

Superior Charter Township Park Commission
Regular Meeting
April 25, 2016

Adopted Minutes

- I. Call to Order
The meeting was called to order by Vice-Chair Mirada Jenkins at 6:34 pm.
- II. Roll Call
Park Commissioners present: Sandi Lopez, Marion Morris, Mirada Jenkins, Paula Jefferson, Terry Lee Lansing, Nahid Sanii-Yahyai, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Ken Schwartz, Twp Supervisor; Alex Williams, Twp Trustee; Brenda McKinney, Twp Treasurer; Juan Bradford, Park Administrator; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator; Keith Lockie, Beth Ernat
- III. Flag Salute
Vice-Chair Mirada Jenkins led those assembled in the Pledge of Allegiance to the flag.
- IV. Agenda Approval
It was moved by Marion Morris and supported by Sandi Lopez to approve the agenda with the following additions:
Old Business items
 F. Jan Berry Memorial
 G. Tennis Courts
 H. Administrator's Business Cards
 I. Playground Safety Audit
New Business items
 H. Playground Safety Internal Review
 I. Preservation Celebration
Move New Business C. Ken Schwartz comments RE: Fireman's Park to Citizen Participation
Move New Business A. Welcome New Park Commissioner to Chairperson's Report
The motion carried.
- V. Prior Meeting Minutes Approval
A. March 28, 2016
 It was moved by Nahid Sanii-Yahyai and supported by Terry Lee Lansing to approve the minutes of 3/28/16 with a spelling correction in Communications B. and insertion of text to New Business D. At the end of the last sentence presently in this item, insert "Juan Bradford was asked to obtain bids for surface repair only." The motion carried.
- VI. Citizen Participation
Beth Ernat, Community & Economic Development Director for the City of Ypsilanti (City) addressed the Park Commission about the collaboration between the City and Superior Township on the Building Health Communities (BHC) grant. The City was a pilot project in this grant for some time. When another community dropped out of the grant, the City recommended to MPARC that Superior Township (Superior) be considered for a pilot grant. City and Superior are geographically close and share a common border along a portion of Clark Road. The City initiated this collaboration, not Superior Township. Commissioner Lopez asked Ms. Ernat for specifics on the collaboration. Ms. Ernat responded that the City would hire staff already recruited and vetted by Superior. As the grant

funds very little staff time, allowing the same staff to work a few hours in each municipality would make the positions more attractive to staff and save the City the time of recruiting and vetting candidates. There may be economies of scale in purchasing supplies as well, by having one unit of government purchase all the supplies for program in both units.

Ken Schwartz, Township Supervisor spoke about the 2016 Community Development Block Grant (CDBG) of approximately \$21,000. In previous years this grant was dedicated to township road projects. This year Supervisor Schwartz wants to use the funding for a crosswalk over MacArthur and Harris near Fireman's Park. This crosswalk will require ramps compliant with the Americans with Disabilities Act (ADA) over every curb. Due to all the regulations that must be complied with, the cost of this project is estimated at \$37,000 plus a contingency of \$3,000 for a total estimate of \$40,000. The Ypsilanti District Library (YDL) may commit \$3,000 to this project. Supervisor Schwartz also wants to clear out a wooded thicket in Fireman's Park that is close to MacArthur. The thicket contains a lot of debris as well as brush and fallen limbs. The supervisor is seeking a budget commitment of \$10,000 from the Park Fund toward crosswalk construction and clearing the wooded thicket. Some of the Park Commissioners asked if all the regulatory requirements could be met in time to use the CDBG grant for this project in 2016. The supervisor responded he thought the expenses could be reimbursed to the township from the grant.

VII. Reports

A. Chairperson

Vice-Chair Mirada Jenkins reported she met with several people in an effort to resolve some misunderstandings and miscommunications discussed during the March 28 Park Commission meeting. Regarding the crosswalk project, Mirada expressed doubts that reimbursement with future CDBG funds will be permitted to fund this project, based on her professional experience. Mirada commented that during the time since Commissioner Jan Berry died, she has learned a lot about township administration and policies. She welcomed Paula Jefferson to the Park Commission.

