

Superior Charter Township Park Commission
Regular Meeting
May 23, 2016

Adopted Minutes

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

Park Commissioners absent: none

Others present: Trustee Alex Williams; Juan Bradford, Parks Administrator; David Buterbaugh, Parks Maintenance Supervisor; Patrick Pigott, Recreation Coordinator; Tom Brennan; Supervisor Ken Schwartz
- III. Flag Salute
Chair Morris led those assembled in the Pledge of Allegiance to the flag.
- IV. Agenda Approval
It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to approve the agenda as drafted. The motion carried.
- V. Prior Meeting Minutes Approval
 - A. April 25, 2016 Regular
It was moved by Terry Lee Lansing and supported by Nahid Sanii-Yahyai to approve the minutes of 4/25/16 as drafted. The motion carried. Park commissioners pointed out corrections that should be made to the minutes of 4/25/16. It was moved by Terry Lee Lansing and supported by Martha Kern-Boprie to rescind approval of the 4/25/16 minutes. The motion to rescind carried. It was moved by Terry Lee Lansing and supported by Sandi Lopez to approve the minutes of 4/25/16 with the following corrections:
Old Business Item C 2016 Capital Projects correct the word "Conservancy" in the second sentence to "Preservation Society".
Old Business Item E Dixboro Farmers Market correct the July date to July 29.
Old Business Item F Jan Berry Memorial correct the third word in the third sentence from "Conservancy" to "Preservation Society".
The motion carried.
 - B. May 9, 2016 Special
It was moved by Sandi Lopez and supported by Mirada Jenkins to approve the minutes of 5/09/16 as drafted. The motion carried.
- VI. Citizen Participation
Tom Brennan commented that a neighbor on Sheffield Drive in the Oakbrook subdivision is installing a "Little Library" in front of his home, where people can leave and borrow books.
- VII. Reports
 - A. Chairperson
Chair Marion Morris reported that Bill Secrest, chair of the Superior Township Land Conservancy, would like the Parks Department staff to mow the entrance to the Jack Smiley Nature Preserve.

Bill Secrest contacted Supervisor Ken Schwartz, who directed him to the Park Commission. He spoke with Marion Morris, Commission Chairperson. Marion spoke with David Buterbaugh, Maintenance Supervisor. David informed her that the grass is too tall to find the trail in the Jack Smiley Preserve. Bill asked that Park staff find the trail and mow it before the July 9 preservation celebration. The township general fund will pay for this mowing. Marion will send a letter to the SouthEast Michigan Land Conservancy outlining this commitment to mow the entry to the first bridge of the Jack Smiley Nature Preserve by July 9.

Juan Bradford has suggested that communications requiring action be listed in the old or new business portion of the agenda, rather than in the communications portion. Commissioners concurred with this suggestion.

B. Administrator

Juan Bradford submitted a written report. Marion Morris asked about County Parks programming in Superior Township, and also what the plans were for collaboration with the Ypsilanti District Library (YDL). Juan responded that he has worked with Mary Garboden of the YDL staff to plan the YDL activities at the Superior branch library. Marion also asked for attendance information on YDL activities at the Superior branch library.

C. Board Liaison

Trustee Alex Williams reported that the new Fire Department vehicle is for the Chief's use, rather than for general firefighting. Road projects totaling \$466,000 were approved by the Township Board on May 16. This amount included noted street repairs plus limestone on gravel roads in the township.

D. Board Meeting Attendee

Martha Kern-Boprie and Sandi Lopez attended the 5/16/16 Township Board meeting. Martha had to leave that meeting at 8:30 pm, and submitted a written report based on notes by herself and Sandi. The audit report on 2015 financial activity was delivered to the township board. The auditors rendered a clean opinion and informed the board the township is in very sound financial position, with combined reserves exceeding \$6.2 million. The board voted to make the Valbridge Property Advisors Report on the Sutton Ridge – Redwood zoning issue a public document. The board voted to spend up to \$4,850 on Dixboro Area Plan revisions. New signs for the Dixboro area will be delivered in the next week.

E. Park Steward – No report

F. Safety

There were no accidents or injuries in the past month.

It was moved by Mirada Jenkins and supported by Nahid Sanii-Yahyai to receive the reports. The motion carried.

