

**SUPERIOR CHARTER TOWNSHIP
PARKS & RECREATION COMMISSION MEETING**

**The Superior Township Parks & Recreation Commission
Regular**

OCTOBER 2018 meeting

will be held

MONDAY, OCTOBER 22, 2018 @ 6:30 p.m.

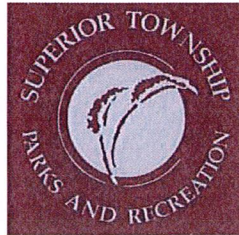
at

OLD TOWNSHIP HALL



(Corner of Cherry Hill & Prospect)

**For additional info call: (734) 480-5502
or email: superiorparks@superior-twp.org**



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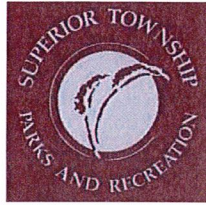
will be held

MONDAY, OCTOBER 22, 2018 @ 6:30 p.m.

at

OLD TOWNSHIP HALL

Dave Buterbaugh	Marion Morris
Paula Jefferson	Nahid Sanii-Yahyai
Martha Kern-Boprie	Patrick Pigott
Terry Lee Lansing	Alex Williams
Sandi Lopez	Bernedia Word



**PARKS & RECREATION COMMISSION REGULAR MEETING
OLD TOWNSHIP HALL
OCTOBER 22, 2018 @ 6:30 P.M.
AGENDA**

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) AGENDA APPROVAL**
- 5) PRIOR MEETING MINUTES APPROVAL**
 - A) September 24, 2018
- 6) CITIZEN PARTICIPATION**
- 7) REPORTS**
 - A) Chairperson
 - B) Administrator
 - C) Board Liaison
 - D) Board Meeting Attendee
 - E) Park Steward
 - F) Safety
- 8) COMMUNICATIONS**
 - A) Educational Info: Honesty in the Workplace
 - B) Grand Opening Invite from Superior Farm & Garden
 - C) Washtenaw County Sheriff's Office Thank You Letter
 - D) Library Millage Information
- 9) OLD BUSINESS**
 - A) Cherry Hill Nature Preserve Boardwalk Construction Phase #5 (of #6)
 - B) Cherry Hill Nature Preserve Brush Clearing
 - C) Schroeter Park Trail Extension/Brush Clearing
 - D) 2019 Adopted Budget
- 10) NEW BUSINESS**
 - A) Parks & Recreation 2018 Accomplishments
- 11) BILLS FOR PAYMENT**
 - A) September 25, 2018 – October 22, 2018
- 12) FINANCIAL STATEMENTS**
 - A) September 2018 Revenue & Expenditure Report
- 13) PLEAS AND PETITIONS**
- 14) ADJOURNMENT**

Next Meeting Date: Monday, November 26, 2018 @ 6:30pm

5A

Superior Charter Township Park Commission
Regular Meeting
September 24, 2018

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

Park Commissioners absent: none

Others present: Trustee Alex Williams; Juan Bradford, Park Administrator; David Buterbaugh, Maintenance Supervisor; Patrick Pigott, Recreation Coordinator; Ellen Kurath

- III. Flag Salute
Chair Morris led those assembled in the Pledge of Allegiance to the Flag.

- IV. Agenda Approval
It was moved by Nahid Sanii-Yahyai and supported by Sandi Lopez to approve the agenda as drafted. The motion carried.

- V. Prior Meeting Minutes Approval
 - A. August 27, 2018
It was moved by Nahid Sanii-Yahyai and supported by Terry Lee Lansing to approve the minutes of 8/27/2018 with corrections to Reports C. Board Liaison. The third sentence presently begins "Plans for this part are up on...". The word "part" was corrected to "park" so the third sentence now begins "Plans for this park are up on..." Later in this report, the sentence that presently contains "A new copier was acquired for the township offices" was corrected to contain "Two new copiers were acquired for the township offices." The motion carried.

- VI. Citizen Participation
Ellen Kurath spoke to the Park Commission about the presence of weeds in Cherry Hill Nature Preserve (CHNP), and her suggestions for control of these weeds. Bittersweet is present and seeding now. It is turning yellow, which makes it easier to see. She finds the controlled burns are helpful at controlling weeds, and the least dangerous method. Burns also allow people to see the plants underneath. Ellen recommends conducting another controlled burn in CHNP during early 2019.

- VII. Reports
 - A. Chairperson
Chair Marion Morris responded that controlled burns are part of the 2019 park maintenance plans.

 - B. Administrator
Juan Bradford submitted a written report. This report included a suggestion received from a resident that the township establish a dog park. Juan clarified that a dog park means a park where dogs may run off leash. Presently dogs are permitted in township parks, provided they are leashed. Marion Morris commented that dog parks are expensive, due to fencing cost and other regulations. She did not think this was a high priority at this time.

C. Board Liaison

Trustee Alex Williams reported on the September 17 township board meeting. A settlement date of 9/26/18 has been set for the lawsuit from Susan Mumm, a former township employee suing for wrongful termination. Superior Farm Market on Prospect Road just north of Geddes Road, is now open for business. Several subdivisions in the township are expanding. Dixboro House, a new restaurant in the building previously occupied by the Lord Fox restaurant, has all permits. Road access issues still have to be resolved. Township officials met with Republic Waste Removal, to get trash and recycling pick-up complaints resolved. Please call township hall with any complaints about trash and recycling removal. Warren Road culvert work should be complete soon. Limestone should be placed on this road as well. Please contact township hall with any limestone placement concerns.

The contract for Washtenaw County Sheriff law enforcement services through 2022 has been completed. The Animal Control contract for service through 2019 has also been completed. The Township Board delegated to the Planning Commission responsibility for drafting the Marijuana ordinance. Election worker compensation was increased by \$2.00 per hour for each level of responsibility: poll worker, assistant precinct chair and precinct chair. Election workers are still needed. Please call the Township Clerk if you are interested in working.

Most of the Ypsilanti Community Utilities Authority (YCUA) rate increase was passed on to customers. Township wells were tested, and elevated levels of manganese, lead and arsenic were found. Residents with wells are encouraged to have their well tested. Contact the Washtenaw County Water Resources Commissioner's office for guidance on testing your well. SouthEast Michigan Council of Governments (SEMCOG) dues were paid. The 2019 Budget Hearing is scheduled for October 19. A trailer jet belonging to the utilities department was sold to a company named "Mr. Root Out".

