

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

The Superior Township Parks & Recreation Commission

JANUARY 2020

Regular Meeting

will be held

MONDAY JANUARY 27, 2020 @ 6:30 p.m.

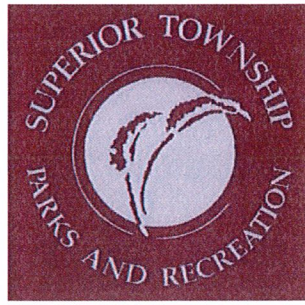
at

OLD TOWNSHIP HALL

(Corner of Cherry Hill & Prospect)



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



SUPERIOR CHARTER TOWNSHIP PARKS & RECREATION COMMISSION MEETING

Superior Township Parks & Recreation Commission

JANUARY 2020

Regular Meeting

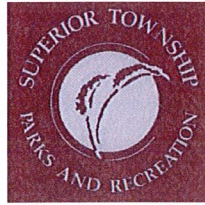
will be held

MONDAY JANUARY 27, 2020 @ 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
JANUARY 27, 2020 @ 6:30 P.M.
AGENDA**

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) AGENDA APPROVAL**
- 5) PRIOR MEETING MINUTES APPROVAL**
 - A) December 16, 2019
- 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: Challenges Faced by Small Park Districts
 - B) CHNP Park Reservation
 - C) 2020 Township Board Meeting Attendees
 - D) Parks & Recreation Contact Information
- 9) OLD BUSINESS**
- 10) NEW BUSINESS**
 - A) Patrick Pigott; Acting Maintenance Supervisor
 - B) Proposed 2020 Special Event Dates
- 11) BILLS FOR PAYMENT**
 - A) December 17, 2019 – January 20, 2020
- 12) FINANCIAL STATEMENTS**
 - A) December 2019 Revenue & Expenditure Report
 - B) 2019 Christmas Tree Lighting expenditures
- 13) PLEAS AND PETITIONS**
- 14) ADJOURNMENT**

Next Meeting Date: Monday February 24, 2020 @ 6:30 p.m.

S.A.

Superior Charter Township Park Commission
Regular Meeting
December 16, 2019

Proposed Minutes

1. Call to Order

Chair Paula Jefferson called the meeting to order at 6:00 pm.

2. Roll Call

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

Park Commissioners absent: none

Others present: Trustee Alex Williams, Park Administrator Juan Bradford, Maintenance Supervisor David Buterbaugh, Recreation Coordinator Patrick Pigott, Treasurer Brenda McKinney

3. Flag Salute

Chair Paula 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 as presented. The motion carried.

5. Prior Meeting Minutes Approval

A. November 25, 2019

It was moved by Nahid Sanii-Yahyai and supported by Terry Lee Lansing to approve the minutes of 11/25/19 with the following corrections. In Reports B. Administrator the second sentence presently reads "H reminded Park Commissioners that..." Correct the spelling to read "He reminded Park Commissioners that...". In New Business A. final paragraph, second sentence presently reads "Marion Morris will work with Patrick Pigott and..." Correct this to read "Terry Lee Lansing will work with Patrick Pigott and..." The motion to approve with noted corrections passed.

6. Citizen Participation – none

7. Reports

A. Chairperson

Chair Paula Jefferson thanked Park Commissioners for their help and support this year.

B. Administrator

Juan Bradford submitted a written report. He updated the report with news that the new boardwalk segments in Cherry Hill Nature Preserve should be complete tomorrow, December 17.

C. Board Liaison

Trustee Alex Williams noted that the Township Board has not met since the last Park Commission meeting, and will meet tonight at 7:00 pm. The Township Board agenda includes an update on the sewer extension from Salem Township.

D. Board Meeting Attendee

There has been no meeting to report on.

E. Park Steward - No report.

- F. Safety
There have been no accidents or injuries in the past month.

- 8. Communications
 - A. Educational: Safe Winter Driving
 - B. Tree Planting and Educational Grant
 - C. Township 2020 Holiday Closing Schedule
 - D. Christmas Luncheon

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

- 9. Old Business – none

- 10. New Business

- A. Election of 2020 Park Commission Officers

It was moved by Martha Kern-Boprie and supported by Marion Morris to nominate Paula Jefferson for Chairperson. Paula Jefferson was elected Chairperson by unanimous ballot.

