

Superior Township Park Commission
Regular Meeting
November 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, Terry Lee Lansing, Mirada Jenkins, Sandi Lopez, Marion Morris, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Trustee Alex Williams; 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 as drafted. The motion carried.

V. Prior Meeting Minutes Approval

A. October 28, 2013

Park Commissioners identified two needed corrections to the minutes. In Section VII Board Liaison Report, paragraph five, the sentence should read "Rock Development is seeking a new permit from the Michigan Department of Environmental Quality (MDEQ)." All other words in this sentence should be eliminated. In Section VIII Park Reports A. Chair Report, the third sentence should read "Ray Franquist resigned from the Park staff on Thursday 10/24/13." Insert Ray's last name. It was moved by Uva Wilbanks and supported by Sandi Lopez to approve the minutes of 10/28/13 with noted corrections. The motion carried.

VI. Citizen Participation - none

VII. Board Liaison Report

Trustee Alex Williams summarized Supervisor Schwartz's report. The Ypsilanti Community Utilities Authority (YCUA) agreement is still in negotiation. Resolution is expected soon. Remaining issues focus on capacity. The database about road maintenance is still in development. Rock Development engaged township officials in discussion. Expected outcomes are unclear at this point. The Prospect Pointe East developer is not pursuing development now. Sycamore Meadow is evicting tenants that break lease requirements.

An additional week of yard waste pickup has been requested due to heavy winds last week. The Utility Department has applied for a S.A.W. grant to identify system deficiencies. Two zoning text amendments were approved on first reading. These amendments concerned:

- 1) off-street parking
- 2) cell towers and bio-fuels

The township is seeking another Washtenaw County "Connecting Communities" grant to fund a non-motorized trail. This year is the last funding opportunity for these grants. The township renewed the

AAATA transit service contract for 2014. The 2014 Township Board Meeting Schedule and Township Holiday Schedule were approved.

VIII. Parks Reports

A. Chairperson

Chair Jan Berry reported that the boardwalk in CHNP has been completed. It is well constructed and very attractive. Jan also reported the person living in a car near the entrance to CHNP is no longer there.

B. Administrator

Keith Lockie submitted a written report.

2014 Park Commission meetings are scheduled on the third Monday of the month beginning at 6:30 pm, and located in the Old Township Hall. The contractor that built the boardwalk has been paid in full. Estimates to replace picnic shelter roofs in Norfolk and Harvest Moon parks were received from two vendors. A third vendor declined to bid. A bid was obtained to purchase a new dump trailer. The current trailer is at least 23 years old, and it is no longer cost effective to repair it. The O & M budget has sufficient funds to purchase a new trailer. Park Commissioners are invited to attend the Township Hall Holiday Lunch on 12/19/13 at 12:00 noon. The following seasonal maintenance tasks were completed:

Planted 40 lilac bushes along MacArthur Blvd near Harris Road

Cleaned flowerbeds in Oakbrook, Norfolk & Harvest Moon

Non-motorized trails were cleaned

Equipment is being winterized

Sandi Lopez commented that Supervisor Schwartz has taken positive interest and action to improve the MacArthur Blvd/Harris Road area, and she appreciates it.

C. Board Meeting Attendees

Marion Morris attended the 11/18/13 township board meeting. She added to Trustee Williams' report that the township has retained attorney Doug McClure to represent it in an initial meeting with Rock Development. There appeared some interest on the part of Rock Development to sell the development rights for the property to the township. Marion also reported that the township board authorized township staff to have December 26, 2014 off as an additional holiday, because Christmas falls on Thursday. The Fire Department applied for a CGAP grant to promote collaboration with Ann Arbor Township.

D. Park Steward

The boardwalk is beautiful, will protect the grounds and vegetation, and is what the steward was seeking.

E. Safety

There were no accidents or injuries since the last Park Commission meeting.

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

IX. Communications

A. 2014 Park Commission Meeting Schedule

B. 2014 Board Attendees Schedule

C. Revise By-Laws

D. Letter to SLPS Regarding \$3,000 Donation

E. Letter to Robert Schultz Regarding Pumpkin Donation

F. Letter to Larry Vano Regarding Pumpkin Donation

G. Picnic Shelter Roof Replacement Estimates Compilation

H. SLM Trailer Estimate

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

The boardwalk is complete. To access it, bear to the left after entering from Cherry Hill Road.

B. By-Laws

Copy provided for reference. No action needed or taken.

C. Picnic Shelter Roof Replacements

Estimates were supplied by two vendors. Estimates were provided for both metal roofs and shingle roofs. Park Staff recommended installing 26 Gauge Metal Roofs. The low bid was from Kleinschmidt. That bid was

Norfolk Park	26 gauge metal roof	\$3,850.00
Harvest Moon Park	26 gauge metal roof	<u>\$2,611.00</u>
		\$6,461.00

It was moved by Martha Kern-Boprie and supported by Marion Morris to contract with Kleinschmidt to install 26 Gauge Metal Roofs on Norfolk and Harvest Moon Parks for an amount not to exceed \$7,500.00. A roll call vote was taken.

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

The motion carried.

XI. New Business

A. 2014 Park Commission Meeting Schedule

It was moved by Sandi Lopez and supported by Marion Morris to schedule the 2014 Park Commission meetings on the following dates:

January 21 (Tuesday)	July 21
February 18 (Tuesday)	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

The motion carried.

B. 2014 Township Board Meeting Attendees Schedule

Park Commissioners volunteered to attend 2014 Township Board meetings as detailed below:

January 21 (Tuesday)	Jan Berry
February 18 (Tuesday)	Sandi Lopez
March 17	Marion Morris
April 21	Terry Lee Lansing
May 19	Uva Wilbanks
June 16	Jan Berry
July 21	Martha Kern-Boprie
August 18	Sandi Lopez

September 15	Mirada Jenkins
October 20	Mirada Jenkins
November 17	Martha Kern-Boprie
December 15	Terry Lee Lansing

C. Dump Trailer Purchase

The dump trailer owned by the park department is 23 years old. It has been repaired many times, and it is no longer cost effective to continue repairing it. A bid for a new trailer was obtained from SLM Trailers in Whitmore Lake. That bid is:

\$4,100.00 base trailer
 \$ 15.00 state use tax
\$1,230.00 side extensions and a spare tire
 \$5,345.00

Staff will seek a credit for trade-in of the old trailer, and this may reduce the final cost of the new trailer.

It was moved by Mirada Jenkins and supported by Uva Wilbanks to purchase a dump trailer from SLM Trailers as detailed in the estimate dated 11/7/2013 for an amount not to exceed \$5,345.00. A roll call vote was taken.

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

The motion carried.

XII. Bills for Payment

It was moved by Sandi Lopez and supported by Marion Morris to pay the bills totaling \$23,891.58. The motion carried.

XIII. Financial Statements

It was moved by Uva Wilbanks and supported by Sandi Lopez to receive the 10/31/13 Financial Statements. The motion carried.

XIV. Please and Petitions

Commissioners inquired how Dave Buterbaugh is feeling after a medical procedure. Patrick reported he is feeling better.

XV. Adjournment

It was moved by Uva Wilbanks and supported by Mirada Jenkins to adjourn at 8:08 pm. The motion carried.

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