

Superior Township Park Commission
Regular Meeting
November 23, 2015

Adopted Minutes

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

Park Commissioners absent: none

Others present: Juan Bradford, Parks Administrator; Trustee Alex Williams; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator
- III. Flag Salute
Chair 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 C By Laws review and item D Resolution commending Keith Lockie. The motion carried.
- V. Prior Meeting Minutes Approval
 - A. October 28, 2015
It was moved by Sandi Lopez and supported by Marion Morris to approve the minutes of 10/28/15 with the following corrections:
Roll Call: correct the title of Juan Bradford to Parks Administrator from Park Director.
Board Liaison Report: correct the spelling of the word "communized" to "commonized" in sentence that reads "Software was communized."
New Business Election of Park Commission Officers: correct nominations for Chair and Vice-Chair to read "Terry Lee Lansing nominated Mirada Jenkins for Vice-Chair. Martha Kern-Boprie nominated Jan Berry for Chair."
Pleas and Petitions: correct first sentence so that it reads "Marion Morris informed the Park Commission that an archeology dig is underway on property adjacent to Free Church Cemetery, located at the corner of Ford and Gotfredson Roads." Correct the spelling of the professor in the second sentence to "...Professor John Chenoweth...".
The motion carried.
- VI. Citizen Participation – none
- VII. Board Liaison Report
Trustee Alex Williams reported that Pam McKenna, a township staff member died recently of a heart attack. Demolition of the party store on MacArthur Blvd has been delayed due to discovery of a DTE Energy transformer on the property. Redwood Development has gone through Planning Commission review for the apartment portion of Bromley Park. Dirt on the Township Hall property at Cherry Hill and Prospect will be leveled soon. 2015 road projects are complete. Appointments to the Planning Commission and Water Resources Board will occur in December. Schofield Store and Stables was approved for construction at Prospect and Geddes Roads. The 2016 Township Board Meeting and Holiday schedules were approved.

VIII. Park Reports

A. Chairperson

Chair Jan Berry reported that Mr. McLennan can be retained to clear out some invasive species in the Cherry Hill Nature Preserve (CHNP). He is preparing a bid for review by park staff and commissioners.

B. Park Administrator

Administrator Juan Bradford submitted a written report. That report included information on the relationship between park programming and enhanced health by program participants. Juan asked commissioners for suggestions on other topics for future meetings. Mirada Jenkins asked for information on youth reading programs based on incentives for meeting reading goals. Martha Kern-Boprie asked for information on park equipment and furnishings made with recycled materials.

C. Board Meeting Attendees

Sandi Lopez said Trustee Alex Williams' report was thorough. She added that the court order date for Mr. Burley's blight proceeding was stayed.

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 Nahid Sanii-Yahyai to receive the Park Reports. The motion carried.

IX. Communications

A. Parks & Recreation Commission By-Laws

B. Township Meeting Schedule 2016

C. Updated Parks & Recreation Contact List

D. MRPA Fact Sheet RE: Park Programming and Better Health

E. Email regarding Spring 2016 prescribed burn

It was moved by Nahid Sanii-Yahyai and supported by Marion Morris to receive the Communications. The motion carried.

X. Old Business

A. CHNP Boardwalk Extension

Work on the boardwalk extension is progressing, and should be complete by early December. The work thus far is good quality.

XI. New Business

A. 2017-2021 Park Master Plan

The 2017-2021 Park Master Plan is due in late 2016. Jan Berry and Juan Bradford have begun work on this project.

B. December 2015 Park Commission Meeting Date

The December 2015 Park Commission meeting is presently scheduled on 12/28/15. It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to re-schedule this meeting to 12/21/15 at 6:30 pm. The motion carried.

C. Park Commission By-Law Review

Several text amendments were suggested. The December meeting packet will contain the suggested changes, for Park Commission action at that meeting.

D. Resolution commending Keith Lockie

Park Commissioners wished to formally commend Keith Lockie for his exceptional work as Parks Administrator.

It was moved by Mirada Jenkins and supported by Nahid Sanii-Yahyai that

WHEREAS Keith Lockie has been employed by the Superior Charter Township Parks Department as Administrator from 1997 through 2015, responsible for financial management and reporting, staff recruitment and supervision, recreation programming, the park master plan development and preparation for Park Commission meetings. And

WHEREAS the Superior Charter Township Park Commission finds Keith Lockie excelled in performance of these responsibilities, particularly:

Financial Management and Reporting – during Keith Lockie’s tenure the Park Fund developed a positive fund balance allowing capital project planning, annual financial audits were completed and approved without comment, and reports to Park Commissioners were timely and clear.

Staff Management – under Keith Lockie’s leadership, position descriptions were clarified, staff were recruited, evaluated and rewarded based on measurable performance, and competent employees were recruited and retained.

Recreation Programming – Keith Lockie worked with park commissioners to develop an expanded recreation program, resulting in more activities available in local parks for township children.

Collaboration with Township Leadership – Keith Lockie took initiative to improve collaborative relationships with Superior Township elected leadership, resulting in better maintenance of township properties and facilities, enhanced funding for Park Department programming, and a constructive approach to problem solving.

Park Commissioner Inter-action – Keith Lockie was always approachable by Park Commissioners, who valued his ready, thoughtful response and good humor.

NOW THEREFORE BE IT RESOLVED, the Superior Charter Township Park Commission thanks and commends Keith Lockie for his exceptional service as Parks Department Administrator and wishes him well in retirement.

Roll Call vote

<u>Commissioner</u>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Abstain</u>
Jan Berry	X			
Mirada Jenkins	X			
Marion Morris	X			
Sandi Lopez	X			
Nahid Sanii-Yahyai	X			
Terry Lee Lansing	X			
Martha Kern-Boprie	X			

Adopted November 23, 2015 by the Superior Charter Township Park Commission.

XII. Bills for Payment

It was moved by Marion Morris and supported by Terry Lee Lansing to pay the bills totaling \$22,758.22. The motion carried.

XIII. Financial Statements

A. October 2015

It was moved by Terry Lee Lansing and supported by Sandi Lopez to receive the October 31, 2015 Financial Statements. The motion carried.

XIV. Pleas and Petitions

Several park commissioners asked that future meeting materials be printed on both sides of the paper, to reduce the amount of paper used. The agenda should continue to be printed on a separate sheet of paper.

XV. Adjournment

It was moved by Mirada Jenkins and supported by Nahid Sani-Yahyai to adjourn the meeting at 7:25 pm. The motion carried.

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