requests be fulfilled?

Date requested	Response lawful	Still Waiting
8-22-2025	NO	No response for 2 months; appeal was submitted. That appeal was “granted” on 11-1-2025. The information not immediately provided; no timeframe given. 6 months and counting....
9-9-2025	NO	No response for a month; appeal was submitted. Appeal was “granted” 11-1-2025. The information not immediately provided and no timeframe was given. 6 months and counting....
11-1-2025	NO	No lawful response; Appeal was filed and granted. The information was not immediately provided; no timeframe given. 4 months and counting....
11-1-2025	NO	No lawful response; Appeal filed and “granted”. Most of the records were attached to the email “granting” the appeal. One item was missing and BOT was notified. 4 months and counting...
11-20-2025	NO	No lawful response; Appeal filed. Amazingly on 12-18-2025 the documents were available with a payment of a fee. The emails provided on 12-23-2025. The attachments could not be accessed. There was a problem. Still waiting for those attachments. 3 months and counting for available and paid for records....
11-23-2025	NO	After no lawful response an appeal was filed 12-17-2025. The clerk provided a late response promising the fulfillment by 1-31-2026 . No records yet.
11-27-2025	YES	Granted in part. To be fulfilled by 12-18-2025 . No records yet 2 months and counting....
11-30-2025	YES	Approved to be fulfilled by 1-31-2026 . No records yet
12-12-2025	YES	Approved to be fulfilled by 1-15-2026 . No records yet
1-1-2026	YES	Approved to be fulfilled by 2-28-2026 No records yet
2-6-2026	YES	Approved to be fulfilled by 2-28-2026 No records yet

March 3, 2026

To: Scio Township Board of Trustees March 10, 2026 Agenda

From: Renee Smallwood

RE: Update on May 27, 2025 FOIA Request for Ordinance Complaint Tracking Log

SAGA of an Unreasonable FOIA Fulfillment Delay

The original SAGA was put on the record November 23, 2025. The narrative has been updated to include additional information and the final outcome for Request #3.

FACTS for two similar requests:

Request #1:

- February 1, 2024 a FOIA request was submitted for the Code Enforcement Complaint Log. Response due by February 8, 2024. **VIOLATION:** No response provided.
- February 12, 2024 – Update request sent; Clerk forwarded request to Parker.
- February 13, 2024 Request **fulfilled** by Aiken in **8 business days** from receipt date. The provided document was easy to navigate.

Request #2

- March 28, 2025 Request for Code Enforcement Log from January 1 to March 27, 2025. Response due April 4, 2025.
- March 31, 2025 Clerk requested clarification. Clarification given. Response now due April 7, 2025.
- April 4, 2025 Update requested.
- April 7, 2025 Document placed into share drive by Clerk in **5 business days** of clarification. The provided document was easy to navigate.

So the first request for this readily available log violated the FOIA Law by not providing a response within five business days. But then, the request was fulfilled shortly thereafter. The second request was fulfilled in a timely manner.

With these two requests Scio Township has set precedent for what a “reasonable amount of time” is to provide this readily available record. Eight business days for the first request and five business days for the second.

Excessive Delay

FACTS for Request #3:

- May 27, 2025 a FOIA request was submitted for UPDATED Ordinance Complaint Tracking Log. Response due June 3, 2025. **VIOLATION:** No response.
- June 12, 2025 Update requested.
- June 15, 2025 Response from Clerk granting the request. “Please allow a reasonable amount of time for fulfillment”.
- June 30, 2025 Update requested – need timeframe for fulfillment; Clerk: “There is no set number of days for fulfillment. It is response, not fulfillment, that is specified under the law. I work through FOIA’s in order received, generally.”
- July 31, 2025 Update requested. “Reasonable” has long passed. It seems like you are purposely delaying the fulfillment. CRICKETS
- August 14, 2025 Update requested – CRICKETS
- November 6, 2025 – demand for when request will be fulfilled – CRICKETS
- November 17, 2025 Update requested – CRICKETS

- November 25, 2025 Update requested – CRICKETS
- December 4, 2025 Appeal for receipt by the Board of Trustees on December 9, 2025. The **Appeal was never responded to.**
- December 5, 2025: “Please find attached records responsive to this request. There are two PDF files. Certain portions of this record which are exempt from disclosure have been separated or deleted on the provisions of the Freedom of Information Act. This request is fulfilled.” The provided document was a single spreadsheet sent in a **PDF with 96 pages.** Extremely hard to sort out the information. Just ridiculous. No description or explanation for the redactions were given. No notice of right to appeal either. This omission violated the FOIA.

It took over 6 months to fulfill this request. This log is kept by the Code Enforcement Officer and is added to and *updated* on a continuous basis. It is a readily available record.

First Issue:

The first response was to grant the FOIA request on June 15, 2025 (at 14 business days), but not fulfill it. And this only happened after a follow up email asking for an update; ie did you get it?. **This late response violated Michigan Law.** The State of Michigan FOIA Handbook states: “Unless otherwise agreed to in writing by the person making the request, **the public body must** respond to a request for a public record within *five business days after receiving the request*”. So no matter what, a mandatory response from Scio was due by June 3, 2025.

The Michigan FOIA Handbook states:

Does the information that is the subject of the FOIA request have to be provided to the requester within five business days?

Not necessarily. Existing information subject to the request does not have to be provided to the requester within five business days. The public body must issue a written notice in response to the request for a public record within five business days after receiving the request. **If the request is for a readily available public record, however, the information generally should be provided within the five-business day period.**

Second Issue:

In the initial but late response it stated: “Please allow a reasonable amount of time for fulfillment.” This is very vague and sounds too much like: “whenever we get around to it”. **This too violates Michigan Law.** This requested record is readily available. And, if it is not provided with the initial five day response, Scio is then to provide a best efforts estimate for the time it will take to provide the record. This time time frame is missing in the delayed response.

Per MCL 15.234 Section 4.(8): “**The response must also contain a best efforts estimate by the public body regarding the time frame it will take the public body to comply with the law in providing the public records to the requestor the public body shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy**”. This clearly means that a specific time needs to be provided for fulfillment.

Third Issue:

The initial response gave no hint that any portion of the record would be redacted. There was no denial notice provided. Only when the records were provided did an unlawful mention of the withheld information occur: “**Certain portions of this record which are exempt from disclosure have been**

separated or deleted on the provisions of the Freedom of Information Act.” No description. No explanation. No notice of right to appeal. Too little. And six months too late.

If a request for a public record is denied in full or in part, the public body must issue a written notice to the requester **not more than five business days after the public body receives the request** or within 15 business days if the statutorily-permitted 10-business day extension is taken. The notice must provide a description of the public record that is being withheld or the information on the public record that is redacted, if a redaction is made. The written notice must contain an explanation of the basis for the exemption. In this response no specific exemption is cited as the basis for the redactions. This may result in yet another appeal.

The Township also failed to include the mandatory notice of a full explanation of the requesting person’s right to appeal the denial to the head of the public body or seek judicial review. Notification of the right to judicial review must include notification of the right to receive attorney fees and collect damages if the requester prevails.

The purpose of Michigan’s Freedom of Information Act (FOIA) is to provide transparency in government, so that the people of Michigan can fully participate in the democratic process. But **that purpose is thwarted if government officials do not produce requested documents in a timely manner.**

The Township appears unable, at a systemic level, to comply with its obligations under FOIA to provide prompt access to information. Government transparency can hardly exist with delays like this. In a real sense, information delayed is information denied. The Township cannot simply say we don't have the time or people to comply with the law.

This one request catalogs how difficult it is to obtain even simple records in Scio Township. The Board of Trustees is failing the citizens in this basic governmental function.

March 3, 2026

To: Scio Township Board of Trustees for the March 10, 2026 Agenda

From: Renee Smallwood

RE: Outcome for the Appeal for “Who is the Head of the Public Body?”

Appeal Outcome is Unlawful

On February 18, 2026 there was a response to the FOIA Appeal received by the Board of Trustees on February 10, 2026. It stated:

“Your appeal is denied. Your request does not identify a record. The decision to deny your initial request is affirmed.”

First let’s consider if this response is one that is provided in MCL 15.240 (2):

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), **the head of a public body** shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a **written notice** to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which **the head of the public body** shall respond to the written appeal. **The head of a public body** shall not issue more than 1 notice of extension for a particular written appeal.

The “Your appeal is denied” and “The decision to deny your initial request is affirmed” are not in line with the mandatory FOIA responses in MCL 15.240. The response does not have a written notice.

The appropriate response would have been (b), **if the reason for the decision was itself lawful**. The inadequate reason of “Your request does not identify a record” violates FOIA case law. This case law was cited in the appeal: *Herald Co. v. Bay City*, 463 Mich. 111, 122, 614 N.W.2d 873 (2000). A more recent case, **Woodman v. Department of Corrections, Mich: Supreme Court 2023**, presents this concept more clearly;

Notably, a FOIA request "need not specifically describe the records containing the sought information; rather, a request for information contained in the records will suffice."*Detroit Free Press, Inc v Southfield*, 269 Mich App 275, 281; 713 NW2d 28 (2005). When submitting a FOIA request to a public body, the requester is necessarily at an informational disadvantage. Requiring a requesting party to describe individual records with specificity and precision before they have access to the records would make little sense. Therefore, FOIA, an inherently prodisclosure statute, permits requesters to ask broadly and receive records in return unless the records are expressly exempt.

While it was unknown to the requester what actual record might contain the information, the request was sufficient in its description. Between the request and the submission of the appeal, actual documents were discovered that the Township should have provided. **The lawful response to this appeal should have been (a) Reverse the disclose denial.**

Instead of acknowledging that the Township was in possession of records that would satisfy this request (one of the reasons to reverse the denial), **the decision was made to double down on the disclosure denial.** Resolution 2025-35 fails to include any verbiage regarding the “head of the public body” designation. It is a conundrum.

- Does the “**Scio Township Board continues its designation of the Supervisor as the head of the public body for the purposes of receiving FOIA appeal**” as claimed in Resolution 2024-22?
- Is the Office Coordinator now the “head of the public body”?
- Should the Board of Trustees perform its statutory duty as the lawful “head of the public body” for FOIA Appeal responses?

Case law regarding the Michigan Freedom of Information Act (FOIA) serves to interpret, clarify, and enforce the statute (MCL 15.231-15.246), ensuring public access to government records while defining the limits of exemptions. **It shapes how public bodies handle requests, calculate fees, and separate exempt from non-exempt information.**

In essence, Michigan FOIA case law acts as the evolving rulebook that balances the public's right to know with the government's need for confidentiality, often settling disputes that the statute's language does not explicitly address.

Ruggiero v. UNNAMED GENESEE COUNTY PUBLIC BODY, 2025

"[T]he Legislature did not impose detailed or technical requirements as a precondition for granting the public access to information" but merely "required that any request be sufficiently descriptive to allow the public body to find public records containing the information sought."*Herald Co v Bay City*, 463 Mich 111, 121; 614 NW2d 873 (2000). **There is no requirement for a party to "describe the specific public records to be disclosed."** *Id.* So long as the FOIA request is sufficient to allow the public body to locate the requested information, the request is valid. *Id.* Furthermore, our Supreme Court long ago recognized the unequal playing field regarding FOIA requests. See *Evening News Ass'n v City of Troy*, 417 Mich 481, 514; 339 NW2d 431 (1983).

As the requester eventually found documents that would have fulfilled the request, there can be no doubt that Scio Township is in possession of the requested information. This makes the Appeal response absurd.

February 12, 2026

To: Scio Township Board of Trustees

From: Renee Smallwood

RE: **Communication for the February 24, 2026 Agenda**

FOIA Appeals Should Be Decided by the ENTIRE Board of Trustees

Appeals of any decision generally, are decided by a higher authority than the initial decision maker. That is why the FOIA explicitly provides for an administrative appeal to the “head of the body”. The Statute also contains clear mandatory actions the “head of the body” must do.

Scio’s Resolution 2025-35 is an unlawful attempt to rewrite the FOIA. It fails to declare “the head of the body” as it did in Resolution 2024-22. By failing to do so, technically, the **Scio Township Board continues its designation of the Supervisor as the head of the public body for the purposes of receiving FOIA appeal”.**

The Office Coordinator is an employee of the Township that answers to the Board of Trustees. The Office Coordinator most certainly is NOT the “head of the body”. Nor is the Township attorney even a part of the public body. Neither should be tasked with the disposition of an administrative appeal. It should be the entire Board. There is no statutory frame work in the FOIA for the Board to delegate its mandatory duties.

Seeking on the record clarification for the process for FOIA appeals put in place with Resolution 2025-35 an email was sent to various Board members with the following question: “Do you, as a Scio Board of Trustees Member, have any input into the disposition of a FOIA appeal? Or is the only function of the Board for the Appeal process to receive the Appeal letter?” Only two Board Members responded.

One Board member responded with: “I do not have any input into FOIA appeals. Kristy and Mariah Fink are responsible for these. They can bring issues to the entire Board.”

The other Board member responded: “Each Board member could have an opinion. The Board approved that FOIA appeals are handled by the office coordinator and Twp. Attorney. And they are supposed to inform the Board, which they have. As you know, before there can be an appeal, a FOIA has to be submitted to the Clerk. This is where the bulk of the process happens. **I agree, there needs to be a better system in place.**”

So the appeal process is “handled” by an employee that is subordinate to the Board and a person who’s services are contracted by the Township. Neither can be lawfully described as the “head of the body” for the purposes of a FOIA appeal.

Resolution 2025-35 also has an obvious conflict of interest. The purpose of an appeal is to obtain an independent review of a FOIA request denial made by the Clerk. The Resolution states: “BE IT FURTHER RESOLVED that the Scio Township Board of Trustees delegates the processing and issuance of a response to FOIA Appeals to the Office Coordinator who **shall confer with** the Township Attorney and **FOIA Coordinator;**”

If the Office Coordinator must confer with the Clerk (note the use of the word “shall”) how can this be an independent review? To confer with the original decision maker defeats the purpose.

FOIA Appeal Received by Board of Trustees February 10, 2026

This appeal is submitted pursuant to MCL 15.240 Section 10(1)(a):

(a) Submit to **the head of the public body** a written appeal that specifically state the word “appeal” and identifies the reason or reasons for the reversal of the denial.

The FOIA Request

On December 17, 2025 the following FOIA request for **information** was submitted to the Scio Township Clerk.

The Michigan FOIA regarding the submission of an administrative appeal:
MCL 15.240 Section 10(1)(a):

(a) Submit to **the head of the public body** a written appeal that specifically state the word “appeal” and identifies the reason or reasons for the reversal of the denial.

1. With respect to Scio Township, who is the "**head of the public body**"?
2. With respect to Scio Township, who are the members of "**the public body**"?

Scio Townships response

The very same day of the FOIA request the Clerk denied it. An unusually speedy response. It leaves one to wonder how much effort was expended to find the information to be reviewed. One can also wonder if the Clerk knows, but just does not want to put the answer on the record.

This is in response to your request dated December 17, 2025 and received in this office on December 17, 2025 for the records described below.

Records have been reviewed and the following action has been taken in compliance with the provisions of the Michigan Freedom of Information Act.

Request denied. Your **request does not describe the record sufficiently** to enable us to determine what record you are seeking. Please submit a new request describing the record in greater detail.

REASONS TO REVERSE THE DENIAL

The request need not specifically describe the records containing the sought information; rather, a request for information contained in the records will suffice. *Herald Co. v. Bay City*, 463 Mich. 111, 122, 614 N.W.2d 873 (2000). While it was unknown to the requester what actual record contained the information, the request was sufficient in its description. Other townships had no difficulty.

Identical requests for the same information were submitted to other townships in Washtenaw County. Responsive emails contained the information sought. Note: The request for information was fulfilled without providing any documents. The questions were simply answered.

Compared to the denial that is the subject of this appeal, the quick responses by Superior, Northfield, Pittsfield, and Augusta Townships were refreshing. Each was an examples of how getting information from a public body is supposed to be. Quick, comprehensive, and transparent. Each clearly designated the Supervisor as the “head of the body” and the Board of Trustees as the public body as a whole. Based on the recent change in the Scio FOIA Appeal process, it is troublesome that Scio Township is unwilling to identify who is the head of the this public body. This is not transparency.

Augusta Township

FOIA Coordinator<foiaordinator@augustatownship.org>

Thu, Dec 18, 2025, 11:22 AM

Renee,

Received your FOIA request. Your number is FOIA 25-31. The public Body is the Board of Trustees for Augusta Charter Township. The Supervisor is the head.



Allan Cassill
FOIA Coordinator
Augusta Charter Township
(734) 461-6117 x 210
www.augustatownship.org

Note: Even as small as Augusta Township is they have a tracking system. My request was assigned 25-31 as a tracking number! After providing the information a link to the website for the Board of Trustees was provided. Nice!

Northfield Township

Jennifer Carlisle <carlislej@northfieldmi.gov>

To: Renee Smallwood

Thu, Dec 18, 2025 at 7:56 AM

The Public Body is the Board of Trustees. The Supervisor is Larry Roman. If you email to boardmembers@northfieldmi.gov you will reach all of them and the Township Manager, who is the FOIA Coordinator.

Thanks,

Jennifer Carlisle

Assistant to Township Manager

Note: The assistant to the FOIA Coordinator is fulfilling this request. Jessica should delegate some of the FOIA fulfillment to others so that the records are provided with fewer delays. Simple request such as this can easily be addressed by other staff of the Township.

Pittsfield Township

Jonathan Mazza <MazzaJ@pittsfield-mi.gov>

To: Renee Smallwood

Wed, Dec 17, 2025 at 3:43 PM

Good afternoon Renee,

For Pittsfield Township the “head of the public body” for FOIA appeals is Township Supervisor Trish Reilly.

The “public body” is specifically the Township Board of Trustees. The current members of the Board of Trustees are listed on the **Township’s website**.

Jonathan M. Mazza

Clerk’s Office | Department Coordinator

Superior Township

Angela Robinson <arobinson@superior-twp.org>

Thu, Dec 18, 2025, 10:06 AM

To: Renee Smallwood

Hello,

Thank you for your inquiry regarding the Michigan Freedom of Information Act (FOIA), MCL 15.240 Section 10(1)(a).

For purposes of an administrative appeal under MCL 15.240, the “head of the public body” is the Township Supervisor.

The “public body” is Superior Township, and its governing body is the Superior Township Board.

Angela Robinson
Clerk, Charter Township of Superior

Michigan Statute requirements for FOIA Appeal to the HEAD OF THE BODY

MCL 15.236 mandates that the public body designate an individual as the public body's FOIA coordinator. There is no such mandate or provision to designate the "head of the body". But the process for a FOIA appeal, has specific mandatory instructions for that "head of the body".

Pursuant to MCL 15.240

Section 10

(1)(a): Submit to **the head of the public body** a written appeal that specifically state the word "appeal" and identifies the reason or reasons for the reversal of the denial.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), **the head of a public body shall** do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which **the head of the public body shall** respond to the written appeal. **The head of a public body shall not** issue more than 1 notice of extension for a particular written appeal.

(3) **A board or commission that is the head of a public body** is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If **the head of the public body** fails to respond to a written appeal pursuant to subsection (2), or if **the head of the public body** upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

Based on Michigan law and legal interpretations, a township cannot easily designate a single employee as the "head of the public body" for FOIA appeals. It is recommended that appeals be directed to the township board to ensure compliance. The "head of the public body" for appeals is generally considered the elected body (the board). If a request is denied, the written appeal must be submitted to the township board, **not just a staff member** or the coordinator who denied the request. Although some townships designate the supervisor as the "head" for appeals, legal guidance suggests this is legally shaky, as **the supervisor is not explicitly defined as the "head of the public body" in all statutes.**

In a township, exactly who is the "head"?

The Michigan Court of Appeals recently considered a FOIA request to a local community college. According to the college's policy, the head of the college was the President. But when the Court examined the statutes that provide for community college districts, the Court determined that the language "directed and governed by a board of trustees" made the college's board of trustees the "head of the public body" for FOIA purposes. *Anklam v Delta College District*, Court of Appeals (June 2014).

Similarly, townships are municipal corporations created under the State Constitution and governed by the General Law Township Act and the Charter Township Act. The governing law provides that township boards are vested with all legislative authority and powers as provided by law.

The most recent Scio Township FOIA Appeal process sets the received date for FOIA Appeals as the next regular Board of Trustees meeting. This starts the 10 business day timeframe for the Township's response. MCL 15.240 Section 10(3). **A board or commission that is the head of a public body...** By removing the Supervisor and having FOIA appeals received at the next Board meeting, Scio has effectively designated the Scio Township Board of Trustees as the designated "head of the body". It is the entire board that should be determining the disposition of any FOIA appeal that it receives.

Scio Township is in Possession of Documents that Would Fulfill this Request

Scio Township most certainly has documents that would provide the information requested in this FOIA request. In Resolution 2024-22 it states:

"BE IT FURTHER RESOLVED that the Scio Township Board continues its designation of the Supervisor as the head of the public body for the purposes of receiving FOIA appeal;"

It can be understood that the Supervisor did more than "receive" FOIA appeals. MCL 15.240 also delegated the mandatory duties for an appropriate response to any appeal.

Resolution 2025-35 does not designate a "head of the public body". Section 10(3) of the Statute is clear; it is the Scio Board that is now the head of the body for the Township for the FOIA appeal process. And it is the Board that has the duty to determine the outcome of a FOIA appeal. Nowhere in the law is a public body permitted to delegate its statutory duties under the FOIA to staff.

As described in the responses to the same question put to other local Townships, Scio has a webpage (which is a document) that lists the governing board for this public body.

For all these reasons, Scio Township needs to reverse the denial of this FOIA request.

Jessica Flintoft

From: Scott & Michele Day <abigailsparents@gmail.com>
Sent: Monday, March 2, 2026 11:19 AM
To: Matt Parks
Cc: nick.ehrlich@live.com; a2trailwoodshoa@gmail.com; Township Board; Mariah Fink; Stacie Monte; Laura Kreps @CWA
Subject: Re: Safety Issue - Trailwoods Neighborhood
Attachments: IMG_0163.JPG; IMG_0172.JPG; IMG_0186.JPG; IMG_0161.JPG; IMG_0181.JPG

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mr. Parks,

Reaching out to see how the meeting went last November regarding the drainage issues in the neighborhood.

We also wanted to share some pictures from the rain we had in December as it is clear that the drain is too high, and too far from the water collection points, to adequately drain the yards.

Thank you.

Best regards,
Michele and Scott Day

On Mon, Nov 3, 2025 at 7:14 AM Matt Parks <matt.parks@ohm-advisors.com> wrote:

Thank you for sharing this. This is already on our punch list and we are meeting with the developer this week to discuss remaining items and timing.

Someone from our office will circle back with you HOA once we get more info on the timing of these repairs.

From: Scott & Michele Day <abigailsparents@gmail.com>

Sent: Sunday, November 2, 2025 10:09:01 PM

To: Matt Parks <matt.parks@ohm-advisors.com>

Cc: nick.ehrlich@live.com <nick.ehrlich@live.com>; a2trailwoodshoa@gmail.com <a2trailwoodshoa@gmail.com>; TownshipBoard@sciotownshipmi.gov <TownshipBoard@sciotownshipmi.gov>; Scott & Michele Day

<abigailsparents@gmail.com>

Subject: Safety Issue - Trailwoods Neighborhood

You don't often get email from abigailsparents@gmail.com. [Learn why this is important](#)

This Message originated outside your organization.

Mr. Parks,

We are residents of The Trailwoods Neighborhood bordered by Park and Staebler Roads. During our October 30, 2025 HOA meeting, we raised a question regarding flooding/standing water in our backyard. This issue did not exist when we moved in July of 2024, but has been steadily increasing as the newly constructed homes near ours are completed.

The general consensus amongst residents attending the HOA meeting is that the flooding poses a safety concern to all residents who use the common walking path. The path also serves as the sole drainage area for storm water in our vicinity.

Attached are pictures that depict the progression of flooding since we moved in.

We are looking for your assistance resolving this issue.

Thank you for your time.

Best regards,
Scott and Michele Day



327 Honey Tree Way_flooding.pdf

February 28, 2026

To: Scio Board of Trustees Communication for the March 10, 2026 Agenda

From: Renee Smallwood

FOIA Response is Pure Gaslighting or Does the Clerk Hope the Contradiction Will Go Unnoticed

Two separate FOIA requests provided confusing information from the Township. The first claims that the Township has no records for “Who is the head of the public body” for Scio. The second points to Resolution 2025-35 for the requested information. So let’s review all the back and forth and let the residents decide if the Township is being transparent on this important statutory issue. This citizen is of the opinion that the Township is violating FOIA in the way it has chosen to process FOIA Appeals.

The following FOIA request was submitted on December 17, 2025:

The Michigan FOIA regarding the submission of an administrative appeal: MCL 15.240 Section 10(1) (a): Submit to **the head of the public body** a written appeal that specifically state the word “appeal” and identifies the reason or reasons for the reversal of the denial.

1. With respect to Scio Township, who is the "**head of the public body**"?
2. With respect to Scio Township, who are the members of "**the public body**"?

Amazingly the Clerk provided the following response that very afternoon:

This is in response to your request dated December 17, 2025 and received in this office on December 17, 2025 for the records described below.

Records have been reviewed and the following action has been taken in compliance with the provisions of the Michigan Freedom of Information Act.

Request denied. Your request does not describe the record sufficiently to enable us to determine what record you are seeking. Please submit a new request describing the record in greater detail.

Claiming that the request was not clear enough was incomprehensible. Was this a way to just close the request without any effort? Were the records really reviewed as claimed? Or was the Township avoiding answering the question?

A FOIA Appeal was submitted to be received by the Board of Trustees at the February 10, 2026 regular meeting. In between the December request and the filing of the Appeal Resolution 2024-22 was located by the requester. This Resolution clearly designated the Supervisor as the “head of the public body for the purpose of receiving FOIA appeal.” So the Township did have a record that the Clerk should have been aware of.

The Appeal cited several reasons to reverse the denial:

1. Case law: “The request need not specifically describe the records containing the sought information; rather, a request for information contained in the records will suffice. *Herald Co. v. Bay City*, 463 Mich. 111, 122, 614 N.W.2d 873 (2000).

2. Identical requests for the same information were submitted to other townships in Washtenaw County. Responsive emails contained the information sought. Note: The request for information was fulfilled without providing any documents. The questions were simply answered.
3. MCL 15.240 makes it clear: If an administrative appeal is to be received by the Scio Township Board of Trustees then the Board itself is the “head of the public body”. There is no statutory language in the FOIA that permits the Board to delegate its Appeal response duties. It is the Board that must respond to the Appeal. MCL 15.240 Section 10(3). **“A board or commission that is the head of a public body”**
4. And most importantly the Township was informed of the Resolution document that contained the requested information. A record did indeed exist.

Again incomprehensibly, here is the Office Coordinator’s response to the Appeal:

Dear Ms. Smallwood,

Your appeal is denied. **Your request does not identify a record.** The decision to deny your initial request is affirmed.

Thank you,

Kristy Aiken

Office Coordinator

What? Was the Appeal even read with the understanding that a record was in possession of the Township? Was the case law, that asserts the requester does not have to identify a specific record, even considered? Did the case law even matter? Does the Township even care how this response makes absolutely no sense? It appears that the Township has dug in their heels and is incapable of admitting that they have not made a good faith determination for this appeal. This superficial appeal response will not help the Township should a requester decide to further appeal to the Court. The case law will certainly matter there.

The FOIA Request and Response that Contradicts the Above Saga

After this next bit, it should be clear that the Township does not want to go on the record with a definitive answer to the question: “Who is the “head of the public body” for Scio Township?” Is it still the Supervisor? Or the entire Board of Trustees? Or the Office Coordinator and the outside contracted Township Attorney? Why is it so hard to just answer this question?

A FOIA request was submitted on February 19, 2026 as follows:

In Resolution 2024-22 it states: “BE IT FURTHER RESOLVED that the Scio Township Board continues its designation of the Supervisor **as the head of the public body for the purposes of receiving FOIA appeal;**”

Please provide documentation that there has been a change to this resolution to designate a different "head of the public body".

Now the Response given February 26, 2026 which provides a link to Resolution #2025-35:

Records have been reviewed and the following action has been taken in compliance with the provisions of the Michigan Freedom of Information Act.

Request approved. The documents in our possession which we believe satisfy your request are published here on our website: Resolution #2025-35.

Did you catch the contradiction? The first request response is stubbornly clear that the Township does NOT have any record that would answer the head of the public body question. And that assertion is repeated in the Appeal response.

But now in the second response, there is a claim that Resolution 2025-35 contains a change in the designation of the “head of the body” for Scio Township. It confirms that the Township does have responsive documents, that is previously denied. There is one glaring problem. Resolution 2025-35 is devoid of any such “head of the public body” language. This makes the Clerks response pure gaslighting.

Here are the choices that answer the original question: With respect to Scio Township, who is the **"head of the public body"**?

- a) The Supervisor is still the head of the public body as stated in Resolution 2024-22. Resolution 2025-35 does not amend that designation.
- b) The entire Board of Trustees per the Statute and Resolution 2025-35 is the newly designated “head of the public body”. It now has the statutory duty to respond to a FOIA Appeal. It is unlawful for the Board to delegate this responsibility.
- c) Clearly declare that the Office Coordinator is the “head of the public body” for the purpose of responding to FOIA appeals. This, of course, would be absurd; but it is exactly what the Township has chosen to do without actually saying it.

The FOIA provides only one lawful choice: b). The Township is consistently finding ways to violate FOIA. This is just another frustrating example. And, quite frankly, the legal advice that is supposedly been given to the Office Coordinator demonstrates a level of ineptitude that truly is amazing.

February 26, 2026

To: Scio Township Board of Trustees March 10, 2026 Agenda

From: Renee Smallwood

Required Notice When a FOIA Request is Denied Provides Misinformation

Two full years of submitting FOIA Requests and the Township only just started including the mandatory notice of right to appeal when there is a denial of information in December of 2025. Before then, the request was simply denied and no notice was given. This violated FOIA and the Township's own FOIA guidelines.

The notice that is now provided contains erroneous information. The following is what was included in a recent FOIA response:

If you disagree with this decision, you may submit a written appeal specifically stating "appeal" and stating the reasons for appeal, to the Township Board by emailing Office Coordinator Kristy Aiken at kaiken@sciotownshipmi.gov. For your convenience, **there is an appeal form on the Township website that may be used for this purpose.** Or, you may seek **judicial review under Section 10 of the Act** within 180 days after the Township's final determination to deny your request. Within ten (10) days of the Board of Trustees receiving a written request for appeal, the Township Office Coordinator shall (a) reverse the denial; (b) issue a written notice upholding the denial; (c) reverse in part and uphold in part by written notice; or (d) issue a notice extending by ten (10) business days the time to decide the appeal.

Should judicial review find that the Township did not comply with FOIA requirements, the Court may award reasonable attorney fees, costs, and disbursements. If the violation is deemed arbitrary and capricious, **the Court may also award punitive damages of \$500. If the Township is found to have complied with the FOIA, the Court may assess reasonable court costs, including attorney fees, against the Plaintiff.**

There are two types of issues that can be appealed; denial of information and/or excess fees. And the Scio website has a form available for each type of appeal that includes the actual section of the statute that applies.

First type of appeal: for the Denial of records.

The following are sources which clearly inform that the correct punitive damages should be \$1,000; Not the \$500 contained in the Notice. The above notice directs the requester to the appeal form on the Scio Website.

A review of the "**FOIA Appeal Form—To Appeal a Denial of Records**" contains the following notice:

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to **appeal this denial to the township board** or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If,

after judicial review, the court determines that the township has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, **you have the right to receive attorneys' fees and damages as provided in MCL 15.240.** (*See back of this form for additional information on your rights.*)

And those damages are \$1,000 as stated in MCL 15.240 at Section 10 (7):

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a **civil fine of \$1,000.00**, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, **punitive damages in the amount of \$1,000.00** to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Township of Scio FOIA Procedures and Guidelines

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator **will issue** a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to the Township Board or seek judicial review in the Washtenaw County Circuit Court;
- **An explanation of the right to receive attorneys' fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court;**
- The Notice of Denial shall be signed by the FOIA Coordinator.

The currently used notice is misinforming the requester. The Township should correct this error before any more FOIA denial responses are issued.

So where did the \$500 amount come from? Most likely from MCL 15.240a.

Second type of appeal: for disagreement of any fees charged.

MCL 15.240a at Section 10a (7):

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a **civil fine of \$500.00**, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, **punitive damages in the amount of \$500.00 to the person seeking the fee reduction.** The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

The much more concise notice contained on the “**Notice of Requestor’s Right to Seek Judicial Review**” is all that is really needed as it points to the governing portion of the statute. Scio Township needs to correct this misinformation.

Misinformation or Gaslighting or Intimidation?

Why does the notice use the improper \$500? Perhaps to make the requester think that a judicial appeal is just not worth it.

Then there is the absolutely FALSE statement in the Scio denial notice: “**If the Township is found to have complied with the FOIA, the Court may assess reasonable court costs, including attorney fees, against the Plaintiff.**” Nowhere in the statute is this possibility provided to the public body. And there is no case law to support such a premise. This should be removed from the notice. It appears to be a further attempt to discourage court action for Township FOIA violations.

Consider this. 22 FOIA appeals were submitted to the Township for no response. If this FOIA requester had chosen to appeal directly to the Court, the Township could have been ordered to pay a civil fine of between \$2,500 and \$7,500 for each of those 22 instances.

There can be no doubt that the Clerk was willfully and intentionally failing to respond to FOIA requests. It could have cost Scio taxpayers \$55,000 to \$165,000 in civil fines on top of the other awards or sanctions.

5.240b Failure to comply with act; civil fine.

Sec. 10b.

If the court determines, in an action commenced under this act, that a public body willfully and intentionally failed to comply with this act or otherwise acted in bad faith, the court **shall order** the public body to pay, in addition to any other award or sanction, a civil fine of **not less than \$2,500.00 or more than \$7,500.00 for each occurrence**. In determining the amount of the civil fine, the court shall consider the budget of the public body and whether the public body has previously been assessed penalties for violations of this act. The civil fine shall be deposited in the general fund of the state treasury.

AGENDA # J.1
Scio Township Board of Trustees
Approval of Minutes of the February 24, 2026 Regular Board of Trustees Meeting

FOR MEETING DATE OF: March 10, 2026
PREPARED ON: March 1, 2026
PREPARED BY: Jessica Flintoft
SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

MODEL MOTION: To approve Draft Minutes of February 24, 2026 Board of Trustees Regular meeting [as presented/as amended].

ATTACHMENTS:

[2026 02 24 Scio Draft BOT Minutes.pdf](#)

QUESTION: Shall this Motion be APPROVED?

SCIO TOWNSHIP BOARD OF TRUSTEES

Regular Meeting

February 24, 2026

6:00 PM

Washtenaw Intermediate School District, 1819 S. Wagner Road, Vogel A

Ann Arbor MI 48106

with remote participation

Draft Minutes

A. CALL TO ORDER

Supervisor Kerry called the meeting to order at 6:02PM.

B. ROLL CALL

Present: Supervisor Kerry, Treasurer Yaple, Clerk Flintoft, Trustee Brant, Trustee Read, Trustee Reiser

Absent: Trustee Knol

Also Present: Office Coordinator Aiken; Township Attorney Mariah Fink; Utilities Director McNiel; Human Relations Director Northrup; Fire Chief Houde; Finance Director Timmons

C. PLEDGE OF ALLEGIANCE

As there was no flag present, the Pledge of Allegiance was not recited.

D. ADOPTION OF AGENDA

MOTION by Read, support by Flintoft, to amend and approve the agenda as follows:

- **Move K.1 to the end of New Business**
- **Move K.7, K.8 and K.9 to the beginning of New Business**
- **Move O.3 to the Consent Agenda**
- **Move O.6 to the Consent Agenda**
- **Add O.7 *Discussion/Possible Action* To split savings for fire station 2 project with Cunningham Limp**

Motion passed by voice vote.

E. DECLARATION OF CONFLICT

None

F. CORRESPONDENCE RECEIVED

F.1 *Information* Communications Received

Communications received were in the Board packets.

G. SPECIAL TOPICS

None

H. PUBLIC COMMENT

Caroline Altomare, Scio Township resident, expressed concerns about the Township's handling of FOIA requests, asking why responses exceed statutory timelines, citing the five-business-day initial response requirement under state law. She also referenced a recent verbal altercation involving Trustee Brant and Township consultants at a recent meeting, and questioned the Board's consistency in addressing conduct issues.

Mark Altomare, Scio Township resident, supported conducting a third-party independent assessment of Township culture and encouraged the Board to bring the matter forward for discussion or vote. He also referenced the recent approval of a \$1.5 million HVAC system, raising concerns about the approval process. He hoped the Clerk would respond to FOIA complaints. He reiterated his prior inquiries regarding employee exit interviews, and asked whether any analysis has been conducted to address employee departures.

Pat Stein, Scio Township resident, pointed out that a recent article in the Dexter Sun-Times regarding the Township's new geothermal HVAC system highlighted the replacement of the previous 25-year-old system, noted the improved energy efficiency, the projected 61% reduction in greenhouse gas emissions. The project included cost-saving benefits and was supported by grants and rebates, and installation occurred alongside building renovations while the Township remained open for business. She expressed appreciation that the BOT supported the Township's net-zero greenhouse gas commitment.

Jada Weatherspoon introduced herself as the Government and Community Affairs Manager for Comcast covering the region and stated that she would serve as a point of contact for the Township. She provided contact information and offered to assist with constituent concerns.

Marcia Haddox was disappointed with the Board's proposed removal of three additional Supervisor duties related to leave policies and raised concerns about the cost of repeated recruitment efforts and employee turnover. She asked clarifying questions regarding the proposed changes to the employee health insurance policies, and also noted the absence of an attachment for the Treasurer's Investment Report. She encouraged the Board to focus on the big Township issues, and encouraged residents to support the Supervisor at her upcoming pretrial hearing on March 4.

Renee Klubeck, former member of the Compensation Committee, said that the Compensation Committee had received inaccurate or revised information related to salary data and assumptions about elected officials' work hours, and suggested that certain past compensation votes may conflict with Michigan Township law. Ms. Klubeck also recommended that the Township establish a professional risk management function, citing concerns about insurance practices, employee benefits, and policies related to use of personal vehicles for Township business.

Rob Pattinson, Scio Township resident, asked why certain emails were omitted from the meeting packet and alleged inconsistency in how communications related to the Supervisor were presented. He referenced a recent incident involving Trustee Brant and OHM consultants, expressing concern that the interaction could jeopardize the Township's relationship with OHM and potentially impact ongoing engineering projects and financial stability. He alleged unequal enforcement of conduct standards, raised concerns regarding proposed employee benefit cost-sharing changes and compensation adjustments, and criticized efforts to modify supervisory responsibilities and leadership roles, including matters related to LASA leadership and leave policy authority.

Pam Boyd, Scio Township resident, said that Scio Community News will be moving its efforts to the scionews.com website.

I. BOARD MEMBER RESPONSE

In response to comments, Flintoft said that comments made regarding FOIAs at yesterday’s LASA meeting had to do with LASA only, and did not refer to Township FOIA requests. Additionally, information regarding the cost sharing relative to the health care plans would be explained when those items were discussed during tonight’s meeting.

In response to comments, Yaple pointed out that there was an engineering study conducted for the new HVAC system by a professional engineer. Bids were solicited, but only one bid was received. Regarding L.2, Investment Report, due to the tax deadline the report was not finished until after the agenda was published. It was available this evening, and would be posted on the Township website. Regarding LASA, Webster is a partner in LASA. Scio Township provides cash receiving, accounts payable, and IT services for LASA, as well as provides several of the officer positions. Webster’s increased participation is welcomed on the LASA Board.

Kerry clarified that she was in full support of removing the Township Supervisor from approval requests for FMLA, Short Term Medical Leave, and Leaves of Absence in the Employee Handbook. She did have further clarifying questions regarding processes for these requests.

Reiser stated that he and Read had submitted a draft resolution to the Township Attorney and the Office Coordinator for review, with the intent of placing it on the first March agenda, to hire an outside consultant to take a look at problems within Township culture.

Read inquired about the financial offsets associated with the new geothermal HVAC system, specifically referencing federal tax credits and other incentives. Treasurer Yaple responded that the Township expects to receive over \$600,000 in federal tax credits in addition to approximately \$100,000 from a state energy grant, which significantly reduces the net project cost. It was noted that the system must be fully operational and the fiscal year closed before the Township can formally apply for and receive the credits, with submission anticipated in May and reimbursement expected later in the spring or early summer.

J. APPROVAL OF MINUTES

J.1 Possible Action Approval of Minutes of the February 10, 2026 Regular Board of Trustees Meeting

MOTION by Reiser, support by Read, to approve the minutes of the February 10, 2026 Regular Board of Trustees Meeting as submitted.

Motion passed by voice vote.

K. CONSENT AGENDA

K.2 Possible Action Approval of Video Franchise Agreement Renewal with DIRECTV, LLC To approve the attached proposed Uniform Video Service Local Franchise Agreement with DIRECTV, LLC for franchise fees.

K.3 Possible Action Approval of Credit rating Agreement and Fee with S&P Global Ratings for Issuance of Capital Improvement Bonds
To approve the attached February 9, 2026 agreement with S&P Global Ratings to provide Scio Township with a credit rating for its issuance of 2026 Capital Improvement Bonds, and to authorize payment of \$24,200 from account 206-000-975-FIRESTATION2.

K.4 Possible Action To authorize a two-year agreement with Metron Meters
To approve a two year contract with Metron Meters not to exceed \$759,180.00 to be split between water fund 591-000-972.000 and sewer fund 590-000-973.000 and to authorize the Township Clerk and Supervisor to sign the contract on behalf of the Township.

K.5 Possible Action Amendment to Employee Handbook Dental, Hearing, and Vision Expense Reimbursement
To approve an amendment to the Employee Handbook to increase the Township's Dental, Hearing, and Vision Expense Reimbursement for uninsured family dental, hearing, or eye care costs from 80% to 100% effective 4-1-2026.

K.6 Possible Action Amendment to June 2025 OHM contract
To authorize the contract amendment for an additional \$49,500 to OHM Advisors for design services for the fire station 2 project.

K.10 Possible Action Receipt of FOIA APPEALS
Accept the FOIA appeals presented at the Board table.

- Smallwood, Renee - Appeal of January 30, 2026

O.3 Possible Action Employment Schedule Change and Benefits Eligibility Date
To approve a schedule change for Rebecca (Becky) Baiocco, from 3 days per week to 4 days and a minimum of 30 hours per week and to approve benefits eligibility effective December 6, 2025, including medical insurance (or medical insurance opt-out), and dental, vision, and hearing reimbursement benefits, in accordance with Township policy.

O.6 Possible Action Authorization to replace Fire Department brush truck
To purchase a 2026 Chevrolet Silverado 3500 for the fire department from LaFontaine GMC for a price not to exceed \$60,000.

MOTION by Reiser, support by Yaple, to approve the consent agenda as amended.
Motion passed by voice vote.

L. REGULAR REPORTS AND SPECIAL REPORTS

L.1 Information Regular Reports from Supervisor, Treasurer, Clerk, Office Coordinator, Departments and Committees

Written reports included:

- OHM Monthly Engineering Report – February 4, 2026
- GCSI Capitol Update – February 6, 2026
- GCSI Capitol Update – February 13, 2026
- Scio Township Project Map – February 13, 2026
- Parks Meeting Recap – February 12, 2026

- LPC Meeting Recap – February 12, 2026
- Planning Commission 2025 Annual Report
- Planning Staff Report – February 12, 2026

Supervisor – Kerry

Attended Washtenaw County Road Commission Workshop 201. The Workshop was well presented and inspiring. Of note, there is new funding from the state level, which will effectively double the matching grant for each township.

Treasurer - Yaple

- Regarding tax collection, approximately 500 parcels remain unpaid, including some large parcels. Property owners have until March 2 to pay taxes at the Township, before the records go to Washtenaw County.
- Washtenaw County Brownfield Authority has asked to return to the Board for a new hearing on the TIFF proposal (Crossroads) originally scheduled on January 13. The Board reached consensus that they were not interested in hearing the proposal, at least until a TIF policy was adopted by the Board.
- Yaple offered his resignation from the LASA Board, effective today.

MOTION by Read, support by Brant, to accept Treasurer Yaple’s resignation from the LASA Board, effective 02-24-2026.

Motion approved by voice vote.

Yaple will still perform the cash receiving function for LASA.

L.2 Possible Action Investment Report for period ending 01/31/2026

01/31/2026 Investment Report is presented and will be posted to the Township website. Copies of the investment report are available this evening.

M. PUBLIC HEARINGS

None

N. UNFINISHED BUSINESS

None

O. NEW BUSINESS

K.7 Possible Action Amendment to Scio Township Employee Handbook FMLA Section 29

To adopt an amendment to Section 29 FAMILY MEDICAL LEAVE ACT of the Scio Township Employee Handbook as proposed in blackline.

K.8 Possible Action Amendment to Scio Township Employee Handbook Short Term Medical Leave

To adopt an amendment to Section 28 SHORT TERM MEDICAL LEAVE of the Scio Township Employee Handbook as proposed in blackline.

K.9 Possible Action Amendment to Scio Township Employee Handbook LEAVES OF ABSENCE Section 27

To adopt an amendment to Section 27 LEAVES OF ABSENCE of the Scio Township Employee Handbook as proposed in blackline.

Human Relations Manager Northrup explained that the amendments for items K.7, K.8, and K.9 were reviewed with the Township's labor attorney. For Section 29 (FMLA), the primary change designates Human Resources as the responsible department for receiving and processing FMLA requests. This ensures confidential HIPAA-related information is handled appropriately. In the absence of the HR Manager, the Operations Director would receive such requests.

It was clarified that employees are not required to use a specific form to request FMLA leave. Requests may be made informally, including by email or written notice. HR completes the required formal documentation and follows the federally mandated process and timelines. Eligibility determinations are made in compliance with federal law, and documentation from a health care provider is required to confirm a qualifying condition.

A revision was also made regarding health insurance premium payments during FMLA leave. Based on guidance from the labor attorney, the notification period was extended to provide employees at least 30 days' written notice if premiums are unpaid before coverage may be discontinued.

Flintoft noted that similar updates were previously identified by the labor attorney in handbook markup revisions and noted that FMLA requests have historically been processed confidentially by HR or the appropriate administrative official.

Discussion clarified that FMLA eligibility is not dependent on whether an employee carries Township health insurance. If an employee does participate in Township health insurance and premiums are required, those premiums must remain current during leave.

Kerry asked for clarification regarding the difference between a leave of absence and vacation or PTO. It was explained that PTO is used first when applicable, and that leaves of absence under Section 27 apply to situations not covered by FMLA.

Reiser confirmed that Sections 28 (Short Term Medical Leave) and 27 (Leaves of Absence) include similar administrative updates and will be incorporated into the Employee Handbook upon adoption.

MOTION by Flintoft, support by Read, to adopt the amendments to Employee Handbook Sections 29 (Family Medical Leave Act), 28 (Short Term Medical Leave), and 27 (Leaves of Absence) as set forth in the model motions for items K.7, K.8, and K.9.

Motion passed by voice vote.

O.1 Possible Action Consideration of Proposed Authorized Positions to inform FYE27 Budget

Finance Director Timmons presented the proposed Authorized Positions List to inform development of the FYE27 budget (April 1, 2026 – March 31, 2027). She stated that the list was formulated by HR Manager Northrup, Office Coordinator Aiken and herself. Positions requested as new titles or structural changes were intentionally removed from this document and will be addressed separately.

Vacant positions that may be filled during the upcoming fiscal year remain included in the authorized list for budgeting purposes. As an example, the IT position was referenced as currently outsourced; however, the position remains listed should the Township fill it in the future.

Finance Director Timmons highlighted a proposed 2.5% market-based salary increase for all positions, based on the compensation study conducted by Rahmberg Stover. She explained that the purpose of the adjustment is to maintain competitive alignment with market standards and support recruitment and retention efforts. The proposed increase would apply to all positions except:

- Elected officials and appointees
- Positions set by the Compensation Commission
- Fire union members (who are governed by their collective bargaining agreement)

The proposed 2.5% increase is reflected in the yellow highlighted column of the Authorized Positions List. Finance Director Timmons stated that increases of this type are typically implemented at the start of the fiscal year. However, prior board direction included a provision that employees must complete one year of service before receiving an increase. The board may either maintain that approach or implement the increase uniformly at the beginning of the fiscal year. For budgeting purposes, she requested approval to include the 2.5% adjustment.

Flintoft expressed support for budgeting the 2.5% increase for all non-union employees and noted that union employees' increases are already incorporated per contract. Flintoft further recommended including the Deputy Clerk and Deputy Treasurer in the 2.5% budgeted increase, noting the distinction between those appointed roles versus per-meeting appointed positions, such as boards and Commission members. This adjustment effectively replaces the prior COLA policy and Flintoft recommended that the Human Resources Manager return with a written policy clarifying eligibility criteria and timing of the market-based increase.

Board members deferred discussion of implementation details, including applicability to new hires and timing of increases, to the forthcoming policy recommendation from Human Resources.

MOTION by Flintoft, support by Kerry, to include the budgeted 2.5% market-based increase in the yellow column for all indicated positions, plus the Deputy Clerk and Deputy Treasurer, and to request that the Human Resources Manager return to the Board with an appropriate modification to the handbook clarifying the criteria and application of the proposed market data increase.

Roll Call Vote:

Read	Yes
Reiser	Yes
Kerry	Yes
Yaple	Yes
Flintoft	Yes
Brant	Yes

Motion passed 6-0.

MOTION by Yaple, support by Flintoft, to replace the Office Coordinator position with a new Operations Manager position, to re-title the position accordingly, move the salary to Grade 7, Step 7, eliminate the Office Coordinator position, and direct the Human Resources Manager to return to the Board of Trustees with the final proposed job description.

Motion discussion

In response to questions, Finance Director Timmons clarified that requested departmental position changes had been intentionally excluded from the authorized positions list pending Board direction. Upon approval, the revised position and salary would be incorporated into the finalized authorized positions list and total compensation plan for the FYE27 budget.

Flintoft stated support for the motion, noting that the revised title of Operations Manager more accurately reflects the expanded scope of responsibilities, including risk management and contract management functions. The Office Coordinator role had evolved significantly, and the proposed title better reflects the Township's ongoing operational needs.

Trustee Reiser indicated support for the motion but expressed concern regarding possible confusion between Operations Manager and Operations Director titles. It was acknowledged that the final job description could further clarify reporting relationships and title structure. Human Resources Manager Northrup explained that the title of manager aligns with Grade 7 classifications under the Rahmberg Stover compensation study.

Kerry noted that within the Township's structure, directors generally supervise staff, while manager roles may not necessarily do so, and confirmed Grade 7 as the appropriate classification for the proposed position.

Motion passed by voice vote.

Flintoft requested discussion regarding two administrative position requests: one for a General Administrative Clerk and one under Utilities.

Finance Director Timmons explained that the Utilities administrative request was made by the Utilities Director and the item would be tabled, because a broader restructuring of the Finance Department would be brought to the Board at a later date, including clarified responsibilities, duties, and titles. Because Finance and Utilities share an employee in certain functions, Utilities would be included in the overall departmental restructuring proposal.

Clerk Flintoft supported adding the General Administrative Clerk position, noting the volume of administrative work, including front counter coverage, website updates, Excel work, FOIA fulfillment, records management, phones, and office support tasks. Many administrative duties are currently handled by Office Coordinator Aiken, and adding general administrative support would improve operational efficiency.

Board members expressed general agreement. Regarding the Utilities position, Kerry noted that Utilities work involves specialized knowledge and that any administrative support assigned to

Utilities must understand utility-related processes and customer needs.

MOTION by Yaple, support by Flintoft, to accept the request for the new position of Administrative Clerk – General and to direct the Human Resources Manager to return to the Board of Trustees with the final proposed job description.

Motion passed by voice vote.

Finance Director Timmons noted that an additional position had been discussed: Deputy Supervisor. At the time of the initial discussion with Supervisor Kerry, the position was contemplated as a volunteer role with no budget impact, and no salary, fringe benefits, or health insurance were proposed at that time.

Kerry explained that the position was presented as volunteer because the Board approves salary, and there was concern that the Board would not support compensation for a Deputy Supervisor position. Kerry stated that the intent was to have assistance with workload and potentially provide an opportunity for someone to gain experience and possibly run for office in the future.

Finance Director Timmons indicated that further discussion occurred with the HR Manager regarding how best to support the Supervisor.

Human Resources Manager Northrup stated that, if the position were to move forward as a compensated role, it would be handled consistent with any other employment position. This would include defining hours expected, compensation range, job responsibilities, title designation, and comparable positions for market analysis.

Finance Director Timmons asked whether it was acceptable for HR Manager Northrup to return to the Board with a scoped position description and proposed compensation at the same time final authorized positions are presented.

Kerry clarified that, statutorily, the Supervisor may appoint a deputy; however, the Board determines compensation. Compensation could not exceed the Supervisor's salary.

It was the consensus of the Board that no action was required at this time. The matter will return to the Board if a compensated position is proposed. In the meantime, HR Manager Northrup will return with a recommended salary.

Finance Director Timmons presented information regarding Natural Areas Technician positions. Two full-time employees (FTEs) were recently hired; however, the budgeted pay rate had been lower than what is now being requested. Timmons explained that prior seasonal staff were hired within a range of \$19.50 to \$21.50 per hour and were placed at \$21.50. A higher range was now being considered for upcoming seasonal hires.

It was clarified that:

- Two permanent FTE Natural Areas Technicians were hired in February.
- Seasonal Natural Areas Technicians are temporary positions (March through November).

- The permanent staff will supervise and train seasonal staff.
- The permanent staff will be included in the April 1 fiscal year budget and eligible for the 2.5% market adjustment, subject to final policy determination.

Discussion included distinctions between permanent FTE staff and seasonal staff, educational requirements, supervisory responsibilities, and alignment with the Rahmberg compensation study. Finance Director Timmons stated that from a budgeting perspective, it is prudent to budget at the highest potential rate and determine placement within the range at the time of hire.

Yaple noted that the proposed seasonal maximum of \$22.50 per hour represents approximately a 4.6% increase over last year’s maximum of \$21.50. This amount reflects a compromise between management’s recommendation and prior pay levels.

Brant opposed accepting the positions based on interpretation of millage language limiting administrative costs to 15%. Read’s opinion was that the ordinance language excludes natural area technician labor costs from administrative cost calculations.

MOTION by Yaple, support by Flintoft, to accept the requested positions for two FTE Natural Area Technicians seasonal from March through November 2026 at management’s recommendation of a maximum of \$22.50 per hour.

Roll Call Vote:

Read	Yes
Reiser	Yes
Kerry	Yes
Yaple	Yes
Flintoft	Yes
Brant	No

Motion passed 5-1.

Flintoft thanked staff and leadership for their work on the budget and authorized positions. In response to received public comment, Flintoft strongly disagreed with negative remarks directed at staff who work through snow days and despite personal hardships. She expressed appreciation for the professionalism and dedication of the finance team and others who keep township operations running.

O.2 Possible Action Exemplary Bonus for Rebecca (Becky) Baiocco

Kerry introduced the agenda item regarding additional compensation for Rebecca (Becky) Baiocco, Level Three Assessor. Kerry stated that discussions were held with Assessor Garrett, Office Coordinator Aiken, and Human Resources Manager Northrup regarding how to structure the request.

Kerry explained that Ms. Baiocco has stepped into the role of Assessor of Record, which is a state-mandated designation, and has taken on additional responsibilities beyond her regular

duties. Kerry expressed support for recognizing this additional effort and responsibility.

Flintoft expressed support for incremental compensation recognizing the additional responsibility assumed by Ms. Baiocco since January 13, when the Board ratified the Supervisor's appointment of Baiocco as Assessor of Record, as accepted by the State Tax Commission.

Flintoft raised concern about using the term "exemplary bonus." Flintoft referenced prior instances where "acting pay" was provided in similar circumstances and indicated support for fair compensation tied to the additional responsibility, while expressing hesitation about establishing a "general bonus" precedent.

Reiser also expressed support for compensating Baiocco and discussed potential methods of calculating additional pay as the assignment continues.

Township Attorney Fink recommended avoiding the term "exemplary bonus" and instead characterizing the payment as compensation for additional responsibility or acting pay, reflecting that the additional duties are temporary and tied to the Assessor of Record designation.

MOTION by Yaple, support by Reiser, to approve a one-time \$5,000 additional compensation for Rebecca (Becky) Baiocco, Level Three Assessor, for her additional job duty of Assessor of Record, with the funds available in the current budget from account 101-257-706.

Motion discussion:

The Board discussed how the additional payment should be described and structured.

HR Manager Northrup stated that the situation is unique, as the Assessor of Record must hold Level Three certification to sign the assessment roll. The recommendation should be viewed as compensation for temporary additional responsibility within a specialized field.

Township Attorney Fink advised that the Board should assume the assignment is temporary and tied to certification of the assessment roll. Attorney Fink stated that once the roll is signed and accepted, the Board may reassess compensation as appropriate and does not need to plan beyond the current circumstance.

Clerk Flintoft requested that the record clearly reflect that any additional compensation is tied specifically to the Board's January 13 action appointing Baiocco as Assessor of Record and to the specialized certification required, not to general performance.

