

Superior Charter Township Park Commission
Regular Meeting
July 25, 2016

Adopted Minutes

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

Park Commissioners absent: none

Others present: Juan Bradford, Parks Administrator; Patrick Pigott, Recreation Coordinator; Trustee Alex Williams
- 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 Terry Lee Lansing to approve the agenda with the addition of the following items:
New Business
 C. Website Changes
 D. Fireman’s Park Development Overage
 E. Schroeter Park Fence Estimates
The motion carried.
- V. Prior Meeting Minutes Approval
A. June 27, 2016
It was moved by Terry Lee Lansing and supported by Nahid Sanii-Yahyai to approve the minutes of 6/27/16 with the following corrections: In Prior Meeting Minutes Approval of May 23, 2016 remove the word “by” in the final sentence and replace it with the word “until” so that the final sentence reads “...mow the entry to the first bridge of the Jack Smiley Nature Preserve until July 9.” In Reports D. Board Meeting Attendee, add the following words to the final sentence “of attending Township Board meetings” so that the sentence reads “Chair Marion Morris emphasized that commissioners find a substitute or contact the chair if one cannot meet their obligation of attending Township Board meetings.” The motion carried.
- VI. Citizen Participation
There was none.
- VII. Reports
A. Chairperson
Chair Marion Morris toured township parks with Commissioners Jefferson and Sanii-Yahyai. The condition of each park was reviewed with respect to the 2011-2015 Five Year Plan. Chair Morris encouraged all park commissioners to visit each park, and review the condition of each carefully. On Wednesday, July 27 Chair Morris will meet with Jean Winborn of the Ypsilanti District Library board to discuss potential grant applications. Supervisor Ken Schwartz complimented the new fence installed in Fireman’s Park.

Approved on 8/22/2016 by the Superior Charter Township Park Commission.

B. Administrator's Report

Administrator Juan Bradford submitted a written report.

C. Board Liaison

Trustee Alex Williams reported the 7/18/16 Township Board meeting was very long. Extensive discussion took place on the Redwood Development issue. Board action is expected at the August Township Board meeting. Township engineering consultant Orchard, Hiltz & McCliment (OHM) gave a presentation on the SAW grant analysis of sewer line infrastructure. Photography has been taken of all sewer lines in the township, which total over 20 miles of line. More analysis of the data will be conducted by OHM in preparation for a capital plan. The Township Board of Review met last Tuesday. The library at Fire Station 2 will be reconfigured. A purchase agreement for sale of Danbury Park Manor apartments is underway. Tanglewood subdivision in the Dixboro area is moving ahead with an agreement to pay the county Road Commission for road repair in the subdivision. Ordinance 191 Fire Code was updated. A Request for Proposals (RFP) was issued to re-design and host the township website. Nineteen bids came in. The bid will be awarded on August 15. Clerk David Phillips and Trustee Alex Williams are reviewing the bids. Design work on the website will probably take 16 to 24 weeks, or 4 to 6 months. A peddler's license was approved for a vendor of packaged food products operating out of a van. A permit was approved for the Dixboro Fair. Approved payment of the Huron River Watershed Council dues.

D. Board Meeting Attendee

Sandi Lopez attended the 7/18/16 Township Board meeting and said the report by Alex was thorough.

E. Park Steward

No report.

F. Safety

No accidents or injuries in the past month.

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

VIII. Communications

A. Educational Info: National Recreation & Parks Association Field Report at a Glance

B. Ballin' on the Boulevard/Nice Cream Social Flyer

C. Harvest Moon Fence Agreement

It was moved by Martha Kern-Boprie and supported by Mirada Jenkins to receive the Communications. The motion carried.

IX. Old Business

A. BHC Programs Update

Come Out and Play (COAP) has 6 children participate most days. Walk With Ease (WWE) has 1 or 2 walkers participate most days. Mirada Jenkins commented that she participates in this program and suggests the staff person prepare more in advance of delivering the day's program.

B. BHC Fireman's Park Improvements and Budget Update

Cost of the various improvements to Fireman's Park total \$25,865.00 and the BHC grant will cover a maximum of \$24,000.00. This leaves \$1,865.00 to come from Park Funds.

