



PARKS &
RECREATION

CHARTER TOWNSHIP OF SUPERIOR PARKS & RECREATION COMMISSION MEETING

The Parks & Recreation Commission

SEPTEMBER 2023

Regular Meeting

has been rescheduled, and will be held on

MONDAY, OCTOBER 2, 2023 @ 6:30 p.m.

at

SUPERIOR TOWNSHIP HALL

3040 N. Prospect Rd.

Superior Township, MI 48198

(N/E Corner of Cherry Hill & Prospect)

Superior Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon four (4) business days' notice to the Township. Individuals requiring auxiliary aids or services should contact Superior Charter Township Parks & Recreation Department.

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

CHARTER TOWNSHIP OF SUPERIOR PARKS & RECREATION COMMISSION MEETING

Martha Kern-Boprie	Nahid Sanii-Yahyai
Guy Conti	Riley Schofield
Curtis Freeman	Gregory Vessels
Bernice Lindke	

Superior Township Parks & Recreation Commission

SEPTEMBER 2023

Regular Meeting

will be held

MONDAY, OCTOBER 2, 2023 @ 6:30p.m.

at

SUPERIOR TOWNSHIP HALL



**PARKS &
RECREATION**



**PARKS & RECREATION COMMISSION REGULAR MEETING
OCTOBER 2, 2023 @ 6:30 P.M.
(Rescheduled from September 25, 2023)
AGENDA**

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) AGENDA APPROVAL**
- 5) PRIOR MEETING MINUTES APPROVAL**
 - A) September 11, 2023
- 6) CITIZENS PARTICIPATION**
- 7) REPORTS**
 - A) Chairperson
 - B) Director
 - C) Board Liaison
 - D) Board Meeting Attendee
 - E) Park Steward
 - F) Safety
- 8) COMMUNICATIONS**
 - A) Educational: National Recreation & Park Association Research
 - B) P&R Commissioners Letter of Recommendation
 - C) Park Maintenance Job Posting
- 9) OLD BUSINESS**
 - A) Community Center Advisory Committee Update
 - B) Fireman's Park Improvements Bid Review Summary
- 10) NEW BUSINESS**
 - A) Resolution 2023-02; Marion Morris
 - B) Resolution 2023-03; Terry Lee Lansing
 - C) Parks & Recreation Commissioner Interviews
 - Jack R. Smiley
 - D) Special Event Volunteer Sign-up
 - Nature Hunt Bingo: Saturday, October 7th 1:00pm-3:00pm
 - Pumpkin Carving Day: Saturday, October 21st 11:00am-2:00pm
 - Owl Prowl: Saturday, October 28th 6:30pm-8:00pm
 - E) 2024 Preliminary Budget
- 11) BILLS FOR PAYMENT**
 - A) August 29, 2023 – October 2, 2023
- 12) FINANCIAL STATEMENT**
 - A) August 2023 Revenue & Expenditure Report
- 13) PLEAS AND PETITIONS**
- 14) ADJOURNMENT**

Next Meeting: October 23, 2023 @ 6:30pm

Superior Charter Township Park Commission
Regular Meeting
September 11, 2023

Proposed Minutes

1. Call to Order

The meeting was called to order by Chair Nahid Sanii-Yahyai at 6:30 pm.

2. Roll Call

Park Commissioners present: Nahid Sanii-Yahyai, Martha Kern-Boprie, Riley Schofield, Greg Vessels, Guy Conti

Park Commissioners absent: Marion Morris

Others present: Trustee Bernice Lindke; Juan Bradford, Parks & Recreation Director; Curtis Freeman, Jack Smiley, Michael Lewis, David Boprie, Irma Golden, Sharon Bryant-Phillips

3. Flag Salute

Chair Nahid Sanii-Yahyai led those assembled in the Pledge of Allegiance to the Flag.

4. Agenda Approval

It was moved by Riley Schofield and supported by Greg Vessels to approve the agenda with the shift of New Business item A Parks & Recreation Commissioner applicant interviews up on the agenda after 6. Citizen Participation and before 7. Reports. The motion carried.

5. Prior Meeting Minutes Approval

A. July 24, 2023

It was moved by Riley Schofield and supported by Guy Conti to approve the minutes of 7/24/2023 as drafted. The motion carried.

