



CHARTER TOWNSHIP OF SUPERIOR PARKS & RECREATION COMMISSION MEETING

The Parks & Recreation Commission

NOVEMBER 2022

Regular Meeting

will be held

MONDAY, NOVEMBER 28th, 2022 @ 6:30 p.m.

at

SUPERIOR TOWNSHIP HALL

3040 N. Prospect Rd.

(Corner of Cherry Hill & Prospect)

Current COVID-19 protocols will be in place

For additional info call: (734) 480-5502

or email: superiorparks@superior-twp.org

CHARTER TOWNSHIP OF SUPERIOR PARKS & RECREATION COMMISSION MEETING

Juan Bradford	Marion Morris
Guy Conti	Patrick Pigott
Martha Kern-Boprie	Nahid Sanii-Yahyai
Terry Lee Lansing	Riley Schofield
Bernice Lindke	Gregory Vessels

Superior Township Parks & Recreation Commission

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PARKS &
RECREATION



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**PARKS & RECREATION COMMISSION REGULAR MEETING
NOVEMBER 28, 2022 @ 6:30 P.M.**

AGENDA

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) AGENDA APPROVAL**
- 5) PRIOR MEETING MINUTES APPROVAL**
 - A) October 24, 2022
- 6) CITIZENS PARTICIPATION**
- 7) REPORTS**
 - A) Chairperson
 - B) Director
 - C) Board Liaison
 - D) Board Meeting Attendee
 - E) Park Steward
 - F) Safety
- 8) COMMUNICATIONS**
 - A) MERGE: Inclusion Principles
 - B) Christmas Fliers
- 9) OLD BUSINESS**
 - A) Five-Year Plan Update
 - B) Community Center Advisory Committee Update
 - C) Parks & Recreation Commission By-Laws
 - D) Parks & Recreation Director Hours
 - E) Approved 2023 Budget
- 10) NEW BUSINESS**
 - A) Healthy Habits Start Now (HHSN) Survey
- 11) BILLS FOR PAYMENT**
 - A) October 25, 2022 – November 28, 2022
- 12) FINANCIAL STATEMENTS**
 - A) October 2022 Revenue & Expenditure Report
- 13) PLEAS AND PETITIONS**
- 14) ADJOURNMENT**

Next Meeting: December 19, 2022 @ 6:00 pm

SA

Superior Charter Township Park Commission
Regular Meeting
October 24, 2022

Proposed Minutes

1. Call to Order

The meeting was called to order by Chair Marion Morris at 6:40 pm.

2. Roll Call

Park Commissioners present: Marion Morris, Nahid Sanii-Yahyai, Martha Kern-Boprie, Terry Lee Lansing, Greg Vessels, Riley Schofield, Guy Conti

Park Commissioners absent: none

Others present: Juan Bradford, Parks & Recreation Director; Patrick Pigott, Maintenance Supervisor & Recreation Coordinator

3. Flag Salute

Chair Morris lead 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. September 26, 2022

It was moved by Nahid Sanii-Yahyai and supported by Greg Vessels to approve the minutes of 9/26/2022 as drafted. The motion carried.

6. Citizens Participation

There was none.

7. Reports

A. Chairperson

Chair Morris had no report.

B. Director's Report

Juan Bradford submitted a written report. He added to that report with news that attendance at Nature Hunt Bingo on 10/08/22 was fairly good. The weather was good, but the event may have competed with the Ypsilanti District Library (YDL) book passing event for participation. Participation in the Pumpkin Carving event on 10/22/22 was very good. 125 pumpkins were given away.

In Norfolk Park, preliminary tests for Oak Wilt came back negative. That is good news, but these trees are still susceptible to Oak Bore infestation. These trees will come down.

The battery in the van that failed at Nature Hunt Bingo has been replaced. Everything works now.

The Michigan DNR Spark grant application period opened today. Awards range from \$100,000 to \$1,000,000. Juan recommends proposing some off-road parking at CHNP, and installation of boardwalk from the road to the current boardwalk to enhance barrier free accessibility. Park Commissioners encouraged to proceed with proposals.

Juan met with John Copley about pulling invasive honeysuckle.

Hired Marco Aguirre as seasonal part-time maintenance staff. If Marco works out, he will move to permanent part-time maintenance staff.

There was a surplus in the Movie Night budget, because one screening was canceled due to weather. Juan has the opportunity to reserve three movies in 2023 for the price of 2022, if he reserves them now. Park Commissioners encouraged Juan to reserve the three movies now.

- C. Board Liaison
No report.
 - D. Board Attendee
Marion Morris and Juan Bradford attended the 10/17/22 Township Board meeting. A new trash removal company will begin serving Superior Township in November. Pick-up dates may change. Details will be on the township website this week. On sidewalks in subdivision, ramps at curb cuts will be installed to enhance barrier free accessibility. The 2023 budgets were approved.
 - E. Park Steward – No report.
 - F. Safety
There were no accidents or injuries in the past month.
8. Communications
- A. Patrick Pigott Resignation Letter
Patrick Pigott will resign his employment. He will work through November 9, to help set up and take down voting precincts for the November 8 election. Guy Conti suggested a small group of park commissioners meet with Patrick, to receive any insights or suggestions he may offer after working for the Park Department for fifteen years. Guy and Martha Kern-Boprie volunteered to meet with Patrick.
9. Old Business
- A. Five Year Plan Update
Juan will meet with Chris Nordstrom of Carlisle-Wortman on the schedule for releasing the next draft of the Five Year Plan, with notes from commissioners incorporated.
 - B. Community Center Advisory Committee Update
The next meeting of the Community Center Advisory Committee (CCAC) will take place 10/27/22 at 5:30 pm at Christian Love Fellowship Church on Stamford. Greg Dill, county administrator will be present.
 - C. Parks & Recreation Commission By-Laws
Commissioner Guy Conti reviewed the Park & Recreation Commission By-Laws, and suggested some amendments.
In Section 11 Meetings F. Minutes, insert the following text into the middle of the paragraph: “Minutes prepared by the Secretary, but not approved by the Commission, shall first be approved by the Commission Chair, and then made available to public inspection as ‘un-approved minutes’”.
In Section 11 Meetings H. Agenda change “Administrator” to “Director” every time it occurs.
In Section 12 Order of Business, Reports change “Administrator” to “Director”.
In Section 17 Financial Transactions, change “Administrator” to “Director” every time it appears.
In Section 18 Amendments, change text to: “These by-laws may be amended by the affirmative vote of a majority of the Commissioners then in office at any two consecutive regular or special meeting(s).”