It was moved by Sandi Lopez and supported by Nahid Sanii-Yahyai to nominate Marion Morris for Vice-Chairperson. Marion Morris was elected Vice-Chairperson by unanimous ballot.

It was moved by Sandi Lopez and supported by Marion Morris to nominate Martha Kern-Boprie for Secretary. Martha Kern-Boprie was elected Secretary by unanimous ballot.

- B. 2020 Park Commission Regular Meeting Schedule

It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to approve the following schedule of Park Commission meetings in 2020:

Monday	January 27	6:30 pm
Monday	February 24	6:30 pm
Monday	March 23	6:30 pm
Monday	April 27	6:30 pm
Tuesday	May 26	6:30 pm
Monday	June 22	6:30 pm
Monday	July 27	6:30 pm
Monday	August 24	6:30 pm
Monday	September 28	6:30 pm
Monday	October 26	6:30 pm
Monday	November 23	6:30 pm
Monday	December 21	6:00 pm

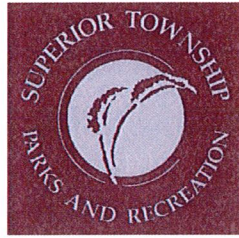
The motion carried.

- C. Park Commissioner attendance at Township Board Meetings

Park Commissioners volunteered to attend the following Township Board meetings in 2020

January 21, 2020	Martha Kern-Boprie
February 18, 2020	Sandi Lopez
March 16, 2020	Terry Lee Lansing
April 20, 2020	Marion Morris
May 18, 2020	Terry Lee Lansing
June 15, 2020	Nahid Sanii-Yahyai
July 20, 2020	Paula Jefferson
August 17, 2020	Sandi Lopez
September 21, 2020	Bernedia Word

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**ADMINISTRATOR REPORT
JANUARY 27, 2020**

- Next Board of Trustees Meeting: February 18, 2020 @ 7:00 p.m.
Attendee: Commissioner Lopez
- I am recommending to you that Patrick Pigott be recognized as Acting Maintenance Supervisor in Dave Buterbaugh's absence, and that his pay be adjusted accordingly.
- I will be attending the mParks Conference in Novi this week. The conference runs Tuesday morning through Friday afternoon.
- The final phase of the boardwalk at Cherry Hill Nature Preserve has been completed. Once again Mark Barrett did a great job on the construction as well as cleaning up the site afterwards. Thank you to our staff for helping to move the materials to the site.
- Members of the Dixboro Village Green Board have expressed interest in us holding an additional special event on the Village Green each year. They have also expressed interest in attending one of your meetings to discuss possibilities. I think it is an excellent idea to work together in reaching the west side of the Township.
- The 2019 Community Block Grant Development (CDBG) fund should be released by early March. I will begin preparing the Request for Proposals for the play structure at Fireman's Park in February. If everything proceeds as planned, we should have the play structure installed by the end of June. I think it would be a good idea to hold a small ribbon cutting ceremony in the fall in conjunction with the Sheriff Department's Back to School Event.
- As you are aware from my email last week, I submitted a grant request from mParks. We have been selected to receive \$10,000 from mParks for the Building Healthy Places: Creating Parks with Purpose Grant. This will be used at Fireman's Park to install an ADA sidewalk from the new play structure to the parking area. Also included will be benches with companion seating and a bike rack.
- Last week I spoke with Supervisor Schwartz and Tara Cohen from Washtenaw County Office of Economic Development regarding available 2020 or 2021 CDBG funds. I am going to be preparing information related to the repair/rehab of the tennis/sport courts at Community Park.


Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Juan Bradford", with a long, sweeping flourish extending upwards and to the right.

Juan Bradford

8A

Challenges Faced by Small Park Districts

 nrpa.org/blog/challenges-faced-by-small-park-districts/

Small rural communities face numerous unique issues that impact them daily. Park and recreation personnel within these communities help to tackle these issues, typically while operating on a shoestring budget. If we were to list some of the issues facing small communities, they would include declining downtowns and incompatible development in historic areas, leading to loss of community character. Many people who grow up in these communities remember various businesses and recreation opportunities, such as bowling, skating and arcades. In many towns, these institutions have closed down due to small populations unable to sustain them. These communities face slow growth, which in turn impacts dollars coming into the park district.

