

Superior Township Park Commission  
Regular Meeting  
October 28, 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, Sandi Lopez, Uva Wilbanks, Marion Morris, Terry Lee Lansing, Martha Kern-Boprie, Mirada Jenkins  
  
Park Commissioners absent: none  
  
Others present: Trustee Alex Williams; Keith Lockie, Park 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 Sandi Lopez to approve the Agenda with the addition of Old Business (B) 2014 Budget and New Business (D) Park Resident. The Agenda was approved as amended.
- V. Prior Meeting Minutes Approval
  - A. September 23, 2013  
It was moved by Uva Wilbanks and supported by Martha Kern-Boprie to approve the minutes of 9/23/13 with correction of the board meeting date in the Board Liaison Report on page one. The motion carried.
- VI. Citizen Participation – None
- VII. Board Liaison Report  
Trustee Alex Williams reported that Supervisor Ken Schwartz has started an improvement project at Harris and MacArthur, across Harris from the Fire Station. An old pole barn, owned by the township, will be removed, 28 lilac bushes were recently planted, and a Farmers Market may be organized there. Supervisor Schwartz is also developing a data base of Fire Equipment and of roads and road maintenance.  
  
There is a problem with extensive leaks in the roof of Fire Station #1. A large payment to the township was made several years ago by the construction firm that built Station #1, when the first leaks were discovered. It is unclear whether additional compensation can be secured from the construction firm.  
  
Autumn Woods condominiums at Clark and Prospect seeks to donate some land to Superior Township, that has not sold. Before the township will accept this land, a Phase One environmental study will be performed on it.  
  
Wayne Dickinson has been appointed Acting Fire Chief. Rick Church retired as Utility Department Head on 10/27/13. A retirement party for Rick Church is planned on Thursday 10/31/13 from 11:30 am – 1:30 pm.

Rock Development is ~~attempting an "end run" around the court system by~~ seeking a new permit from the Michigan Department of Environmental Quality (MDEQ).

Washtenaw County Parks will build a Superior Greenway trail on Prospect Road from Cherry Hill south east for half a mile to the Jack Smiley Preserve. Eventually this trail is planned to extend from Vorhies Road to the Smiley Preserve.

VIII. Park Reports

A. Chair

Chair Jan Berry reported that the Pumpkin Carving Event went well, in spite of rainy weather. At least 35 children attended. Ray Franquist resigned from the Park staff on Thursday 10/24/13.

B. Administrator

Keith Lockie submitted a written report. The new Toro Lawnmower was purchased. A \$3,000 trade-in credit reduced the cost of the new mower to \$19,659.04. A quote of \$9,000 to construct 248 feet of boardwalk and repair a bridge in the CHNP was obtained from Mark Barrett Building Company. Rick Church's retirement party is Thursday 10/31/13 from 11:30 am – 1:30 pm in the Township Board meeting room. Park Commission by-laws call for Park Commission officers to be nominated at the October meeting and elected at the November meeting, although generally officers are both nominated and elected at the October meeting. Margolis Nursery completed replacing and trimming trees at Harvest Moon, Oakbrook and Fireman's Parks on 10/02/13. The following maintenance items were completed:  
Repaired and replaced timbers in Oakbrook Park playscape  
Painted posts and signs at Schroeter and Schock Parks  
Cleared fence-line behind homes bordering Harvest Moon Park  
Repaired and re-gravelled culvert at Schroeter Park  
Fertilized trees planted by Margolis Nursery in 2011 and 2013  
Keith also reported that he will be away on vacation during the November Park Commission meeting.

C. Board Meeting Attendees

Sandi Lopez stated that Alex Williams provided a thorough report on the October 21 Township Board meeting. She also invited Park Commissioners to the December 8 holiday meeting of the Superior Land Preservation Society (SLPS) meeting at her home beginning at 1:00 pm.

D. Park Steward – No report

E. Safety – There have been no accidents or injuries.

It was moved by Uva Wilbanks and supported by Marion Morris to receive the Parks Reports. The motion carried.

IX. Communications

- A. 2014 Adopted Budget
- B. 2013 Budget Amendment (Oct – Dec)
- C. Current By-Laws
- D. CHNP Boardwalk email & Quote from Mark Barrett Building Company
- E. Rick Church Retirement Party Flyer
- F. Copy of Invoice for Spartan Toro Mower with Trade-In
- G. Memo from Kern-Boprie regarding 2014 Commissioner Stipends
- H. Email from John Copley regarding SLPS Donation for CHNP Boardwalk

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

X. Old Business

A. CHNP Boardwalk

Mark Barrett Building Company submitted a bid to construct a boardwalk 248 feet long and 6 feet wide and repair a bridge, for \$9,000. This was the only bid submitted. Keith Lockie informed the commission that this company is the same vendor that constructed the replacement bridge in Community Park. The work on that project was excellent, completed on schedule and the staff were easy to work with. The Park Budget contains \$6,000 for this project plus \$3,000 donated by the Superior Land Preservation Society.