It was moved by Guy Conti and supported by Martha Kern-Boprie to approve the proposed By-Laws amendments, EXCEPT for the amendment proposed to Section 11 Meetings F. Minutes. A roll call vote was taken.

Guy Conti	Yes
Marion Morris	Yes
Nahid Sanii-Yahyai	Yes
Greg Vessels	Yes
Riley Schofield	Yes
Martha Kern-Boprie	Yes
Terry Lee Lansing	Yes

The motion carried.

D. Event Sponsorship Policy

A vigorous discussion on the merits and disadvantages of accepting and seeking sponsorships for recreation programs and park facilities took place. It was moved by Marion Morris and supported by Guy Conti to table this issue to the November 28, 2022, Park Commission meeting. The motion carried.

E. Ypsilanti Township Parks & Recreation Facilities

Juan has met with staff from Ypsilanti Township Parks & Recreation about the chance of Superior Township residents using Ypsilanti Township facilities and programs at the same cost as Ypsilanti Township residents. Staff are working on a resolution to present to each township supervisor in the near future.

10. New Business

A. "Christmas Tree Lighting" volunteer sign-up.

The Christmas Tree Lighting event will take place on Saturday, December 3 at 5:30 pm in front of the Township Hall. The following park commissioners volunteered to help:

Nahid Sanii-Yahyai	Greg Vessels	Guy Conti
Martha Kern-Boprie	Marion Morris	Riley Schofield
Terry Lee Lansing		

Cookies and hot cocoa will be provided, and volunteers can distribute these refreshments. Help with directing visitors to see Santa will be needed.

B. Board of Trustees resolution to Provide Youth Services in Qualified Census Tract. This resolution is information only to the Park Commission and does not call for action on the commission's part. The Township Board directs the Park Commission to enter into negotiations for two one-year contract with the Might Oak Project, Inc. One to provide a year of programs for youth focused on sports, reading, writing and wellness. The other is to provide a year of programs for youth focused on healing centered arts, both in the Qualified Census Tract (QCT). The cost of contracts shall not exceed \$170,000. Any vehicles acquired via these contracts shall remain titled to Superior Township when the contract ends. Superior Township Park Staff shall administer the contracts.

C. Parks & Recreation Director hours

With Patrick Pigott leaving the Park Department staff, Juan Bradford will be absorbing more duties. He seeks to expand his position to cover all recreation planning and hire someone to handle park maintenance supervision. Guy Conti spoke about risks to the organization about condensing duties, should Juan leave. Guy asked Juan to prepare a detailed proposal of hours and duties for discussion at a future park commission meeting. Patrick Pigott reviewed some history of the positions of Recreation Coordinator and Maintenance Supervisor. Juan agreed to provide an outline of the position and department.

Juan noted that in the interim period of at least the next month, some action should be taken to compensate him for the additional work he will undertake until a decision is made. It was moved by

Martha Kern-Boprie and supported by Guy Conti to increase Juan Bradford's hours to 30 hours per week through the end of November 2022. The motion carried.

D. Healthy Habits Start Now (HHSN)

This is a SNAP-Ed funded program to improve health access and behaviors by adopting healthy eating and exercise habits. Superior Township Park Commission staff will administer the program along with HHSN. It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to authorize and direct the Parks and Recreation Department Director to work on the HHSN partnership and advise the Park Commission of his findings. The motion carried.

E. Mower Quotes

Bids for a new mower to replace the 2009 Toro mower were sought from three vendors. The best bid was from Weingartz of Farmington Hills, for a 2022 Exmark Lazer Z Diesel Zero-turn mower model EXLZS80TYDYM724W0 for \$27,132.17. The 2022 budget contains \$35,000.00 for the purchase of a mower.

It was moved by Marion Morris and supported by Martha Kern-Boprie to authorize purchase of a 2022 Exmark Lazer Z Diesel Zero-turn mower model EXLZS80TYDYM724W0 from Weingartz of Farmington Hills for an amount not to exceed \$27,132.17. The motion carried.

F. Fireman's Park Drainage Improvements OHM

11. Bills for Payment

It was moved by Terry Lee Lansing and supported by Greg Vessels to approve payment of the bills totaling \$22,187.40 through 10/24/2022. The motion carried.

12. Financial Statements

A. September 2022 Revenue and Expenditure Report

It was moved by Guy Conti and supported by Terry Lee Lansing to receive the September 2022 Revenue and Expenditure report. The motion carried.

13. Pleas and Petitions

Nahid Sanii-Yahyai thanked Patrick Pigott for his many contributions and excellent work. She asked if Patrick might be able to return occasionally to work on some projects. Patrick responded that he may be able to help with a few isolated projects from time to time.

14. Adjournment

It was moved by Marion Morris and supported by Nahid Sanii-Yahyai to adjourn at 8:10 pm. The motion carried.

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



13.