B. Administrator

Juan Bradford submitted a written report. Several commissioners requested an internal review of playground equipment, rather than a formal audit by an external entity.

C. Board Liaison

Trustee Alex Williams reported the annual meeting with the Washtenaw County Road Commission will take place during the May 16 Township Board meeting. Milling and resurfacing of several roads is anticipated. Ann Arbor Area Transportation Authority (AAATA) is expanding transit service and changing route numbers. Fairfax buildings 1, 2, and 3 will be empty soon. Geddes Ridge drain work is underway and will be completed this year. Special assessments to pay for this drain work will cover more than one year. County-wide municipalities met with the Huron Valley Humane Society (HVHC) to discuss a request from HVHC to contribute funding. The township board discussed the proposed crosswalk near MacArthur Blvd. and Harris Road. The Sunridge/Redwood zoning amendment was tabled at the request of Redwood. Paula Jefferson was appointed to the Park Commission. Prospect Pointe East subdivision was granted lot size variances. Robert Butler was hired for side-street maintenance. During the summer months the work days for township staff will be shortened. Shifts will be staggered, so the township hall will be open for business longer each day. The Dixboro Farmers Market was approved for 2016. Approval was given to pay the SPARK fee, Sanitary Sewer Inspection under the SAW grant and the Geddes Ridge drain fees. The sub-master plan work for Dixboro is beginning.

D. Board Meeting Attendee

Marion Morris attended the April 18 Township Board meeting. Many complaints were voiced about road conditions. The Geddes Ridge drain work will cost approximately \$286,000. The

Approved by the Superior Township Park Commission on 5/23/2016.

Township Board provided a \$40,000 down payment. The balance of the drain cost will be paid via special assessments. A lengthy discussion took place between Juan Bradford and community members about the Kelly Miller Circus.

E. Park Steward – No report

F. Safety

There were no accidents or injuries in the past month.

It was moved by Terry Lee Lansing and supported by Sandi Lopez to receive the reports. The motion carried.

VIII. Communications

- A. Jan Berry Celebration of Life Announcement
- B. mParks Fact Sheet: Active Transportation, Parks and Public Health
- C. Washtenaw County “Call to Action” meeting minutes
- D. Memo to Township Supervisor and Board RE: BHC grant
- E. Memo to Township Supervisor and Board RE: Kelly Miller Circus
- F. Memo to Township Board RE: Pedestrian Crossing to Fireman’s Park
- G. Weatherbee Wood Volunteer Opportunity Flyer
- H. Superior Day Flyer
- I. Preservation Celebration Email
- J. Email from mParks regarding the building of NEW play structures with BHC funding
- K. BHC April Work Plan
- L. Fireman’s Park Survey and Results
- M. Fireman’s Park Map
- N. BHC Guidelines and Information
- O. Dixboro Farmers Market Dates
- P. Oakbrook Park Usage Form
- Q. Memo and Accompanying Information RE: Fireman’s Park Playground bids
- R. Superior Township Employee Evaluation Form

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

IX. Old Business

A. Kelly Miller Circus

Township Board members expressed concern about:

1. Activism by animal rights groups
2. Parking availability
3. Size of available space for circus tents and trailers
4. Cost of tickets for the circus, given that it is located near low income neighborhoods

Sandi Lopez commented that she also attended the April 18 Township Board meeting, and none of the board members were supportive of the circus. Should the circus be canceled, the only financial impact to the township is loss of the \$290 deposit.

It was moved by Sandi Lopez and supported by Marion Morris to rescind previous approval to schedule the Kelly Miller Circus in Superior Township, recognizing forfeiture of the \$290 deposit.

A roll call vote was taken.

Jenkins	No
Jefferson	Yes
Lansing	Yes
Sanii-Yahyai	Yes
Lopez	Yes
Morris	Yes
Kern-Boprie	No

The motion carried.