In some cases, growth occurs in suburbs situated at city edges, many times outside of rural district taxing lines. This growth can impact neighboring rural communities by using their services — such as youth sports — without paying taxes toward the district. People looking to move into small towns often find limited housing choices with many of the classic, larger homes falling into disrepair.

Concurrently, there is opposition to change. In smaller communities, you may find boards and council members “stuck in their ways” — afraid of new development as they struggle to maintain the identity of what their town used to be — rather than focusing and planning on what the community could be.

Defining Small Park Districts

How do you define a small park district? Is a district's designation based upon population served? Budget? Staff size? I would suggest it is all of these. Smaller park districts tend to have very limited staff, sometimes with only one to two full-time recreation staff. This number may or may not include the executive director. This limitation is similarly reflected in the number of park staff, with typically one full-time staff member supported by seasonal staff. Taxes can also define small districts, with taxes barely covering the cost of utilities, let alone staffing.

Strategic Planning Solutions

Small park districts must be strategic in their planning. With limited resources, capital purchases must address technology advancements as well as make a community impact. Staff at small park districts must wear many different hats — it is not out of the norm for the executive director to be involved in tasks such as programming to ensure new initiatives are implemented effectively. This includes assisting the building and grounds departments when they need extra help, often during larger family events such as holiday event set-up, and other community activities.

Utilizing Creative Marketing

There are several out-of-the-box ways small districts can be creative in their marketing. For many, seasonal brochures are their strongest marketing tools. Beyond that, what can you do? Work with your local schools to see if they can pass out flyers to students and their families. For some, this may be old school thinking, but many parents rarely look at the virtual backpack, so this can still be an effective way to reach a larger audience. Does your local community college have a television studio? If so, they may be willing to partner with your agency to create short promotional videos that can be consumed quickly via social media. Facebook is great for reaching parents, but what is the most effective way to reach teens? You could meet with the student council at your local high school or junior high school and ask them to help promote your teen-focused events.

Everyone on your team should take part in your agency's marketing efforts and be constantly working various angles to promote your programs. In small communities, competition with travel teams, school programs, video games and other activities can be tough. We can't just roll over and say, “There are too many activities to compete with.” We need to keep pushing to drive numbers.

Maintaining Staff Morale

Most people who work in the field of parks and recreation do so because they believe in the mission and feel that they are making a difference. A strong sense of desire to positively impact the community needs to be in the staff's heart. The idea of impacting someone's life is what drives them. However, the staff at a small district can easily get frustrated by wearing many hats, seeing program ideas disintegrate and by working with limited technology and resources to start or maintain programming. And, due to budget limits, staff typically are not paid what they feel they should be. Staff training and development is critical, yet difficult to do with limited budgets. One solution is to find affordable training through your local chamber, library or other online resources.

Working at a small park district has its challenges, but it can be very rewarding. Staff work closely with each other and become a strong team. They become “the park guys and gals,” and are recognized by the community for their efforts. Small communities are typically very appreciative of the efforts of their park personnel, which in turn makes park and recreation staff feel that they are making a difference as they get to know the families and participants they serve. Navigating the challenges of a small park district is well worth it when staff is able to experience the impact they make on their communities.

Michael McCann, MS, is the *Executive Director of Sandwich Park District*.



PARKS & RECREATION

575 E. Clark • Ypsilanti, MI 48198

PARK RENTAL FORM

JB

Renter's Name: Jason Gold / Michigan Folk School Phone: 734-546-9048

Address: 6685 Vreeland Road

City, State: Superior Township, Michigan

E-mail: registrar@mifolkschool.com

Park Requested: Cherry Hill Preserve Date(s): Saturday, March 14

Times: From: 10am To: 2pm

Event: Wildcrafting Workshop: Bud, Bark & Branch

No. of Participants: 30

Will admission be charged: Yes No If Yes, what amount: \$40

Will food and/or beverages be served: Yes No If Yes, how often: _____

Please list any special equipment to be used (lighting, sound system, etc.):

none

Cleanup will be completed by: Jason Gold / Michigan Folk School Phone: 734-546-9048

In partial consideration for the use of Superior Township premises by any person and/or organization, and as a condition thereof, such person or organization or itself and its members, by acceptance of such use, forever releases and holds the Township of Superior harmless from any and all claims for personal injury or property damage. All users MUST adhere to Township noise ordinances, and MUST leave the park in the same condition as originally found, including all pickup and disposal of trash. No bathroom facilities will be provided by the Parks & Recreation Department and is the responsibility of the party renting the park.