Brant noted that at the January 13, 2026 meeting Kerry had argued that "no additional duties will be assigned to the assistant assessor" when Ms. Baiocco assumed the title of Assessor of Record.

Read suggested a temporary hourly rate adjustment, retroactive to January 13, as a more proportional option.

After further discussion, including comments regarding the best way to handle this issue from Assessor Garrett, Utilities Director McNeil, Fire Lieutenant Baird, and Fire Chief Houde, the motion was amended to read:

MOTION by Yapple, support by Reiser, pursuant to Board of Trustees action on January 13, 2026, and because of State Certification of MMAO Level Three held by Rebecca (Becky) Baiocco, to approve a one-time \$5,000 additional compensation for Rebecca (Becky) Baiocco, Level Three Assessor, for her additional job duty of Assessor of Record from account 101-257-706.

Flintoft noted for the record that this action was taken due to a unique and extraordinary circumstance, which should never repeat, that the State was asked to appoint Ms. Baiocco as Assessor of Record before the Board knew about it, and the Board sets compensation.

Roll Call Vote:

Read Yes
Reiser Yes
Kerry Yes
Yapple Yes
Flintoft Yes
Brant No

Motion passed 5-1.

O.4 Possible Action Addition of BCBSM Health Savings Account (HSA) PPO Employee Medical Insurance & Cost Sharing for Traditional PPO

Human Resources Manager Northrup provided an overview of the proposed Blue Cross Blue Shield of Michigan (BCBSM) Health Savings Account (HSA) PPO plan. Northrup explained that the HSA PPO would be offered as an additional plan option alongside the Township's current traditional PPO plan.

Key points included:

- The current employee medical insurance is Blue Cross Blue Shield of Michigan Traditional PPO. To offset the rising cost of this plan, a bi-weekly cost sharing of \$30 for single employee or \$60 for 2 persons/family will be deducted through payroll effective 4-1-2026.
- Another medical insurance option for employees is the addition of the BCBSM Health Savings Account HSA PPO. This option provides a tax advantage for employees, in that contributions are not taxed, and withdrawals are tax-free for qualified medical expenses. HSAs can be used to invest in retirement, providing a way to save for future medical expenses. There is no cost sharing tied to this, and the Township will fund the HSA \$700 per single employee and \$1400 for 2 persons/family in April 2026 for the coverage year.

Employees currently enrolled in the traditional PPO will have the opportunity during open enrollment in March to switch to the HSA PPO plan if approved. If employees choose to remain in the traditional PPO, the cost-sharing deduction would begin in April.

HR Manager Northrup stated that two informational meetings were held for employees, with representatives from Acrisure present to explain plan comparisons. Written materials and electronic copies were provided to employees, and the representative made himself available for follow-up questions. Northrup reported that employee feedback indicated the sessions were helpful and that the cost-sharing amounts were considered relatively low compared to other employers.

There were no significant outstanding concerns from employees following the informational sessions.

It was clarified that members of the fire union would also have the option to enroll in the HSA PPO plan.

MOTION by Yaple, support by Read, to approve the addition of a Blue Cross Blue Shield of Michigan Health Savings Account (HSA) PPO, with the benefit plan coverage year beginning April 1, 2026 and to approve the Blue Cross Blue Shield Traditional PPO bi-weekly cost sharing of \$30 for single employee or \$60 for 2 persons or family effective 4-1-2026.

Motion passed by voice vote.

O.5 Possible Action Possible Dexter Annexation of Scio Property and field house construction by Dexter Schools

As Commissioner Knol, the author of this agenda item, was not present this evening, the Board held a round-robin discussion regarding the issues involved.

There were two separate matters referenced in the agenda item: (1) a potential annexation request involving the Sloan–Kingsley/Baker Road Land Holdings property, and (2) a potential 425 agreement expansion related to Dexter Community Schools and a proposed field house. These are distinct matters and should not be conflated.

Regarding the Sloan–Kingsley/Baker Road Land Holdings property:

- The Board referenced Resolution 2023-42 adopted November 14, 2023, which states that until a formal annexation request is received from the City of Dexter, the Township declines to engage in further discussion.
- No formal annexation request or letter has been received from the Dexter City Council.
- Prior discussions at Dexter City Council meetings were discussion only, without formal action.
- Concern was expressed about engaging in negotiations without an official request approved by the Dexter City Council.

Regarding the Dexter Schools property and potential 425 expansion agreement:

- It was clarified that a current 425 agreement already exists for the high school property on Parker Road.
- The school is considering constructing a field house on adjacent property and has expressed interest in obtaining city services for that portion.
- This would potentially require modification or expansion of the existing 425 agreement.

- It was noted that this matter is separate from the Sloan–Kingsley property and is still in preliminary discussion.
- Township Attorney Fink noted that she had met with the Superintendent last week regarding this matter.

The Board discussed whether to establish an annexation review committee to evaluate potential courses of action, including options not yet fully explored, such as negotiating directly with Mr. Lutton regarding the well planned on his property and possible alternatives to annexation. After discussion, the Board reached consensus to defer consideration of forming such a committee until Trustee Knol is present to participate.

MOTION by Yapple, support by Flintoft, to direct the Township Attorney to mail a copy of Resolution 2023-42, along with an accompanying explanatory letter, to the Dexter City Council, with the final Resolved clause highlighted.

Motion passed by voice vote.

MOTION by Read, support by Kerry, to table Agenda Item O.5 until receipt of a formal request or communication from the City of Dexter.

Motion passed by voice vote.

O.7 Discussion/Possible Action To split savings for fire station 2 project with Cunningham Limp

Fire Chief Houde presented this item regarding the Guaranteed Maximum Price (GMP) contract with Cunningham Limp for construction of Fire Station 2, with a project cap of \$12.5 million. The contract, as currently approved by the Board, provides that 100% of any cost savings under the GMP would be retained by Scio Township.

Fire Chief Houde explained that during contract finalization, a question arose regarding whether savings should be shared with the contractor as an incentive for further cost containment.

The Board discussed the following:

- Under the current agreement, Cunningham Limp receives approximately a 2.8% markup and earns its full fee if the project reaches the GMP amount.
- With a 100% Township retention model, the contractor has no financial incentive to identify and implement additional cost savings below the GMP.
- Examples from other municipalities were provided:
 - Dexter: 75% of savings to contractor.
 - Ann Arbor (Packard Street project): 65% to owner, 35% to contractor.
 - Traverse City: 50/50 split of savings.
- Brant noted that based on her professional experience, such agreements to split cost savings below the GMP were common and effective.

Discussion included concerns about modifying the contract after approval, the appropriateness of various percentage splits, and whether a shared savings model would result in measurable benefit to the Township.

MOTION by Flintoft, support by Brant, to support a 50/50 split of any cost savings under the Guaranteed Maximum Price for the Fire Station 2 project between Scio Township and Cunningham Limp.

Reiser thought the percentage was too high, citing agreements that provided for a 65/35 split, for example.

Roll Call Vote:

Read	Yes
Reiser	No
Kerry	Yes
Yaple	Yes
Flintoft	Yes
Brant	Yes

Motion passed 5-1.

K.1 Possible Action Payment of the Bills

Motion by Reiser, support by Yaple, to approve the proposed claims for payment of February 24, 2026, and to receive the prior check run report for February 13, 2026.

Motion passed by voice vote.

P. PUBLIC COMMENT

Renee Klubeck, Scio Township resident, expressed concern about Flintoft’s remarks referencing public comments as negative, stating that residents view board meetings as their primary opportunity to raise issues and provide oversight. She raised concerns about risk management and Human Resources practices, specifically asserting that Family and Medical Leave Act (FMLA) procedures require formal documentation beyond an email request and cautioning that failure to follow proper processes could expose the Township to liability. She also stated that employee communications regarding the Health Savings Account plan should clarify that HSA funds remain with the employee upon separation and must be managed through an external provider. She emphasized that her comments were intended to protect Township residents and encourage careful attention to compliance and risk management matters.

Pat Stein, Scio Township resident, stated that she supports the letter included in the meeting packet from Office Coordinator Aiken and HR Manager Northrup requesting an apology from the Supervisor. She expressed concern and disappointment regarding statements made about the two employees in a public meeting, including remarks suggesting they should not be trusted.

Paula Globerson expressed appreciation for communication regarding the recent water issue and for follow-up provided by Utilities Director McNiel. She raised concerns related to Park Road improvements, including potential special assessments, excessive tree removal, and whether affected property owners are being adequately informed. She questioned why Park Road is being treated differently from other areas and emphasized the need for clear notification and transparency for residents who may be financially impacted. Ms. Globerson also listed concerns

about septic field planning costs, engineering expenses, and broader land use and drainage decisions.

Rob Pattinson, Scio Township resident, expressed concern that disciplinary efforts directed at the Supervisor were not similarly pursued following conduct by Trustee Brant during a meeting with OHM, which he characterized as damaging to the Township’s professional relationships. He speculated that Treasurer Yapple’s resignation from LASA may enable Trustee Brant’s appointment to that board. He questioned the HVAC procurement process and expressed skepticism regarding anticipated federal grant funding intended to offset project costs. He criticized meeting management, stating that the Fire Chief’s brief agenda item should have been scheduled earlier in the meeting.

Mark Altomare, Scio Township resident, expressed frustration that specific questions raised during earlier public comments did not receive responses from Board members and requested acknowledgment when direct answers cannot be provided. He questioned the procurement process for the recent HVAC contract, stating concern that only one bid was received for such a lucrative project. He also expressed appreciation for Trustees Reiser and Read who pursued follow-up on the difficult issue of hiring an outside consultant to look at Township culture. He encouraged the Board to consider holding a town hall-style meeting to facilitate more open dialogue with residents.

Q. BOARD MEMBER RESPONSE

Brant stated that she has no interest in serving on the LASA board and characterized speculation regarding such an appointment as “someone’s fantasy.” She shared that while working for a large international firm, she initiated an FMLA request by email and Human Resources handled the required documentation, consistent with the process described by the Township’s HR Manager. Brant also stated that she attended both employee informational sessions regarding the HSA plan and affirmed that employees were clearly informed that HSA funds must be transferred to another brokerage upon separation from employment.

Flintoft stated that no disrespect when she said there were negative public comments and supported residents’ rights to express their views regarding their government. The reference to negative comments was directed toward digital communications received over the past several weeks, rather than comments made during the meeting.

Kerry clarified that there is no current proposal for a Park Road special assessment and stated that she previously opposed a special assessment considered under a prior administration. She explained that the Board has authorized OHM to conduct an engineering study for Park Road, including coordination with the Washtenaw County Road Commission, and that the project remains under evaluation. She emphasized that no discussions or decisions regarding funding mechanisms, including special assessments, have occurred.

R. ADJOURNMENT

The meeting adjourned at 9:09pm.

AGENDA # K.1
Scio Township Board of Trustees
Payment of the Bills

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026; updated
March 5, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Finance

ITEM TYPE: Possible Action

BACKGROUND: MCL 41.75 requires that the Township Board "shall approve claims against the township and authorize payment of allowed claims. Accounts approved by the township board shall be filed and preserved by the township clerk. The payments authorized shall be paid by the treasurer, on the order of the township board, signed by the township clerk."

Attached are the regular proposed Claims for Payment.

The Township Purchasing Policies and Procedures requires that the prior check run be presented, and the Claims for Payment and Check Runs would be included here with HIPAA protected items redacted.

The Township finance team consists of Interim Finance Director PM Gap, Finance Director Niki Timmons, Finance Manager Patricia Collier, and Finance Assistant Belisha King.

The Board is responsible for the approval of bills. We delegate some of this authority through the procurement policy and use of credit accounts, but this is at the Board's discretion.

These Proposed Claims for Payment were prepared by Finance Assistant King, Finance Manager Collier, and Finance Director Timmons.

RECOMMENDATION: Clerk recommends approval.

MODEL MOTION: To approve the proposed claims for payment of March 11, 2026, and to receive the prior check run reports for February 25, 2026.

ATTACHMENTS:

[Proposed Claims for Payment 2026 03 11.pdf](#)

[Prior Check Run Report 2026 02.25.pdf](#)

QUESTION: Shall this Motion be APPROVED?

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 000						
101-000-231.050		DEFERRED COMP	VOYA INSTITUTIONAL	DEFERRED COMP	305.00	
101-000-231.050		DEFERRED COMP	VOYA INSTITUTIONAL	DEFERRED COMP	305.00	
101-000-264.000		OTHER ACCRUED	BLUE CROSS BLUE SHIELD	HEALTH INSURANCE COVERAGE 03/01-	51,659.27	
Total For Dept 000					52,269.27	
Dept 101 GOVERNING BODY						
101-101-726.300		RETRACTABLE BADGE	CHASE CARD SERVICES	RETRACTABLE BADGE HOLDERS	18.99	
101-101-726.300		THERMAL POUCHES	CHASE CARD SERVICES	THERMAL POUCHES	35.98	
101-101-726.300		OFFICE SUPPLIES	STAPLES	DUSTER, LOGITECH WIRELESS COMBO,	104.14	
101-101-726.300		OFFICE SUPPLIES	STAPLES	BATTERY ALKALINE AAA 36PK	39.48	
101-101-726.300		OFFICE SUPPLIES	STAPLES	BATTERY ALKALINE AA 36PK	39.48	
101-101-726.300		THERMAL REGISTER	STAPLES	THERMAL REGISTER ROLLS/COPY PAPER	272.54	
101-101-823.000		ARBRES GROVE CE	OHM ADVISORS	PROFESSIONAL ENGINEERING FOR	1,507.25	
101-101-901.000		ADVERTISING	MICHIGAN PUBLICATIONS	BOT SYNOPSIS 02/03/26	50.00	
101-101-901.000		ADVERTISING	MICHIGAN PUBLICATIONS	BUDGET HEA 02/19/26	50.00	
101-101-901.000		ADVERTISING	THE SUN TIMES NEWS	REGULAR BOARD MEETING SYNOPSIS	202.00	
101-101-901.000		ADVERTISING	THE SUN TIMES NEWS	BOT SYNOPSIS 02/03/26	157.00	
101-101-901.000		ADVERTISING	THE SUN TIMES NEWS	BUDGET 02/18/26	160.00	
101-101-902.000		PUBLICATIONS	THE SUN TIMES NEWS	REGULAR BOARD MEETING SYNOPSIS	214.00	
101-101-956.000		MISCELLANEOUS	LESLIE BUTLER	REFUND OF FOIA DEPOSIT	20.00	
Total For Dept 101 GOVERNING BODY					2,870.86	
Dept 228 TECHNOLOGY						
101-228-730.000		DATA PROCESSING	COMCAST	INTERNET SERVICE - DEC 2025 & FEB	2,772.39	
101-228-730.000		DUE SUBSCRIPTION	CTC TECHNOLOGIES, INC.	DUO SUBSCRIPTION RENEWAL	2,145.00	
101-228-823.000		BLOCK OF HOURS	CTC TECHNOLOGIES, INC.	BLOCK OF HOURS THROUGH FYE 26 BOT	2,550.00	
101-228-823.000		BLOCK OF HOURS	CTC TECHNOLOGIES, INC.	BLOCK OF HOURS THROUGH FYE 26 BOT	487.50	
101-228-823.000		BLOCK OF HOURS	CTC TECHNOLOGIES, INC.	BLOCK OF HOURS THROUGH FYE 26 BOT	5,850.00	
101-228-823.000		12 MONTH SERVE	CTC TECHNOLOGIES, INC.	MASTER SERVICE AGREEMENT AND	4,427.50	
101-228-823.000		12 MONTH SERVE	CTC TECHNOLOGIES, INC.	MASTER SERVICE AGREEMENT AND	4,427.50	
101-228-934.000		APC UPS BATTERY	CTC TECHNOLOGIES, INC.	APC UPS BATTERY BACK-UP SURGE	890.00	
Total For Dept 228 TECHNOLOGY					23,549.89	
Dept 247 BOARD OF REVIEW						
101-247-901.000		2026 MARCH BOR	THE SUN TIMES NEWS	2026 MARCH BOARD OF REVIEW MEETING	484.00	
Total For Dept 247 BOARD OF REVIEW					484.00	
Dept 253 TREASURER						
101-253-726.300		OFFICE SUPPLIES	ROCKET ENTERPRISE INC.	(1) FLAG REPAIR	20.00	
Total For Dept 253 TREASURER					20.00	
Dept 257 ASSESSING						

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 257 ASSESSING						
101-257-726.000		TOOLS & SUPPLIES	STAPLES	DUSTER, LOGITECH WIRELESS COMBO,	32.96	
101-257-726.000		TOOLS & SUPPLIES	STAPLES	HANGING FILE BOX	19.99	
101-257-726.000		TOOLS & SUPPLIES	STAPLES	HANGING FILE BOX	18.99	
101-257-726.000		COPY PAPER	STAPLES	THERMAL REGISTER ROLLS/COPY PAPER	41.40	
101-257-728.000		BAL DUE OF 2026	KCI	BALANCE OF POSTAGE DUE FOR 2026	1,211.88	
101-257-730.000		DATA PROCESSING	VC3, INC.	ASSESSAPP SOFTWARE 06/25 - 05/26	226.00	
101-257-904.000		DOOR	ALLEGRA PRINT MAIL	DOOR HANGERS/ASSESSING	194.14	
101-257-904.000		QUARTER SECTION	ARC DOCUMENT	2 COPIES OF 2026 QUARTER SECTION	468.89	
Total For Dept 257 ASSESSING					2,214.25	
Dept 262 ELECTIONS						
101-262-726.000		99% ISOPROPYL	CHASE CARD SERVICES	ISOPROPYL ALCOHOL TO CLEAN	75.28	
Total For Dept 262 ELECTIONS					75.28	
Dept 265 BUILDINGS & GROUNDS						
101-265-726.000		NIKE DRI-FIT	CHASE CARD SERVICES	UNIFORM SHIRTS	128.46	
101-265-726.000		SPONGES	CHASE CARD SERVICES	SPONGES	17.74	
101-265-726.000		POPCORN MACHINE	CHASE CARD SERVICES	POPCORN MACHINE AND SUPPLIES	275.35	
101-265-726.400		BUILDING SUPPLIES	ANN ARBOR CLEANING	CLEANING SUPPLIES	224.95	
101-265-726.400		BUILDING SUPPLIES	SHERWIN WILLIAMS CO	PAINT	59.45	
101-265-823.000		TROUBLESHOOTING	CTC TECHNOLOGIES, INC.	DOOR ACCESS CONTROL	450.00	
101-265-861.000		FUEL & LUBES	WEX BANK	GAS PURCHASES	98.39	
101-265-931.000		BUILDING	T.P. ELECTRIC OF MI	SERVICE CALL FOR FIRE ALARM	185.00	
101-265-931.100		RUBBISH REMOVAL	PRIORITY WASTE, LLC	02/2026 WASTE SERVICES	199.12	
101-265-931.100		RUBBISH REMOVAL	PRIORITY WASTE, LLC	02/2026 WASTE SERVICES	199.12	
101-265-932.000		SALT FOR TWP HALL	CHASE CARD SERVICES	SALT FOR TOWNSHIP HALL	406.00	
101-265-932.000		GROUNDS	STADIUM HARDWARE	ICE MELT	159.80	
101-265-975.000	EGLE - HV		BOON & DARR INC	FAN COIL GEOTHERMAL HVAC	86,622.89	
101-265-975.000	EGLE - HV		BOON & DARR INC	FAN COIL GEOTHERMAL HVAC	345,346.41	
Total For Dept 265 BUILDINGS & GROUNDS					434,372.68	
Dept 266 ATTORNEY						
101-266-826.000		LEGAL FEES	DICKINSON WRIGHT PLLC	JANUARY 2026 LABOR LEGAL FEES	2,376.00	
Total For Dept 266 ATTORNEY					2,376.00	
Dept 301 SHERIFF						
101-301-931.100		RUBBISH REMOVAL	PRIORITY WASTE, LLC	02/2026 WASTE SERVICES	99.56	
101-301-931.100		RUBBISH REMOVAL	PRIORITY WASTE, LLC	02/2026 WASTE SERVICES	99.56	
Total For Dept 301 SHERIFF					199.12	
Dept 701 PLANNING						
101-701-726.300		COPY PAPER	STAPLES	THERMAL REGISTER ROLLS/COPY PAPER	20.70	

GL Number	Grant	Invoice Line	Des\Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 701 PLANNING						
101-701-901.000		ADVERTISING	MICHIGAN PUBLICATIONS	BOTAPRVD 01/13/26 5741 JACKSON H-	65.00	
101-701-901.000		ADVERTISING	MICHIGAN PUBLICATIONS	C-2 INDOOR REC 11/19/25	60.00	
101-701-901.000		ADVERTISING	MICHIGAN PUBLICATIONS	QUICKTRIP CORP	65.00	
101-701-901.000		ADVERTISING	MICHIGAN PUBLICATIONS	QUICKTRIP CONDITIONAL REZONING	75.00	
101-701-901.000		ADVERTISING	MICHIGAN PUBLICATIONS	REGULAR BOARD MEETING 01/27/2026	60.00	
101-701-901.000		ADVERTISING	THE SUN TIMES NEWS	BOTAPRVD 01/13/26 5741 JACKSON H-	235.00	
Total For Dept 701 PLANNING					580.70	
Dept 702 ZONING						
101-702-726.300		COPY PAPER	STAPLES	THERMAL REGISTER ROLLS/COPY PAPER	20.71	
101-702-817.000		CONSULTANT FEES	CARLISLE WORTMAN	10/2025 ZONING CONSULTATION	1,777.50	
Total For Dept 702 ZONING					1,798.21	
Total For Fund 101 GENERAL FUND					520,810.26	
Fund 206 FIRE DEPARTMENT FUND						
Dept 000						
206-000-720.000		LIFE INSURANCE	MEDMUTUAL LIFE	LIFE INSURANCE	916.99	
206-000-726.000		KLEEN DEF	CHASE CARD SERVICES	MENARDS: SUPPLIES	41.35	
206-000-726.000		TOOLS & SUPPLIES	HACKNEY ACE HARDWARE	SNOW DOMINATOR 18"	41.99	
206-000-726.000		TOOLS & SUPPLIES	LESSORS, INC.	CYLINDER RENTAL	5.25	
206-000-726.000		TOOLS & SUPPLIES	LESSORS, INC.	CYLINDER RENTAL	5.25	
206-000-726.000		TOOLS & SUPPLIES	PARTS PEDDLER AUTO	DEXCOOL READY2USE	32.58	
206-000-726.000		SMRT BATTERY PACK	STRYKER SALES, LLC	REPLACEMENT COT BATTARIES	1,166.20	
206-000-726.400		LAUNDRY SOAP	ANN ARBOR CLEANING	CLEANING SUPPLIES	303.90	
206-000-726.400		BUILDING SUPPLIES	ANN ARBOR CLEANING	CLEANING SUPPLIES	40.32	
206-000-726.400		DAMP MOP	ANN ARBOR CLEANING	BUILDING SUPPLIES	383.79	
206-000-726.400		DAWN DISH SOAP	CHASE CARD SERVICES	MENARDS: BUILDING SUPPLIES	66.08	
206-000-726.400		CLEAR TRASH CAN	CHASE CARD SERVICES	AMAZON: BUILDING SUPPLIES	278.94	
206-000-726.400		BUILDING SUPPLIES	HACKNEY ACE HARDWARE	TIE DOWN STRAP	14.99	
206-000-726.500		MEDICAL SUPPLIES	BOUND TREE MEDICAL,	MEDICAL SUPPLIES	169.10	
206-000-740.000		UNIFORMS	NYE UNIFORM COMPANY	HI GLOSS SHOE	87.32	
206-000-740.000		UNIFORMS	NYE UNIFORM COMPANY	HI GLOSS SHOE	69.50	
206-000-740.000		BUTTONS	NYE UNIFORM COMPANY	CLASS A UNIFORM: SIMPSON	484.76	
206-000-741.000		1-YEAR LICENSE	THE KNOX COMPANY	KNOX CLOUD LICENSE RENEWAL - 1	1,298.00	
206-000-741.000		BOOTS 8.5 GLOBE	W.S. DARLEY & CO.	BOOTS	1,391.00	
206-000-741.000		TACTICAL HELMET	W.S. DARLEY & CO.	TACTICAL HELMET	500.00	
206-000-835.000		COBB PHYSICAL	BIO-CARE, INCORPORATED	ANNUAL PHYSICAL	575.00	
206-000-861.000		FUEL & LUBES	WEX BANK	GAS PURCHASES	1,208.73	
206-000-920.000		TELEVISION	CHASE CARD SERVICES	XFINITY TELEVISION SERVICE	40.09	
206-000-920.000		TELEPHONE	VERIZON WIRELESS	02/14/26 - 02/13/26 TABLET SERVICE	443.53	

GL Number	Grant	Invoice Line	Des\Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE DEPARTMENT FUND						
Dept 000						
206-000-931.100		RUBBISH REMOVAL	PRIORITY WASTE, LLC	02/2026 WASTE SERVICES	99.56	
206-000-931.100		RUBBISH REMOVAL	PRIORITY WASTE, LLC	02/2026 WASTE SERVICES	99.56	
206-000-932.000		SNOW REMOVAL FOR	C&S LAWCARE LLC	FIRE STATION SNOW REMOVAL 2026	4,695.00	
206-000-939.000		TRUCK MAINTENANCE	FRONT LINE SERVICES,	DOOR CLOSER	78.00	
206-000-939.000		TRUCK MAINTENANCE	FRONT LINE SERVICES,	WIPER BLADES	108.74	
206-000-939.000		LABOR	R&R FIRE TRUCK REPAIR,	ENGINE 1 REPAIR	504.42	
206-000-939.000		LABOR	R&R FIRE TRUCK REPAIR,	ENGINE 1 REPAIR	1,573.90	
206-000-939.000		LABOR	R&R FIRE TRUCK REPAIR,	TRUCK MAINTENANCE: E-1	882.95	
206-000-958.000		MEMBERSHIP & DUES	MICHIGAN FIRE	MFIS MEMBERSHIP FOR BRANDON SEARS	40.00	
206-000-975.000-		BUILDINGS AND	WASHTENAW COUNTY	FIRE STATION 2 ENGINEERING REVIEW	135.00	
206-000-975.000-		REINSPECTION FEE	WASHTENAW COUNTY	FIRESTATION2 REINSPECTION FEE	340.00	
206-000-977.000		EQUIPMENT	CERTASITE, LLC	FIRE EXTINGUISHER 6YR/RECHARGE	90.50	
206-000-981.000		CHEVY GMC/3500	LAFONTAINE BUICK GMC	REPLACEMENT: BRUSH TRUCK	58,969.00	
Total For Dept 000					77,181.29	
Total For Fund 206 FIRE DEPARTMENT FUND					77,181.29	
Fund 208 PARKS & PATHWAYS FUND						
Dept 751 PARKS						
208-751-726.000		PROMAR TRAPS	CHASE CARD SERVICES	PROMAR TRAPS	249.89	
208-751-726.000		CONTAINERS	CHASE CARD SERVICES	CONTAINERS FOR PARKS DEPARTMENT	45.80	
208-751-726.000		FUNNELS	ULINE	FUNNELS	76.01	
208-751-726.000		CHAINSAWS	WEINGARTZ	CHAINSAWS	903.98	
208-751-726.000		TOOLS & SUPPLIES	WEINGARTZ	CHAINSAW OIL	24.49	
208-751-726.300		OFFICE	CHASE CARD SERVICES	OFFICE ORGANIZATION	133.89	
208-751-726.300		OFFICE SUPPLIES	STAPLES	STPLS WHITEBRD/FLPCHRT 2 SIDED	119.99	
208-751-726.300		HEATER, RAZOR,	ULINE	HEATER, RAZOR, CALENDAR	407.94	
208-751-726.400		REBAR	CHASE CARD SERVICES	REBAR	49.80	
208-751-817.000		5 OAKS SURVEY	ARBOR LAND	5 OAKS SURVEY	1,500.00	
208-751-823.000		TACTACAM	CHASE CARD SERVICES	TACTACAM SUBSCRIPTION MONTHLY ADD	7.00	
208-751-861.000		ZIPPY CAR WASH	CHASE CARD SERVICES	ZIPPY CAR WASH	74.97	
208-751-861.000		FUEL & LUBES	WEX BANK	GAS PURCHASES	49.02	
208-751-939.000		TRUCK MAINTENANCE	BRIDGESTONE RETAIL	2007 FORD F-350 SUPER DUTY XLT	212.98	
208-751-939.000		PPP 2022 GMC	CHASE CARD SERVICES	CAR WASHES FOR UTILITIES AND PPP	24.99	
208-751-960.000		CPRP	CHASE CARD SERVICES	CPRP	155.32	
Total For Dept 751 PARKS					4,036.07	
Dept 753 PATHWAYS						
208-753-726.000		TOOLS & SUPPLIES	MY GREEN MICHIGAN	CURBSIDE CARTS	122.75	
208-753-726.000		TOOLS & SUPPLIES	MY GREEN MICHIGAN	CURBSIDE CARTS	138.00	

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
Fund 208 PARKS & PATHWAYS FUND						
Dept 753 PATHWAYS						
Total For Dept 753 PATHWAYS					260.75	
Total For Fund 208 PARKS & PATHWAYS FUND					4,296.82	
Fund 230 PUBLIC TRANSIT FUND						
Dept 000						
230-000-872.000	AAATA ANNUAL		THE RIDE	BUS SERVICES FROM 10/1/25 THROUGH	45,334.92	
230-000-872.100	WAVE ANNUAL		THE RIDE	BUS SERVICES FROM 10/1/25 THROUGH	26,034.17	
Total For Dept 000					71,369.09	
Total For Fund 230 PUBLIC TRANSIT FUND					71,369.09	
Fund 590 SEWER FUND						
Dept 000						
590-000-726.000	TOOLS & SUPPLIES		KENNEDY INDUSTRIES,	FLYGT SCREW ALLEN M12 X 45 SS	39.52	
590-000-726.000	TOOLS & SUPPLIES		STADIUM HARDWARE	TORCH KIT	24.00	
590-000-726.000	TOOLS & SUPPLIES		STADIUM HARDWARE	FLASHLIGHT	26.00	
590-000-726.300	100 BLUE FOLDERS		CHASE CARD SERVICES	BLUE FILE FOLDERS	9.79	
590-000-726.300	COPY PAPER		STAPLES	THERMAL REGISTER ROLLS/COPY PAPER	62.11	
590-000-728.000	SEWER POSTAGE		PRINT-TECH, INC.	WATER/SEWER BILL PRINTING &	296.37	
590-000-740.000	NIKE DRI-FIT		CHASE CARD SERVICES	UNIFORM SHIRTS	140.21	
590-000-821.000	ENGINEERING FEES		OHM ADVISORS	DEP #1632 7777 MARSHALL ROAD -	743.00	
590-000-821.000	ENGINEERING		OHM ADVISORS	ENGINEERING SERVICES FOR GABRIELLE	672.00	
590-000-821.000	SEWER FUND		OHM ADVISORS	ENGINEERING STANDARDS UPDATE	127.50	
590-000-821.000			OHM ADVISORS	H2S ISSUES OXYGEN INJECTION SYSTEM	5,344.00	
590-000-821.000	JACKSON RD FORCE		OHM ADVISORS	ARV DESIGN AND TECHNICAL	11,979.00	
590-000-821.001	ENGINEERING FEES		OHM ADVISORS	HERITAGE WOODS - CE SERVICES	1,152.00	
590-000-821.001	ENGINEERING FEES		OHM ADVISORS	TRILOGY (HW) - CE SERVICES -	169.00	
590-000-821.001	ENGINEERING FEES		OHM ADVISORS	WOODVIEW COMMONS PHASE 2 - CE	324.00	
590-000-821.001	ENGINEERING FEES		OHM ADVISORS	SUBURBAN COLLECTION LIGHIA - CE	1,856.00	
590-000-821.002	ENGINEERING -		OHM ADVISORS	HERITAGE WOODS - CE SERVICES	2,104.50	
590-000-821.002	ENGINEERING -		OHM ADVISORS	TRILOGY (HW) - CE SERVICES -	428.00	
590-000-821.002	ENGINEERING -		OHM ADVISORS	WOODVIEW COMMONS PHASE 2 - CE	1,282.50	
590-000-821.002	ENGINEERING -		OHM ADVISORS	WOODVIEW COMMONS PHASE 1 - CE	2,222.50	
590-000-821.002	ENGINEERING -		OHM ADVISORS	LUNA DRIVE - CE SERVICES THROUGH	769.50	
590-000-821.002	ENGINEERING -		OHM ADVISORS	WCWRC POLE BARN CE SERVICES	1,574.00	
590-000-821.002	ENGINEERING -		OHM ADVISORS	DEP#1607 DAYCROFT SCHOOL - CE	169.00	
590-000-821.002	ENGINEERING -		ORCHARD,HILTZ &	VICTORY HQ - CE SERVICES	250.00	
590-000-823.000	CLEANING AND CCTV		PIPELINE MANAGEMENT CO	CLEANING AND CCTV SERVICES FOR	15,908.00	
590-000-861.000	FUEL & LUBES		WEX BANK	GAS PURCHASES	372.66	
590-000-861.100	DIESEL FOR		CORRIGAN OIL COMPANY	FUEL FOR GENERATOR	603.94	
590-000-904.000	SEWER PRINTING		PRINT-TECH, INC.	WATER/SEWER BILL PRINTING &	196.98	

GL Number	Grant	Invoice Line	Des\Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND						
Dept 000						
590-000-922.000		WATER	SCIO TOWNSHIP	PRIOR BALANCE AND PERIOD OF	1,071.71	
590-000-922.000		WATER	SCIO TOWNSHIP	WATER AND SWERE 09/01/25-11/30/25	24.20	
590-000-924.000			CITY OF ANN ARBOR	11/30/25 - 12/31/25 5470 JACKSON	348,739.57	
590-000-924.000			CITY OF ANN ARBOR	11/30/25 - 12/31/25 WALNUT RIDGE	7,684.63	
590-000-924.000			CITY OF ANN ARBOR	12/31/25 - 01/31/26 WALNUT RIDGE	9,196.92	
590-000-924.000			CITY OF ANN ARBOR	12/31/25 - 01/31/26 5470 JACKSON	223,112.04	
590-000-935.100		SYSTEM REPAIRS -	CITY OF ANN ARBOR	LIBERTY LEFT STATION OPERATION	3,197.88	
590-000-936.000		OXYGEN AND	LESSORS, INC.	PRODUCT SUPPLY	2,961.84	
590-000-939.000		OIL CHANGE./TIRE	CHASE CARD SERVICES	OIL CHANGE/TIRE ROTATE ID-4	58.64	
590-000-939.000		ELEMENT- AIR	CHASE CARD SERVICES	AIR FILTER FOR TRUCK #3	9.09	
590-000-939.000		UTILITIES 2024 GMC	CHASE CARD SERVICES	CAR WASHES FOR UTILITIES AND PPP	62.45	
590-000-958.000		SCADA CRUISE	UTILITIES	SCAD SUBSCRIPTION AND CELLURE	1,018.00	
590-000-960.000			CHASE CARD SERVICES	JOINT EXPO B.MCNIEL AND M.	300.00	
Total For Dept 000					646,283.05	
Total For Fund 590 SEWER FUND					646,283.05	
Fund 591 WATER FUND						
Dept 000						
591-000-726.000		TOOLS & SUPPLIES	KENNEDY INDUSTRIES,	FLYGT SCREW ALLEN M12 X 45 SS	39.52	
591-000-726.000		TOOLS & SUPPLIES	STADIUM HARDWARE	TORCH KIT	23.99	
591-000-726.000		TOOLS & SUPPLIES	STADIUM HARDWARE	FLASHLIGHT	25.99	
591-000-726.300		100 BLUE FOLDERS	CHASE CARD SERVICES	BLUE FILE FOLDERS	9.80	
591-000-726.300		COPY PAPER	STAPLES	THERMAL REGISTER ROLLS/COPY PAPER	62.10	
591-000-726.600		METER SUPPLIES	CORE & MAIN LP	SERVICE CHARGE ON PAST DUE AMOUNT	7.59	
591-000-728.000		WATER POSTAGE	PRINT-TECH, INC.	WATER/SEWER BILL PRINTING &	296.37	
591-000-740.000		CREDIT CARD	CHASE CARD SERVICES	UNIFORM SHIRTS	140.23	
591-000-821.000		WATER FUND	OHM ADVISORS	ENGINEERING STANDARDS UPDATE	127.50	
591-000-821.000		OHM SERVICES	OHM ADVISORS	LIBERTY RD WATER MAIN CONTROL	3,780.25	
591-000-821.000		ENGINEERING	OHM ADVISORS	WATER RELIABILITY STUDY UPDATE	7,745.50	
591-000-821.001		ENGINEERING FEES	OHM ADVISORS	TRILOGY (HW) - CE SERVICES -	1,050.00	
591-000-821.001		ENGINEERING FEES	OHM ADVISORS	FY 2025-2026 - UTILITY GENERAL	253.50	
591-000-821.001		ENGINEERING FEES	ORCHARD,HILTZ &	VICTORY HQ - CE SERVICES	1,360.00	
591-000-823.000		WATER LAB TESTING	CITY OF ANN ARBOR	BACTI SAMPLE TESTINGS	306.00	
591-000-823.000		WATER LAB TESTING	CITY OF ANN ARBOR	BACTI SAMPLE TESTINGS	417.25	
591-000-823.000		TOP OF PIPE	E. T. MACKENZIE	TOP OF PIPE MEASUREMENT PARK RD	7,868.62	
591-000-861.000		FUEL & LUBES	WEX BANK	GAS PURCHASES	372.66	
591-000-861.100		FUEL FOR 2821	CORRIGAN OIL COMPANY	FUEL FOR GENERATOR	521.70	
591-000-904.000		WATER PRINTING	PRINT-TECH, INC.	WATER/SEWER BILL PRINTING &	196.98	
591-000-927.000		WATER PURCHASE	CITY OF ANN ARBOR	11/30/25 - 12/31/25 WALNUT RIDGE	352.71	

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
Fund 591 WATER FUND						
Dept 000						
591-000-927.000		WATER PURCHASES	CITY OF ANN ARBOR	11/30/25 - 12/31/25 SCIO TWP WATER	304,532.48	
591-000-927.000		WATER PURCHASE	CITY OF ANN ARBOR	11/30/25 - 12/31/25 W LIBERTY RD	80,230.30	
591-000-927.000		WATER PURCHASE	CITY OF ANN ARBOR	12/31/25 - 01/31/26 W LIBERTY RD	86,738.83	
591-000-927.000		WATER PURCHASE	CITY OF ANN ARBOR	10/31/25 - 11/30/25 WALNUT RIDGE	5,110.48	
591-000-927.000		WATER PURCHASES	CITY OF ANN ARBOR	12/31/25 - 01/31/26 SCIO TWP WATER	141,798.28	
591-000-927.000		WATER PURCHASE	CITY OF ANN ARBOR	11/30/25 - 12/31/25 WALNUT RIDGE	8,906.07	
591-000-927.000		WATER PURCHASE	CITY OF ANN ARBOR	11/30/25 - 12/31/25 WALNUT RIDGE	208.88	
591-000-934.000		FIX BLOWN FUSE IN	UTILITIES	FIX LOST SIGNAL FOR LIBERTY VALVE	484.00	
591-000-935.000			CHASE CARD SERVICES	MISC FITTINGS FOR WATERMAIN BREAK	1,890.01	
591-000-935.000		REMOVE ANTENNA	UTILITIES	ANTENNA REMOVAL FOR MAIN BREAK	364.00	
591-000-937.000		HYDRANT	CORE & MAIN LP	2 18" HYDRANT EXTENSIONS	950.00	
591-000-937.000		MISC HYDRANT	CORE & MAIN LP	HYDRANT REPAIR PARTS	4,964.00	
591-000-939.000		OIL CHANGE./TIRE	CHASE CARD SERVICES	OIL CHANGE/TIRE ROTATE ID-4	58.64	
591-000-939.000		ELEMENT- AIR	CHASE CARD SERVICES	AIR FILTER FOR TRUCK #3	9.08	
591-000-939.000		UTILITIES 2024	CHASE CARD SERVICES	CAR WASHES FOR UTILITIES AND PPP	62.50	
591-000-958.000		SCADA CRUISE	UTILITIES	SCAD SUBSCRIPTION AND CELLURE	1,018.00	
591-000-960.000			CHASE CARD SERVICES	JOINT EXPO B.MCNIEL AND M.	300.00	
Total For Dept 000					662,583.81	
Total For Fund 591 WATER FUND					662,583.81	

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User: tcollier
DB: Scio

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP
EXP CHECK RUN DATES 03/11/2026 - 03/11/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GENRL

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	520,810.26
Fund 206 FIRE DEPARTMENT	77,181.29
Fund 208 PARKS & PATHWAY	4,296.82
Fund 230 PUBLIC TRANSIT	71,369.09
Fund 590 SEWER FUND	646,283.05
Fund 591 WATER FUND	662,583.81

Total For All Funds:	<u>1,982,524.32</u>
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03/05/2026

CHECK DISBURSEMENT REPORT FOR SCIO TOWNSHIP
CHECK DATE FROM 02/25/2026 - 02/26/2026

Check Date	Check #	Payee	Amount
02/25/2026	64714	ACCUSHRED, LLC	83.00
02/25/2026	64715		525.40
02/25/2026	64718#		233.00
02/25/2026	64718		3.36

			236.36
02/25/2026	64720	OCCUPATIONAL HEALTH CENTERS OF MI	214.00
02/25/2026	64721	DTE ENERGY	4,672.84
02/25/2026	64725#	CHERYL MCGUIRE	625.00
02/25/2026	64725	CHERYL MCGUIRE	700.00
02/25/2026	64725	CHERYL MCGUIRE	275.00
02/25/2026	64725	CHERYL MCGUIRE	275.00
02/25/2026	64725	CHERYL MCGUIRE	275.00

			2,150.00

02/25/2026	64726*	MEDMUTUAL LIFE	462.66
02/25/2026	64726	MEDMUTUAL LIFE	464.62
02/25/2026	64726	MEDMUTUAL LIFE	464.62

			1,391.90
02/25/2026	64727#	MICHIGAN PUBLICATIONS	55.00
02/25/2026	64727	MICHIGAN PUBLICATIONS	50.00
02/25/2026	64727	MICHIGAN PUBLICATIONS	65.00
02/25/2026	64727	MICHIGAN PUBLICATIONS	60.00

			230.00
02/25/2026	64730	SPECTRUM PRINTERS, INC.	855.00
02/25/2026	64730	SPECTRUM PRINTERS, INC.	1,950.00
02/25/2026	64730	SPECTRUM PRINTERS, INC.	1,890.00
02/25/2026	64730	SPECTRUM PRINTERS, INC.	640.00
02/25/2026	64730	SPECTRUM PRINTERS, INC.	267.56
			<u>5,602.56</u>
02/25/2026	64732*#	STAPLES	21.00
02/25/2026	64732	STAPLES	45.89
02/25/2026	64732	STAPLES	5.14
02/25/2026	64732	STAPLES	47.06
02/25/2026	64732	STAPLES	47.06
02/25/2026	64732	STAPLES	5.15
02/25/2026	64732	STAPLES	47.07
02/25/2026	64732	STAPLES	10.35
02/25/2026	64732	STAPLES	47.07
02/25/2026	64732	STAPLES	10.35
			<u>286.14</u>
02/25/2026	64736#	THE SUN TIMES NEWS	178.00
02/25/2026	64736	THE SUN TIMES NEWS	196.00
02/25/2026	64736	THE SUN TIMES NEWS	205.00
			<u>579.00</u>
02/25/2026	64739	UNUM LIFE INSURANCE CO. OF AMERICA	4,492.58
02/25/2026	64741	VOYA INSTITUTIONAL TRUST COMPANY	305.00
02/25/2026	64741	VOYA INSTITUTIONAL TRUST COMPANY	305.00
02/25/2026	64741	VOYA INSTITUTIONAL TRUST COMPANY	535.00
			<u>1,145.00</u>

02/25/2026	64755	ARMOREX	576.17
			22,184.95
02/25/2026	64713	A-2 AUTO	60.00
02/25/2026	64719		42.49
02/25/2026	64722	EMERGENT HEALTH PARTNERS	3,362.98
02/25/2026	64724	LOUIS & STEPHANIE CARNEY LLC	450.00
02/25/2026	64724	LOUIS & STEPHANIE CARNEY LLC	450.00
02/25/2026	64724	LOUIS & STEPHANIE CARNEY LLC	450.00

			1,350.00
02/25/2026	64726*	MEDMUTUAL LIFE	12.12
02/25/2026	64726	MEDMUTUAL LIFE	39.00
02/25/2026	64726	MEDMUTUAL LIFE	39.00
02/25/2026	64726	MEDMUTUAL LIFE	39.00

			129.12
02/25/2026	64729	PARTS PEDDLER AUTO SUPPLY	38.98
02/25/2026	64731*	STADIUM HARDWARE	35.92
02/25/2026	64758	C&S LAWNCARE LLC	2,305.00
			7,324.49
02/25/2026	64738	ULINE	81.83

02/25/2026	64742	WEINGARTZ	68.00
02/25/2026	64760		275.27 425.10
02/25/2026	64716	ARBOR LAND CONSULTANTS, INC.	4,320.00
02/25/2026	64717	PEA GROUP	3,500.00
02/25/2026	64735	TAMARACK VALUATION SERVICES	3,000.00
02/25/2026	64737	TREEMORE ECOLOGY & LAND SERV., INC	1,733.90 12,553.90
02/25/2026	64723*		86.80
02/25/2026	64732*#	STAPLES	18.51
02/25/2026	64734*		3.63
02/25/2026	64740	UTILITIES INSTRUMENTATION SERVICE	2,168.91
02/25/2026	64756*	AT&T	478.50
02/25/2026	64757*	BRIDGESTONE RETAIL OPERATIONS, LLC	203.03
02/25/2026	64757	BRIDGESTONE RETAIL OPERATIONS, LLC	52.39
02/25/2026	64757	BRIDGESTONE RETAIL OPERATIONS, LLC	101.53
			----- 356.95
02/25/2026	64759*	DTE ENERGY	3,720.91
02/25/2026	64759	DTE ENERGY	131.23

			3,852.14
02/25/2026	64762*		66.70
02/25/2026	64763*		117.16
02/25/2026	64764	OHM ADVISORS	253.50
02/25/2026	64765*	PRINT-TECH, INC.	266.35
02/25/2026	64765	PRINT-TECH, INC.	182.96
			<u>449.31</u>
02/25/2026	64766*		17.44
			7,869.55
02/25/2026	64723*		86.80
02/25/2026	64728	OHM ADVISORS	14,970.50
02/25/2026	64731*	STADIUM HARDWARE	343.98
02/25/2026	64732*#	STAPLES	18.51
02/25/2026	64734*		3.62
02/25/2026	64756*	AT&T	478.51
02/25/2026	64757*	BRIDGESTONE RETAIL OPERATIONS, LLC	203.03
02/25/2026	64757	BRIDGESTONE RETAIL OPERATIONS, LLC	52.39
02/25/2026	64757	BRIDGESTONE RETAIL OPERATIONS, LLC	101.54
			<u>101.54</u>

			356.96
02/25/2026	64759*	DTE ENERGY	1,769.48
02/25/2026	64759	DTE ENERGY	1,385.87
02/25/2026	64759	DTE ENERGY	89.82
02/25/2026	64759	DTE ENERGY	57.55
			<u>3,302.72</u>
02/25/2026	64761	HYDROCORP LLC	41,530.97
02/25/2026	64762*		66.70
02/25/2026	64763*		117.16
02/25/2026	64765*	PRINT-TECH, INC.	266.36
02/25/2026	64765	PRINT-TECH, INC.	182.95
			<u>449.31</u>
02/25/2026	64766*		17.43
			61,743.17
		TOTAL - ALL FUNDS	112,101.16

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

AGENDA # K.2
Scio Township Board of Trustees
Receipt of FOIA Appeals

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 3, 2026

PREPARED BY: Kristy Aiken

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

BACKGROUND: In accordance with Resolution 2025-35, the Office Coordinator will present FOIA appeals to the Board of Trustees for receipt.

FISCAL IMPACT: None

RECOMMENDATION: Office Coordinator and Township Attorney recommend approval

MODEL MOTION: Accept the FOIA appeals presented at the Board table.

- Greenberg, Jonathan:
 1. Appeal of FOIA Response of February 24, 2026 (Compensation Commission)
 2. Appeal of FOIA Response of February 24, 2026 (Steven Gillis)
 3. Appeal of FOIA Response of February 25, 2026 (Investigation)
 4. Appeal of FOIA Response of March 3, 2026 (Accounts Payable)

ATTACHMENTS:

[Appeal_Comp_Commission_FOIA.pdf](#)

[Appeal_Gillis_FOIA.pdf](#)

[Appeal_Investigation_FOIA.pdf](#)

[Appeal_Accounts_Payable_FOIA.pdf](#)

[Appeal_Yaple_Emails_FOIA.pdf](#)

FOIA Appeal — Compensation Commission

To: Scio Township Board of Trustees

From: Jonathan Greenberg, ScioNews.com

Date: February 26, 2026

Re: Appeal of FOIA Response dated February 24, 2026 (Compensation Commission)

I am appealing portions of the Township's response to my February 7, 2026 FOIA request regarding the Compensation Commission.

I acknowledge that Paragraph 3 (meeting minutes, agendas, resolutions, voting records) was fulfilled via links to the Township website.

Paragraph 1

My request: All communications regarding the Compensation Committee's recommendation to increase the Supervisor's salary, the Board vote approving it, and any subsequent action to overturn or reverse that approval.

Township response: "Denied as no such records exist."

Appeal: The Board voted on February 25, 2025 to approve the Supervisor's salary increase via Resolution 2025-10. The Board voted on March 11, 2025 to reverse that approval via Resolution 2025-12. Both resolutions are published on the Township's own website, and the Township's response itself directs me to them.

Resolutions do not draft themselves. Resolution 2025-12 in particular reversed a prior Board action, which is an unusual and significant step requiring deliberation. It is not credible that no emails, memos, or other communications exist among Board members, the Clerk, or the Township attorney regarding the drafting, circulation, or discussion of these resolutions, the underlying votes, or the decision to reverse a prior Board action. I am not asking for meeting minutes (which were provided). I am asking for communications surrounding these documented Board actions.

Paragraph 2

My request: All communications that reference or involve Jonathan Greenberg in connection with the Compensation Committee, the Supervisor's salary recommendation, or any related matter.

Township response: "Denied, to the extent it is unclear what records you are seeking."

Appeal: My request is clear: any Township communication that mentions my name in connection with the Compensation Committee or Supervisor's salary. Under the FOIA, if the Township found the request unclear, the appropriate response was to contact me for clarification, not to deny outright. MCL 15.235(2) contemplates requests for clarification as part of the response process. A denial for "unclear" language, when the request identifies both the subject matter and the individual by name, does not reflect a good-faith effort to comply.

I served on the Compensation Committee. My name appears in Committee records. I request the Township conduct a search for communications referencing "Jonathan Greenberg" or "Greenberg" in connection with the Compensation Committee or Supervisor salary matters.

Paragraph 4

My request: Any legal opinions, memoranda, or correspondence with the Township attorney regarding the authority to overturn the Compensation Committee's recommendation after Board approval.

Township response: Denied, with a link to a November 29, 2021 memorandum from Attorney Fink to the Compensation Commission.

Appeal: The 2021 memorandum predates both the Board's February 25, 2025 vote approving the salary increase and the March 11, 2025 vote reversing it. My request asks whether the Township attorney provided any legal guidance between those two dates regarding the Board's authority to reverse its own prior action. The question of whether a Board can undo a Compensation Committee determination after approving it is a distinct legal question from whatever the 2021 memo addresses.

I note that Attorney Fink is both the attorney who would have been involved in advising the Board during this period and the attorney now responding that no such records exist. If no legal guidance was provided before the Board took the unusual step of reversing its own vote, that itself is a noteworthy finding, but the Township should confirm that a search was conducted rather than simply pointing to a four-year-old document that does not address the question asked.

Relief Requested

I request that the Board reverse the denials for Paragraphs 1, 2, and 4, and direct the Clerk to conduct a search and produce all responsive records.

Labor Rate Challenge

The Township's cost estimate uses an hourly rate of \$50.72. Under MCL 15.234(1)(a), a public body "shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance." A keyword search of Township email does not require the Township's highest-paid staff. I request the Township identify which employee's wage the \$50.72 rate represents and confirm that no lower-paid employee is capable of performing a basic email search.

Procedural Note: Appeal Authority

I direct this appeal to the full Board of Trustees, not to the Office Coordinator or Township Attorney. Under MCL 15.240(1)(a), FOIA appeals are submitted to "the head of the public body." Resolution 2025-35 delegated appeal processing to the Office Coordinator conferring with the Clerk and Township Attorney. However, having the original FOIA Coordinator (the Clerk) participate in reviewing her own denial does not constitute an independent review. I request that each Board member individually review this appeal and that the Board vote on the disposition, as the statute contemplates.

This concern is not hypothetical. According to responses received by other FOIA requestors, at least one Board member has confirmed: "I do not have any input into FOIA appeals. Kristy and Mariah Fink are responsible for these." If the Board is not reviewing appeals, the statutory requirement for review by "the head of the public body" is not being met.

Note on Penalties

The Township's FOIA response states that punitive damages are \$500. This is incorrect. Under MCL 15.240(7), punitive damages for arbitrary and capricious violations are **\$1,000**, not \$500. The \$500 figure applies only to excessive fee violations under MCL 15.240a. Additionally, MCL 15.240b provides for civil fines of \$2,500 to \$7,500 per occurrence for willful and intentional FOIA violations or bad faith conduct. I note these provisions for the record.

Jonathan Greenberg
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6089 Green Mountain Circle
Ann Arbor, MI 48103
jonathan@greenbergs.org

FOIA Appeal — Steven Gillis Communications

To: Scio Township Board of Trustees
From: Jonathan Greenberg, ScioNews.com

Date: February 26, 2026

Re: Appeal of FOIA Response dated February 24, 2026 (Steven Gillis)

I am appealing the Township's response to my February 7, 2026 FOIA request regarding communications with and about Steven Gillis.

Part A: Records Already in Township Possession (No Search Required)

Before addressing the cost estimate, I am requesting the immediate production of specific records that are already identified, located, and in the Township attorney's possession. No search is required for these records, and no fee is justified.

Known Communications and Beyond

On February 25, 2025 at 5:53 AM, Steven Gillis emailed me accusing me of involvement with an anonymous note left at the Clerk's office. I forwarded this thread to Clerk Flintoft, Attorney Fink, and the Board on February 26, 2025. Clerk Flintoft responded the same day: "Thank you Jonathan for sharing this information. Kristy and Aurora are gathering all information related to this internal investigation, and will include this record." On February 26, 2025, I forwarded a threatening text message from Mr. Gillis to Attorney Fink. Attorney Fink responded on February 27, 2025: "I don't think you need to do anything. I recommend that you do not respond."

These communications confirm that Township officials were actively engaging with Mr. Gillis's accusations against me in late February 2025. I request the immediate production of these known records at no charge, as they are already identified and in the Township attorney's possession. I also request production of any other communications between Township officials and Mr. Gillis, or among Township officials referencing Mr. Gillis, during this period. Given that Clerk Flintoft directed staff to gather "all information related to this internal investigation," it is reasonable to expect that additional communications exist beyond the specific thread I am aware of.

I further note that Mr. Gillis has repeatedly acknowledged, in documented communications, that he reads his wife Mary Gillis's email. Any Township communications sent to or received from Mary Gillis regarding these matters were therefore effectively delivered to Steven Gillis and are responsive to this request.

Part B: The Cost Estimate Is Unreasonable

The Township estimates 8 hours at \$50.72/hr (\$405.76) to search for the remaining records.

The Rate Is Improper

Under MCL 15.234(1)(a), the Township "shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records." Running a keyword search on a Township email system does not require the Township's most senior staff. Office Coordinator Kristy Aiken and HR Manager Aurora Northrup were specifically tasked with gathering investigation-related records (per Clerk Flintoft's February 26, 2025 email). I request the Township identify whose hourly wage \$50.72 represents and confirm that no lower-paid employee is capable of performing a keyword search.

The Time Estimate Is Unreasonable

To eliminate any concern about scope, I am narrowing my request timeframe from "January 1, 2024 to present" to **January 1, 2025 to present**.

A keyword search for "Gillis" and "Greenberg" in Township email and file systems should take minutes, not 8 hours. Modern email platforms and shared drives have built-in search functionality. I request the Township provide a revised, itemized estimate that reflects the actual labor required for a keyword search of a narrowed 14-month timeframe, rather than the current estimate that appears designed to deter the request.

Part C: Scope Inflation on Paragraphs 4-5

Township response: Claims these requests "could include assessment records, planning and zoning records, and other day-to-day records."

Appeal: My requests are clear:

Paragraph 4 asks for records of Township information **provided to** Mr. Gillis. This means documents or information affirmatively shared with Mr. Gillis by Township officials, whether through FOIA or informal channels. It does not ask for every zoning file that happens to involve a property he may own.

Paragraph 5 asks for complaints or legal threats **from** Mr. Gillis. This means correspondence in which Mr. Gillis complains about or threatens the Township. It does not ask for routine property records.