D. Board Meeting Attendee

Bernedia Word attended the September 17 township board meeting. She stated that Trustee Williams gave a thorough report, and she had nothing to add.

E. Park Steward – no report

F. Safety

There were no accidents or injuries in the past month.

VIII. Communications

- A. Educational Information: Committing to an Invasive Species-Free Landscape
- B. Park Rental Form – Fireman's Park/YMCA
- C. Superior Scenes Fall 2018 Newsletter
- D. Thank You letter from Washtenaw County Parks and Recreation Commission
- E. Thank You letter from Food Gatherers
- F. Letter of Support for Purchase of 80 acre parcel at Ford Rd & Berry Rd

It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to receive the communications. Sandi Lopez commented that the website in the article on invasive species-free landscapes was very useful. The motion carried.

IX. Old Business

A. 2018 Tree Planting Bids

Bids were requested for twelve new trees, five in Oakbrook Park and seven in Fireman's Park. Four bids were submitted by the deadline. The low bid was \$5,325.00 from Lucas Landscape. Juan Bradford recommended this bid. It was moved by Martha Kern-Boprie and supported by Sandi Lopez to award the bid for twelve new trees to Lucas Landscape for an amount not to exceed \$5,325.00. The motion carried.

B. Community Park Play Structure Bids

Bids were requested for a new play structure in Community Park. Two bids were submitted:

<u>Vendor</u>	<u>Bid</u>
Snider Recreation	\$25,239.00
Playworld Midstates	\$28,000.00

Juan Bradford recommended the product presented by Playworld Midstates, even though it costs more. It is more spread out, likely to be more appealing to children, and contains built in drums and other music toys. The bid price of \$28,000 is still within our budget for this item. It was moved by Sandi Lopez and supported by Marion Morris to award the bid for Community Park Play Structure to Playworld Midstates for an amount not to exceed \$28,000. The motion carried.

C. Fireman's Park Slide Bid

Bids were requested for a new slide in Fireman's Park, to supplement existing play equipment.

Two vendors submitted bids:

<u>Vendor</u>	<u>Bid</u>
Playworld Midstates	\$10,210.00 slide only
Snider Recreation	\$10,978.00 slide only
Playworld Midstates	\$11,230.00 slide and fireman's pole

Commissioners and staff concurred that the Fireman's Pole was a desirable feature. It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to award the bid for Fireman's Park Slide with Fireman's Pole to Playworld Midstates for an amount not to exceed \$11,230. The motion carried.

Juan Bradford stated the new playground equipment should be installed by late November.

X. New Business

A. 2019 Proposed Budget

Chair Marion Morris and Administrator Juan Bradford reviewed the proposed 2019 Budget with Park Commissioners.

The Revenue side includes an increase in Township General Fund Contribution of \$51,529 to \$310,782, and increase in Labor Cost reimbursement of \$73 to \$1,000, and increase in interest earnings of \$5,330 to \$6,000 and an appropriation from reserves of \$30,000 for total Revenue of \$348,482.

The Expenditure side is composed of four Activities: Administration, Recreation, Park Maintenance and Park Development/Improvement.

Administration: There were two significant changes in expense in this activity. One is an increase in Administrator Salary (Account 702.000) from \$33,104 to \$42,118. Commissioners asked if this could be a share of the township controller's salary. The other change is the imposition of \$6,000 for Office Rent at the township Utility Department building. Martha Kern-Boprie noted that the Utility Fund is an "enterprise fund" and is solely supported by revenue from the customers of the Utility Department. It may be possible to locate services such as lawn mowing the Park Department staff provide to the Utility Department, and off-set the Office Rent expense with transferring some salary expense for such services to the Utility Department.

Recreation: The annual budget increased by \$1,000 to fund some additional events. Martha Kern-Boprie noted this is good, as the budget still allocates less than 5% of total budget to Recreation.

Maintenance: the biggest item is \$25,000 for Equipment over \$5,000. This is for a new mower.

Park Development/Improvement: \$30,000 is budgeted for: \$10,000 groom/clear space between Oakbrook and Norfolk Parks, \$15,000 final boardwalk installation in Cherry Hill Nature Preserve, \$5,000 tree planting. Extensive discussion took place about grooming/clearing of space between

Oakbrook and Norfolk Parks. Bernedia Word conveyed concerns from some nearby residents that removing trees could allow vehicles to drive through these parks. Park staff and commissioners stated that live trees would not be removed. Brushy undergrowth that make it difficult to see children playing in the parks will be removed. Vehicles will not be able to drive through these parks.

Budgeted expense in all three Activities totals \$348,482.

It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to recommend to the Township Board approval of the proposed Park Fund 2019 budget with Revenue estimated at \$348,482 and total expense budgeted at \$348,482 contingent upon obtaining a reasonable explanation of the budget for Account 702.000 Administrator Salary and Office Rent in Administration Department. The motion carried.

B. Fall/Winter Special Event Sign Up

Park Commissioners were asked to volunteer for Fall/Winter Recreation Events.

Pumpkin Carving - October 20 Norfolk Park

Paula Jefferson	Martha Kern-Boprie
Nahid Sanii-Yahyai	Sandi Lopez

Christmas Tree Lighting – December 1 Township Hall

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

Dixboro Farmers Market Trunk-or-Treat – October 26 Dixboro Green

Bernedia Word	Terry Lee Lansing
Nahid Sanii-Yahyai (possibly)	

XI. Bills for Payment

It was moved by Terry Lee Lansing and supported by Marion Morris to pay the bills totaling \$20,836.37. The motion carried.

XII. Financial Statements

A. August 2018 Revenue & Expenditure Report

B. Movies in the Park Expenditures

It was moved by Sandi Lopez and supported by Paula Jefferson to receive the Financial Reports. The motion carried.

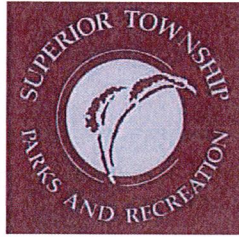
XIII. Pleas and Petitions

Nahid Sanii-Yahyai reported that she and Martha Kern-Boprie met a resident of Oakbrook Subdivision at the Kickball Event whose spouse is a caricature artist. This caricature artist may be interested in participating in a recreation event. Nahid will forward contact information for the artist to Juan Bradford.

