

Superior Charter Township Park Commission  
Regular Meeting  
August 22, 2016

Adopted Minutes

- I. Call to Order  
Chair Marion Morris called the meeting to order at 6:35 pm.
- II. Roll Call  
Park Commissioners present: Marion Morris, Mirada Jenkins, Sandi Lopez, Paula Jefferson, Nahid Sanii-Yahyai, Martha Kern-Boprie  
  
Park Commissioners absent: Terry Lee Lansing – excused  
  
Others Present: Trustee Alex Williams, Juan Bradford, Park Administrator; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator
- III. Flag Salute  
Chair Marion Morris lead 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. July 25, 2016 regular meeting  
It was moved by Sandi Lopez and supported by Mirada Jenkins to approve the minutes of 7/25/16 as drafted. The motion carried.
  - B. August 4, 2016 special meeting  
It was moved by Sandi Lopez and supported by Mirada Jenkins to approve the minutes of 8/04/16 with spelling correction to the motion to award the bid for Additional Split-Rail Fencing for Fireman’s Park. The motion carried.
- VI. Citizen Participation  
There was no citizen participation.
- VII. Reports
  - A. Chairperson  
Chair Marion Morris reported she met with Juan Bradford about park improvement projects. Sandi Lopez submitted suggested changes to the Five Year Plan. In Schroeter Park a fence was taken down and then replaced. The new fencing in Schroeter Park looks good. The sign was installed today.
  - B. Administrator  
Juan Bradford submitted a written report. This report included information that DTE Energy will install an LED street light in the parking area of Harvest Moon Park. Trustee Alex Williams asked if this new light would be paid for by the Park Fund or by the Special Assessment District. The installation expense will be paid by the Park Fund. Juan will check on the operating expense.
  - C. Board Liaison

Trustee Alex Williams reported on the 8/15/16 Township Board Meeting. It was a long meeting. JCM Media was awarded the bid for website work. Standards for website access and amendments will be developed later. Contact Clerk David Phillips about any photographs you would like displayed on the website. Map pages for Parks will be added. A grant was received for a new Fire Department ladder truck. The truck will cost approximately \$925,000 and the grant will cover 90% of this cost. Christian Love Fellowship church on Stamford will host two events in September. On 9/10/16 from 10:00 am – 12:15 pm the church will host a parade along Stamford from Norfolk to Panama. On 9/18/16 the church will host an outdoor worship service followed by a picnic. Everyone is welcome to attend. Keith Lockie was hired as a part-time controller for Superior Township. The Sutton-Redwood zoning amendment passed on a unanimous vote. The township board agreed to pay for replacing four windows in township hall, and will examine the condition of other windows in this building. The board approved payment of SEMCOG and WATS membership dues.

D. Board Meeting Attendee

Nahid Sani-Yahyai attended the township board meeting. She concurred with Alex Williams summary of the meeting. She also complimented the Township Board on their civil response to angry citizen input during the Sutton-Redwood vote.

E. Park Steward

No report. John Copley may step down from this role in the near future.

F. Safety

David Buterbaugh reported there were no accidents or injuries in the past month.

It was moved by Mirada Jenkins and supported by Sandi Lopez to receive the reports. The motion carried.

VIII. Communications

- A. Educational Info: NRPA Child Nutrition Reauthorization Fact Sheet
- B. Building Healthy Communities August 2016 Report
- C. Letter of Support for mParks' Healthy Aging grant application

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

IX. Old Business

A. Building Healthy Communities Spending Update

This was a report only. No action taken.

B. Park Development/Improvement Budget Spending Update

The 2016 budget for Park Development/Improvement is \$40,500. Spending on this totals \$22,791.71 leaving a balance of \$17,708.29 available. Chair Marion Morris suggested replacing Norfolk Park playground equipment this year, using some of this balance. Juan will seek price quotes. He estimated the equipment will cost around \$8,000.

X. New Business

A. Bid Review and Approval: Park Signage

It was moved by Martha Kern-Boprie and supported by Mirada Jenkins to approve purchase of four signs from FastSigns for a total cost of \$2,820.00. The signs will be installed in Harvest Moon Park, Oakbrook Park, Community Park and Norfolk Park. The motion carried.

B. Bid Review and Approval: Tree Planting at Fireman's Park

It was moved by Sandi Lopez and supported by Martha Kern-Boprie to purchase from Latvala Brothers Inc (LBI) two 18 – 20 foot Blue Spruce and one 15 – 20 foot Crimson Maple trees with tree spading, removal, transportation and transplanting per LBI invoice dated 8/16/16 for an amount not to exceed \$1,950.00 contingent upon written guarantee of replacement of any trees that die prematurely; and with approval of Margolis Nursery's bid of \$1,955.00 as a back-up in the event the contingencies are not met by LBI. The motion carried.

C. Special Events Fall/Winter Sign-up Calendar

9/10/16 Kickball in Oakbrook Park

Commissioners Paula Jefferson, Nahid Sanii-Yahyai, Martha Kern-Boprie

10/15/16 Pumpkin Carving/Arts & Crafts in Norfolk Park

Commissioners Mirada Jenkins, Martha Kern-Boprie, Nahid Sanii-Yahyai

12/03/16 Christmas Tree Lighting at Township Hall

Commissioners Martha Kern-Boprie, Sandi Lopez, Marion Morris, Nahid Sanii-Yahyai, Paula Jefferson

XI. Bills for Payment

It was moved by Mirada Jenkins and supported by Sandi Lopez to approve payment of the bills totaling \$35,020.20. The motion carried.

XII. Financial Statements

It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to receive the July 2016 financial statements. The motion carried.

XIII. Pleas and Petitions

Nahid Sanii-Yahyai drafted a mission statement for the Parks Commission. Marion Morris commented that the Park Commission has one on record, but it has not been reviewed in several years. Nahid read her draft to the Park Commission. She will also review the current mission statement. Commissioners responded favorably to Nahid's draft mission statement.

Mirada Jenkins has donated books to add to the Park Commission's collection.

XIV. Adjournment

It was moved by Mirada Jenkins and supported by Nahid Sanii-Yahyai to adjourn the meeting at 7:32 pm. The motion carried.

Submitted by,  
Martha Kern-Boprie  
Park Commissioner and Secretary