This characterization inflates the scope to justify an unreasonable cost estimate. My requests describe a specific category of records with a clear direction of communication. I ask the Board to reject this scope inflation and direct the Clerk to search for records matching the plain language of my request.

Relief Requested

I request that the Board:

1. Direct the immediate production of the February 25-27, 2025 email thread and any additional communications between Township officials and Mr. Gillis, or among Township officials referencing Mr. Gillis, that exist beyond the specific thread I have identified (Part A above), at no charge for records already identified and in the Township's possession
2. Direct the Clerk to provide a revised, itemized cost estimate using the hourly wage of the lowest-paid employee capable of performing a keyword search, for the narrowed timeframe of January 1, 2025 to present
3. Reject the 8-hour time estimate as unreasonable for a basic keyword search

4. Reject the scope inflation on Paragraphs 4-5 and direct the Clerk to search for records matching the plain language of the request

Procedural Note: Appeal Authority

I direct this appeal to the full Board of Trustees, not to the Office Coordinator or Township Attorney. Under MCL 15.240(1)(a), FOIA appeals are submitted to "the head of the public body." Resolution 2025-35 delegated appeal processing to the Office Coordinator conferring with the Clerk and Township Attorney. However, having the original FOIA Coordinator (the Clerk) participate in reviewing her own denial does not constitute an independent review. I request that each Board member individually review this appeal and that the Board vote on the disposition, as the statute contemplates.

This concern is not hypothetical. According to responses received by other FOIA requestors, at least one Board member has confirmed: "I do not have any input into FOIA appeals. Kristy and Mariah Fink are responsible for these." If the Board is not reviewing appeals, the statutory requirement for review by "the head of the public body" is not being met.

Note on Penalties

The Township's FOIA response states that punitive damages are \$500. This is incorrect. Under MCL 15.240(7), punitive damages for arbitrary and capricious violations are **\$1,000**, not \$500. The \$500 figure applies only to excessive fee violations under MCL 15.240a. Additionally, MCL 15.240b provides for civil fines of \$2,500 to \$7,500 per occurrence for willful and intentional FOIA violations or bad faith conduct. I note these provisions for the record.

Jonathan Greenberg
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6089 Green Mountain Circle
Ann Arbor, MI 48103
jonathan@greenbergs.org

FOIA Appeal — Investigation of Anonymous Note

To: Scio Township Board of Trustees
From: Jonathan Greenberg, ScioNews.com

Date: February 26, 2026

Re: Appeal of FOIA Response dated February 25, 2026 (Investigation)

I am appealing the Township's response to my February 7, 2026 FOIA request regarding the internal investigation into an anonymous note found at the Clerk's office in February 2025.

Background: February 14, 2026 Phone Conversation

On February 14, 2026, I spoke with Attorney Fink by phone regarding this request. He stated it would be "easy to fulfill" because the Township had already produced responsive documents to Pat Lesko. When I noted that my request specifically seeks documents identifying me as a suspect, Attorney Fink claimed he was unaware I had been named. When I informed him that Clerk Flintoft had confirmed this at the time, he changed the subject.

Given this conversation, I am puzzled by the Township's written response claiming this request was fulfilled via the Compensation Commission FOIA. Attorney Fink acknowledged the Lesko documents exist and are responsive. Why were they not produced?

Section 1: The Township's Response Is Improper

Paragraphs 1-3: Conflation of Two Separate FOIAs

My request:

- ¶1: All documents, reports, findings from the investigation
- ¶2: Documents identifying Jonathan Greenberg as a suspect or person of interest
- ¶3: All communications about the investigation, including any referencing Greenberg

Township response: "Your request is otherwise granted and was fulfilled on February 24, 2026 when I sent records to you via email in response to your FOIA request regarding the Scio Township Compensation Commission."

Appeal: The Investigation FOIA and Compensation Commission FOIA are separate requests about different subjects. The Investigation FOIA concerns the anonymous note left at the Clerk's office and the subsequent internal investigation. The Compensation Commission FOIA concerns the Supervisor's salary recommendation. Claiming one fulfills the other is improper.

I ask the Township to identify specifically which documents from the Compensation Commission response are responsive to:

- Paragraph 1 (investigation documents, reports, findings)
- Paragraph 2 (documents naming me as a suspect)
- Paragraph 3 (communications about the investigation referencing me)

If no such identification can be made, I request the Township conduct an actual search for investigation records rather than assuming a response to one FOIA satisfies another.

Records Were Produced to Another Requestor

In response to a FOIA request from Pat Lesko dated October 17, 2025, the Township produced 14 pages of investigation documents. These documents are directly responsive to my request and include:

1. **The anonymous note itself** — responsive to ¶1
2. **Key fob access logs with handwritten annotations** tracking my movements (e.g., "let in J. Greenberg Aurora") — responsive to ¶2 and ¶3
3. **A suspect list that includes "Jonathan G."** — responsive to ¶2
4. **Interview notes from February 27, 2025** stating "a resident was aware before she was" — responsive to ¶1 and ¶3
5. **Jillian Kerry's interview from March 10, 2025**, which names me and states: "I'm assuming Mary Gillis because her husband made accusations Tues. morning in that email" — responsive to ¶1, ¶2, and ¶3
6. **Judy Moenck's interview from March 7, 2025** — responsive to ¶1
7. **A written statement from Trustee Kathleen Brant dated February 26, 2025**, which explicitly states: "Further, in learning that Jonathan Greenberg knew in advance of the meeting, of the note placed under Jessica's door..." — responsive to ¶2 and ¶3
8. **A sticky note documenting** "Delivered to Aurora by Kristy Aiken. 2-27-25 @ 2:50pm. For investigation of Note" referencing materials from the Decker Agency, the Township's municipal insurer — responsive to ¶1 and ¶4

Attorney Fink acknowledged on February 14 that these documents exist and this request would be "easy to fulfill." The Township produced these records to Ms. Lesko with appropriate redactions under MCL 15.243(1)(m). If they were producible to Ms. Lesko under that exemption framework, they are producible to me under the same terms.

Selective disclosure, providing public records to one citizen while denying or deflecting identical requests from another, violates the equal access principles that are foundational to Michigan's FOIA. The Act does not permit a public body to choose which citizens may see which records. The Township produced 14 pages of investigation documents to Ms. Lesko in October 2025. Four months later, when I requested the same records, the Township claimed the request had already been fulfilled through an unrelated FOIA about the Compensation Commission. This is not a good-faith response. It is selective disclosure, and it invites scrutiny under MCL 15.240b's provisions for willful and intentional violations.

I request these documents be produced directly in response to this FOIA, along with any investigation documents created after October 2025.

The MCL 15.243(1)(m) Redactions

The Township's response cites MCL 15.243(1)(m) as the basis for redacting portions of the investigation notes, claiming the notes contain "impressions and communications that are not purely factual" and are "preliminary to a final agency determination."

This exemption is narrowly construed under Michigan law and covers only non-factual, advisory material that is preliminary to a final determination. It does not cover purely factual materials. The following are factual, not advisory:

- A suspect list naming specific individuals

- Key fob access logs and annotations documenting who entered the building and when
- Interview logs recording what witnesses said
- Written statements from Board members
- Dates, times, and names documented in investigation records

To the extent that some redaction of genuinely advisory material may be appropriate, the exemption does not justify withholding entire documents, denying that documents exist, or claiming that a response to a different FOIA satisfies this request.

Section 2: Investigation Costs (Paragraph 4)

My request: Any records reflecting the cost of this investigation, including fees paid to outside investigators, HR consultants, or attorneys.

Township response: "Your request is denied as to Paragraph 4, as no record fitting the description you provided exists."

Appeal: This denial is not credible.

The Decker Agency was involved. The Decker Agency is the Township's municipal insurer, specializing in liability coverage and risk management for public entities. Materials from the Decker Agency were delivered to HR Manager Aurora Northrup on February 27, 2025, as documented by a sticky note in the Lesko production: "Delivered to Aurora by Kristy Aiken. 2-27-25 @ 2:50pm. For investigation of Note." The Township's insurer does not involve itself in workplace investigations at no cost. Whether the Decker Agency provided risk management advisory services, directed the investigation, or was simply notified of a potential claim, records of that engagement exist. I request production of all communications, reports, advisory materials, invoices, or claim records between the Township and the Decker Agency related to this investigation or the anonymous note incident.

Attorney Fink participated in investigation activities. On March 10, 2025, Office Coordinator Kristy Aiken scheduled a meeting regarding "Investigation of Note" with attendees including Clerk Flintoft, Aurora Northrup, Mariah Fink, and James Fink. Attorney time is billable. Attorney Fink's invoices to the Township would reflect time spent on investigation-related activities.

Township staff conducted formal interviews. HR Manager Aurora Northrup and Office Coordinator Kristy Aiken conducted formal interviews on March 7 and March 10, 2025. While staff salary costs may not be separately invoiced, the insurer involvement and attorney costs would generate records.

The claim that "no record fitting the description exists" for investigation costs is demonstrably false given the documented involvement of the Township's insurer and the Township attorney.

Fee Challenge

The Township's response offers a "fresh search" at \$202.88 (4 hours at \$50.72/hr). Under MCL 15.234(1)(a), the Township may not charge more than the hourly wage of its lowest-paid employee capable of searching for the records. I request the Township identify which employee's wage the \$50.72/hr rate represents.

More fundamentally, no "fresh search" should be necessary. The responsive records have already been compiled, as the Township produced them to Ms. Lesko four months ago. Producing the same

records to me requires copying, not searching.

Public Interest Fee Waiver

I request a fee waiver under MCL 15.234(2). This request is made in the public interest through ScioNews.com, a news outlet covering Scio Township governance. The records concern an internal investigation that used taxpayer resources to investigate a non-threatening workplace criticism note (as determined by the Washtenaw County Sheriff's Office), the naming of a civic participant as a suspect, and the involvement of the Township's insurer at public expense. These records primarily benefit the general public's understanding of how their government uses taxpayer resources and whether investigations are conducted for legitimate purposes. The information sought is not for commercial use.

Relief Requested

I request that the Board:

1. Direct the Clerk to identify which specific documents from the Compensation Commission response are claimed to be responsive to the Investigation FOIA, or acknowledge that the two requests are separate and conduct an actual search for investigation records
2. Direct the Clerk to produce the 14 pages of investigation documents that were produced to Pat Lesko in October 2025, with the same redaction framework applied to Ms. Lesko's production
3. Direct the Clerk to produce any additional investigation documents created after October 2025
4. Direct the Clerk to produce all communications, reports, advisory materials, invoices, or claim records between the Township and the Decker Agency related to this investigation or the anonymous note incident
5. Direct the Clerk to produce attorney billing records or invoices reflecting time spent on investigation activities, including the March 10, 2025 meeting
6. Waive fees on public interest grounds
7. Provide a revised fee estimate based on the lowest-paid capable employee rate if fees are not waived

Procedural Note: Appeal Authority

I direct this appeal to the full Board of Trustees, not to the Office Coordinator or Township Attorney. Under MCL 15.240(1)(a), FOIA appeals are submitted to "the head of the public body." Resolution 2025-35 delegated appeal processing to the Office Coordinator conferring with the Clerk and Township Attorney. However, having the original FOIA Coordinator (the Clerk) participate in reviewing her own denial does not constitute an independent review. I request that each Board member individually review this appeal and that the Board vote on the disposition, as the statute contemplates.

This concern is not hypothetical. According to responses received by other FOIA requestors, at least one Board member has confirmed: "I do not have any input into FOIA appeals. Kristy and Mariah Fink are responsible for these." If the Board is not reviewing appeals, the statutory requirement for review by "the head of the public body" is not being met.

Note on Penalties

The Township's FOIA response states that punitive damages are \$500. This is incorrect. Under MCL 15.240(7), punitive damages for arbitrary and capricious violations are **\$1,000**, not \$500. The \$500 figure applies only to excessive fee violations under MCL 15.240a. Additionally, MCL 15.240b provides for civil fines of \$2,500 to \$7,500 per occurrence for willful and intentional FOIA violations or bad faith conduct. I note these provisions for the record.

The Township's pattern of denying the existence of records that have been produced to other requestors, conflating separate FOIA requests, and using cost barriers to discourage disclosure warrants careful consideration of whether these responses reflect a good-faith effort to comply with Michigan's FOIA.

Jonathan Greenberg
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6089 Green Mountain Circle
Ann Arbor, MI 48103
jonathan@greenbergs.org

FOIA Appeal — Accounts Payable Records

To: Scio Township Board of Trustees

From: Jonathan Greenberg, ScioNews.com

Date: March 3, 2026

Re: Appeal of FOIA Response dated March 3, 2026 (Requests received February 20 and February 24, 2026)

I am appealing the Township's response to my two FOIA requests for accounts payable records, vendor payment records, and related financial documents.

Fee Waiver Request

Scio News (scionews.com) is an established news publication covering Scio Township governance. Under MCL 15.234(2), a public body shall furnish records at no charge or at a reduced charge if it determines that a waiver or reduction is in the public interest because searching for or providing copies of the record can be considered as primarily benefiting the general public.

The requested records concern how the Township manages public funds, whether vendors are being paid on time, and whether there are systemic financial management issues affecting Scio residents. This is the definition of information that primarily benefits the general public. Scio News publishes this information freely, with no paywall, no advertising, and no subscription fee. I request a full fee waiver for both requests.

Labor Rate Challenge

The Township estimates a cost of \$50.72 per hour. Under MCL 15.234(1)(a), a public body "shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance." Accounts payable records, check registers, aging reports, and vendor correspondence are standard outputs of any accounting system. Pulling these records does not require legal expertise, specialized knowledge, or senior staff time. The work involved is searching for and retrieving existing files, which is clerical in nature. I request the Township identify which employee's wage the \$50.72 rate represents and confirm that no lower-paid employee is capable of running a report from the Township's financial software.

Overlapping Requests

The Township estimated 4 hours at \$50.72 for each request, totaling approximately \$400 for both. However, the February 24 request encompasses the full scope of the February 19 request with a broader date range. A single query of the Township's accounting system would produce records responsive to both requests. Charging separately for two searches when one search satisfies both is an inflated cost estimate. I request the Board direct that a single search be conducted and that

the cost estimate reflect the actual work required, not a per-request multiplier.

Timeline Challenge

The response estimates a completion date of April 30, 2026, more than two months from the date of the requests. These are accounts payable records. They exist in the Township's financial software. A competent finance office can generate an aging report, pull a check register, and export vendor payment history in a matter of hours, not months. If the Township's financial systems are so disorganized that routine accounts payable data requires two months to retrieve, that itself is a matter of significant public concern. I request the Board direct staff to provide the requested records within 10 business days.

Blanket Exemption Language

The response states the request is "approved with the exception of any items that may be exempt pursuant to Sec. 13 of the Michigan Freedom of Information Act." This is a pre-written, blanket partial denial applied before any records have been reviewed. It provides no specificity about which records may be withheld, which exemptions apply, or how withholding serves the statutory purpose. Under MCL 15.243, a public body claiming an exemption must provide a detailed explanation of the basis for the exemption, including a description of the public interest to be served by withholding the record. A blanket reference to "Sec. 13" without identifying specific documents or specific exemptions does not satisfy this requirement.

This is the same template language that has appeared in every FOIA response issued by this Clerk's office, regardless of the nature of the request. It is not a case-by-case determination. It is a system designed to preserve the option to withhold records without committing to a reason in advance.

The Pattern

This response follows the same pattern documented across more than a dozen FOIA requests filed with Scio Township: blanket partial denials, inflated cost estimates, extended timelines for routine records, and the use of outside legal counsel to handle requests that should be processed by staff. The Township is spending public money to slow the release of public records. Every hour Fink & Fink spends responding to a FOIA request is an hour billed to Scio Township taxpayers. The residents of this Township are paying twice: once for the government that created the records, and again for the attorney hired to make sure those records are difficult to obtain.

Relief Requested

I request that the Board:

1. Grant a full fee waiver for both requests under MCL 15.234(2) based on the public interest served by Scio News's reporting
2. Direct staff to provide the requested records within 10 business days

3. Require that any claimed exemptions identify the specific records withheld and the specific statutory basis, rather than applying blanket Sec. 13 language
4. Direct that routine FOIA requests be processed by Township staff at clerical rates rather than routed through outside counsel

Procedural Note: Appeal Authority

I direct this appeal to the full Board of Trustees, not to the Office Coordinator or Township Attorney. Under MCL 15.240(1)(a), FOIA appeals are submitted to "the head of the public body." Resolution 2025-35 delegated appeal processing to the Office Coordinator conferring with the Clerk and Township Attorney. However, having the original FOIA Coordinator (the Clerk) participate in reviewing her own denial does not constitute an independent review. I request that each Board member individually review this appeal and that the Board vote on the disposition, as the statute contemplates.

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jonathan@greenbergs.org

FINK & FINK

PLLC

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also admitted in Florida

Parisa Ghazaeri

Naomi E. Fink

Stefanie K. Meisel

March 3, 2026

Mr. Jonathan Greenberg
ScioNews.com
6089 Green Mountain Circle
Ann Arbor, MI 48103

Sent only via email (jon@greenbergs.org)

RE: FOIA Requests received February 20 and February 24, 2026

Dear Mr. Greenberg:

Clerk Flintoft, Scio Township's FOIA Coordinator, has asked that I respond to the above-referenced FOIA Requests for:

[T]he following records for the Period December 1, 2025 to present:

1. All invoices from vendors, contractors, or consultants that were paid more than 30 days after receipt or after the stated due date, whichever is earlier.
2. All currently outstanding or unpaid invoices, including aging reports showing how long each invoice has been outstanding.
3. Any correspondence between the Township and vendors, contractors, or consultants regarding late payments, overdue balances, or requests for payment.
4. Any internal communications, memos, or reports regarding accounts receivable, payment delays, or cash flow issues. (February 19 request)

and

All accounts payable records, vendor payment records, and communications with vendors regarding overdue or outstanding payments for the period of October 1, 2025 through February 23, 2026. This request includes any payments that were returned, rejected, or reissued by the Township or by the payee during this period, as well as any wire transfers initiated by the Township. Please include all supporting documentation such as invoices, check registers, and correspondence. (February 26 request)

Your request is approved with the exception of any items that may be exempt pursuant to Sec. 13 of the Michigan Freedom of Information Act. The estimated date to provide the requested records is April 30, 2026.

You requested to be informed if the fees for the February 19, 2026 request will exceed \$50.00 before proceeding. The Township estimates that each request will take 4 hours at \$50.72/hr, totaling approximately \$202.88, depending on the actual time spent. Please let me know if you wish the Township to proceed with fulfilling the February 19 request or if, knowing the approximate cost, you no longer want the February 26 request fulfilled.

If you disagree with this decision, you may submit a written appeal specifically stating “appeal” and stating the reasons for appeal, to the Township Board by emailing Office Coordinator Kristy Aiken at kaiken@sciotownshipmi.gov. For your convenience, there is an appeal form on the Township website that may be used for this purpose. Or, you may seek judicial review under Section 10 of the Act within 180 days after the Township’s final determination to deny your request. Within ten (10) days of the Board of Trustees receiving a written request for appeal, the Township Office Coordinator shall (a) reverse the denial; (b) issue a written notice upholding the denial; (c) reverse in part and uphold in part by written notice; or (d) issue a notice extending by ten (10) business days the time to decide the appeal.

Should judicial review find that the Township did not comply with FOIA requirements, the Court may award reasonable attorney fees, costs, and disbursements. If the violation is deemed arbitrary and capricious, the Court may also award punitive damages of \$1,000.00. If the Township is found to have complied with the FOIA, the Court may assess reasonable court costs, including attorney fees, against the Plaintiff.

A copy of your request will be kept on file at Scio Township for no less than one (1) year.

If you have any questions regarding this response or need further assistance, please feel free to contact me at the contact information below.

Sincerely,



James A. Fink
james.fink@finkandfink.com

ec: Clerk Flintoft

FOIA Appeal — Treasurer Yapple Emails

To: Scio Township Board of Trustees

From: Jonathan Greenberg, ScioNews.com

Date: March 3, 2026

Re: Appeal of FOIA Response dated March 3, 2026 (Treasurer Yapple Emails)

This is a written appeal pursuant to MCL 15.240, Section 10(1)(a). I am appealing the Township's response to my February 24, 2026 FOIA request, received and responded to by outside counsel James A. Fink on March 3, 2026.

The Original Request

My request sought all emails sent by Treasurer Ryan Yapple to any member of the Board of Trustees for the period of January 1, 2026 through February 23, 2026, including all attachments, photographs, and embedded images contained in those emails.

The Response

The Township's response states:

"Your request is approved with the exception of any items that may be exempt pursuant to Sec. 13 of the Michigan Freedom of Information Act. The estimated date to provide the requested records is April 30, 2026."

Ground 1: The Blanket Section 13 Reservation Is a Partial Denial Without Required Specificity

The response reserves the right to withhold records under "Sec. 13" of the FOIA without identifying which of the nearly 30 separate exemptions under MCL 15.243 might apply, which records or portions of records might be withheld, or what the basis for any withholding would be.

This is a partial denial. MCL 15.235(4) requires that when a public body denies or partially denies a FOIA request, it must provide a written notice that includes: a description of the information or record withheld, an explanation of the basis for the exemption, and a full explanation of the requesting person's right to appeal and to seek judicial review. A blanket reference to the entirety of Section 13, without identifying which specific exemption applies to which record, does not satisfy these requirements.

Michigan courts have held that vague, categorical exemption language constitutes a failure to respond, which is treated as a final denial. The Township cannot approve a request while simultaneously reserving an undefined right to withhold undefined records under undefined exemptions. That is not an approval. It is a partial denial dressed in approval language.

Ground 2: The April 30 Fulfillment Estimate Is Unreasonable

The request covers emails from a single sender (Treasurer Yaple) to Board members over a period of less than two months (January 1 through February 23, 2026). Township email systems are searchable. Filtering one sender's outgoing messages to a defined recipient group over a 54-day window is a routine query that should take minutes, not months.

MCL 15.234(8) requires that time estimates be made in good faith and be reasonably accurate. An estimated fulfillment date of April 30, 2026, nearly two months after the response and over two months after the original request, is not a good-faith estimate for a readily searchable email query. It is indistinguishable from a delay tactic.

I request that the Township provide a revised, reasonable fulfillment date consistent with the minimal search effort this request actually requires.

Relief Requested

I request that the Board:

1. Reverse the partial denial and direct the Township to produce all responsive records without blanket exemption reservations. Any withholdings must cite a specific exemption under Section 13, describe the withheld material, and provide notice of appeal rights as required by MCL 15.235(4).
2. Direct the Township to fulfill this request within 10 business days, a timeframe consistent with the minimal search effort required for a single-sender email query over a 54-day period.

Jonathan Greenberg

ScioNews.com

6089 Green Mountain Circle

Ann Arbor, MI 48103

jon@greenbergs.org

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Scio Township, Washtenaw County

Request Form

827 North Zeeb Road *required to use this form* *Note: Requestors are not .*
The

Ann Arbor, MI 48103
Phone: 734/369-9400
for recordkeeping if not used.

township may complete one

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email **Fax**

Other Electronic Method

Date delivered to junk/spam folder: _____

Date discovered in junk/spam folder: _____

(Please Print or Type)

Name Jonathan Greenberg	Phone 734 276 8966
Firm/Organization ScioNews.com	Fax
Street 6089 Green Mountain Circle	Email jon@greenbergs.org
City Ann Arbor	State MI Zip 48103

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above

Deliver on digital media provided by the township:

Note: *The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.*

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Dear FOIA Coordinator,

Pursuant to Michigan's Freedom of Information Act (MCL 15.231 et seq.), I am requesting the following records:

All emails sent by Treasurer Ryan Yaple to any member of the Board of Trustees for the period of January 1, 2026 through February 23, 2026. This request includes all attachments, photographs, and embedded images contained in those emails.

I request these records in electronic format to minimize costs. Pursuant to MCL 15.241a, I am requesting a waiver or reduction of fees as a representative of the news media. I am the editor and publisher of ScioNews.com, an independent community news publication covering Scio Township. These records are being sought for the purpose of informing the public and not for commercial purpose.

Thank you,
Jonathan Greenberg
ScioNews.com

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Requestor's Signature

Date

Records Located on Website

(Complete both sides)

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-exempt information).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for

Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate 2. Labor to locate 3a. Labor to redact 3b.
- Contract labor to redact 6b. Labor to copy/duplicate records already on township's website

Requestor's Signature Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: Affidavit Received ___ No. of Previous Discounted Requests During _____
Calendar Year Eligible for Discount Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request: Requestor's Signature:

Date:

(Michigan Townships Association, rev. March 2019)

FINK & FINK

PLLC

ATTORNEYS AND COUNSELORS

James A. Fink

Mariah Evans Fink

Konrad L. Siller

Jillianne L.H Engen

Elisha V. Fink

3025 Miller Road
Ann Arbor, MI 48103

Phone: (734) 994-1077 • Fax: (734) 994-3737
www.finkandfink.com

Joshua R. Fink
also admitted in Florida

Parisa Ghazaeri

Naomi E. Fink

Stefanie K. Meisel

March 3, 2026

Mr. Jonathan Greenberg
ScioNews.com
6089 Green Mountain Circle
Ann Arbor, MI 48103

Sent only via email (jon@greenbergs.org)

RE: FOIA Request received February 24, 2026

Dear Mr. Greenberg:

Clerk Flintoft, Scio Township's FOIA Coordinator, has asked that I respond to the above-referenced FOIA Request for:

All emails sent by Treasurer Ryan Yapple to any member of the Board of Trustees for the period of January 1, 2026 through February 23, 2026. This request includes all attachments, photographs, and embedded images contained in those emails.

Your request is approved with the exception of any items that may be exempt pursuant to Sec. 13 of the Michigan Freedom of Information Act. The estimated date to provide the requested records is April 30, 2026.

A copy of your request will be kept on file at Scio Township for no less than one (1) year.

If you have any questions regarding this response or need further assistance, please feel free to contact me at the contact information below.

Sincerely,



James A. Fink

james.fink@finkandfink.com

cc: Clerk Flintoft

AGENDA # K.3
Scio Township Board of Trustees
Completion of Introductory Period for Niki Timmons

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 4, 2026

PREPARED BY: Aurora Northrup

SUBMITTED BY: Human Resources

ITEM TYPE: Possible Action

BACKGROUND:

Niki Timmons was hired as Finance Director on November 10, 2025. Niki has demonstrated that she can provide the level of performance required as the Township builds out its financial operations and reduces its reliance on outside contractors. The Clerk and Finance Director will continue to work closely together to implement best practices in line with all applicable standards, to make Scio Township a model for Township financial operations.

FISCAL IMPACT: None

RECOMMENDATION: Clerk and HR Manager recommend approval.

MODEL MOTION:

To approve the successful completion of the introductory period for Niki Timmons, as required by Section 12 of Employee Handbook.

QUESTION: Shall this Motion be APPROVED?

AGENDA # K.4
Scio Township Board of Trustees
Authorization of Plante Moran for Transitional Support to Finance Team

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 3, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

BACKGROUND: In August 2023, the Board of Trustees approved a contract with Plante Moran GAP to serve as Interim Finance Director. Plante Moran GAP has provided needed services to the Township and has continued to build capacity of staff, and provides critical expertise to support the year round financial operations and accounting. The Township established the position of Finance Director, engaged a recruiting firm to hire a Finance Director, and onboarded a Finance Director on November 10, 2025.

Supported by a Finance Manager and Finance Assistant, the Finance team has recently had several transitions with onboarding and cross training. The Clerk, Deputy Clerk, and Plante Moran have supported operations more intensively for this period of transition. We are fortunate to have a Treasurer, Deputy Treasurer, and Deputy Clerk, and Finance team who all work well together as we build out better processes and document improved procedures.

Over the coming year, Plante Moran will work to transition their functions to the Finance Director and team who will continue to build capacity inhouse to carry out Accounts Payable, Accounts Receivable/Utility Billing, Payroll, Capital Planning and Asset Management, Budget, Forecasting, and Reporting to ensure that we have a team that has more than one person who can carry out essential services and delivers model local government services.

Currently, Plante Moran delivers reliable financial analysis and projections, a utility rate model, support in managing the General Ledger, efficient preparation of financial statements, support for the development of the Township's annual proposed budget, as well as some of the tasks that had been carried out by the former Finance Manager Rebecca Maute including reconciliation of bank statements, and month end manual journal entries. Also, Plante will support audit preparation for FYE26 audit this spring for presentation to the Board in August. Additionally, Plante Moran provides support to the Treasurer for reconciliation prior to regular tax distributions to units (budgeted through 101 Treasury Department).

The Township has already authorized services of up to \$120,000 in FYE26 with \$109,390.25 expended in first three quarters on FYE26. I estimate that outstanding invoices may total \$40,000 for the remainder of the year.

Requested budget for FYE27 is \$120,000 for transitional support by Plante Moran. With remainder of needs for FYE26 and for FYE27, I am recommending the Board authorize up to \$150,000 for

transitional support from Plante Moran. During the year, the Clerk and Finance Director will work to transition functions from Plante Moran to the Finance team so that the Township can no longer be reliant on outside consultants for core operations.

FISCAL IMPACT: additional \$150,000 in Budgeted funds in 101-191 Contracted Services.

RECOMMENDATION: Clerk recommends approval.

MODEL MOTION: To approve continued authorization for the existing agreement with Plante Moran dated July 8, 2024 to provide Transitional Support to the Finance team through March 31, 2027; payable from 101-191-823 in an amount not to exceed \$150,000.

AGENDA # K.5
Scio Township Board of Trustees
Authorization of additional funds to C&S Lawncare for Snow Removal Services at Fire Station 1

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 3, 2026

PREPARED BY: Brandon McNiel

SUBMITTED BY: Utilities

ITEM TYPE: Possible Action

SUGGESTED ACTION: To approve snow removal and parking lot salting services by C&S Lawncare at Fire Station 1

BACKGROUND: Scio Township has expended the originally approved \$7,000.00 for Snow Removal at Fire Station No. 1. Utility Director is requesting approval for an additional \$3,000.00 dollars for snow removal and parking lot salting services to end out the winter season.

FISCAL IMPACT: \$3,000 from fund 206-000-932

RECOMMENDATION: Utility Director- Recommends approval

MODEL MOTION: To authorize C&S Lawncare for snow removal and parking lot salting services for Fire Station 1 in an amount not to exceed \$3,000.00 from fund 206-000-932.

ATTACHMENTS:

[Estimate EST3254820.pdf](#)

QUESTION: Shall this Motion be APPROVED?

C&S LAWCARE
3785 S. Zeeb Rd
Ann Arbor, MI 48103
Info@candslawncare.com



Estimate

ADDRESS

Scio Township Fire
Department
1055 N. Zeeb Rd
Ann Arbor, MI 48103
United States

ESTIMATE # EST3254820

DATE 10/16/2025

DATE	DESCRIPTION	AMOUNT
	ESTIMATE	
	2025-2026 season-Snow removal	
	Push lot 1-3"	160.00
	3-6"	220.00
	Salt lot	195.00

THIS IS NOT A BILL! Please sign, date and return if you wish to continue our services. Bill will be due the 30th of the month following your service. Late charges start on the day following the due date. Unpaid balance is subject to a finance charge of 2% (24%annual percentage rate) or \$2.00 whichever is greater. Thank you! We appreciate your business!

TOTAL

\$575.00

Accepted By

Accepted Date

For billing questions please call Laurie (734)546-8611 or Craig (734)368-3629, Tyler(734) 945-9581. info@candslawncare.com, Craig@candslawncare.com, Tyler@candslawncare.com, or Laurie@candslawncare.com

AGENDA # K.6
Scio Township Board of Trustees
Wagner Booster Station Repair of Pump #2

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 3/2/2026

PREPARED BY: Brandon McNiel

SUBMITTED BY: Utilities

ITEM TYPE: Possible Action

SUGGESTED ACTION: To authorize Kennedy Industries to repair pump #2 at Wagner Booster Station

BACKGROUND: Upon inspection of the booster station, the Utilities Department noticed a leak in one of the pumps. Kennedy Industries was called to assess the issue and removed the pump for inspection. After inspection, several issues were identified as outlined in the attached quote. The pump is needed for redundancy to ensure water is pumped properly throughout the system.

FISCAL IMPACT: \$8850.00 from GL #591-000-935.000

RECOMMENDATION: Utility Director/Supervisor recommend repair of pump.

MODEL MOTION: Authorize Kennedy Industries to complete the necessary repairs to pump #2 not to exceed \$8,850.00 from GL #591.000.935.000.

ATTACHMENTS:

[Kennedy Industries quote.pdf](#)

QUESTION: Shall this Motion be APPROVED?



QUOTATION		
DATE	NUMBER	PAGE
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B SCI100
 I SCIO TOWNSHIP
 L 827 N. ZEEB ROAD
 T ANN ARBOR, MI 48103
 O

Accepted By: _____
 Date: _____
 PO#: _____
 Ship To: _____

ATTENTION:
 BRANDON MCNIEL 734-590-0035 BMCNIEL@SCIOTOWNSHIPMI.GOV

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE
N/A	WAGNER BOOSTER, PATTERSON, PUMP, EF27A-CC, WATER BOOSTER	REA/GGB	FIELD SERVICE
QTY	DESCRIPTION		

THE FOLLOWING QUOTE IS FOR THE COST OF LABOR AND MATERIALS TO REPAIR THE ABOVE REFERENCED PUMP AND MOTOR.

NEW PARTS REQUIRED:

- (1) RADIAL BEARING - MOTOR
- (1) THRUST BEARING - MOTOR
- (1) BEARING LOCKNUT - MOTOR
- (1) BEARING LOCK WASHER - MOTOR
- (1) VOLUTE GASKET
- (1) MECHANICAL SEAL
- (1) SHAFT SLEEVE
- (1) SET OF FLUSHLINE TUBING
- (1) DEFLECTOR
- (1) SET OF FITTINGS
- (1) DEFLECTOR

LABOR REQUIRED:

PICKUP AT JOB SITE AND TRANSPORT TO KENNEDY INDUSTRIES WIXOM REPAIR FACILITY.

PERFORM ALL ELECTRICAL TESTS AND TEST RUN.

DISASSEMBLE COMPLETE PUMP AND MOTOR.

SANDBLAST COMPONENTS AND PREP FOR INSPECTION.

DIMENSIONALLY MEASURE ALL OPERATING CLEARANCES AND RECORD ON INSPECTION REPORT.

ASSEMBLE ALL ROTATING PARTS ON SHAFT AND PLACE IN BALANCING MACHINE.

VERIFY T.I.R. THEN DYNAMICALLY BALANCE ROTOR TO 4W/N.

ASSEMBLE ROTATING ELEMENT WITH NEW PARTS LISTED.

INSTALL ROTATING ELEMENT IN PUMP CASING THEN TORQUE BOLT TO PROPER SPECIFICATIONS.

ASSEMBLE MOTOR COMPLETE WITH NEW PARTS LISTED.



QUOTATION		
DATE	NUMBER	PAGE
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QTY	DESCRIPTION
-----	-------------

PRESSURE TEST PUMP TO ENSURE LEAK FREE.

PAINT THEN PRESERVE PUMP AND MOTOR FOR FIELD SERVICE INSTALLATION.

TOTAL REPAIR COST: \$6,750.00

DELIVERY: 8 WEEKS (AFTER RECEIPT OF ORDER)

IF YOU CHOOSE NOT TO REPAIR THIS PUMP, YOU WILL BE CHARGED AN INSPECTION FEE OF \$1,500.00

****INSPECTION FEE WILL BE INVOICED 30 DAYS FROM QUOTED DATE****

THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:

FIELD SERVICE LABOR REQUIRED:

KENNEDY INDUSTRIES WILL PROVIDE (1) FIELD SERVICE TECHNICIAN ONSITE TO INSTALL AND START UP YOUR REPAIRED PATTERSON PUMP, TEST RUN AND VERIFY PROPER OPERATION.

TOTAL FIELD SERVICE COST: \$2,100.00

TOTAL REPAIR COST: \$6,750.00

TOTAL FIELD SERVICE COST: \$2,100.00

TOTAL COST: \$8,850.00

PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS.

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR ARE IN NEED OF ANY ADDITIONAL INFORMATION PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

SINCERELY,

CODY BYERS
 CBYERS@KENNEDYIND.COM
 ESTIMATOR GGB

<p>This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 6/2023) and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.</p> <p>QUOTE VALID FOR 30 DAYS. QUOTE DOES NOT INCLUDE ANY TARIFFS OR ESCALATION UNLESS NOTED ABOVE. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE. NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30</p>	<p>TOTAL: \$8,850.00</p>
--	---------------------------------

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-5011

www.Kennedyind.com

AGENDA # K.7
Scio Township Board of Trustees
To authorize OHM Engineering to Review and NASSCO rate Year 2 Sewer Videos

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 3/4/2026

PREPARED BY: Brandon McNiel

SUBMITTED BY: Utilities

ITEM TYPE: Possible Action

SUGGESTED ACTION: To authorize OHM Engineering to Review and NASSCO rate Year 2 Sewer Videos

BACKGROUND: Before the Board is a proposal from OHM to review and NASSCO rate Year 2 of the sewer cleaning and TV inspection program. Reviewing and assigning NASSCO ratings is a crucial step in ensuring that Scio Townships sewer system remains in sound condition. These ratings, combined with OHM's professional guidance, will help the Utility Director identify and bring forward rehabilitation proposals from vendors for board consideration and approval.

This year, the Board approved \$600,000 in rehabilitation work in the CIP. Of that amount, the Utility Director has budgeted approximately \$400,000 for sewer manhole repairs and approximately \$200,000 for sewer main repairs later this fall.

FISCAL IMPACT: \$15,900 from GL 590-000-821 Contracted Services

RECOMMENDATION: Utility Director- Recommends Approval

MODEL MOTION: To authorize OHM to review and NASSCO rate year 2 sewer videos in the amount not to exceed \$15,900.00 from sewer fund 590-000-821 contracted services.

ATTACHMENTS:

[Scio Sewer Video Review_Year 2_2026-03-03.pdf](#)

QUESTION: Shall this Motion be APPROVED?



March 3, 2026

Brandon McNiel
Utilities Director
Scio Township
827 N. Zeeb Road
Ann Arbor, MI 48103

Regarding: **Sanitary Sewer Televising Review – Year 2**
Proposal for Professional Services

Dear Mr. McNiel:

At the request of the Scio Township Utilities Department, OHM Advisors (OHM) is pleased to provide this proposal for professional engineering services to review the sanitary sewer televising videos for Year 2 of the 5-year Sanitary Sewer Cleaning and Televising Program.

PROJECT UNDERSTANDING

OHM recently developed a 5-year Sanitary Sewer Cleaning and Televising Program for the Township Utilities Department to assess existing sanitary sewer pipe and manhole conditions throughout the Township. The televising videos for Year 2 of the program were provided to the Township by the Contractor (Pipeline Management). At the request of the Township, OHM will continue reviewing the videos provided as part of the Program and note any deficiencies encountered for the Township to repair or rehabilitate.

SCOPE OF SERVICES

OHM will review the televising videos for Year 2 of the Program and rate any defects (pipe or manhole) using the National Association of Sewer Service Companies (NASSCO) rating system. This includes the Pipeline Assessment Certification Program (PACP) Standards (1-5 system) and the Manhole Assessment Certification Program (MACP) Standards (1-5 system). Ratings will be compiled into a prioritized needs recommendation and provided to the Township Utilities Department for their use in developing the following year's pipe and manhole rehabilitation program.

SCHEDULE

OHM is prepared to begin work immediately upon authorization from the Township. Pipe and manhole condition ratings and recommendations will be provided by late Spring 2026 for the Township Utilities Department's use in preparing for the pipe and manhole rehabilitation program.

COMPENSATION

OHM will invoice the Township on an hourly, not-to-exceed basis in compliance with our 2026 Rate Schedule and shall not exceed **\$15,900**. Invoices will be sent monthly.



ASSUMPTIONS AND CLARIFICATIONS

The above scope of services was prepared based on the following assumptions:

- A proposal for review of the sanitary sewer televising videos for Years 3-5 of the Program can be provided at a later date under separate proposals for each individual year.
- This proposal does not include bidding assistance or construction engineering services for the lining and rehabilitation work. A proposal can be provided for this work upon request.
- Additional GIS assistance is not included.

AUTHORIZATION AND ACCEPTANCE

Should you find this proposal acceptable, please execute a copy of the attached agreement and return one copy to us for our files. This will serve as our authorization to proceed. Upon execution, this proposal as well as the attached Terms and Conditions and 2026 Rate Schedule will serve as our agreement and cannot be amended, altered, or changed, except by written authorization executed by both Scio Township and OHM Advisors.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 30 days. If you have any questions or comments, please contact us at matt.parks@ohm-advisors.com or sally.bos@ohm-advisors.com or by phone at 734.522.6711.

Sincerely,
OHM Advisors

Matthew D. Parks, P.E.
Principal-In-Charge

Sally L. Bos, P.E.
Project Manager

Encl: Standard Terms and Conditions
2026 OHM Rate Schedule

cc: Kristy Aiken, Township Office Coordinator

Scio Township
Sanitary Sewer Televising Review – Year 2
Proposal for Professional Services

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

TERMS & CONDITIONS



1. **THE AGREEMENT.** These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. **CLIENT RESPONSIBILITIES.** CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. **PROJECT INFORMATION.** OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. **PERIOD OF SERVICE.** The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. **COMPENSATION.** CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. **TERMS OF PAYMENT.** Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. **STANDARD OF CARE.** OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. **RESTRICTION OF REMEDIES.** OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. **LIMIT OF LIABILITY.** To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. **ASSIGNMENT.** Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. **NO WAIVER.** Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. **GOVERNING LAW.** The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.
13. **INSTRUMENTS OF SERVICE.** OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. **CERTIFICATIONS.** OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. **TERMINATION.** Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. **RIGHT TO SUSPEND SERVICES.** In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.
22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

OHM ADVISORS 2026 HOURLY RATE SCHEDULE



Classification	Level				
	I	II	III	IV	V
Professional Engineer	\$167	\$179	\$194	\$214	\$224
Graduate Engineer	\$145	\$156	\$161	\$169	\$182
Architect/Interior Designer	\$115	\$150	\$175	\$210	\$230
Landscape Architect	\$132	\$142	\$156	\$172	\$188
Planner	\$120	\$141	\$167	\$182	\$193
Project Coordinator/Urban Designer	\$93	\$125	\$142	\$162	\$182
Design Technician	\$115	\$134	\$151	\$170	\$188
Technician	\$109	\$128	\$146	\$163	\$172
Project Specialist	\$138	\$175	\$205	\$229	\$250
Professional Surveyor	\$156	\$173	\$189	\$203	\$215
Surveyor	\$112	\$132	\$144	\$158	\$170

Classification	I	II	III
Administrative Support	\$89	\$110	\$135
Technical Aide	\$85	\$89	\$94
Subject Matter Expert	\$250	\$300	\$375

Classification	
Principal	\$247

Rates as reflected subject to review and adjustment on an annual basis.
2026 Public Rates 25-1028 (MI OH Public)

AGENDA # K.8
Scio Township Board of Trustees
Consideration of Proposal for Construction of Permanent Wall for Private Office Space

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026

PREPARED BY: Kristy Aiken

ITEM TYPE: Possible Action

BACKGROUND: Over the past several years, the Township has worked toward reconfiguring areas of Township Hall to provide more functional and efficient office space. With the potential onboarding of an Operations Director in the coming months, the Office Coordinator is requesting construction of a permanent wall in the location where a temporary wall currently exists. The current layout does not provide sufficient privacy for confidential personnel matters, financial discussions, or other sensitive conversations requiring discretion. Constructing a private enclosed office will better support operational needs, ensure appropriate confidentiality, and provide a professional work environment consistent with the responsibilities of an Operations Director.

The Office Coordinator recommends Vanston/O'Brien, a locally owned company operating within Scio Township, to complete the work. The scope of work is clearly defined in the proposal by Vanston/O'Brien. In addition to the installation of a permanent wall, the project will include the relocation of light switches, light fixtures and the ceiling fan.

FISCAL IMPACT: \$11,225 from fund 101-265-975

RECOMMENDATION: Office Coordinator recommends approval

MODEL MOTION: Approve the proposal from Vanston/O'Brien in the amount of \$11,225 for the construction of a permanent wall to enclose office space at Township Hall with funds to be allocated from 101-265-975.

ATTACHMENTS:

[Carver Construction Quote.pdf](#)

[O'Neal Construction Quote.pdf](#)

[Phoenix Constructors Quote.pdf](#)

[Vanston/O'Brien Builders Quote.pdf](#)

Kristy Aiken

From: Jeffrey Fullerton
Sent: Friday, August 1, 2025 9:13 AM
To: Brandon McNiel; Kristy Aiken
Subject: Fw: RFQ- scio twshp- carver construction



Jeff Fullerton | Building Maintenance
Scio Township | 827 North Zeeb Road | Ann Arbor, MI 48103
Direct Dial 734.369.9351
jfullerton@sciotownshipmi.gov

From: Earl Carver <Earl@carverconstructionco.com>
Sent: Friday, August 1, 2025 8:30 AM
To: Jeffrey Fullerton <jfullerton@sciotownshipmi.gov>
Subject: RE: RFQ- scio twshp

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeffrey Price for building wall and Electrical work

Material & labor Carpenter work to build wall and door (township to supply lock for door)		\$ 14898.00
Electrical work Add 2 Switches one 2x2 light in hall move(2) 2x4 light in office		\$ 4512.00
Paint walls		\$ 1680.00
Supply install rubber base	\$ 380.00	
Clean up & haul away trash	\$ 840.00	
		\$
22310.00 Total Price		

Earl

Earl Carver
Carver Construction Co., Inc.
7080 Jackson Rd
Ann Arbor, MI 48103
734.662.4350 Fax 734.662.7877

From: Jeffrey Fullerton [mailto:jfullerton@sciotownshipmi.gov]
Sent: Wednesday, July 30, 2025 1:25 PM
To: Earl Carver <Earl@carverconstructionco.com>
Subject: RFQ- scio twshp

Hi Earl,

wondering if you had time yet to quote the project at the township hall yet.

Thanks,

jeff



Jeff Fullerton | Building Maintenance

Scio Township | 827 North Zeeb Road | Ann Arbor, MI 48103

jfullerton@sciotownshipmi.gov

Kristy Aiken

From: Jeffrey Fullerton
Sent: Wednesday, July 30, 2025 10:33 AM
To: Brandon McNiel
Cc: Kristy Aiken
Subject: Fw: Scio Township Hall Office Buildout Estimate
Attachments: 2025.07.30 - Scio Township Hall Office Buildout Estimate.pdf

FYI- first quote back for the operations office.



Jeff Fullerton | Building Maintenance

Scio Township | 827 North Zeeb Road | Ann Arbor, MI 48103

jfullerton@sciotownshipmi.gov

From: Charlie Fenton <cfenton@onealconstruction.com>
Sent: Wednesday, July 30, 2025 10:24 AM
To: Jeffrey Fullerton <jfullerton@sciotownshipmi.gov>
Cc: Matt Gudenau <mgudenau@onealconstruction.com>
Subject: Scio Township Hall Office Buildout Estimate

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning-

Please see the attached estimate for the office buildout at the Scio Township Hall.

Feel free to give me a call to discuss.

Thank you,

Charlie Fenton

o'neal construction

www.onealconstruction.com

525 W. William, Ann Arbor, Michigan 48103

P. (734) 769-0770 M. (734) 776-4685

Scio Township Hall Office Buildout

Conceptual Cost Estimate

Date: 7/30/25

Based on: Walkthrough w/ Jeff Fullerton



#	Category Name:	Pricing Source:	Quantity	Unit	Unit Cost	Total	Remarks			
1	PRE-CONSTRUCTION									
2	Building Permit	ALLOWANCE	1	LS	425.00	425				
3	GENERAL CONDITIONS									
4	General Conditions	OCI Budget	1	LS	8,435.57	8,436				
5	DOORS & WINDOWS									
6	Doors/Frames/Hardware	Included w/ Gyp Bd	-	-	-	-				
7	FINISHES									
8	Gypsum Board Assemblies	Subcontractor Budget	1	LS	7,550.00	7,550				
9	Acoustical Ceilings	Included Above	-	-	-	-				
10	Painting	OCI Budget	1	LS	1,750.00	1,750				
11	MECHANICAL									
12	HVAC Systems	Subcontractor Budget	1	LS	1,096.00	1,096				
13	ELECTRICAL									
14	Electrical	Subcontractor Budget	1	LS	4,475.00	4,475				
Sub-Total						23,732				
					OCI OH&P	11.50	%	23,732	2,729	
					Construction Contingency	10.00	%	26,461	2,646	Returned to owner if unused

TOTAL ESTIMATED COST: \$29,107

Qualifications

Based on normal working hours 7:00AM - 3:30PM

The following items are **NOT** included in this estimate:

- Design Services
- Performance Bond
- Glass & Glazing
- Carpeting
- Hazardous Material Abatement
- Fire Suppression
- Plumbing
- Fire Alarm
- Data/Communication Wiring
- Access Control/Security
- A/V



Washtenaw County Water Resources Commission
 705 N. Zeeb Rd
 Ann Arbor, MI 48103

Draft for Review
 Scio TWP Wall
 9/9/25

Project: Maintenance at wall location - Scio Twp building
 September 9th, 2025
 Attn: Jeffery Fullerton

Budget for completing repair of ceiling and wall location

Supervision/clean up 3.5 days figured (24 hours in total) anything above we'll cover	\$	2,240.00
Demo/Temporary protections	\$	987.00
Electrical: Wiltse Electric	\$	3,250.00
HVAC: IDC Heating and Cooling	\$	550.00
Carpentry: DDI Inc.	\$	4,200.00
Paint for the wall	\$	580.00
*Door/frame/hardware not included in this draft		
Subtotal	\$	<u>11,807.00</u>
10% Fee	\$	1,180.70
 Total Cost -	 \$	 <u>12,987.70</u>

Reviewed and Prepared by:

Noah D. Hiser
 Project Manager, Phoenix Contractors, |



PHOENIX CONTRACTORS, INC., 2300 Bishop Circle East, Dexter, Michigan 48130 P: 734.487.8140 F: 734.487.1222 www.phoenixco.biz



Proposal

March 01, 2026

To: Kristy Aiken
Scio Township
827 N Zeeb Rd
Ann Arbor, Mi 48103

Fax No:

Proposal No: 7984

Project: Private Office
827 N Zeeb Rd

Drawings: N/A

Scope of Work

We propose to furnish all material, labor, and equipment as required to complete the work as described below.

Description

- Architectural Design Documents/Services-(\$475.00 Allowance)
- Supervision - part time
- Permits/Fees- (\$300.00 Allowance)
- Temp Toilet-By Owner
- Temporary wall-visqueen/floor protection
- Layout/int walls
- Safety Procedures
- Jobsite Deliveries/Support Services
- General Cleanup
- Wall framing, 3 5/8" 20 ga metal studs @ 16" OC
- 4" Fiberglass Sound Insulation @ Int Walls"
- 3' x 7' Interior HM Door/Frame/Hrdw.
- 5/8" Drywall, level 4 finish
- Ceiling Tile & Grid, 2' x 4' reveal edge
- 4" Vinyl Cove Base"
- Paint Drywall (primer & 2 coats satin finish acrylic)-(270sf)
- Paint Existing Drywall Surfaces-(210sf)



- Painting/HM Doors
- Fire Protection-Excluded
- Electrical
- *Remove existing ceiling fan/switch.
- *Relocate room light switch to new wall
- *Relocate existing light fixtures to accommodate new wall.
- *Provide (1) receptacle (connected to the nearest circuit)
- *Relocate corridor switch.
- *Furnish & install (1) new 2" x 2" light fixture
- Flooring-To Remain

Qualifications

Listed below are the qualifications for our Scope of Work.

Clear access to areas where work is to be completed.

Work to be performed during normal working hours.

Exclusions

In addition to work not included in our proposed Scope of Work, the following items are specifically excluded.

No Exclusions

Proposal Amount/Acceptance

We propose to complete the work as described above for a total cost of **\$11,225.00**

Accepted by: _____ **Date:** _____

Accepted Alternates:



Respectfully Submitted,

Christopher Hughes

This proposal expires 30 Days from date of issuance

AGENDA # K.9
Scio Township Board of Trustees
Approval of Revised Managed IT Services Agreement with CTC Technologies

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 4, 2026

PREPARED BY: Kristy Aiken

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approve the Statement of Work with CTC Technologies for managed IT services under existing Master Service Agreement

BACKGROUND: Scio Township currently maintains a Master Service Agreement with CTC Technologies for services related to firewall management and support, secure remote access, unified threat detection and network management and support. In addition to these services, Scio periodically receives other IT services from CTC that fall outside the scope of the Master Service Agreement and are billed on an as-needed basis.

CTC has provided the Township with a Superseding Statement of Work (SOW) which would replace the prior managed services scope while maintaining the same service term end date. The proposed SOW expands the scope of services to include desk-side support, Office 365 Management and Windows administration under the managed services structure. This will allow the Township to receive these services for a fixed monthly cost rather than on as-needed basis. Based on current usage, it is estimated to reduce costs by approximately one-third compared to the current block of hours.

The monthly cost for the services previously covered under the block of hours arrangement will be \$4,464 per month under the proposed agreement. The total cost for the full Managed Service Provider (MSP) services package is \$7,130.25 per month, or \$85,560 annually.

FISCAL IMPACT: \$31,248 for 7 months from fund 101-228-823

RECOMMENDATION: Office Coordinator recommends approval.

MODEL MOTION: To approve the Superseding Statement of Work with CTC Technologies, Inc. for managed IT services under the existing Master Service Agreement, at an additional cost per month of \$4,464.00 from fund 101-228-823, and authorize the Supervisor to execute the agreement on behalf of the Township.

ATTACHMENTS:

SCIO Township - SOW - New Services.pdf
Current Master Agreement.pdf

Superseding Agreement (Managed Services Only)

This Statement of Work (“SOW”) applies solely to managed services provided by CTC and supersedes and replaces in its entirety the prior managed services statement of work previously executed between the parties. Upon execution of this SOW by both parties, the prior MSP statement of work shall be deemed terminated and of no further force or effect. This SOW is not an amendment, but a full replacement of the prior MSP statement of work and is intended to maintain continuity of the existing managed services term, with a revised commencement date and the same end date as the prior term. All other statements of work, project agreements, consulting agreements, or contractual arrangements between the parties remain unchanged and in full force and effect.