Director Report November 28, 2022

- Next Board of Trustees Meeting: Monday, December 19, 2022 @ 7:00 p.m.
Attendee: Commission Vice-Chair Sani-Yahyai
- The Christmas Tree Lighting is this Saturday at 6:00pm. Volunteers, please arrive at 5:15pm so that we can assign duties and complete final preparations. The Committee to Promote Superior Township will be assisting us and handing out information at a designated tent/table.
- I attended the Dixboro Village Green board meeting last week. They reported a very good 2022 market season and already have many vendors interested in returning next season. The DVG board along with the Dixboro United Methodist Church will be hosting a Christmas Tree lighting on Saturday December 10th at the schoolhouse.
- I have scheduled a meeting with Trustees Bernice Lindke and Rhonda McGill for Tuesday regarding proposed projects for Firemans Park & Community Park that could be funded with American Rescue Plan Act (ARPA) dollars.
- A gentleman named Mr. Collins spoke at the Board of Trustees meeting last week regarding his desire to request ARPA funding to promote a Community Garden in Superior Township. I am going to meet with him this week to hear his ideas. He is currently collaborating with Ypsi Township on a Community Garden at Apple Ridge Park. If you are interested in viewing his progress, Apple Ridge Park is located on the N/W Corner of Clark Rd. & Ridge Rd. The garden is in the west end of the park.
- I was contacted by staff from the U.S. Geological Survey Great Lakes Science Center in Ann Arbor. They are conducting research investigating management practices for invasive Phragmites and are looking for a suitable site for their research. I recommended they survey Harvest Moon Park. Unfortunately, it does not meet their criteria, so they are still looking for an area.
- We have transitioned recently hired park maintenance employee Marco Acuirre to Permanent PT Park Maintenance effective November 21st. He has performed extremely well, even coming in on a scheduled day off to repair a tractor that broke down at Cherry Hill Nature Preserve.
- The new EXMARK zero-turn mower was delivered last week. We will be listing our oldest mower as well as a non-operational 1989 dump-trailer for sale on a municipal equipment site after the first of the year.
- Please note that the December P&R Commission meeting will be held at 6:00pm

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Juan Bradford", is written over the typed name. The signature is stylized and includes a large flourish at the end.

Juan Bradford

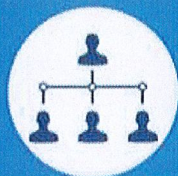
A RESOURCE TOOL FOR ATTENDEES OF A MERGE TRAINING/CONFERENCE



INCLUSION PRINCIPLES

THESE PRINCIPLES SHOULD BE CONSIDERED AS YOUR ORGANIZATION DEFINES, GROWS, DEVELOPS POLICIES, OR MAKES DECISIONS AROUND YOUR INCLUSION INITIATIVE.

REACH OUT TODAY TO LEARN MORE ABOUT INCLUSION TRAININGS AND CONSULTING THAT CAN HELP YOUR ORGANIZATION TO WELCOME, ENGAGE AND SUPPORT PERSONS WITH DIVERSE ABILITIES TO BE SUCCESSFUL WITHIN YOUR RECREATION OR CAMP PROGRAMS.



ORGANIZATIONAL COMMITMENT

All stakeholders have a responsibility and role in ensuring that inclusive practices are used universally throughout your organization, and are given the resources to do so.



WORKING TOWARD FULL INCLUSION

Supporting a person to be as independent as possible in the least restrictive environment. Adaptive or specialized programs are used as a gateway toward full inclusion, not the end of the road.



MEANINGFUL PARTICIPATION

Opening our doors to diverse populations is a great first step, but not enough. We commit to the intentional work ensuring that every person is supported to meet their goals and to add value through their involvement.



LET'S GET TO SUCCESS!

A change in perspective or approach. Instead of "no we can't" we think "how can we" make this work? Using "the team" to tap into all resources to explore how you can get to YES.



MEET PEOPLE WHERE THEY ARE AT

We change the systems to support the person, by making accommodations and modifications. Understand that success is individualized and seek to learn about a person's goals and strengths.



EVERYONE HAS A RIGHT TO BELONG

To be welcomed, engaged and supported. There are many benefits and value added to opening your doors to diversity. The ADA ensures that people with disabilities have a legal right to participate.

87/

SUPERIOR TOWNSHIP CHRISTMAS TREE LIGHTING WITH SANTA CLAUS



SATURDAY, DECEMBER 3RD 6:00PM

LOCATION:

**SUPERIOR TOWNSHIP HALL
3040 N. PROSPECT RD.
CORNER OF PROSPECT & CHERRY HILL**

PROGRAM:

**LIGHTING OF THE SUPERIOR TOWNSHIP
CHRISTMAS TREE, OLDE TIME CAROLERS,
PICTURES W/ SANTA BRING YOUR CAMERA
ICE CARVING DEMONSTRATION**

REFRESHMENTS:

HOT CHOCOLATE & COOKIES



FREE FREE FREE FREE FREE FREE FREE



**Send us your pictures
with Santa to be featured
on the Superior Township
Facebook page!**



**PARKS &
RECREATION**



Message your photos to our Facebook page with
Facebook messenger by December 10th to be
featured!





PARKS & RECREATION

575 E. Clark • Ypsilanti, MI 48198

9/6/22

(First adopted in 1990; by-laws were revised and approved September 27, 1993, June 23, 1997, February 26, 2001, October 28, 2002, July 26, 2004, May 22, 2006, November 26, 2007, May 16, 2011, October 28, 2013, December 21, 2015, and November 28, 2022)

1. Name and Registered Office

The name of this commission is the Superior Township Parks and Recreation Commission (herein after referred to as the "Commission"), and its principal office is located at 575 E. Clark Road, Ypsilanti, MI 48198 or such other place as specified by the Commission.

2. Members of the Commission

The members of the Commission shall consist of seven persons to be elected in accordance with the statute.