It was moved by Sandi Lopez and supported by Mirada Jenkins to authorize accepting the bid from Mark Barrett Building company to construct a 248 foot boardwalk and repair the bridge in the CHNP for an amount not to exceed \$9,000. A roll call vote was taken:

|                    |     |
|--------------------|-----|
| Sandi Lopez        | Yes |
| Marion Morris      | Yes |
| Mirada Jenkins     | Yes |
| Terry Lee Lansing  | Yes |
| Uva Wilbanks       | Yes |
| Jan Berry          | Yes |
| Martha Kern-Boprie | Yes |

B. 2014 Budget and Park Commissioner Stipends

Commissioners discussed Martha Kern-Boprie's memo dated 9/23/13 concerning 2014 stipend amounts for Park Commissioners and arguments for and against amending the 2014 stipend amounts. The stipend levels in the 2014 Budget were \$100 per meeting attended for Park Commissioners, and \$125 per meeting attended for the Commission Chair and Secretary.

It was moved by Uva Wilbanks and supported by Marion Morris set the 2014 Park Commission stipend levels at:

\$80 per meeting attended for Park Commissioners other than the Chair and Secretary

\$90 per meeting attended for Park Commission Chair and Secretary

A roll call vote was taken

|                    |     |
|--------------------|-----|
| Jan Berry          | Yes |
| Sandi Lopez        | Yes |
| Mirada Jenkins     | Yes |
| Marion Morris      | Yes |
| Terry Lee Lansing  | Yes |
| Uva Wilbanks       | Yes |
| Martha Kern-Boprie | No  |

XI. New Business

A. Nomination and Election of Park Commission Officers

Jan Berry nominated Martha Kern-Boprie as Park Commission Secretary

Marion Morris nominated Jan Berry as Park Commission Chair

Sandi Lopez nominated Uva Wilbanks as Park Commission Vice-Chair

It was moved by Martha Kern-Boprie and supported by Mirada Jenkins to close nominations. The motion to close nominations carried.

It was moved by Sandi Lopez and supported by Mirada Jenkins to elect the nominated officers. The motion carried on a unanimous ballot.

B. By-Laws Change

Park Commissioners concurred with changing the Park Commission meeting date and time to the third Monday of the month at 6:30 pm to facilitate Keith Lockie attending both the Park Commission and Township Board meetings in his new capacity of Utility Department Head as well as Park Department Administrator. Text in Section 11.B of the Park Commission By-Laws covers Park Commission meetings.

It was moved by Marion Morris and supported by Uva Wilbanks to amend the text in Section 11.B of the Park Commission By-Laws to "Regular meetings of the Parks Commission are to be held monthly at a Superior Township building. This schedule will be posted at Superior Township Hall and on the door of the Superior Township Utility Office Building, and on the Superior Township website."

A roll call vote was taken:

|                    |     |
|--------------------|-----|
| Sandi Lopez        | Yes |
| Uva Wilbanks       | Yes |
| Mirada Jenkins     | Yes |
| Marion Morris      | Yes |
| Jan Berry          | Yes |
| Terry Lee Lansing  | Yes |
| Martha Kern-Boprie | Yes |

C. Picnic Shelter Roof Replacements

Roof Replacements are needed on the Harvest Moon and Norfolk picnic shelters. Bids have been requested for both shingle roofs and metal roofs. Bids should be ready for review at the November Park Commission meeting.

D. Park Resident

Park Commissioners and staff have found a man living in a car parked at CHNP since late September. Concern was expressed about litter found near the car. Staff will follow up with the Washtenaw County Sheriff Office.

XII. Bills for Payment

It was moved by Sandi Lopez and supported by Terry Lee Lansing to approve payment of the bills totaling \$3,839.82. The motion carried.

XIII. Financial Statements

It was moved by Uva Wilbanks and supported by Terry Lee Lansing to receive the 9/30/13 Financial Statements. The motion carried.

XIV. Pleas and Petitions

A. Jan Berry wished Dave Buterbaugh well with pending medical treatment.

B. Trustee Alex Williams reported that people in over 1,000 cars participated in the Washtenaw County Regional Clean-up (Rubbish Drop-Off) on 10/26/13 at EMU Ryneerson Stadium parking lots.

XV. Adjournment

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

Submitted by:

Martha Kern-Boprie, Park Commission Secretary