6. Citizen Participation

David Boprie of 1659 Sheffield Dr spoke in support of appointing Curtis Freeman to the Park Commission. He has lived near Curtis for several years and has a high opinion of Curtis and his commitment to the township.

10. New Business

A. Park & Recreation Commissioner applicant interviews

Before interviews began, Juan Bradford informed park commissioners and the public that today Marion Morris submitted a letter of resignation from the Park Commission. She is resigning effective today, September 11, 2023, for health reasons. This leaves two open positions on the Park Commission.

Curtis Freeman

Curtis Freeman spoke about spending his childhood in Superior Township and playing in township parks. He raised his children in Superior Township, and the parks were a big part of their lives as well. Curtis seeks to bring learning opportunities about nature into Superior Township Parks.

Guy Conti asked Curtis for input into recreation. Curtis responded that he wants to add to current recreation opportunities. As an example, at the pumpkin carving event, he would like to save the seeds, and teach children how to plant them, care for the growing pumpkins, to harvest them a year later. Martha Kern-Boprie asked Curtis what suggestions he has for recreation activities that would appeal to elementary school and middle school age children. Curtis responded that information gaining activities are good, such as labeling plants, rocks, insects and animals.

Nahid Sanii-Yahyai asked Curtis if he was willing to help at recreation events, and he responded that he would. His family has a long history of supporting Superior Township Parks.

Jack Smiley

Jack Smiley reviewed the 33 years he has dedicated to preserving open spaces in Superior Township. He has been a township resident for the past 12 of those 33 years. Now he is interested in channeling his energies to township parks and seeks to connect people to the parks. He mentioned that he would like to fill Marion Morris's role on the Park Commission.

Guy Conti asked Jack "what can we as a park commission do better?". Jack responded he wanted to connect people to our parks with activities such as bird watching.

Martha Kern-Boprie asked Jack for his ideas on getting more people into our parks. Jack suggested establishing a dog park.

Juan Bradford asked Jack if he was willing to volunteer at park events. Jack responded that he would.

Park Commissioners discussed the situation that there are two excellent candidates for two open positions on the Park Commission. Martha Kern-Boprie noted that only one position has been posted on the township website. Guy Conti stated that the law does not require posting an opening. Jack Smiley commented from the audience that he was willing to defer to Curtis Freeman being appointed first to Terry Lee Lansing's position, and he looked forward to being appointed to fill Marion Morris' position.

It was moved by Guy Conti and supported by Greg Vessels to recommend to the Township Board that Curtis Freeman be appointed to fill Terry Lee Lansing's position on the Park Commission. The motion carried.

It was moved by Guy Conti and supported by Greg Vessels to recommend to the Township Board that Jack Smiley be appointed to fill Marion Morris' position on the Park Commission. The motion carried.

7. Reports

A. Chairperson

Chair Nahid Sanii-Yahyai expressed her gratitude for Marion Morris' lengthy and committed service to the Park Commission. Nahid would like the Park Commission to host a luncheon in the near future to thank both Terry Lee Lansing and Marion Morris for their service.

Nahid also reported on Movies in the Park on Saturday, Sept 9 in Fireman's Park. Some negative behavior from young people took place, that resulted in deflation of the movie screen, and balls being thrown at people sitting on the ground watching the movie. The Sheriff's Office was called to help contain the situation. Greg Vessels asked if there were community leaders we could engage with to improve future events. Irma Golden spoke from the audience. She was present at the movie. The balls were give-away gifts from the Washtenaw Intermediate School District (WISD). The balls were fun during daylight hours, but after dark were thrown at people who could not see them coming. Irma thought balls should not be used in the future as give-away gifts. Sharon Bryant-Phillips spoke from the audience, and suggested a sign in list so we would know who was present. Nahid responded that this is a public park, and we cannot limit who comes into a public event.

B. Director's Report

Juan Bradford submitted a written report. He noted that Terry Lee Lansing had previously volunteered to be the Board Attendee at the September 18 Township Board meeting. As Terry Lee is no longer a member of the Park Commission, someone else is needed to cover this meeting. Martha Kern-Boprie volunteered to attend the meeting.