3. Commissioner Vacancy

To fill a vacancy on the Commission, the following steps will be taken:

- a. Public search for candidates
- b. Review resumes
- c. Publicly interview candidates
- d. Make recommendations to the Township Board

4. Officers

The officers of the Commission shall be a Commission Chairperson, a Commission Vice-Chairperson, and a Commission Secretary.

5. Election and Term of Office

The officers of the Commission shall be elected annually by the commissioners. The election shall be held at the November meeting after the Parks election, and again at either the October or November meeting for each subsequent year of the term of office. Each officer so elected shall hold office for one year or until a successor is elected or qualified.

6. Nomination of Officers

In order to be elected to an office, a candidate must be nominated at either the October or November meeting, or at the November meeting in a Parks election year.

7. Removal of an Officer

An officer may be removed by a majority vote of the commissioners.

8. Officer Vacancy

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled with a mid-term election, as necessary or as otherwise provided for in law

9. Chairperson Absence

The Vice-chairperson shall act as Chairperson in the absence of the elected Chairperson.

10. Fiscal Year

The fiscal year is defined as the calendar year, beginning January 1 through December 31.

11. Meetings

a. All meetings will be held in accordance with the provisions of the Open Meetings Act and other applicable law.

b. Regular meetings of the Commission are to be held monthly at a Superior Township building or such other place as determined by the Commission. This schedule is subject to change, with posting as necessary. Each December the schedule for the following year will be posted on the Township website. Additionally, at least five days prior to each month's meeting, the meeting date and time will be posted on the Township website, at Township Hall and at the Utility Department Administration Building.

c. Special meetings of the Commission may be held, as called by the Commission chairperson, or as agreed to by the majority of the board members. Time and place of these meetings shall be announced 18 hours or more prior to the special meeting.

d. Quorum: A quorum of the Commission shall be 4 commissioners. An affirmative vote of a majority of the members present shall be necessary for the Commission to take any formal action.

e. Absent without Permission: Any elected official who absents him/herself from a regularly scheduled meeting without timely notification to the Administrator or the Chair shall be deemed absent without permission. Should this action occur three (3) times within the course of a 12-month period, such action shall be deemed misconduct of office.

f. Minutes: Prepared by the Commission Secretary, or a designated alternate, will be in writing and on file at the Parks and Recreation Administration offices, as well as in the Superior Township Hall. Minutes approved by the Commission shall be available within 5 business days of each meeting at which they were approved. Minutes will be posted on the Township website and will be made available to members of the public in accordance with the Michigan Freedom of Information Act.

g. Any commission member may request that their comments be made part of the minutes by stating, "For the record, please note that ...".

h. Agenda should be set and posted by the Director of Parks and Recreation 5 days prior to the meeting at the Superior Township Hall and on the Township website except when a special meeting is called on less notice, in which case, the agenda should be set and posted by the Director of Parks and Recreation 18 or more hours prior to the meeting at the Superior Township Hall and on the Township website

i. To place an item on the agenda, a commissioner shall contact the person charged with administration of the agenda or, if unavailable, the Chairperson or Director of the Commission.

j. Commissioners' meeting packets will be finalized and available for pickup at the Township Hall by 5:00 p.m. on the Wednesday prior to the Monday meeting for all regular meetings.

k. Notice of meetings shall be given to the local media as it is appropriate.

l. All issues brought before the commission must be related to the workings of the Parks and Recreation Department.

12. Order of Business – the suggested order of business shall be:

CALL TO ORDER
ROLL CALL
FLAG SALUTE
AGENDA APPROVAL
PRIOR MINUTES APPROVAL
CITIZEN PARTICIPATION
REPORTS [Chair, Director, Board Liaison, Board Meeting Attendee, Parks Steward(s), Safety]
COMMUNICATIONS
OLD BUSINESS
NEW BUSINESS
BILLS FOR PAYMENT
FINANCIAL STATEMENTS
PLEAS AND PETITIONS
ADJOURNMENT

and may be amended by the Commission at any time.

13. Conduct of Meetings

Commissioners wishing to speak shall first obtain the approval of the Chair, and each person who speaks shall address the Chair. Other persons at the meeting shall not speak unless called upon by the Chair. The Chair is responsible for the good order and discipline of the Commission meetings and shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities.

14. Voting

Before casting a vote or participating in any deliberation on a matter for which any Commissioner may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the other members. The member shall disclose the potential conflict of interest prior to the commencement of any discussion on the matter. For the purposes of this policy, conflict of interest is defined as:

- A. The Commissioner or an immediate family member is involved in any request for which the Commission is asked to make a decision. Immediate family member is defined as a spouse, mother, father, brother, son, or daughter, including an adopted child and a relative of any degree residing in the same household as the Commissioner.
- B. The Commissioner has a business or financial interest in the matter under consideration.
- C. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Commission.

15. Vouchers

The Commission authorizes the Chairperson to sign the formal vouchers for Bills for Payment. If the Chair is unavailable, this responsibility falls to the Vice Chair. If neither officer is available, the Secretary may sign. Invoices that will accrue penalties if not promptly paid may be approved electronically by the Chair or Vice-Chair.

16. Parliamentary Procedures

Where procedure is not specifically outlined above, Robert's Rules of Order will prevail. However, the Commission may, by resolution at any time, and within its sole discretion, add, delete or modify any rules of order.

17. Financial Transactions

All financial transactions must be approved by the Director. The Parks and Recreation authorized personnel may spend up to an amount set by resolution of the Commission (but no less than \$1,000.00) without prior Commission authorization, if the item(s) purchased are within the budget and if approved by the Director. Payroll may be paid in a manner consistent with the payroll schedule of the Township, in advance of Commission approval.

