

Superior Charter Township Park Commission
Regular Meeting
August 23, 2021
Conducted via Zoom platform technology

Approved Minutes

1. Call to Order
The meeting was called to order by Chair Marion Morris at 6:37 pm.
2. Roll Call
Park Commissioners present: Marion Morris, Nahid Sanii-Yahyai, Martha Kern-Boprie, Terry Lee Lansing, Greg Vessels, Riley Schofield

Park Commissioners absent: Guy Conti

Others present: Trustee Bernice Lindke; Juan Bradford, Park Administrator; Patrick Pigott, Recreation Coordinator/Maintenance Supervisor; Chris Nordstrom of Carlisle-Wortman Associates
3. Flag Salute
Chair Morris led those assembled in the Pledge of Allegiance to the Flag.
4. Agenda Approval
It was moved by Nahid Sanii-Yahyai and supported by Greg Vessels to approve the agenda as drafted. The motion carried.
5. Prior Meeting Minutes Approval
 - A. July 26, 2021
It was moved by Nahid Sanii-Yahyai and supported by Terry Lee Lansing to approve the minutes of 7/26/2021 as drafted. The motion carried.
6. Citizens Participation – None
7. Presentation by Chris Nordstrom of Carlisle-Wortman Associates
Carlisle-Wortman Associates (CWA) is a professional planning consultant that works with local, county and regional governments as well as non-profit groups throughout southeast Michigan. Chris Nordstrom is a landscape architect who has worked with this firm for over six years, and prepared over 30 plans during that time. Presently he is working with the Superior Township Board and Planning Commission on the township master plan. Mr. Nordstrom presented an outline of the services CWA will provide, which include all data gathering, arranging for all public forums, preparation of draft and final plans. The cost will be invoiced monthly based on hours, and will not exceed \$16,044.

Park commissioners asked questions about how much of the work of plan preparation CWS would provide, and how much township park staff would have to do, and Mr. Nordstrom responded that CWA would do about 95% of plan preparation. Juan Bradford asked if there would be some cost savings to the park commission, in that some of the data gathered by CWA for the Township Master Plan could also be used in the Park & Recreation Plan, and Mr. Nordstrom responded that would be the case.

Mr. Nordstrom noted that the State of Michigan now requires completed Park & Recreation Plans to be fully adopted and submitted by 2/01/2022 to be eligible for 2022 state grant funding. This is a very tight deadline. Mr. Nordstrom suggested that if there is not a specific project that the Superior Township Park Commission seeks state grant funds for in 2022, that the park commission consider deferring final submission of the Five Year Plan to autumn of 2022. This will allow for preparation of a better plan with

Approved by the Superior Charter Township Park Commission on 9/27/2021.

more input. On this schedule the plan would effectively cover 2023 – 2028. He acknowledged that the timeline in the presentation document distributed to the Park Commission was prepared for a 2/01/22 submission, and would be revised if we decided to pursue an autumn 2022 submission.

After answering all questions, Mr. Nordstrom left the Park Commission meeting.

Park Commissioners discussed adding to the New Business agenda to act on the proposal from CWA. It was moved by Martha Kern-Boprie and supported by Marion Morris to add to New Business Item C Contract with Carlisle-Wortman Associates to prepare Five Year Park & Recreation Plan. The motion carried and Item C was added to the agenda.

8. Reports

A. Chairperson

No report.

B. Administrator

Juan Bradford submitted a written report. There were no additions to the written report.

C. Board Liaison

Trustee Bernice Lindke submitted a written report. At the August 16, 2021 township board meeting, several residents spoke during Citizen Participation and requested more resources be focused on programming and infrastructure needs of residents of Sycamore Meadows and Danbury Green. One resident spoke about debris blocking a storm drain in front of his property which causes water back-ups during heavy rainfall.

The township hired firefighter Corey Oberstaedt and utility clerk Lisa Bradford, adopted the Superior Charter Township Principles of Governance, approved a request to issue a Request for Proposal (RFP) for Architectural and Engineering Services for a new fire station #2 on MacArthur Boulevard and approved a request to retain David Landry, attorney to advise the township board on zoning issues.

D. Board Meeting Attendee

Riley Schofield attended the July Township Board meeting. She reported that four citizens addressed the township board, requesting that the \$4 million the township sought in COVID funding be dedicated to programming and infrastructure in the MacArthur Blvd area apartments. The township hired a new firefighter, who will begin working on August 30. The board discussed retaining legal counsel for the requested rezoning of over 600 acres in the vicinity of Geddes and LeForge Roads.

E. Park Steward

Ellen Kurath submitted a written report, detailing the presence of an invasive plant known as Asian Bittersweet in Cherry Hill Nature Preserve (CHNP).

F. Safety

Patrick Pigott reported there were no accidents or injuries in the past month.

9. Communications

A. Educational: Improving Mental Health with Parks & Recreation

B. Michigan Townships Association Open Meetings Act provisions

C. Park Reservation: Washtenaw Council for Children; Child Safety Camp

D. Park Reservation: Christian Love Fellowship; Bookbag Give-away

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

10. Old Business – None

11. New Business

A. Volunteer Sign-Up: Movies in the Park September 11, 2021

The next Movies in the Park will take place on Saturday, 9/11/21 in Oakbrook Park. The following Park Commissioners volunteered to assist with this event.

Martha Kern-Boprie Marion Morris

Nahid Sanii-Yahyai Greg Vessels

Juan Bradford encouraged volunteers to bring jackets, as it is getting cooler at night.

B. 2022 Budget Preparation

Juan Bradford and Marion Morris have begun budget preparation. Draft spreadsheets are in today's park commission packet.

C. Carlisle-Wortman Associate proposal to prepare Five Year Park & Recreation Plan

Park commissioners asked Juan Bradford if delaying submission of the five year plan to autumn 2022 would create a big problem. He responded that we do have other grant funding to cover the Community Park access project, so it would not be a major hindrance. It was moved by Martha Kern-Boprie and supported by Marion Morris to approve the contract with Carlisle-Wortman Associates to prepare the Superior Township Parks & Recreation Five Year Plan for an amount not to exceed \$16,044. The motion carried.

12. Bills for Payment

It was moved by Greg Vessels and supported by Terry Lee Lansing to approve payment of the bills totaling \$28,048.35 at 8/23/2021. The motion carried.

13. Financial Statements

A. July 2021 Revenue & Expenditure Report

B. July 2021 Balance Sheet

It was moved by Terry Lee Lansing and supported by Marion Morris to receive the July financial statements. The motion carried.

14. Pleas and Petitions

Nahid Sanii-Yahyai commented that both the Dixboro Event on July 30 and the Movies in the Park event on August 14 were well attended. There were many children present at the Movies in the Park event and they all appeared to enjoy both the kickball game before the movie and the movie itself

15. Adjournment

It was moved by Nahid Sanii-Yahyai and supported by Marion Morris to adjourn at 7:37 pm. The motion carried.

Submitted by,
Martha Kern-Boprie, Park Commissioner and Secretary