

SUPERIOR TOWNSHIP PARK COMMISSION
Regular Meeting
April 22, 2013

Adopted Minutes

- I. Call to Order
The meeting was called to order by Chair Jan Berry at 7:30 pm.
- II. Roll Call
Park Commissioners present: Jan Berry, Uva Wilbanks, Marion Morris, Terry Lee Lansing, Mirada Jenkins, Sandi Lopez, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Alex Williams, Township Trustee; Keith Lockie, Parks Administrator; Patrick Pigott, Recreation Staff; John Copley, CHNP Steward; Tom Freeman, NAPP Chair
- III. Flag Salute
Chair Jan Berry led those assembled in the Pledge of Allegiance to the flag.
- IV. Agenda Approval
It was moved by Uva Wilbanks and supported by Mirada Jenkins to approve the Agenda. The motion carried.
- V. Prior Meeting Minutes Approval
 - A. March 25, 2013
Both Chair Jan Berry and Trustee Alex Williams commented that the text in item VII Board Liaison Report should be amended. The third sentence from the end should read "Township Board members agreed with Park Commission Chair Jan Berry's suggestion that the Park Commission also increase Keith's salary for the Park Department portion of his job" instead of the present text. It was moved by Uva Wilbanks and supported by Marion Morris to approve the minutes of 3/25/13 with this amendment.

During discussion on the motion, several commissioners noted that in New Business, Item C. Employee Change, the Park Commission voted to go into closed session, but the proposed minutes contain the discussion and action taken during the closed session. The minutes are a public document. Keith Lockie agreed to discuss this issue with Township Clerk David Phillips.

The motion to approve the minutes of 3/25/13 with the noted amendment carried.
- VI. Citizen Participation – none
- VII. Board Liaison Report
Trustee Alex Williams reported that the 4/15/13 Township Board meeting was long. The meeting focused on the Washtenaw County Road Commission presentation, and citizen response to that presentation. The Green Fair is scheduled for June 15. Rock Properties still seeks to build. The audit of 2012 financial statements was good and clean. The audit will be formally presented at the May 20 township board meeting. Permits for the Dixboro Fair on August 3 and the weekly Dixboro Farmers Markets on Fridays have been approved. At this point, the Township Board is holding off on the 2013 Road Program funding decision.

VIII. Parks Reports

A. Chair Report

Chair Jan Berry reported that the Easter Egg hunt on March 30 was a success. There were enough eggs to hold two "hunt sessions". Many children attended. Carla Bisaro of Citizens to Promote Superior Township declined to coordinate the Green Fair this year. This group preferred to support the flower planting day in Oakbrook and Norfolk parks again this year.

B. Administrator's Report

Keith Lockie submitted a written report. The Flower Planting day in Oakbrook and Norfolk Parks is scheduled for May 11. The Green Fair takes place June 15, which necessitated moving the Kite & Rocket event to June 22. KeyBank has decided to remove the ATM machine from the Clark & Prospect location. This will eliminate our monthly rent income of \$291.41. Treasurer Brenda McKinney is seeking another bank to lease the ATM location. Spring cleanup at all of the parks is complete. Body repair work on the Ford van was completed by Ray Franquist. Keith reminded Park Commissioners that the May meeting is scheduled for May 20 (3rd Monday) at 6:30 pm.

C. Board Meeting Attendees

Sandi Lopez attended the 4/15/13 township board meeting.

D. Park Steward

No report.

E. Safety Report

Patrick Pigott reported there have been no accidents or injuries.

It was moved by Uva Wilbanks and supported by Mirada Jenkins to receive the Parks Reports. The motion carried.

IX. Communications

A. Email from Carla Bisaro Regarding the May 11 Flower Planting Event

B. 2013 Recreation Events Flyer

C. Cherry Hill Nature Preserve (CHNP) Burn Permit

D. Letter from KeyBank regarding ATM

It was moved by Uva Wilbanks and supported by Terry Lee Lansing to receive the communications. The motion carried.

X. Old Business

A. Purchase of property adjoining Shroeter Park

Tom Freeman, chair of the Natural Areas Preservation Program (NAPP) committee addressed the Park Commission about the recent purchase by NAPP of 66 acres immediately south and east of Shroeter Park. Access to this property through Shroeter Park is anticipated. A plan is not in place yet for the recent acquisition. Tom said the NAPP committee will bring a proposal to the township park commission and township board. The NAPP committee wishes to collaborate with the township on this plan. Tom also provided park commissioners with maps of present NAPP preserves throughout the county. Chair Jan Berry commented that the Superior Township committee recommended naming this park after Ellen Weatherbee. Tom Freeman encouraged that recommendation to be made in a letter to NAPP. Chair Berry said she would write a letter to that effect.

B. CHNP Boardwalk

John Copley, CHNP Steward addressed the Park Commission about boardwalks in the CHNP. John recently conferred with Greg Secord about the boardwalks, and they have some new ideas. Greg is willing to supervise much of the boardwalk construction. Tom Freeman commented that

NAPP and the County Park & Recreation Department have a method of constructing boardwalks in wet areas that do not require sinking posts. Tom will send materials about this to Chair Jan Berry. He also suggested conferring with Peter Sandretto, who has helpful experience with boardwalk design and installation.

C. 2013 Events Calendar

Park Commissioners concurred on the following schedule of recreation events in 2013.

5/11/13 Planting in the Park – Oakbrook & Norfolk Parks

6/15/13 Green Fair – Firemans Park

6/22/13 Kite & Rocket Day – Firemans Park

7/30/13 Kickball – Oakbrook Park

8/03/13 Dixboro Fair – Dixboro Green

10/19/13 Pumpkin Carving/Arts & Crafts – Norfolk Park

Marion Morris offered to assist with the “Planting in the Park” event on 5/11/13. Commissioner volunteers for the Green Fair and Kite & Rocket Day will be identified at the 5/20/13 commission meeting.

XI. New Business – none

XII. Bills for Payment

It was moved by Uva Wilbanks and supported by Marion Morris to approve payment of the bills totaling \$5,571.59. The motion carried.

XIII. Financial Statements

A. 3/31/13

It was moved by Sandi Lopez and supported by Terry Lee Lansing to receive the 3/31/13 Financial Statements. The motion carried.

B. Post-Audit 12/31/12

Commissioners discussed the post-audit financial statements. No action required or taken.

XIV. Pleas and Petitions – none

XV. Adjournment

It was moved by Uva Wilbanks and supported by Mirada Jenkins to adjourn at 8:30 pm. The motion carried.

Submitted by,
Martha Kern-Boprie
Park Commissioner and Secretary