18. Amendments

These by-laws may be amended by the affirmative vote of a majority of the commissioners then in office at any two consecutive regular or special meetings.

19. Power and Authority

The Commission's power and authority exists collectively, and no official Commission activity is to take place without approval of a majority of the Commission.

90.

INTEROFFICE MEMORANDUM

TO: PARKS & RECREATION COMMISSION
FROM: JUAN BRADFORD, PARKS & RECREATION DIRECTOR
SUBJECT: FULL-TIME VS. PART-TIME DIRECTOR
DATE: NOVEMBER 16, 2022

The Superior Township Parks & Recreation Department has made great strides over the last few years to expand its program offerings as well as making improvements to its infrastructure. As we move forward, we find ourselves at a pivotal time that requires decisions that will shape the future of the department and the services that we provide to our citizens for years to come. Do we continue as an entirely part-time staff and maintain the status quo, or do we make adjustments to our staffing and expand our services to the community.

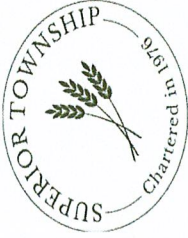
As you are aware we operate entirely with part-time staff, and we currently have an open maintenance supervisor position due to the retirement of Patrick Pigott. When Dave Buterbaugh retired in 2020 my role expanded to include assisting with the recreation coordinator duties. Now that Patrick has retired, I have also taken on the maintenance supervisor role. The commission did vote to increase the hours of the director position to 30 hours a week through November 30th. This has helped us be able to accomplish our tasks in the short term, but it is not an option that will sustain us. We currently operate with 3.75 full-time equivalents (FTE's) over the course of the year. As a point of reference to what the budgets and staffing FTE's of other parks and recreation departments across the state look like, please see the figures below. These figures are taken directly from our 2023- 2027 Parks, Recreation, and Open Space Plan. While these figures are obviously generic in nature and may not reflect the complexity of operating any specific parks & recreation department, they do offer a starting point for us to work with.

Table with 4 columns: Staffing Data, Lower Quartile, Median, Upper Quartile. Rows include Park and Recreation Staffing, Full time equivalent staffing per 10,000 residents, Annual operating expenditures, and Operating expenditures per capita.

Source: https://www.nrpa.org/publications-research/research-papers/agency-performance-review/

The recreation coordinator position was previously budgeted for approximately 110 hours a year. Converting the director's position to full-time would enable us, among other things, to combine the recreation coordinator duties into the director duties. It will also allow me to provide temporary direct park maintenance supervision and assistance where needed, until we are able to hire/promote a permanent part-time maintenance supervisor and get them properly trained. Over the long term, creating a full-time director position will give us the opportunity to begin exploring additional ways that we can provide services, either through hiring additional staff or through contractual providers. As you are aware, the township has charged parks & recreation with oversight of the \$170,000 contract with Mighty Oaks & Youth Arts Alliance to provide youth education recreation opportunities in the Sycamore, Danbury, and Washington Square areas. Oversight of this contract will be a great chance to show how working with contractual providers can have an immediate impact on the community. Other long-term benefits of a full-time director will be to bring more structure to the department through increased staff training, policy and standards creation and implementation, pursue long-term infrastructure soundness, additional time spent seeking grant opportunities such as the DNR's Spark Grant, and finally, begin the groundwork to evaluate the feasibility of a parks & recreation millage.

Combining the permanent part-time director and permanent part-time recreation coordinator into a full-time director position will increase the 2023 budget by approximately \$58,400.00



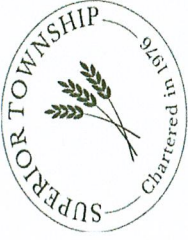
PARKS & RECREATION DEPARTMENT

		B U D G E T S		
		ACTUALS	2022	\$2,023
		Jan - Jun 2022	AMENDED	BUDGET
Revenue:	588.000 · General Fund Contribution	\$162,726	\$311,451	\$323,909
	588.025 - Reimbursement for Mowing	\$408	\$14,000	\$18,975
	604.000 - Reimbursement for Labor Costs	\$0	\$1,000	\$1,000
	663.000 - Interest on Reserves	\$13	\$1,000	\$0
	664.000 - Interest/Dividends	\$516	\$0	\$0
	673.000 - Insurance Reimbursement	\$226	\$500	\$0
	680.000 - Treasury Bill Fees	(\$2,071)	\$0	\$0
	695.000 · Tennis Lesson Fees	\$0	\$2,000	\$2,000
	696.000 · Donations	\$1,150	\$600	\$600
	698.000 - Miscellaneous Income	\$1,600	\$0	\$0
	699.000 - Appropriations from Fund Balance	\$0	\$0	\$917
	Total Revenue	\$164,568	\$330,551	\$347,401
Expense:	751. · Administration Department:			
	701.000 · Commission Stipends	\$7,104	\$9,057	\$19,469
	702.000 · Admin. Salary	\$21,353	\$39,867	\$45,049
	702.002 · Controller's Salary	\$3,142	\$6,216	\$6,464
	710.000 - Training	\$0	\$1,000	\$1,200
	717.000 - Taxable Benefits	\$40	\$0	\$0
	728.000 · Postage	\$0	\$100	\$100
	740.000 · Operating Supplies	\$174	\$1,000	\$1,000
	801.010 · Professional Services-Audit	\$1,050	\$1,100	\$1,200
	801.000 · Professional Services-Other	\$5,667	\$17,000	\$3,500
	850.000 · Telecommunications	\$299	\$750	\$1,500
	851.000 · Insurance and Bonds	\$4,329	\$10,000	\$10,500
	860.000 · Transportation	\$313	\$1,200	\$1,400
	900.000 · Printing & Publishing	\$0	\$3,000	\$500
	930.000 · Repairs & Maintenance	\$0	\$500	\$500
	945.000 - Office Rent	\$6,000	\$6,000	\$6,000
	958.000 · Memberships & Dues	\$500	\$650	\$650
	963.000 · Bank Fees & Charges	\$2	\$300	\$300
	981.000 · Equipment Under \$5,000	\$0	\$1,000	\$1,000
	999.000 - Miscellaneous Expense	\$0	\$200	\$200
	Total 751. · Administration Department	\$49,973	\$98,940	\$100,532