XIV. Adjournment

It was moved by Nahid Sanii-Yahyai and supported by Terry Lee Lansing to adjourn at 8:30 pm. The motion carried.

Submitted by,
Martha Kern-Boprie
Park Commissioner and Secretary



T.B.

**ADMINISTRATOR REPORT
OCTOBER 22, 2018**

- Board of Trustees Meeting Attendee
Next Meeting: November 19, 2018 – Commissioner Lansing
- Dixboro Market Attendee
Next Market: October 26, 2018 Commissioners Lansing, Word, and possibly Sanii-Yahyai
- Thank you to all the commissioners, staff and volunteers that worked the Pumpkin Carving event.
- The slide for Fireman's Park, play structure for Community Park, and trees for Oakbrook & Fireman's Parks have all been ordered and are expected to be installed by mid-November.
- The new Ford 4WD F250 was delivered last week. After we secure a new plate and add our Parks & Recreation graphics we will put it into service.
- Bids for the Boardwalk Extension Phase #5 at CHNP, Brush Clearing at CHNP, and Trail Creation/Brush Clearing at Schroeter Park are included in the Old Business portion of the agenda. These will complete the approved Improvement/Development projects that you had approved for 2018 that require bidding
- Included in the Old Business section of the agenda is the APROVED 2019 Parks & Recreation Budget that was approved by the Township Board of Trustees at its October 15, 2018 meeting. It was not available from the Township Controller at the time that this packet was prepared so you will find it at your place on the evening of your meeting.
- I was recently contacted Teresa Gillotti, Interim Director from the Office of Community & Economic Development in Ypsilanti. I will be meeting with her as well as a few resident advocates from the Sycamore Meadows area to talk about possible health and wellness improvements for the kids in the area.

Respectfully submitted,

Juan Bradford



Honesty and Transparency in Parks and Recreation

By Dylan Bogard, M.S., and Michael J. Bradley, Ph.D.

An open and honest workplace is important to making employees feel they are part of a team and are important to the team's success. This builds trust and has the potential to increase productivity, since employees feel more connected and invested in their workplace.

Managers who are not honest with their employees are likely to face issues with disgruntled workers, gossiping in the workplace, low productivity and may lose the respect of their staff. To avoid these types of situations, managers should promote an honest environment by being more open about changes and challenges in the workplace, promoting admittance of mistakes, being tactful when critiquing employees, working to stop unethical behavior and rewarding honesty.

It's particularly important to be transparent or open with employees about what is happening within an organization, especially during budget shifts or in a poor economic climate.

It's particularly important to be transparent or open with employees about what is happening within an organization, especially during budget shifts or in a poor economic climate. When there is a lack of transparency, employees will speculate or develop the-

ories of their own, and this can reduce productivity. If employees are worried about change, including in their own jobs, they are not able to adequately perform. When employers are more open, employees will not have to worry about sudden changes and will be able to concentrate on their work.

When managers make a mistake, they should be willing to admit it and encourage their employees to do the same. Too often, managers and employees try to cover up mistakes or try to argue when told they are wrong (Huhman, 2013). By openly admitting a mistake, managers allow employees to be more open with them and to give feedback. This could also contribute to improvements in employee

satisfaction and productivity. Employees can quickly be corrected if they feel comfortable admitting their mistakes or even contribute effective solutions. This also allows everyone to quickly get back to work, saving the organization time and money.

Managers should be tactful when being honest with their employees. They should treat workers with respect, speaking calmly and using proper phrasing during conversations, and try to put themselves in their employees' shoes. Statements like, "you were totally wrong," or, "you missed the purpose entirely," should be avoided, as such statements make people tense or become combative. Instead, use statements that begin with, "in my experience..." or, "for me..." which foster better interaction and create an atmosphere where an honest conversation with the employee is possible.

Employees who exhibit dishonest and/or unethical behavior must be disciplined or removed from the workplace. Negative behavior can encourage office gossip and be distracting to other employees. Managers can promote a positive culture of honesty in the workplace by putting systems in place to discourage negative behavior and reward honest and ethical behavior.

Overall, honesty is important in the workplace as in anything you do. As a manager or future leader, cultivate a culture of honesty within the workplace. This kind of work environment leads to reduced employee stress, higher levels of productivity, less gossiping or distribution of inaccurate information and



Managers should treat workers with respect, speaking calmly and using proper phrasing during conversations, and try to put themselves in their employees' shoes.

higher levels of trust and respect for managers. To build this sense of honesty in the workplace, managers should be open with their employees about the organization, promote the admission of mistakes, be tactful when criticizing others, actively stop dishonest and unethical behavior, and reward employee honesty.

Detailed references for this article are available at www.parksandrecreation.org/2018/June/honesty-and-transparency-in-parks-and-recreation. 🌿

Dylan Bogard, M.S., is the Coordinator of Community Service Programs in the Department of Student Life & First Year Experiences at Eastern Kentucky University (dylan.bogard@eku.edu). **Michael J. Bradley, Ph.D.**, is an Associate Professor in the Department of Recreation and Park Administration at Eastern Kentucky University (michael.bradley@eku.edu).



82/



Hope to see you there

You're invited...

SUPERIOR FARM & GARDEN

Friday October 26, 2018 2121 N Prospect Rd
5 P.M. - 8 P.M. Superior Twp., MI 48198

VIP Special Event



WASHTENAW COUNTY OFFICE OF THE SHERIFF



2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriffinfo@ewashtenaw.org

JERRY L. CLAYTON
SHERIFF

MARK A. PTASZEK
UNDERSHERIFF

August 28, 2018

Dear Juan,

Juan Bradford
Superior Township Parks

We would like to thank all of you that donated and or volunteered for our annual “Shop with a Cop-Back to School on the Blvd” event that benefited the children from Sycamore Meadows and Danbury Park Manor this year. The Washtenaw County Sheriff’s Office takes particular pride in this program as it is an entirely staff generated initiative designed to provide children an opportunity to receive brand new back to school supplies. Children living in Sycamore Meadows or Danbury Park Manor were registered on a first come first serve basis.