- B. Building Healthy Communities (BHC) grant update
1. April Work Plan – Juan Bradford reviewed the April Work Plan with Park Commissioners. This plan covered staff training, supply orders, reporting requirements and feedback schedules.
 2. Survey Results – Surveys were distributed to township residents at several locations, including the Utility Department, Township Hall, the Superior Branch Library and the township website. 32 surveys were returned. The majority of respondents seek playground equipment in Fireman’s Park.
 3. Staffing Interviews – Five applicants for BHC funded positions were interviewed. Sandi Lopez and Terry Lee Lansing sat through these interviews. Four candidates were recommended for hire. Training for these individuals has been scheduled.
 4. Fireman’s Park Map – Park Commissioners reviewed a map of Fireman’s Park, with a red rectangle marking the recommended location of playground equipment.
 5. BHC General Guidelines & Information – Juan Bradford reviewed the General Guidelines and Information about the BHC grant with Park Commissioners. He also reported to the Park Commission that he recently was informed that purchase and installation of new playground equipment is not a permitted grant expense.
 6. Smoke Free/Tobacco Free Parks – There is an opportunity in the BHC grant to have Superior Township Parks designated as Smoke Free and Tobacco Free and have signage reimbursed by the grant. Park Commissioners discussed this and declined to pursue this designation.

C. 2016 Capital Projects

Park Commissioners discussed several capital projects they would like to pursue in 2016. Fencing at Schroeter Park using \$6,000 contributed by the Superior Land Conservancy Preservation Society. Marion Morris requested three bids on this project.

Fencing at Harvest Moon Park. This fencing is needed to reduce cut-through foot traffic. Paula Jefferson reported that people congregate and disturb neighbors. Additional lighting is also needed. Commissioners requested bids to replace the existing fence with the same height fence and with a 6 foot tall fence.

Tennis Courts in Community Park – Park Commissioners requested bids just to repair the paved surface.

Fireman’s Park playground equipment. Park commissioners discussed the feedback from surveys indicating a predominant preference for playground equipment in Fireman’s Park. As the BHC grant will not fund playground equipment, and there is no playground equipment anywhere nearby the many children living adjacent to Fireman’s Park, park commissioners voiced interest in providing playground equipment from our funding. There was also concern expressed that the Park Commission has not seen a specific list from M.D.H.H.S. of eligible projects that can be funded with the BHC grant.

Approved by the Superior Township Park Commission on 5/23/2016.

It was moved by Marion Morris and supported by Nahid Sanii-Yahyai to hold project decisions for Fireman's Park in abeyance until the Park Commission receives a specific list from M.D.H.H.S. of eligible projects for funding by the BHC grant. 6 YES votes and 1 NO vote. The motion carried.

Debris removal from Fireman's Park estimated at \$700.

- D. Formation of committee to prepare Five Year Master Plan
Marion Morris and Martha Kern-Boprie volunteered to work on this committee with Juan Bradford.
- E. Dixboro Farmers Market: Friday Artisan Market Dates
Park Commissioners agreed to staff a table at the Dixboro Farmers Market on the following dates in 2016:

<u>Date</u>	<u>Park Commissioner</u>
June 24	Martha Kern-Boprie
July 27- 29	Nahid Sanii-Yahyai
August 26	
- F. Jan Berry Memorial
Marion Morris suggested planting a ginko beloba tree in memory of Jan Berry. The Township Board may purchase the tree, and the Park Commission the plaque. Superior Land ~~Conservancy~~ Preservation Society will purchase a park bench in her memory.
It was moved by Sandi Lopez and supported by Mirada Jenkins to purchase two plaques in memory of Jan Berry, one for a tree and one for a bench. The motion carried.
- G. Tennis Courts
This was covered in Item C 2016 Capital Projects.
- H. Administrator's Business Cards
Juan Bradford reported that his business cards have been reprinted with the title "Park Department Administrator".
- I. Playground Safety Audit
This was covered during discussion of the Administrator's Report.
- X. New Business
 - A. Welcome newly appointed Park Commissioner Paula Jefferson
Paula Jefferson had been welcomed during the Chairperson's Report.
 - B. Request from a resident to reserve the Oakbrook Park ball field
Chris Cole submitted an application to use the Oakbrook Park ball field on Sundays from 4:00 – 6:00 pm, May 1 through July 3 for baseball practice.
It was moved by Sandi Lopez and supported by Terry Lee Lansing to authorize Chris Cole to use the baseball field in Oakbrook Park on Sundays from 4:00 through 6:00 pm during May 1 through July 3 for baseball practice. The motion carried.
 - C. Comments by Township Supervisor Ken Schwartz RE: Fireman's Park
Covered during Citizen Participation.
 - D. Review of RFPs and selection of supplier/installer for play structure at Fireman's Park
Based on recent information from MPARKS staff that new play structures are not permitted by BHC funding; park commissioners deferred review of RFP and bids for playground equipment.