I also understand that it is my responsibility to inform the members of the group about these restrictions and will so inform them. I further understand that Superior Township has the right to terminate this contract at any time they deem it necessary in the best interests of the Township.

Cleaning & Security Deposit will be returned ONLY in the event all conditions of this form are met. Additional charges WILL be charged if any damage is found to have happened during the usage of the park.

Charges: Deposit: _____

Rental Fee: _____

Additional Fees: _____ Description: _____

TOTAL FEE: NONE



PARKS & RECREATION

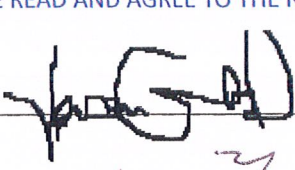
575 E. Clark • Ypsilanti, MI 48198

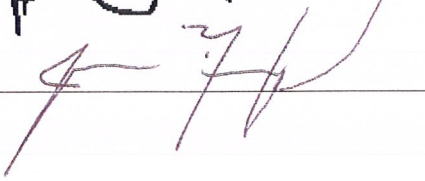
PARK USE RULES

The Charter Township of Superior has agreed to allow township parks to be used for community gatherings. The following rules, effective December 1, 2000, govern the use of this park:

1. Signed contracts are due from potential renters before consideration will be given.
2. Office personnel shall review the application for approval. In the event the application is approved, the following distribution will apply:
 - a. One copy will remain in the Parks and Recreation Rental File.
 - b. One copy shall be given to the applicant. This copy must be presented in order to enter the facility at the designated time of usage.
 - c. One copy shall be given to the Superior Township Hall to be held on file.
3. There will be a walk-through of the park before the function and after the function to verify condition of the park.
4. The Sheriff's Department will be notified of the function's location, date and time.
Please Note: **Failure to vacate the property at the predetermined, designated time will result in automatic charges beginning at one-quarter hour. Such charges will be at the hourly rate of \$40.00.**
5. Cleanup of the park and control of the group's conduct is the sole responsibility of the person and/or group identified on the application.
6. Bathroom facilities will be the sole responsibility of the renter.
7. **No alcoholic beverages and/or drugs of any kind are permitted on township property.**
8. If the park is requested to be used for money making purposes, or if admission to the facility and/or grounds will be charged, such use **MUST** be approved in writing by the Parks Commission.
9. The use of any electronic equipment **MUST** be approved by the Parks Commission.
10. Any misuse of the park, or abuse of the rules will result in a loss of 100% of the deposit. If the cost to repair damages exceeds the deposit, the township will request additional payment. In the event that the additional payment is not received, the township shall seek legal remedy.
11. No person shall engage in any violent, abusive, loud, boisterous, vulgar, lewd, wanton, obscene, or otherwise disorderly conduct tending to create a breach of the peace, or to disturb or annoy others while on township property.
12. No person shall at any time bring onto township property nor have in their possession, nor discharge, nor setoff anywhere upon township property a firearm, bow, or other weapon that discharges projectiles either by air, explosive substance, or any other force (does not apply to officers of the law).
13. Cancellations must be submitted in writing to the Parks Department a minimum of 10 business days prior to the rental date in order to receive a full refund of the security deposit and rental fee.
Cancellations made in less than 10 working days will be subject to a cancellation fee as follows: 50% if between five and 10 working days, or 100% if less than five working days.
14. Any exceptions to these rules must be approved in writing by the Parks Commission.

I HAVE READ AND AGREE TO THE RULES FOR THE RENTAL OF TOWNSHIP PARKS

Renter's Signature:  Date: 1/8/20

Superior Township's Approval:  Date: 1/21/2020

2020

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Township Board Mtg. P&R Attendees Schedule

Meeting Date	Day Of Week	Commissioner
January 21, 2020	Tuesday	Martha Kern-Boprie
February 18, 2020	Tuesday	Sandi Lopez
March 16, 2020	Monday	Terry Lee Lansing
April 20, 2020	Monday	Marion Morris
May 18, 2020	Monday	Terry Lee Lansing
June 15, 2020	Monday	Nahid Sanii-Yahyai
July 20, 2020	Monday	Paula Jefferson
August 17, 2020	Monday	Sandi Lopez
September 21, 2020	Monday	Bernedia Word
October 19, 2020	Monday	Paula Jefferson
November 16, 2020	Monday	Martha Kern-Boprie
December 21, 2020	Monday	Nahid Sanii-Yahyai

