

**TOWNSHIP OF SCIO  
WASHTENAW COUNTY, MICHIGAN  
RESOLUTION #2023-04**

**TO APPOINT MARY GILLIS EDITOR OF THE TOWNSHIP NEWSLETTER**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road, in said Township, on January 10, 2023, at 7 pm.

Members Present: Hathaway, Flintoft, Palmer, Brazeau, Knol, Reiser

Members Absent: Kerry

The following preamble and resolution were offered by Clerk Flintoft and supported by Trustee Knol:

WHEREAS, the Board of Trustees of the Township of Scio has deemed it an appropriate use of public funds to put forth an official publication on its behalf in the form of a newsletter, since the 1980s; and

WHEREAS, the Township is well served to produce an official publication such as a newsletter, which gives elected officials, committees, and commissions the opportunity to connect, engage, and inform residents; and,

WHEREAS, the Township has employed Mary Gillis since 2018 in the Clerk's office, and as Deputy Clerk since 2019;

WHEREAS, Mary Gillis relied on her 15 years of professional experience writing and editing for reference books and periodicals, when she was appointed Editor of the newsletter by agreement between the Township Manager, Clerk and Supervisor, a post in which she served from the fall issue of 2019 through the summer issue of 2022; and,

WHEREAS, under the direction of Mary Gillis, the newsletter was improved in format, content was deepened, the scope of contributors was broadened, and distribution increased to include all postal addresses within the Township; and

WHEREAS, the success of Mary Gillis as Editor of the newsletter has been recognized by readers and contributors alike, via email, in-person, and phone endorsements;

NOW, THEREFORE, BE IT RESOLVED THAT the regular publication of an official Township newsletter will recommence with the Spring 2023 issue with Mary Gillis as Editor, a position distinct from her role as Deputy Clerk (with duties to include: sets the schedule for contributors, designer and printer, decides the order, proofreads, submits to the manager and the Board for review, then publishes) and every issue will be approved for publication by a vote of the Board of Trustees; and,

**BE IT FURTHER RESOLVED** starting immediately, final approval of the text of the newsletter will remain with the Board of Trustees as a whole, rather than delegated to any single officer; and,

**BE IT FURTHER RESOLVED THAT** the Board of Trustees will make such appropriations as may be necessary to support the creation, publication, and distribution of the Township newsletter; and that the Editor shall be responsible for requesting necessary appropriations as part of the annual budget process.

**ROLL CALL VOTE:**

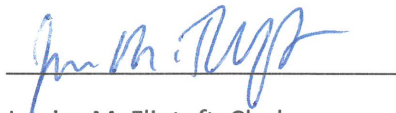
**YES:** Flintoft, Palmer, Brazeau, Knol, Reiser

**NO:** Hathaway

**ABSENT:** Kerry

**ABSTAIN:** None

**RESOLUTION DECLARED ADOPTED.**

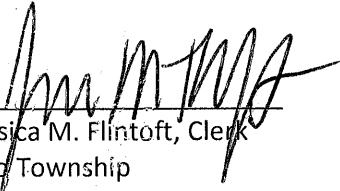


Jessica M. Flintoft, Clerk  
Scio Township

DATED: January 10, 2023

**CERTIFICATE**

I, Jessica M. 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 January 10, 2023, 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 M. Flintoft, Clerk  
Scio Township

DATED: January 12, 2023

## New Newsletter Plan and Proposed Schedule, by Mary Gillis

I propose a different model of oversight for a revived newsletter, one in which editorial “final-approval” goes to the entire Board. In this model, the publication schedule of the newsletter would be geared toward completion in time for it to go on the agenda of a regular meeting of the Board of Trustees. I think that the light shed by this type of pre-publication scrutiny would help avoid errors of fact or bias that can creep in when final approval is the work of just one individual.

A schedule for the 4 issues produced through the remainder of 2023 is suggested by the schedule for BOT meetings: issues will be approved at the first meeting of the 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> months of the year, and will be edited and designed during the two weeks leading up to that meeting. Since Board members and department heads are required to have agenda items ready by the Wednesday before a board meeting, articles will be due shortly after a Wednesday deadline. See Proposed Newsletter Schedule 2023, attached.

Below is an outline of the proposed contents of the newsletter.

### Columns:

- From the Supervisor’s Desk
- Clerk’s Column
- Letter from the Fire Chief
- A Word from the Utilities Department
- From The Treasurer’s Desk

### Regular updates from:

- Parks
- Sheriff
- WCRC

### Occasional features on:

- Gelman
- Environmental Sustainability
- Committee News
- New Staff or Retirements or “Staff Spotlight”

Blurbs on relevant laws (e.g. snow removal, fireworks), job openings, elections, and helpful hints on saving energy, living sustainably, changes in Township office hours etc. The newsletter always concludes with a directory to all officers and employees of the Township, and other levels of government from the county up through the president of the United States.

## Proposed Newsletter Quarterly Schedule 2023

Mary Gillis

### Spring issue

Contributions due to editor, Feb 24

To BOT for approval, Mar 14

Publication date, April 3

### Summer issue

Contributions due to editor, May 19

To BOT for approval, June 13

Publication date, July 3

### Fall issue

Contributions due to editor, Aug 25

To BOT for approval, Sep 12

Publication date, Oct 2

### Winter issue

Contributions due to editor, Nov 25

To BOT for approval, Dec 12

Publication date, Jan 2, 2023

## Print and Mail Contract

### Printing & Bulk Mail Services – Scio Newsletters

This is a contract between Scio Township and Print-Tech, Inc. for printing and mailing services for Scio's quarterly newsletter in 2022. At terms agreeable to both parties, Print-Tech, Inc. may be awarded additional printing and mailing work on top of the newsletters through the end of 2022.

#### Quarterly Newsletter & Mailing - Bid Specifications (quantities represent quarterly estimates)

Print Services 12-page newsletter  
Paper: 60# Husky Offset  
4/4 color; PDF proof (off-set printing)  
Software used: Adobe InDesign

Newsletter  
12-page, self cover  
8 1/2" x 11" finished size, saddle stitch  
cost for 10,500 \$4799.80  
cost for 10,700 \$4858.27  
cost for 10,800 \$4887.54

Bulk Mail Services For 12-page newsletter, process EDDM list, sort mailers per route, tag & bag and deliver to U.S. Post Office (Ann Arbor); quote not to include postage.  
cost for 10,400 \$309.32  
cost for 10,600 \$316.32  
cost for 10,700 \$316.32

NOTE: Printer to deliver extra newsletters copies to Scio Township Office.

\* Due to ongoing pricing volatility within the supply chain, the estimated prices above are subject to adjustment at the time of the order. Our intent is to honor these quoted prices whenever possible. If we are unable to do so we will contact you. For 2022 we will cap any price increases for this contract at \$500 and will not go above that amount. Thanks for your understanding.

Company name: Print-Tech, Inc  
Mailing address: 6800 Jackson Road, Ann Arbor, MI 48103  
Name (PRINT): Margaret Loy  
Signature: Margaret E. Loy Title: Vice President  
Phone: 734-996-2345 Fax: 734-996-2340  
Email: mloy@printtechinc.com  
Federal ID#: 38-2631512 Date: 1/25/22

Questions on this contract should be directed to  
Margaret Loy at 734-996-2345 extension 217 or [mloy@printtechinc.com](mailto:mloy@printtechinc.com)