Network Security Services

Firewall Management and Support

	Responsible Party	
	CTC Technologies	Customer
Firewall Management and Support		
Creation/adjustment of up to 2 new firewall policies, policy routes, virtual-wire pair, and local-in policies a month. As needed and/or as requested.	X	
Creation/adjustment of up to 5 new URL filters a month. As needed and/or as requested.	X	
Creation/adjustment of up to 5 security profiles a month. As needed and/or as requested.	X	
Creation/adjustment of unlimited number of VIPs. As needed and/or as requested.	X	
Creation/adjustment of unlimited number of SD-WAN rules and SLAs. As needed and/or as requested.	X	
Creation of up to 2 new widgets a month. As needed and/or as requested.	X	
Addition of up to 1 new security fabric device a month. (must be a Fortinet device such as another FortiGate, FortiAuthenticator, FortiAP, FortiSwitch, etc.). As needed and/or as requested.	X	
Creation of up to 1 new static or dynamic route per month. MSP will refuse to implement items that it determines may pose a security risk to the customer’s environment. As needed and/or as requested. MSP is not responsible for troubleshooting/repair of devices that are not under management.	X	
Creation/adjustment of up to 1 new IPSec VPN tunnel per month. MSP will refuse to implement items that it determines may pose a security risk to the customer’s environment. As needed and/or as requested. MSP is not responsible for troubleshooting/repair of devices that are not under management	X	
Creation/adjustment of up to 1 new SSL VPN portals per month. MSP will refuse to implement items that it determines may pose a security risk to the	X	



TECHNOLOGIES INC.

customer's environment. As needed and/or as requested. MSP is not responsible for troubleshooting/repair of devices that are not under management		
Customer is responsible for any troubleshooting of devices that are not under MSP management. This includes any connectivity issues between MSP managed and 3 rd party/client managed devices.		X
Submit formal request for creation/adjustment/update/change of any items related to the firewalls under MSP management. Requests must include all details required to fulfill the request. Client may need to provide additional details if requested by MSP. Requests must be in the form of a ticket or email.		X
Unlimited number of signature database updates.	X	
Unlimited number of best practice recommendations a month. Recommendations can be provided by the CTC Technology team as discovered. Recommendations can also be provided upon request by customer in the form of a ticket, email, or meeting.	X	
Unlimited number of security rating patches a month achieving at least a "B rating" in all categories unless there are exceptions which will be justified and explained to the customer. Security rating patches will only be made once customer has given approval.	X	
Once a "B rating" is achieved in all categories, up to 3 new security rating patches will be made a month unless there are exceptions which will be justified and explained to the customer by the MSP. Security rating patches will only be made once customer has given approval.	X	
Approve and review patches proposed by MSP. This may be in the form of an email and/or ticket update.		X
Routine system upgrades up to once a month as needed. Client will be notified at a minimum of 1 week in advance. Upgrades are only applicable if available and a well-tested/validated revision is available. This is only as needed and/or as requested. Reasonable effort will be used for devices that are "End-Of-Life", no longer supported, or lack support licensing at the moment of the upgrade. This does not apply to critical security upgrades.	X	
Critical security upgrades will be applied as needed to systems within the earliest possible window available. The window must be agreed upon by both client and CTC Technologies. CTC Technologies will determine what upgrades are considered "Critical". Reasonable effort will be used for devices that are "End-Of-Life", no longer supported, or lack support licensing at the moment of the upgrade.	X	
Continuous monitoring of device health such as memory, CPU and SSD.	X	
Continuous monitoring of SD-WAN health, configurations, and SLAs.	X	
Continuous monitoring of administrative access to the firewalls.	X	
Continuous monitoring of SSL and IPSec VPN usage.	X	
Continuous monitoring and updating of system certificates for VPN and traffic.	X	
Continuous monitoring and notification of the status of device support and all related licensing.	X	
Procurement of licensing including but not limited to support and maintenance licensing. This includes all other licensing or vendor support required for device/services to function.		X
Procurement of any hardware items required to support or maintain device functions.		X
Out Of Scope Items		

Creation of ZTNA servers and policies.	N/A	N/A
Creation of new interfaces including SD-WAN interfaces and Zones.	N/A	N/A
Implementation of new connected networking devices.	N/A	N/A
Implementation of best practices.	N/A	N/A
Addition of new ISPs.	N/A	N/A
Creation of VDOMs.	N/A	N/A
Wireless devices and platform management.	N/A	N/A
Switching devices and platform management.	N/A	N/A

Enhanced Security

Secure Remote Access

	Responsible Party	
	CTC Technologies	Customer
Secure Remote Access		
Continuous monitoring of FortiClient EMS endpoints.	X	
Routine system upgrades up to once a month as needed. Client will be notified at a minimum of 1 week in advance. Upgrades are only applicable if available and a well-tested/validated revision is available. This is only as needed and/or as requested. Reasonable effort will be used for devices that are “End-Of-Life”, no longer supported, or lack support licensing at the moment of the upgrade. This does not apply to critical security upgrades.	X	
Critical System upgrades will be applied as needed to systems within the earliest possible window available. The window must be agreed upon by both client and CTC Technologies. CTC Technologies will determine what upgrades are considered “Critical”. Reasonable effort will be used for devices that are “End-Of-Life”, no longer supported, or lack support licensing at the moment of the upgrade.	X	
Routine FortiClient endpoint upgrades up to once a month as needed. Client will be notified at a minimum of 1 week in advance. Upgrades are only applicable if available and a well-tested/validated revision is available. This is only as needed and/or as requested. Reasonable effort will be used for devices that are “End-Of-Life”, no longer supported, or lack support licensing at the moment of the upgrade. This does not apply to critical security upgrades.	X	
Critical FortiClient endpoint upgrades will be applied as needed to systems within the earliest possible window available. The window must be agreed upon by both client and CTC Technologies. CTC Technologies will determine what upgrades are considered “Critical”. Reasonable effort will be used for devices that are “End-Of-Life”, no longer supported, or lack support licensing at the moment of the upgrade.	X	
Unlimited number of best practice recommendations a month. Recommendations can be provided by the CTC Technology team as discovered. Recommendations can also be provided upon request by customer in the form of a ticket, email, or meeting.	X	



Creation of Unlimited number of new widgets. As needed and/or as requested.	X	
Creation/adjustment of up to 5 security profiles a month. As needed and/or as requested.	X	
Monthly review of software inventory. Report any suspicious or potentially unwanted software.	X	
Submit formal request for creation/adjustment/update/change of any items related to the EMS or FortiClient under management. Requests must include all details required to fulfill the request. Customer may need to provide additional details if requested by MSP. Requests must be in the form of a ticket or email.		X
Monitoring and updating of all system certificates for systems and endpoints. This is limited to once per 12 month period.	X	
8x5 monitoring of endpoint health such as vulnerabilities, system events, web filter events, AV events, video filter events, firewall events, and sandbox events (if applicable).	X	
Onboarding of an unlimited number of endpoints (Windows, Linux, Mac).	X	
Patching of top 10 vulnerable endpoint vulnerabilities found by FortiClient when available and/or requested. Patching will only be performed utilizing the EMS/ FortiClient automated patching system. MSP is not responsible for patch testing/validation on software outside of the FortiClient itself.	X	
MSP may communicate potential down time requirements when/if needed. This is only applicable when MSP is aware of the downtime requirements of a patch. This is not always "known" when a patch is available.	X	
Communication of available "windows" for down time to MSP and internal communication of said down time to customer organization. This includes coordination all associated/impacted parties within the organization.		X
Inform/continually update the MSP on internal policies related to "change windows" or other limitations on down time within the customer's environment.		X
MSP to notify the customer of any manual patches that need to be made.	X	
Planning and implementation of manual patches and/or patches that require implementation outside of the EMS. This applies to any software or patch that is determined to be not compatible with EMS. This also applies to software or patches that CTC Technologies has determined are not ideal for the EMS or could have adverse impact when applied through the EMS.		X
Continuous monitoring and notification of the status of device support and all related licensing.	X	
Procurement of licensing including but not limited to support and maintenance licensing. This includes all other licensing or vendor support required for device/services to function.		X
Procurement of any hardware items required to support or maintain device functions.		X
Out Of Scope Items		
Deployment to networking devices, SANs and/or other storage devices.	N/A	N/A
Deployment to endpoints that are incapable of running FortiClient.	N/A	N/A
Creation of zero trust tags and destinations.	N/A	N/A
Configuration and/or management of Multi-tenancy.	N/A	N/A
Configuration and/or management of Mobile device policy and deployments.	N/A	N/A

Configuration and/or management of Forensic analysis.	N/A	N/A

Unified Threat Detection

	Responsible Party	
	CTC Technologies	Customer
Unified Threat Detection		
8x5 monitoring of traffic for suspicious/malicious activity.	X	
Upon request, creation of detailed report of unlimited number of suspicious traffic activity. (Client to provide report details/requirments)	X	
Routine system upgrades up to once a month as needed. Client will be notified at a minimum of 1 week in advance by MSP. Upgrades are only applicable if available and a well-tested/validated revision is available. This is only as needed and/or as requested. Reasonable effort will be used for devices that are “End-Of-Life”, no longer supported, or lack support licensing at the moment of the upgrade. This does not apply to critical security upgrades.	X	
Critical security upgrades will be applied as needed to systems within the earliest possible window available. The window must be agreed upon by both client and CTC Technologies. CTC Technologies will determine what upgrades are considered “Critical”. Reasonable effort will be used for devices that are “End-Of-Life”, no longer supported, or lack support licensing at the moment of the upgrade.	X	
Addition of up to 6 new connected endpoints a month. This includes but is not limited to windows endpoints and servers. This does not include infrastructure devices such as firewalls, routers, and switches.	X	
Submit formal request for addition, deletion, or modification of a new endpoint must include details such as the endpoint user’s email address, username, OS, and which policy to apply it to (if applicable).		X
Creation of up to 2 new metadata sets and reports per month.	X	
Modification and update up to 5 metadata sets and reports per month.	X	
Creation of up to 1 new automation stitch per month.	X	
Modification and update up to 2 automation stitches per month.	X	
Submit formal request for a new automation stitch or modification of an existing one must include a detailed description of condition (what event is going to trigger the action), action (what is going to happen when an event activates the condition), result (what type of report and notification channel should be used to display the results). Requests must be in the form of a ticket or email.		X
Creation of up to 2 new widgets a month.	X	
Modification and update of up to 5 widgets a month.	X	
Submit formal request for creation or modification of a widget must include what information is going to be displayed and how/where you want it to be displayed (identify the size of the widget and upon logging into FortiAnalyzer, where it is located on the dashboard). Requests must be in the form of a ticket or email.		X
Publish of up to 5 custom reports a month. This does not include the automated weekly and monthly user usage report.	X	
Modification and updates of up to 5 custom reports a month. This does not include the automated weekly and monthly user usage report.	X	



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Publishing of weekly and monthly user usage reports.	X	
Publishing of weekly and monthly suspicious activity reports.	X	
Submit request for new additions, creations, or modifications to any configurations or reports must include details such as the endpoint's hostname, username, email, and location. Requests must be in the form of a ticket or email.		X
Submit formal request for a new custom report or modification of an existing report must include the endpoint's hostname, endpoint user's username, and a detailed description of what information must be in the report. Requests must be in the form of a ticket or email.		X
Submit formal request for any change in delivery cadence such as the frequency of the published reports and/or adding/removing an admin to receive reports. Requests must be in the form of a ticket or email.		X
Creation of Automated security event report. This report is then generated automatically and will notify the MSP and customer.	X	
Addition of 1 new security fabric device a month. (must be a Fortinet device such as another FortiGate, FortiAuthenticator, FortiAP, FortiSwitch, etc.)	X	
Threat hunting limited to 2 devices a month.	X	
Unlimited number of best practice recommendations a month. Recommendations can be provided by the CTC Technology team as discovered. Recommendations can also be provided when requested by customer in the form of a ticket, email, or meeting.	X	
Monitoring of SSL and IPSec VPN usage and a monthly report of connected users.	X	
Up to 1 hour of after hours critical security event support per month. This does not include "Incident Response" services or forensic analysis of a security incident (aka "Breach").	X	
Communication of potentially suspicious security events when discovered.	X	
Contact and coordination of an Incident Response firm if a security breach is established/discovered by client or client is notified of a security breach. This would also include notifying the appropriate governing bodies as required by client's compliance policies/requirements or legal obligations.		X
Continuous monitoring and notification of the status of device support and all related licensing.	X	
Procurement of licensing including but not limited to support and maintenance licensing. This includes all other licensing or vendor support required for device/services to function.		X
Procurement of any hardware items required to support or maintain device functions.		X
Overage expenses caused by exceeding storage or EPS limits.		X
Out Of Scope Items		
Configuration of syslog dump.	N/A	N/A
Configuration of FortiAnalyzer HA.	N/A	N/A
Configuration of email settings.	N/A	N/A
Monitoring of networking devices such as switches, APs, and routers that are not managed by CTC.	N/A	N/A
Monitoring and on boarding of cloud instances and VMs.	N/A	N/A
Monitoring and on boarding of SANs or other storage devices.	N/A	N/A

Active monitoring.	N/A	N/A
Creation of ADOMs.	N/A	N/A

Network Management and Support

	Responsible Party	
	CTC Technologies	Customer
Network Management and Support		
Configuration, monitoring, and maintenance of managed switches, routers, wireless LAN controllers, and wireless access points. CTC will not directly manage any wireless access points (AP) that is not connected to a wireless LAN controllers.	X	
Configuration of switch interfaces including switchports, trunks, aggregate interfaces, and routed interfaces.	X	
Configuration, documentation, and maintenance of L2 VLANs and SVIs.	X	
Configuration, documentation, and maintenance of static and dynamic routes.	X	
Configuration of 802.1X port and administrative settings.	X	
Configuration of Radius and/or NAC server. All 802.1X configuration parameters must be given to CTC.		X
Troubleshooting of misconfigured 802.1X and/or NAC server settings.		X
For ISP BGP peering, provide ISP information such as contact number and/or email.		X
Documentation and maintenance of all Network Access Control Lists.	X	
Configuration of new Network Access Control Lists limited to 10 a month. Unlimited number of modifications to existing ACLs	X	
Client responsible for providing exact parameters for Network Access Control List configurations such as ip addresses, ports, services, etc.		X
Real time network monitoring of bandwidth usage, latency, jitter, packet loss, device uptime, etc. utilizing CTC standard network monitoring and discovery solution.	X	
Alerting of down devices and critical interfaces such as switch-to-switch uplink ports, uplinks to servers, uplinks to routers/firewalls, uplinks to ISP modems/gateways, IPSec tunnels, etc. utilizing CTC standard network monitoring and discovery solution. (critical interfaces to be determined upon network evaluation).	X	
Client responsible for maintaining and managing physical infrastructure including but not limited to low-voltage cabling, fiber optics, DAC, transceivers, patch cables, etc. CTC may help with remote troubleshooting of physical infrastructure if requested.		X
Installation of CTC network monitoring and discovery solution. CTC will assist with the installation remotely.		X
Maintain CTC standard network monitoring and discovery solution dashboard.	X	
Provide CTC standard network monitoring and discovery collector agent.	X	
Customer must inform CTC if there is a scheduled network outage which will impact any of the devices managed and monitored by CTC.		X



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Monthly, or as needed, firmware/software updates and patches for networking devices such as switches, APs, routers, firewalls, If a mature and well tested revision is not available, CTC will skip that month's firmware upgrade.	X	
CTC will document and maintain a network topology and inventory of all networking devices which will be updated if CTC notices or is made aware of network changes.	X	
Inform CTC of any network changes such as switch replacement or similar.		X
Monitoring of networking performance. CTC will inform the customer of any issues that were found and work with the client to resolve the issue whether it requires downtime or not.	X	
Client is responsible for requesting reports on network performance and other analytics.		X
Taking and storing backup configs taken weekly	X	
CTC standard best practice configurations and implementation to be coordinated with the client.	X	
Upon CTC adoption of the client's network, CTC will monitor the network and look for any vulnerabilities. CTC will report said findings to the client along with remediation tasks. CTC will coordinate with the client to implement CTC standard best practice fixes to tighten security and performance.	X	
Configuration of authentication settings such as SSO, Radius, LDAP, or local in coordination with the client.	X	
Client is responsible for configuring NPS for Radius authentication and idp configurations for SSO.		X
Client is responsible for providing the DCs, OUs, and security groups for LDAP authentication.		X
Client is responsible for providing subnet/IP schemes and documentation		X
Maintenance of management of subnet/IP schemes and documentation	X	
Configuration and maintenance of SSIDs	X	
Configuration and maintenance of WPA settings.	X	
Configuration and maintenance of operating settings including but not limited to transmit power, channel configurations, profile overrides, handoff settings, etc.	X	
Troubleshooting of poor or intermittent wireless coverage.	X	
Troubleshooting of failed authentication limited to local accounts created on CTC managed devices.	X	
Troubleshooting of authentication settings. CTC may assist with troubleshooting as long as it pertains to CTC managed devices.		X
Out Of Scope Items		
Procurement of hardware and licenses.	N/A	N/A
Support for End-of-life and/or End-of-support devices.	N/A	N/A
Physical infrastructure.	N/A	N/A
Installation of hardware.	N/A	N/A

User Support Services

Desk-Side Support

	Responsible Party	
	CTC Technologies	Customer
Desk-Side Support		
On-site visits, when necessary and by request. Visits are limited to up to two (2) business days per week and occur only during standard business hours (9:00 AM – 5:00 PM EST), excluding CTC and client-observed holidays. CTC will determine the necessity and priority of on-site visits. This excludes any separately scoped or project-based work.	X	
After-hours or emergency support. Services outside standard business hours (9:00 AM – 5:00 PM EST, excluding holidays) are considered ad-hoc and may be billable unless initiated by CTC for operational reasons.	X	
Access and work environment. Provide timely access to facilities and systems when on-site support is scheduled or required. If client policy requires a representative to accompany CTC personnel, the client must ensure such personnel are available for the full duration of the visit. A reasonable work environment, free from physical hazards or unsafe conditions, must be provided to allow CTC to perform services effectively.		X
Request submission. All requests related to devices under MSP management must be submitted via an authorized support channel (ticketing system or designated email). Requests must include sufficient details to allow fulfillment. CTC may request additional information as needed to complete the request.		X
Incident prioritization. CTC reserves the right to prioritize incidents based on business impact, user count, and severity. Routine or non-urgent issues may be scheduled during the next available on-site window.	X	
Reporting incidents or failures. Notify the client of significant failures, potential risks, or recurring issues observed during visits.	X	
User accountability. Ensure users follow standard procedures, provide accurate information in support requests, and do not interfere with troubleshooting activities.		X
Documentation and process information. Provide documentation or instructions necessary to perform work when requested by CTC, including device lists, configuration details, and any client-specific procedures.		X
Acquisition and purchasing of hardware. CTC will make recommendations as needed. Procurement and approval remain the responsibility of the client.		X
Consumables and supplies. The client is responsible for supplying items including but not limited to printer paper, toner, external storage, or other consumables required to perform normal operations.		X
Supported systems. CTC will support end-user computing devices and standard IT systems, including workstations, laptops, monitors, peripherals, networked printers, and other devices under active management.	X	
Specialized or regulated systems. Systems considered specialized, regulated, or operationally unique to the client's environment are not supported. Examples include building security, surveillance, access control, dispatch, manufacturing control, audio/visual streaming or broadcast equipment or other proprietary operational technologies. Configuration or maintenance of specialized applications, firmware, or vendor-specific standards remains the responsibility of the client or their designated provider. underlying hardware and network components will be supported on a best effort basis.		X



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Externally managed systems. Systems owned, maintained, or supported by another vendor or internal department are excluded from support unless specifically included in a separate written agreement. Coordination with third parties may occur at CTC's discretion but does not constitute direct support.		X
Environmental and facility systems. Support does not extend to non-IT infrastructure such as HVAC controls, power distribution, or physical plant systems, unless otherwise stated in the Managed Services Agreement.		X
Legacy device handling. Provide best-effort support for end-of-life or legacy devices, recognizing that functionality may be limited due to hardware or software restrictions.	X	
Connectivity and power under client control. The client is responsible for maintaining operational connectivity and power to all supported systems, including payment of utility or service provider bills and proper handling of related physical equipment (e.g., ISP demarcation points, modems, switches, and power sources). Negligence or lapses in maintaining these dependencies may impact service delivery and fall outside of CTC's responsibility.		X
External or uncontrollable factors. When services are impacted by conditions outside of CTC's reasonable control, including, but not limited to, utility outages, upstream provider failures, environmental events, or force majeure circumstances, CTC will apply commercially reasonable best efforts to assist in resolution. These efforts fall outside of standard service level targets and may not result in full restoration.	X	
Temporary workaround solutions. Provide temporary fixes or workarounds for supported devices or applications until permanent resolution can be implemented.	X	
Change requests. Implement configuration changes, updates, or adjustments to managed systems as needed and necessary. When a client change process exists, CTC will follow the defined procedure within approved change windows. If no change process is communicated, CTC may, at its discretion, determine the need and timing for changes based on urgency and business impact.	X	
Change management communication. Communicate to CTC when a change process or change window is required. Provide or maintain documentation of systems or devices subject to change control, identify approved maintenance windows, and supply applicable change procedures. If no change process exists, the client must confirm that CTC may follow its internal best-practice approach.		X
User moves and workstation relocation. Physical relocation or re-cabling of devices must be requested in advance. Basic desk moves may be performed during scheduled on-site hours if reasonable; large-scale or multi-user moves require separate scoping.	X	
Peripheral installations. Set up and connect standard IT peripherals (e.g., printers, docking stations, webcams, headsets) provided by the client, assuming device compatibility and driver availability.	X	
Printer and copier support. Provide best-effort configuration and troubleshooting for network-connected devices under management. Maintenance, consumables, and third-party vendor issues remain client responsibilities.	X	
Hardware warranty and RMA processing. Coordinate warranty replacement for covered devices when applicable. The client is responsible for vendor communication, shipping, and costs not covered under warranty.	X	
Asset accuracy. Notify CTC of any additions, removals, or relocations of devices to ensure accurate support records.		X
User error or misuse. Support requests caused by user negligence, improper handling, or unauthorized modifications may be billable or excluded from standard coverage.		X



Software installations and updates. Install or update approved productivity and standard applications on managed devices. Support for third-party or specialized software is provided on a best-effort basis and may be limited by application complexity, licensing, or vendor restrictions.	X	
Access to client resources. Ensure CTC has necessary credentials, permissions, and access rights to perform work on supported systems.		X
Vendor interaction and contact information. Provide accurate contact information for third-party vendors and any other relevant details needed to engage support. The client is responsible for contacting vendors directly unless CTC agrees to do so on the client's behalf. Even in that case, the client must supply all necessary information and authorization to allow CTC to work with the vendor effectively.		X
Coordination with third-party vendors. Facilitate scheduling or coordination with vendors for devices or applications outside of CTC's management scope.		X
Documentation of service actions. Record work performed, issues resolved, and recommendations after each visit. Documentation will be shared with the client as appropriate.	X	
User guidance and training. Provide brief end-user guidance on supported systems, features, or standard applications. Extended training programs or formal instruction are the client's responsibility.	X	
Out Of Scope Items		
User training programs. Formal end-user training sessions, onboarding classes, or extended educational programs are excluded.	N/A	N/A
Cabling infrastructure outside basic workstation connections. Includes in-wall, under-floor, ceiling, or telecom backbone cabling, fiber runs, or structured cabling projects.	N/A	N/A
Procurement and payment obligations. Purchasing, licensing, or payment of any hardware, software, or service is excluded unless specifically scoped.	N/A	N/A
Custom development or programming. Any coding, scripting, or software development outside standard configuration or scripting for automation is excluded.	N/A	N/A
Disaster recovery outside agreed procedures. Major system rebuilds, site failovers, or recovery beyond the documented MSP processes are excluded.	N/A	N/A
Virus or malware removal on unsupported devices. Any remediation of malware or viruses on devices not under active MSP management is excluded.	N/A	N/A

Cloud Identity & Collaboration

Microsoft Entra ID / O365 Management

	Responsible Party	
	CTC Technologies	Customer
Microsoft Entra ID / O365 Management		
Administration and maintenance of Microsoft Entra ID tenant configuration, including global directory settings, policies, and identity behaviors.	X	
Creation, modification, disabling, and deletion of user accounts, including all user lifecycle activities required for onboarding and offboarding.	X	
Assignment and removal of Microsoft licenses related to Entra ID and O365 user and group services.	X	



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Creation and management of Microsoft 365 groups, security groups, and distribution groups.	X	
Configuration and maintenance of user mailbox settings, shared mailboxes, resource mailboxes, and associated Exchange Online directory-level permissions.	X	
Maintenance of hybrid identity infrastructure including Azure AD Connect, Cloud Sync, and directory synchronization settings when a hybrid model is in place.	X	
Administration of Microsoft Teams including creation of teams, channels, membership changes, permission adjustments, and management of standard collaboration settings.	X	
Administration of OneDrive for Business and SharePoint Online including site collection configuration, permissions adjustments, and basic site settings necessary for standard collaboration.	X	
Configuration and administration of Conditional Access policies limited to identity requirements, MFA, SSO, SASE-related access controls, IP/location restrictions, and rule sets not tied to device posture or advanced security signals.	X	
Monitoring of tenant health notifications, sign-in activity, and directory alerts, with response provided on a commercially reasonable best-effort basis.	X	
Administration of authentication methods including MFA enforcement, authentication policy updates, and configuration of allowed authentication mechanisms.	X	
Adjustment of mailbox retention, litigation hold, and archive settings within the standard retention tools included with Microsoft 365 licensing.	X	
Coordination with Microsoft support for tenant or identity issues when the client provides all required information and authorization to engage Microsoft on their behalf.	X	
Maintenance and management of basic email routing settings within Exchange Online related to mailbox delivery and standard Microsoft cloud mail flow.	X	
Providing configuration recommendations and adjustments to meet client requirements related to collaboration, identity access, and directory hygiene.	X	
Management of delegated administration permissions and role assignments within Entra ID and Microsoft 365.	X	
Procurement, renewal, and payment for all Microsoft licensing required for tenant or user functionality.		X
Providing accurate information required for user onboarding, offboarding, and license assignment activities.		X
Providing authorization, contact information, and required details necessary for CTC to contact Microsoft support on the client's behalf.		X
Administration of any application-level or productivity-level issues related to Word, Excel, PowerPoint, Outlook desktop client, or related plug-ins.		X
Management of file data, document structures, permission design, and content policies within SharePoint or OneDrive beyond the basic administration provided by CTC.		X
Providing documented change windows or change processes if the client requires formal change control for identity or collaboration systems.		X
Notification to CTC of internal changes that may impact directory or collaboration settings including organizational changes, new departments, and updated permission requirements.		X
Out Of Scope Items		



Support or troubleshooting of Microsoft Office desktop applications including Word, Excel, PowerPoint, Outlook, and any associated plug-ins.	N/A	N/A
Administration or configuration of Intune, mobile device management, compliance policies, or any device enrollment or configuration profiles.	N/A	N/A
Configuration or management of Microsoft Defender for Endpoint, Defender for Cloud, or any advanced security workloads dependent on risk signals, threat analytics, or device posture.	N/A	N/A
Conditional Access policies requiring device posture, device compliance, threat levels, Defender integrations, or Intune-based evaluations.	N/A	N/A
Tenant-to-tenant migrations, domain cutovers, or migration of data between O365 environments.	N/A	N/A
Advanced SharePoint administration including site architecture, workflow creation, advanced permission restructuring, or document governance design.	N/A	N/A
Teams Voice administration including PSTN configuration, SBC management, call routing, or contact center integrations.	N/A	N/A
Administration of Azure infrastructure including VMs, virtual networks, firewalls, storage accounts, or any Azure platform resources outside Entra ID.	N/A	N/A
Custom application integrations including SCIM provisioning, non-standard vendor SAML configurations, or API-level integration.	N/A	N/A
Formal compliance configuration including eDiscovery settings, data classification, retention labels, DLP, or regulatory compliance setup.	N/A	N/A
Large-scale data restoration or mailbox recovery beyond built-in Microsoft retention and recovery tools.	N/A	N/A
Administration of Purview, Microsoft Compliance Center configurations, or advanced auditing features.	N/A	N/A

System Support Services

Windows Administration

	Responsible Party	
	CTC Technologies	Customer
Windows Administration		
Administration, initial configuration, ongoing configuration, and maintenance of Microsoft Windows Server operating systems. This is limited to vendor supported versions, and does not include any end-of-life or end of support versions.	X	
Best-effort support for Windows Server versions or components that are end-of-life or out of Microsoft support, with limitations based on available resources or vendor constraints.	X	
Installation, configuration, and promotion or demotion of Domain Controllers, including management of AD Sites and Services, Global Catalog placement, and replication topology.	X	
Management of Active Directory including creation, modification, disabling, or removal of user, computer, and service accounts. This will need to be clearly communicated to CTC via the ticketing system.	X	
Maintain Flexible Single Master Operation (FSMO) roles, including: schema master, domain naming master, PDC Emulator, RID Master, Infrastructure master, etc.	X	
Perform metadata cleanup after DC demotion or failure.	X	



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Administration of Organizational Units, security groups, group nesting, delegation structures, and directory hierarchy.	X	
Implement naming conventions and OU placement policies for user accounts. This will be based on industry best practices and CTC guidance. Client's existing standards will be taken into account if documented clearly and provided.	X	
Manage user attributes (e.g., department, manager, phone, title) for HR integration.	X	
Reset passwords and unlock user accounts. As needed and as requested. CTC reserves the right to verify the users identity however we see fit unless existing client process exists and has been communicated to CTC.	X	
Enforce password complexity, expiry, and lockout policies through GPO or AD settings.	X	
Manage roaming profiles, home folders, and logon scripts.	X	
Group management such as creating security and/or distribution group, group nesting, RBAC models, group membership, review/cleanup of stale groups, mail enabled groups, etc.	X	
Management of OUs, Security Groups, Containers, Computers, Printers, nested groups, etc. accounts in the domain.	X	
OU structure and delegation such as maintaining OU hierarchy, admin delegation, document delegated rights, OU-level group policy links, OU permissions.	X	
Creation, linking, and maintenance of Group Policy Objects including security Policies, software deployments, folder redirection, drive mappings, scripts, and other standard policy configurations.	X	
Management of Kerberos and NTLM authentication. Configuration and maintenance of service accounts, password policies, integration with MFA, etc.	X	
DNS administration including zone management, record updates, replication checks, and integration with Active Directory.	X	
File and storage management including file share configuration, NTFS permission adjustments, share-level permissions, quota configuration, and basic storage administration.	X	
Support and maintenance of Windows Server roles and features such as DNS, DHCP, Active Directory Domain Services, File Services, and other standard Windows server components.	X	
Patch management for Windows Servers including installation of security updates, cumulative updates, and feature updates as permitted by client change windows.	X	
Performance monitoring and optimization including review of CPU, memory, disk, network, and event-based health indicators.	X	
Backup and disaster recovery administration for Windows Server when utilizing backup tools covered elsewhere in the MSP agreement.	X	
Basic virtualization support for Windows Servers running on hypervisors covered under the MSP, including resource adjustments and guest-level configuration.	X	
Providing valid and supported Windows Server licenses and ensuring servers remain licensed in accordance with Microsoft requirements.		X
Providing accurate information about server roles, business requirements, and authorized change windows.		X
Providing access credentials, documentation, and administrative rights required to manage Windows Server systems.		X



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Providing configuration details and requirements for custom line-of-business applications hosted on servers.		X
Ensuring the operating environment (power, cooling, storage availability, etc.) required for server operation is maintained.		X
Providing approved maintenance windows for server patching, configuration changes, or role modification activities.		X
Out Of Scope Items		
Support for non-Windows server operating systems or appliances.	N/A	N/A
Migration of legacy systems, domain restructuring, forest consolidation, or Active Directory redesign unless separately scoped as a project.	N/A	N/A
Procurement or purchase of Windows Server licenses, CALs, backup licenses, or third-party server tools.	N/A	N/A
Advanced application-level troubleshooting for third-party or custom software hosted on Windows Servers beyond best-effort investigation.	N/A	N/A
Internet Information Services (IIS) application design, development, customization, performance tuning, or advanced troubleshooting beyond basic service availability and OS-level configuration.	N/A	N/A
Deep configuration of applications such as SQL Server, custom LOB platforms, ERP systems, or vendor-specific server software outside standard OS-level support.	N/A	N/A
Hypervisor installation, migration, or advanced configuration unless explicitly included in another service offering.	N/A	N/A
Recovery of data outside documented backup solutions or outside vendor-provided recovery tools.	N/A	N/A

Pricing & Term

CTC will provide the services outlined in the Scope of Work above for a term of twelve (12) months, commencing on **March 1, 2026** and ending on **September 30, 2026**.

Service	Device Limit	Billing Frequency	Invoicing Schedule	Monthly Fee
Firewall Management and Support	3	Monthly, in arrears	Invoiced on the 1st of the month following service	\$1,167.75
Secure Remote Access	1	Monthly, in arrears	Invoiced on the 1st of the month following service	\$418.50
Unified Threat Detection	1	Monthly, in arrears	Invoiced on the 1st of the month following service	\$418.50
Network Management and Support	6	Monthly, in arrears	Invoiced on the 1st of the month following service	\$661.50
Desk-Side Support	65	Monthly, in arrears	Invoiced on the 1st of the month following service	\$2,790.00
Microsoft Entra ID / O365 Management	N/A	Monthly, in arrears	Invoiced on the 1st of the month following service	\$1,116.00
Windows Administration	7	Monthly, in arrears	Invoiced on the 1st of the month following service	\$558.00
Total Monthly Service Fee	-	-	-	\$7,130.25

Fees listed are based on the current service scope and quantities. If service limits are exceeded or additional services are requested, pricing will be subject to review and may require a formal amendment to this SOW.

This SOW is governed by the terms and conditions set forth in the Master Services Agreement (MSA) between the parties. **In the event of any conflict between this SOW and the MSA, the terms of this SOW shall take precedence.**



By signing below, each party acknowledges that they have reviewed and agree to the terms and conditions outlined in this Statement of Work (“SOW”), and that they are authorized to enter into this agreement on behalf of their respective organizations.

Each party further agrees that this SOW may be modified, amended, or supplemented only by a written amendment or future SOW, mutually agreed to and signed by both parties. Any such amendment shall be considered part of and governed by this SOW.

By signing below, the undersigned also acknowledges receipt of and agreement to any attachments, exhibits, or referenced amendment documents incorporated into or mentioned within this SOW.

This SOW is effective as of the last date of signature below and shall be governed by the Master Services Agreement (MSA) currently in effect between the parties. In the event of any conflict between the terms of this SOW and the MSA, the terms of this SOW shall take precedence.

This SOW may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Electronic or scanned signatures shall be considered as legally binding as original signatures.

Company: _____

Name: _____

Date: _____

Title: _____

Signature: _____

Company: _____

Name: _____

Date: _____

Title: _____

Signature: _____



October 1, 2025

Master Service Agreement

This Agreement defines the standard terms and conditions under which CTC Technologies, Inc. (CTC Tech) agrees to provide the Services defined below to the Client.

1. DEFINITIONS

In this Agreement, unless otherwise expressly defined or the context otherwise requires:

- (a) "Agreement" means this services agreement, any Service Schedules, Statements of Work and all related amendments.
- (b) "Client" means the individual, company or other legal entity that has signed the Service Schedule and/or Statement of Work and has agreed to be bound by the terms of this Agreement.
- (c) "Confidential Information" means any oral, written or electronic data and information now or hereafter existing during the currency of this Agreement, relating to the business and management of either party which is treated by such party as confidential, to which access is granted or obtained by the other party, but does not include any data or information which (i) was known to the recipient prior to the disclosure to it by the other party; or (ii) was independently developed by the recipient as evidenced by records; or (iii) is subsequently lawfully obtained by the recipient from a third party, without breach of this Agreement by the recipient; or (iv) becomes publicly available other than through a breach of this Agreement; or (v) is disclosed where the other party has provided its prior written consent to such disclosure by the recipient; or (vi) is disclosed by legal requirement.
- (d) "Data" means all information in hard copy or in electronic form, which is used in the performance of Services under this Agreement.
- (e) "Intellectual Property Rights" means all right, title and interest in and to any and all intellectual and industrial property, including: (a) any and all patents and applications therefore; (b) any and all inventions, trade secrets, design, methods, processes and know-how; (c) any and all copyrights, copyrights registrations and applications therefore, and all other rights corresponding thereto throughout the world; (d) any and all trade names, corporate names, logos, common law trademarks, trademark registrations and applications therefore; and (e) any and all computer programs, applications or Software whether in source, object or executable code and any proprietary rights in such programs, applications or software, including documentation and other materials or documents related thereto.
- (f) "Service" means a service as specified in a Service Schedule and/or Statement of Work, which CTC Technologies, Inc. provides to Client under this Agreement.
- (g) "Service Schedule" means the Schedule "A" attached to this Agreement, or the quote or fee estimate signed by the Client, as amended or modified between the parties from time to time, which describes a



Service to be provided by CTC Technologies, Inc. to Client and any additional terms and conditions relating specifically to such Service.

(h) "Software" means computer programs, regardless of format or medium, their documentation and specifications.

(i) "Statement of Work" or "SOW" means the document, quote, proposal, or project brief signed by the Client, as amended or modified between the parties from time to time, which describes the ongoing or managed services to be provided by CTC Technologies, Inc. to the Client, along with any additional terms and conditions relating specifically to such services.

2. INTERPRETATION

In this Agreement, unless otherwise expressly provided or as the context otherwise requires:

(a) headings are solely for convenience of reference and are not intended to be complete or accurate descriptions of content or to be guides to interpretation of this Agreement or any part of it; (b) an accounting term not otherwise defined in this Agreement has the meaning assigned to it, and every calculation to be made under this Agreement is to be made, in accordance with accounting principles generally accepted in the United States applied on a consistent basis; (c) a reference to currency means US Dollars; (d) a reference to a statute includes all regulations made thereunder, all amendments to the statute or regulations in force from time to time, and every statute or regulation that supplements or supersedes such statute or regulations; (e) a reference to an entity includes any successor to that entity; (f) a word importing the masculine gender includes the feminine and neuter, a word in the singular includes the plural, a word importing a corporate entity includes an individual, and vice versa; (g) a reference to "approval," "authorization," or "consent" means documented approval, authorization, or consent provided via email, service ticketing system, or executed contract or other signed legal agreement; (h) if there is any conflict or inconsistency between the terms of the body of this Agreement and the terms of a Service Schedule or Statement of Work (SOW), the terms of the applicable Service Schedule or SOW will prevail; (i) the word "including", when following a general statement or term, is not to be construed as limiting the general statement or term to any specific item or matter set forth or to similar items or matters, but rather as permitting the general statement or term to refer also to all other items or matters that could reasonably fall within its broadest possible scope; and (j) a reference to a Part or Section is to a Part or Section of this Agreement.

3. SERVICES

(1) Agreement to Perform Services. CTC Technologies, Inc. agrees to perform and Client agrees to accept the Services described in the Service Schedule or Statement of Work in accordance with the terms and conditions of this Agreement. The parties agree that CTC Technologies, Inc. will perform the Services as an independent contractor and not as an employee, joint venturer or partner of Client.

(2) Early Service. If CTC Technologies, Inc. commences any Services prior to the signing of the related Service Schedule or Statement of Work, Client agrees to pay CTC Technologies, Inc. charges for such



Services in accordance with the terms of the Service Schedules, Statement of Work, or any amendments in writing thereto.

(3) Change Orders. Additions or modifications to the Services may be accomplished through the use of a "Change Order". A Change Order must be in writing and signed by each party in order to be effective. The procedure for creating a Change Order is as follows: (a) Client shall submit a written request to CTC Technologies, Inc. specifying the additions or modifications to the Services desired (the "Change Notice"); and (b) if CTC Technologies, Inc. is prepared to add to or modify the Services as requested by the Client, it shall prepare and submit an amendment to the Service Schedule or SOW (the "Change Order") to Client which shall include a description of the changes to the Services and any additional fees. On obtaining the Client's written signature to the Change Order, the Change Order will become part of the Service Schedules.

(4) Right to Subcontract. CTC Technologies, Inc. may, without the written consent of the Client, subcontract to any third party any of the Services to be provided to the Client hereunder. In the event CTC Technologies, Inc. subcontracts any of the Services to a third party service provider, CTC Technologies, Inc. shall exercise reasonable care in the selection and oversight of such subcontractors but shall not be liable for the acts or omissions of such subcontractors except to the extent that such liability arises from CTC Technologies, Inc.'s failure to exercise such reasonable care.

(5) No Exclusivity. Client acknowledges that nothing in this Agreement obliges CTC Technologies, Inc. to devote all or substantially all of its time or attention to the Services and that nothing shall restrict or prevent CTC Technologies, Inc. from entering into agreements with other persons concerning the provision of similar services.

4. TERM, TERMINATION SUSPENSION AND RENEWAL OF SERVICE

(1) Term. The term and any renewal terms (collectively, the "Term") relating to the Services provided by CTC Technologies, Inc. to the Client under this Agreement are as specified in the Service Schedule or Statement of Work.

(2) Termination by Client. Client may terminate this Agreement before the end of the Term without liability (except for amounts due for Services provided up to the effective date of the termination) if CTC Technologies, Inc. (a) CTC Technologies, Inc. materially breaches the terms of an applicable Statement of Work (SOW) or Service Level Agreement (SLA), such breach results in demonstrable and material harm to the Client's operations, and CTC Technologies, Inc. fails to cure such breach within ten (10) business days following receipt of written notice from the Client specifying the breach in reasonable detail and including supporting documentation; or (b) CTC Technologies, Inc. materially violates any other provision of this Agreement, and such violation results in material harm to the Client, and CTC Technologies, Inc. fails to cure such violation within thirty (30) days following receipt of written notice from the Client specifying the violation in reasonable detail and including supporting documentation. If the Client terminates this Agreement for any reason other than as permitted in subsections (a) or (b) above, CTC Technologies, Inc. may, at its sole discretion, charge an early termination fee equal to eighty percent (80%) of the total remaining fees that would have been due under the Agreement for the remainder of the Term.



(3) Termination CTC Technologies, Inc. CTC Technologies, Inc. may terminate this Agreement before the end of the Term without liability (a) on 4 business days' notice to Client if Client is overdue on the payment of any amount due under this Agreement; (b) if Client materially violates any other provision of this Agreement and fails to cure the violation within 10 days' notice in writing from CTC Technologies, Inc. describing the violation in reasonable detail; (c) upon at least 90 days notice if CTC Technologies, Inc. is threatened with a legal claim for copyright or patent infringement related to the provision of the Services and is unable to modify the Services in a way that avoids an ongoing risk of liability; or (d) immediately on written notice upon Client becoming insolvent or bankrupt.

(4) Suspension of Service. CTC Technologies, Inc. will be entitled to suspend the Service without liability if (a) CTC Technologies, Inc. acting reasonably, believes that the Service is being used in violation of this Agreement or any applicable law; (b) Client is in breach of any material term of this Agreement including, without limitation, failing to pay invoiced amounts in full within 30 days of the Due Date (defined in section 5(1) below); or (c) CTC Technologies, Inc. is requested to do so by any law enforcement or governmental agency. The Customer will not be able to access any files on CTC Technologies, Inc.'s servers during a suspension of Service. CTC Technologies, Inc. will use commercially reasonable efforts to give the Customer advance notice in writing of a suspension of Service unless a law enforcement or governmental agency directs otherwise or suspension without notice is necessary to protect CTC Technologies, Inc. or its other customers. A suspension of Service under this subsection will not be considered a breach by CTC Technologies, Inc. of the terms of this Agreement.

(5) Renewal of Ongoing Services. Upon expiration of the initial Term, this Agreement shall automatically renew on a month-to-month basis unless either party provides written notice of non-renewal at least sixty (60) days prior to the expiration of the then-current term. During the month-to-month renewal period, either party may terminate this Agreement for any reason with thirty (30) days' written notice, and no early termination fee shall apply. (a) If the Client has not agreed in writing to a specific pricing arrangement for the renewal term, CTC Technologies, Inc. may charge up to seventy-five percent (75%) more than the pricing in effect during the initial Term due to the increased risk and flexibility associated with a month-to-month arrangement. (b) The Client acknowledges that month-to-month renewal pricing may be higher than the initial Term pricing due to the flexibility provided in such a structure. Any month-to-month arrangement will be subject to the aforementioned pricing adjustments unless otherwise agreed upon in writing by both parties.

5. FEES, INVOICING AND PAYMENT

(1) Project-Based Services or Time-and-Materials ("T&M") Services. Fees for project-based Services or time-and-materials ("T&M") Services provided by CTC Technologies, Inc. will be specified in the applicable Service Schedule and/or Statement of Work. Unless otherwise stated, CTC Technologies, Inc. may invoice the Client in advance thirty (30) days prior to the beginning of each month for charges for Services to be provided in that forthcoming month.

Payment of invoiced amounts will be due on the first (1st) day of the month in which Services are to be performed ("Due Date"). Amounts remaining unpaid after the Due Date will bear interest from the Due Date at a rate of two percent (2%) per month, or the maximum rate permitted by applicable law. If the Client wishes to dispute an amount invoiced by CTC Technologies, Inc., the Client must nonetheless make payment as invoiced by the Due Date. If it is later determined that the invoiced



TECHNOLOGIES^{LLC}

amount was excessive, any payment made by the Client in excess of the amount to which CTC Technologies, Inc. was entitled will be refunded to the Client or credited against future invoices, at CTC Technologies, Inc.'s discretion.

(2) Ongoing Managed Services Fees. Fees for ongoing Managed Services provided by CTC Technologies, Inc. will be specified in the applicable Service Schedule and/or Statement of Work. Unless otherwise stated, CTC Technologies, Inc. will invoice the Client on or about the first (1st) day of each calendar month for the Managed Services provided during the immediately preceding month.

Payment of invoiced amounts will be due within thirty (30) days from the invoice date ("Net 30").

Amounts not paid within thirty (30) days of the invoice date will bear interest at a rate of two percent (2%) per month, or the maximum rate allowed by law, whichever is less.

CTC Technologies, Inc. reserves the right to suspend Managed Services if payment is not received within thirty (30) days of the invoice date, unless the Client has contacted CTC Technologies, Inc. in advance and received written approval for an exception. Suspension of services due to non-payment shall not relieve the Client of its obligation to pay all outstanding fees and charges.

The preferred method of payment for Managed Services is via **Automated Clearing House (ACH)** transfer. No additional fees will be applied to payments made via ACH, aside from any late payment fees or interest otherwise applicable under this Agreement.

If the Client wishes to pay by credit card, such payments must comply with **Section 4** of this Agreement, which outlines the terms and conditions for credit card payments. **No other forms of payment** (such as paper checks, cash, or wire transfers) will be accepted for Managed Services without the prior written consent of CTC Technologies, Inc.

If the Client disputes any portion of an invoice, it must notify CTC Technologies, Inc. in writing before the payment due date, specifying the disputed amount and the reason for the dispute in reasonable detail. Undisputed amounts must still be paid when due. Any overpayments or billing adjustments resulting from a dispute resolution will be credited to the Client's account or refunded, at CTC Technologies, Inc.'s discretion.

(3) Additional Fees. Client will also be responsible to CTC Technologies, Inc. for all fees and charges associated with any additional services or incremental costs incurred by CTC Technologies, Inc. in providing the Services caused by Client's failure to: (a) provide accurate Data in a prescribed format; (b) perform any of its obligations under this Agreement; or (c) provide Data at the time required for processing.

(4) Payment by Credit Card. If Client pays any fees by credit card, Client expressly authorizes CTC Technologies, Inc. or its agents to charge all fees, charges and expenses incurred under this Agreement to such card, and such authorization will survive termination of this Agreement until there are no fees, charges or expenses owing by Client under this Agreement. If Client uses a credit card and CTC Technologies, Inc. does not receive payment from the card issuer, Client will pay all amounts due, upon demand by CTC Technologies, Inc. Client must notify CTC Technologies, Inc. of any changes to the card account including, without limitation, applicable account number or cancellation or expiration of the account, billing address or any other information that may prevent CTC Technologies, Inc. from charging the account.



(5) Taxes. Client acknowledges that the all applicable taxes, duties or government levies whatsoever are not included in the fees and expenses charged under this Agreement. Client will make timely payment of all such taxes, duties or government levies related to this Agreement.

6. CTC TECHNOLOGIES' RESPONSIBILITIES, REPRESENTATIONS AND WARRANTIES

(1) Agreements. In the performance of Services, CTC Technologies, Inc. agrees to:

(a) perform the Services defined within each Service Schedule or SOW to the best of its ability and with the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;

(b) liaise with Client through Client's coordinator on matters related to the Services;

(c) notify Client, whenever practicable, if expenses beyond the defined charges within a Service Schedule or SOW may be incurred;

(d) invoice Client according to the terms of this Agreement and the applicable Service Schedule or SOW for the Services performed; and

(e) subject to Section 8(3), proceed according to Client's reasonable instructions for the disposition of Client's Data and supplies on the termination of any Service Schedule or SOW.

(2) Reasonable Attempts to Correct Errors on Notice. CTC Technologies, Inc. warrants that it will at its expense make commercially reasonable attempts to correct any errors for which <OUR COMPANY> is directly and solely responsible by rerunning the Service, provided that the Data necessary to correct such errors is available to CTC Technologies, Inc. or at CTC Technologies, Inc.'s option provide a credit to Client equivalent to the charge that would have been applicable for correcting that portion of the Service that is in error, such credit will be only for errors due solely to malfunction of a system or Software provided by CTC Technologies, Inc. or any error made by CTC Technologies, Inc.'s personnel in the performance of the Service. To obtain the rerun Service or the credit, Client must notify CTC Technologies, Inc. in writing of such errors within thirty days of receipt of the Services believed to contain the errors.

(3) Service Level Agreement (SLA) – Response Time Targets

CTC Technologies, Inc. is committed to providing prompt and professional support services to its managed services clients. This Service Level Agreement (SLA) outlines the targeted response times based on the severity of incidents or service requests submitted by the Client. Response targets are intended to ensure timely engagement and are subject to the terms and conditions specified below.

CTC Technologies, Inc. will use commercially reasonable efforts to respond to Client service requests based on the following priority levels:



Priority Level	Description	Target Response Time
P1 (Critical)	Severe outage or issue causing total loss of mission-critical business functions or major security incident.	Within 1 business hour during business hours; within 4 hours outside of business hours (24x7x365)
P2 (High)	Significant impact to business operations; important service is degraded but operational.	Response within 4 business hours
P3 (Medium)	Moderate impact; functionality impaired but workaround available.	Response within 1 business day
P4 (Low)	Minor issue, request for information, or administrative task not impacting operations.	Response within 2 business days

Additional SLA terms:

- "Response" is defined as acknowledgment by a qualified technician and commencement of triage or remediation steps.
- Business hours are defined as 8:00 AM to 5:00 PM Eastern Standard Time (EST), Monday through Friday, excluding public holidays, unless otherwise specified in an applicable Service Schedule or Statement of Work (SOW).
- CTC Technologies, Inc., in its sole discretion, will determine the severity and priority level of any reported incident or service request based on its assessment of impact and urgency.
- These are response time targets only and are not guarantees of resolution time unless otherwise specifically stated in a Service Schedule or SOW.
- To be eligible for the above SLA response targets, Client must submit service requests via CTC Technologies, Inc.'s designated service channels, including the official ticketing system or designated support email address. Service requests made via informal channels (e.g., text message, non-official chat applications) may not be eligible for SLA timing commitments.

(4) Service Level Agreement (SLA) - Credit Schedule

Applicable to ongoing Managed Services as defined in the applicable Statement of Work (SOW).

(a) Credit Eligibility. If CTC Technologies, Inc. fails to meet the Response Time targets defined in Section 3 of this Agreement, and the failure is solely within its control and results in demonstrable material impact to the Client's business operations, the Client may be eligible for a Service Credit as outlined below.

(b) Response Time Credit Tiers

Severity Level	Response Time SLA	Failure to Meet SLA – Credit Amount
P1 (Critical)	1 hour (business), 4 hours (non-business)	10% of monthly MSP fee per incident (max 2 incidents/month)
P2 (High)	2 hours (business), 6 hours (non-business)	5% of monthly MSP fee per incident (max 2 incidents/month)



Severity Level	Response Time SLA	Failure to Meet SLA – Credit Amount
P3 (Medium)	4 business hours	2% of monthly MSP fee per incident (max 3 incidents/month)
P4 (Low)	1 business day	No credit unless repeated failure (3+ instances in a month), then 1%

(c) Credit Claim Process

- Client must submit a written request for Service Credit **within 10 business days** of the incident.
- Request must include date/time of incident, ticket number, and explanation of SLA breach.
- CTC Technologies, Inc. will investigate and validate within 10 business days.

(d) Limitations

- Maximum credit in any calendar month is **15% of the monthly MSP fee**.
- Credits are **not cumulative or transferable**, and are applied **only as a credit on the next invoice**.
- Credits are **not payable in cash** and shall be the **sole and exclusive remedy** for any SLA-related noncompliance.

7. CLIENT'S RESPONSIBILITIES, REPRESENTATIONS AND WARRANTIES

(1) Agreements. Client agrees to:

(a) provide all necessary Data and any special forms or other required materials or information to <OUR COMPANY> on schedule or in a timely fashion to enable CTC Technologies, Inc. to provide the Services;

(b) ensure the accuracy, legibility, and completeness of all Data supplied to CTC Technologies, Inc. and be solely responsible for the results obtained from Client's use of any of the Services;

(c) establish and maintain a backup procedure for the reconstruction of lost Data and of lost Software;

(d) liaise with CTC Technologies, Inc. through a coordinator Client will identify, on matters related to the Services and authorize that coordinator to make decisions on behalf of Client in relation to the implementation of this Agreement and the Services and any changes thereto;

(e) comply with CTC Technologies, Inc.'s security and operating procedures (as may be revised or amended by CTC Technologies, Inc. from time to time) when Client's employees or agents are interfacing with CTC Technologies, Inc. installed systems;

(f) control, and be responsible for the use of, account information, user ids and passwords related to the Services and, where required, when interfacing with CTC Technologies, Inc. installed systems;

(g) restrict Client's employees and agents from interfering with, and from any unauthorized use of Software and equipment which is owned by CTC Technologies, Inc., in CTC Technologies, Inc.'s possession, or under CTC Technologies, Inc.'s control;



(h) provide remote access and reasonable physical access to Client's premises at all times and places as reasonably required by CTC Technologies, Inc. to perform the Services;

(i) provide all compatible telephone, computer, hardware and Software equipment and services necessary to access the Services, or the product created from the Services as the case may be; and

(j) perform any other activities as defined in the Service Schedules or SOWs.

(2) Client Representations. Client represents and warrants to CTC Technologies, Inc. that: (a) if Client is an individual, that he or she is at least 18 years of age and has the legal capacity to enter into this Agreement, (b) if Client is not an individual, it has the power, capacity and authority to enter into this Agreement and this Agreement is enforceable in accordance with its terms, (c) the information Client has provided for the purpose of establishing an account with CTC Technologies, Inc. is accurate, and (d) Client has complied with and will continue to comply with all applicable privacy laws and has obtained and will continue to obtain the requisite privacy consents in the collection and use of all information that may be collected on any website or maintained on any server hosted by CTC Technologies, Inc..

8. DATA AND PRIVACY

(1) Ownership, Compatibility and Security. All Data supplied by Client related to the performance of a Service remains Client's exclusive property. All supplied Data must be on media compatible with CTC Technologies, Inc. processing equipment and, where applicable, in the format which CTC Technologies, Inc., acting reasonably, prescribes. CTC Technologies, Inc. will not be responsible or liable for the security or integrity of Client's Data during transmission via public telecommunications facilities (including the Internet) or services. CTC Technologies, Inc. recommends that Client make its own arrangements to regularly backup all Data files and has no liability if any precautionary backups made by CTC Technologies, Inc. fail in whole or in part.

(2) Privacy Laws. The parties are each responsible for complying with any obligations applying respectively to them under the applicable data protection and personal information protection laws ("Privacy Laws") governing the Client's Data.

(3) Handling of Data after Termination or Suspension. Client shall provide CTC Technologies, Inc. with instructions for the disposition of Client's Data at least 10 business days prior to the termination of this Agreement. If Client does not provide such instructions in writing to CTC Technologies, Inc. within 14 business days from the date in which this Agreement is terminated or, if the Services have been suspended under Section 4(4), then 14 business days from the date in which the Services have been suspended, CTC Technologies, Inc. may dispose of the Client's Data without liability to Client. Client agrees to pay all costs and expenses associated with disposing of Client's Data.

(4) Accuracy of Data Provided by CTC Technologies, Inc. Any Data which CTC Technologies, Inc. provides under this Agreement is compiled from sources which CTC Technologies, Inc. considers to be reliable, however, CTC Technologies, Inc. does not represent or warrant the accuracy, completeness or usefulness of Data provided to Client for use.



9. SOFTWARE AND INTELLECTUAL PROPERTY RIGHTS

(1) Ownership of Intellectual Property Rights. All Intellectual Property Rights, including any Software, Documentation, Drawings, Test Plans, Proposal Documentation owned or created by a party, its licensors or subcontractors as of the effective date of this Agreement shall continue to be owned by such party, its licensors or subcontractors and, except as expressly provided in this Agreement, the other party shall not acquire any right, title or interest in or to such Intellectual Property Rights. CTC Technologies, Inc. shall own all right, title and interest in and to any materials created or developed by CTC Technologies, Inc. or its subcontractors for its internal use or for assisting Client in the provision of the Services and Client shall own all right, title and interest in and to any Intellectual Property Rights resulting or based on any work product created or developed exclusively for Client under this Agreement if fully paid for by Client.

(2) License of Client Software and Intellectual Property. Client grants to CTC Technologies, Inc., solely for CTC Technologies, Inc.'s provision of the Services, a license during the Term to use any Intellectual Property Rights, including any Software, owned by or licensed to Client by third parties and that is necessary for providing the Services to Client and otherwise performing its obligations under this Agreement. With respect to any Intellectual Property Rights and Software used by CTC Technologies, Inc. to provide the Services, Client represents and warrants that: (a) Client is either the owner of such Intellectual Property Rights or Software or is authorized by its owner to include it under this Agreement; and (b) CTC Technologies, Inc. has the right during the Term to use such Intellectual Property Rights and Software for the purpose of providing the Services to Client as contemplated by this Agreement.

(3) No Assurance of Compatibility. Client acknowledges that CTC Technologies, Inc. makes no representation, warranty or assurance that the Client's equipment and Software will be compatible with CTC Technologies, Inc.'s equipment, Software and systems or the Services.

(4) Inspection. CTC Technologies, Inc. may inspect any of Client's Software which requires access to system control program instructions, system libraries or other secure Data, and may deny such access on systems which are under CTC Technologies, Inc.'s control.

10. CONFIDENTIALITY

(1) CTC Technologies, Inc. will not use any of Client's Confidential Information except in connection with the performance of the Services or the exercise of its rights under this Agreement and will take all reasonable precautions to maintain the confidentiality of Client's Confidential Information and to prevent the unauthorized disclosure to others of the Confidential Information. CTC Technologies, Inc. shall implement industry standard security procedures, such as appropriate firewall, encryption and access security measures but shall not be liable for damages caused to Client by inadvertent breaches of confidentiality.

(2) CTC Technologies, Inc. shall only disclose the Confidential Information to those of its employees and permitted agents and subcontractors who have a need to know and require access to the Confidential



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Information as may be reasonably necessary in the exercise of CTC Technologies, Inc.'s rights and performance of the Services under this Agreement. Notwithstanding anything to the contrary in this Agreement, CTC Technologies, Inc. will not be required to keep confidential, and may use or license without restriction, any ideas, concepts, know-how or techniques related to information processing which are developed by CTC Technologies, Inc. in the performance of Services.

(3) Notwithstanding the foregoing, CTC Technologies, Inc. shall be permitted to: (i) monitor Client's use of the Services; (ii) report to the appropriate authorities any conduct by Client (or Client's customers or end users) that CTC Technologies, Inc. reasonably believes violates any applicable law, (iii) provide any information, including Confidential Information, required by law or regulation to be disclosed, or in response to a formal or informal request from a law enforcement or government agency; and (iv) disclose that CTC Technologies, Inc. is providing the Services to Client and may include Client's name in promotional materials including press releases and on CTC Technologies, Inc.'s website.