2020 Parks & Recreation Contact Information

Name	Title	Address	Home # (734)	Work # (734)	Cell/Fax # (734)	Email Address
Bradford, Juan	Parks & Recreation Administrator	3147 S. Newburgh Wayne, MI 48184	326-2204	480-5502 Ext.114	Cell: 649-1991 Fax: 484-4883	jbradford@superior-twp.org
Buterbaugh, Dave	Maintenance Supervisor	31335 Barton Garden City, MI 48135	522-9557	480-5502 Ext. 108	Cell: 660-9992 Fax: 484-4883	dbuterbaugh@superior-twp.org
Rick Collman	CHNP Park Steward		453-5069		Cell: 453-5069	rick@thecollmans.com
Jefferson, Paula	Commissioner Chair	1585 Harvest Lane Superior Twp. MI 48198	657-6836			pjeffuller@gmail.com
Kern-Boprie, Martha	Commissioner Secretary	1659 Sheffield Dr. Superior Twp. MI 48198	483-3621	647-8006	330-0520	kernm@umich.edu
Lansing, Terry Lee	Commissioner	9805 Geddes Rd. Superior Twp. MI 48198	484-6481			Terryleeisme7@gmail.com
Lopez, Sandi	Commissioner	6735 Vreeland Rd. Superior Twp. MI 48198			Cell: 485-7558	sandiclopez@comcast.net
Morris, Marion	Commissioner Vice-Chair	8264 Vreeland Rd. Superior Twp. MI 48198	482-7414			petermorris201@comcast.net
Pigott, Patrick	Recreation Coordinator	41391 Southwind Dr. Canton, MI 48188		480-5502 Ext. 108	Cell: 652-0929 Fax: 484-4883	ppigott@superior-twp.org
Sanii-Yahyai, Nahid	Commissioner	3500 Blue Heron Ct. Superior Twp. MI 48198	922-5911		272-2854	nyahyai@comcast.net
Word, Bernedia	Commissioner	8607 Barrington Dr. Superior Twp. MI 48198		544-4336	Cell: 417-0334 Fax: 544-3452	Glemps2@att.net
Parks & Recreation Office		575 E. Clark Road Superior Twp. MI 48198		480-5502	Fax: 484-4883	superiorparks@superior-twp.org jbradford@superior-twp.org

Updated 1/20/20

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103.

PROPOSED 2020 Special Events Dates

<u>EVENT</u>	<u>LOCATION</u>	<u>DATE/TIME</u>	<u>RAIN DATE</u>
Easter Egg Hunt	Fireman's Park	April 4th @ 11:00am Saturday	April 11th Saturday
Backyard Birding	CHNP	May 9th @ 10:00am Saturday	May 16th Saturday
Superior Day	Oakbrook Park	June 13th @ 11:00am Saturday	June 20th Saturday
Kite & Rocket Day	Fireman's Park	June 27th @ 11:00am Saturday	June 27th Sunday
Movie in the Park	Dixboro Green	July 11th @ 8:00pm Saturday	TBD
Movie in the Park	Oakbrook Park	Aug. 8th @ 8:00pm Saturday	TBD
Kickball	Oakbrook Park	Sept. 14th @ 11:00am Saturday	Sept. 21st Saturday
Pumpkin Carving	Norfolk Park	Oct. 24th @ 11:00am Saturday	Oct. 25th Sunday
Christmas Tree Lighting	Old Township Hall	Dec. 5th @ 6:00pm Saturday	N/A
Dixboro Farmers Market @ Dixboro Green		June 26th July 31st August 28th September 25th October 30th @ Trunk or Treat	

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF SUPERIOR
 CHECK DATE FROM 12/17/2019 - 01/20/2020

