

Superior Township Park Commission
Regular Meeting
July 27, 2015

Adopted Minutes

- I. Call to Order
Chair Jan Berry called the meeting to order at 6:30 pm.
- II. Roll Call
Park Commissioners present: Jan Berry, Marion Morris, Mirada Jenkins, Sandy Lopez, Terry Lee Lansing, Nahid Sanii-Yahyai, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Trustee Alex Williams; Keith Lockie, Park Administrator; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator
- III. Flag Salute
Chair Jan Berry led those assembled in the Pledge of Allegiance to the Flag.
- IV. Agenda Approval
It was moved by Sandi Lopez and supported by Marion Morris to approve the agenda with the addition of New Business item "Mowing". The motion carried.
- V. Prior Meeting Minutes Approval
A. June 22, 2015
It was moved by Sandi Lopez and supported by Marion Morris to approve the minutes of 6/22/15 as drafted. The motion carried.
- VI. Citizen Participation – None
- VII. Board Liaison Report
Trustee Alex Williams reported on the 7/20/15 Township Board meeting. The township may purchase two home sites from the county tax auction for sale to Habitat for Humanity (H-H). H-H rehabilitates the homes. The township sells the parcels to H-H for the amount it paid, thus there is no profit; but the property gets rehabilitated, people get homes who could not otherwise afford them, and the parcels go back on the tax rolls. There is a fruit & vegetable market stand operating at MacArthur and Harris on Thursdays from 4:00 to 7:00 pm. The Rock property issue is still in negotiation and discussion. The septic line under the Township Hall will be repaired and possibly replaced. The Ferris property rezoning from R1 to A2 passed second reading. The Peddler Ordinance review continues. The Ann Arbor News is now the official newspaper of record for Superior Township. The Township Hall parking lot will be re-surfaced. Ann Arbor Township water rate increases were passed on to customers in Superior Township. LED streetlights were installed on Panama Street. The Dixboro Fair permit was issued. Civil action was taken against Fairfax Manor. Marion Morris suggested the Township Board contact "Senior Alliance of Southeast Michigan" for assistance in this matter. ~~Schofield~~ Schofield Stables was permitted to decrease their setback to 200 feet to allow a feed and tackle store. The township renewed membership in the Southeast Michigan Consortium of Governments (SEMCOG) and the Washtenaw County Consortium for Solid Waste Management (WCCSWM) and renewed the Fire Dispatch agreement with Emergent Health Partners, Inc. The Township Board authorized the Township Supervisor to offer up to \$50,000 to purchase the party store real estate on MacArthur Blvd. If this transaction occurs, the township will own most of the property immediately north of MacArthur from Fire Station 2 east to the Utility building.

VIII. Park Reports

A. Chairperson

Chair Jan Berry reported that Kite & Rocket Day on July 18 was a success. Many children attended and had a good time. A rainstorm ended the event early at 1:00 pm.

B. Administrator

Keith Lockie submitted a written report. The current Five Year Plan for the Park Commission and Department expires 12/31/2015 so it is time to start working on the next Five Year Plan. The Administrator job opening was listed on MLive, but brought no response. One application has arrived and another is expected. Initial work on the 2016 budget has begun.

Maintenance:

3rd application of weed spray to parking lots, playgrounds, ball diamonds and picnic areas

Park Rules sign rebuilt and replaced in CHNP due to rotten wood

Graffiti removed from CHNP boardwalk

Posts in Schroeter Park stained to cover graffiti

C. Board Meeting Attendees

Mirada Jenkins concurred with Trustee Williams' report.

D. Park Steward – no report

E. Safety

There were no accidents or injuries in the past month.

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

IX. Communications

A. 2015 Recreation Events Flyer

B. Administrator Job Description

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

X. Old Business

A. Dixboro Fair on August 1, 2015

Sandi Lopez, Nahid Sanii-Yahyai and Terry Lee Lansing volunteered to help staff the Park Commission booth. Nahid will cover 10:00 am – noon and Terry Lee will cover noon – 2:00 pm. Sandi will be at the fair all day, but assisting with two organizations. Patrick Pigott will be there all day.

B. Park Administrator Job Opening

Three people have applied for the Park Administrator position. Their application materials were reviewed by Park Commissioners. The commission decided to have the Park Commission officers of Chair Berry, Vice-Chair Jenkins and Secretary Kern-Boprie, plus Administrator Lockie interview all applicants on August 25 and 26, and report to the full Park Commission at a special meeting on August 31. At that meeting the Commission can vote on recommending a preferred candidate to the Township Board.

C. Recreation Programs

1. Kickball Event on 8/15/15 in Oakbrook Park – Mirada Jenkins, Nahid Sanii-Yahyai, Sandi Lopez and Terry Lee Lansing volunteered to help. ~~Patrick Pigott~~ Marion Morris suggested a craft table staffed by volunteers will be helpful. He also plans to have two ball diamonds in play, with one for younger children.

2. The Township Board is encouraging the Park Commission to conduct more recreation programs. This will be worked into the next Five Year Plan.

XI. New Business

A. Five Year Plan

The current Five Year Plan expires 12/31/15. The next Five Year Plan has to be complete and adopted by spring of 2016. At that point it is submitted to the State of Michigan. The Township Board is encouraging the Park Commission to include more recreation activities in its annual program. Chair Berry encouraged commissioners to review the current plan in detail and send her any suggestions. Operationally, the Commission Chair and the Park Administrator write the actual plan, incorporating suggestions.

B. Uva Wilbanks memorial plaque

Park Commissioners discussed the text for the plaque in memory of late commissioner Uva Wilbanks that will be mounted on a park bench.

C. Mowing

Sandi Lopez reported that Clerk David Phillips contacted her about the possibility of having Park Department staff mow township cemeteries. Keith Lockie will discuss this request with Supervisor Ken Schwartz.

XII. Bills for Payment

It was moved by Mirada Jenkins and supported by Marion Morris to pay the bills totaling \$16,753.68. The motion carried.

XIII. Financial Statements

It was moved by Sandi Lopez and supported by Mirada Jenkins to receive the June 30, 2015 Financial Statements. The motion carried.

XIV. Pleas and Petitions – none

XV. Adjournment

It was moved by Mirada Jenkins and supported by Marion Morris to adjourn the meeting at 7:33 pm. The motion carried.

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