C. Board Liaison

Trustee Bernice Lindke reported three Township Board meetings during July and August. July 24, 2023 – Special meeting to discuss supervision of the Utilities Department; specifically, issues surrounding staff support, management, and leadership. Concerns were expressed from Utilities

Department staff about disparaging comments made about them at a prior Township Board meeting. Other comments from board members focused on the Personnel Manual; particularly the sections RE the post-secondary degree benefit and the on-call stipend for maintenance workers.

August 14, 2023 – Special meeting to discuss allegations of sexual harassment. A motion to conduct a sexual harassment investigation and name Nakisha Chaney, employment attorney, as the investigator was passed.

August 21, 2023 – Regular meeting. Several presentations were made by agencies that receive ARPA funds:

Washtenaw Intermediate School District's Trusted Parent Advisors
Mighty Oaks Project/CLR
Youth Arts Alliance

A public hearing was held on rezoning the three properties at Harris and MacArthur for Clay Hill Farms.

Supervisor's Report – Washtenaw County Parks & Rec Commission has agreed to host the easement for the Rock property.

Resolutions

- The Utility Department supervision will report directly to the Board of Trustees.
- The Board authorized the submission of an application to the Department of Labor and Economic Opportunity for program funding for the proposed Community Center.
- Resolution to accept G2 Consulting Group, LLC proposal to perform a Phase I Environmental Site Assessment (ESA) for the two contiguous parcels of land located at 1850 Harris Road and 9057 MacArthur Blvd (site for the Clay Hills Farms) passed.
- The 2023 Budget Amendments were approved.
- \$58,400 additional appropriation was approved for the 2023 Park Fund.

D. Board Meeting Attendee

Martha Kern-Boprie attended the August 21 Township Board meeting and submitted a written report.

E. Park Steward

Juan Bradford has not had recent contact from Ellen Kurath, but understands she is applying deer repellent in parks to protect young plants.

F. Safety

Juan Bradford reported there have been no accidents or injuries in the past month.

It was moved by Martha Kern-Boprie and supported by Greg Vessels to receive the reports. The motion carried.

8. Communications

- A. Educational: NRPA Park Pulse
- B. Commission: Vacancy Email
- C. Donation: Thank You Letter
- D. Washtenaw Conservation District Fall Tree Sale
- E. Flying Pilgrims Radio Control Airshow

It was moved by Riley Schofield and supported by Guy Conti to receive the Communications. The motion carried.

9. Old Business

A. Community Center Advisory Committee Update

Juan Bradford reported that the last meeting was on Thursday. A Memo of Understanding (MOU) is ready to be submitted to Ypsilanti Community School District to purchase the real estate, for the amount of the current debt on the property.

B. Budget Amendment Memo RE Full-time Parks & Rec Director

Martha Kern-Boprie prepared a memo in collaboration with Chair Nahid Sanii-Yahyai and Director Juan Bradford to the Township Board, requesting an additional \$58,400.00 in 2023 budget appropriation to cover the additional cost of salary and fringe benefits for the Director as a full-time position. The memo was delivered to the Township Board and reviewed at the August 21 Township Board meeting. The board approved the additional budget authorization at that meeting.

C. Township Clean-Up Day

This idea will be deferred to 2024 activities.

D. Ypsilanti Township recreation facility use by Superior Township residents.

This concerns efforts to permit Superior Township residents to use Ypsilanti Township recreation facilities at the same fee level as Ypsilanti Township residents. There are no updates on this effort.

10. New Business

B. Budget Amendments – The Township Board adopted several budget amendments. They are provided to the Park Commission for information only.

C. Movies in the Park at Fireman’s Park

This covered events that occurred during the Movies in the Park held in Fireman’s Park on September 9. The events were discussed during the Chairperson’s Report in the Reports portion of tonight’s meeting.

D. Auction of Toro Mower and Brunco Trailer

Two pieces of Park Department equipment were offered for sale by sealed bid auction, a Toro Mower and a Brunco dump trailer. Only one bid was received for each piece of equipment, both from Kevin Diesenroth. He bid the following:

1986 Brunco Dump Trailer \$750.00

It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to authorize sale of the 1986 Bunco Dump Trailer to Kevin Diesenroth for the amount of \$750.00. The motion carried.