It was moved by Martha Kern-Boprie and supported by Marion Morris approve charging the \$1,865.00 in Fireman's Park Improvement expense to the Park Development Projects budget. The motion carried.

Approved on 8/22/2016 by the Superior Charter Township Park Commission.

- C. Preservation Celebration Wrap-up
The Preservation Celebration on July 9 included a book give-a-way, which Paula Jefferson staffed. The book give-a-way was a success, and \$84 was donated to the Park Fund. All activities at the Preservation Celebration were well attended. Total attendance was estimated at 100 to 150 people. Surplus food at the end of the event was donated to the Park Department, in return for two more mowings of the Jack Smiley Preserve.
- D. Kite and Rocket Day Wrap-up
This was a successful event. 100 kites were distributed to children.
- X. New Business
 - A. McLennan Landscape: Estimate for Tree/Brush clearing in Harvest Moon Park
McLennan Landscape submitted an estimate of \$2,675.00 to remove 5 feet of vegetation on either side of the property line and haul away debris. It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to award the bid to McLennan Landscape for vegetation and debris removal in Harvest Moon Park for an amount not to exceed \$2,675.00. The motion carried.
 - B. McLennan Landscape: Estimate for Ground Restoration at Fireman's Park
McLennan Landscape submitted an estimate of \$4,485.00 for ground restoration of Fireman's Park, including topsoil and grading. It was moved by Sandi Lopez and supported by Martha Kern-Boprie to award the bid to McLennan Landscape for ground restoration in Fireman's Park for an amount not to exceed \$4,485.00. The motion carried.
 - C. Schroeter Park Fence Estimates
Upright Fence submitted an estimate to supply and install 295 feet plus 25 feet of 4 foot wire form fencing in Schroeter Park and remove the old fencing for \$1,800.00. It was moved by Sandi Lopez and supported by Terry Lee Lansing to award the bid to Upright Fence to install fencing in Schroeter Park along Berry Road for an amount not to exceed \$1,800.00. The motion carried.
 - D. Website Changes
Sandi Lopez asked for Park Commissioner's input on the Park Department/Commission portion of the township website, as the township is preparing to redesign its website. Suggestions during discussion included: inter-active elements, links to recreation programs, a Mission Statement for Parks. Alex Williams commented that he seeks inter-active elements for much of the township's infrastructure, features and services. Alex suggested park commissioners send suggestions to Clerk David Phillips and to Alex via email:
davidphillips@superior-twp.org
flex.williams@gmail.com
It will be most effective if suggestions are sent before August 15, 2016.
 - E. Fireman's Park Development Overage
This issue was covered in Old Business Item B.
- XI. Bills for Payment
It was moved by Marion Morris and supported by Terry Lee Lansing to approve payment of the bills totaling \$61,333.46. The motion carried.
- XII. Financial Statements
 - A. 6/30/16 Profit & Loss Statement
It was moved by Sandi Lopez and supported by Terry Lee Lansing to receive the 6/30/16 financial statement. The motion carried.

Approved on 8/22/2016 by the Superior Charter Township Park Commission.

XIII. Pleas and Petitions

Nahid Sani-Yahyai was approached by a township resident who is a cancer survivor about the possibility of holding a fundraising event in one of our parks, probably for cancer research. Nahid directed this person to Juan Bradford, who provided his contact information to the individual. Commissioners asked if we have adopted policy about charging fees for use of township parks. Juan will research documents for any such policy. Alex Williams commented that township ordinance #23 covers outdoor assemblies.

Juan also commented that regarding the immediate request, he left responsibility for the next step with the individual. That person is to contact Juan if they wish to pursue this further.

Marion Morris presented a report on Phragmites, which is an invasive plant.

Mirada Jenkins commented that all commissioner contact should go through the Chair, rather than to another commissioner.

XIV. Adjournment

It was moved by Martha Kern-Boprie and supported by Nahid Sani-Yahyai to adjourn at 7:45 pm. The motion carried.

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