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
12/17/2019	GENL	42445	12719	BERNEDIA WORD	SUPPLIES CHRISTMAS TREE LIGHTING	740.000	754	48.94
12/17/2019	GENL	42446	432875	DAVID PAVLOV	SANTA FOR TREE LIGHTING	740.000	754	80.00
12/17/2019	GENL	42447	1203	GLEMPS, INC.	COMMISSION SHIRTS	999.000	751	134.00
12/17/2019	GENL	42448#	6047	MCLENNAN LANDSCAPE & NURSERY	DRAIN PIPE FOR NORFOLK/OAKBROOK PAT	930.000	755	137.20
			6046		NORFOLK/OAKBROOK PATH	951.000	756	9,097.50
					CHECK GENL 42448 TOTAL FOR FU			<u>9,234.70</u>
12/23/2019	GENL	42453	3127	DECKER AGENCY	MUNICIPAL INSURANCE 2020	123.050	000	6,717.69
12/23/2019	GENL	42461	121719	MARK BARRETT BUILDING CO	CHERRY HILL BOARDWALK FINAL PAYMEN	951.000	756	9,000.00
12/23/2019	GENL	42462	A-125680	PARKWAY SERVICES	PORTAJOHNN @ FIREMAN'S PARK - DEC	19740.000	755	115.00
12/23/2019	GENL	42465	DEC 19	WALMART COMMUNITY/SYNCRB	CHRISTMAS TREE LIGHTING SUPPLIES	740.000	754	53.53
12/30/2019	GENL	42471	DEC 19	HOME DEPOT CREDIT SERVICES	TREE LIGHTING CEREMONY	740.000	754	99.80
12/30/2019	GENL	42474	906181	LOWE'S	POINSETTIAS FOR CHRISTMAS TREE LIGH	740.000	754	111.72
12/30/2019	GENL	42477	DEC 19	SAM'S CLUB/SYNCHRONY BANK	TREE LIGHTING CEREMONY	740.000	754	144.98
12/30/2019	GENL	42478#	1627160500	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	740.000	751	196.60
			1627160500		OFFICE SUPPLIES	740.000	755	174.90
					CHECK GENL 42478 TOTAL FOR FU			<u>371.50</u>
01/07/2020	GENL	42485	122619	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 12/26/19 PAYROLL	289.000	000	6,012.78
			DEC 19		PENSION /HCSP - DECEMBER 2019	289.000	000	941.44
			1920-G		CASH TRANSFER 1/9/20 PAYROLL	289.000	000	7,125.41
					CHECK GENL 42485 TOTAL FOR FU			<u>14,079.63</u>
01/08/2020	GENL	42488	63131367	WEX BANK	FUEL - DECEMBER 2019	742.000	755	153.48
01/08/2020	GENL	42495	DEC 19 - P	DTE ENERGY	ELECTRIC - PARKS BARN -DEC 2019	920.000	755	31.93
01/08/2020	GENL	42498	3434-213847	O'REILLY AUTOMOTIVE, INC.	FUEL STABILIZER	742.000	755	53.94
01/14/2020	GENL	42512	71920	GENE BUTMAN FORD SALES, INC.	DODGE RAM POWER STEERING REPAIRS	930.000	755	1,072.17
01/14/2020	GENL	42513	NOV/DEC 19	JUAN BRADFORD	MILEAGE REIMBURSEMENT 11/2/19-12/12	860.000	751	85.26
01/14/2020	GENL	42518	200002145	MPARKS	2020 MPARKS CONFERENCE	710.000	751	370.00
			300000855		2020 MPARKSMEMBERSHIP	958.000	751	350.00

11/1

User: NANCY
 DB: Superior Twp
 CHECK DATE FROM 12/17/2019 - 01/20/2020

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
				CHECK GENL 42518	TOTAL FOR FU			720.00
01/14/2020	GENL	42522#	2019-PR-101	SUPERIOR TWP UTILITY DEPARTME	CELL PHONES - DEC 19	850.000	751	51.23
			2019-PR-101		CELL PHONES - DEC 19	850.000	755	33.06
				CHECK GENL 42522	TOTAL FOR FU			84.29
				Total for fund 508 PARKS & RECREATION				42,392.56

