

SUPERIOR TOWNSHIP PARK COMMISSION
Regular Meeting
March 25, 2013

Adopted Minutes

- I. Call to Order
The meeting was called to order by Chair Jan Berry at 7:30 pm.
- II. Roll Call
Park Commissioners present: Jan Berry, Uva Wilbanks, Marion Morris, Terry Lee Lansing, Mirada Jenkins, Sandi Lopez, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Alex Williams, Township Trustee; Keith Lockie, Parks Administrator; Patrick Pigott, Recreation Staff; John Copley, CHNP Steward
- III. Flag Salute
Chair Jan Berry led those assembled in the Pledge of Allegiance to the Flag.
- IV. Agenda Approval
It was moved by Uva Wilbanks and supported by Marion Morris to approve the agenda with the addition of D. Buterbaugh memo regarding Schroeter Park and J. Berry memo regarding staff compensation to Communications and Superior Green Fair to New Business. The Agenda was approved as amended.
- V. Prior Meeting Minutes Approval
 - A. February 25, 2013
It was moved by Uva Wilbanks and supported by Sandi Lopez to approve the minutes of 2/25/13 as drafted. The motion carried.
- VI. Citizen Participation – there was none
- VII. Board Liaison Report
Township Trustee Alex Williams reported that the updated burning ordinance was adopted on second and final reading at the March meeting. Burning permit applications are available on the township website. Grant funding for the proposed non-motorized trail along Prospect Road between Berkshire and Clark Roads was not awarded. Utility bonds were refinanced, saving interest expense. Rock Financial Corp is again seeking Michigan Department of Environmental Quality (MDEQ) permits for a private sewage treatment plant. New recycling bins have been distributed throughout the subdivisions in the southern portion of the township. Distribution in the northern portion of the township is still in progress. Beginning in April, recyclable items will be picked up every two weeks. The township board and the firefighters union approved a new labor contract. A new firefighter was hired to fill an opening. The contract with Charles Swanson for side street maintenance in 2013 was approved. A contract to replace the Township Hall roof was approved. Changes in the Utility Department staff were approved. Diana Ravis is retiring. Keith Lockie was given additional duties, and a 5% pay increase in recognition of those additional duties. Township board members **agreed with Chair Berry's suggestion** that Park Commission also increase Keith's salary for the Park Department portion of his job. The annual "drive around" with Washtenaw County Road Commissioners and staff occurred today. Suggestions for road projects should be submitted before the April 15 township board meeting.

VIII. Parks Reports

A. Chairperson

Chair Jan Berry reported that Charles Swanson will mow the roundabout this year, so Parks Department staff do not have to.

B. Administrator

Keith Lockie submitted a written report. Dan Allen has organized the Easter Egg Hunt this year. The event is scheduled for 12:00 noon on 3/30/13 at Fireman's Park. Volunteers are needed. Please let Keith know if you will volunteer. Maintenance work has been completed on the two Toro mowers. Refurbishment of all picnic tables is complete.

C. Board Meeting Attendees

Jan Berry attended the 3/18/13 Township Board meeting, and had no additions to Alex Williams' report.

D. Park Steward

John Copley had no report. His presentation on proposed boardwalks is part of the Old Business agenda.

E. Safety

Patrick Pigott reported there were no accidents or injuries.

It was moved by Uva Wilbanks and supported by Terry Lee Lansing to receive the Parks Reports. The motion carried.

IX. Communications

A. Easter Egg Hunt flyer

B. 2012 Recreation Programs flyer

C. D. Buterbaugh memo RE: Schroeter Park maintenance & improvement

D. J. Berry memo RE: staff compensation

It was moved by Uva Wilbanks and supported by Terry Lee Lansing to receive the communications. The motion carried.

X. Old Business

A. Schroeter Park Adjoining Property Purchase

Tom Freeman will attend a future Park Commission meeting on behalf of the Washtenaw County Natural Areas Preservation Committee, about the committee's plans for the recently acquired property adjacent to Schroeter Park. Keith Lockie reported that Twp Supv Bill Mc Farlane received a citizen complaint about the number of parcels coming off the tax rolls.

B. Cherry Hill Nature Preserve Boardwalk

John Copley presented a boardwalk proposal that would establish boardwalks over the primary trails with the heaviest use. Building this entire proposal would cover about ¼ mile of trail with boardwalks. Heavy foot traffic is damaging the trails and the plants near them. Better estimates of the cost of this proposal will be prepared for the April park commission meeting.

XI. New Business

A. 2013 Recreation Programs

Park Commissioners discussed recreation program ideas for 2013. The following programs and dates were scheduled:

<u>Event</u>	<u>Location</u>	<u>Date</u>
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Approved by Superior Township Park Commission on 4/22/13

Easter Egg Hunt	Firemans Park	3/30/13
Kite & Rocket Building	Firemans Park	6/15/13
Kickball	Oakbrook Park	7/20/13
Pumpkin Carving & Crafts	Norfolk Park	10/19/13

Park Commissioners were asked to think about an event for August, and send ideas via email to Keith and fellow commissioners.

B. Superior Green Fair

Marion Morris reported that Township Treasurer Brenda McKinney wants to turn planning and management of the annual Green Fair over to the Park Commission and staff. Alex Williams suggested contacting Carla Bisaro of One Superior Place about handling this responsibility. The suggestion was favorably received by Park Commissioners. Jan Berry will contact Carla.

C. Employee Change for Keith Lockie's Salary.

It was moved by Martha Kern-Boprie and supported by Mirada Jenkins to go into closed session at 8:15 p.m. to discuss employee performance and compensation. The motion carried.

It was moved by Martha Kern-Boprie and supported by Uva Wilbanks at 8:25 p.m. that the Park Commission go back to open session. The motion carried.

XII. Bills for Payment

It was moved by Sandi Lopez and supported by Marion Morris to pay the bills totaling \$676.38. The motion carried.

XIII. Financial Statements

It was moved by Sandi Lopez and supported by Marion Morris to receive the 2/28/13 Financial Statements. The motion carried.

XIV. Pleas and Petitions - There were none

XV. Adjournment

It was moved by Uva Wilbanks and supported by Sandi Lopez to adjourn at 8:30 pm. The motion carried.