11. LIMITATION OF LIABILITY AND EXCLUSIONS

(1) General Limitation (Non-Ongoing / Project-Based Services). For Services that are non-recurring or project-based in nature (e.g., time and materials work, hardware installations, consulting engagements), CTC Technologies, Inc.'s liability under this Agreement is limited to direct and actual damages that arise as a result of events within its direct and sole control, as follows: (a) damages for physical harm to persons or tangible personal property and real property caused by CTC Technologies, Inc.'s negligence or its willful or wanton misconduct will be limited to a cumulative maximum of \$25,000; and (b) any other direct and actual damages, including without limitation loss of Data, as may be established by Client will be limited to the lesser of \$5,000 or the charges paid to CTC Technologies, Inc. for the two-month period immediately before the month in which the Services which are the subject of the claim were provided or to be provided. (c) In no event will CTC Technologies, Inc.'s cumulative liability for damages for all claims relating to a Service during any calendar year exceed the charges paid by Client to CTC Technologies, Inc. for that Service during that calendar year.

(2) Managed Services Limitation. For ongoing, recurring Managed Services provided under a Managed Services Statement of Work (SOW), the following limitations shall apply: (a) CTC Technologies, Inc. will not be liable for any indirect, incidental, special, punitive, or consequential damages, including without limitation loss of profits, business interruption, loss of business information, or loss of data, even if advised of the possibility of such damages. (b) CTC Technologies, Inc.'s maximum cumulative liability for all claims arising under or relating to any Managed Services provided in a given calendar year will not exceed an amount equal to three (3) months of fees actually paid by the Client for the affected Managed Services during that calendar year. (c) To the extent any Service Level Agreement (SLA) commitments are not met, CTC Technologies, Inc.'s sole and exclusive remedy shall be the provision of Service Credits, if such credits are defined in the applicable SOW. No monetary penalties or other damages will apply unless expressly agreed in writing. (d) Client acknowledges and agrees that certain interruptions or failures in service may occur due to factors outside the direct control of CTC Technologies, Inc. (e.g., third-party carriers, acts of God, malicious cyber activity, or utility disruptions), and CTC Technologies, Inc. will not be liable for any failure to perform resulting from such causes.



(3) Under no circumstances is CTC Technologies, Inc. liable for damages of third parties claims against Client for any reason, or for special, punitive, indirect, incidental or consequential damages, including but not limited to lost profits, lost business revenue, even if Client has informed CTC Technologies, Inc. of possibility thereof, or for any liability to Client with respect to anything done or omitted to be done in accordance with the terms of this Agreement or instructions properly received pursuant to this Agreement, if done in good faith and with reasonable care and without willful or wanton misconduct on CTC Technologies, Inc.'s part.

(4) The limitations and exclusions of liability in this Part 11 apply (a) regardless of the basis on which Client is entitled to claim, including but not limited to breach of contract, even if a fundamental breach, or tort, including but not limited to negligence or misrepresentation; (b) to CTC Technologies, Inc., its directors, officers, employees, agents, subcontractors and personnel; and (c) to all claims that Client may have against CTC Technologies, Inc. including without limitation, claims under Parts 10, 12 and 14. The remedies of Client in connection with any matter relating to this Agreement will be limited to those set forth in this Part 11.

(5) No claims or actions regardless of form may be brought by Client more than twelve months after the facts giving rise to such claim or action have occurred, regardless of whether those facts by that time are known to, or ought reasonably to have been discovered by Client.

(6) Exclusions. Client acknowledges and agrees that the representations, warranties and covenants expressly contained in this Agreement are the only representations, warranties and covenants provided by CTC Technologies, Inc. CTC Technologies, Inc. concerning the Services, and there are no other representations, covenants, warranties or conditions, express or implied, including implied warranties or conditions of merchantable quality or fitness for a particular purpose, warranties of non-infringement or that the provision of the Services will be completely secure, uninterrupted or error-free, and those arising by statute or otherwise in law or from a course of dealing or usage of trade, all of which are expressly denied and disclaimed. Client acknowledges that there are risks inherent in use of the Internet that could result in the loss of privacy, confidential information and property, including any Data or information transmitted by any server designated as "secure". Client is solely responsible for the suitability of the Service chosen, and acknowledges that the Service is provided on an "as is" basis except as expressly stated in this Agreement. Client confirms that it has not relied on any representation, warranty, condition or promise made by CTC Technologies, Inc. which has not been expressly stated in this Agreement.

12. INDEMNITIES

(1) Client Indemnity. Client will indemnify and hold harmless CTC Technologies, Inc. its affiliates, and their respective shareholders, directors, officers, agents and employees from and against any costs, losses, claims, damages, judgments, penalties, liabilities, expenses and other amounts of any kind or nature whatsoever (including reasonable legal fees and expenses) arising out of or related to or resulting from (a) action taken or permitted to be taken by CTC Technologies, Inc. in good faith in reliance on instructions or orders received from Client as to anything arising in connection with CTC Technologies, Inc.'s performance of its obligations under this Agreement (b) actual or alleged use of the Service in violation of this Agreement or any applicable law, including without limitation infringement of third



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party intellectual property rights, by any person regardless of whether such person has been authorized to use the Service by Client, except for unauthorized use that is a direct result of CTC Technologies, Inc.'s negligence or failure to perform its obligations under this Agreement (c) actual or alleged breach by Client of any of its obligations, whether contractual, statutory or implied, to its customers or end users (d) any dispute between persons who claim to have authority to act for Client in connection with the control of the Customer's account with CTC Technologies, Inc. and (e) the breach of any representation, warranty or covenant made by Client under the terms of this Agreement.

(2) CTC Technologies, Inc. Indemnity. Subject to Part 11 of this Agreement, CTC Technologies, Inc. will indemnify and hold harmless Client its affiliates, and their respective shareholders, directors, officers, agents and employees from and against any costs, losses, claims, damages, judgments, penalties, liabilities, expenses and other amounts of any kind or nature whatsoever (including reasonable legal fees and expenses) arising out of or related to or resulting from action taken or permitted to be taken by Client in good faith in reliance on instructions or orders received from CTC Technologies, Inc. as to anything arising in connection with Client's performance of its obligations under this Agreement.

13. NOTICES

(1) Any notice or demand to be given by either party to the other under this Agreement will be in writing and may be delivered personally, by email, by facsimile or by first class prepaid mail to the following addresses:

CTC Technologies, Inc.
7136 Jackson Rd.
Ann Arbor, MI 48103
sales@ctctechnologies.com

If to the Client:

(2) Notices delivered in person, email or facsimile will be effective on the date of such delivery. Notices issued by mail will be effective on the third business day following the date that the envelope containing the notice is post-marked unless between the time of mailing and the time the notice is deemed effective there is an interruption in postal service, in which case, the notice will not be effective until actually received. In the event of a postal strike or lockout, notices or demands under this Agreement must be delivered personally or by facsimile.

14. DISPUTE RESOLUTION

Except as otherwise provided in this Part 14, all disputes, controversies, claims or disagreements arising out of or relating to this Agreement that cannot be resolved independently between the parties within thirty (30) days (singularly, a "Dispute" and collectively, "Disputes"), will be settled by arbitration as follows:



(1) such Dispute may be submitted to arbitration by either party giving written notice to the other party that the party giving the notice has elected to have the Dispute submitted to arbitration. Such arbitration will be carried out by a single arbitrator mutually agreed. Any arbitrator nominated or selected will be independent of each of the parties to the Dispute;

(2) it is the intention of the parties that the arbitration will be conducted, and that the determination or award of the arbitrator be made and communicated in writing to the parties, as expeditiously as possible and this will be reflected in choice of and directions given to and by the arbitrator. The arbitrator will conduct the arbitration of the dispute as expeditiously as reasonably possible and will provide written reasons for his or her decision. The decision of the arbitrator duly appointed pursuant to this Part 14 will be final and binding upon the parties hereto;

(3) the arbitration will be held in Ann Arbor, MI; and

(4) The arbitrator is authorized to include in his or her determination or award an award in favor of either party in respect of any costs incurred in connection with or in respect of the arbitration, including the cost of the arbitrator and the arbitration and all legal and other professional costs and disbursements and although such an award must be made on a judicial basis, it need not be based on any court-approved tariff bases and may be on a complete indemnity basis. In all other respects the arbitration will be governed by the Michigan Revised Uniform Arbitration Act, as the same may be amended or replaced from time to time.

Notwithstanding anything contained in this Part 14, each of the parties hereto will be entitled to (i) commence legal proceedings seeking such equitable, mandatory, declaratory or injunctive relief as may be necessary to define or protect the rights and enforce the obligations contained herein pending the settlement of a Dispute, (ii) commence legal proceedings involving the enforcement of an arbitration decision or award arising out of this Agreement, or (iii) join any arbitration proceeding arising out of this Agreement with any other arbitration proceeding arising out of this Agreement.

15. GENERAL

(1) Neither party will be responsible for any failure to fulfil its respective obligations under this Agreement due to causes beyond its reasonable ability to control (such as due to an event of fire, flood, earthquake, element of nature or act of God, civil disorders or any similar events commonly referred to as "force majeure") provided that the party affected by such cause has used and continues to use all reasonable efforts to perform its obligations and makes reasonable attempts to notify the other party in writing within five business days of its inability to fulfil its obligations under this Agreement.

(2) This Agreement constitutes the entire agreement between the parties concerning all the matters herein and supersedes all prior agreements, understandings, letters of intent, negotiations and discussions between the parties, whether oral or written. This Agreement cannot be amended or modified other than by a change made in writing and executed by the parties. No delay or omission by a party to exercise any right or power it has under this Agreement or to object to the failure of any covenant of the other party to be performed in a timely and complete manner, shall impair any such



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right or power or be construed as a waiver of any succeeding breach or any other covenant. All waivers must be in writing and signed by the party waiving its rights.

(3) In the event that any portion of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, in any respect, then the remaining provisions of this Agreement, or the application of such provisions to persons or circumstances other than those as to which it is invalid or unenforceable shall not be affected thereby, and each such provision of this Agreement shall be valid and enforceable to the extent granted by law.

(4) The provisions of Sections 7(2), 10, 11 and 12 shall survive the termination of this Agreement for any reason. This Agreement may be executed in one or more counterparts, including by facsimile transmission, each of which when executed shall be deemed to be an original and all of which taken together shall constitute one and the same Agreement.

BY:

BY: CTC Technologies, Inc.

Name: Jillian Kerry

Name:

Signature: Jillian McKeny

Signature: _____

Title: Supervisor - Sao Tup

Title:

Date: Oct. 1, 2025

Date: _____

AGENDA # K.10
Scio Township Board of Trustees
Appointments to Parks, Pathways, and Preserve Committee

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 3, 2026

PREPARED BY: Barbara Calleja

SUBMITTED BY: Trustee

ITEM TYPE: Possible Action

SUGGESTED ACTION: Appoint Steve Kern and Thomas Morris to the PPP Committee

BACKGROUND: Steve Kern and Thomas Morris have been serving on the Parks, Pathways and Preserves Committee and have both expressed interest in serving another term. Steve Kern's term ended December 13, 2025 and Thomas Morris' term expired on February 14, 2026.

FISCAL IMPACT: None

RECOMMENDATION: Trustee Read recommends the appointments of Steve Kern and Thomas Morris to the PPP Committee.

MODEL MOTION: Motion to approve the appointment of Steve Kern to the Parks, Pathways and Preserves Committee for a term to end June 30, 2028.

Motion to approve the appointment of Thomas Morris to the Parks, Pathways and Preserves Committee for a term to end June 30, 2028.

ATTACHMENTS:

[PPP Re-Appointment.pdf](#)

Serving on both TAP and PPP committees over the years has been an honor and a pleasure.

I feel the people on the committees are committed and caring individuals and it has been a pleasure to work with them to bring more preserves, parks and outdoor space to our township.

I would appreciate another term on PPP if possible.

My time and efforts have been fruitful and rewarding.

Best Regards,

Steve Kern

6700 Huron River Drive
Scio Township, Michigan 48130
(734) 934-0035
tmorris@morrispllc.com

December 12, 2025

Board of Trustees
Scio Township
Township Hall
827 North Zeeb Road
Scio Township, MI 48103

Re: PPP Committee

Dear Members of the Board of Trustees:

I currently serve as a member of the Parks, Pathways and Preserves Committee. My term expires on February 14, 2026, and I am writing to express my willingness to serve on the committee for another term.

Thank you for your consideration of this matter.

Very truly yours,

Thomas R. Morris

AGENDA # K.11
Scio Township Board of Trustees
Washtenaw Regional Resource Management Authority Second Amended Articles of Incorporation

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 4, 2026

PREPARED BY: Kristy Aiken

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

SUGGESTED ACTION: Adopt Resolution Re: Washtenaw Regional Resource Management Authority

BACKGROUND: Scio Township WRRMA Delegate Tom Auth has provided a draft resolution for consideration by the Township Board. The proposed resolution would authorize the Board of Trustees to approve the Second Amended Articles of Incorporation for the Washtenaw Regional Resource Management Authority.

The WRRMA Board unanimously approved the Second Amended Articles of Incorporation on February 17, 2026. Approval of the resolution by the Scio Township Board of Trustees will formally indicate the Township's acceptance of the amended Articles of Incorporation.

FISCAL IMPACT: None

RECOMMENDATION: Office Coordinator recommends approval.

MODEL MOTION: Adopt the proposed resolution supporting the Second Amended Articles of Incorporation for the Washtenaw Regional Resource Management Authority (WRRMA).

ATTACHMENTS:

[Redline- Second AMENDED WRRMA Articles.pdf](#)

[SECOND AMENDED Articles of Incorporation.pdf](#)

[ScioTownship Resolution Second Amended Articles.pdf](#)

**~~FIRST-SECOND~~ AMENDED ARTICLES OF INCORPORATION
OF THE
WASHTENAW REGIONAL RESOURCE MANAGEMENT AUTHORITY**

These Articles of Incorporation (“Articles”) are adopted by the Constituent Members for the defined purposes set forth herein as allowed under the provisions of Act No. 179 of the Michigan Public Acts of 1947, being MCL 123.301, et. seq. (“Enabling Law”). The Effective Date of the Articles is [to be filled in upon submission]~~February 18th, 2022~~ (“Effective Date”).

ARTICLE I

Legal Name

The name of this Authority shall be, for all legal purposes, Washtenaw Regional Resource Management Authority (“WRRMA”), with a principal place of business at 705 North Zeeb Road, Ann Arbor, Michigan 48103, County of Washtenaw, State of Michigan.

ARTICLE II

Constituent Members

The Constituent Members of WRRMA as of the Effective Date are: Ann Arbor Charter Township, Pittsfield Charter Township, the Township of Scio, the Charter Township of Ypsilanti, the City of Ann Arbor, the City of Dexter, the City of Saline, and the City of Ypsilanti.

All Constituent Members as of the Effective Date are located in the County of Washtenaw, State of Michigan.

ARTICLE III

Defined Purposes of WRRMA

The purposes of WRRMA are, as of the Effective Date of these Articles, limited to the purposes set forth herein. For purposes of these Articles, “materials management” shall mean the management, including the “collection”, of municipal solid waste, organics, (including yard waste) and recyclables.

- Coordinate the materials management activities of the Constituent Members.
- Coordinate materials management promotional materials and related outreach activities for the Constituent Members.
- Ensure clear and consistent materials management activities/opportunities for all Constituent Members.
- Ensure that there are locations and resources to provide for efficient and effective materials management capabilities for all Constituent Members.

The following shall not be an authorized purpose of WRRMA as of the Effective Date of these Articles:

- The ownership or purchase of any real property and/or any facility used, in the past or the future, for the disposal of municipal solid waste, by permit or otherwise.

ARTICLE IV

Powers of WRRMA

WRRMA shall be a body corporate with the power to sue or to be sued in any Michigan Court subject to the then applicable and controlling laws on jurisdiction and venue. WRRMA shall be comprised of the physical territory situated within the boundaries of the Constituent Members. WRRMA shall possess all the powers granted to it by these Articles, and all powers necessary to, and incidental to, carrying out the currently stated and defined purposes of WRRMA as set forth by these Articles. WRRMA shall have a corporate seal.

ARTICLE V

Definitions

As used herein, all words and phrases, unless specifically defined by law or MCL 123.311(12), shall have their plain meaning and shall be construed accordingly.

ARTICLE VI

Dissolution of WRRMA

(This provision is required under MCL 123.311(11))

WRRMA shall continue in existence until dissolved in accordance with the Enabling Law as set forth at MCL 123.311, including all definitions set forth at MCL 123.311(12).

For this Article VI, the definitions at MCL 123.311(12) shall apply as used herein and where applicable.

Unless it would cause an impairment of a WRRMA contract under MCL 123.306, WRRMA, as a “qualified authority” as defined at MCL 123.311(12)(K)), shall dissolve if the following requirements are met:

- (a) The legislative bodies of 60% of the Constituent Members each adopt a resolution stating that WRRMA is no longer effectively serving the public good for which it was created and directing that WRRMA be dissolved pursuant to MCL 123.311(6)-(9); and
- (b) The clerk (or equivalent) of each Constituent Member whose legislative body adopts a resolution under subdivision (a) above promptly files a certified copy of the resolution with WRRMA and the Secretary of State.

Within six (6) months after the requirements of MCL 123.311(6) are met, WRRMA shall establish a mechanism to manage and pay for environmental activities, if any, required under existing law and cease the activities described in Article III above. Within six (6) months of ceasing activities allowed under Article III, WRRMA shall settle its accounts, including, but not limited to, any vested or accrued employee benefits, employment contracts, collective bargaining agreements, and unemployment compensation, and, subject to MCL 123.311(2), shall sell all of its property, if any. In addition, WRRMA shall establish a mechanism for handling future environmental liabilities, if any. If the requirements of MCL 123.311(6) have been met and a new authority is incorporated under MCL 123.311(10), WRRMA may agree to the assignment of contracts from WRRMA to the new authority.

After the requirements of MCL 123.311(7) are met, WRRMA shall distribute to each Constituent Member that Constituent Member's fair share of WRRMA's remaining assets.

Upon distribution of WRRMA's assets under MCL 123.311(8), both of the following apply:

- (a) WRRMA is dissolved.
- (b) All liabilities of each Constituent Member and former Constituent Member of WRRMA are terminated, except for both of the following:
 - (i) Any environmental liabilities attributed to WRRMA to the extent that the environmental liabilities result from WRRMA's disposal of the Constituent Member's or former Constituent Member's fair share of municipal solid waste, recyclable materials or yard waste.
 - (ii) The Constituent Member's fair share of any obligation to reimburse WRRMA following the dissolution for liability incurred by WRRMA as a result of litigation or arbitration proceedings that were initiated before the date of dissolution, or litigation or arbitration involving a cause of action arising before the date of dissolution, if the total amount of the Constituent Member's fair share of the obligation cannot be exactly determined by the time the requirements of MCL 123.311(7) are met.

MCL 123.311(6)-(9) do not prevent the incorporation of a new authority by some or all of the Constituent Members or former Constituent Members of an authority with respect to which the requirements of subsection (6) have been met.

ARTICLE VII

Fiscal Year

The fiscal year of WRRMA shall be January 1 – December 31.

ARTICLE VIII

The Board

The governing body of WRRMA shall be known as a Board of Trustees (“Board”) which shall be comprised of one designated representative from each Constituent Member, who shall be appointed by the applicable governing body of such Constituent Member on or before the fifteenth day of December of each year, and shall serve during the next fiscal year and until his/her successor is appointed by the Constituent Member. ~~The~~ members of the Board shall serve without compensation but the Board, in its discretion, may authorize the payment of the actual expenditures of any Board member incurred in connection with the actual and approved business of WRRMA.

The Board shall, at its ~~January~~first meeting of each year, place on its Agenda the issue of “organization”. At ~~that~~the ~~January~~ organizational meeting, the Board shall select a Chairperson, a Vice Chairperson and a Secretary, who shall otherwise be existing and designated members of the Board. Such officers shall serve until the January organizational meeting of the following year and/or until their respective successors shall be selected. No person shall serve as Chairperson, Vice Chairperson or Secretary after he/she ceases to be a designated member of the Board.

The governing body of each Constituent Member shall, at the time of appointing its regular representative on the Board, also appoint an alternate representative who shall have the right to act in the place of the regular representative in event of the latter’s absence from any meeting of the Board, but his/her authority shall be limited to the actual business conducted at such meeting whether set forth on the agenda or not. For any other purpose, the alternate shall not be considered a member of the Board. It shall not be necessary to serve any notice of meetings upon such alternates. No appointment to the Board and no selection of an officer of the Board shall be deemed to be invalid because it was not made within or at the time specified in these Articles. Any Board member or any alternate may be removed at any time by action of the governing body of the Constituent Member which he/she represents. Any officer of WRRMA may be removed by action of the Board by a majority vote of the then Constituent Members.

ARTICLE IX

Vacancies

In the event of a vacancy on the Board, the governing body of the Constituent Member entitled to such representative shall promptly fill the vacancy for the unexpired term. In the event of a vacancy in any office of the Board, such vacancy shall be promptly filled by the Board for the

unexpired term at the next regular meeting of the Board. In the case of the temporary absence or disability of any officer, the Board may appoint a qualified person to temporarily act in his/her stead except that, in the event of the temporary absence or disability of the Chairperson, the Vice Chairperson shall so act immediately.

ARTICLE X

Voting Power

Each Constituent Member shall have one vote.

ARTICLE XI

Meetings and Voting

All meetings of the Board shall comply with Michigan's Open Meetings Act, MCL 15.261, et. seq., including all future amendments to that statute. Meetings of the Board shall be held ~~monthly~~ a minimum of quarterly at such times and places as shall be prescribed by resolution of the Board. Special meetings of the Board may be called by the Chairperson, or any three Constituent Members of the Board, by serving written notice of the time, place and purpose thereof, upon each member of the Board, personally, or by leaving it at his/her office, at least twenty-four hours prior to the time of such special Board meeting, or by depositing the same in a United States Post Office or mail box within the limits of WRRMA, at least seventy-two hours prior to the time of such special Board meeting, enclosed in a sealed envelope properly addressed to him/her at his/her home or office address, with postage fully prepaid thereon. Special meetings of the Board at which all Constituent Members are present shall be deemed to be valid even if no written notice thereof may have been given as above provided. Any Constituent Member of the Board may waive notice of any meeting either before or after the holding of that meeting. The presence of Constituent Members of the Board holding more than fifty percent of the total voting power of the entire Board shall be required for a quorum for all legal purposes.

The Board shall act on all matters before it by motion or resolution. For the passage of any motion or resolution, there shall be required the affirmative vote of a majority of the Constituent Members, except when a larger vote is required by law. For purposes of approving and expending money beyond normal operating costs, there shall be an affirmative vote of at least two-thirds (rounded up if necessary) of the Constituent Members. The Board shall have the right to adopt, from time to time, rules governing its procedures which are not in conflict with the terms of any statute or of these Articles. Board procedures shall be governed by Robert's Rules of Order, as amended from time to time. The Board shall keep minutes of its proceedings, which shall be approved and signed by the Chairperson and Secretary. All votes shall be by "Yeas" and

“Nays”. The minutes shall show how each Constituent Member voted and the total number of votes for and against each motion, resolution or ordinance.

ARTICLES XII

General Manager

If necessary, and at any time, the Board shall have the right to select and appoint a General Manager. Any General Manager shall be the chief administrative officer of WRRMA and shall perform all of the purely administrative functions of WRRMA, unless otherwise expressly delegated in these Articles. All such functions shall be performed in harmony with the adopted policies and direction of the Board. Any General Manager shall serve at the will and direction of the Board.

ARTICLE XIII

Finances

The Board Chairperson shall be the presiding officer of the Board. Except as provided herein, he/she shall not have any executive or administrative functions. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.

The Secretary shall be the recording officer of the Board. All monies of WRRMA shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal therefrom shall be signed by the Chairperson and Secretary of the Board.

ARTICLE XIV

Annual Budget Process

~~Each October~~ At each third quarter meeting of each fiscal year, the Board shall discuss and complete a proposed budget for the next fiscal year and provide a copy of the proposed budget to the governing body of each Constituent Member. Any objections to the proposed budget shall be provided to the Board by ~~December~~ October 1 of each year. Any objections shall be addressed by the Board at the ~~December~~ forth quarter Board meeting and prior to approving the proposed budget.

For the initial fiscal year, the contribution to the budget for each Constituent Member shall be \$5,000.00 with an equal matching contribution by the County of \$5,000.00 on behalf of each Constituent Member. The contribution in each subsequent year shall be determined by the annual budget process. Any expenditure in any fiscal year that exceeds the established contribution and is greater than \$5,000.00 for any Constituent Member shall first be approved by the governing body of each Constituent Member.

ARTICLE XV

Activity Report

~~Each October of e~~Each fiscal year, the Board shall prepare and issue to the governing board of each Constituent Member a report of WRRMA activities.

ARTICLE XVI

Constituent Member Contracts

WRRMA, and its Constituent Members, may, from time to time, enter into a Contract or Contracts, for services performed by WRRMA, and for payment to WRRMA, by the Constituent Members. Any such Contract shall be for a period not exceeding thirty (30) years.

ARTICLE XVII

Third-Party Contracts

WRRMA shall have the power to contract with any person, firm or corporation for the performance of the work to carry out a designated purpose of WRRMA.

ARTICLE XVIII

Employment Contracts

The Board shall have the power to secure all necessary services to carry out the lawful purposes of WRRMA, and to fix the compensation of any required employees of WRRMA, and to provide benefits for the employees as determined from time to time by the Board. No officer or employee of any Constituent Member shall receive any compensation from WRRMA except as allowed for expenditures under Article VIII above.

ARTICLE XIX

Annual Audit

The Board shall cause an annual audit to be made of its financial transactions by a certified public accountant, and shall furnish, in a timely manner, a copy thereof to each Constituent Member. The annual audit shall include the details of the total liabilities of WRRMA and each Constituent Member's share of the total liability as of the date of each audit.

ARTICLE XX

Insufficient Income

If the total funds of WRRMA during any fiscal year is not sufficient to satisfy obligations that were previously presented to and approved by the WRRMA Board, then the amount of any such deficiency shall be prorated equally among the Constituent Members. Any funds required

to satisfy an obligation incurred but not subject to a prior approval of the WRRMA Board shall be prorated equally among the Constituent Members after unanimous approval by the legislative body for each Constituent Member or, based on the facts of the expenditure, in another equitable manner unanimously approved by the legislative bodies of the Constituent Members.

ARTICLE XXI

Withdrawal of Constituent Members

(This provision is required under MCL 123.311(11))

For this Article XXI, the definitions at MCL 123.311(12) shall apply where applicable.

Unless its withdrawal would cause an impairment of any contract, a Constituent Member may withdraw from WRRMA if all of the following requirements are met:

- (a) The legislative body of the Constituent Member adopts a resolution stating that WRRMA is no longer effectively serving the Constituent Member's needs and declaring its decision to withdraw from WRRMA on a date specified in the resolution.
- (b) The withdrawal date specified in the resolution under subdivision (a) is not either of the following:
 - (i) Less than 60 days after the date the resolution is adopted.
 - (ii) Within 1 year before the termination date of WRRMA's most recently approved contract under MCL 123.305 unless the filings required by subdivision (c) (immediately below) are made more than 1 year before the specified withdrawal date.
- (c) The clerk of the Constituent Member promptly files a certified copy of the resolution adopted under subdivision (a) with WRRMA and the Secretary of State.

By the withdrawal date, the withdrawing Constituent Member, at its option, either shall pay to WRRMA the amount of the withdrawing Constituent Member's fair share of the negative equity of WRRMA, if any, determined as of the withdrawal date, or shall provide WRRMA with a bond or other independent, insured guarantee that any such amount will be paid not later than 30 days after the expiration date of the authority's most recently approved contract under MCL 123.305. This provision does not relieve the withdrawing Constituent Member from either of the following:

- (a) The Constituent Member's fair share of any obligation to reimburse WRRMA following the Constituent Member's withdrawal for any environmental liabilities subsequently incurred by WRRMA, to the extent that the environmental liabilities

result from WRRMA's disposal of the withdrawn former Constituent Member's municipal solid waste, recyclable materials, or yard waste.

- (b) The Constituent Member's payment of any money damages, owed on account of its or WRRMA's default under a contract under MCL 123.306 if the default and damages result directly and solely from the Constituent Member's withdrawal and are necessary to prevent an impairment of the contract. If 2 or more Constituent Members withdraw, they are jointly liable for damages under this provision.
- (c) The Constituent Member's fair share of any obligation to reimburse WRRMA following the Constituent Member's withdrawal for liability incurred by WRRMA as a result of litigation or arbitration proceedings that were initiated before the date of withdrawal, or litigation or arbitration involving a cause of action arising before the date of withdrawal, if the total amount of the Constituent Member's fair share of the obligation cannot be exactly determined by the date of withdrawal.

At the option of WRRMA, by the withdrawal date, WRRMA shall pay to the withdrawing Constituent Member its fair share of the equity of WRRMA, determined as of the withdrawal date, or shall provide the withdrawing Constituent Member with a bond or other independent, insured guarantee that such amount will be paid no later than 30 days after the expiration date of WRRMA's most recently approved contract under MCL 123.305. If WRRMA elects to provide such a bond or other guarantee, the withdrawn former Constituent Member may direct the bonding company or guarantor at any time thereafter to pay from the bond or other guarantee any obligation or liability owed to WRRMA by the withdrawn former Constituent Member, including, but not limited to, an obligation described in MCL 123.311(4) (a) or (b).

ARTICLE XXII

Publication of Articles

These Articles shall be published once in a newspaper circulating within the WRRMA Constituent Member communities. One printed copy of such Articles of Incorporation, certified as a true copy thereof, with the date and place of publication, shall be filed with the Secretary of State and the Clerk of the County of Washtenaw, within thirty (30) days after execution has been completed.

ARTICLE XXIII

Amendment of Articles

All Amendments to these Articles require a positive vote of the legislative body of each Constituent Member and a unanimous vote of the Board. Any amendment to these Articles shall

be endorsed, published and certified printed copies filed in the same manner as the original Articles, except that the filed printed copies shall be certified by the recording officer of the Authority.

ARTICLE XXIV

New Members

A municipality may become a Constituent Member of WRRMA by a positive vote of that municipality's legislative body and by an Amendment of these Articles consistent with the procedure set forth in Article XXIII above.

SIGNATURES

Signatures are attached and incorporated herein.

**ANN ARBOR CHARTER TOWNSHIP
THE CITY OF YPSILANTI
PITTSFIELD CHARTER TOWNSHIP
THE CITY OF DEXTER
THE CITY OF SALINE
CHARTER TOWNSHIP OF YPSILANTI
THE CITY OF ANN ARBOR
SCIO TOWNSHIP**

**SECOND AMENDED ARTICLES OF INCORPORATION
OF THE
WASHTENAW REGIONAL RESOURCE MANAGEMENT AUTHORITY**

These Articles of Incorporation (“Articles”) are adopted by the Constituent Members for the defined purposes set forth herein as allowed under the provisions of Act No. 179 of the Michigan Public Acts of 1947, being MCL 123.301, et. seq. (“Enabling Law”). The Effective Date of the Articles is [to be filled in upon submission](“Effective Date”).

ARTICLE I

Legal Name

The name of this Authority shall be, for all legal purposes, Washtenaw Regional Resource Management Authority (“WRRMA”), with a principal place of business at 705 North Zeeb Road, Ann Arbor, Michigan 48103, County of Washtenaw, State of Michigan.

ARTICLE II

Constituent Members

The Constituent Members of WRRMA as of the Effective Date are: Ann Arbor Charter Township, Pittsfield Charter Township, the Township of Scio, the Charter Township of Ypsilanti, the City of Ann Arbor, the City of Dexter, the City of Saline, and the City of Ypsilanti.

All Constituent Members as of the Effective Date are located in the County of Washtenaw, State of Michigan.

ARTICLE III

Defined Purposes of WRRMA

The purposes of WRRMA are, as of the Effective Date of these Articles, limited to the purposes set forth herein. For purposes of these Articles, “materials management” shall mean the management, including the “collection”, of municipal solid waste, organics, (including yard waste) and recyclables.

- Coordinate the materials management activities of the Constituent Members.
- Coordinate materials management promotional materials and related outreach activities for the Constituent Members.
- Ensure clear and consistent materials management activities/opportunities for all Constituent Members.
- Ensure that there are locations and resources to provide for efficient and effective materials management capabilities for all Constituent Members.

The following shall not be an authorized purpose of WRRMA as of the Effective Date of these Articles:

- The ownership or purchase of any real property and/or any facility used, in the past or the future, for the disposal of municipal solid waste, by permit or otherwise.

ARTICLE IV

Powers of WRRMA

WRRMA shall be a body corporate with the power to sue or to be sued in any Michigan Court subject to the then applicable and controlling laws on jurisdiction and venue. WRRMA shall be comprised of the physical territory situated within the boundaries of the Constituent Members. WRRMA shall possess all the powers granted to it by these Articles, and all powers necessary to, and incidental to, carrying out the currently stated and defined purposes of WRRMA as set forth by these Articles. WRRMA shall have a corporate seal.

ARTICLE V

Definitions

As used herein, all words and phrases, unless specifically defined by law or MCL 123.311(12), shall have their plain meaning and shall be construed accordingly.

ARTICLE VI

Dissolution of WRRMA

(This provision is required under MCL 123.311(11))

WRRMA shall continue in existence until dissolved in accordance with the Enabling Law as set forth at MCL 123.311, including all definitions set forth at MCL 123.311(12).

For this Article VI, the definitions at MCL 123.311(12) shall apply as used herein and where applicable.

Unless it would cause an impairment of a WRRMA contract under MCL 123.306, WRRMA, as a “qualified authority” as defined at MCL 123.311(12)(K)), shall dissolve if the following requirements are met:

- (a) The legislative bodies of 60% of the Constituent Members each adopt a resolution stating that WRRMA is no longer effectively serving the public good for which it was created and directing that WRRMA be dissolved pursuant to MCL 123.311(6)-(9); and
- (b) The clerk (or equivalent) of each Constituent Member whose legislative body adopts a resolution under subdivision (a) above promptly files a certified copy of the resolution with WRRMA and the Secretary of State.

Within six (6) months after the requirements of MCL 123.311(6) are met, WRRMA shall establish a mechanism to manage and pay for environmental activities, if any, required under existing law and cease the activities described in Article III above. Within six (6) months of ceasing activities allowed under Article III, WRRMA shall settle its accounts, including, but not limited to, any vested or accrued employee benefits, employment contracts, collective bargaining agreements, and unemployment compensation, and, subject to MCL 123.311(2), shall sell all of its property, if any. In addition, WRRMA shall establish a mechanism for handling future environmental liabilities, if any. If the requirements of MCL 123.311(6) have been met and a new authority is incorporated under MCL 123.311(10), WRRMA may agree to the assignment of contracts from WRRMA to the new authority.

After the requirements of MCL 123.311(7) are met, WRRMA shall distribute to each Constituent Member that Constituent Member's fair share of WRRMA's remaining assets.

Upon distribution of WRRMA's assets under MCL 123.311(8), both of the following apply:

- (a) WRRMA is dissolved.
- (b) All liabilities of each Constituent Member and former Constituent Member of WRRMA are terminated, except for both of the following:
 - (i) Any environmental liabilities attributed to WRRMA to the extent that the environmental liabilities result from WRRMA's disposal of the Constituent Member's or former Constituent Member's fair share of municipal solid waste, recyclable materials or yard waste.
 - (ii) The Constituent Member's fair share of any obligation to reimburse WRRMA following the dissolution for liability incurred by WRRMA as a result of litigation or arbitration proceedings that were initiated before the date of dissolution, or litigation or arbitration involving a cause of action arising before the date of dissolution, if the total amount of the Constituent Member's fair share of the obligation cannot be exactly determined by the time the requirements of MCL 123.311(7) are met.

MCL 123.311(6)-(9) do not prevent the incorporation of a new authority by some or all of the Constituent Members or former Constituent Members of an authority with respect to which the requirements of subsection (6) have been met.

ARTICLE VII

Fiscal Year

The fiscal year of WRRMA shall be January 1 – December 31.

ARTICLE VIII

The Board

The governing body of WRRMA shall be known as a Board of Trustees (“Board”) which shall be comprised of one designated representative from each Constituent Member, who shall be appointed by the applicable governing body of such Constituent Member on or before the fifteenth day of December of each year, and shall serve during the next fiscal year and until his/her successor is appointed by the Constituent Member. The members of the Board shall serve without compensation but the Board, in its discretion, may authorize the payment of the actual expenditures of any Board member incurred in connection with the actual and approved business of WRRMA.

The Board shall, at its first meeting of each year, place on its Agenda the issue of “organization”. At that organizational meeting, the Board shall select a Chairperson, a Vice Chairperson and a Secretary, who shall otherwise be existing and designated members of the Board. Such officers shall serve until the January organizational meeting of the following year and/or until their respective successors shall be selected. No person shall serve as Chairperson, Vice Chairperson or Secretary after he/she ceases to be a designated member of the Board.

The governing body of each Constituent Member shall, at the time of appointing its regular representative on the Board, also appoint an alternate representative who shall have the right to act in the place of the regular representative in event of the latter’s absence from any meeting of the Board, but his/her authority shall be limited to the actual business conducted at such meeting whether set forth on the agenda or not. For any other purpose, the alternate shall not be considered a member of the Board. It shall not be necessary to serve any notice of meetings upon such alternates. No appointment to the Board and no selection of an officer of the Board shall be deemed to be invalid because it was not made within or at the time specified in these Articles. Any Board member or any alternate may be removed at any time by action of the governing body of the Constituent Member which he/she represents. Any officer of WRRMA may be removed by action of the Board by a majority vote of the then Constituent Members.

ARTICLE IX

Vacancies

In the event of a vacancy on the Board, the governing body of the Constituent Member entitled to such representative shall promptly fill the vacancy for the unexpired term. In the event of a vacancy in any office of the Board, such vacancy shall be promptly filled by the Board for the unexpired term at the next regular meeting of the Board. In the case of the temporary absence

or disability of any officer, the Board may appoint a qualified person to temporarily act in his/her stead except that, in the event of the temporary absence or disability of the Chairperson, the Vice Chairperson shall so act immediately.

ARTICLE X

Voting Power

Each Constituent Member shall have one vote.

ARTICLE XI

Meetings and Voting

All meetings of the Board shall comply with Michigan's Open Meetings Act, MCL 15.261, et. seq., including all future amendments to that statute. Meetings of the Board shall be held a minimum of quarterly at such times and places as shall be prescribed by resolution of the Board. Special meetings of the Board may be called by the Chairperson, or any three Constituent Members of the Board, by serving written notice of the time, place and purpose thereof, upon each member of the Board, personally, or by leaving it at his/her office, at least twenty-four hours prior to the time of such special Board meeting, or by depositing the same in a United States Post Office or mail box within the limits of WRRMA, at least seventy-two hours prior to the time of such special Board meeting, enclosed in a sealed envelope properly addressed to him/her at his/her home or office address, with postage fully prepaid thereon. Special meetings of the Board at which all Constituent Members are present shall be deemed to be valid even if no written notice thereof may have been given as above provided. Any Constituent Member of the Board may waive notice of any meeting either before or after the holding of that meeting. The presence of Constituent Members of the Board holding more than fifty percent of the total voting power of the entire Board shall be required for a quorum for all legal purposes.

The Board shall act on all matters before it by motion or resolution. For the passage of any motion or resolution, there shall be required the affirmative vote of a majority of the Constituent Members, except when a larger vote is required by law. For purposes of approving and expending money beyond normal operating costs, there shall be an affirmative vote of at least two-thirds (rounded up if necessary) of the Constituent Members. The Board shall have the right to adopt, from time to time, rules governing its procedures which are not in conflict with the terms of any statute or of these Articles. Board procedures shall be governed by Robert's Rules of Order, as amended from time to time. The Board shall keep minutes of its proceedings, which shall be approved and signed by the Chairperson and Secretary. All votes shall be by "Yeas" and

“Nays”. The minutes shall show how each Constituent Member voted and the total number of votes for and against each motion, resolution or ordinance.

ARTICLES XII

General Manager

If necessary, and at any time, the Board shall have the right to select and appoint a General Manager. Any General Manager shall be the chief administrative officer of WRRMA and shall perform all of the purely administrative functions of WRRMA, unless otherwise expressly delegated in these Articles. All such functions shall be performed in harmony with the adopted policies and direction of the Board. Any General Manager shall serve at the will and direction of the Board.

ARTICLE XIII

Finances

The Board Chairperson shall be the presiding officer of the Board. Except as provided herein, he/she shall not have any executive or administrative functions. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.

The Secretary shall be the recording officer of the Board. All monies of WRRMA shall be deposited in a bank or banks, to be designated by the Board, and all checks or other forms of withdrawal therefrom shall be signed by the Chairperson and Secretary of the Board.

ARTICLE XIV

Annual Budget Process

At each third quarter meeting of each fiscal year, the Board shall discuss and complete a proposed budget for the next fiscal year and provide a copy of the proposed budget to the governing body of each Constituent Member. Any objections to the proposed budget shall be provided to the Board by October 1 of each year. Any objections shall be addressed by the Board at the fourth quarter Board meeting and prior to approving the proposed budget.

For the initial fiscal year, the contribution to the budget for each Constituent Member shall be \$5,000.00 with an equal matching contribution by the County of \$5,000.00 on behalf of each Constituent Member. The contribution in each subsequent year shall be determined by the annual budget process. Any expenditure in any fiscal year that exceeds the established contribution and is greater than \$5,000.00 for any Constituent Member shall first be approved by the governing body of each Constituent Member.

ARTICLE XV

Activity Report

Each fiscal year the Board shall prepare and issue to the governing board of each Constituent Member a report of WRRMA activities.

ARTICLE XVI

Constituent Member Contracts

WRRMA, and its Constituent Members, may, from time to time, enter into a Contract or Contracts, for services performed by WRRMA, and for payment to WRRMA, by the Constituent Members. Any such Contract shall be for a period not exceeding thirty (30) years.

ARTICLE XVII

Third-Party Contracts

WRRMA shall have the power to contract with any person, firm or corporation for the performance of the work to carry out a designated purpose of WRRMA.

ARTICLE XVIII

Employment Contracts

The Board shall have the power to secure all necessary services to carry out the lawful purposes of WRRMA, and to fix the compensation of any required employees of WRRMA, and to provide benefits for the employees as determined from time to time by the Board. No officer or employee of any Constituent Member shall receive any compensation from WRRMA except as allowed for expenditures under Article VIII above.

ARTICLE XIX

Annual Audit

The Board shall cause an annual audit to be made of its financial transactions by a certified public accountant, and shall furnish, in a timely manner, a copy thereof to each Constituent Member. The annual audit shall include the details of the total liabilities of WRRMA and each Constituent Member's share of the total liability as of the date of each audit.

ARTICLE XX

Insufficient Income

If the total funds of WRRMA during any fiscal year is not sufficient to satisfy obligations that were previously presented to and approved by the WRRMA Board, then the amount of any such deficiency shall be prorated equally among the Constituent Members. Any funds required

to satisfy an obligation incurred but not subject to a prior approval of the WRRMA Board shall be prorated equally among the Constituent Members after unanimous approval by the legislative body for each Constituent Member or, based on the facts of the expenditure, in another equitable manner unanimously approved by the legislative bodies of the Constituent Members.

ARTICLE XXI

Withdrawal of Constituent Members

(This provision is required under MCL 123.311(11))

For this Article XXI, the definitions at MCL 123.311(12) shall apply where applicable.

Unless its withdrawal would cause an impairment of any contract, a Constituent Member may withdraw from WRRMA if all of the following requirements are met:

- (a) The legislative body of the Constituent Member adopts a resolution stating that WRRMA is no longer effectively serving the Constituent Member's needs and declaring its decision to withdraw from WRRMA on a date specified in the resolution.
- (b) The withdrawal date specified in the resolution under subdivision (a) is not either of the following:
 - (i) Less than 60 days after the date the resolution is adopted.
 - (ii) Within 1 year before the termination date of WRRMA's most recently approved contract under MCL 123.305 unless the filings required by subdivision (c) (immediately below) are made more than 1 year before the specified withdrawal date.
- (c) The clerk of the Constituent Member promptly files a certified copy of the resolution adopted under subdivision (a) with WRRMA and the Secretary of State.

By the withdrawal date, the withdrawing Constituent Member, at its option, either shall pay to WRRMA the amount of the withdrawing Constituent Member's fair share of the negative equity of WRRMA, if any, determined as of the withdrawal date, or shall provide WRRMA with a bond or other independent, insured guarantee that any such amount will be paid not later than 30 days after the expiration date of the authority's most recently approved contract under MCL 123.305. This provision does not relieve the withdrawing Constituent Member from either of the following:

- (a) The Constituent Member's fair share of any obligation to reimburse WRRMA following the Constituent Member's withdrawal for any environmental liabilities subsequently incurred by WRRMA, to the extent that the environmental liabilities

result from WRRMA's disposal of the withdrawn former Constituent Member's municipal solid waste, recyclable materials, or yard waste.

- (b) The Constituent Member's payment of any money damages, owed on account of its or WRRMA's default under a contract under MCL 123.306 if the default and damages result directly and solely from the Constituent Member's withdrawal and are necessary to prevent an impairment of the contract. If 2 or more Constituent Members withdraw, they are jointly liable for damages under this provision.
- (c) The Constituent Member's fair share of any obligation to reimburse WRRMA following the Constituent Member's withdrawal for liability incurred by WRRMA as a result of litigation or arbitration proceedings that were initiated before the date of withdrawal, or litigation or arbitration involving a cause of action arising before the date of withdrawal, if the total amount of the Constituent Member's fair share of the obligation cannot be exactly determined by the date of withdrawal.

At the option of WRRMA, by the withdrawal date, WRRMA shall pay to the withdrawing Constituent Member its fair share of the equity of WRRMA, determined as of the withdrawal date, or shall provide the withdrawing Constituent Member with a bond or other independent, insured guarantee that such amount will be paid no later than 30 days after the expiration date of WRRMA's most recently approved contract under MCL 123.305. If WRRMA elects to provide such a bond or other guarantee, the withdrawn former Constituent Member may direct the bonding company or guarantor at any time thereafter to pay from the bond or other guarantee any obligation or liability owed to WRRMA by the withdrawn former Constituent Member, including, but not limited to, an obligation described in MCL 123.311(4) (a) or (b).

ARTICLE XXII

Publication of Articles

These Articles shall be published once in a newspaper circulating within the WRRMA Constituent Member communities. One printed copy of such Articles of Incorporation, certified as a true copy thereof, with the date and place of publication, shall be filed with the Secretary of State and the Clerk of the County of Washtenaw, within thirty (30) days after execution has been completed.

ARTICLE XXIII

Amendment of Articles

All Amendments to these Articles require a positive vote of the legislative body of each Constituent Member and a unanimous vote of the Board. Any amendment to these Articles shall

be endorsed, published and certified printed copies filed in the same manner as the original Articles, except that the filed printed copies shall be certified by the recording officer of the Authority.

ARTICLE XXIV

New Members

A municipality may become a Constituent Member of WRRMA by a positive vote of that municipality's legislative body and by an Amendment of these Articles consistent with the procedure set forth in Article XXIII above.

SIGNATURES

Signatures are attached and incorporated herein.

**ANN ARBOR CHARTER TOWNSHIP
THE CITY OF YPSILANTI
PITTSFIELD CHARTER TOWNSHIP
THE CITY OF DEXTER
THE CITY OF SALINE
CHARTER TOWNSHIP OF YPSILANTI
THE CITY OF ANN ARBOR
SCIO TOWNSHIP**

RESOLUTION NO. _____
RE: WASHTENAW REGIONAL RESOURCE MANAGEMENT AUTHORITY (“WRRMA”)

Resolution adopted at a regular meeting of the Scio Township Board of Trustees meeting held on March 10, 2026.

PRESENT:

ABSENT:

RECITALS

WHEREAS, Act 179 of 1947, being MCL 123.301 et. seq. (“Act”), enables the incorporation of any two (2) or more cities, villages or townships for the collective management of garbage and rubbish; and

WHEREAS, an authority under the Act is authorized by Articles of Incorporation; and

WHEREAS, Scio Township has been a participating member of the Washtenaw Regional Resource Management Authority since it formed under the Act on September 23rd 2019; and

WHEREAS, the Articles of Incorporation prescribes and details the process for amending the Articles; and

WHEREAS, the WRRMA Board considered and unanimously approved the Second Amended Articles of Incorporation on February 17, 2026; and

WHEREAS, Scio Township has reviewed the Second Amended Articles of Incorporation for the Washtenaw Regional Resource Management Authority and find the Articles to be acceptable;

NOW, THEREFORE, Scio Township approves of the Second Amended Articles of Incorporation.

AYES:

NAYES:

RESOLUTION DECLARED ADOPTED.

The foregoing Articles of Incorporation were adopted by the Scio Township Board of Trustees, Washtenaw County, Michigan, at a public meeting duly held on the March 10, 2026 of said Board and the Clerk of said Board being Jessica Flintoft.

Jillian Kerry, Supervisor
Scio Township
Dated:

Jessica Flintoft, Clerk
Scio Township
Dated:

AGENDA # K.12
Scio Township Board of Trustees
Right of Way Amendment for Fire Station 2

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 3/4/2026

PREPARED BY: Andy Houde

SUBMITTED BY: Fire

ITEM TYPE: Possible Action

BACKGROUND:

As part of the review by the WCRC for the fire station 2 project, the WCRC is requiring an added easement due to road changes on the site. The attached document was prepared by OHM for Township adoption.

The easement agreement is under legal review.

FISCAL IMPACT: None

RECOMMENDATION: The Fire Chief recommends approval

MODEL MOTION:

To authorize the Supervisor to sign the public road easement agreement conveying app 0.251 acres of property to the Washtenaw County Road Commission.

ATTACHMENTS:

[Scio Twp FS2 ROW easement.pdf](#)

QUESTION: Shall this Motion be APPROVED?

PUBLIC ROAD EASEMENT

KNOWN ALL BY THESE PRESENT, that Scio Township, a Michigan municipal corporation, whose address is 827 N. Zeeb Road, Ann Arbor, Michigan, 48103 the owner of certain lands in Section 35, Scio Township, Washtenaw County, Michigan, does hereby grant and convey to the Board of County Road Commissioners of the County of Washtenaw, a public body corporate, whose address is 555 N. Zeeb Road, Ann Arbor, Michigan 48103, an easement for highway purposes upon the following property:

See ATTACHMENT "A" attached hereto and incorporated herein.

This conveyance includes a release of any and all claims arising from or incidental to the widening, draining, and improving of the road and the location thereof, including the removal of such trees, shrubs vegetation, gravel, soil and other materials as the Washtenaw County Road Commission determines to be necessary in the construction and maintenance of said road.

For and in consideration of One Dollar & NO/100 (\$1.00).

Dated this _____ day of _____, 2026

GRANTOR:

Scio Township,
a Michigan municipal corporation

Jillian Kerry, Supervisor

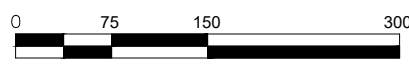
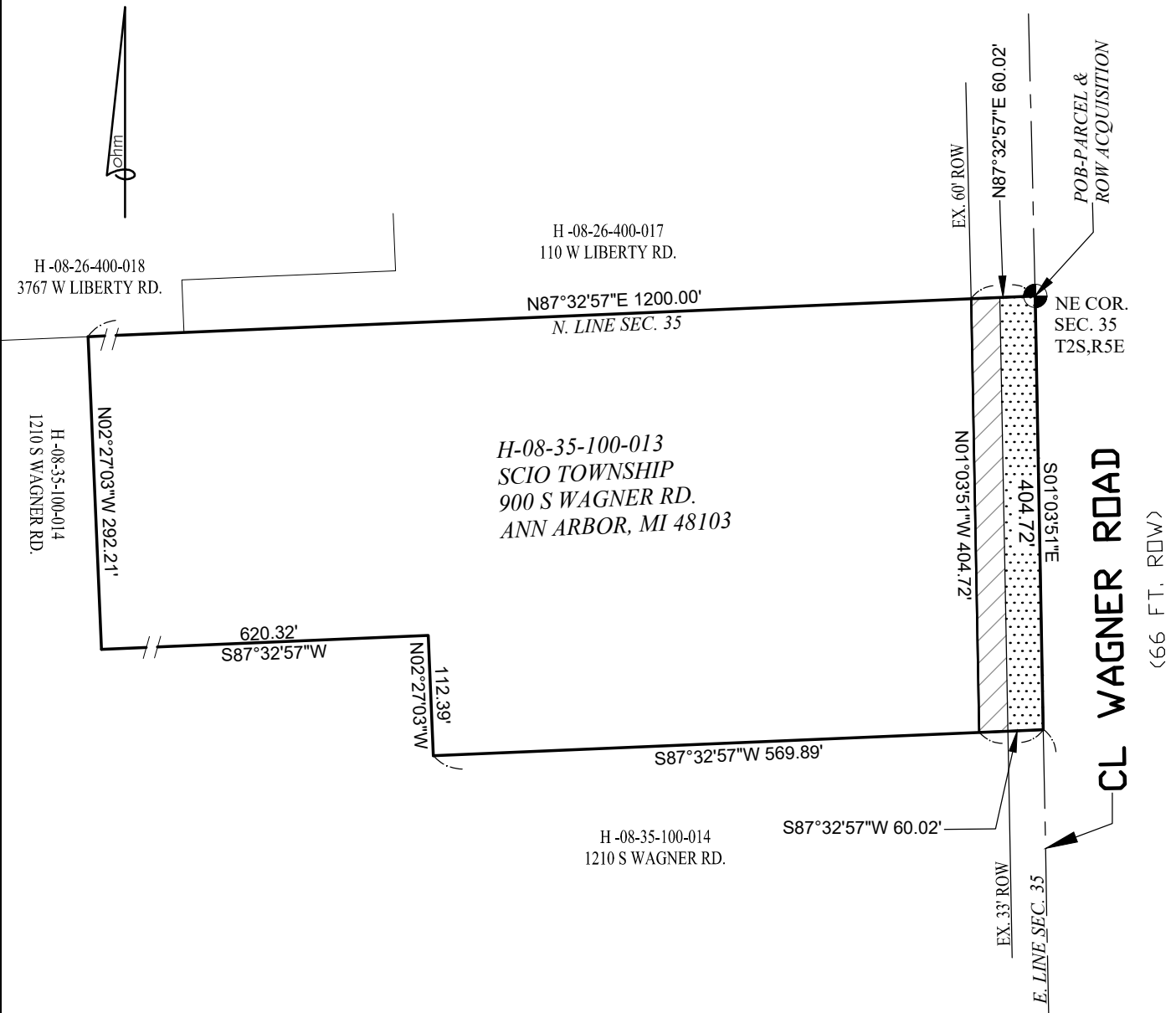
STATE OF MICHIGAN }
 }SS.
COUNTY OF WASHTENAW }

The foregoing instrument was signed before me this _____ day of _____, 2026, by Jillian Kerry, as Supervisor, on behalf of and for Scio Township, a Michigan municipal corporation.

Notary Public, State of Michigan
County of _____
My Commission expires _____
Acting in County of _____

Part of Tax Parcel Number: H-08-35-100-013
Prepared by and when recorded return to:
Curtis M. Brochue, SR/WA
ROW Program Manager
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, MI 48103

ATTACHMENT 'A'



SCALE: 1" = 150'

LEGEND

- ROW RIGHT-OF-WAY
- PUBLIC LAND CORNER
- POB POINT OF BEGINNING

AREA

- PROPOSED RIGHT OF WAY ACQUISITION
AREA: 0.251 AC (10,927 SF)
 - EXISTING RIGHT OF WAY
AREA: 0.307 AC (13,356 SF)
- TOTAL RIGHT OF WAY ACQUISITION
AREA: 0.558 AC (24,283 SF)



*DIMENSIONS AND AREAS BASED ON
PARCEL DESCRIPTION, NOT BASED ON
ACTUAL FIELD SURVEY.
THIS DOCUMENT IS NOT A P.A. 132 SURVEY.*

PROPOSED RIGHT OF WAY		SCALE H: 1"=150'
WAGNER ROAD & LIBERTY ROAD		SHEET 1
PART OF THE NE 1/4 OF SECTION 35		OF 2
T.2S., R.5E., SCIO TOWNSHIP, WASHTENAW COUNTY, MICHIGAN		
DATE: 01-26-2026	CLIENT: WASHTENAW COUNTY ROAD COMMISSION	JOB #: 0159-21-0050
34000 Plymouth Road Livonia, MI 48150 P (734) 522-6711 F (734) 522-6427 WWW.OHM-ADVISORS.COM		



ATTACHMENT 'A'

LEGAL DESCRIPTION - PARENT PARCEL (H-08-35-100-013) (PER ARBOR LAND CONSULTANTS, JOB NUMBER: 14321)

A parcel of land being a part of the NE 1/4 of Section 35, Town 2 South, Range 5 East, Scio Township, Washtenaw County, Michigan, more particularly described as follows:


Beginning at the NE corner of said Section 35; thence along the East line of said Section 35 and the centerline of Wagner Road, S 01°03'51" E 404.72 feet; thence S 87°32'57" W 569.89 feet; thence N 02°27'03" W 112.39 feet; thence S 87°32'57" W 620.32 feet; thence N 02°27'03" W 292.21 feet to a point on the North line of said Section 35; thence along said North line, N 87°32'57" E 1200.00 feet to the Point of Beginning.