'-' INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

REVENUE AND EXPENDITURE REPORT FOR SUPERIOR TOWNSHIP
 PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 12/31/2019	ACTIVITY FOR MONTH 12/31/19	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 12/31/2018
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 508 - PARKS & RECREATION								
Revenues								
Dept 000 - REVENUE		0.00	0.00	0.00	0.00	0.00	0.00	11,000.00
508-000-587.000	GENERAL FUND CONT- SPECIAL #1			282,282.00	23,523.50	0.00	100.00	259,253.00
508-000-588.000	GENERAL FUND CONTRIBUTION	282,282.00	282,282.00	898.48	81.68	101.52	89.85	980.16
508-000-604.000	REIMBURSEMENT FOR LABOR COSTS	1,000.00	1,000.00	6,000.00	0.00	(2,300.72)	138.35	7,709.46
508-000-663.000	INTEREST ON RESERVES INCOME	6,000.00	6,000.00	200.00	0.00	16.03	91.99	156.95
508-000-673.000	INSURANCE REIMBURSEMENTS INCOM	200.00	200.00	500.00	0.00	(1,850.00)	470.00	600.00
508-000-696.000	DONATIONS	500.00	500.00	30,000.00	0.00	30,000.00	0.00	0.00
508-000-699.000	APPROPRIATION FROM FUND BALANC	30,000.00	30,000.00					
Total Dept 000 - REVENUE		319,982.00	319,982.00	294,015.17	23,605.18	25,966.83	91.88	279,699.57
TOTAL REVENUES		319,982.00	319,982.00	294,015.17	23,605.18	25,966.83	91.88	279,699.57
Expenditures								
Dept 751 - PARK & REC. ADMINISTRATION								
508-751-701.000	COMMISSION STIPENDS	8,289.00	8,289.00	7,288.03	1,275.14	1,000.97	87.92	7,342.87
508-751-702.000	SALARIES	42,118.00	42,118.00	36,484.24	2,806.48	5,633.76	86.62	39,649.18
508-751-702.002	CONTROLLER SALARY	0.00	0.00	5,602.23	342.12	(5,602.23)	100.00	0.00
508-751-710.000	TRAINING	1,000.00	1,000.00	1,095.80	0.00	(95.80)	109.58	753.36
508-751-717.000	TAXABLE BENEFITS	0.00	0.00	729.68	0.00	(729.68)	100.00	354.22
508-751-727.000	OFFICE SUPPLIES	600.00	600.00	0.00	0.00	600.00	0.00	518.75
508-751-728.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-751-740.000	OPERATING SUPPLIES	0.00	0.00	365.91	196.60	(365.91)	100.00	0.00
508-751-800.010	PROFESSIONAL SERVICES - AUDIT	1,500.00	1,500.00	1,000.00	0.00	500.00	66.67	1,205.00
508-751-801.000	PROFESSIONAL SERVICES - OTHER	2,200.00	2,200.00	2,590.67	12.50	(390.67)	117.76	3,332.03
508-751-850.000	TELECOMMUNICATIONS	1,200.00	1,200.00	718.95	51.23	481.05	59.91	666.60
508-751-851.000	INSURANCE & BONDS	7,725.00	7,725.00	10,254.34	807.55	(2,529.34)	132.74	8,412.21
508-751-860.000	TRANSPORTATION	1,100.00	1,100.00	925.10	85.26	174.90	84.10	911.76
508-751-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00	78.48
508-751-930.000	REPAIR & MAINTENANCE	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-751-945.000	OFFICE RENT	6,000.00	6,000.00	6,000.00	0.00	0.00	100.00	0.00
508-751-958.000	MEMBERSHIPS & DUES	650.00	650.00	440.00	0.00	210.00	67.69	430.00
508-751-963.000	BANK FEES & CHARGES	100.00	100.00	28.06	0.00	71.94	28.06	10.47
508-751-980.000	EQUIPMENT OVER \$5,000	0.00	0.00	0.00	0.00	0.00	0.00	596.57
508-751-981.000	EQUIPMENT UNDER \$5,000	1,000.00	1,000.00	711.71	0.00	288.29	71.17	0.00
508-751-999.000	MISCELLANEOUS EXPENSE	0.00	0.00	334.00	134.00	(334.00)	100.00	100.00
Total Dept 751 - PARK & REC. ADMINISTRATION		74,582.00	74,582.00	74,568.72	5,710.88	13.28	99.98	64,361.50
Dept 754 - RECREATION								
508-754-702.000	SALARIES	10,341.00	10,341.00	12,156.40	1,959.50	(1,815.40)	117.56	10,964.94
508-754-710.000	TRAINING	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-754-740.000	OPERATING SUPPLIES	5,500.00	5,500.00	7,199.66	744.59	(1,699.66)	130.90	4,898.59
508-754-801.000	PROFESSIONAL SERVICES - OTHER	0.00	0.00	749.93	12.50	(749.93)	100.00	0.00
508-754-850.000	TELECOMMUNICATIONS	400.00	400.00	352.00	0.00	48.00	88.00	398.17
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	0.00	0.00	500.00	0.00	300.00
508-754-975.000	SIGNAGE	600.00	600.00	0.00	0.00	600.00	0.00	755.80
Total Dept 754 - RECREATION		17,941.00	17,941.00	20,457.99	2,716.59	(2,516.99)	114.03	17,317.50
Dept 755 - PARK MAINTENANCE								