Being our 1st annual event, the continued goal is to make the program better each year thanks to the big hearts of our donors. This was truly an amazing day. The generosity of our donors allowed us to impact the communities by handing out 155 backpacks helping relieve some of the financial burden of purchasing new school supplies. This year each child that registered received:

- New backpack filled with necessary school supplies based on the grade level they are going into.
- Bar B Que lunch from Sam’s Club Ypsilanti
- Ice cream dessert from Go Ice Cream
- Visit from Colors the Clown and petting zoo
- Visit from the UofM and EMU K9 officers
- Got their face painted
- Got to complete one of many craft projects
- Stuffed their own animal
- Visit with Superior Township Fire Department

It truly was an amazing day. All in all, there were approx. 250-300 people that came and enjoyed all that the day had to offer. Your kindness and the happiness it brought to those children and their families is greatly appreciated by the Washtenaw County Sheriff’s Office, Superior Township Fire Dept. and the Superior Parks and Recreation.

Sincerely,

Sheriff Jerry L. Clayton

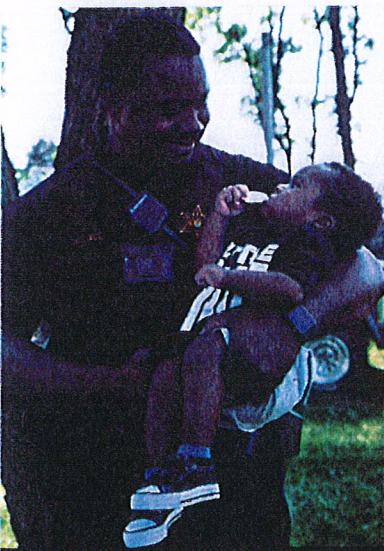
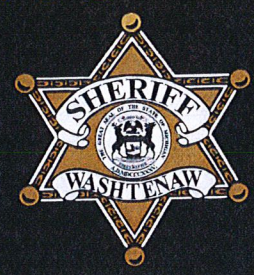
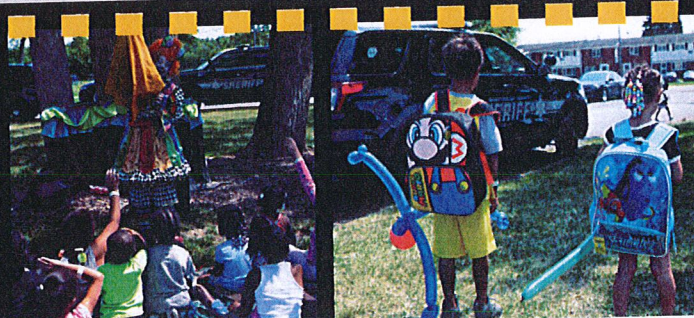
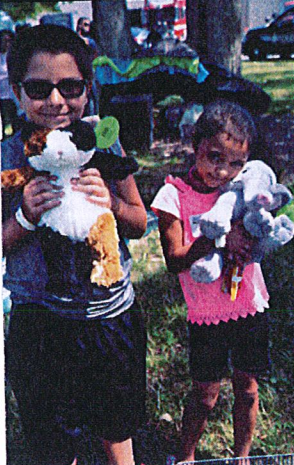
Lieutenant Keith Flores



thank you!

You've helped make this event one of the most magical moments these children have ever had!

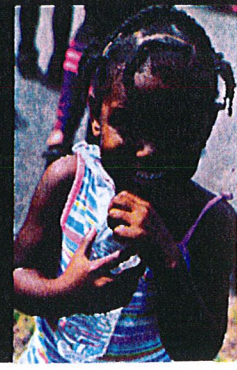
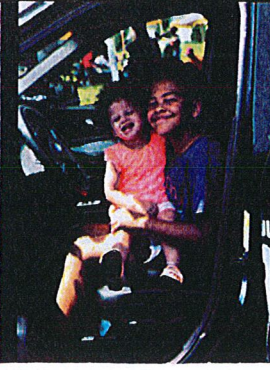
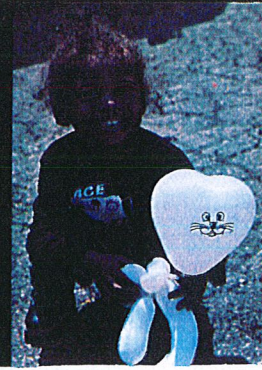
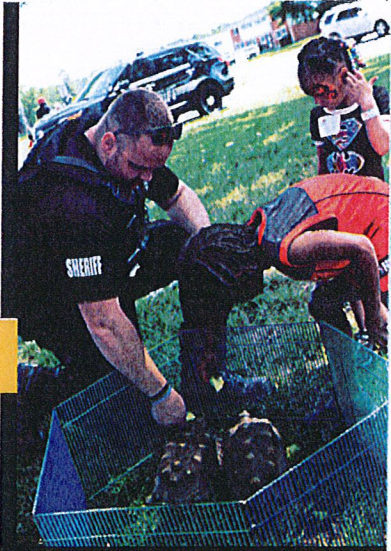
- Washtenaw County Sheriff's Office



Shop WITH A Cop Back to School

ON THE BOULEVARD

Thank you for your continuing support and generosity towards the Shop with a Cop Back to School on the Boulevard event.



PROPOSED NEW LIBRARY

80%

To be operated with funds from the Ypsilanti District Library Millage



With the new facility on Harris Road, most people in the Library district will be within a 10 minute drive of a full-service library.

The Library Board is committed to improving service to Superior Township by building a new, full-service Library facility on Harris Rd. near the MacArthur Blvd. and Willow Run neighborhoods. It will be open six days per week, doubling the open hours of the current location.

The 7,500 square foot facility will be built on 2.5 acres of a 12-acre lot, purchased by Superior Township.