LEGAL DESCRIPTION - RIGHT OF WAY

A right of way being a part of the NE 1/4 of Section 35, Town 2 South, Range 5 East, Scio Township, Washtenaw County, Michigan, more particularly described as follows:

Beginning at the NE corner of said Section 35; thence along the East line of said Section 35 and the centerline of Wagner Road, S 01°03'51" E 404.72 feet; thence S 87°32'57" W 60.02 feet along the South line of said parent parcel; thence N 01°03'51" W 404.72 feet to a point on the North line of said Section 35; thence along said North line, N 87°32'57" E 60.02 feet to the Point of Beginning; said right of way containing 0.558 acres (24,843 square feet) of land, more or less, with 0.251 acres (10,927 square feet) being additional right of way, and 0.307 acres (13,356 square feet) being existing right of way. Also being subject to all easements and restrictions of record, if any.

*DIMENSIONS AND AREAS BASED ON
PARCEL DESCRIPTION, NOT BASED ON
ACTUAL FIELD SURVEY.
THIS DOCUMENT IS NOT A P.A. 132 SURVEY.*

PROPOSED RIGHT OF WAY WAGNER ROAD & LIBERTY ROAD PART OF THE NE 1/4 OF SECTION 35 T.2S., R.5E., SCIO TOWNSHIP, WASHTENAW COUNTY, MICHIGAN		SCALE H: 1"=150'	
		SHEET 2 OF 2	
DATE: 01-26-2026	CLIENT: WASHTENAW COUNTY ROAD COMMISSION	JOB # 0159-21-0050	
34000 Plymouth Road Livonia, MI 48150 P (734) 522-6711 F (734) 522-6427 WWW.OHM-ADVISORS.COM			

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AGENDA # K.13
Scio Township Board of Trustees
2026 Dexter-Ann Arbor Run

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026

PREPARED BY: Kristy Aiken

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approve road closures for the annual run from Dexter to Ann Arbor.

BACKGROUND: The 2026 Dexter-Ann Arbor Run racecourse will be the same as last year. Here are the details:

- Race date: Sunday, May 31, 2026
- Same course on Huron River Drive staffed by Sheriff, Police, HVA and Volunteers.
- Road closures for portions of Huron River Drive are required from 8 AM to 11 AM.
- All residents living along Huron River Drive will be notified by mail regarding the race.

FISCAL IMPACT: None

RECOMMENDATION: Supervisor recommends approval

MODEL MOTION: To adopt the proposed resolution expressing the Township's support for the annual Dexter-Ann Arbor Run and to communicate approval for the related road closures on Sunday, May 31, 2026.

ATTACHMENTS:

[2026 Scio Township Letter - DXA2 \(1\).pdf](#)

[Ann Arbor Track Club 2026- Dexter letter 2.5.26 \(1\) \(1\).pdf](#)

[Scio Township ACORD Form 20251217-074057 \(2\) \(1\).pdf](#)

[WCSDXTER ANN ARBOR 2026.pdf](#)

[Dexter Ann Arbor Run 2026 Draft Resolution.pdf](#)

QUESTION: Shall this Motion be APPROVED?

Ann Arbor Track Club

PO Box 7551 Ann-Arbor,MI

February 10, 2026

Jillian Kerry, Scio Township Supervisor
827 N. Zeeb Road, Ann Arbor MI 48130

Dear Jillian,

The Ann Arbor Track Club is soliciting approval from the County for road closures that are required for 2026 Dexter-Ann Arbor Run. The 2026 course is slightly modified due to unforeseen construction in Dexter. Attached is the course map for reference. We are excited to also announce that due to your continued support and the support of all connected affiliates, the Dexter Ann Arbor Half Marathon was selected to be the 2026 Half Marathon National Championship Race.

Race Date: Sunday, May 31, 2026

Race Route: <https://www.plotaroute.com/route/3220816?units=miles> (ADJUSTED DUE TO ROADWORK)

- Same course on Huron River Drive staffed by Sheriff, Police, HVA and Volunteers.
- Road closures for portions of Huron River Drive are required from 8 AM to 11 AM.
- All residents living along Huron River Drive will be notified by road signs regarding the race.

Attached is the Washtenaw Sheriffs Services Contract with Teressa and Sgt. Hogan, Huron Valley Ambulance who usually leads the on-site team on race day (in addition, the AATC medical support coordinator, Dr. Rebecca Northway, has been contacted) and the course map.

Please let me know if you require any additional information.

Thank you for your help.

Sincerely,

Baily Weatherwax - Run Toledo/AATC
734-649-7966



HURON VALLEY
AMBULANCE

1200 State Circle
Ann Arbor, Michigan 48108-1691
(734) 971-4420

A Nonprofit Community Service

*Accredited by the
Commission on Accreditation
of Ambulance Services*

February 5th, 2026

To Whom It May Concern:

Please be advised that the Ann Arbor Track Club has contracted with Huron Valley Ambulance to provide medical services for the Dexter-Ann Arbor Run on Sunday, May 31st, 2026. Medical coverage will consist of multiple HVA personnel and equipment located from the starting point in the City of Dexter to the finish line in the City of Ann Arbor.

If additional information is needed, please do not hesitate to contact me at 734-477-6210

Sincerely,

Scott Morrell

Scott Morrell
Operations Manager
Huron Valley Ambulance

SM

DRAFT

POLICE SERVICES CONTRACT Dexter Ann Arbor Run 2026

THIS AGREEMENT is made this 10 February 2026, by and between the **COUNTY OF WASHTENAW**, a municipal corporation, with offices located in the County Administration Building, 220 N. Main Street, Ann Arbor, Michigan 48107, hereinafter identified as the "COUNTY"; and **Ann Arbor Track Club 121 Turnberry Ct. Milford, MI 48381**, hereinafter identified as "CONTRACTOR".

WITNESSETH:

WHEREAS, the parties desire to enter into a contract for the purposes of providing police services and to set forth the terms, conditions, and obligations of the parties.

NOW THEREFORE, in consideration of mutual promises and covenants hereinafter set forth, it is mutually agreed as follows:

1. In compensation for the Washtenaw County Sheriff's Office personnel to provide law enforcement services, CONTRACTOR shall pay the COUNTY at the rate of one hundred twenty (\$120.00) dollars, per hour, per deputy, one hundred seventeen (\$117.00) per hour, per corrections officer, one hundred twenty four (\$124.00) dollars, per hour, per detective / special deputy, one hundred forty two (\$142.00) dollars, per hour, per sergeant, and one hundred fifty five(\$155.00) dollars per hour per lieutenant and one hundred twelve (\$112.00) dollars per hour per dispatcher as required by their respective contracts. It is anticipated that one officer will be needed for this operation. Additional deputies and/or supervisors, if needed, will be provided for and covered by this contract. A final invoice for the services specified herein will be completed by the county and the contractor agrees to submit payment within 30 days of receipt of invoice. Late fees may be applied on delinquent accounts.

Proposed dates of service are as follows:

Sunday, May 31, 2026	6:00 am	to 11:30 am	16 Deputies, Detectives or Correction Officers
Sunday, May 31, 2026	6:00 am	to 11:30 am	1 Supervisor (Command)
Sunday, May 31, 2026	6:00 am	to 11:30 am	1 Dispatcher
Sunday, May 31, 2026	7:00 am	to 11:30 am	1 Lieutenant

2. The terms of this Agreement will consist of a mutually agreed schedule of deputy(ies) and/or command officer(s) beginning 31, May 2026 and ending on 31, May 2026. This contract may be extended by a letter of agreement signed by both parties.
3. Except as provided herein, neither CONTRACTOR nor the COUNTY shall be obligated to contribute any money toward the expense of said deputy(ies) or command officer(s) of the Sheriff's Office for services provided under this Agreement. Further, the SHERIFF warrants that the rate of one hundred twenty (\$120.00) dollars, per hour, per deputy, one hundred seventeen (\$117.00) per hour, per corrections officer, one hundred twenty four (\$124.00) dollars, per hour, per detective / special deputy, one hundred forty two (\$142.00) dollars, per hour, per sergeant, and one hundred fifty five(\$155.00) dollars per hour per lieutenant and one hundred twelve (\$112.00) dollars per hour per dispatcher, as required by their respective contracts, will be adequate to cover the costs of furnishing the protection services specified in this Agreement.
4. The SHERIFF agrees to provide such services at the time and location set forth in the mutually agreed schedule described in Paragraph 2. herein, except that, the SHERIFF and/or his command officers shall have the right to temporarily withdraw said deputy(ies) from assignment in case of an emergency that requires additional police units in some other portion of the county, or to render aid to other police departments and agencies involved in law enforcement. CONTRACTOR shall not be responsible for compensating said personnel for the time they are withdrawn from the CONTRACTOR's detail.
5. All parties hereto agree that they will hold special conferences upon the request of either of the parties for the purposes of resolving any mutual problems that may arise in the enforcement of

**SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #26-**

**A RESOLUTION OF SUPPORT FOR THE ANN ARBOR TRACK CLUB DEXTER-ANN ARBOR
RUN ON MAY 31, 2026, AND NOTIFICATION TO THE WASHTENAW COUNTY ROAD
COMMISSION OF SUPPORT FOR THIS EVENT**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held on the 10th day of March, 2026 at 7:00 p.m.

Members Present:

Members Absent:

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Washtenaw County Road Commission has been asked by the Ann Arbor Track Club to allow closure of Huron River Drive for the 2026 Dexter-Ann Arbor Run from 8:00 a.m. to 11:00 a.m. on May 31, 2026; and

WHEREAS, the Washtenaw County Sheriff’s Office will review this request following approval by the Scio Township Board of Trustees and has not had issues with closures for this event in prior years;

NOW THEREFORE BE IT RESOLVED, that the Scio Township Board of Trustees has no objection to the closure of Huron River Drive for the 2026 Dexter-Ann Arbor Run from 8:00 a.m. to 11:00 a.m. on May 31, 2026.

BE IT FURTHER RESOLVED, that it is understood that the Ann Arbor Track Club will be responsible for any additional public safety costs during the event; and

BE IT FURTHER RESOLVED, that the Scio Township Clerk will send a copy of this Resolution to the Washtenaw County Road Commission and authorizes Baily Weatherwax of the Ann Arbor Track Club to make this request from the Washtenaw County Road Commission.

ROLL CALL VOTE:

AYES: **NAYS:** **ABSENT:** **ABSTAIN:**
RESOLUTION DECLARED _____.

Jessica Flintoft, Clerk Scio Township

DATED: March 2, 2026

CERTIFICATE

I, Jessica Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on, March 10, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

_____ Jessica Flintoft, Clerk
Scio Township

DATED: March 2, 2026

AGENDA # L.1
Scio Township Board of Trustees
Regular Reports from Supervisor, Treasurer, Clerk, Office Coordinator, Departments and Committees

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: February 27, 2026

PREPARED BY: Kristy Aiken

SUBMITTED BY: Manager

ITEM TYPE: Information

BACKGROUND: Hear Regular Reports:

Supervisor

Downtown Development Authority

Treasurer

Clerk

Report of Upcoming Proposed Agenda Items

Election Commission

Loch Alpine Sanitary Authority

Parks Paths Preserves Committee

Land Preservation Commission

Planning Commission

Sustainability Task Force

Gelman

Township Lobbying Efforts

Roads Advisory Committee

Multimodal Transit Committee

Office Coordinator

ATTACHMENTS:

[GCSI Capitol Update - February 27, 2026.pdf](#)

[Utility Director Monthly Report February.pdf](#)

[2025.03.04_OHM BOT Monthly Report.pdf](#)

[Notification of Bond Sale Scio Township.pdf](#)

Session Activity

While the Governor's State of the State Address was certainly the feature of the week, the House did pass a variety of bills on Tuesday: [House Bill 5517](#) amends the Bottle Bill to allow certain beverage distributors to claim a half cent credit per returnable container sold; [HBs 4593](#) and [4594](#) limit the use of the "dental specialist" title; [HB 5102](#) eliminates the state's dentistry task force; [HB 4909](#) amends a daily attendance reporting requirement for cosmetology schools and apprenticeship programs; and [HBs 4346](#) and [4347](#) together modify the allocation cap for certain taxes flowing to the MI agriculture equine industry development fund and specifically direct the monies in the fund.

State of the State

Governor Whitmer gave her final State of the State Address on Wednesday, highlighting past success and identifying three key areas of focus in the coming year: education, especially literacy; housing; and health care.

The Governor admitted that our state is in 44th place for 4th grade reading levels. She summarized her literacy plan, calling for free full-day PreK for All and for major investments in teacher literacy training and resources.

She identified housing as a key state, and national, challenge, sharing that the median age of a first-time home buyer is 40 and their average income is \$97,000 – two record high statistics. Whitmer pitched a state-level affordable housing tax credit, referenced incentivized construction, and indicated a willingness to eliminate burdensome construction requirements and to streamline zoning processes.

Lastly, the Governor covered health care. She called on Congress to reinstate certain health care subsidies and called on the state to address the challenge of medical debt. She suggested capping interest rates on medical debt and preventing it from being added to a credit report. She also urged a ban on home liens or foreclosures because of this debt and offered that hospitals should set up financial assistance programs.

As Governor Whitmer approached her closing, she identified various points of success in her administration. She summarized how Michigan is more affordable, that business now have more opportunities here, that Michigan has improved in fiscal strength and viability, that major strides have been made in energy and infrastructure, and that record investment continues to support our education system from PreK all the way through college and career training.

With her final State of the State speech complete, attention now turns to the appropriations process as both Chambers begin to craft their respective state budgets.

In Other News

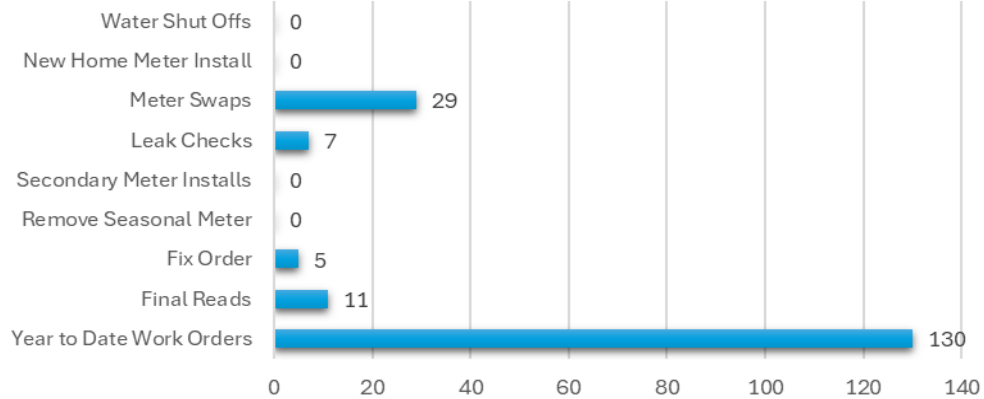
- Speaker of the House, Matt Hall (R-Richland Twp.), announced a plan to fund/offset his property tax proposal. His property tax reform would eliminate the 6-mill state millage, the personal property tax, and the pop-up and real estate transfer tax. To keep schools and local governments whole, Speaker Hall suggested a 6% 'luxury services' tax which would be assessed on items such as limousine services, country club memberships, performing arts, certain consulting and political ads, tourist services, skiing and golf, and others.
- A recent [Detroit Chamber poll, performed by the Glengariff Group](#), shows incredibly close margins amongst the three leading gubernatorial candidates.

Click on the links below for additional information:

[House Session Schedule](#)[Senate Session Schedule](#)[Committee Meetings](#)

Utility Department Report February 2026

February BSA Work Orders



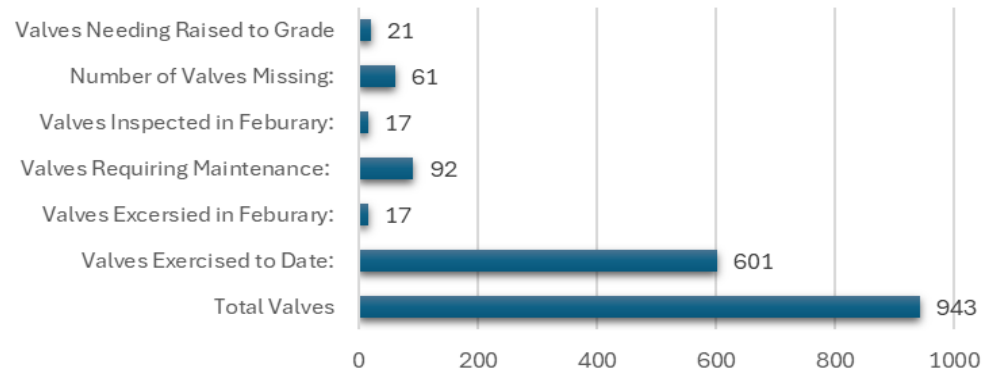
Work Orders Created: 57

Created By Finance Assistant: 18

Created By Utility Director: 10

Created By Field Supervisor: 29

GIS Valve Exercising App



• Resumed Valve Exercising Program!



Smile!

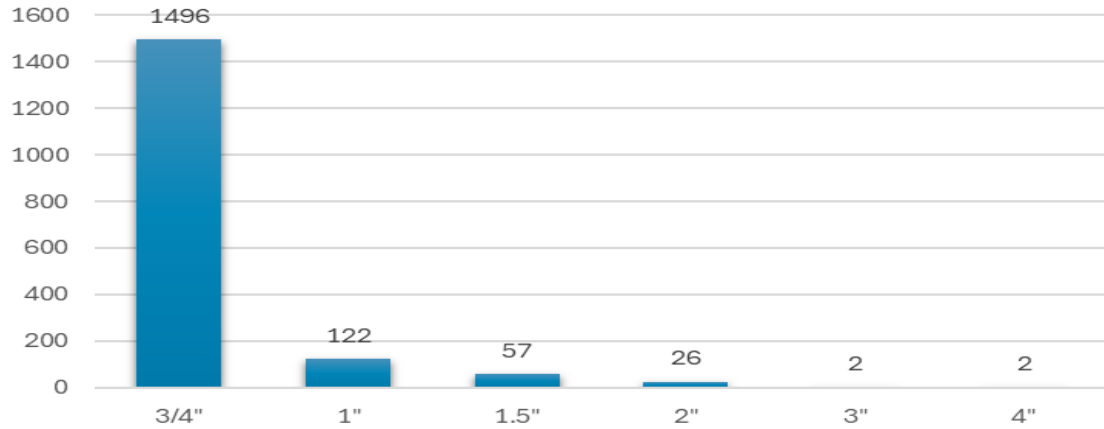
GIS Sewer TV/Cleaning Data

Year 2 Sewer Cleaning/TV Work Complete

Total Feet of Sewer Main: ,
232,320,
100%

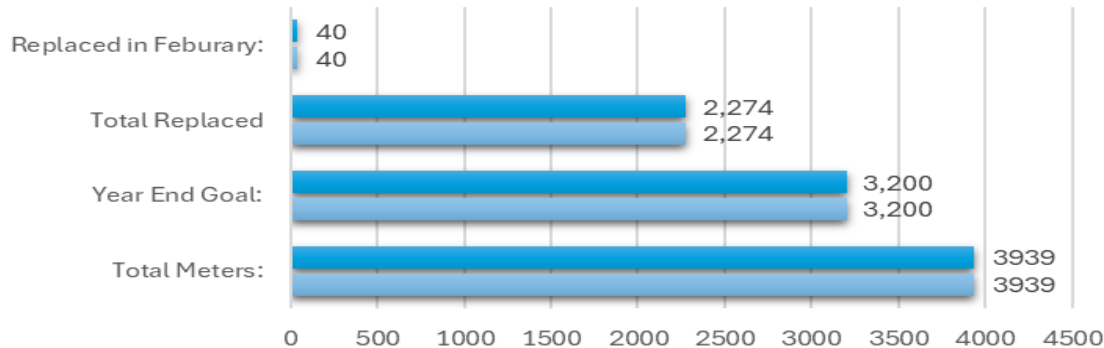
■ Total Feet of Sewer Main: ■ Feet Completed in June:

Sensus Meters Left in System

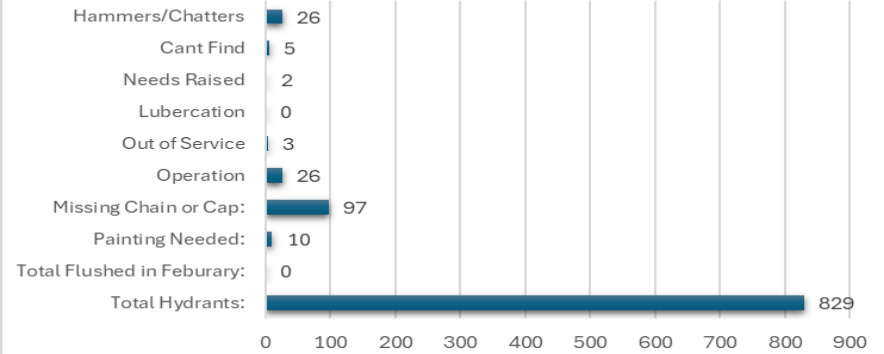


Ahead of Track!
1,705 Meters Left to Replace

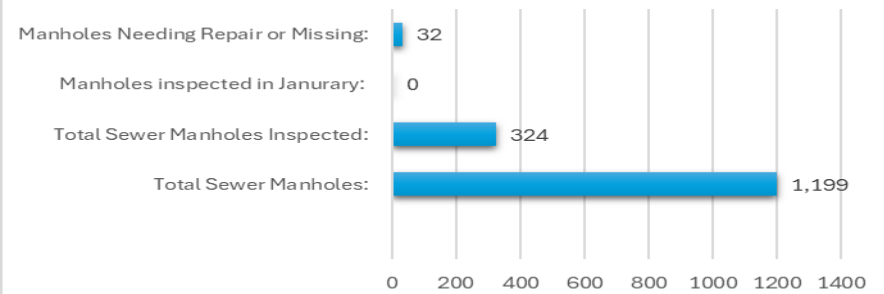
GIS Meter Replacment Data



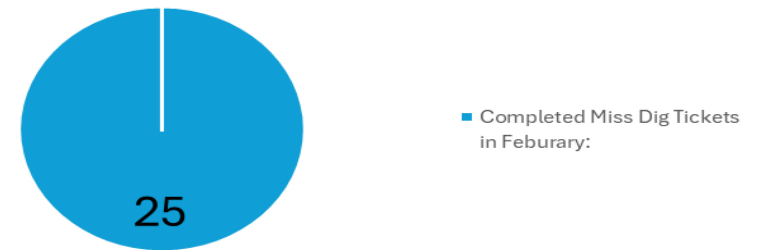
Fire Hydrant Work

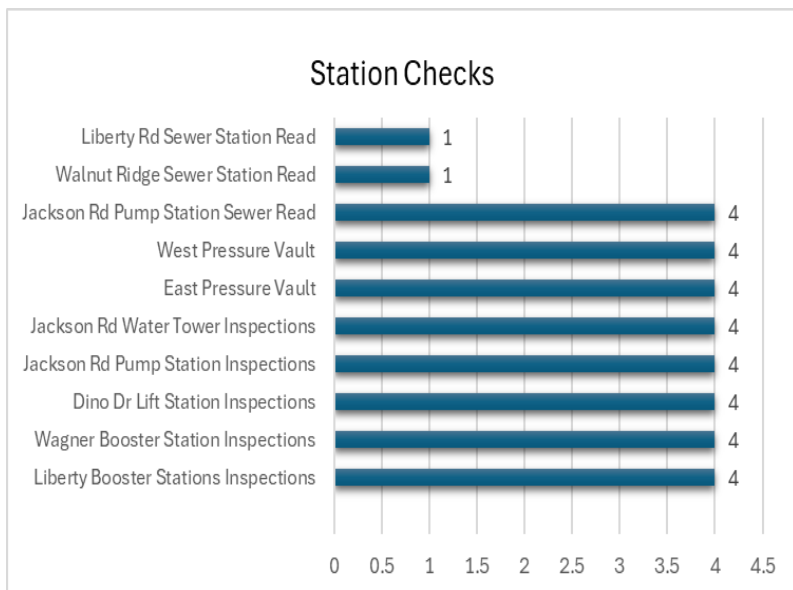
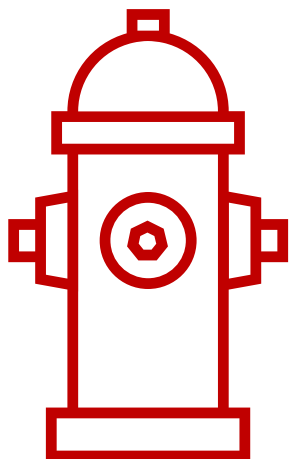


GIS Sewer Manhole Data



GIS MISS DIG Data





Water Monitoring Schedule February 2026

- 2 sets of 5 Bacti samples were taken 2 weeks apart and submitted to EGLE.
- WQP and DBP taken and set into EGLE

Important EGLE Sanitary Survey Completed

Respectfully Submitted,

Brandon McNiel
Scio Township
Utility Director

OHM Monthly Engineering Report

March 4, 2026

Contract	Status	Contract Amount	Invoiced Amount (as of 03/03/2026)	Expected Completion		Design	Drawings	Bid Packet Required	Bid Status	Add'l Notes
				BOT Approval Date	Date					
2025 Engineering Standards Update	In Progress	\$ 40,000.00	\$ 35,138.00	2025.03.13	2026.04.01	Yes	No	No	N/A	Meeting to discuss comments with Twp leadership scheduled for week of 3/9.
2025 Sanitary Sewer Metering Assistance	In Progress	\$ 208,900.00	\$ 6,810.50	2025.10.28	2026.12.31	No	No	No	N/A	Work to kickoff in Spring of 2026 with meter placement.
6020 Gabrielle - Construction Services	In Progress	\$ 10,000.00	\$ 7,378.75	2025.06.24	TBD	No	No	No	N/A	
ARV Design & Technical Assistance	In Progress	\$ 125,500.00	\$ 28,076.25	2025.10.28	2026.05.30	Yes	Yes	Yes	Pending	Design work underway. Preliminary Design page-turn meeting pending.
Dexter-Ann Arbor/Wagner Sidewalk & Bus Stop Study	In Progress	\$ 25,000.00	\$ 13,515.25	2025.11.25	2026.06.30	No	No	No	N/A	Work underway.
GIS Cross-Connection Application Development	In Progress	\$ 8,000.00	\$ 6,863.50	2025.04.25	2025.08.30	No	No	No	N/A	Work completed. Final invoice pending.
H2S & Ann Arbor Assistance (FY2025-2026)	In Progress	\$ 20,000.00	\$ 18,007.75	2025.07.22	2026.03.31	No	No	No	N/A	
Jackson/Wagner Valve Replacement - Design & Bidding Services	In Progress	\$ 74,700.00	\$ 36,938.25	2025.10.28	2026.03.31	Yes	Yes	Yes	Pending	Design work underway. Preliminary Design page-turn meeting pending.
Liberty Road Water Main - Startup Assistance	In Progress	\$ 36,500.00	\$ 27,981.50	2025.12.23	2026.06.30	No	No	No	N/A	
Park Road - Final Design Services	On Hold	\$ 135,000.00	\$ 127,975.00	2024.06.25	2025.04.30	Yes	Yes	Yes	On Hold	RAC Presentation on 3/4. Awaiting further direction from Township leadership.
Popkin Cemetery - Survey Assistance	In Progress	\$ 4,000.00	\$ 3,999.00	N/A	TBD	No	No	No	N/A	
Sanitary Sewer Lining Year 1 - CE Services	In Progress	\$ 25,000.00	\$ 16,443.25	2025.06.24	2025.12.31	No	No	No	N/A	
Scio Township Hall Park Pathway - CE Services	Complete	\$ 34,750.00	\$ 18,099.75	2025.04.08	TBD	No	No	No	Complete	Initially authorized work completed. Per discussions with Twp Staff, additional Park Road Parking Lot design work to be completed under this remaining budget.
Utilities Department - GIS Routine Maintenance Application	Complete	\$ 12,000.00	\$ 11,997.00	2025.03.25	2025.06.30	No	No	No	N/A	Work completed. Final invoice pending.
Water System Master Plan & AWIA RRA/ERP Update	In Progress	\$ 97,300.00	\$ 91,058.00	2025.04.08	2026.12.31	No	No	No	N/A	Water Reliability Study has been submitted to EGL.E. AWIA RRA/ERP Update work underway.
Zeeb Road Pathway, Phase 5 - Final Design & Bidding Services	In Progress	\$ 219,200.00	\$ 207,911.25	2025.06.25	2026.04.30	Yes	Yes	Yes	Pending	Tree clearing to commence to meeting April 1st deadline. Bidding on hold due to easement negotiations. Meeting with Township leadership week of 3/2 and 3/9 to discuss.

Completed Contracts	Status	Contract Amount	Invoiced Amount	BOT Approval Date	Expected Completion		Actual	
					Date	Date	Completion Date	Last Invoice Issued
Jackson Road Pump Station Generator Replacement - CE Services	Completed	\$ 25,500.00	\$ 16,601.20	2025.04.08	2025.09.01	2025.11.18	2025.11.18	2025.11.18
Jackson Road Corridor Complete Streets	Completed	\$ 58,000.00	\$ 50,000.00	2024.11.12	2025.06.30	2025.06.30	2025.06.25	2025.06.25
Scio Fire Station No. 2 - Engineering Design	In Progress	\$ 268,500.00	\$ 268,500.00	2025.07.08	2026.06.30	2026.02.10	2026.02.04	2026.02.04

SITE PROJECTS - CONSTRUCTION	
Project Name	Status
Pine Knoll (Private Road)	Construction Underway
Woodview Commons - Ph 1 & 2	Project Complete / Closeout Items Underway
Scioview - Ph 1 & 2-4	Project Complete / Closeout Items Underway
Scioview - Ph 2a-3a	Project Complete / Closeout Items Underway
Heritage Woods	Construction Underway
Trilogy (Heritage Woods Senior Living)	Construction Underway
MI-HQ (600 S Wagner Rd)	Precon Held / Construction Pending
Suburban Collection Lithia	Project Complete / Closeout Items Underway
Optiflow - Ph 2	Construction Underway
Crossroads	Precon Pending
Palmer Ann Arbor Warehouse	Precon Pending
Trailwoods - All Phases	Project Complete / Closeout Items Underway
Luna Dr	Precon Held / Construction Pending
Maxey Cell Tower	Precon Held / Construction Pending
WCWRC Pole Barn	Project Complete / Closeout Items Underway
Huron-Clinton Metropark	Precon Pending
Nagel Precision	Construction Underway
Victory HQ	Construction Underway

PROJECTS CLOSED YEAR TO DATE	
Project	Final Completion Date
Morrison Hills	2/17/2026



COMPETITIVE SALE
TOWNSHIP OF SCIO
COUNTY OF WASHTENAW, STATE OF MICHIGAN

\$13,240,000*
2026 Capital Improvement Bonds
(Limited Tax General Obligation)



Sale Date: Thursday, March 12, 2026
Sale Time: 11:00am Eastern Time

S&P Global
Ratings

AA

Contact

Bendzinski & Co.
Stephen Hayduk
(313) 961-8222 Ext. 2
shayduk@bendzinski.com
info@bendzinski.com



Documents (click to download)



Preliminary
Official
Statement



Notice of Sale



Bidding Info

Municipal Advisor



Bond Counsel



Paying Agent



Underwriter

ADDITIONAL INFORMATION:



*Preliminary, subject to change.

Additional information and details available at MuniPlatform.com. Please see QR code at bottom or direct deal page link.

On Bloomberg® use **CDRA <GO>**



Click for Additional Details



AGENDA # L.2
Scio Township Board of Trustees
Fire Chief's 2025 year-end report

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 3/4/2026

PREPARED BY: Andy Houde

SUBMITTED BY: Fire

ITEM TYPE: Information

ATTACHMENTS:

[2025 year end fire report.pdf](#)

2025 year end report

Scio Township Fire Department

Total calls for service

- 2025 calls for service 1780
 - increase of 5.4% from 2024
- 2024 calls for service 1689
 - increase of 5.9% from 2023
- 2023 calls for service 1595
 - increase of 9.9% from 2022
- 2022 calls for service 1451



Personnel

- 12 FF on shift, 3 who passed probation period in 2025
- 1 member out on extended on the job injury
 - Causing excess overtime to fill position
 - Expected back mid-April
- 3 in administration
- 1 as needed fire investigator



Types of calls (1780)

- Fires 57
 - Building fires 35
- Extrications 3
- EMS calls 800
- Motor vehicle crashes 144
- Remainder several types- hazardous conditions, fire alarms, service call, public assistance



Major incidents

- April structure fire Scio Church Rd
- May structure fire Jackson Rd (Chelsea)
- July vehicle extrication Jackson Rd
- August structure fire Hidden Valley Dr (Ann Arbor City)



Major incidents

- September tractor trailer extrication I-94 (Ann Arbor City)
- October structure fire Metty Dr
- October commercial vehicle fire I-94
- November pole barn/shop fire Jennings Rd (Dexter Area)
- December structure fire N Wagner



Major accomplishments

- Fire station 2 design
 - Design, budget, bidding throughout year
- Water tanker chassis inspection
 - Replacement vehicle ordered winter of 2024
 - Expected delivery June 2026
- Order ladder truck
 - Ordered winter 2025
 - Expected delivery fall 2026



Major accomplishments

- Contract negotiations with firefighters' union
 - Negotiation session later winter through fall
 - Able to settle contract internally
- Made transition from NFIRS to NERIS
- Addition of ATV to vehicle fleet



AGENDA # L.3
Scio Township Board of Trustees
Social Districts

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 3/3/2026

PREPARED BY: Christopher Cheng

SUBMITTED BY: Planning

ITEM TYPE: Discussion Only

ATTACHMENTS:

[Social District Memo.pdf](#)

*Jillian Kerry, Supervisor
Jessica Flintoft, Clerk
Ryan Yapple, Treasurer*

Township of Scio

*Trustees: Kathleen Brant
Kathleen Knol
David Read
John Reiser*

MEMO

To: Scio Township Board of Trustees
From: Chris Cheng, Project Manager
SUBJECT: Social Districts
Date: 2/24/26

At the January 27th, 2026, Board or Trustees Meeting there was discussion on issuing a liquor license to one of the two local businesses that applied to serve alcohol in their establishment. Out of this discussion, the BOT requested additional information on forming a Social District in Scio Township.

The governing body (Scio BOT) may designate a Social District within its jurisdiction for qualified businesses, which is equated to two or more businesses holding a liquor license that are adjacent. The district must be contiguous to the common areas.

Commons area means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licenses. Commons area does not include the licensed premises of any qualified licensee. Crossing over a road is not permitted. Crossing over Zeeb Road or Jackson Blvd would not be permitted, although two separate Social Districts could be formed.

If the Twp decides to pursue a Social District, an application is required to be submitted to the Michigan Liquor Control Commission. This option can be further explored if the BOT decides to pursue this designation.

As for seeking additional liquor licenses in the Twp, a community receives one liquor license for every 1,500 residents or a major fraction thereof in the state of Michigan. This means that the number of liquor licenses a community can obtain is directly tied to its population size, as determined by the most recent federal census date. Per the MLCC website, Scio Township has a population of 17,552 allowing for a total of 12 On Premises Retail liquor licenses and currently the Twp has 11 issued. No additional liquor licenses can be issued until the 2030 Census is completed and the population has increased to 18,000 residents. This information and additional information can be found at www.mich.gov/LCC.

AGENDA # M.1
Scio Township Board of Trustees
Public Hearing on the Proposed FYE2027 Budget of Scio Township

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 1, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Public Hearing

BACKGROUND: The Township posted the [Public Hearing Notice](#) on February 18. The Clerk published the working budget on Wednesday March 4 at 9:00am on the Township website.

See here for most up to date budget documents for public review and Board consideration:

<https://www.sciotownshipmi.gov/democracy/budget-and-finance/budgets>

The Finance team is working each day on the budget, and will update the link above as substantive updates are available.

[Pursuant to process and timeline set forth by the Board](#) , the Clerk will provide overview of status of proposed working budget and areas needing work and attention which are:

1. Budget Detail

- Brian Camiller of Plante Moran provided most Management Recommended levels
- Finance Director is completing personnel related expenditure accounts based on the 2/24/26 Board approved authorized positions.
- Plante Moran, Clerk, and Treasurer are reviewing and then will propose interest revenue accounts.
- Clerk will propose cost allocation accounts based on prior year formulas once personnel expenditures are available which are required to complete the cost allocation estimates, and memo to Board.
- Other cells in orange require better estimates than available information allow, and require more information from departments responsible, and this information is being requested.
- Until these are completed, no totals or fund balance amounts can be considered until the budget values are complete.
- Board may need to consider how to budget for some of the capital costs for FYE27 from the General Fund adopted as part of the [Capital Improvement Plan](#).
- Supervisor is reviewing and will propose Supervisor Recommended levels.

2. Authorized Positions Sheet

- Finance Director is completing based on the 2/24/26 Board approved authorized positions.

3. Proposed Budget Adoption Resolution

- Clerk to draft for Board consideration.

Clerk Flintoft, Brian Camiller of Plante Moran, and Finance Director Timmons will be available for questions.

The Board of Trustees may consider if it wishes to call for a Special Meeting March 17 6:00pm or if it can handle remainder of budget deliberations and adopt the budget at the Regular Meeting of March 24 6:00pm.

Public Hearing is to comments from the public, to inform the Board's deliberation on the proposed budget.

AGENDA # O.1

Scio Township Board of Trustees

Affirmation of a 5-Year Utility Rate Model and a Year 3 Increase to Water and Sewer Rates

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 10, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Finance

ITEM TYPE: Possible Action

BACKGROUND: Brian Camiller of Plante Moran is providing the Township with Interim Finance Director services, and conducted the five year [Water and Sewer Fund Financial Forecast](#) presented to the Board of Trustees in 2024. This rate study informed the Board's adoption of a 5-Year Utility Rate Model to plan to meet the forecasted financial needs of the Water and Sewer Funds. The Board adopted this "Rip the Band-Aid Off" Model on June 11, 2024, and imposed a significant increase to rates effective July 1, 2024. On April 22, 2025 the Board reviewed trends after presentation by Brian Camiller, and affirmed the 5-Year Utility Rate Model, voting to increase rates by 5% effective July 1, 2025.

Tonight, Brian Camiller will present after having reviewed current capital plan and the 5 year rate plan, and to recommend increasing rates again by 5% effective July 1, 2026. Internally, Utilities Director McNiel, Finance Director Timmons, and the Clerk have reviewed the information with Brian Camiller prior to Brian finalizing his memo to the Board.

Tonight, the Board will be asked to affirm the adopted Rate Model, and impose rate increases for water and sewer as well as various fees, effective July 1, 2026.

FISCAL IMPACT: Increased revenue to support ongoing operations and planned capital expenses.

RECOMMENDATION: Brian Camiller of Plante Moran, Utilities Director, Finance Director, and Clerk recommend approval.

MODEL MOTION: To adopt proposed Resolution to increase water and sewer user rates by 5%, and changes to readiness to serve and debt service fees, effective July 1, 2026.

ATTACHMENTS:

[Water and Sewer Rates Recommended Increases FYE27.pdf](#)

Feb 19, 2026

Scio Township Board of Trustees
827 North Zeeb Road
Ann Arbor, MI 48103

Dear Members of the Scio Township Board of Trustees,

I am writing to provide an update on the utility rate study completed in 2024 and to share our recommendations for the 2026–27 fiscal year.

As you know, the Township implemented a significant rate increase based on the 2024 study, and for fiscal year 2026 elected to follow the study’s recommendations. Although the fiscal year is not yet complete, actual activity is tracking at or above what the model projected. This is an encouraging result and confirms that the Township’s rate decisions over the past two years were appropriate and effective.

The Township has also recently updated its capital improvement plan for water and sewer projects. While new projects were added and timelines adjusted, the total projected capital spending remains generally consistent with the assumptions used in the original rate model. In addition, the Township’s current cash position is stronger than originally projected. As a result, neither the updated capital plan nor other unforeseen costs indicate a need for rate increases beyond those already contemplated in the study.

Given this stability and the favorable financial trends, we recommend adopting the fiscal year 2027 variable rates exactly as calculated in the original model. This approach allows the Township to stay the course while continuing to support the long-term financial health of its utility systems.

	Current Rate	FY 2027 Rate	Increase
Water Variable Charge (per unit)	\$ 13.08	\$ 13.73	5%
Sewer Variable Charge (per unit)	\$ 13.51	\$ 14.18	5%

As we did last year, we recommend re-evaluating utility rates for the fiscal year 2028 budget after another full year of operating results. This review will allow the Township to assess whether continuing with the planned model increases remains appropriate or whether adjustments—upward or downward—are warranted based on updated information and emerging trends.

If performance continues to exceed the model’s expectations, the Township may be able to complete the Jackson Road Pump Station upgrades in FY2030 and FY2031 without borrowing the full \$10 million currently planned through EGLE’s state revolving fund. Regardless of the outcome, the Township has positioned itself on solid financial footing and is well prepared to manage future needs.

Another component of the Township’s rate structure consists of three fixed quarterly charges: the Water Readiness to Serve charge, the Water Debt Charge, and the Sewer Readiness to Serve charge. These charges are based on the size of a customer’s meter, with larger meters paying higher fixed fees.

As part of the 2024 rate study, we determined that the total revenue generated by these fixed charges was sufficient. However, the step-up in charges between meter sizes did not align with guidance from the American Water Works Association. At that time, the Board agreed to rebalance the charges to better reflect this guidance, but the language in the adopted resolution did not fully implement that change. As a result, the fixed charges were not updated as intended. We are recommending that this correction be completed at this time.

The tables below show the current quarterly charges by meter size, the recommended charges that align with AWWA guidance, and the resulting percentage change for each rate. Some charges will increase while others will decrease. Importantly, these changes do not increase total revenue to the Township; they simply adjust how that revenue is distributed among customers.

WATER READINESS TO SERVE

Meter Size	Current Charge	New Charge	% Inc/Dec
3/4"	\$ 25.94	\$ 20.17	-22%
1"	\$ 28.53	\$ 33.68	18%
1.5"	\$ 46.69	\$ 67.16	44%
2"	\$ 75.23	\$ 107.50	43%
3"	\$ 285.35	\$ 201.69	-29%
4"	\$ 363.17	\$ 336.22	-7%
6"	\$ 544.75	\$ 672.25	23%
8"	\$ 619.98	\$ 1,075.63	73%

WATER DEBT

Meter Size	Current Charge	New Charge	% Inc/Dec
3/4"	\$ 29.73	\$ 35.42	19%
1"	\$ 74.33	\$ 59.15	-20%
1.5"	\$ 148.65	\$ 117.95	-21%
2"	\$ 237.84	\$ 188.79	-21%
3"	\$ 475.68	\$ 354.19	-26%
4"	\$ 743.25	\$ 590.44	-21%
6"	\$ 1,486.50	\$ 1,180.53	-21%
8"	\$ 364.02	\$ 1,888.92	419%

SEWER READINESS TO SERVE

Meter Size	Current Charge	New Charge	% Inc/Dec
3/4"	\$ 25.89	\$ 24.29	-6%
1"	\$ 28.48	\$ 24.29	-15%
1.5"	\$ 46.60	\$ 48.59	4%
2"	\$ 75.08	\$ 77.74	4%
3"	\$ 284.78	\$ 155.48	-45%
4"	\$ 362.45	\$ 242.94	-33%
6"	\$ 543.68	\$ 485.87	-11%
8"	\$ 618.76	\$ 777.40	26%

TOTAL COMBINED (QUARTERLY)

Meter Size	Current Charge	New Charge	% Inc/Dec
3/4"	\$ 81.56	\$ 79.88	-2%
1"	\$ 131.34	\$ 117.13	-11%
1.5"	\$ 241.94	\$ 233.70	-3%
2"	\$ 388.15	\$ 374.03	-4%
3"	\$ 1,045.81	\$ 711.37	-32%
4"	\$ 1,468.87	\$ 1,169.60	-20%
6"	\$ 2,574.93	\$ 2,338.65	-9%
8"	\$ 1,602.76	\$ 3,741.95	133%

Approximately 81 percent of the Township customers have a ¾ inch meter and will see an immediate decrease of \$1.68 per quarter that will partially offset the 5 percent increase to the variable rate.

Thank you for your attention to this matter. We appreciate your continued support and collaboration as we work to provide reliable and efficient utility services to the residents of Scio Township.

Sincerely,

A handwritten signature in black ink, appearing to read "B. J. Camiller".

Brian J. Camiller
Partner

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #2026-XX**

Resolution To Raise Sewer and Water Rates

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at Scio Township Hall, 827 N Zeeb Road, in said Township on March 10, 2026 at 6:00 pm.

Members Present:

Members Absent:

The following preamble and resolution were offered by _____, and supported by _____.

WHEREAS, Section 34-23 of the Scio Township Code provides that “the township has the exclusive right to establish, maintain and collect rates and charges for water supply service, and in such capacity the township board may employ such person in such capacity as it deems advisable and may make such rules, orders and regulations as it deems advisable and necessary to ensure the efficient establishment, maintenance, and collection of rates and charges;” and

WHEREAS, Section 34-152 of the Scio Township Code provides that “The adequacy of the wastewater service charge shall be reviewed annually by the township. The wastewater service charge shall be revised periodically to reflect a change in debt service or a change in operation and maintenance costs, including replacement costs in accordance with applicable federal regulations;” and

WHEREAS, the Board has reviewed the previously adopted 5-Year Utility Rate Model to plan to meet the forecasted financial needs of the Water and Sewer Funds, and recommendations to adopt the rates and charges set forth in the February 19, 2026 letter from Brian J. Camiller of Plante Moran presented to the Board of Trustees on March 10, 2026 and attached; and

NOW THEREFORE BE IT RESOLVED THAT all current rates, charges and fees regarding sewer and water rates, charges and fees shall remain in effect and unchanged except as set forth below:

SEWER USER RATES

For sewer service furnished by the system, user rates shall be \$14.18 for each unit of metered water.

WATER USER RATES

For water service furnished by the system, user rates shall be \$13.73 for each unit of metered water.

READINESS TO SERVE AND WATER DEBT CHARGES

WATER READINESS TO SERVE

Meter Size	Current Charge	New Charge	% Inc/Dec
3/4"	\$ 25.94	\$ 20.17	-22%
1"	\$ 28.53	\$ 33.68	18%
1.5"	\$ 46.69	\$ 67.16	44%
2"	\$ 75.23	\$ 107.50	43%
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WATER DEBT

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SEWER READINESS TO SERVE

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4"	\$ 1,468.87	\$ 1,169.60	-20%
6"	\$ 2,574.93	\$ 2,338.65	-9%
8"	\$ 1,602.76	\$ 3,741.95	133%

IT BE FINALLY RESOLVED THAT the rate and charges set forth above shall be effective on July 1, 2026.

ROLL CALL VOTE:

- Ayes:
- Nays:
- Absent:
- Abstain:

RESOLUTION DECLARED _____.

Jessica M. Flintoft
Clerk, Scio Township

DATED:

AGENDA # O.2
Scio Township Board of Trustees
Dexter Senior Center Presentation

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026

PREPARED BY: Kristy Aiken

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

SUGGESTED ACTION: 10-to-15-minute presentation

BACKGROUND: The Board will hear a presentation from Anna Pekrul of the Dexter Senior Center offering an update on services provided to Scio Township residents and the broader community.

ATTACHMENTS:

[Scio Township 2026 Report.pdf](#)

DEXTER SENIOR CENTER & SCIO TOWNSHIP PARTNERSHIP

February 10th, 2026

20
26





Dexter Senior Center
2740 Baker Rd, Dexter, MI 48130
734-426-7737
dexterseniors.org

Dear Scio Township Board of Trustees,

Thank you for the opportunity to speak with you today and for your continued support of Dexter Senior Center. I am proud to share that 2025 was the most transformative year in our 55-year history, and Scio Township's partnership played an important role in making that progress possible.

Dexter Senior Center exists to ensure that older adults in our community are seen, supported, and connected. We provide nutritious meals, meaningful programs that promote health and lifelong learning, and a place where people can remain engaged and connected. For many Scio Township residents, the Senior Center is a resource that helps prevent isolation and supports aging safely and independently.

When I presented to you last year, our primary goal was relocating into our new facility, which was achieved in July. The move fundamentally changed our capacity and our role in the community. Participation increased immediately, partnerships expanded, and we transitioned from operating as a small social club into a true community resource serving a broader and more diverse population of older adults.

To support this growth, we expanded our staff, strengthened our internal systems, and diversified our funding so we could operate responsibly and sustainably. These investments have allowed us to increase programming and respond more effectively to the needs of the older adults we serve.

For Scio Township residents specifically, we focused on outreach and connection. We contributed to the Scio Township quarterly newsletter, so older adults and their families are aware of available programs, meals, and services. We also integrated social work support into our Meals on Wheels routes, allowing trained staff to check in on Scio residents who may need additional assistance, resources, or connection to services beyond a delivered meal.

All of this occurred within a single year. Participation engagement has grown at a pace that would have been difficult to imagine even twelve months ago. While the Older Persons Millage provides a foundation for this work, it was never intended to fully cover the costs of operating a center that now serves hundreds of older adults each month.

For that reason, I am respectfully requesting that Scio Township continue its partnership with Dexter Senior Center in 2026 through a contribution of \$35,000. This investment will directly support the meals, programs, and services provided to Scio Township residents.

Thank you for your continued belief in Dexter Senior Center and for your investment in the health, dignity, and well-being of older adults in Scio Township.

Sincerely,
Anna Pekrul, LLMSW
Executive Director | Dexter Senior Center



2025 IMPACT

865 Members

100% increase over 2024

650 Fitness Classes

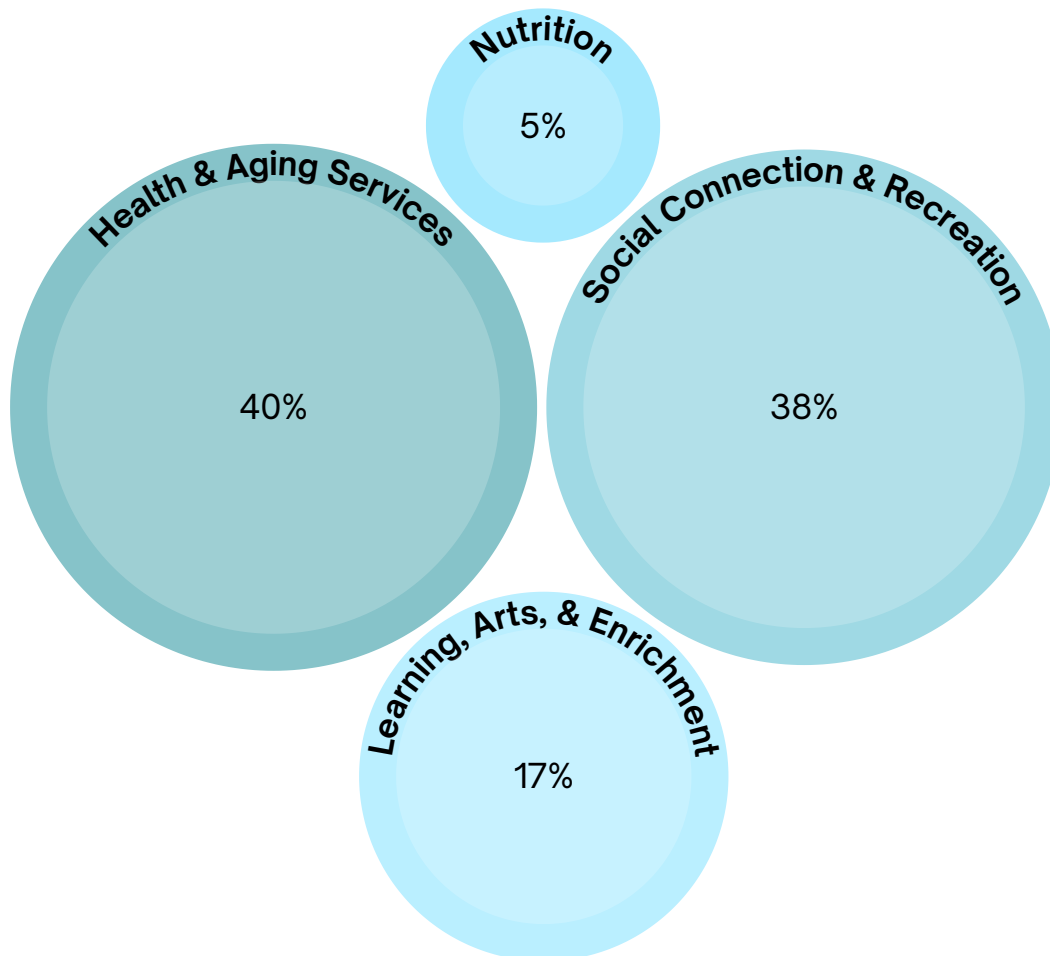
81% increase over 2024

10,000 Meals Served

77 Visitors

Average daily attendance

2025 Program & Service Visits

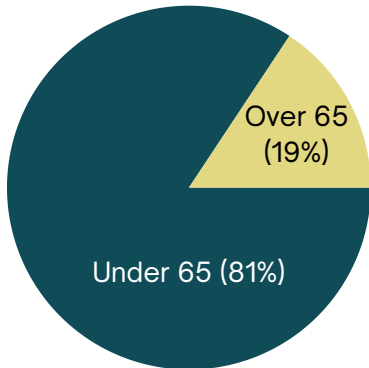


From July through December 2025, Dexter Senior Center recorded 9,500 program and service visits. This count reflects every time a participant signed in for a class, meal, appointment, or activity, so individuals who attended multiple programs are counted each time they participated.

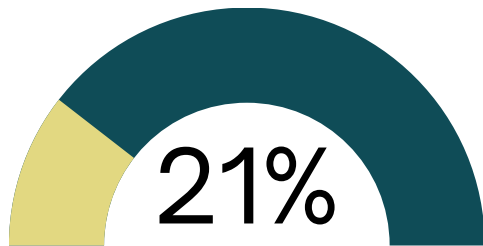
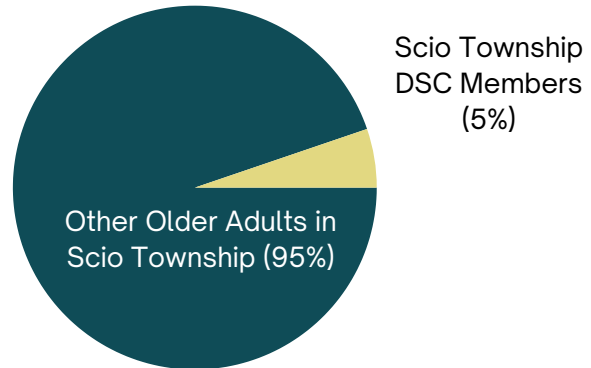


SCIO TOWNSHIP IMPACT

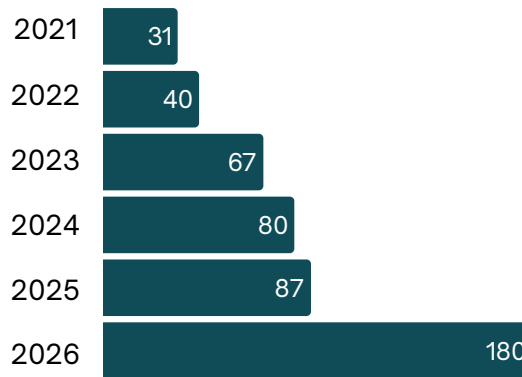
Percentage of Older Adults in Scio Township



DSC Membership Among Older Adults in Scio Township



of DSC members are from Scio Township



Scio Township DSC Members Q1 2021-2026

A growing percentage of Scio Township households are now members, and a proportionate share of our overall membership comes from Scio Township. These are your neighbors who come here to exercise, have lunch, take classes, and stay connected.

As more Scio Township residents age in place, the demand for our programs and services keeps growing. Local funding allows us to keep the Center affordable and welcoming, and to make sure that every Scio Township resident who wants or needs to be here can be.

2026 OVERVIEW



\$485,000

FY 2026 Budget

GOALS

- Become a dementia-friendly senior center
- Grow our Senior Nutrition Program
- Modernize the senior center for today's older adults
- Broaden our programs to serve a wider range of older adults
- Improve outreach to isolated older adults



THANK YOU!

AGENDA # O.3

Scio Township Board of Trustees

Update the Office Coordinator job title to Operations Manager and request an increase to the grade and salary

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 03/04/2026

PREPARED BY: Aurora Northrup

SUBMITTED BY: Human Resources

ITEM TYPE: Possible Action

SUGGESTED ACTION: Update the Office Coordinator job title to Operations Manager and request an increase to grade 7 and salary to step 7 effective April 1, 2026.

BACKGROUND: In the absence of an Operations Director, the Office Coordinator position has been tasked with additional duties since October 2024. This role is currently a grade 5 with the incumbent at a red-circled salary, higher than the maximum for that level. With the continued expansion of the Office Coordinator role, this management role is more in line with a leadership title, grade level 7. This realignment would also have a more appropriate salary from \$87,904 to \$93,400 step 7.