VIII. Communications

- A. Memo to Township Supervisor RE: Cancellation of Kelly Miller Circus
- B. Updated 2016 Events Flier
- C. Walk With Ease Flier
- D. Ed info: Nature Play & Learning Places National Guidelines Executive Summary
- E. Fireman's Park Improvements Bid Tally
- F. 2016 Proposed Park Improvements Bid Tally
- G. Commissioner Events Sign-Up Calendar (Spring/Summer)
- H. Jan Berry Memorial Plaque

It was moved by Mirada Jenkins and supported by Marion Morris to receive the communications.
The motion carried.

IX. Old Business – None

X. New Business

A. Fireman’s Park Improvements

Tree & Brush Removal

Five bids were received. Three bidders have performed work for Superior Township before. The low bid was \$12,500 from McLennan Landscaping. It was moved by Martha Kern-Boprie and supported by Mirada Jenkins to award the bid for Tree & Brush Removal to McLennan Landscaping for an amount not to exceed \$12,500. A roll call vote was taken.

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

The motion carried.

Split Rail Fence

Three bids were received. The low bid was \$4,400 from Upright Fence Company. It was moved by Martha Kern-Boprie and supported by Marion Morris to award the bid for split rail fence construction for an amount not to exceed \$4,400. A roll call vote was taken.

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

The motion carried.

Park Sign

Bids were only sought from Fast Signs to ensure conformity with other park signage and savings on re-creation of artwork. The bid was \$720. It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to award the bid for Park Sign to Fast Signs for an amount not to exceed \$720. The motion carried. Park commissioners commented that two signs were preferred, one on Harris Road and one on MacArthur Boulevard. It was moved by Mirada Jenkins and supported by Martha Kern-Boprie to rescind the vote to award the bid to Fast Signs for \$720. The motion to rescind carried. It was moved by Mirada Jenkins and supported by Martha Kern-Boprie to award the bid to Fast Signs for two signs for an amount not to exceed \$1,440. The motion carried.

2-Bay Swing Set

Three bids were received. The low bid was \$6,856 from Playworld Midstates. It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to award the bid to Playworld Midstates for an amount not to exceed \$6,856. A roll call vote was taken.

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

Kern-Boprie Yes

The motion carried.

Juan Bradford noted that all three bids were for "above ground" installation. Installing this swing set 6 inches below grade would make it more stable. It will cost an additional \$2,000 to install it 6 inches below grade. It was moved by Sandi Lopez and supported by Terry Lee Lansing to install the two-bay swing set 6 inches below grade for an additional cost not to exceed \$2,000. A roll call vote was taken.

Lopez Yes

Sanii-Yahyai Yes

Lansing Yes

Jenkins Yes

Jefferson Yes

Morris Yes

Kern-Boprie Yes

The motion carried.

Park Amenities

Three bids were received for picnic tables and benches. The low bids of \$802 Picnic Table and \$322 Bench were from Kay Park Recreation. It was moved by Sandi Lopez and supported by Martha Kern-Boprie to purchase two picnic tables, two benches and anchors from Kay Park Recreation, including freight for a total not to exceed \$2,800. A roll call vote was taken.

Morris Yes

Jefferson Yes

Lansing Yes

Lopez Yes

Jenkins Yes

Sanii-Yahyai Yes

Kern-Boprie Yes

The motion carried.

B. 2016 Proposed Park Projects

Community Park

Crack sealing two tennis courts, without striping or recoating

Six bids were requested. Two bids arrived. The low bid was \$2,000 from S & J Asphalt Paving. It was moved by Martha Kern-Boprie and supported by Sandi Lopez to award the bid to S & J Asphalt Paving for an amount not to exceed \$2,000. A roll call vote was taken.

Morris Yes

Lopez Yes

Lansing Yes

Jefferson Yes

Jenkins Yes

Sanii-Yahyai Yes

Kern-Boprie Yes

The motion carried.

Harvest Moon Park

Remove and Replace 480' Fence

Bids were requested for galvanized and color fencing, in both 4 foot and 6 foot heights. Three bids were received. Only Upright Fence Company supplied bids for both heights and in galvanized and color fencing. It was moved by Sandi Lopez and supported by Mirada Jenkins to award the bid to Upright Fence Company for 480 feet of green 4 foot tall fencing for an amount not to exceed \$7,500. A roll call vote was taken.