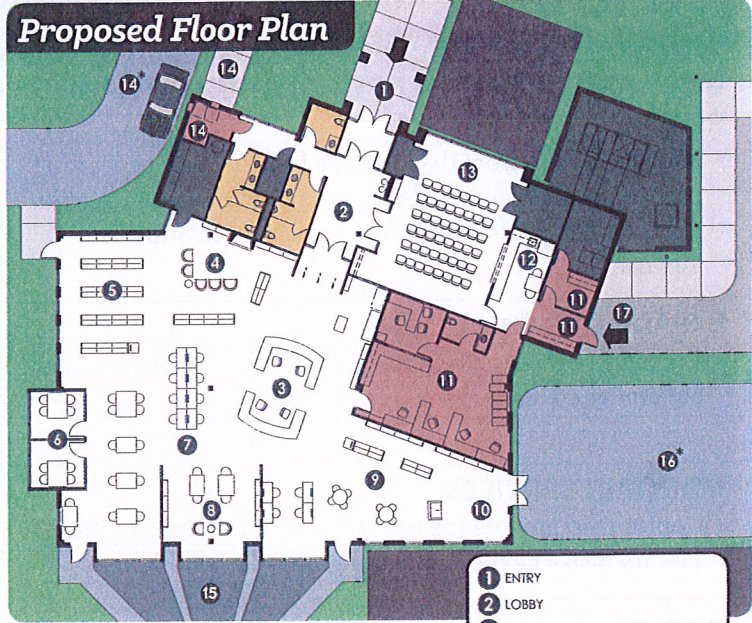
The building will cost approximately \$2.1 million. Building costs would be paid by a portion of the Library's fund balance (savings) so a building bond would not be necessary. However, the Library district cannot afford to operate the new building without additional funding.

What is the cost?

The millage will cost 70¢ per \$1,000 of a property's taxable value. For example:

Market value of your home	Estimated taxable value*	Cost of 0.7 mills
\$100,000	\$50,000	\$35/year or \$.67/week
\$150,000	\$75,000	\$52.50/year or \$1.01/week
\$200,000	\$100,000	\$70/year or \$1.35/week

* Taxable value is approximately 50% of market value.

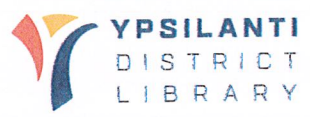


The new location will offer:

- A youth area with flexible space for learning activities and programs
- A dedicated teen/tween area
- Two group study rooms
- Comfortable seating for reading and studying
- A community meeting room
- 20 computer workstations
- Triple the current number of books, magazines, and DVDs
- More parking spaces

Additions, budget permitting:

- An outdoor reading area and programming space
- A drive-up book return



Questions?

Website: www.ypsilibrary.org/millage
 Info session: Tuesday, October 2 | 2pm | YDL-Superior
 Contact: Lisa Hoenig | lisa@ypsilibrary.org | 734-879-1300

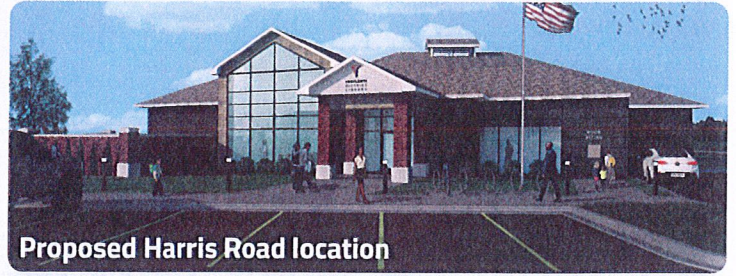
LIBRARY MILLAGE REQUEST

On the November 6, 2018 ballot, the Ypsilanti District Library will request 0.7 mills of operating funds for 12 years.

Why is YDL requesting this millage?

About 90% of the Library's revenue comes from local tax dollars. Over the past decade, revenue declined by 11% because of falling property values. During this time, the costs for collection materials, services, staffing, and other expenses increased.

The Library has been using money from its fund balance (savings) to maintain services, but this is not sustainable. Without additional operating funds, reductions in hours, materials, services, programs, and staff will be necessary.



Proposed Harris Road location

If the millage passes, YDL will construct a new facility in Superior Township to open in 2020, fulfilling a commitment to Township residents. Millage funds are necessary to operate this building.

If the millage is approved

Approval of the 0.7 mills will enable YDL to:

BUILD AND OPERATE A NEW LOCATION ON HARRIS ROAD

- Use \$2.1 million from the Library's fund balance to construct an adequate Library facility near the intersection of Harris Road and MacArthur Boulevard in Superior Township

EXPAND OUR COLLECTION

- Enhance popular collections like eBooks, Audiobooks, and streaming media

MAINTAIN SERVICES

- Continue to provide the level of service residents of the Library district expect, including weekday and Sunday hours
- Continue to offer high-quality free programs for all ages

UPDATE TECHNOLOGY

- Replace outdated computers and equipment to provide up-to-date systems that users want
- Improve WiFi access
- Modernize the Library catalog for a more user-friendly experience

MAINTAIN AND ENHANCE BUILDINGS

- Provide stable funding for building operations and maintenance
- Undertake needed repairs to our aging facilities
- Reorganize underutilized spaces, including more study areas at YDL-Whittaker and improved space for children's programming at YDL-Michigan

STABILIZE FINANCES FOR THE FUTURE

- Replenish the Library district's fund balance to help ensure ongoing financial stability

If the millage is not approved

If the 0.7 mills is not approved, District-wide cuts will be necessary. Patrons should expect:

INDEFINITE POSTPONEMENT OF A NEW HARRIS ROAD LOCATION IN SUPERIOR TOWNSHIP

- Funds to operate a new Harris Road location won't be available unless the .7 mills is approved. Fund balance (savings) monies could not be responsibly used for the purpose of construction

REDUCED MATERIALS

- Fewer new books, audiobooks, eBooks and DVDs
- Fewer hoopla (streaming movie, music, books and audiobook) checkouts per month

REDUCED SERVICES

- Eliminate Sunday hours & reduce weekday hours
- Phase out Bookmobile stops and outreach services
- Eliminate Lunch & Listen, a staff-intensive service which provides free lunches and learning experiences to youth

OUTDATED OR UNDERPERFORMING TECHNOLOGY

- Delayed and limited upgrades to computers, software, and servers
- Fewer computer classes offered due to outdated software
- No upgrades to the Library catalog or WiFi

DELAYED SCHEDULE OF BUILDING MAINTENANCE

- Only the most basic and necessary repairs or replacement of aging infrastructure and furnishings will be done, which could increase costs over time and make the Library a less welcoming environment

REDUCED ABILITY TO ATTRACT AND RETAIN TALENTED, COMMITTED, AND CARING STAFF

9A

CHNP Boardwalk Phase #5 (of #6)

Original Budget \$10,000.00

Construction of Boardwalk Phase #5 (of #6)

<u>Company</u>	<u>Bids</u>	<u>Expenditure</u>
Mark Barret	\$11,000.00	
	TOTAL	\$11,000.00

Mark Barrett
11843 Dexter-Pinckney Rd
Pinckney, MI 48169
734-845-0741

JOB NAME:

Cherry Hill Nature Preserve
Sep 22,2018

WORK TO BE PERFORMED:

Build 150' of board walk off of the last sections built.