FISCAL IMPACT: \$5496/year

RECOMMENDATION: The HR Manager and Finance Director recommend approval.

MODEL MOTION: To approve the update of the Office Coordinator job title to Operations Manager and request an increase to grade 7, step 7 effective April 1, 2026.

ATTACHMENTS:

[Operations Manager_proposed_Mar 2026.pdf](#)

[ADMINISTRATIVE_COORDINATOR_OFFICE_current.pdf](#)

QUESTION: Shall this Motion be APPROVED?

SCIO TOWNSHIP
JOB DESCRIPTION

OPERATIONS MANAGER

Department: Administration
Reports To: Operations Director
Supervises: Administrative Clerks

Position Summary:

Assists the Operations Director in managing daily operations and developing reports, communication strategies, and organizational planning. Provides administrative assistance to Township Officers. Researches and reports on topics as assigned. Maintains required records. Provides information to the public pertaining to various Township policies and procedures. Assists in code enforcement and litigation support activities.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides general administrative support for the Operations Director and Township Officers. Prepares a variety of correspondence, forms, and reports. Review the organization and management of appropriate office files.
2. Supervises the Administrative Clerk – Planning and oversees the work to be performed.
3. Coordinates and accepts applications for consideration of items not related to planning and zoning. Reviews submittals for completeness and accuracy. Follows-up with applicants and other affected parties regarding status of an application.
4. Assists the public over the phone and in person by providing detailed information pertaining to various Township policies and procedures, including sewer and/or water, and public hearings.
5. May organize and chair management meetings.
6. Reviews, assists with and finalizes Board of Trustees agenda items.
7. Researches files and records to provide information to interested parties.
8. Assist/oversee with the asset management of buildings, vehicles, land, and other key property belonging to the Township.
9. Assist/oversee with risk management assessment, including risk mitigation, insurance policies and solutions, and continuous improvement.
10. Assist with development of project management best practices and processes to ensure alignment with Township priorities and outcomes.
11. Oversees activities related to special projects as directed.

12. May attend meetings of the Township Board of Trustees in the absence of the Operations Director with the right to take part in discussions but without the right to vote.
13. May provide status report at Board of Trustees meetings.
14. Provides support to Township's commissions and committees.
15. Assists residents with complaints of violations of the Township Code and Township Zoning Ordinance.
16. Performs other related duties as assigned.

Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Associate's degree business administration or associated area and seven years of administrative and office related work experience.
- Thorough knowledge of general office operations and clerical procedures and practices.
- Strong knowledge of Township services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Experience in basic budgeting and bookkeeping skills.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

Evening or weekend hours may occasionally be required.

Scio Township

JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE COORDINATOR
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
REPORTS TO: Township Manager
SUPERVISES: Not Applicable

JOB SUMMARY:

Under the general direction of the Township Manager, provides administrative assistance to all Township Departments, the Township Planning Commission, the Zoning Board of Appeals and Township Committees. Researches and reports on topics as assigned. Maintains required records. Provides information to the public pertaining to various Township policies and procedures. Assists in code enforcement and litigation support activities.

Township offices employ staff and operations associated with a broad range of functions spanning many different “departments.” To provide the best possible customer service, all departmental functions should be well-integrated, with staff properly cross-trained to assist customers in seamless, efficient and positive manner.

For any position within the Township, customer service is a central and primary function. All customers should be recognized and greeted immediately, and any staff member should be prepared to provide general information and direction, or otherwise assist customers to every extent possible, regardless of whether the request directly relates to their primary area of assignment. If there is a need to refer the customer to another area, this should be done in a friendly, efficient manner. The goal is to ensure that, from a customer’s perspective, Township operations are integrated and seamless, and they are not being ignored or bounced around.

Employees may be assigned to a particular primary function wherein their personal training, interests and expertise can be best utilized. However, all staff is expected to contribute in any way that operational needs demand. Given that, an employee is assigned to work within a specific job classification but is also expected to perform the duties of other departmental classifications from time to time as operational needs demand.

JOB FUNCTIONS:

- 1.* Provides general administrative support for the Township Officers and Township Manager. Prepares a variety of correspondence, forms and reports. Organizes and oversees appropriate office files.

- 2.* Accepts applications for consideration of items for Township items not related to planning and zoning. Reviews submittals for completeness and accuracy. Follows-up with applicants and other effected parties regarding status of an application.
- 3.* Assists the public over the phone and in person by providing detailed information pertaining to various Township policies and procedures, including but not limited to: special assessment districts, sewer and/or water construction, petitions, and public hearings.
- 4.* Conducts research involving old or current files or records in order to provide information to interested parties.
- 5.* Maintains the Township's personnel files. Assists in processing various personnel items.
- 6.* Provides support to Township's commissions and committees.
7. Coordinates the processing of applications for re-zoning, planned developments, zoning text amendments, special use land approvals, plats, condominium projects and special assessment districts.
8. Assists in the implementation of enforcement activities for violations of the Township Code and Township Zoning Ordinance.
9. Oversees activities related to special projects as directed.
10. Performs additional duties and responsibilities as requested.

* Indicates an essential function of the job.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills and abilities necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Knowledge of the best practices, procedures, methods and techniques associated with *enter field of expertise*.
2. Knowledge of local, State and Federal statutes, ordinances, regulations and procedural requirements pertaining to *enter field of expertise*.
3. Knowledge of departmental safety practices, procedures, equipment and apparatus.
4. Knowledge of general township operations and policies to effectively direct and assist customers.
5. Skill in developing accurate budgets and effectively managing operations within those

established guidelines.

6. Skill in planning, directing and supervising the work of others (*public safety positions: and maintaining command in emergency situations.*)
7. Skill in handling difficult public relations or customer services issues with tact and diplomacy.
8. Skill in the use of general office equipment, computer systems and related software.
9. Skill in the maintenance, operation and basic repair of assigned vehicles and equipment.
10. Skill in preparing and organizing complex information and making effective public presentations.
11. Skill in maintaining accurate and comprehensive records, accounts and other public documents.
12. Ability to make effective presentations in a public setting.
13. Ability to work constructively and interact professionally with others.
14. Ability to respond to emergencies on a 24-hour basis
15. Ability to attend meetings outside of normal business hours and occasionally work beyond the standard 40 hour work week.
16. Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.
17. Ability to remain abreast of technical developments and best practices within professional field of expertise, and willingness to participate in ongoing education and training.
18. Ability to type and enter data with speed and accuracy.

EMPLOYMENT QUALIFICATIONS:

Education: The work performed requires knowledge and skills typically obtained through the additional training received through appropriate college level courses.

Experience: Minimum of (3) three years office and computer related experience.

Skills: The job requires significant interpersonal skills that allow the individual to successfully interact with the public and Township officials.

Position requires basic bookkeeping skills.

Abilities: Analytical ability to research and communicate answers to inquiries with varying difficulties to the general public.

Physical and visual ability to operate a computer and prepare related paperwork and reports.

WORKING ENVIRONMENT:

Normal office environment with little, if any, discomfort due to heat, dust, noise, and the like. Evening or weekend hours may be occasionally required.

This job description is intended to describe the essential functions, the general supplemental job functions and the essential requirements for the performance of this job. It is not an exhaustive list of duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change duties at any time.

Date: _____ Signature: _____

3/2007

AGENDA # O.4
Scio Township Board of Trustees
Approve a New Position and the Job Description of Administrative Clerk - General

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 03/04/2026

PREPARED BY: Aurora Northrup

SUBMITTED BY: Human Resources

ITEM TYPE: Possible Action

BACKGROUND: With the expansion of duties of the Office Coordinator role, this Administrative Clerk - General position may support various departments with general office duties.

FISCAL IMPACT: \$48,569 - 53,074/year plus benefits

RECOMMENDATION: The Finance Director, HR Manager and Office Coordinator recommend approval.

MODEL MOTION: To approve a new position and the job description of Administrative Clerk - General.

ATTACHMENTS:

[Administrative Clerk-General_3-2026.pdf](#)

QUESTION: Shall this Motion be APPROVED?

SCIO TOWNSHIP
JOB DESCRIPTION

ADMINISTRATIVE CLERK – GENERAL

Department: Administrative
Reports To: Office Coordinator
Supervises: No supervisory responsibility.

Position Summary:

Under the supervision of the Office Coordinator, performs a variety of administrative tasks in support of the Township Planning and Zoning committees. Provides administrative support to the Township Planner. This position plays a key role in assisting the public both in person and by telephone. Assists with processing tax and utility billing and payments and maintains planning project files.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Processes applications for zoning compliance, re-zoning, planned developments, zoning text amendments, special use land approvals, plats, and condominium projects. Supports planning process from initial concept meetings with Planner through completion.
2. Provides assistance at the front counter and over the telephone by answering questions, supplying information, and directing individuals to the appropriate staff member or department.
3. Establishes, organizes, and maintains files for all planning and zoning related projects.
4. Schedules inspections of commercial development for the Township Planner.
5. Tracks deposits, outstanding balances, and processes payments received at front counter. Notifies applicants when additional funds are required to maintain a positive deposit balance.
6. Assists in drafting of public hearing notices and mailing of notifications to property owners.
7. Publishes public hearing notices for the Township, as assigned, in coordination with the Clerk.
8. Prepares agendas for Planning Commission and Zoning Board of Appeals meetings to the Township website, ensuring accuracy and timely publication in accordance with the Open Meetings Act requirements.
9. Supports all Township committees by publishing agendas, meeting minutes, and meeting recordings.
10. Assists with Board of Trustees agenda items related to planning and zoning.

11. Processes utility and tax payments at the front counter.
12. Assists the Township Clerk with receiving absentee ballots at the front counter.
13. Assists with scanning of Township documents as directed by the Clerk or Office Coordinator.
14. Processes invoices from planning consultants and newspaper publications related to public hearing notices.
15. Assists in setting the annual meeting schedule for boards and commissions; enters meetings into PEAK agenda system and provides corresponding Zoom links for virtual access.
16. Opens, date-stamps, and distributes incoming mail according to established office protocols.
17. Provide administrative support to township officials
18. Orders and manage office supplies
19. Schedule meetings as requested by Office Coordinator
20. Performs other related duties as assigned.

Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- One year of related administrative experience in a governmental environment.
- Working knowledge and understanding of modern office practices, procedures, and general office equipment.
- Computer skills necessary to maintain various departmental records, documents, and reports. Proficiency with Microsoft Office Suite.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Ability to handle problems in a tactful, courteous, and respectful manner.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

Evening or weekend hours may occasionally be required.

AGENDA # O.5
Scio Township Board of Trustees
Determine and Report on Board and Employee Relations

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026

PREPARED BY: John Reiser

SUBMITTED BY: Trustee

ITEM TYPE: Possible Action

BACKGROUND: Relationships among some Scio Township Board members and between some Board members and Township staff have become strained and are not improving. The discord has a deleterious effect on the working relationships among Board members and on the working conditions of Township staff. Past efforts at mediation have not been effective in improving the working and personal relationships of all Board members. An outside law firm or consulting firm, proficient in employee and board dynamics, should be hired to investigate the culture within Scio Township's organization, the working relationship between Scio's Board members, and the working relationship between the Board members and the Township staff. This would be accomplished through confidential interviews with all concerned parties. The scope of the work would include:

- Participation by Scio Township Board members would be mandatory;
- Participation by Scio Township staff would be encouraged, but voluntary;
- If requested, all responses will be anonymized, to the extent possible;
- Board members, employees, former employees, and contractors would also be able to provide written input to the consultant if desired;
 - o The consultant shall provide a written report that includes a summary of the dynamics, culture, and relationships among Board Members, and the dynamics and working relationship between the Board members and Township staff;
 - o Names and specific titles shall be anonymized in the report unless permitted by interviewee.
 - o The report shall include recommendations to the entire Board regarding how it could function more effectively and how to improve working relationships among the Board members and between the Board members and Township staff.

FISCAL IMPACT: \$20,000

RECOMMENDATION: Trustees John Reiser and David Read recommend approval

MODEL MOTION: To approve up to \$20,000 to hire an outside law firm or consultant to investigate and report on the working relationships among the Scio Township Board members and the Board members and Township staff, as set forth in the scope above.

AGENDA # O.6
Scio Township Board of Trustees
Options for Zeeb Road Pathway, Phase 5

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026

PREPARED BY: Murphy Harrington

SUBMITTED BY: Parks and Pathways

ITEM TYPE: Discussion Only

SUGGESTED ACTION: No Action

BACKGROUND:

On November 25, 2025, the Township was notified that TriAir (2800 N. Zeeb Road) would no longer support the Zeeb Road Pathway, Phase 5, as it extends through their property. Since that time, the Township has engaged in continued discussions with TriAir; however, on February 23, 2026, we received final confirmation that the company will not grant the required easement to complete the project.

We are disappointed that, after more than two years of collaboration and significant investment in design and engineering, TriAir has withdrawn its support for completion of this project.

Accordingly, we must now evaluate the most appropriate path forward. Following additional coordination with OHM, we present the Board with the following options for consideration.

AGENDA # O.7
Scio Township Board of Trustees
6540 Jackson Road Twp Owned Parcel

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 3/3/2026

PREPARED BY: Christopher Cheng

SUBMITTED BY: Planning

ITEM TYPE: Discussion Only

ATTACHMENTS:

[6540 Jackson Memo.pdf](#)

[6540 Jackson Variances.pdf](#)

[Marketing Proposal 6540 Jackson.pdf](#)

[Information_on_Township_Owned_Properties.pdf](#)

QUESTION: Shall this Motion be APPROVED?

*Jillian Kerry, Supervisor
Jessica Flintoft, Clerk
Ryan Yapple, Treasurer*

Township of Scio

*Trustees: Kathleen Brant
Kathleen Knol
David Read
John Reiser*

MEMO

To: Scio Township Board of Trustees
From: Chris Cheng, Project Manager
SUBJECT: 6540 Jackson Road
Date: 2/24/26

The TWP Board of Trustees directed the Project Manager to explore the future possibilities of the 32.49-acre, vacant parcel owned by the Township located at the northeast corner where Staebler Road dead ends. This site is zoned IRP, Industrial and Research Office Park District and contains wetlands and has visibility from Highway I-94.

The Scio Twp Master Land Use Plan Future Land Use Map recommends this site be used for Public/ and Semi-Public uses. The intent of the Public/Semi-Public Land Use is to provide areas for utility facilities, schools, government offices, churches, and cemeteries.

Due to the widening of Jackson Road around 2007, this parcel was subject to reduced lot area and greenbelt buffers. Several variances were requested and approved (attached) and they continue to run with the land. With these granted variances, along with access to municipal water and sewer services this parcel is buildable.

After meeting and discussing this site with a local realtor the value is in the range of \$400,000 due to the high visibility and frontage on Jackson Road and the corner of Staebler Road.

Attachments: 6540 ZBA Variances & Survey
6540 Marketing Proposal 11/2010

Township of Scio

Memorandum

To: Darrell Fecho, Township Manager
From: Douglas J. Lewan, Community Planner
Date: April 12, 2010
Re: 6540 Jackson (P.I. 08-20-100-011) Variances

The memorandum is intended to clarify the status of variances granted by the Township Zoning Board of Appeals in July of 2007 and re-affirmed in February of 2008. In general the subject variances are valid, run with the land and are not specific to the current arrangement of the subject site including the location of buildings and parking.

The subject variances as granted by the Township Zoning Board of Appeals are as follows:

1. To allow a site area of .522 acre rather than the minimum lot area of 1.0 acre.
2. To allow a one (1) foot front yard setback (along Jackson Road) rather than the required 50 foot front yard setback.
3. To allow a four (4) foot greenbelt setback and a three (3) foot greenbelt setback from Jackson Road and Staebler Road respectively rather than the required 50 foot greenbelt setbacks to allow for parking within those areas.
4. To allow the parking lot to be gravel rather than pavement.

According to the February 2008 motion of the Zoning Board of Appeals, the properties are considered by Scio Township to be in conformity with the Scio Township Zoning Ordinance for all future uses with respect to the variances granted.

I trust this clarifies the issue of the variances granted to 6540 Jackson. Should there be any additional questions please call.

Sincerely:



Douglas J. Lewan, PCP
Community Planner

cc. File.



MARKETING PROPOSAL

For Daniel Arbour
Chairperson, Scio Township DDA
827 N. Zeeb Road
Ann Arbor, MI 48103

November 22, 2010

Dear Dan,

John Evans and I would like to thank you for the opportunity to present our marketing proposal for listing and selling the property at 6540 Jackson Road.

The subject property is .522 acres of vacant land with zoning variances in place for a 1 foot front yard setback, a 4 foot parking setback on Jackson Road, a 3 foot parking setback on Staebler Road and of course the parcel area of .522 acres rather than the required 1.0 acre minimum parcel size. The parcel also has an existing drainage easement for storm water discharge therefore eliminating the required storm water drainage and retention requirements of the existing ordinance requirements. With these variances in place the property is essentially comparable to a parcel size of 1 to 1.5 acres. We are familiar with recent sales and appraisals of other properties in the near vicinity of this property including 6420 Jackson 2.12 acres, The Tractor Supply Property 3 acres, Jackson & Dino 3.64 acres and 4400 Jackson. The sale prices or recent appraised values of these properties range from a high of \$4 per square foot to a low of \$1.50 per square foot. Considering this data it is our professional opinion that the property has a **current** market value of approximately **\$140,000**. Considering that there is virtually no new construction of commercial or office properties at this time we realize that there is a limited market for a parcel of this small size even with the variances in place. Scio Township should expect that this property is going to take some time to sell and may choose to wait until the market does rebound to recover a greater amount of the expenditures on the subject property. We would be willing to list the property at a higher value not to exceed \$200,000.

Building relationships.



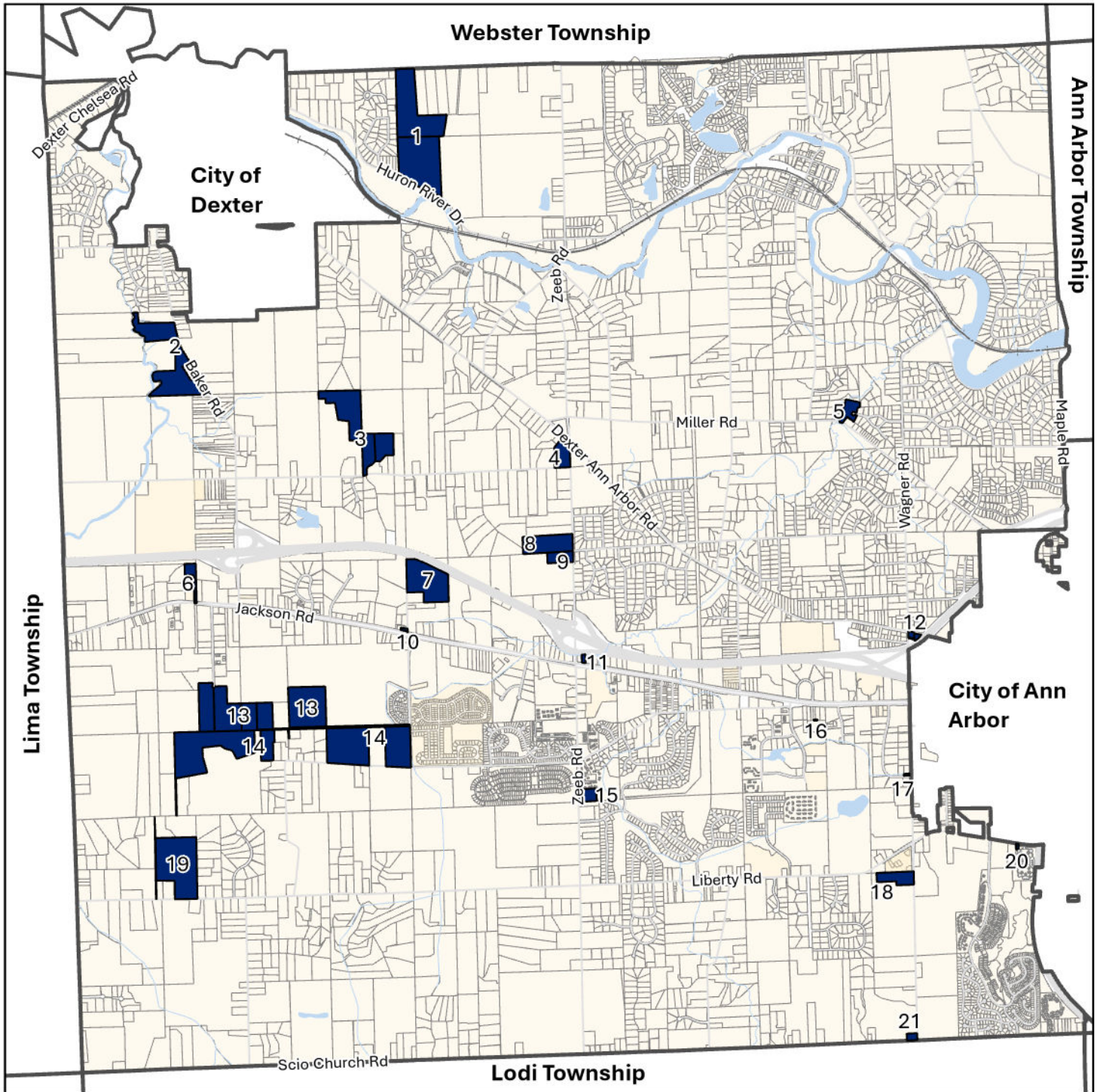
Swisher Commercial
206 E. Washington St. Ann Arbor, MI 48104
tel: 734.663.0501 fax: 734.663.0316 www.swishercommercial.com



The commission rates for Swisher Commercial to handle the listing and sale of this property would be 8%. We will request a 6 month listing contract with an opportunity to renew for additional 6 month periods upon successful review of our efforts and marketing. Commissions would be due and payable at a successful closing which is standard. I have enclosed a copy of our standard listing contract for your review. John and I would be happy to meet with you and other members of Scio Township to discuss this venture further. Again, thank you for the opportunity and we look forward to hearing from you.

Sincerely,

Charlie Koenn and John Evans
Swisher Commercial



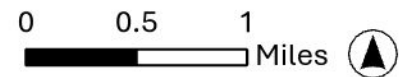
- Parcels
- Township Owned Properties

Township Owned Parcels

Scio Township
Washtenaw, Michigan

Site Number	Site Name
1	Van Curler Preserve
2	Sloan Preserve
3	D.D. Marshall Preserve
4	Marshall RD Park
5	Lampighter
6	Water Tower
7	Staebler & I-94
8	Zeeb RD Fire Station
9	Scio Township Hall
10	Jackson RD & Staebler RD
11	Jackson RD Pump Station

Site Number	Site Name
12	Dexter-Ann Arbor RD
13	West Scio Preserve
14	Five Oaks Preserve
15	Formerly Arbres Grove
16	Landlocked
17	Wagner RD Pump Station
18	New Fire Station
19	Liberty Pond Nature Preserve
20	Liberty RD Pump Station
21	Red Barn



Data: Washtenaw County GIS, and Scio Township
Prepared by: Carlisle/Wortman Associates, Inc.
Date: January 27, 2026



SCIO TOWNSHIP OWNED PROPERTIES

PARCEL NUMBER	NAME/LOCATION	2026 TRUE CASH VALUE (IF NOT EXEMPT)	ZONED	SIZE	COMMENTS
H-08-04-200-008	VAN CURLER PRESERVE	662,320	A-1	53.10	
H-08-04-300-002	VAN CURLER PRESERVE	584,610	A-1	46.18	
H-08-07-400-011	SLOAN PRESERVE	386,100	A-1	33.40	
H-08-07-400-019	SLOAN PRESERVE	292,200	A-1	17.40	
H-08-14-182-011	LAMPLIGHTER	240,000	R-1	6.36	MURPHY WANTS THIS FOR A PARK
H-08-16-100-025	MARSHALL ROAD PARK	270,030	A-1	10.01	
H-08-16-400-002	ZEEB RD FIRE STATION	300,000	A-1	20.00	
H-08-17-100-010	D.D. MARSHALL PRESERVE	271,110	R-1	10.37	PRIVATE
H-08-17-100-011	D.D. MARSHALL PRESERVE	270,825	R-1	10.39	PRIVATE
H-08-17-100-017	D.D. MARSHALL PRESERVE	314,000	A-1	26.00	PRIVATE
H-08-19-100-021	WATER TOWER	716,275	I-1	8.186	
H-08-19-400-003	WEST SCIO PRESERVE	62,361	A-1	31.98	HAS CONSERVATION EASEMENT
H-08-19-400-026	WEST SCIO PRESERVE	87,906	A-1	45.08	HAS CONSERVATION EASEMENT
H-08-20-300-004	WEST SCIO PRESERVE	558,195	A-1	33.83	
H-08-20-300-006	WEST SCIO PRESERVE	249,635	A-1	10.073	
H-08-20-300-007	WEST SCIO PRESERVE	247,440	A-1	10.512	
H-08-20-400-002	FIVE OAKS PRESERVE	211,550	A-1	5.31	
H-08-29-100-002	FIVE OAKS PRESERVE	585,750	A-1	35.50	
H-08-29-100-006	FIVE OAKS PRESERVE	386,925	A-1	23.45	
H-08-29-200-027	FIVE OAKS PRESERVE	236,600	A-1	9.33	
H-08-30-100-005	FIVE OAKS PRESERVE	212,745	A-1	109.10	HAS CONSERVATION EASEMENT
H-08-30-300-022	FIVE OAKS PRESERVE	110,000	A-1	1.00	
H-08-20-100-011	JACKSON RD & STAEBLER RD	187,920	I-1	0.522	CORNER. PREVIOUSLY HAD A HOUSE WHICH WAS DEMO'D IN 2010
H-08-21-100-010	SCIO TOWNSHIP HALL	217,400	I-1	6.48	VALUE NOTED IS FOR LAND ONLY
H-08-21-200-030	STAEBLER & I-94	4,873,500	IRP	32.49	WAS ORIGINALLY PURCHASED FOR FUTURE UTILITY USAGE. HAS WETLANDS, KIWANAS MENTIONED THEY WOULD LIKE FOR TEACHING.
H-08-22-302-012	JACKSON RD PUMP STATION	309,600	C-2	1.72	VALUE NOTED IS FOR LAND ONLY
H-08-24-350-004	DX-AA RD CORNER	63,000	A-1	0.90	FUTURE UTILITY USE
H-08-24-350-005	DX-AA RD CORNER	68,600	A-1	0.98	FUTURE UTILITY USE
H-08-25-450-018	LIBERTY RD PUMP STATION	81,600	PUD	0.68	VALUE NOTED IS FOR LAND ONLY
H-08-26-105-017	WAGNER RD PUMP STATION	64,080	I-1	0.534	VALUE NOTED IS FOR LAND ONLY
H-08-26-205-015	LANDLOCKED. BEHIND BELLE TIRE	30,000	I-1	0.10	GAP PARCEL. SOUTHERN MOST 33 FT OF LOTS H-08-26-205-005 & H-08-26-205-014
H-08-27-200-026	FORMER ARBRES GROVE PROPERTY	209,970	MR-2	5.30	
H-08-30-400-028	LIBERTY POND NATURE PRESERVE	641,450	A-1	49.43	

SCIO TOWNSHIP OWNED PROPERTIES

H-08-35-100-013	NEW FIRE STATION	156,750	A-1	9.50	
H-08-35-400-021	RED BARN	240,237	PUD	1.67	TOTAL INCLUDES THE BARN
		14,400,684			TOTAL TRUE CASH VALUE OF TOWNSHIP OWNED PROPERTY

JACKSON & STAEBLER ROAD PROPERTY

WASHTENAW CO ROAD COMMISSION PURCHASED THIS PROPERTY FROM A PRIVATE OWNER IN JUNE, 2009 FOR \$471,849 FOR ROAD R.O.W.

WASHTENAW CO ROAD COMMISSION QUIT CLAIMED THE PROPERTY TO SCIO TOWNSHIP IN SEPTEMBER OF 2010.

PROPERTY WOULD BE VALUED (TRUE CASH) AT \$187,920 IF NOT EXEMPT

PREVIOUS BLDG ON PROPERTY WAS DEMOLISHED IN 2010

PROPERTY IS ZONED I-1. PROPERTY ENVELOPING SUBJECT IS ALSO ZONED I-1 AND IS CURRENTLY LISTED AS A LEASE. FORMERLY HOUSED THE MEN ON THE MOVE BUSINESS.

SUGGESTION WOULD BE TO OFFER THE PROPERTY TO THE OWNER OF THE PROPERTY SURROUNDING THE SUBJECT. THE PRIOR TENANT OF 6544 JACKSON ROAD (MEN ON THE MOVE) HAD A LONG-STANDING DISAGREEMENT WITH THE OWNER OF THE PROPERTY BEHIND THEM (BERCZEL) ABOUT THE PARKING SITUATION.

-018
17.29 Ac.

-015
125 Ac.

Berczel
I-1

-014
149 Ac.

GRANT'S
TOWING
I-2

STAEBLER RD.

-013
.31
Ac.
I-1

Berczel

Former
men on the move

-012
.70 Ac.

zoned I-1

-011
.52 Ac.

ZONED I-1

-007
2.12 Ac.

-008
1.91 Ac.

-010
1.05 Ac.

-011
6.55 Ac.

JACKSON RD.

-010
2.90 Ac.

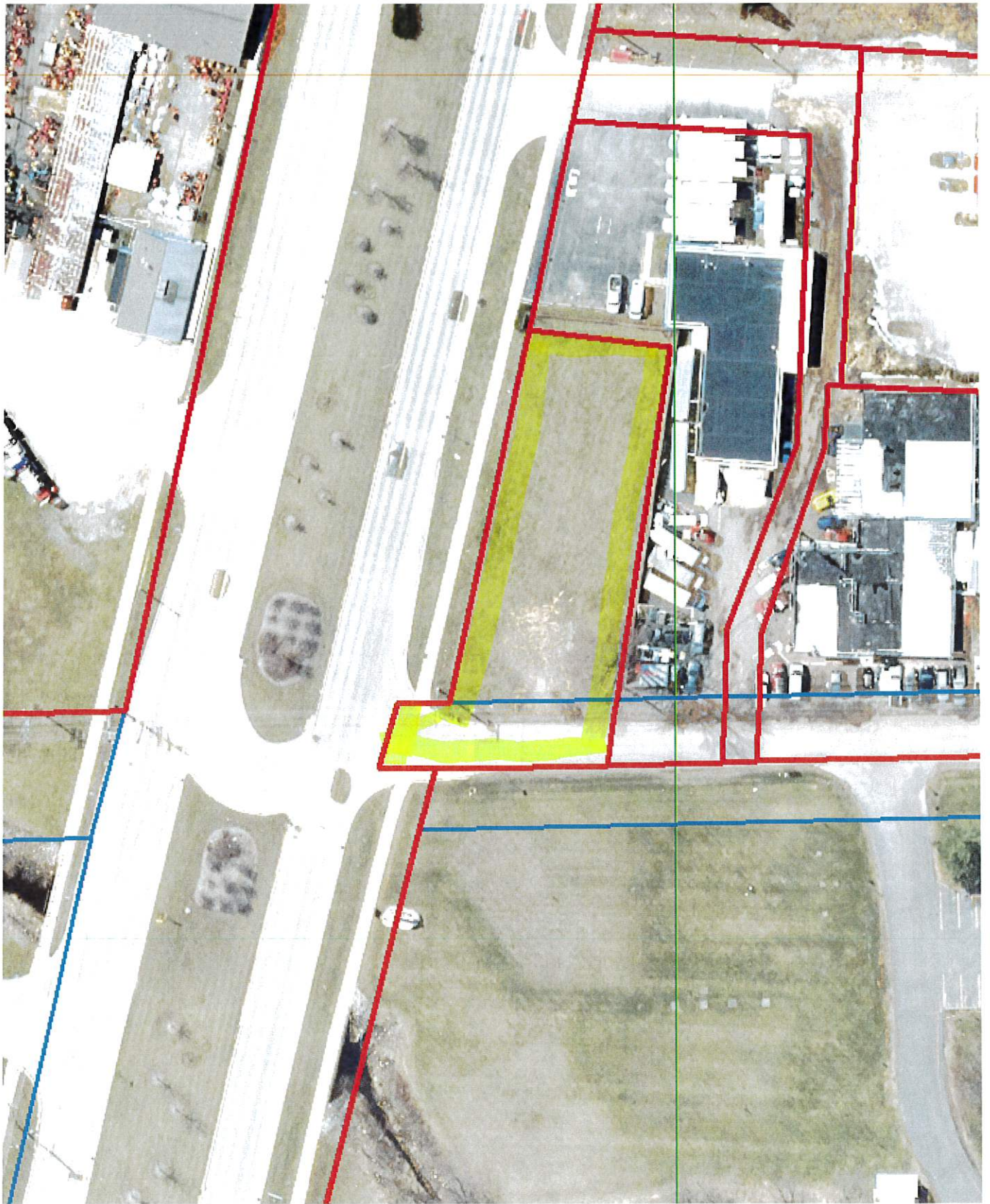
Pt. 700-011

STAEBLER RD.

-005
2.81 Ac.

Menard's

-014
3.63 Ac.



1. *Limited Industrial (I-1).*

1. *Intent.*

1. This district is intended for limited assembly and manufacturing industrial operations and facilities. The district is designed to create a low density development with spacious yards to provide attractive settings as well as to help ensure compatibility with nonindustrial neighboring lots. This district is intended to permit only those uses which emit a minimum of noise, vibration, smoke, dust and dirt, gases or offensive odors, glare, and radiation. Uses which involve the storage or handling of explosive or highly flammable gases or liquids in other than de minimus quantities are not permitted in this district. Storage of materials, supplies, products, and equipment, shall be within the primary structure.
2. The I-1 district is so structured as to permit, along with any specific uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semifinished products from previously prepared material. It is further intended that the processing of raw material for shipment in bulk form, to be used in an industrial operation at another location, is not permitted.
3. The district is to be used only in those areas of the township which are served by public water and sanitary sewer facilities, and where storm drainage is sufficient to handle intense development.

2. *Permitted uses.*

1. All uses permitted as of right in the OS district.
2. Manufacturing, research, assembly, testing and repair of components, devices, equipment and systems of professional, scientific and controlling instruments, photographic and optical goods, and electronic and electrical equipment, including the following:
 1. Communication, transmission and reception and equipment such as coils, tubes, semiconductors, navigation control equipment and systems guidance equipment.
 2. Data processing equipment and systems.
 3. Graphics and art equipment.
 4. Metering instruments.
 5. Optical devices, equipment and systems.
 6. Phonographs, audio units, radio equipment and television equipment.
 7. Photographic equipment.
 8. Radar, infra-red and ultra-violet equipment systems.
 9. Scientific and mechanical instruments such as calipers and transits.
 10. Testing equipment.
 11. Electrical machinery, equipment and supplies, electronic components and accessories.

12. Office, computing and accounting machines.
 3. Manufacturing, processing, packaging or assembling of pharmaceutical preparations, cosmetics, and toiletries.
 4. Manufacturing, processing or packaging of plastic products such as laminate, pipe, plumbing products, and miscellaneous molded or extruded products.
 5. Research and design centers where said centers are intended for the development of pilot or experimental products, together with related office buildings for such research facilities where said offices are designed to accommodate executive, administrative, professional, accounting, engineering, architectural, and support personnel.
 6. Printing, publishing and related activities.
 7. Artist, pottery and recording studios.
 8. *Employee services.* Employee services such as a cafeteria, snack bar or exercise gym may be permitted as an accessory use to a permitted or conditional land use in the this district, provided such services are contained wholly within the principal structure and are offered to employees only.
 9. Office and warehouse of skilled trade contractor such as electrical, heating, and plumbing contractors.
 10. Office and warehouse of service contractor such as cleaning services and home maintenance and repair.
3. *Conditional uses.*
1. Tool and die and machine shops.
 2. Office and warehouse of skilled trade contractors such as electrical, heating and plumbing contractors.
 3. Office and warehouse of service contractors such as cleaning services and home maintenance and repair.
 4. Retail sales when conducted in conjunction with a principal permitted or a conditional use. Floor area devoted to retail sales shall not exceed ten percent of gross floor area.
 5. Self-storage facilities, subject to the provisions of section 36-140.
 6. Wireless communication facilities, subject to the provisions of section 36-143.
 7. Private indoor recreation uses such as bowling establishments, gymnasiums, ice skating rinks, tennis clubs, roller skating rinks, court sport facilities, and similar recreational uses.
 8. Warehousing, wholesaling, refrigerated and general storage.
 9. Standard restaurants.
 10. Indoor theaters and performance space for artistic expression, not including motion picture theaters.
 11. Community wastewater utility systems, subject to the provisions of section 36-318.

12. Large scale retail establishment, subject to the provisions of section 36-134.
13. Minor vehicle repair facilities subject to the provisions of section 36-137.



QUIT CLAIM DEED

KNOWN ALL MEN PRESENTS: That the Board of County Road Commissioners for the County of Washtenaw, a Public Body Corporate whose address is 555 N. Zeeb Road, Ann Arbor, MI 48103, quit claim(s) to Township of Scio, a municipal corporation whose address is, 827 N. Zeeb Road, Ann Arbor, Michigan 48103, the following described premises situated in the Township of Scio, County of Washtenaw and State of Michigan, to-wit:

See attachment "A - REMAINDER PARCEL DESCRIPTION" for description of property herein conveyed, for and in consideration of One (\$1.00) Dollars, subject to existing easements, restrictions and/or right-of-way of record.

Dated this 21 day of September, 2010

Board of County Road Commissioners for the County of Washtenaw

David E. Rutledge, Chair

Steven M. Puuri, Managing Director

STATE OF MICHIGAN } }SS: COUNTY OF WASHTENAW - }

The foregoing instrument was acknowledged before this 21 day of September, 2010, by David E. Rutledge, Chair and Steven M. Puuri, Managing Director, Board of County Road Commissioners for the County of Washtenaw, on behalf of and for said commission.

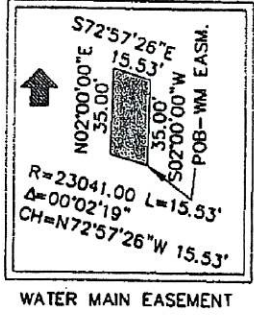
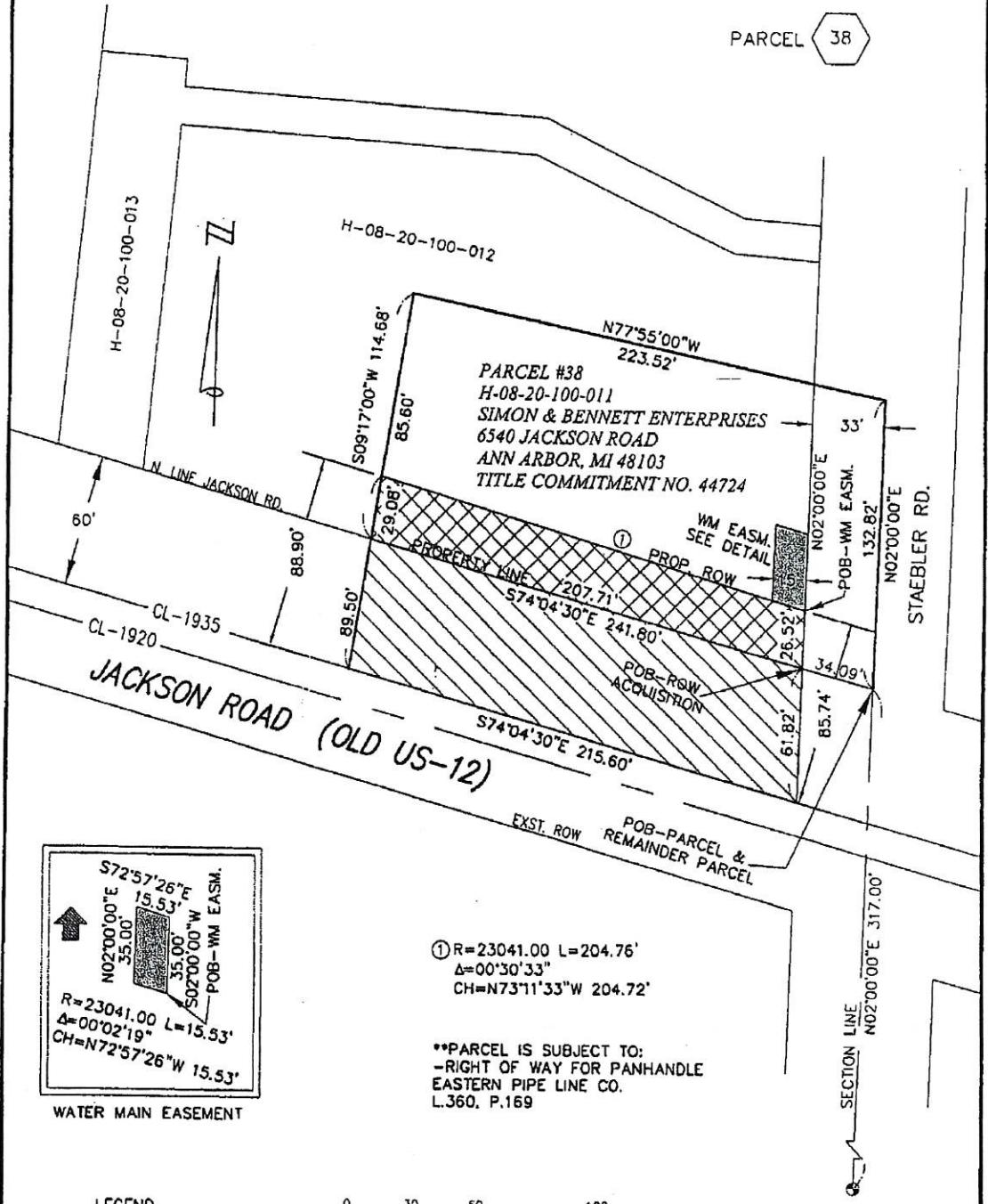
CURTIS M. BROCHUE Notary Public, WAYNE COUNTY, STATE OF MICHIGAN Washtenaw County, MI - ACTING IN My Commission expires JUNE 6, 2012

Tax ID # H-08-20-100-011 Prepared by and when recorded return to: Washtenaw County Road Commission Lori E. Beyer, P.S. 555 N. Zeeb Road Ann Arbor, MI 48103

Time Submitted for Recording Date 10-14-2010 Time 1:38 PM Lawrence Kestenbaum Washtenaw County Clerk/Register

ATTACHMENT "A"

PARCEL 38

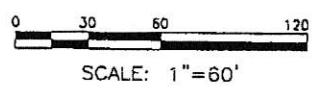


① R=23041.00 L=204.76'
 Δ=00°30'33"
 CH=N73°11'33"W 204.72'

**PARCEL IS SUBJECT TO:
 -RIGHT OF WAY FOR PANHANDLE
 EASTERN PIPE LINE CO.
 L.360, P.169

LEGEND

- ROW RIGHT-OF-WAY
- ⊙ PUBLIC LAND CORNER
- POB POINT OF BEGINNING
- RIGHT-OF-WAY ACQUISITION AREA
- TOTAL RIGHT-OF-WAY AREA
- WATER MAIN EASEMENT



LAND AREAS

PARENT PARCEL	= .552 ACRES (28,378 SQ. FEET)
RIGHT-OF-WAY EXISTING (1935)	= 0.291 ACRES (12,699 SQ. FEET)
RIGHT-OF-WAY ACQUISITION	= 0.130 ACRES (5,657 SQ. FEET)
TOTAL RIGHT-OF-WAY AREA	= 0.421 ACRES (18,356 SQ. FEET)
REMAINDER	= 0.522 ACRES (22,721 SQ. FEET)

E 1/4 COR.
 SECTION 20
 T. 2 S., R. 5 E.

JACKSON RD. R.O.W. ACQUISITION

PART OF THE NE 1/4 OF SECTION 20
 T. 2 S., R. 5 E., SCIO TOWNSHIP, WASHTENAW COUNTY
PHASE 3 (PARCEL 08-20-100-011)

ORCHARD, HILTZ & McCLIMENT, INC.



34000 Plymouth Road
 Livonia, MI 48150
 (734) 522-6711
 FAX 522-6427

CLIENT: SCIO TOWNSHIP	DATE: 04-13-06 DRAWN BY: SH DWC: PR38wm	SHEET: 1 OF 2	JOB NO.: 114-04-051
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PARCEL  38

Parcel Description

A parcel of land in the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:
 Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet to the Point of Beginning; thence N 02°00'00" E 132.82 feet in the Section line; thence N 77°55'00" W 223.52 feet; thence S 09°17'00" W 114.68 feet to a point in the North right of way line of Jackson Road; thence along said North line S 74°04'30" E 241.80 feet to the Point of Beginning.
 Containing 28,378 sq. ft. or 0.652 acres of land. Subject to all easements and restrictions of records.

RIGHT-OF-WAY ACQUISITION DESCRIPTION (TO CL 1935):

A parcel of land in the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:
 Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet; thence N 74°04'30" W 34.09 feet to the Point of Beginning; thence N 02°00'00" E 26.52 feet to a point on the Proposed North right of way line of Jackson Road; thence along said North line 204.78 feet along a curve to the left having a radius of 23041.00 feet, delta 00°30'33", chord bears N 73°11'33" W 204.72 feet; thence S 09°17'00" W 89.50 feet to a point on the centerline of Jackson Road (1935); thence along said centerline S 74°04'30" E 215.60 feet; thence N 02°00'00" E 61.82 feet to the Point of Beginning.
 Containing 18,356 sq. ft. or 0.421 acres(GROSS), 5,657 sq. ft. or 0.130 acres(NET) of land. Subject to all easements and restrictions of records.

REMAINDER PARCEL DESCRIPTION:

A parcel of land in the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:
 Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet to the Point of Beginning; thence N 02°00'00" E 132.82 feet in the Section line; thence N 77°55'00" W 223.52 feet; thence S 09°17'00" W 85.60 feet; thence 204.78 feet along a curve to the right having a radius of 23041.00 feet, delta 00°30'33", chord bears S 73°11'33" E 204.72 feet; thence S 02°00'00" W 26.52 feet; thence S 74°04'30" E 34.09 feet to the Point of Beginning.
 Containing 22,721 sq. ft. or 0.522 acres of land. Subject to all easements and restrictions of records.

WATER MAIN EASEMENT DESCRIPTION:

A 15 foot wide easement for water main, being part of the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:
 Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet; thence N 74°04'30" W 34.09 feet; thence N 02°00'00" E 26.52 feet to the Point of Beginning; thence 15.53 feet along a curve to the left having a radius of 23041.00 feet, delta 00°02'19", chord bears N 72°57'26" W 15.53 feet; thence N 02°00'00" E 35.00 feet; thence S 72°57'26" E 15.53; thence S 02°00'00" W 35.00 feet to the Point of Beginning.
 Containing 544 sq. ft. or 0.013 acres of land. Subject to all easements and restrictions of records.

LAND AREAS

PARENT PARCEL	= .652 ACRES (28,378 SQ. FEET)
RIGHT-OF-WAY EXISTING (1935)	= 0.291 ACRES (12,699 SQ. FEET)
RIGHT-OF-WAY ACQUISITION	= 0.130 ACRES (5,657 SQ. FEET)
TOTAL RIGHT-OF-WAY AREA	= 0.421 ACRES (18,356 SQ. FEET)
REMAINDER	= 0.522 ACRES (22,721 SQ. FEET)

JACKSON RD. R.O.W. ACQUISITION

PART OF THE NE 1/4 OF SECTION 20
 T. 2 S., R. 5 E., SCIO TOWNSHIP, WASHTENAW COUNTY
PHASE 3 (PARCEL 08-20-100-011)

ORCHARD, HILTZ & McCLIMENT, INC.



34000 Plymouth Road
 Livonia, MI 48150
 (734) 522-6711
 FAX 522-6427

CLIENT: SCIO TOWNSHIP

DATE: 04-13-08
 DRAWN BY: SH
 DWG: PR38wm

SHEET
 2 OF 2

JOB NO.
 114-04-051

STAEBLER & I-94

ZONED IRP. SURROUNDING PROPERTIES ZONED I-1 AND I-2

THIS PROPERTY WOULD BE SET AT A LITTLE UNDER \$4.9 MILLION TRUE CASH IF ADDED BACK TO THE ASSESSMENT ROLL, AT 32.49 ACRES.

THE PROPERTY WAS ORIGINALLY INTENDED FOR FUTURE UTILITY USAGE.

IT CONTAINS WETLANDS AND KIWANIS HAS MENTIONED THEY WOULD LIKE THE PROPERTY FOR TEACHING PURPOSES. NOT SURE IF TO OWN OUTRIGHT OR TO USE IN CONJUNCTION WITH OUR PARKS DEPARTMENT

DUE TO THE WETLANDS, DO NOT BELIEVE THERE WOULD BE A DESIRE FOR SOMEONE TO BUY THE PROPERTY, ALTHOUGH IT DOES HAVE HIGHWAY VISIBILITY. IT IS AT THE END OF A ROAD, IS SURROUNDED BY OTHER INDUSTRIAL USES AND ACROSS STAEBLER ROAD ARE OTHER LARGE VACANT PIECES OF PROPERTY





1. **Industrial and Research Office Park District (IRP).**

1. *Intent.*

1. The Industrial and Research Office Park District (IRP) is designed to accommodate a variety of light industrial, applied technology, research and related office uses within a planned environment through the coordinated application of development standards such as access control, signage, landscaping and other unifying elements.
2. The IRP district is so structured as to permit, along with any specific uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semifinished products from previously prepared material. It is further intended that the processing of raw material for shipment in bulk form, to be used in an industrial operation at another location, is not permitted.
3. The uses permitted in this district and the application of required development standards will create compatible and orderly development of the area and will promote both safe and convenient vehicular and pedestrian traffic.
4. The district is to be used only in those areas of the township which are served by public water and sanitary sewer facilities, and where storm drainage is sufficient to handle an intense development. All uses in the IRP district shall also be subject to special development standards set forth in section 36-131.

2. *Permitted uses.*

1. All uses permitted as of right in the I-1 district.
2. Warehousing, wholesaling, refrigerated and general storage, when conducted in conjunction with another permitted use.
3. Training and/or educational centers where such centers are designed and intended to provide training at the business, technical, and/or professional level.

3. *Conditional uses.*

1. Business service establishments such as printing and photocopying services, mail and packaging services, and typing and secretarial services, when included as part of a building or development containing a permitted use.
2. Computer and business machine sales when conducted in conjunction with an accessory to a permitted principal use.
3. Warehousing, wholesaling, refrigerated and general storage, when conducted as a principal use, but not including self-storage facilities.
4. Tool and die and machine shops.
5. Retail sales when conducted in conjunction with a principal permitted or a conditional use. Floor area devoted to retail sales shall not exceed ten percent of gross floor area.
6. Wireless communication facilities, subject to the provisions of section 36-143.

-
7. Community wastewater utility systems, subject to the provisions of section 36-318.

AGENDA # O.8
Scio Township Board of Trustees
Staebler Road Northeast Vacant Parcel - Twp Owned

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: 3/3/2026

PREPARED BY: Christopher Cheng

SUBMITTED BY: Planning

ITEM TYPE: Discussion Only

ATTACHMENTS:

[Staebler Vacant Memo.pdf](#)

[Staebler West Property.pdf](#)

[Information_on_Township_Owned_Properties.pdf](#)

*Jillian Kerry, Supervisor
Jessica Flintoft, Clerk
Ryan Yaple, Treasurer*

Township of Scio

*Trustees: Kathleen Brant
Kathleen Knol
David Read
John Reiser*

MEMO

To: Scio Township Board of Trustees
From: Chris Cheng, Project Manager
SUBJECT: Staebler East Property
Date: 3/2/26

The TWP Board of Trustees directed the Project Manager to explore the future possibilities of the 32.49-acre, vacant parcel owned by the Township located at the northeast corner where Staebler Road dead ends. This site is zoned IRP, Industrial and Research Office Park District, and contains wetlands with visibility from Highway I-94.

The Scio Twp Master Land Use Plan Future Land Use Map recommends this site be used for Public/ and Semi-Public uses. The intent of the Public/Semi-Public Land Use is to provide areas for utility facilities, schools, government offices, churches, and cemeteries.

Based on a meeting with a local realtor, this parcel has a market value of approximately \$2,000,000 based on \$80,000/useable acre (wetlands, road ROW, and gas pipeline easement is subtracted out of the price). It was also discussed that the adjacent owner of the 16-acre parcel is open to trading their parcel for the Twp's parcel so they could develop this site under the Industrial zoning. This western parcel has woodlands and wetland and the owner is open to negotiating a price and site improvements if this swap is considered. Additional ecological information will be provided at the meeting.

Attachments: Staebler West Property
Information on Twp Owned Property



16.53 Acres

-038

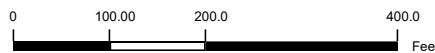
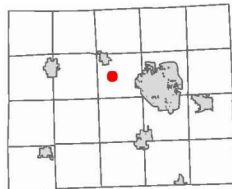
975.62

-039

521.20

-027

Buss and Truitt



1: 2,400

10/25/2018



NOTE: Parcels may not be to scale.

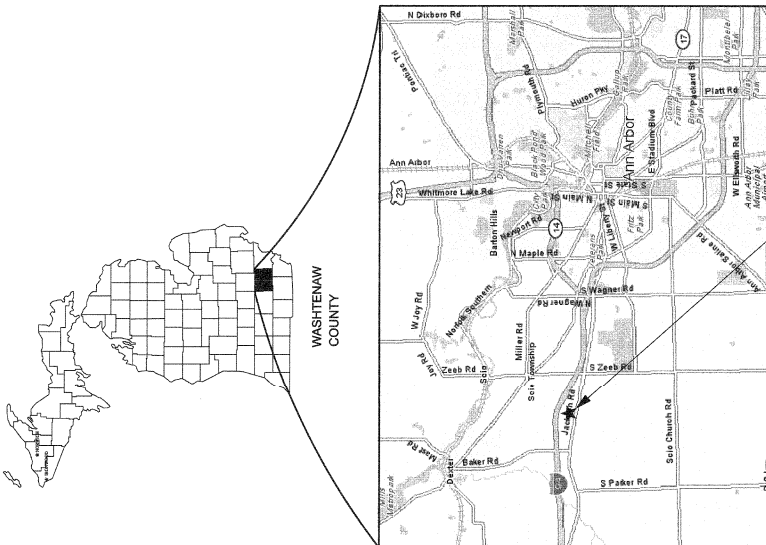
The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.

E. T. MACKENZIE CO.

STAEBLER ROAD OFFICES

SCIO TOWNSHIP, WASHTENAW COUNTY, MICHIGAN



**PROJECT LOCATION:
SECTION 17 & 20**



CAUTION !!!
THE LOCATION AND ELEVATIONS OF BUILDING GRADING ARE ONLY APPROXIMATE. THE USER SHALL VERIFY THE LOCATION AND ELEVATIONS OF ALL UTILITIES AND EXISTING STRUCTURES PRIOR TO THE START OF CONSTRUCTION.

LANDOWNER
ANN ARBOR, MI 48104-1999
428 W. SAUNDRA HWY.
GRAND LECHE, MI 48837
E. T. MACKENZIE CO.
(517) 427-4400

SCIO TOWNSHIP PLANNING
CAROLIS WERTHMAN ASSOCIATES, INC.
3000 RYLAPOURTI ROAD
ANN ARBOR, MI 48104
PHONE: (734) 662-2123
FAX: (734) 669-6623

MICHIGAN DEPARTMENT OF
ENVIRONMENTAL QUALITY (MDEQ)
300 E. LANSING MICHIGAN
ANN ARBOR, MI 48106
PHONE: (734) 761-1500 XT 662
FAX: (734) 761-5757

WASHTENAW COUNTY SOIL BUREAU
ANN ARBOR, MI 48107
CONTACT: KATE LEE, SOIL OFFICER
PHONE: (734) 232-2978

WASHTENAW COUNTY
LAND DEVELOPMENT
428 W. ZEEB ROAD
ANN ARBOR, MI 48106
CONTACT: JENNIFER BOBBIN,
DRAIN COMMISSIONER
(517) 427-4400

WASHTENAW COUNTY
LAND DEVELOPMENT
428 W. ZEEB ROAD
ANN ARBOR, MI 48106
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LAND DEVELOPMENT
428 W. ZEEB ROAD
ANN ARBOR, MI 48106
CONTACT: JENNIFER BOBBIN,
DRAIN COMMISSIONER
(517) 427-4400

SITE SERVICES, INC.
Civil Engineering,
Landscape Architecture
& Surveying
4248 W. Sandhew Hwy, Grand Lodge, MI 48837
Phone: (517) 627-8408 Fax: (517) 627-4470

Scale	N/A
Job No.	602935
Drawn By	BJR
Chd By	BJR

NO.	DESCRIPTION	DATE
1	COVER	07-31-08
2	SITE SURVEY/EXISTING CONDITIONS	04-13-07
3	TREE SURVEY	04-13-07
4	OVERALL DRAINAGE PLAN	04-22-08
5	FINAL SITE PLAN	04-22-08
6	LAYOUT PLAN	07-31-08
7	GRADING PLAN	07-31-08
8	UTILITY PLAN	07-31-08
9	STORM WATER CALCULATIONS	07-31-08
10	STORM WATER BASIN CROSS SECTIONS	07-31-08
11	TREE REMOVAL PLAN	07-31-08
12	TREE REPLACEMENT PLAN	07-31-08
13	LANDSCAPE LAYOUT DETAIL	07-31-08
14	PHASING PLAN OVERALL	07-31-08
15	PHASE 1 FINAL SITE PLAN	07-31-08
16	PHASE 1 SERVICE DRIVE PLAN & PROFILE	07-31-08
17	PHASE 1 FINAL SITE PLAN	07-31-08
18	PHASE 2 FINAL SITE PLAN	07-31-08
19	PHASE 2 FINAL SITE PLAN	07-31-08
20	PHASE 3 FINAL SITE PLAN	07-31-08
21	PHASE 3 SEGC PLAN	07-31-08
22	PHASE 4 FINAL SITE PLAN	07-31-08
23	PHASE 4 SEGC PLAN	07-31-08
24	PHASE 5 FINAL SITE PLAN	07-31-08
25	PHASE 5 SEGC PLAN	07-31-08
26	SHOP ELEVATION VIEW	07-31-08
27	SHOP PLAN VIEW	07-31-08
28	BUILDINGS A, B, AND C PLAN VIEW	04-22-08
29	BUILDINGS A, B, & C ELEVATION VIEW	07-31-08
30	SITE DETAIL SHEET	07-31-08
31	LANDSCAPING DETAIL SHEET	07-31-08
32	SOIL EROSION DETAIL SHEET	04-22-08
33	LIGHTING PLAN	07-31-08
34	STAEBLER ROAD RECONSTRUCTION PLAN	07-31-08
35	STAEBLER ROAD TRAFFIC CONTROL PLAN PHASE 1	07-31-08
36	STAEBLER ROAD TRAFFIC CONTROL PLAN PHASE 2	07-31-08

SHEET NO. 1

E. T. MACKENZIE CO.
STAEBLER ROAD OFFICES
COVER SHEET



King & MacGregor
Environmental
Inc.

