

Superior Charter Township Park Commission
Regular Meeting
March 25, 2019

Approved Minutes

1. Call to Order

The meeting was called to order by Chair Paula Jefferson at 6:30 pm.

2. Roll Call

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

Park Commissioners absent: none

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

3. Flag Salute

Chair Jefferson led those assembled in the Pledge of Allegiance to the Flag.

4. Agenda Approval

It was moved by Nahid Sanii-Yahyai and supported by Marion Morris to approve the agenda with the addition of New Business B. Prescribed Burn. The motion carried.

5. Prior Meeting Minutes Approval

A. February 25, 2019

It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to approve the minutes of 2/25/19 as drafted. The motion carried.

6. Citizen Participation – none

7. Reports

A. Chairperson

Chair Jefferson said she has no report at this time. She expects to have more to report as the spring/summer season gets closer.

B. Administrator

Juan Bradford submitted a written report. All news was about receiving additional funds for Parks in the form of grants and gifts.

C. Board Liaison

Trustee Alex Williams reported on the March 18 Township Board meeting. Staff from Orchard, Hiltz & McCliment (OHM) gave a presentation on the quality of water obtained via the Ypsilanti Community Utilities Authority (YCUA). Water samples will be collected from each tap in each structure in Superior Township that is served by YCUA. Superior Township had only ten houses potentially containing lead water pipes. All ten will be inspected and remediated if lead pipes are found. At this point, six of the ten homes have been inspected, and none of the six contained lead pipes.

Sandi Lopez gave a good report to the Township Board about the Parks Commission and its programs and facilities. A2 Destinations awarded three grants of \$250 each that will help fund Movies in the Park: Oakbrook Park and Dixboro Green and Superior Day. English Gardens contributed \$1,000 to Dixboro Village Green that will be used for the Movie in the Park event there. English Gardens also

contributed landscaping to the township. A Community Development Block Grant (CDBG) was awarded to the Parks Department for \$30,000 to provide a new play structure in Fireman's Park. The Washtenaw County Road Commission (WCRC) informed all townships they will no longer meet with township boards during their board meeting. The WCRC did meet with Superior Township Administrative Staff (Supervisor, Clerk, Treasurer) during the day, and gave them an electronic packet. Trustee Williams will provide this electronic packet to Juan Bradford, and Juan will forward it to the Park Commissioners. The Township Board has not decided how much to spend on roads this year. The WCRC presented a "wish list" of potential projects that totaled \$1,400,000 in cost. The WCRC will ship seal Curtis Road, and mill and fill Prospect Road from Vreeland south to Geddes at county expense. Any other road work in Superior Township this year will have to be paid for with township funds.

A sports complex has been proposed in the area around the intersections of Ford Road, M-14 and Plymouth Road on the site of the historic Nannery house. Both indoor and outdoor facilities are anticipated, with four to five acres under a roof, active outdoor facilities and conservations areas with hiking opportunities. The Nannery house may be moved east to a township owned parcel.

A property on Harvest Lane with building code violations has been donated to Habitat for Humanity for rehabilitation. A CDBG grant will fund planting of hardwood trees on MacArthur Blvd this year. Redwood Development will take care of a number of Box Elder trees that fell down on their property this year. Ordinance 122 to rezone the parcel for the Ypsilanti District Library branch was approved. A new firefighter named Derrick G. Monday was hired. There is an opening on the Dixboro Master Plan Steering Committee for a township resident. People interested in serving on this committee should contact the Township Clerk's office. The township board approved contributing funds toward construction of a non-motorized path along the west side of Dixboro Road, from the entrance to Matthaei Botanical Gardens north to Plymouth Road. The Utility Department is shifting its billing cycle from a quarterly cycle to a monthly cycle. The Township Board approved paying for the engineering cost to design a non-motorized path on the east side of Prospect Road, from Berkshire north to Geddes. Construction will be at least another year into the future.

D. Board Meeting Attendee

Sandi Lopez attended the March 18 board meeting. She said Alex Williams' report was thorough, and she had nothing to add.

Nahid Sanii-Yahyai also attended the March 18 meeting, and complimented Sandi on the presentation she gave about Parks.

E. Park Steward

Marion Morris spoke with Rick Collman, and conveyed that Rick visited Cherry Hill Nature Preserve (CHNP) and Schroeter Park. He will work on bluebird boxes soon. He saw bicycle tire tracks in CHNP. Rick also complimented the brush hogging in CHNP.