Remove side rail and build 50' of board walk towards wetland
Add 18' of rail at end.

Remove ramp on section that leads up the incline by the lookout deck
Build 50' and install old ramp

\$11,000.00

9B.

CHNP Brush Clearing

Original Budget \$7,500.00

Clear and remove brush and invasive plants
Open up meadow area

<u>Company</u>	<u>Bid</u>	<u>Ependiture</u>
McLennan Landscape	\$6,250.00	
Conklin Landscape	No Bid	
	Total	\$6,250.00



10950 M-52 Manchester, MI 48158
 734-428-7005
 mclennanlandscape@gmail.com
 mclennanlandscape.com

Estimate

Valid for 15 Days

Date	Estimate #
9/17/2018	4688

Name / Address
SUPERIOR TOWNSHIP JUAN BRADFORD 575 E. Clark Rd Superior Twp, Mi 48198

Terms	Project	BUSINESS	HOME PHONE	CELL PHONE	EMAIL
	2018 Cherry Hill Preserve			7346491991	

Item	Description / Item	Quantity	Size	Unit Price	Total
LABOR	2018 CHERRY HILL PRESERVE Labor and equipment to mulch existing vegetation as described on paper. All debris to remain on site.		labor & equip	6,250.00	6,250.00

PLEASE NOTE: All plants are guaranteed for one year providing our care instructions are followed, plants are accompanied by a receipt, and no promotion is in effect that would void this guarantee. PAST DUE: A finance charge of 2% per month, which is equal to 24% per annum, will be added to all past due accounts. Warranty is voided when payment is not received within the terms specified. TERMS: 1/3 to confirm job acceptance with balance due upon job completion or nursery sale. Immediate terms.	Subtotal	\$6,250.00
	Sales Tax (6.0%)	\$0.00
	Total	\$6,250.00
Thank you for your business!		

96

Schroeter Park Trail Extension

Original Budget \$7,500.00

Clear and remove brush and invasive plants

Open up approximately 600' of additional trails through wooded area

<u>Company</u>	<u>Bid</u>	<u>Ependiture</u>
McLennan Landscape	\$2,450.00	
Conklin Landscape	No Bid	
	Total	\$2,450.00



10950 M-52 Manchester, MI 48158
 734-428-7005
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Estimate

Valid for 15 Days

Date	Estimate #
9/17/2018	4689

Name / Address
SUPERIOR TOWNSHIP JUAN BRADFORD 575 E. Clark Rd Superior Twp, Mi 48198

Terms	Project	BUSINESS	HOME PHONE	CELL PHONE	EMAIL
	2018 Shroeter Park			7346491991	

Item	Description / Item	Quantity	Size	Unit Price	Total
LABOR	2018 SHROETER PARK Labor to create a walking path through wooded area as shown on google earth map. All debris to remain on site. Seed disturbed area.		labor & equip	2,450.00	2,450.00

PLEASE NOTE: All plants are guaranteed for one year providing our care instructions are followed, plants are accompanied by a receipt, and no promotion is in effect that would void this guarantee. PAST DUE: A finance charge of 2% per month, which is equal to 24% per annum, will be added to all past due accounts. Warranty is voided when payment is not received within the terms specified. TERMS: 1/3 to confirm job acceptance with balance due upon job completion or nursery sale. Immediate terms.	Subtotal	\$2,450.00
	Sales Tax (6.0%)	\$0.00
	Total	\$2,450.00
Thank you for your business!		

10A.

Parks & Recreation Accomplishments for 2018

Programing:

The Parks & Recreation Department and Commission continued to sponsored many great events this year including; Easter Egg Hunt with the Easter Bunny, Bird Watching for Beginners, Kite & Rocket Building Day, Kickball Day, Pumpkin Carving & Crafts Day, and our 3rd Annual Christmas Tree Lighting with Santa Claus that will be taking place on December 1st. We also added a new family event called Movies in the Park which was held on August 11th at Oakbrook Park and sponsored in part by the Washtenaw County Sheriff. We were pleased to have approximately 150 people in attendance. The evening started off with playground games, a visit from deputies from the Washtenaw County Sheriff and the Superior Township Fire Department showing off their new truck and concluded with the showing of the Disney movie COCO on a 20' movie screen. Parks & recreation staff and commissioners also participated in Superior Day and staffed a tent at the Dixboro Artisan Markets during summer months to hand out information and raise awareness of Parks & Recreation programs. We will also be participating in the Dixboro Trunk or Treat event.

Once again Superior Township Parks & Recreation partnered with the Washtenaw County Parks & Recreation Commission to implement a Summer Playground Program. This year's program, which was able to be expanded to a full day that started at 9:00am and ended at 4:00pm, ran from June 18th through August 9th and had 64 kids registered. The program was run out of Christian Love Fellowship and Community Park. Each day the kids read, studied grade appropriate STEM materials, discussed conflict resolution, played games, had lunch and snacks, and created crafts. Each week featured a different theme with special guest presenters such as sheriff deputies, firefighters, naturalist, nutritionist, librarians, sports & fitness trainers, and water safety instructors. The program wrapped up the summer with a kickball tournament and cookout where each child received a new backpack stuffed with back to school supplies.

There were many partners that provided programing and/or support for the program, one of those was Food Gatherers. Food Gatherers made it possible for us to serve **2201** meals at our site over the course of the summer.

Capital Purchases:

Purchase 2019 Ford 4WD Pick up

Education & Training:

Parks & Recreation Administrator Juan Bradford has registered and been studying to take the Certified Parks & Recreation Professional examination. This is a nationally recognized certification.

Park Improvements:

This year we have been working on updating the playground equipment of the parks and also focusing on the health & maintenance of the native species of trees in the parks and preserves as well as working to remove invasive plants that threaten them. 35% of the 2018 Improvements & Developments budget is allocated to planting trees, clearing brush, opening up existing walking trails, creating new walking trails, and mitigating areas of trail erosion.

Fireman's Park-

Adding new slide with a fireman's pole to the existing play area.