March 27, 2007

Sent Via U.S. Mail

Mr. Ronald Clark
Site Services, Inc.
4248 W. Saginaw Hwy.
Grand Ledge, MI 48837

Re: Wetland Determination – Staebler Rd. & Jackson Rd.
Section 20, T2S, R5E, Scio Township, Washtenaw County

Dear Mr. Clark:

Pursuant to your request, on October 18, 2005 we conducted a wetland determination for the above-referenced site. The intent of this determination is to provide a report of the character of the wetland areas within the subject parcel and an opinion as to the possible jurisdiction of the Michigan Department of Environmental Quality (MDEQ) over wetland areas identified on-site.

The methods used to conduct this wetland determination are consistent with the procedures and general practices used by the MDEQ. This determination included review of in-office information including the Washtenaw County Soil Survey (Figure 1), National Wetland Inventory mapping (Figure 2), and aerial photography (Figure 3) obtained from internet sources.

The subject parcel is approximately 16.5 acres in size and is located in the northeast quarter of Section 20, T2S, R5E, Washtenaw County, Michigan. The site is on the west side of Staebler Road, immediately south of the Interstate 94 right-of-way. Figure 4 depicts the approximate location of these wetland areas.

Wetland A

Wetland A is an emergent/scrub shrub wetland area located on the north half of the property. The vegetation identified in this area included species such as strict sedge, cattail, lake sedge, silky & red osier dogwood, sandbar willow, black willow, nannyberry, purple loosestrife, highbush cranberry, joe pye weed, green bulrush, grass leaf goldenrod, woolgrass and sensitive fern. The soils are described in the Washtenaw County Soil Survey as muck, a very poorly drained soil. The soils evaluated on-site were consistent with this description, consisting of dark brown to black organic muck to a depth of 20 inches or more.

Wetland B

Wetland B is a forested/scrub shrub wetland area located on the central part of the property. The vegetation identified in this area included species such as cottonwood, American elm, nannyberry, highbush cranberry, silky dogwood black willow, sandbar willow and reed canary grass. The soils are described in the Washtenaw County Soil Survey as sandy loam, a very poorly drained soil. The soils evaluated on-site were consistent with this description, consisting of a ten inch surface layer of black sandy loam overlying dark brown sandy loam down to 20 inches in depth.

2990 Lake Lansing Rd.
Suite 201
East Lansing, MI 48823
Phone: 517/333-2122
Fax: 517/333-2124

Other Offices:
Grand Rapids
St. Clair Shores
Canton
Traverse City

www.king-macgregor.com

Upland Areas

The upland areas adjacent to the on-site wetlands generally consist of vegetation such as Morrow's honeysuckle, multi-flora rose, common buckthorn, black raspberry, hawthorn, gray dogwood, and quaking aspen. There was no evidence of standing water or saturated soils in any of the upland areas.

MDEQ Jurisdiction/Regulatory Discussion

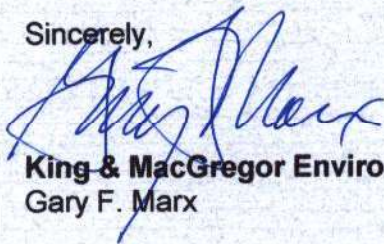
In order for the MDEQ to have regulatory authority over a wetland the wetland must be contiguous to a lake, pond and/or stream. The on-site wetlands are regulated by the MDEQ due to their connection to a stream that crosses the site. A survey of the flagged wetland boundaries should be conducted to specifically locate the wetland areas and determine the exact size of the wetland complex.

A permit must be obtained from the MDEQ prior to conducting most filling, dredging and/or draining activities or maintaining a use of a regulated wetland.

Please be advised the information provided in this report is a professional opinion. The ultimate decision on wetland boundary locations and jurisdiction thereof rests with the MDEQ and, in some cases, the Federal government. Therefore, there may be adjustments to boundaries based upon review of a regulatory agency. An agency determination can vary, depending on various factors including, but not limited to, experience of the agency representative making the determination and the season of the year. In addition, the physical characteristics of the site can change with time, depending on the weather, vegetation patterns, drainage, activities on adjacent parcels, or other events. Any of these factors can change the nature / extent of wetlands on the site. We recommend the MDEQ be requested to confirm our wetland boundaries and jurisdictional opinion. This report does not address any local ordinances that may apply to this site.

Thank you for the opportunity to provide this wetland determination. If you have any questions, please contact me at your convenience.

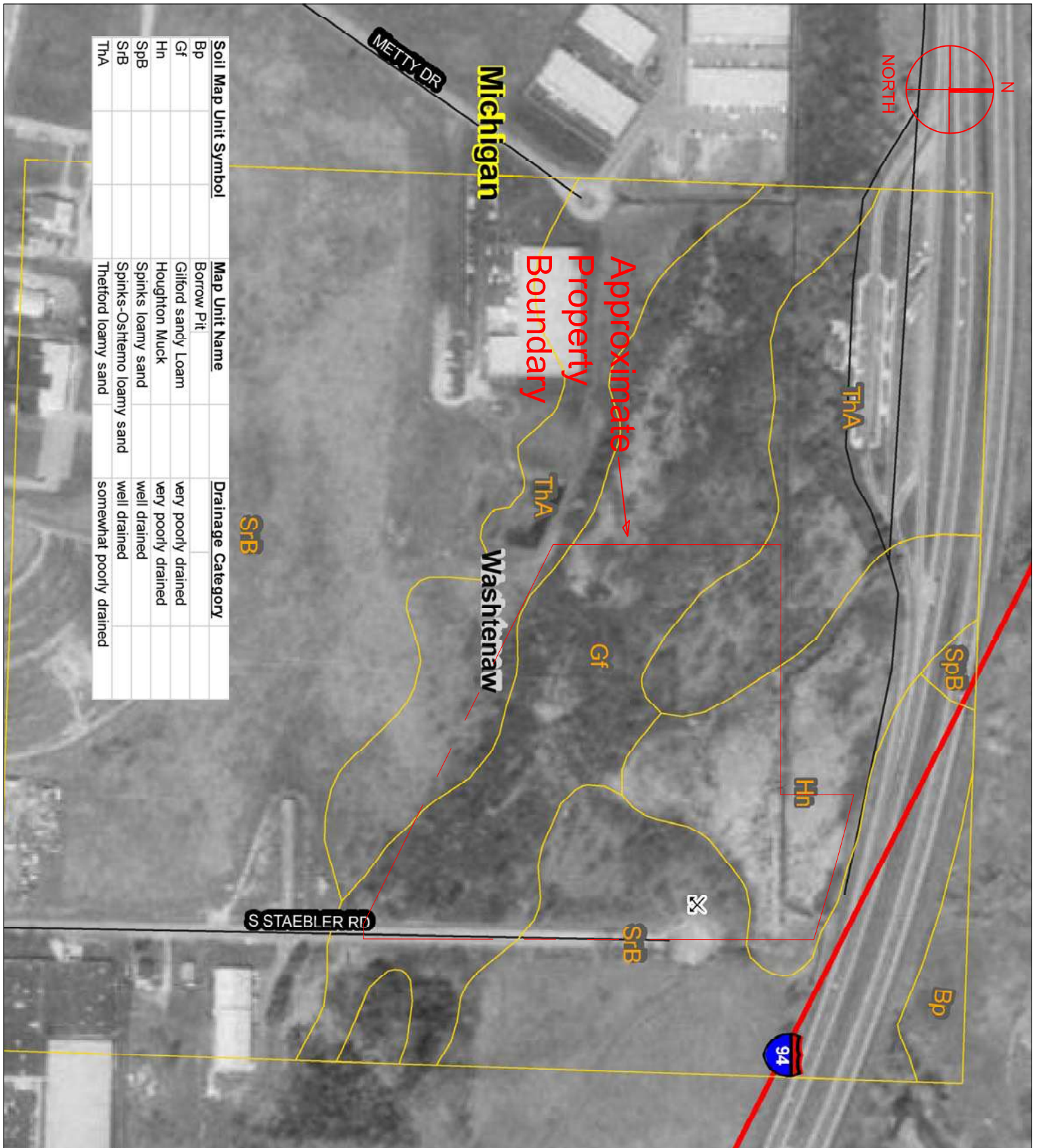
Sincerely,



King & MacGregor Environmental, Inc.
Gary F. Marx

Enclosure





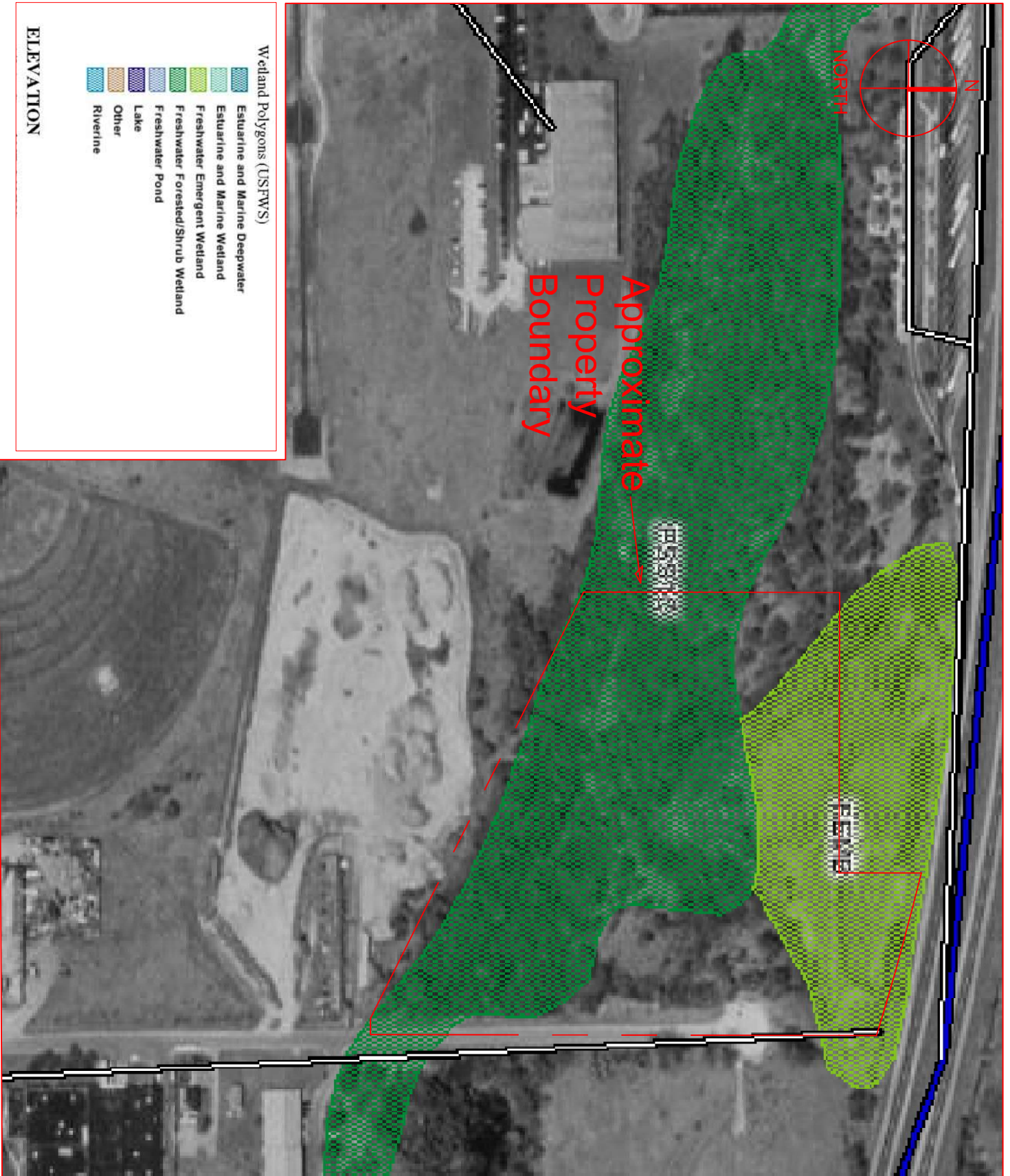
Soil Map Unit Symbol	Map Unit Name	Drainage Category
Bp	Borrow Pit	
Gf	Gilford sandy Loam	very poorly drained
Hn	Houghton Muck	very poorly drained
SpB	Spinks loamy sand	well drained
SRB	Spinks-Osterno loamy sand	well drained
ThA	Thetford loamy sand	somewhat poorly drained

King & MacGregor
 Environmental Inc.
 2990 Lake Lansing Rd., Suite 201
 East Lansing, MI 48823
 Phone: (517) 333-2122

Soil Survey For:
Staebler & Jackson Road Site
 Scio Township Washtenaw County, Michigan

KME No. 05672
 March 23, 2007

SHEET NAME
 Soil Survey
 SHEET NUMBER
01



King & MacGregor
 Environmental Inc.
 2990 Lake Lansing Rd., Suite 201
 East Lansing, MI 48823
 Phone: (517) 333-2122

MDEQ Preliminary Wetland Inventory Map For:
Staebler & Jackson Road Site
 Scio Township Washtenaw County, Michigan

KME No. 05672
 March 23, 2007

SHEET NAME
 NWI
 Wetland Map
 SHEET NUMBER
02



Imagery ©2007 DigitalGlobe - Terms of

King & MacGregor
Environmental Inc.
2990 Lake Lansing Rd., Suite 201
East Lansing, MI 48823
Phone: (517) 333-2122

Aerial Photo For:

Staebler & Jackson Road Site

Scio Township

Washtenaw County, Michigan

KME No. 05672

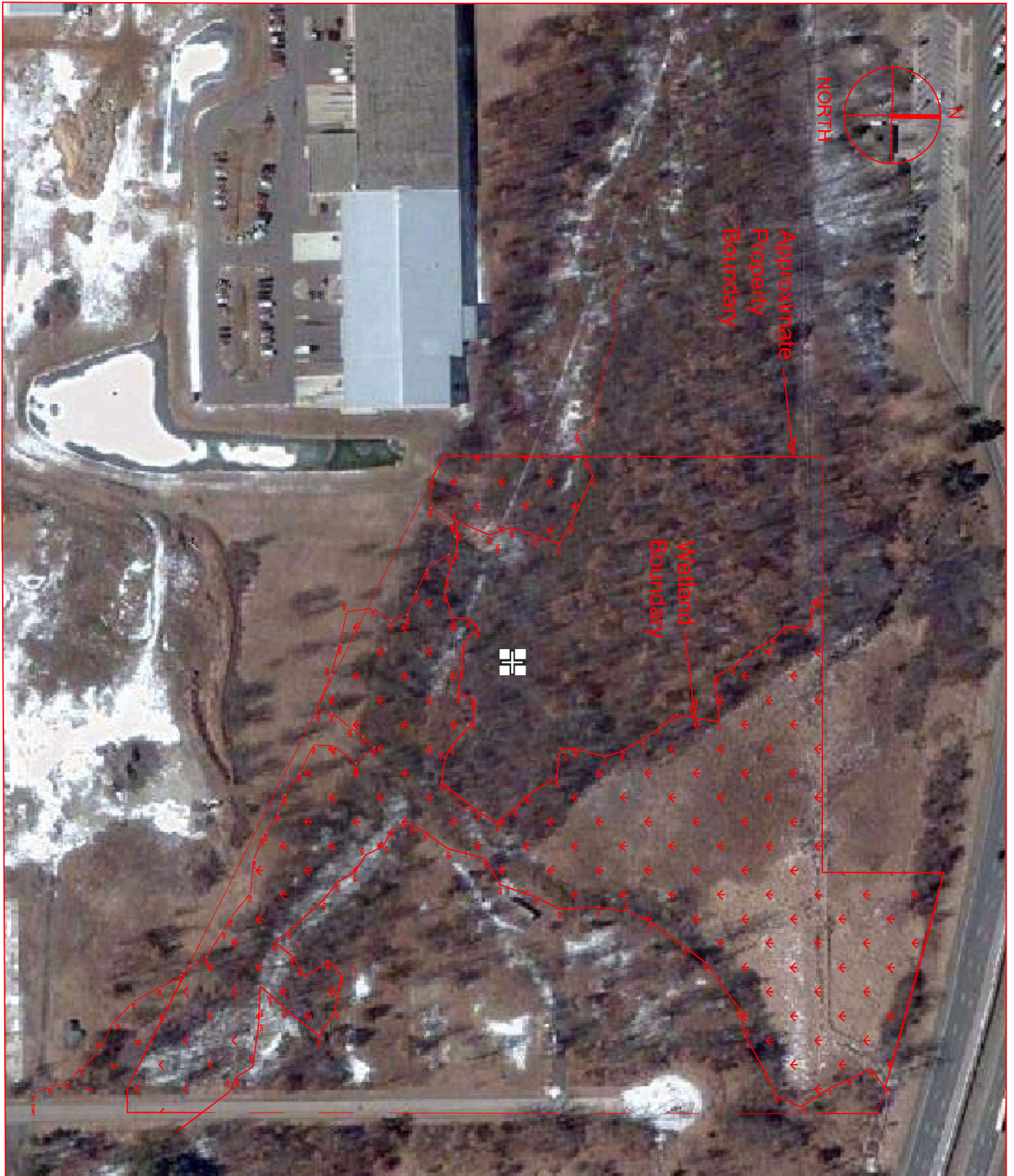
March 23, 2007

SHEET NAME
Aerial
Photo

SHEET NUMBER

03

253

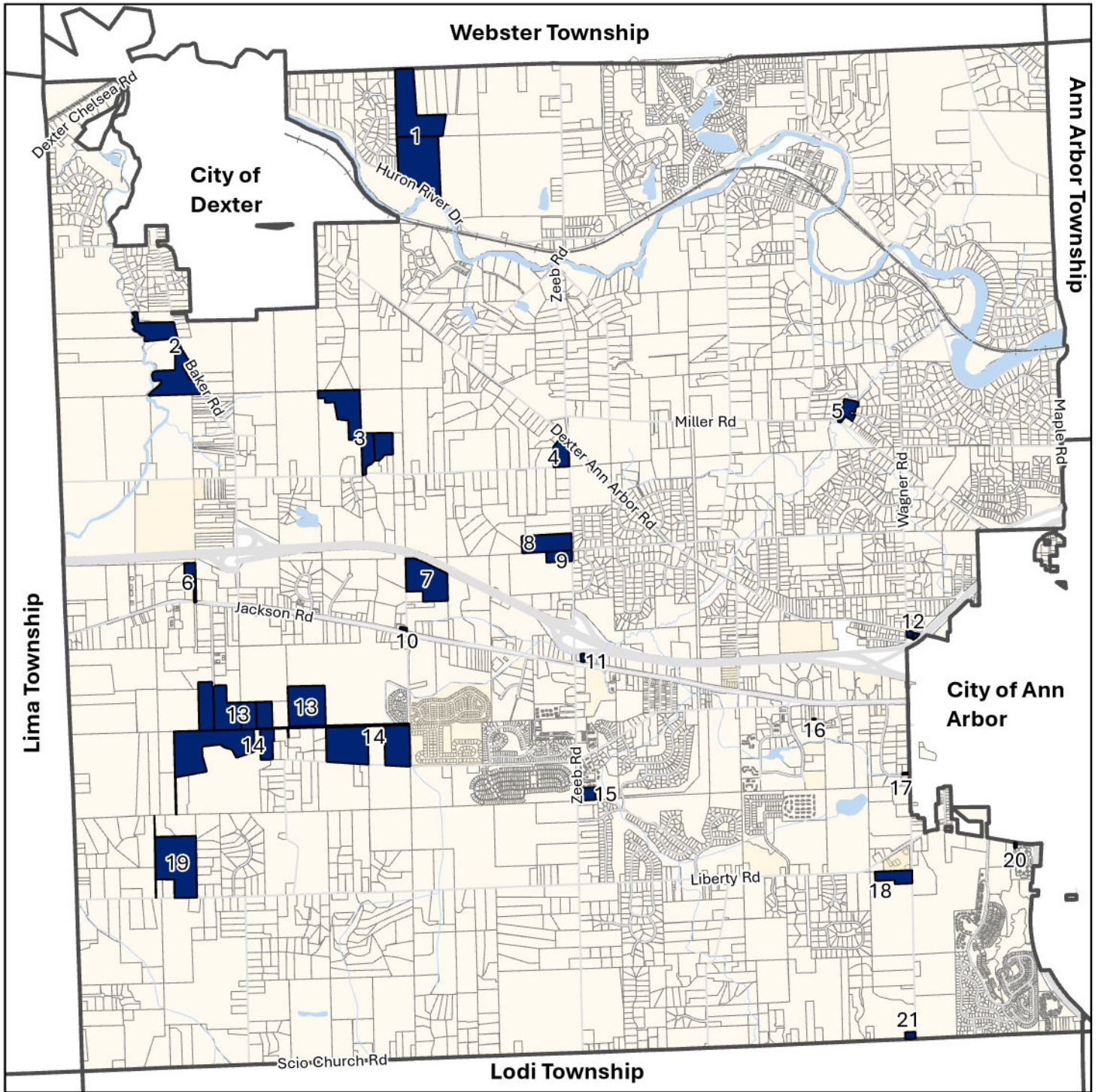


King & MacGregor
 Environmental Inc.
 2990 Lake Lansing Rd., Suite 201
 East Lansing, MI 48823
 Phone: (517) 333-2122

Wetland Flagging Survey
Staebler & Jackson Road Site
 Scio Township Washtenaw County, Michigan

KME No. 05672
 March 23, 2007

SHEET NAME
 Wetland Survey
 SHEET NUMBER
04



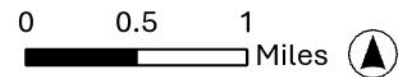
- Parcels
- Township Owned Properties

Township Owned Parcels

Scio Township
Washtenaw, Michigan

Site Number	Site Name
1	Van Curler Preserve
2	Sloan Preserve
3	D.D. Marshall Preserve
4	Marshall RD Park
5	Lamplighter
6	Water Tower
7	Staebler & I-94
8	Zeeb RD Fire Station
9	Scio Township Hall
10	Jackson RD & Staebler RD
11	Jackson RD Pump Station

Site Number	Site Name
12	Dexter-Ann Arbor RD
13	West Scio Preserve
14	Five Oaks Preserve
15	Formerly Arbres Grove
16	Landlocked
17	Wagner RD Pump Station
18	New Fire Station
19	Liberty Pond Nature Preserve
20	Liberty RD Pump Station
21	Red Barn



Data: Washtenaw County GIS, and Scio Township
Prepared by: Carlisle/Wortman Associates, Inc.
Date: January 27, 2026



SCIO TOWNSHIP OWNED PROPERTIES

PARCEL NUMBER	NAME/LOCATION	2026 TRUE CASH VALUE (IF NOT EXEMPT)	ZONED	SIZE	COMMENTS
H-08-04-200-008	VAN CURLER PRESERVE	662,320	A-1	53.10	
H-08-04-300-002	VAN CURLER PRESERVE	584,610	A-1	46.18	
H-08-07-400-011	SLOAN PRESERVE	386,100	A-1	33.40	
H-08-07-400-019	SLOAN PRESERVE	292,200	A-1	17.40	
H-08-14-182-011	LAMPLIGHTER	240,000	R-1	6.36	MURPHY WANTS THIS FOR A PARK
H-08-16-100-025	MARSHALL ROAD PARK	270,030	A-1	10.01	
H-08-16-400-002	ZEEB RD FIRE STATION	300,000	A-1	20.00	
H-08-17-100-010	D.D. MARSHALL PRESERVE	271,110	R-1	10.37	PRIVATE
H-08-17-100-011	D.D. MARSHALL PRESERVE	270,825	R-1	10.39	PRIVATE
H-08-17-100-017	D.D. MARSHALL PRESERVE	314,000	A-1	26.00	PRIVATE
H-08-19-100-021	WATER TOWER	716,275	I-1	8.186	
H-08-19-400-003	WEST SCIO PRESERVE	62,361	A-1	31.98	HAS CONSERVATION EASEMENT
H-08-19-400-026	WEST SCIO PRESERVE	87,906	A-1	45.08	HAS CONSERVATION EASEMENT
H-08-20-300-004	WEST SCIO PRESERVE	558,195	A-1	33.83	
H-08-20-300-006	WEST SCIO PRESERVE	249,635	A-1	10.073	
H-08-20-300-007	WEST SCIO PRESERVE	247,440	A-1	10.512	
H-08-20-400-002	FIVE OAKS PRESERVE	211,550	A-1	5.31	
H-08-29-100-002	FIVE OAKS PRESERVE	585,750	A-1	35.50	
H-08-29-100-006	FIVE OAKS PRESERVE	386,925	A-1	23.45	
H-08-29-200-027	FIVE OAKS PRESERVE	236,600	A-1	9.33	
H-08-30-100-005	FIVE OAKS PRESERVE	212,745	A-1	109.10	HAS CONSERVATION EASEMENT
H-08-30-300-022	FIVE OAKS PRESERVE	110,000	A-1	1.00	
H-08-20-100-011	JACKSON RD & STAEBLER RD	187,920	I-1	0.522	CORNER. PREVIOUSLY HAD A HOUSE WHICH WAS DEMO'D IN 2010
H-08-21-100-010	SCIO TOWNSHIP HALL	217,400	I-1	6.48	VALUE NOTED IS FOR LAND ONLY
H-08-21-200-030	STAEBLER & I-94	4,873,500	IRP	32.49	WAS ORIGINALLY PURCHASED FOR FUTURE UTILITY USAGE. HAS WETLANDS, KIWANAS MENTIONED THEY WOULD LIKE FOR TEACHING.
H-08-22-302-012	JACKSON RD PUMP STATION	309,600	C-2	1.72	VALUE NOTED IS FOR LAND ONLY
H-08-24-350-004	DX-AA RD CORNER	63,000	A-1	0.90	FUTURE UTILITY USE
H-08-24-350-005	DX-AA RD CORNER	68,600	A-1	0.98	FUTURE UTILITY USE
H-08-25-450-018	LIBERTY RD PUMP STATION	81,600	PUD	0.68	VALUE NOTED IS FOR LAND ONLY
H-08-26-105-017	WAGNER RD PUMP STATION	64,080	I-1	0.534	VALUE NOTED IS FOR LAND ONLY
H-08-26-205-015	LANDLOCKED. BEHIND BELLE TIRE	30,000	I-1	0.10	GAP PARCEL. SOUTHERN MOST 33 FT OF LOTS H-08-26-205-005 & H-08-26-205-014
H-08-27-200-026	FORMER ARBRES GROVE PROPERTY	209,970	MR-2	5.30	
H-08-30-400-028	LIBERTY POND NATURE PRESERVE	641,450	A-1	49.43	

SCIO TOWNSHIP OWNED PROPERTIES

H-08-35-100-013	NEW FIRE STATION	156,750	A-1	9.50	
H-08-35-400-021	RED BARN	240,237	PUD	1.67	TOTAL INCLUDES THE BARN
		14,400,684			TOTAL TRUE CASH VALUE OF TOWNSHIP OWNED PROPERTY

JACKSON & STAEBLER ROAD PROPERTY

WASHTENAW CO ROAD COMMISSION PURCHASED THIS PROPERTY FROM A PRIVATE OWNER IN JUNE, 2009 FOR \$471,849 FOR ROAD R.O.W.

WASHTENAW CO ROAD COMMISSION QUIT CLAIMED THE PROPERTY TO SCIO TOWNSHIP IN SEPTEMBER OF 2010.

PROPERTY WOULD BE VALUED (TRUE CASH) AT \$187,920 IF NOT EXEMPT

PREVIOUS BLDG ON PROPERTY WAS DEMOLISHED IN 2010

PROPERTY IS ZONED I-1. PROPERTY ENVELOPING SUBJECT IS ALSO ZONED I-1 AND IS CURRENTLY LISTED AS A LEASE. FORMERLY HOUSED THE MEN ON THE MOVE BUSINESS.

SUGGESTION WOULD BE TO OFFER THE PROPERTY TO THE OWNER OF THE PROPERTY SURROUNDING THE SUBJECT. THE PRIOR TENANT OF 6544 JACKSON ROAD (MEN ON THE MOVE) HAD A LONG-STANDING DISAGREEMENT WITH THE OWNER OF THE PROPERTY BEHIND THEM (BERCZEL) ABOUT THE PARKING SITUATION.

-018
17.29 Ac.

-015
125 Ac.

Berczel
I-1

-014
149 Ac.

GRANT'S
TOWING
I-2

STAEBLER RD.

-013
.31
Ac.
I-1

Berczel

Former
men on the move

-012
.70 Ac.

zoned I-1

-011
.52 Ac.

ZONED I-1

-007
2.12 Ac.

-008
1.91 Ac.

-010
1.05 Ac.

-011
6.55 Ac.

JACKSON RD.

-010
2.90 Ac.

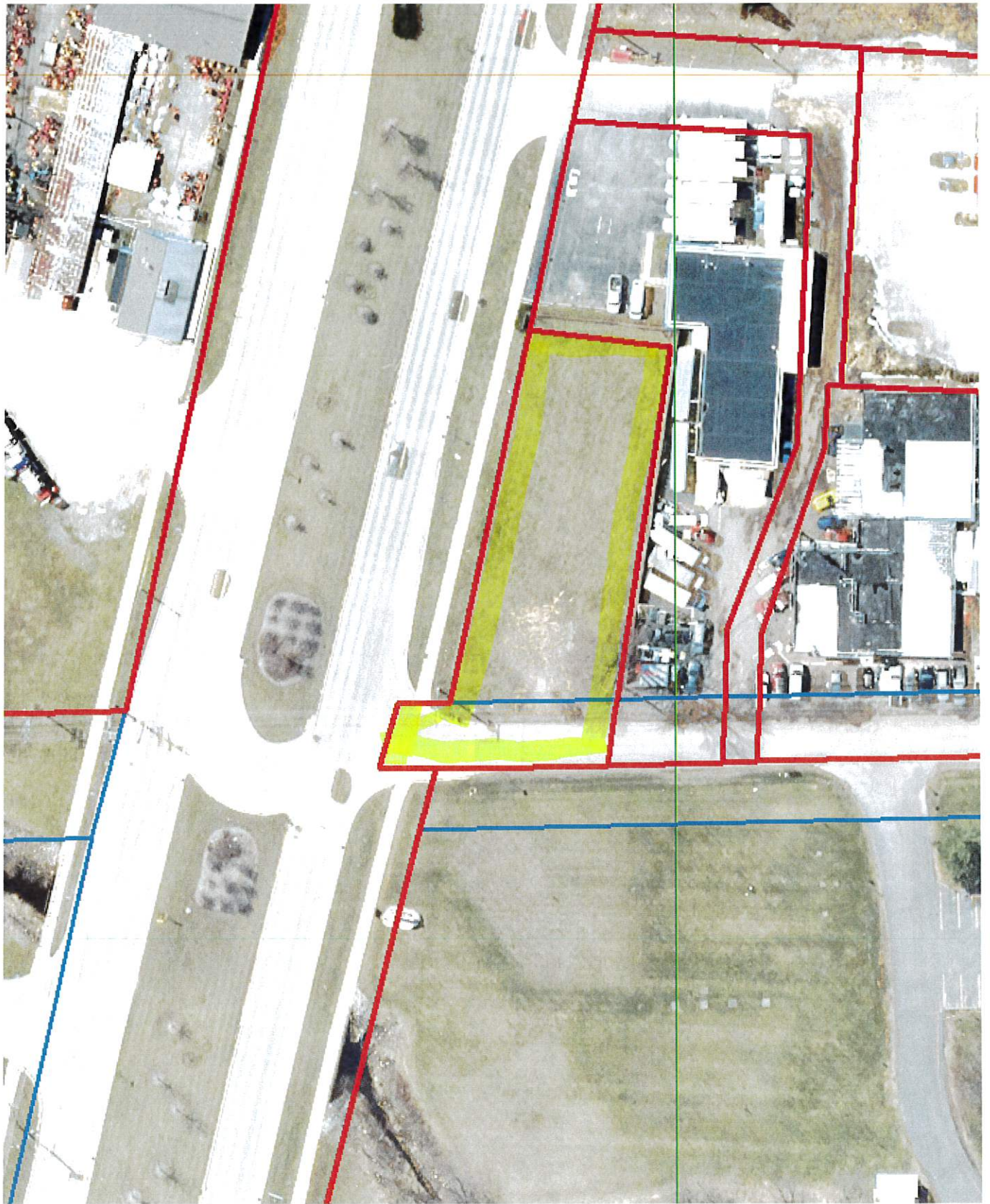
Pt. 700-011

STAEBLER RD.

-005
2.81 Ac.

Menard's

-014
3.63 Ac.



1. *Limited Industrial (I-1).*

1. *Intent.*

1. This district is intended for limited assembly and manufacturing industrial operations and facilities. The district is designed to create a low density development with spacious yards to provide attractive settings as well as to help ensure compatibility with nonindustrial neighboring lots. This district is intended to permit only those uses which emit a minimum of noise, vibration, smoke, dust and dirt, gases or offensive odors, glare, and radiation. Uses which involve the storage or handling of explosive or highly flammable gases or liquids in other than de minimus quantities are not permitted in this district. Storage of materials, supplies, products, and equipment, shall be within the primary structure.
2. The I-1 district is so structured as to permit, along with any specific uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semifinished products from previously prepared material. It is further intended that the processing of raw material for shipment in bulk form, to be used in an industrial operation at another location, is not permitted.
3. The district is to be used only in those areas of the township which are served by public water and sanitary sewer facilities, and where storm drainage is sufficient to handle intense development.

2. *Permitted uses.*

1. All uses permitted as of right in the OS district.
2. Manufacturing, research, assembly, testing and repair of components, devices, equipment and systems of professional, scientific and controlling instruments, photographic and optical goods, and electronic and electrical equipment, including the following:
 1. Communication, transmission and reception and equipment such as coils, tubes, semiconductors, navigation control equipment and systems guidance equipment.
 2. Data processing equipment and systems.
 3. Graphics and art equipment.
 4. Metering instruments.
 5. Optical devices, equipment and systems.
 6. Phonographs, audio units, radio equipment and television equipment.
 7. Photographic equipment.
 8. Radar, infra-red and ultra-violet equipment systems.
 9. Scientific and mechanical instruments such as calipers and transits.
 10. Testing equipment.
 11. Electrical machinery, equipment and supplies, electronic components and accessories.

12. Office, computing and accounting machines.
 3. Manufacturing, processing, packaging or assembling of pharmaceutical preparations, cosmetics, and toiletries.
 4. Manufacturing, processing or packaging of plastic products such as laminate, pipe, plumbing products, and miscellaneous molded or extruded products.
 5. Research and design centers where said centers are intended for the development of pilot or experimental products, together with related office buildings for such research facilities where said offices are designed to accommodate executive, administrative, professional, accounting, engineering, architectural, and support personnel.
 6. Printing, publishing and related activities.
 7. Artist, pottery and recording studios.
 8. *Employee services.* Employee services such as a cafeteria, snack bar or exercise gym may be permitted as an accessory use to a permitted or conditional land use in the this district, provided such services are contained wholly within the principal structure and are offered to employees only.
 9. Office and warehouse of skilled trade contractor such as electrical, heating, and plumbing contractors.
 10. Office and warehouse of service contractor such as cleaning services and home maintenance and repair.
3. *Conditional uses.*
1. Tool and die and machine shops.
 2. Office and warehouse of skilled trade contractors such as electrical, heating and plumbing contractors.
 3. Office and warehouse of service contractors such as cleaning services and home maintenance and repair.
 4. Retail sales when conducted in conjunction with a principal permitted or a conditional use. Floor area devoted to retail sales shall not exceed ten percent of gross floor area.
 5. Self-storage facilities, subject to the provisions of section 36-140.
 6. Wireless communication facilities, subject to the provisions of section 36-143.
 7. Private indoor recreation uses such as bowling establishments, gymnasiums, ice skating rinks, tennis clubs, roller skating rinks, court sport facilities, and similar recreational uses.
 8. Warehousing, wholesaling, refrigerated and general storage.
 9. Standard restaurants.
 10. Indoor theaters and performance space for artistic expression, not including motion picture theaters.
 11. Community wastewater utility systems, subject to the provisions of section 36-318.

12. Large scale retail establishment, subject to the provisions of section 36-134.
13. Minor vehicle repair facilities subject to the provisions of section 36-137.



QUIT CLAIM DEED

KNOWN ALL MEN PRESENTS: That the Board of County Road Commissioners for the County of Washtenaw, a Public Body Corporate whose address is 555 N. Zeeb Road, Ann Arbor, MI 48103, quit claim(s) to Township of Scio, a municipal corporation whose address is, 827 N. Zeeb Road, Ann Arbor, Michigan 48103, the following described premises situated in the Township of Scio, County of Washtenaw and State of Michigan, to-wit:

See attachment "A - REMAINDER PARCEL DESCRIPTION" for description of property herein conveyed, for and in consideration of One (\$1.00) Dollars, subject to existing easements, restrictions and/or right-of-way of record.

Dated this 21 day of September, 2010

Board of County Road Commissioners for the County of Washtenaw

David E. Rutledge, Chair

Steven M. Puuri, Managing Director

STATE OF MICHIGAN } }SS: COUNTY OF WASHTENAW - }

The foregoing instrument was acknowledged before this 21 day of September, 2010, by David E. Rutledge, Chair and Steven M. Puuri, Managing Director, Board of County Road Commissioners for the County of Washtenaw, on behalf of and for said commission.

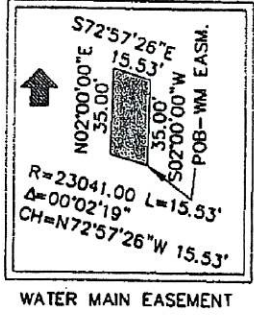
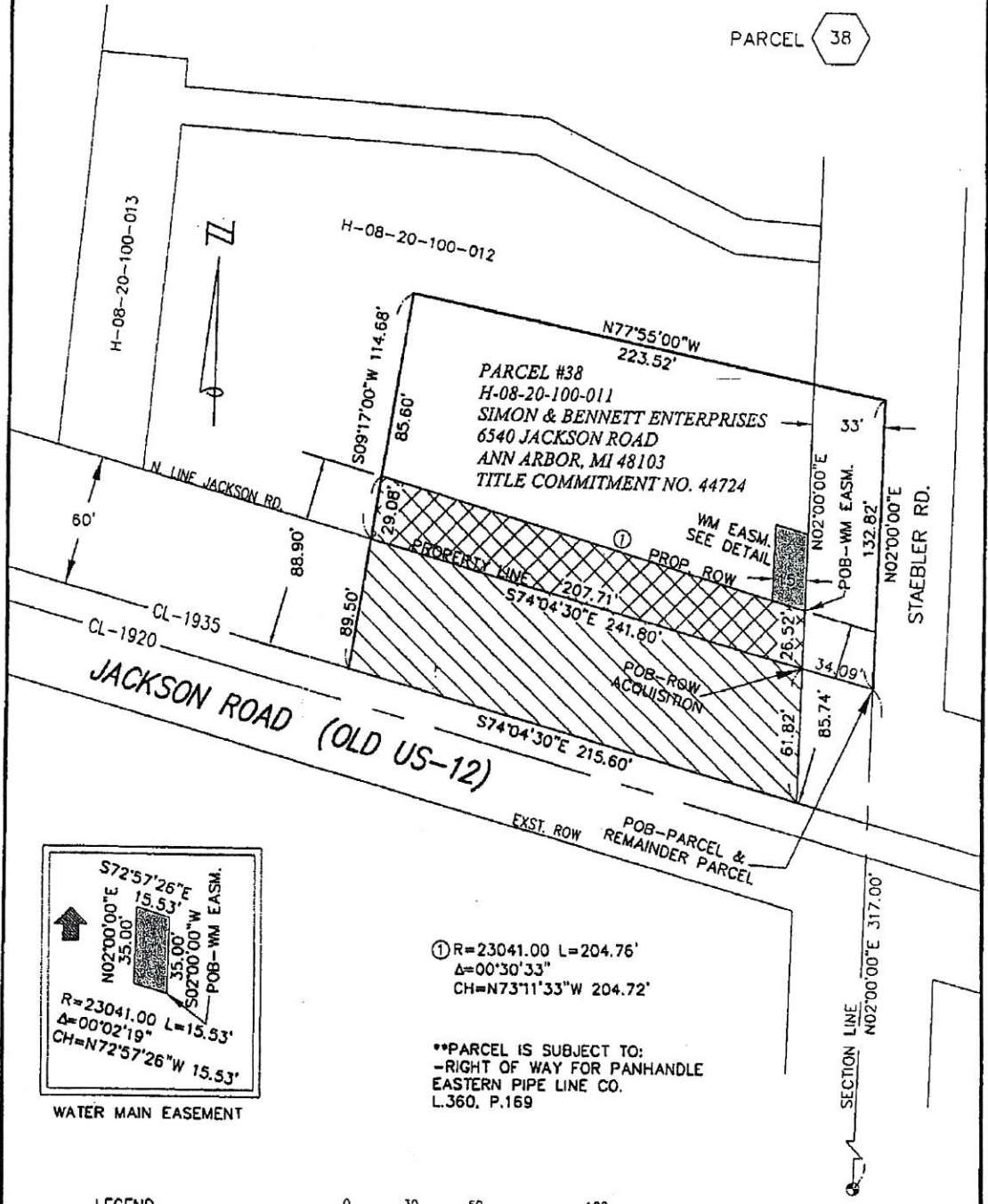
CURTIS M. BROCHUE Notary Public, WAYNE COUNTY, STATE OF MICHIGAN Washtenaw County, MI - ACTING IN My Commission expires JUNE 6, 2012

Tax ID # H-08-20-100-011 Prepared by and when recorded return to: Washtenaw County Road Commission Lori E. Beyer, P.S. 555 N. Zeeb Road Ann Arbor, MI 48103

Time Submitted for Recording Date 10-14-2010 Time 1:38 PM Lawrence Kestenbaum Washtenaw County Clerk/Register

ATTACHMENT "A"

PARCEL 38

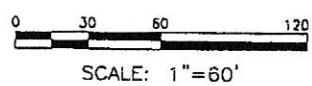


① R=23041.00 L=204.76'
 Δ=00°30'33"
 CH=N73°11'33"W 204.72'

**PARCEL IS SUBJECT TO:
 -RIGHT OF WAY FOR PANHANDLE
 EASTERN PIPE LINE CO.
 L.360, P.169

LEGEND

- ROW RIGHT-OF-WAY
- ⊙ PUBLIC LAND CORNER
- POB POINT OF BEGINNING
- RIGHT-OF-WAY ACQUISITION AREA
- TOTAL RIGHT-OF-WAY AREA
- WATER MAIN EASEMENT



LAND AREAS

PARENT PARCEL	= .552 ACRES (28,378 SQ. FEET)
RIGHT-OF-WAY EXISTING (1935)	= 0.291 ACRES (12,699 SQ. FEET)
RIGHT-OF-WAY ACQUISITION	= 0.130 ACRES (5,657 SQ. FEET)
TOTAL RIGHT-OF-WAY AREA	= 0.421 ACRES (18,356 SQ. FEET)
REMAINDER	= 0.522 ACRES (22,721 SQ. FEET)

E 1/4 COR.
 SECTION 20
 T. 2 S., R. 5 E.

JACKSON RD. R.O.W. ACQUISITION

PART OF THE NE 1/4 OF SECTION 20
 T. 2 S., R. 5 E., SCIO TOWNSHIP, WASHTENAW COUNTY
 PHASE 3 (PARCEL 08-20-100-011)

ORCHARD, HILTZ & McCLIMENT, INC.

34000 Plymouth Road
 Livonia, MI 48150
 (734) 522-6711
 FAX 522-6427

CLIENT: SCIO TOWNSHIP	DATE: 04-13-06 DRAWN BY: SH DWC: PR38wm	SHEET: 1 OF 2	JOB NO.: 114-04-051
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PARCEL 38

Parcel Description

A parcel of land in the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:

Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet to the Point of Beginning; thence N 02°00'00" E 132.82 feet in the Section line; thence N 77°55'00" W 223.52 feet; thence S 09°17'00" W 114.68 feet to a point in the North right of way line of Jackson Road; thence along said North line S 74°04'30" E 241.80 feet to the Point of Beginning.

Containing 28,378 sq. ft. or 0.652 acres of land. Subject to all easements and restrictions of records.

RIGHT-OF-WAY ACQUISITION DESCRIPTION (TO CL 1935):

A parcel of land in the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:

Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet; thence N 74°04'30" W 34.09 feet to the Point of Beginning; thence N 02°00'00" E 26.52 feet to a point on the Proposed North right of way line of Jackson Road; thence along said North line 204.78 feet along a curve to the left having a radius of 23041.30 feet, delta 00°30'33", chord bears N 73°11'33" W 204.72 feet; thence S 09°17'00" W 89.50 feet to a point on the centerline of Jackson Road (1935); thence along said centerline S 74°04'30" E 215.60 feet; thence N 02°00'00" E 61.82 feet to the Point of Beginning.

Containing 18,356 sq. ft. or 0.421 acres(GROSS), 5,657 sq. ft. or 0.130 acres(NET) of land. Subject to all easements and restrictions of records.

REMAINDER PARCEL DESCRIPTION:

A parcel of land in the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:

Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet to the Point of Beginning; thence N 02°00'00" E 132.82 feet in the Section line; thence N 77°55'00" W 223.52 feet; thence S 09°17'00" W 85.60 feet; thence 204.78 feet along a curve to the right having a radius of 23041.00 feet, delta 00°30'33", chord bears S 73°11'33" E 204.72 feet; thence S 02°00'00" W 26.52 feet; thence S 74°04'30" E 34.09 feet to the Point of Beginning.

Containing 22,721 sq. ft. or 0.522 acres of land. Subject to all easements and restrictions of records.

WATER MAIN EASEMENT DESCRIPTION:

A 15 foot wide easement for water main, being part of the NE 1/4 of Section 20, T. 2 S., R. 5 E., Scio Township, Washtenaw County, Michigan, described as:

Commencing at the E 1/4 corner of said Section 20; thence N 02°00'00" E in the Section line, 317.00 feet; thence N 74°04'30" W 34.09 feet; thence N 02°00'00" E 26.52 feet to the Point of Beginning; thence 15.53 feet along a curve to the left having a radius of 23041.00 feet, delta 00°02'19", chord bears N 72°57'26" W 15.53 feet; thence N 02°00'00" E 35.00 feet; thence S 72°57'26" E 15.53; thence S 02°00'00" W 35.00 feet to the Point of Beginning.

Containing 544 sq. ft. or 0.013 acres of land. Subject to all easements and restrictions of records.

LAND AREAS

PARENT PARCEL	= .652 ACRES (28,378 SQ. FEET)
RIGHT-OF-WAY EXISTING (1935)	= 0.291 ACRES (12,699 SQ. FEET)
RIGHT-OF-WAY ACQUISITION	= 0.130 ACRES (5,657 SQ. FEET)
TOTAL RIGHT-OF-WAY AREA	= 0.421 ACRES (18,356 SQ. FEET)
REMAINDER	= 0.522 ACRES (22,721 SQ. FEET)

JACKSON RD. R.O.W. ACQUISITION

PART OF THE NE 1/4 OF SECTION 20
T. 2 S., R. 5 E., SCIO TOWNSHIP, WASHTENAW COUNTY
PHASE 3 (PARCEL 08-20-100-011)

ORCHARD, HILTZ & McCLIMENT, INC.



34000 Plymouth Road
Livonia, MI 48150
(734) 522-6711
FAX 522-6427

CLIENT: SCIO TOWNSHIP

DATE: 04-13-08
DRAWN BY: SH
DWG: PR38wm

SHEET
2 OF 2

JOB NO.
114-04-051

STAEBLER & I-94

ZONED IRP. SURROUNDING PROPERTIES ZONED I-1 AND I-2

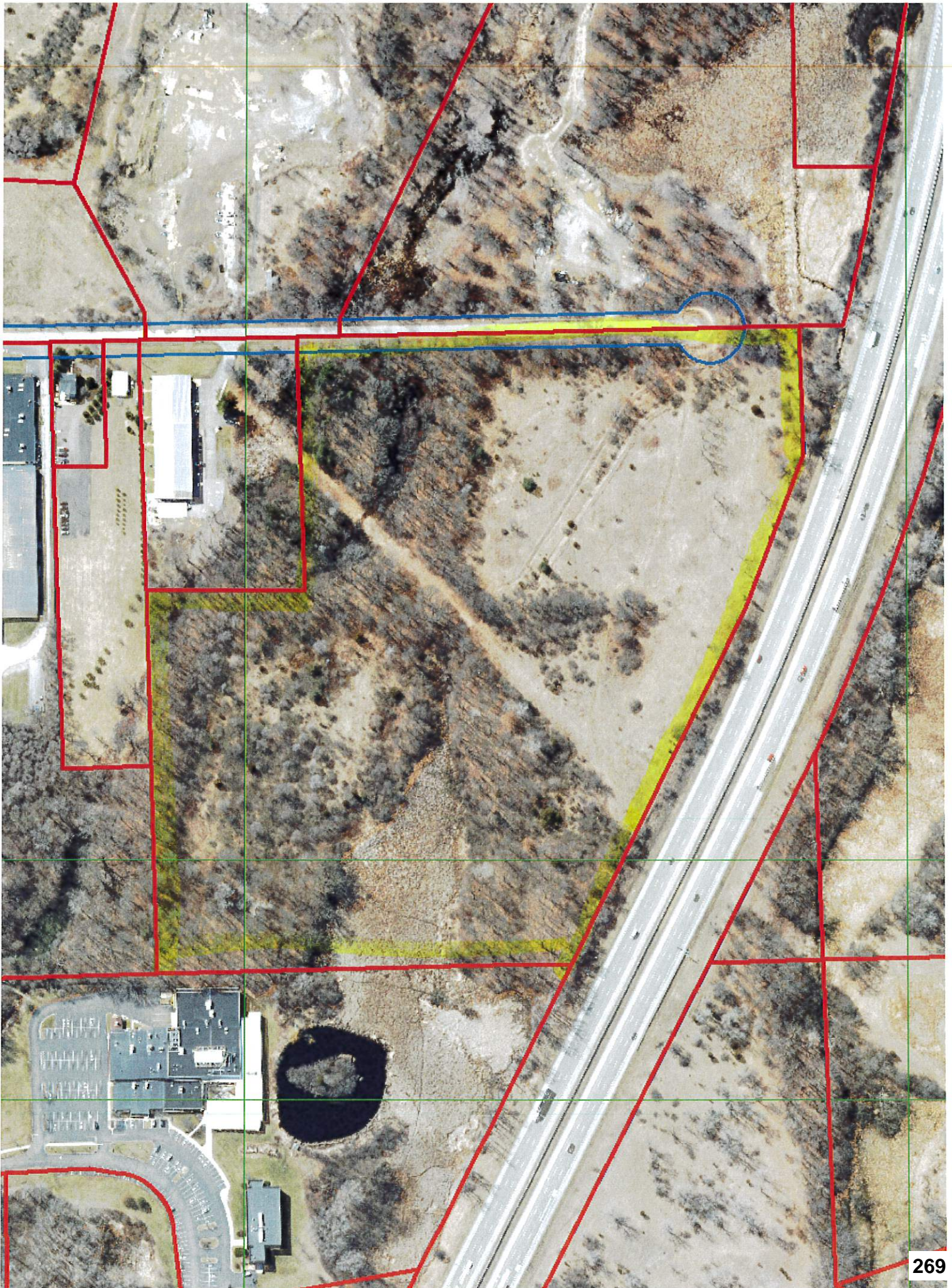
THIS PROPERTY WOULD BE SET AT A LITTLE UNDER \$4.9 MILLION TRUE CASH IF ADDED BACK TO THE ASSESSMENT ROLL, AT 32.49 ACRES.

THE PROPERTY WAS ORIGINALLY INTENDED FOR FUTURE UTILITY USAGE.

IT CONTAINS WETLANDS AND KIWANIS HAS MENTIONED THEY WOULD LIKE THE PROPERTY FOR TEACHING PURPOSES. NOT SURE IF TO OWN OUTRIGHT OR TO USE IN CONJUNCTION WITH OUR PARKS DEPARTMENT

DUE TO THE WETLANDS, DO NOT BELIEVE THERE WOULD BE A DESIRE FOR SOMEONE TO BUY THE PROPERTY, ALTHOUGH IT DOES HAVE HIGHWAY VISIBILITY. IT IS AT THE END OF A ROAD, IS SURROUNDED BY OTHER INDUSTRIAL USES AND ACROSS STAEBLER ROAD ARE OTHER LARGE VACANT PIECES OF PROPERTY





1. **Industrial and Research Office Park District (IRP).**

1. *Intent.*

1. The Industrial and Research Office Park District (IRP) is designed to accommodate a variety of light industrial, applied technology, research and related office uses within a planned environment through the coordinated application of development standards such as access control, signage, landscaping and other unifying elements.
2. The IRP district is so structured as to permit, along with any specific uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semifinished products from previously prepared material. It is further intended that the processing of raw material for shipment in bulk form, to be used in an industrial operation at another location, is not permitted.
3. The uses permitted in this district and the application of required development standards will create compatible and orderly development of the area and will promote both safe and convenient vehicular and pedestrian traffic.
4. The district is to be used only in those areas of the township which are served by public water and sanitary sewer facilities, and where storm drainage is sufficient to handle an intense development. All uses in the IRP district shall also be subject to special development standards set forth in section 36-131.

2. *Permitted uses.*

1. All uses permitted as of right in the I-1 district.
2. Warehousing, wholesaling, refrigerated and general storage, when conducted in conjunction with another permitted use.
3. Training and/or educational centers where such centers are designed and intended to provide training at the business, technical, and/or professional level.

3. *Conditional uses.*

1. Business service establishments such as printing and photocopying services, mail and packaging services, and typing and secretarial services, when included as part of a building or development containing a permitted use.
2. Computer and business machine sales when conducted in conjunction with an accessory to a permitted principal use.
3. Warehousing, wholesaling, refrigerated and general storage, when conducted as a principal use, but not including self-storage facilities.
4. Tool and die and machine shops.
5. Retail sales when conducted in conjunction with a principal permitted or a conditional use. Floor area devoted to retail sales shall not exceed ten percent of gross floor area.
6. Wireless communication facilities, subject to the provisions of section 36-143.

-
7. Community wastewater utility systems, subject to the provisions of section 36-318.

AGENDA # O.9
Scio Township Board of Trustees
Consideration of the Purchase of Real Property

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: February 17, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Land Preservation

ITEM TYPE: Possible Action

BACKGROUND: The Land Preservation Commission has provided three recommendations to the Board of Trustees for properties to consider for purchase for open space preservation. The Board of Trustees may vote to enter into Closed Session for the purpose to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained, as authorized by MCL15.268(1)(d). A 2/3 roll call vote of those elected and serving is required.

MODEL MOTION:

To approve the expenditure of budgeted funds out of Fund 233, the Open Space Land Preservation Fund, for the purchase of a conservation easement on property application number 2025-6 for \$595,000 and up to \$15,000 for due diligence and closing costs.

and

To approve the expenditure of funds out of Fund 233, the Open Space Land Preservation Fund, for the fee simple purchase of property application number 2025-2 for up to \$250,000, inclusive of due diligence and closing costs.

and

To approve the expenditure of funds out of Fund 233, the Open Space Land Preservation Fund, for the fee simple purchase of property application number 2026-1 for up to \$20,000, inclusive of due diligence and closing costs.