2A.

REVENUE AND EXPENDITURE REPORT FOR SUPERIOR TOWNSHIP
 PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 12/31/2019	ACTIVITY FOR MONTH 12/31/19	AVAILABLE BALANCE	% BDT USED	YTD BALANCE 12/31/2018
Fund 508 - PARKS & RECREATION								
Expenditures								
508-755-702.000	SALARIES	112,998.00	112,998.00	108,491.72	5,822.87	4,506.28	96.01	108,582.78
508-755-710.000	TRAINING	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-755-717.000	TAXABLE BENEFITS	1,900.00	1,900.00	3,984.79	0.00	(2,084.79)	209.73	1,820.56
508-755-740.000	OPERATING SUPPLIES	3,500.00	3,500.00	3,592.28	289.90	(92.28)	102.64	2,982.98
508-755-740.003	HERBICIDE (NON-SELECTIVE)	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-755-740.004	SAND-GRAVEL-BARK-SOIL	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	132.82
508-755-741.000	UNIFORMS	1,000.00	1,000.00	501.00	0.00	499.00	50.10	340.00
508-755-742.000	FUEL-LUBRICANTS	5,000.00	5,000.00	3,651.30	207.42	1,348.70	73.03	4,293.36
508-755-801.000	PROFESSIONAL SERVICES - OTHER	0.00	0.00	1,079.21	12.50	(1,079.21)	100.00	0.00
508-755-850.000	TELECOMMUNICATIONS	500.00	500.00	503.22	33.06	(3.22)	100.64	388.73
508-755-860.000	TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-755-920.000	UTILITIES	850.00	850.00	585.05	31.93	264.95	68.83	543.12
508-755-930.000	REPAIR & MAINTENANCE	10,500.00	10,500.00	10,762.42	1,309.37	(262.42)	102.50	8,047.36
508-755-930.001	CONTROLLED BURNS	3,800.00	3,800.00	4,400.00	0.00	(600.00)	115.79	5,850.00
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	24,198.00
508-755-981.000	EQUIPMENT UNDER \$5,000	2,500.00	2,500.00	44.99	0.00	2,455.01	1.80	1,209.72
Total Dept 755 - PARK MAINTENANCE		170,248.00	170,248.00	137,595.98	7,707.05	32,652.02	80.82	158,389.43
Dept 756 - PARK DEVELOPMENT/IMPROVEMENT PROJECTS								
Total Dept 756 - PARK DEVELOPMENT/IMPROVEMENT		30,000.00	30,000.00	29,087.00	24,597.50	913.00	96.96	65,066.90
Dept 966 - UNALLOCATED EXPENSES								
508-966-715.000	FICA	13,475.00	13,475.00	13,367.36	933.75	107.64	99.20	12,905.09
508-966-858.000	PENSTON	13,736.00	13,736.00	12,996.80	0.00	739.20	94.62	12,915.86
Total Dept 966 - UNALLOCATED EXPENSES		27,211.00	27,211.00	26,364.16	933.75	846.84	96.89	25,820.95
TOTAL EXPENDITURES		319,982.00	319,982.00	288,073.85	41,665.77	31,908.15	90.03	330,956.28
Fund 508 - PARKS & RECREATION:								
TOTAL REVENUES		319,982.00	319,982.00	294,015.17	23,605.18	25,966.83	91.88	279,699.57
TOTAL EXPENDITURES		319,982.00	319,982.00	288,073.85	41,665.77	31,908.15	90.03	330,956.28
NET OF REVENUES & EXPENDITURES		0.00	0.00	5,941.32	(18,060.59)	(5,941.32)	100.00	(51,256.71)