E. Review and Recommendation of Mower Purchase

It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to approve purchasing a KubotaF-2690 diesel mower with a 72 inch mowing deck and mulching kit and service agreement for an amount not to exceed \$19,420.00. A roll call vote was taken.

Marion Morris	Yes
Nahid Sanii-Yahyai	Yes
Sandi Lopez	Yes
Paula Jefferson	Yes
Mirada Jenkins	Yes
Terry Lee Lansing	Yes
Martha Kern-Boprie	Yes

The motion carried.

F. Parks & Recreation Administrator's 6 Month Evaluation

Juan Bradford's 6 Month Evaluation is due. The township's evaluation form is enclosed in the Park Commission packets. Commissioners are asked to complete their evaluation of Juan, and return the evaluation form to Jo of the Township Treasurer's Office staff. Nahid Sanii-Yahyai and Marion Morris will review and compile the responses. The forms must be returned by the close of business on Friday, April 29 at 4:30 pm.

G. Election of Chairperson

Martha Kern-Boprie nominated Mirada Jenkins as Chairperson. Mirada declined the nomination. Terry Lee Lansing nominated Marion Morris as Chairperson. Marion accepted the nomination. Martha Kern-Boprie nominated Nahid Sanii Yahyai as Chairperson. Nahid declined the nomination. A roll call vote was taken.

Sanii-Yahyai	Yes
Kern-Boprie	Yes
Lansing	Yes
Lopez	Yes
Jenkins	Yes
Jefferson	Yes
Morris	Yes

Marion Morris was elected Chairperson

H. Preservation Celebration

An event celebrating 25 years of land preservation in Superior Township is scheduled on July 9 from 1:00 pm through 5:00 pm at the Superior Township Hall. The Superior Land Preservation Society wishes to rent the Park Department grill and reimburse the cost of Park Department staff to operate the grill during this event.

It was moved by Marion Morris and supported by Sandi Lopez that the Park Department will rent the grill and staff time to operate the grill on 7/09/16 from 12:00 noon through 5:00 pm. The motion carried.

XI. Bills for Payment

It was moved by Terry Lee Lansing and supported by Martha Kern-Boprie to approve payment of the bills totaling \$13,558.98. The motion carried.

XII. Financial Statements

- A. March 2013 Profit & Loss
- B. December 2015 After Audit
- C. 2014 Recreation Expenses
- D. 2015 Recreation Expenses

Approved by the Superior Township Park Commission on 5/23/2016.

It was moved by Sandi Lopez and supported by Marion Morris to receive the Financial Statements. The motion carried.

XIII. Pleas and Petitions

It was moved by Terry Lee Lansing and supported by Nahid Sanii-Yahyai to schedule a special meeting of the Park Commission on Monday, May 9, 2016 at 6:30 pm to discuss Fireman's Park improvements. The motion carried.

David Buterbaugh informed park commissioners we have sufficient books for the book give-a-way at Superior Day on June 11.

Juan Bradford met with several agencies recently about children's programming. County Parks and Recreation wants to start children's programming in the MacArthur Blvd area as well as two neighborhoods in Ypsilanti Township. Superior Township programming will be consolidated in Fireman's Park with the BHC programming. Lunch and snacks will be provided to participating children four days per week.

XIV. Adjournment

It was moved by Paula Jefferson and supported by Nahid Sanii-Yahyai to adjourn at 9:48 pm. The motion carried.

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