

Superior Township Park Commission  
Regular Meeting  
September 23, 2013

Adopted Minutes

- I. Call to Order  
Chair Jan Berry called the meeting to order at 7:30 pm.
- II. Roll Call  
Park Commissioners present: Jan Berry, Marion Morris, Uva Wilbanks, Mirada Jenkins, Sandi Lopez, Terry Lee Lansing, Martha Kern-Boprie  
  
Park Commissioners absent: none  
  
Others present: Trustee Alex Williams, Keith Lockie, Parks Administrator; David Buterbaugh, Park Maintenance Supervisor; Patrick Pigott, Recreation Director
- 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 Communications item G: Kern-Boprie memo regarding Park Commissioner stipends. The motion carried.
- V. Prior Meeting Minutes Approval
  - A. August 26, 2013  
It was moved by Uva Wilbanks and supported by Sandi Lopez to approve the minutes of 8/26/13 with the following corrections:  
Agenda Approval - spelling correction to word "Donation"  
Board Liaison Report – The Dixboro Farm Market will host an Antique Car display on 9/21/13, not an Antique Fire Truck display  
Board Liaison Report – correct the information about the annual fall clean-up to read "The annual fall clean-up day is scheduled for 10/26/13 this year. It will take place in EMU's Rynearson Stadium parking lot."  
The motion carried.
- VI. Citizen Participation – none
- VII. Board Liaison Report  
Trustee Alex Williams said that the report on the ~~9/19/13~~ 9/16/13 Township Board Meeting submitted by Park Commissioner Martha Kern-Boprie was thorough. He added that incoming Township Supervisor Ken Schwartz will take office on October 1.
- VIII. Parks Reports
  - A. Chairperson  
Chair Jan Berry complimented the Parks staff on the pedestrian bridge constructed in Community Park to replace the bridge damaged last summer. The bridge looks great and is well built. Chair Berry also thanked the park commissioners that attended the Township Board meeting on 9/16/13. She believes the township board members were favorably impressed by our presence. The township board approved the 2014 Park Budget as drafted.

B. Administrator

Keith Lockie submitted a written report. The pedestrian bridge in Community Park was completed and approved by the township building inspector. Final payment for the bridge construction was remitted to the contractor. Four quotes were received for the mower replacement. Two were approved by park staff. Both of these bids were under the \$25,000 budgeted for this mower. The SLPS donation of \$6,000 for improvements to Schroeter Park to facilitate access to the new adjacent Weatherbee Nature Preserve has been placed into a special fund, to prevent intermingling with other park funds.

Keith Lockie has been asked to act indefinitely as the Utility Director upon the retirement of Rick Church on 10/27/13. This new responsibility will require Keith to attend most Township Board meetings. Keith asks the Park Commission to consider changing the meeting date and time to third Monday of the month at 6:30 pm, so he can efficiently move from the Park Commission meeting to the Township Board meeting.

C. Board Meeting Attendees

Martha Kern-Boprie submitted a written report on the 9/16/13 board meeting. This was Supervisor Bill McFarlane's last meeting as supervisor. He received tributes from Sheriff Clayton, County Commissioner Dan Smith and the county commission and township staff members. The Township Board named the township board room in his honor, and presented an engraved stone marker, mounted on the board room entry wall. The township board interviewed three candidates for appointment to the position of Township Supervisor, and selected Ken Schwartz. Ken will take office on October 1. Between now and October 1, Ken will be appointed Deputy Supervisor and compensated at \$15 per hour for time spent learning the new position. The appointment lasts until 11/20/14. Candidates to fill the last two years of the Supervisor's term must run in a Primary and General election in August and November 2014. A budget hearing was held on all 2014 township budgets. All budgets were approved. Millage rates were approved.

D. Park Steward – no report

E. Safety Report

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. David Buterbaugh Memo RE: Mower Quotes
- B. Community Park Bridge Photographs
- C. Current Park Commission By-Laws
- D. Thank you Letter to SLPS for \$6,000 Donation
- E. Keith Lockie Memo to Township Board RE: 2014 Park Fund Proposed Budget
- F. 2013 Pumpkin Carving & Crafts Events Flyer
- G. Kern-Boprie Memo RE: Park Commissioner Stipends

It was moved by Uva Wilbanks and supported by Sandi Lopez to receive the communications. The motion carried.

X. Old Business – none

XI. New Business

- A. Pumpkin Carving & Crafts Event – October 19, 2013 in Norfolk Park  
Martha Kern-Boprie will purchase craft supplies. Commissioners helping will be Jan Berry, Uva Wilbanks, Sandi Lopez and Martha Kern-Boprie. Patrick Pigott will get the pumpkins.

Commissioners recommended he get 60 pumpkins. Martha and Jan will bring some baked treats for participants. Martha will bring cider. In the event of rain on Oct 19, the event will take place on Oct 26.

B. New Mower Purchase

The budget this year contains \$25,000 for purchase of a new mower. The current mower was purchased in 2001 and need replacing. David Buterbaugh researched the products available, and sought proposals. Four quotes came in. He and park staff investigated all four, and can recommend two of them:

Toro Groundmaster 3280-D \$22,659.04 (first choice by park staff)

Kubota F-3680 \$17,452.00

Commissioners discussed with Dave the basis for his recommendation.

It was moved by Sandi Lopez and supported by Marion Morris to purchase a Toro Groundmaster 3280-D for a price not to exceed \$22,660.00 A roll call vote was taken.

Marion Morris Yes

Terry Lee Lansing Yes

Mirada Jenkins Yes

Uva Wilbanks Yes

Sandi Lopez Yes

Jan Berry Yes

Martha Kern-Boprie Yes

The motion carried.

C. By-Laws Change

Discussion took place about the merits of changing the Park Commission meeting date and time to accommodate Keith Lockie's new position as Utility Department Head effective 10/27/13 and of changing the By-Laws to record the meeting date as third Monday of the month at 6:30 pm. Commissioners were supportive of changing the meeting date and time. Martha Kern-Boprie questioned changing the By-Laws at this time. The new meeting date and time will not occur until 2014, due to Keith's vacation in November and the December meeting is already scheduled for the third Monday at 6:30. Martha suggested waiting until December to see if we still need to change the By-Laws. Commissioners agreed to defer action on the By-Laws change until the October commission meeting.

XII. Bills for Payment

It was moved by Uva Wilbanks and supported by Mirada Jenkins to pay the bills for a total of \$9,008.74. The motion carried.

XIII. Financial Statements

It was moved by Uva Wilbanks and supported by Marion Morris to receive the 8/31/13 Financial Statements. The motion carried.

XIV.. Pleas and Petitions

Chair Jan Berry asked commissioners to read Martha Kern-Boprie's memo about stipend levels and discuss this at the October park commission meeting.

XV. Adjournment

It was moved by Uva Wilbanks and supported by Marion Morris to adjourn at 8:02 pm. The motion carried.

Submitted by,  
Martha Kern-Boprie, Park Commissioner & Secretary

Approved by Superior Township Park Commission on 10/28/2013