From GF
From GF



RE



PARKS & RECREATION DEPARTMENT

		B U D G E T S	
		2022	2023
ACTUALS		AMENDED	BUDGET
Jan - Jun 2022			
754. · Recreation Department:			
	702.000 · Staff Salaries	\$2,309	\$10,277
	717.000 - Taxable Benefits	\$0	\$200
	740.000 · Operating Supplies	\$882	\$3,500
	801.000 - Professional Services - Other	\$2,681	\$6,000
	801.050 - Professional Services - Tennis Lessons	\$0	\$2,000
	850.000 Telecommunications	\$300	\$600
	860.000 · Transportation	\$0	\$100
	930.000 · Rep. & Maint.	\$0	\$500
	975.000 Signage	\$771	\$2,073
	Total 754. · Recreation Department	\$6,943	\$28,201
755. · Parks Maintenance Department:			
	702.000 · Staff	\$48,347	\$94,764
	710.000 - Training	\$0	\$700
	717.000 · Taxable Benefits -Staff	\$3,263	\$3,047
	740.000 · Operating Supplies	\$1,275	\$5,500
	740.003 · Herbicide (Non-Selective)	\$0	\$500
	740.004 · Sand, Gravel, Bark and Soil	\$0	\$8,000
	741.000 · Uniforms	\$0	\$900
	742.000 · Fuel - Lubricants	\$3,064	\$4,500
	801.000 - Professional Services-Other	\$962	\$2,500
	850.000 · Telecommunications	\$0	\$600
	860.000 · Transportation	\$0	\$100
	920.000 · Utilities	\$137	\$850
	930.000 · Repairs & Maintenance	\$3,014	\$12,500
	930.001 · Controlled Burns	\$3,440	\$5,000
	975.000 - Signage	\$0	\$500
	980.000 · Equipment Over \$5,000	\$0	\$35,000
	981.000 - Equipment Under \$5,000	\$198	\$1,500
	Total 755. · Parks Maintenance Department	\$63,700	\$176,461



PARKS & RECREATION DEPARTMENT

		B U D G E T S	
		2022	\$2,023
		AMENDED	BUDGET
		ACTUALS	
		Jan - Jun 2022	
	756 - Park Development/Improvement:		
	740.000 Operating Supplies	\$0	\$0
	951.000 - Projects	\$0	\$0
	Total 756 - Park Development/Improvement	\$0	\$0
	966 - Unallocated Expenses:		
	715.000 - FICA	\$6,545	\$15,370
	858.000 - Pension	\$7,332	\$14,537
	Total 966 - Unallocated Expenses	\$13,877	\$29,907
	Total 755.999 - TOTAL EXPENSES	\$134,493	\$347,401
	Net of Revenues and Expenditures	\$30,075	(\$0)



Door Knocking

Southeast Side of Superior Charter Township (Sycamore Meadows, Danbury Park Manor, and Washington Square Neighborhoods)

November 8th, 2022

10A-

Hello! My name is _____ and I am here on behalf of the Superior Charter Township Parks and Rec Department. The department has funds to make updates to Fireman's Park located at the corner of Harris and McArthur Blvd. May I please ask you a few questions about your experience with the park and how you'd like to see the space updated? This won't take longer than 5 minutes.

1. Have you or your family members been to Fireman's Park before?
 - a. How often do you visit?
 - b. Have you ever attended any events at Fireman's Park? If so, do you remember which ones?
 - c. Do you frequent other township parks?
 - d. If so, which ones and how often?
 - e. Do you have a favorite?

2. Do you feel safe in Fireman's Park? Would you let children go alone?
 - a. If not, what would make you feel safer?
 - b. Do you feel safe in the other township parks you frequent?
 - c. If not, what would make you feel safer?

3. What improvements to Fireman's Park would you like to see? What is most needed?
 - a. Are there needs to be met or improvements you would like to see in other Superior Charter Township parks that you frequent?

4. What would you say the barriers are to physical activity in the township?
 - a. If free fitness equipment were available at Fireman's Park, would you use it? (quarter mile walking track, stationary bikes, ellipticals, leg/bench presses, etc.)

5. What is the best way for your Parks and Rec department to engage with you? How do you get your information?

Promote Facebook page and share flier

Thank you so much for your time and feedback! Enjoy the rest of your day.

11/22/2022 11:29 AM CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF SUPERIOR Page 1/2
 User: NANCY CHECK DATE FROM 10/25/2022 - 11/28/2022
 DB: Superior Twp

