

Superior Charter Township Park Commission
Regular Meeting
January 23, 2017

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: Marion Morris, Sandi Lopez, Nahid Sanii-Yahyai, Paula Jefferson, Bernedia Word, Terry Lee Lansing, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Juan Bradford, Park Administrator; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator; Tom Brennan
- 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, with removal of
New Business B. Don Waligore Reclassified as Permanent Part-Time
New Business C. David Buterbaugh off 1/30 – 3/31 / Patrick Pigott Acting Supervisor
The motion carried.
- V. Prior Meeting Minutes Approval
 - A. December 19, 2016
It was moved by Sandi Lopez and supported by Terry Lee Lansing to approve the minutes of 12/19/16 with the following corrections:
Prior Meeting Minutes Approval A. November 28, 2016 In the first sentence change "...and supported by Terry Lee Lansing to approve..." to "...and supported by Nahid Sanii-Yahyai to approve..." and later in the same sentence change "...to Superior Township Land Preservation Society..." to "... Superior Land Preservation Society...".
Reports C. Board Liaison In the first sentence change "...special township board meeting on 11/28/16..." to "...special township board meeting on 11/29/16...".
The motion carried.
- VI. Citizen Participation
Tom Brennan said hello to Park Commissioners.
- VII. Reports
 - A. Chairperson
Chair Marion Morris reported that the Township Board approved the Parks, Recreation and Open Space Five Year Plan on 12/19/16.
 - B. Administrator
Juan Bradford submitted a written report. He met with County Park staff to plan a collaborative Come Out and Play (COAP) recreation program for Superior Township children in summer 2017. Dan Waligore is now a permanent part-time employee. David Buterbaugh will be off work for a

medical leave during February and March. Patrick Pigott will serve as interim Maintenance Supervisor while David is off work. Carmen Walker is leaving her job in the Utility Department.

- C. Board Attendee – none
- D. Board Meeting Attendees
 - 12/19/16: Terry Lee Lansing attended this meeting. The new township website should be up and functioning within three months. The township board is seeking bids for tree removal from Free Church Cemetery.
 - 1/17/17: Martha Kern-Boprie attended this meeting and submitted a written report.
- E. Park Steward
 - Warm weather has contributed to increased park use, especially in Cherry Hill Nature Preserve (CHNP). There are several fallen tree limbs to remove from township parks.
- F. Safety
 - Juan Bradford fell on ice and injured himself.

VIII. Communications

- A. Educational Information: Conservation Task Force Recommendations
 - It was moved by Nahid Sanii-Yahyai and supported by Paula Jefferson to receive the Communications. The motion carried.

IX. Old Business – none

X. New Business

- A. 2017 Special Event Dates
 - A proposed 2017 Special Event Schedule was reviewed with Park Commissioners. The proposal is not final, but contains the following:

<u>Event</u>	<u>Location</u>	<u>Date/Time</u>	<u>Rain Date</u>
Easter Egg Hunt	Fireman’s Park	4/08/17 11:00 am	4/15/17
Superior Day	Oakbrook Park	6/10/17 11:00 am	6/17/17
Kite & Rocket Day	Fireman’s Park	7/15/17 11:00 am	7/22/17
Dixboro Fair	The Green @ Dixboro	8/05/17 10:00 am	N/A
Kickball	Oakbrook Park	9/09/17 11:00 am	9/16/17
Pumpkin Carving	Norfolk Park	10/21/17 11:00 am	10/28/17
Christmas Tree Lighting	Old Township Hall	12/02/17 6:00 pm	N/A
Dixboro Farmers Market	The Green @ Dixboro	6/30/17 3:00 pm 7/28/17 3:00 pm 8/25/17 3:00 pm 9/29/17 3:00 pm 10/27/17 3:00 pm	Trunk or Treat

Commissioners discussed these proposed events. Marion Morris noted a goal of holding one more event, probably in August. She also commented that there is interest in holding single day events focused on nature and science education, and crafts. Commissioners added they would like to see topics include recycling based crafts, woodworking, and astronomy (star finding) education. Some of these events could be targeted to older children and to adults.

- B. Rental Agreement with Superior Land Preservation Society for use of Old Township Hall

The Superior Land Preservation Society completed paperwork to use the Old Township Hall for meetings. There is no rental charge, but the Superior Land Preservation Society traditionally gives a contribution to the Park Fund.

XI. Bills for Payment

It was moved by Martha Kern-Boprie and supported by Marion Morris to approve payment of the bills totaling \$10,593.14. Questions were asked about the purpose of the Certified Professional Manual and the Playground Certification Course. Juan Bradford explained that the manual and course will facilitate certification of park staff as Playground Equipment Inspectors. The motion carried.

XII. Financial Statements

A. Pre-Audit December 2016

It was moved by Martha Kern-Boprie and supported by Terry Lee Lansing to receive the pre-audit December 2016 financial statements. Questions were asked about the Net Income deficit of (\$34,414.03), as Keith Lockie stated at the December 2016 Park Commission meeting that a budget amendment was approved to bring budget into line with actual data and return \$21,309 to the Park Fund Balance. Juan Bradford responded that these reports are pre-audit, and there is outstanding revenue still due. Commissioners were informed that Keith Lockie is moving away from the area, and the township board plans to continue employing him to work remotely as controller. Discussion ensued about how much the Park Commission wishes to use his services once he moves away. Juan Bradford noted that the official township financial reporting is performed with BSA software, and the reports the Park Commission sees are prepared by Keith Lockie in QuickBooks. Juan offered to bring in an example of BSA financial reports. Commissioners asked him to do this. Some commissioners expressed confidence in continuing to use Keith Lockie for Park Fund financial reporting, and others indicated interest in securing the services of a local individual. The motion carried.

B. Christmas Tree Lighting expense report

It was moved by Martha Kern-Boprie and supported by Terry Lee Lansing to receive the Christmas Tree Lighting expense report. The motion carried. Sandi Lopez noted she liked the format of this report, and would like to see a similar report for all 2016 special events on a single page.

XIII. Pleas and Petitions – none

XIV. Adjournment

It was moved by Nahid Sanii-Yahyai and supported by Terry Lee Lansing to adjourn at 7:27 pm. The motion carried.

Submitted by,
Martha Kern-Boprie
Park Commissioner and Secretary