F. Safety

There were no accidents or injuries in the past month.

8. Communications

- A. Educational Info: Carbon Monoxide Dangers
- B. 2019 Special Events Flyer
- C. 2019 Easter Egg Hunt Flyer
- D. 2019 Spring Special Events Attendance List
- E. Parks & Recreation Commission Presentation to Township Board
- F. Oakbrook Sports LLC Park Rental Form
- G. Ann Arbor Greenbelt Awarded \$1M Grant

It was moved by Marion Morris and supported by Nahid Sanii-Yahyai to receive the Communications. The motion carried.

9. Old Business – none

10. New Business

A. 2019 Park Development/Improvement Budget

The adopted 2019 budget for Park Development/Improvements is \$30,000.00 for the following projects:

Cherry Hill Nature Preserve	Boardwalk Extension Phase 5 Final	\$15,000.00
Oakbrook/Norfolk Park	Restoration of cleared area between parks	\$10,000.00
Various	Tree Planting Program	<u>\$ 5,000.00</u>
		\$30,000.00

A Community Development Block Grant (CDBG) was recently awarded in the amount of \$30,000.00 to install a new play structure in Fireman’s Park. Juan Bradford proposed installing an ADA compliant sidewalk to improve access to this new play structure. He proposed a route for the sidewalk from the parking area around the fire station directly to the play structure. This route is shortest at 165 feet and would cost approximately \$7,000. Several park commissioners expressed support for a sidewalk, but were concerned that this was not the best route. Park commissioners worried this route could direct too much pedestrian traffic to the fire truck routes. A consensus was to have Juan re-work the route and bring another sidewalk proposal to the April park commission meeting.

B. Prescribed Burn 2019 Proposal

The adopted 2019 budget for Prescribed Burns is \$3,800.00. David Borneman, LLC submitted a bid to perform the requested burn in Cherry Hill Nature Preserve for \$4,400.00 which is \$600.00 more than budget. Commissioners discussed this, noting that Mr. Borneman’s work has been commended by Park Steward Rick Collman, Ellen Kurath and park staff. It was moved by Marion Morris and supported by Sandi Lopez to increase the budget for Prescribed Burns by \$600.00 to \$4,400.00. The motion carried.

11. Bills for Payment

It was moved by Terry Lee Lansing and supported by Martha Kern-Boprie to approve payment of the bills totaling \$11,443.54. The motion carried.

12. Financial Statements

A. February 2019 Revenue & Expenditure Report

It was moved by Marion Morris and supported by Terry Lee Lansing to receive the February 2019 Revenue & Expenditure Report. During discussion Martha Kern-Boprie asked what was spent on the following line items, as the end of February represents around 16.7% of the fiscal year, and these lines have spent nearly their entire year’s budget.

Dept 751 Park & Rec Administration	Budget	Actual	% of Budget
508-751-702.000 Salaries	\$42,118.00	\$5,612.96	13.33%
508-751-702.002 Controller Salary	\$ 0.00	\$ 792.58	

Juan Bradford explained that the budget for both his (Juan’s) salary and the controller’s salary is contained in line 508-751-702.000 but the expense recorded to that line is only Juan’s and the Controller’s salary is recorded to 508-751-702.002. This will facilitate a year-end budget adjustment to separate the combined budget for Park Administrator and Controller. Combined expense for Park Administrator and Controller equals \$6,405.54 which equals 15.21% of \$42,118.00 budgeted.

Dept 751 Park & Rec Administration	Budget	Actual	% of Budget
508-751-801.000 Professional Services-Other	\$2,200.00	\$2,026.14	92.10%

This is expense for the IT consultant Nimble. Expense has been more than expected at this point, and may continue. Expense may exceed annual budget.

Dept 751 Park & Rec Administration	Budget	Actual	% of Budget
508-751-981.000 Equip under \$5,000.00	\$1,000.00	\$711.71	71.17%

Purchase of a laptop computer

Aggregate expense for all departments in the Park Fund is under budget.

The motion to receive the financial statement carried.

13. Pleas and Petitions – none

14. Adjournment

It was moved by Terry Lee Lansing and supported by Marion Morris to adjourn the meeting at 7:28 pm.

The motion carried.

Submitted by,

Martha Kern-Boprie, Park Commissioner and Secretary