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
10/26/2022	GENL	45906	1CYN-4JWTFY1 1PWQ-VT3C-76KK	AMAZON CAPITAL SERVICES	PUMPKIN CARVING SUPPLIES	740.000	754	303.81
					BINGO SUPPLIES	740.000	754	11.99
				CHECK GENL 45906 TOTAL FOR FU				315.80
10/26/2022	GENL	45912	2166684	CARLISLE WORTMAN ASSOCIATES	2023 RECREATION PLAN	801.000	751	3,850.00
10/26/2022	GENL	45915	1180	CLEAR CUT ICE	ICE CARVING @ CHRISTMAS TREE LIGHTS	801.000	754	575.00
10/26/2022	GENL	45923	22308	GENE BUTMAN FORD SALES, INC.	FORD VAN REPAIR	930.000	755	538.68
10/26/2022	GENL	45928	026675	JUAN BRADFORD	REIMBURSEMENT FOR TOWING OF VAN	930.000	755	310.00
10/26/2022	GENL	45934	200005066	MPARKS	WEBINAR - BRADFORD	710.000	751	35.00
10/26/2022	GENL	45936#	A-148359	PARKWAY SERVICES	PORTAJOHN @ NATURE HUNT BINGO	801.000	754	200.00
			A-148065		PORTAJOHN @ OAKBROOK - OCTOBER	801.000	754	120.00
			A-148718		PORTAJOHN @ PUMPKIN CARVING	801.000	754	200.00
			A-148231		PORTAJOHN @ FIREMAN'S PARK -OCT 22	801.000	755	120.00
				CHECK GENL 45936 TOTAL FOR FU				640.00
10/26/2022	GENL	45937	OCT 22	PATRICK PIGOTT	CELL PHONE STIPEND -OCT 2022	850.000	754	50.00
10/26/2022	GENL	45945#	000884	SAM'S CLUB/SYNCHRONY BANK	NATURE HUNT & SHOP SUPPLIES	740.000	754	161.01
			000884		NATURE HUNT & SHOP SUPPLIES	740.000	755	18.88
				CHECK GENL 45945 TOTAL FOR FU				179.89
10/26/2022	GENL	45948	1007	SUPERIOR FARM & GARDEN	PUMPKINS	740.000	754	180.00
10/26/2022	GENL	45950	102722	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 10/27/22 PAY	289.000	000	8,113.60
10/26/2022	GENL	45955	1644783992	WALMART	PUMPKIN CARVING SUPPLIES	740.000	754	151.16
10/26/2022	GENL	45958	70189325-00	WEINGARTZ	EXMARK OIL FILTERS	740.000	755	33.93
10/26/2022	GENL	45959	148499	YPSILANTI ACE HARDWARE	COMMUNITY BENCH HARDWARE	740.000	755	13.18
11/01/2022	GENL	45967	11935907	FUNFLICKS OUTDOOR MOVIES	JULY 23 MOVIE IN THE PARK DEPOSIT	801.000	754	331.01
			11935981		SEPT 23 MOVIE IN THE PARK DEPOSIT	801.000	754	331.01
			11935949		AUG 23RD MOVIE IN THE PARK DEPOSIT	801.000	754	331.01
				CHECK GENL 45967 TOTAL FOR FU				993.03
11/01/2022	GENL	45969#	5370601 5615406	HOME DEPOT CREDIT SERVICES	PUMPKIN CARVING/SHOP SUPPLIES	740.000	754	45.04
			5370601 5615406		PUMPKIN CARVING/SHOP SUPPLIES	740.000	755	6.00

~~Handwritten signature or initials in red ink.~~

11/22/2022 11:29 AM
 User: NANCY
 DB: Superior Twp

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF SUPERIOR
 CHECK DATE FROM 10/25/2022 - 11/28/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
11/01/2022	GENL	45972	SEPT/OCT 22	CHECK GENL 45969	TOTAL FOR FU			51.04
11/01/2022	GENL	45975	1645020442	JUAN BRADFORD	MILEAGE REIMBURSEMENT 9/9-10/27/22	860.000	751	120.63
11/01/2022	GENL	45976	2022-060	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	740.000	754	54.20
11/01/2022	GENL	45977	OCT 22 - GB	SUPERIOR TOWNSHIP CREDIT CARDZOOM - OCT 2022		205.001	000	14.99
11/01/2022	GENL	45978	1-102122-02	SUPERIOR TWP PAYROLL FUND	PENSION /HCSP - OCTOBER 2022	289.000	000	1,456.14
11/08/2022	GENL	45984	84857730	SUPERIOR TWP UTILITY DEPARTMECELL PHONE - BRADFORD OCT 22		850.000	751	49.81
11/08/2022	GENL	45991	OCT 22-P	WEX BANK	FUEL -OCTOBER 2022	742.000	755	339.00
11/08/2022	GENL	46004	111022-GBP	DTE ENERGY	ELECTRIC - PARKS BARN -OCT 22	920.000	755	27.22
11/08/2022	GENL	46008	20466274-00	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 11/10/22 PAYROLL	289.000	000	11,368.08
11/15/2022	GENL	46009	198970	WEINGARTZ	EXMARK ZERO TURN DIESEL MOWER	980.000	755	27,132.17
11/15/2022	GENL	46010	1TQH-MWTF-91QH	ALL SEASONS LANDSCAPING CO. IWEED WHIP HEADS		930.000	755	54.98
11/15/2022	GENL	46035	441882	AMAZON CAPITAL SERVICES	GREASE GUN	740.000	755	86.50
11/22/2022	GENL	46039	10590	SUPERIOR TWP UTILITY DEPARTME\$ OWED FOR WATER GRANT-COUNTY COMBI	285.000	000	000	247.06
11/22/2022	GENL	46042	2167151	ABBEY DOOR, LLC	GARAGE DOOR CLOSER @ BARN	930.000	755	1,470.00
11/22/2022	GENL	46049	9734062	CARLISLE WORTMAN ASSOCIATES	2023 RECREATION PLAN	801.000	751	450.00
11/22/2022	GENL	46053	236786	HUTSON, INC	JOHN DEERE TRACTOR REPAIR	930.000	755	877.39
11/22/2022	GENL	46055	A-149133	MARCOANTONIO AGUIRRE	REIMBURSEMENT FOR PURCHASE AT CARQU	930.000	755	45.32
11/22/2022	GENL	46058	919121	PARKWAY SERVICES	PORTAJOHN @ SHOP	801.000	755	120.00
11/22/2022	GENL	46060	I-111022-01	STANDARD PRINTING	5 YEAR PLAN BINDING & BUSINESS CARD	900.000	751	92.50
11/22/2022	GENL	46060	I-111022-01	SUPERIOR TWP UTILITY DEPARTME	DIESEL FUEL	742.000	755	153.80