Planting diverse species of trees

Park Improvements (continued):

- Oakbrook Park-** Added message board to advertise both upcoming parks & recreation events and other community events.
Planting diverse species of trees
- Community Park-** Removing old playground equipment and replacing with a new structure.
Add EWF to swing set and play structure safety zones to ensure CPSC & ATSM compliance.
- Cherry Hill Preserve-** Completion of phase #5 of boardwalk system.
Added wood chips to walking trails.
Add crushed stone to areas of trail erosion to stabilize.
Clearing brush and invasive plants to open up the meadow area.
Performed a prescribed burn to control invasive species.
- Schroeter Park-** Clearing brush and invasive plants to create additional walking/riding trails.
Performed a prescribed burn to control invasive species.

10/16/2018 11:00 AM

User: NANCY

DB: Superior Twp

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF SUPERIOR

CHECK DATE FROM 09/25/2018 - 10/22/2018

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
09/25/2018	GENL	40944	A-115810	PARKWAY SERVICES	PORTA-JOHN FIREMAN'S PARK - SEPT 2018	20740.000	755	115.00
09/25/2018	GENL	40949	11776961	SPARTAN DISTRIBUTORS INC	OIL CHANGE TORO	742.000	755	63.17
09/25/2018	GENL	40953	SEPT 2018	SUPERIOR TWP PAYROLL FUND	PENSION /HCSP - SEPTEMBER 2018	289.000	000	1,142.20
09/25/2018	GENL	40954#	2018-P&R-13	SUPERIOR TWP UTILITY DEPARTMECELL PHONES - SEPT 2018		850.000	751	56.08
			2018-P&R-12	DIESEL FUEL		742.000	755	264.60
			2018-P&R-13	CELL PHONES - SEPT 2018		850.000	755	32.47
				CHECK GENL 40954 TOTAL FOR FU				<u>353.15</u>
09/25/2018	GENL	40957#	6377928875991825	WALMART COMMUNITY/SYNCB	SHOP SUPPLIES & KICKBALL DAY PRIZES	740.000	754	102.66
			6377928875991825		SHOP SUPPLIES & KICKBALL DAY PRIZES	740.000	755	24.03
				CHECK GENL 40957 TOTAL FOR FU				<u>126.69</u>
09/25/2018	GENL	40964#	55973299	WEX BANK	FUEL - SEPTEMBER 2018 & ICE FOR KIC	740.000	754	14.56
			55973299		FUEL - SEPTEMBER 2018 & ICE FOR KIC	742.000	755	233.80
				CHECK GENL 40964 TOTAL FOR FU				<u>248.36</u>
10/02/2018	GENL	40968	SEPT 2018	DTE ENERGY	ELECTRIC - PARKS BARN -SEPT 2018	920.000	755	39.75
10/02/2018	GENL	40972	5022502	HOME DEPOT CREDIT SERVICES	SHOP SUPPLIES	740.000	755	35.41
10/02/2018	GENL	40983	A-115979	PARKWAY SERVICES	PORTA-JOHN -MOVIES IN THE PARK	740.000	755	115.00
10/02/2018	GENL	40985	896	SAM'S CLUB/SYNCHRONY BANK	KICKBALL DAY - DRINKS & SNACKS	740.000	754	129.48
10/02/2018	GENL	40987	7203421836-0-1	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	727.000	751	66.90
10/02/2018	GENL	40990	10418-G	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 10/6/18 PAY	289.000	000	8,755.81
10/10/2018	GENL	41007	3434-151388	O'REILLY AUTOMOTIVE, INC.	OIL AND GEAR LUBE	742.000	755	34.67
10/10/2018	GENL	41015	7204871236-01	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	727.000	751	54.98
10/16/2018	GENL	41026	99425	CONGDON'S ACE HARDWARE	CDHNP SIGN SEALER	740.000	755	18.92
			98888		SHOP SUPPLIES	740.000	755	32.87
				CHECK GENL 41026 TOTAL FOR FU				<u>51.79</u>
10/16/2018	GENL	41032	T.1040	GORNO FORD, INC.	2019 FORD F-250 PICKUP	980.000	755	24,198.00
10/16/2018	GENL	41044	101818	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 10/18/18 PAY	289.000	000	8,321.19
				Total for fund 508 PARKS & RECREATION				<u>43,851.55</u>

HA

PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/18	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 09/30/2017
		ORIGINAL BUDGET	2018 AMENDED BUDGET					

Fund 508 - PARKS & RECREATION

Revenues								
Dept 000 - REVENUE								
508-000-588.000	GENERAL FUND CONTRIBUTION	259,253.00	259,253.00	194,439.74	21,604.42	64,813.26	75.00	188,776.49
508-000-604.000	REIMBURSEMENT FOR LABOR COSTS	927.00	927.00	653.44	81.68	273.56	70.49	653.44
508-000-663.000	INTEREST ON RESERVES INCOME	670.00	670.00	5,061.00	598.68	(4,391.00)	755.37	984.76
508-000-671.100	DISPOSITION OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	2,150.00
508-000-673.000	INSURANCE REIMBURSEMENTS INCOM	0.00	0.00	156.95	0.00	(156.95)	100.00	246.31
508-000-696.000	DONATIONS	0.00	0.00	600.00	0.00	(600.00)	100.00	100.00
508-000-699.000	APPROPRIATION FROM FUND BALANC	77,238.00	77,238.00	0.00	0.00	77,238.00	0.00	0.00
Total Dept 000 - REVENUE		338,088.00	338,088.00	200,911.13	22,284.78	137,176.87	59.43	192,911.00

TOTAL REVENUES		338,088.00	338,088.00	200,911.13	22,284.78	137,176.87	59.43	192,911.00
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Expenditures