Morris Yes

Lansing Yes
Sanii-Yahyai Yes
Jenkins Yes
Jefferson Yes
Kern-Boprie Yes
Lopez Yes
The motion carried.

Removal of brush and debris along fence line for fence installation

Only one bid was received, from All Arbor Fence Company for \$1,800. Park Commissioners asked Juan Bradford to seek a bid from McLennan Landscaping. He agreed to do so. The consensus of commissioners was to defer action on this item to the June Park Commission meeting.

Schroeter Park

Remove and Replace 300 foot wire fence

Three bids were received. The low bid was \$1,200 from Upright Fence Company. It was moved by Martha Kern-Boprie and supported by Sandi Lopez to award the bid for removal and replacement of a 300 foot wire fence to Upright Fence Company for an amount not to exceed \$1,200. A roll call vote was taken.

Lansing Yes
Sanii-Yahyai Yes
Jenkins Yes
Morris Yes
Lopez Yes
Jefferson Yes
Kern-Boprie Yes
The motion carried.

Removal of brush and debris along fence line

Two bids were received. The low bid was \$1,050 from McLennan Landscaping. It was moved by Martha Kern-Boprie and supported by Sandi Lopez to award the bid for removing brush and debris along the fence line to McLennan Landscaping for an amount not to exceed \$1,050. A roll call vote was taken.

Morris Yes
Lansing Yes
Sanii-Yahyai Yes
Jefferson Yes
Lopez Yes
Jenkins Yes
Kern-Boprie Yes
The motion carried.

New Park Sign on Berry Road

Bids were only sought from Fast Signs to ensure conformity with other park signage and savings on re-creation of artwork. The bid was \$720. It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to award the bid for Park Sign to Fast Signs for an amount not to exceed \$720. The motion carried.

North Prospect Park

Construction of a six space parking area. Orchard, Hiltz & McCliment, Inc submitted an estimate of \$36,460 for this project. No action was taken.

C. Commissioner Events Sign-up

Superior Day on 6/11/16: Mirada Jenkins, Martha Kern-Boprie, Paula Jefferson, Nahid Sanii-Yahyai, Sandi Lopez, Marion Morris

Dixboro Farmers Market

June 24: Terry Lee Lansing, possibly Nahid Sanii-Yahyai

July 29: Martha Kern-Boprie

August 26: Possibly Nahid Sanii-Yahyai

Kites & Rockets Day on 7/16/16: Martha Kern-Boprie, Nahid Sanii-Yahyai, Terry Lee Lansing, possibly Sandi Lopez

Dixboro Fair on 8/06/16: Sandi Lopez, Terry Lee Lansing, Nahid Sanii-Yahyai

Kickball on 9/10/16: Paula Jefferson, Mirada Jenkins, Martha Kern-Boprie

D. Jan Berry Memorial Placque

Extensive discussion took place about text to enter on placques that will be installed on park benches in memory of Jan Berry. Mirada Jenkins suggested deferring this decision to the June Park Commission meeting. The consensus of the commission was to defer to June 27, 2016.

E. Park Commissioner Badges

Marion Morris will bring a sample badge to the June Park Commission meeting for commissioners to consider.

XI. Bills for Payment

It was moved by Terry Lee Lansing and supported by Mirada Jenkins to approve payment of the bills totaling \$21,012.78. The motion carried.

XII. Financial Statements

A. April 2016 P & L

B. 2015 Park & Recreation Audit Information

It was moved by Terry Lee Lansing and supported by Nahid Sanii-Yahyai to receive the 4/30/16 financial statements and the 2015 Park & Recreation Fund audit information. The motion carried.

XIII. Pleas and Petitions

Nahid Sanii-Yahyai informed commissioners that the University of Michigan has summer projects for adolescents. These projects are:

1) Is your child at risk of Type 2 Diabetes study

2) Stress Reactivity research study

Benefits to project participants include health education, financial incentives and free physical health assessments for youth participants. Nahid asked for a table at recreation events to allow study staff to recruit participants. Park commissioners encouraged Nahid to proceed.

XIV. Adjournment

It was moved by Mirada Jenkins and supported by Sandi Lopez to adjourn at 8:27 p.m. The motion carried.

Submitted by,

Martha Kern-Boprie, Park Commissioner and Secretary