Total for fund 508 PARKS & RECREATION 60,190.10

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 10/31/2022	ACTIVITY FOR MONTH 10/31/22	AVAILABLE BALANCE	% BDCY USED	YTD BALANCE 10/31/2021
		ORIGINAL BUDGET	2022 AMENDED BUDGET					
Fund 508 - PARKS & RECREATION								
Revenues								
Dept 000 - REVENUE								
508-000-588.000	GENERAL FUND CONTRIBUTION	311,451.00	311,451.00	259,542.50	25,954.25	51,908.50	83.33	251,983.34
508-000-588.025	RES #2021-20 ADD'L \$ FROM GEN	0.00	14,000.00	10,500.00	0.00	3,500.00	75.00	0.00
508-000-590.000	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	34,600.00
508-000-604.000	REIMBURSEMENT FOR LABOR COSTS	15,000.00	1,000.00	735.12	81.68	264.88	73.51	735.12
508-000-663.000	INTEREST ON RESERVES INCOME	1,000.00	50.00	12.66	0.00	37.34	25.32	38.78
508-000-664.000	INTEREST/DIVIDENDS	0.00	600.00	1,577.32	435.12	(977.32)	262.89	0.00
508-000-673.000	INSURANCE REIMBURSEMENTS INCOM	500.00	500.00	225.77	0.00	274.23	45.15	0.00
508-000-680.000	TREASURY BILL FEES	0.00	(2,500.00)	(2,748.84)	0.00	248.84	109.95	0.00
508-000-695.000	TENNIS LESSON FEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
508-000-696.000	DONATIONS	600.00	600.00	1,650.00	300.00	(1,050.00)	275.00	1,558.23
508-000-698.000	MISCELLANEOUS INCOME	0.00	1,600.00	1,657.86	57.86	(57.86)	103.62	369.18
508-000-699.000	APPROPRIATION FROM FUND BALANC	0.00	1,250.00	0.00	0.00	1,250.00	0.00	0.00
Total Dept 000 - REVENUE		330,551.00	330,551.00	273,152.39	26,828.91	57,398.61	82.64	289,284.65
TOTAL REVENUES		330,551.00	330,551.00	273,152.39	26,828.91	57,398.61	82.64	289,284.65
Expenditures								
Dept 751 - PARK & REC. ADMINISTRATION								
508-751-701.000	COMMISSION STIPENDS	9,057.00	9,057.00	12,464.25	1,440.00	(3,407.25)	137.62	5,829.80
508-751-702.000	SALARIES	39,867.00	39,867.00	36,638.36	3,332.00	3,228.64	91.90	32,771.40
508-751-702.002	CONTROLLER SALARY	6,216.00	6,216.00	5,039.11	361.73	1,176.89	81.07	5,772.06
508-751-710.000	TRAINING	1,000.00	1,000.00	35.00	35.00	965.00	3.50	65.00
508-751-717.000	TAXABLE BENEFITS	0.00	0.00	1,299.48	1,299.48	(1,299.48)	100.00	1,161.19
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	1,000.00	1,000.00	221.33	0.00	778.67	22.13	313.64
508-751-800.010	PROFESSIONAL SERVICES - AUDIT	1,100.00	1,100.00	1,050.00	0.00	50.00	95.45	1,000.00
508-751-801.000	PROFESSIONAL SERVICES - OTHER	17,000.00	17,000.00	15,808.40	3,905.34	1,191.60	92.99	1,208.30
508-751-850.000	TELECOMMUNICATIONS	750.00	750.00	498.70	49.81	251.30	66.49	499.87
508-751-851.000	INSURANCE & BONDS	10,000.00	10,000.00	7,249.25	749.23	2,750.75	72.49	7,232.27
508-751-860.000	TRANSPORTATION	1,200.00	1,200.00	603.61	120.63	596.39	50.30	537.60
508-751-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00
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	6,000.00
508-751-958.000	MEMBERSHIPS & DUES	650.00	650.00	500.00	0.00	150.00	76.92	460.00
508-751-963.000	BANK FEES & CHARGES	300.00	300.00	2.05	0.00	297.95	0.68	1.68
508-751-981.000	EQUIPMENT UNDER \$5,000	1,000.00	1,000.00	134.79	0.00	865.21	13.48	0.00
508-751-999.000	MISCELLANEOUS EXPENSE	200.00	200.00	0.00	0.00	200.00	0.00	0.00
Total Dept 751 - PARK & REC. ADMINISTRATION		98,940.00	98,940.00	87,544.33	11,293.22	11,395.67	88.48	62,832.81
Dept 754 - RECREATION								
508-754-702.000	SALARIES	10,277.00	10,277.00	4,424.00	1,046.28	5,853.00	43.05	5,576.72
508-754-717.000	TAXABLE BENEFITS	200.00	200.00	0.00	0.00	200.00	0.00	0.00
508-754-740.000	OPERATING SUPPLIES	3,500.00	3,500.00	2,385.65	907.21	1,114.35	68.16	2,646.09
508-754-801.000	PROFESSIONAL SERVICES - OTHER	6,000.00	6,000.00	5,316.87	2,088.03	683.13	88.61	5,344.41
508-754-801.050	PROFESSIONAL SERVICES-TENNIS I	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00
508-754-850.000	TELECOMMUNICATIONS	600.00	600.00	500.00	50.00	100.00	83.33	500.00
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	0.00
508-754-975.000	SIGNAGE	2,073.00	2,073.00	771.00	0.00	1,302.00	37.19	1,083.00

12/21