Dept 751 - PARK & REC. ADMINISTRATION								
508-751-701.000	COMMISSION STIPENDS	8,047.00	8,047.00	4,866.75	619.03	3,180.25	60.48	5,233.00
508-751-702.000	SALARIES	33,104.00	33,104.00	28,742.43	3,170.38	4,361.57	86.82	26,507.61
508-751-710.000	TRAINING	1,000.00	1,000.00	753.36	0.00	246.64	75.34	944.00
508-751-727.000	OFFICE SUPPLIES	500.00	500.00	374.53	121.88	125.47	74.91	191.34
508-751-728.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-751-800.010	PROFESSIONAL SERVICES - AUDIT	1,300.00	1,300.00	1,205.00	0.00	95.00	92.69	1,205.00
508-751-801.000	PROFESSIONAL SERVICES - OTHER	2,400.00	2,400.00	71.25	5.00	2,328.75	2.97	125.35
508-751-850.000	TELECOMMUNICATIONS	1,200.00	1,200.00	495.63	56.08	704.37	41.30	1,234.88
508-751-851.000	INSURANCE & BONDS	7,500.00	7,500.00	6,206.78	697.06	1,293.22	82.76	5,342.41
508-751-860.000	TRANSPORTATION	1,000.00	1,000.00	660.98	0.00	339.02	66.10	777.44
508-751-900.000	PRINTING & PUBLISHING	500.00	500.00	78.48	0.00	421.52	15.70	477.48
508-751-930.000	REPAIR & MAINTENANCE	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-751-958.000	MEMBERSHIPS & DUES	600.00	600.00	430.00	0.00	170.00	71.67	518.00
508-751-963.000	BANK FEES & CHARGES	50.00	50.00	10.47	0.00	39.53	20.94	33.72
508-751-981.000	EQUIPMENT UNDER \$5,000	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	149.99
508-751-999.000	MISCELLANEOUS EXPENSE	0.00	0.00	100.00	0.00	(100.00)	100.00	0.00
Total Dept 751 - PARK & REC. ADMINISTRATION		58,801.00	58,801.00	43,995.66	4,669.43	14,805.34	74.82	42,740.22

TOTAL EXPENDITURES		58,801.00	58,801.00	43,995.66	4,669.43	14,805.34	74.82	42,740.22
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Dept 754 - RECREATION

508-754-702.000	SALARIES	9,744.00	9,744.00	7,011.83	1,651.94	2,732.17	71.96	4,158.91
508-754-710.000	TRAINING	800.00	800.00	0.00	0.00	800.00	0.00	550.00
508-754-740.000	OPERATING SUPPLIES	3,000.00	3,000.00	3,655.54	307.56	(655.54)	121.85	2,066.11
508-754-850.000	TELECOMMUNICATIONS	400.00	400.00	302.17	0.00	97.83	75.54	287.73
508-754-860.000	TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-754-930.000	REPAIR & MAINTENANCE	500.00	500.00	300.00	0.00	200.00	60.00	122.34
508-754-975.000	SIGNAGE	1,000.00	1,000.00	755.80	0.00	244.20	75.58	0.00
Total Dept 754 - RECREATION		15,544.00	15,544.00	12,025.34	1,959.50	3,518.66	77.36	7,185.09

Dept 755 - PARK MAINTENANCE

508-755-702.000	SALARIES	103,662.00	103,662.00	76,699.05	10,597.42	26,962.95	73.99	69,620.48
508-755-710.000	TRAINING	800.00	800.00	0.00	0.00	800.00	0.00	0.00
508-755-717.000	TAXABLE BENEFITS	1,836.00	1,836.00	1,820.56	0.00	15.44	99.16	1,726.31
508-755-719.000	MISC UNEMPLOYMENT BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	350.00
508-755-740.000	OPERATING SUPPLIES	3,000.00	3,000.00	2,231.19	322.31	768.81	74.37	1,672.41
508-755-740.003	HERBICIDE (NON-SELECTIVE)	500.00	500.00	0.00	0.00	500.00	0.00	0.00

12A

PERIOD ENDING 09/30/2018

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 09/30/2018	ACTIVITY FOR MONTH 09/30/18	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 09/30/2017
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 508 - PARKS & RECREATION								
Expenditures								
508-755-740.004	SAND-GRAVEL-BARK-SOIL	1,500.00	1,500.00	132.82	0.00	1,367.18	8.85	807.00
508-755-741.000	UNIFORMS	1,000.00	1,000.00	340.00	0.00	660.00	34.00	468.00
508-755-742.000	FUEL-LUBRICANTS	5,000.00	5,000.00	3,560.60	596.24	1,433.40	71.21	2,855.32
508-755-850.000	TELECOMMUNICATIONS	480.00	480.00	291.78	32.47	188.22	60.79	314.61
508-755-860.000	TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-755-920.000	UTILITIES	800.00	800.00	464.41	39.75	335.59	58.05	411.57
508-755-930.000	REPAIR & MAINTENANCE	10,000.00	10,000.00	4,861.99	16.00	5,138.01	48.62	2,863.43
508-755-930.001	CONTROLLED BURNS	3,800.00	3,800.00	5,850.00	0.00	(2,050.00)	153.95	0.00
508-755-975.000	SIGNAGE	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-755-980.000	EQUIPMENT OVER \$5,000	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	23,593.45
508-755-981.000	EQUIPMENT UNDER \$5,000	5,000.00	5,000.00	1,209.72	0.00	3,790.28	24.19	694.96
Total Dept 755 - PARK MAINTENANCE		162,578.00	162,578.00	97,462.12	11,604.19	65,115.88	59.95	105,377.60
Dept 756 - PARK DEVELOPMENT/IMPROVEMENT								
508-756-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	344.40
508-756-951.000	PROJECTS	80,000.00	80,000.00	1,433.90	0.00	78,566.10	1.79	8,027.23
Total Dept 756 - PARK DEVELOPMENT/IMPROVEMENT		80,000.00	80,000.00	1,433.90	0.00	78,566.10	1.79	8,371.63
Dept 966 - UNALLOCATED EXPENSES								
508-966-715.000	FTCA	11,989.00	11,989.00	9,112.84	1,226.79	2,876.16	76.01	8,196.98
508-966-858.000	PENSION	9,176.00	9,176.00	8,096.54	0.00	1,079.46	88.24	8,574.82
Total Dept 966 - UNALLOCATED EXPENSES		21,165.00	21,165.00	17,209.38	1,226.79	3,955.62	81.31	16,771.80
TOTAL EXPENDITURES		338,088.00	338,088.00	172,126.40	19,459.91	165,961.60	50.91	180,446.34
Fund 508 - PARKS & RECREATION:								
TOTAL REVENUES		338,088.00	338,088.00	200,911.13	22,284.78	137,176.87	59.43	192,911.00
TOTAL EXPENDITURES		338,088.00	338,088.00	172,126.40	19,459.91	165,961.60	50.91	180,446.34
NET OF REVENUES & EXPENDITURES		0.00	0.00	28,784.73	2,824.87	(28,784.73)	100.00	12,464.66