2009 Toro Groundmaster 328-D Mower \$1,250.00

It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to authorize sale of the 2009 Toro Groundmaster 328-D Mower to Kevin Diesenroth for the amount of \$1,250.00. The motion carried.

E. Park & Recreation Commission Vice-Chair Marion Morris resignation letter

Park Commissioner Marion Morris submitted a letter of resignation from the Park Commission, effective September 11, 2023. She is resigning due to health issues. It was moved by Martha Kern-Boprie and supported by Guy Conti to accept the resignation of Marion Morris from the Park & Recreation Commission with regret, and gratitude for her service. The motion carried.

F. Fireman’s Park Improvements Bid Review Summary

Bids to perform the improvements to Fireman’s Park were opened August 31, 2023. Two vendors submitted bids.

<u>Vendor</u>	<u>Bid Amount</u>
KAB Enterprises, Inc	\$529,864.78
Sole Building Company	\$622,284.00

OHM Engineering Consultants reviewed the bids, and submitted comments. The bid will be awarded by the township board.

G. 2024 Budget Preparation

2024 budget preparation begins this month. Worksheets were provided to park commissioners. Juan Bradford invited park commissioners to submit ideas to him.

H. September 25, 2023 Park Commission meeting date

Chair Nahid Sanii-Yahyai has a schedule conflict with the September 25, 2023 meeting date. She asked Park Commissioners if the meeting could be re-scheduled to either Friday September 29 or Monday October 2. It was moved by Martha Kern-Boprie and supported by Guy Conti to re-schedule the September 25, 2023 Park Commission meeting to October 2, 2023. The motion carried.

11. Bills for Payment

It was moved by Greg Vessels and supported by Guy Conti to approve payment of the bills totaling \$40,537.63 through 8/28/2023. The motion carried.

12. Financial Statements

A. July 2023 Revenue and Expenditure Report

It was moved by Riley Schofield and supported by Greg Vessels to receive the July 2023 Financial Statements. The motion carried.

13. Pleas and Petitions

Guy Conti noted that with the resignation of Marion Morris, the Park Commission does not have a Vice-Chair. In the unlikely event that the Chair died, the Park Commission would have no chair. He recommended that the Secretary Martha Kern-Boprie be appointed interim Vice-Chair until new park commissioners are appointed, and a permanent Vice-Chair can be elected.

It was moved by Guy Conti that Martha Kern-Boprie be elected interim Vice-Chair of the Park Commission. Martha accepted the nomination. The motion carried and Martha was elected interim Vice-Chair.

14. Adjournment

It was moved by Guy Conti and supported by Riley Schofield to adjourn the meeting at 7:50 pm. The motion carried.

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



PARKS &
RECREATION

DIRECTORS REPORT
October 2, 2023

7B

- Next Board of Trustees Meeting: Monday, October 16, 2023 @ 7:00pm
Parks & Recreation Commission Attendee: **TBD**
- The SPARK Grant award announcement date that was originally scheduled for mid-September has been pushed back to late October by the Michigan Department of Natural Resources. This is due to the large volume of submissions that they received.
- On September 20, 21, 22, I attended a Certified Playground Safety Inspector (CPSI) course in Troy MI. This is a nationally recognized certification program with the curriculum based on both the Consumer Product Safety Commission and the American Society of Testing & Materials Standards and Guidelines. The last day of the course consisted of a proctor administered test. To maintain certification, retesting is required every three years. I have held a CPSI certification for 20+ years. During the spring/summer of 2024 we will be sending one of the park maintenance staff to the course so that we have an employee "in the field" that is certified. Having Certified Playground Safety Inspectors on staff is essential to the safety of our park users.
- I continue to meet regularly with members of Willow Run Acres (WRA) to assist with moving the proposed Community Farm & Garden project forward in a way that is beneficial for all. Last week we discussed in depth the proposed contract between the Township & WRA. I have forwarded the proposed contract to the township attorney for his final evaluation, and I anticipate the Board of Trustees voting on the proposed contract at their October 16, 2023 meeting.
- Clearing of the Community Farm & Garden sites is currently under way and should be completed later this month.
- The Phase #1 Environmental Site Assessment has been completed by G2 Consulting on the site of the Community Farm & Garden. Their findings included the discovery that there was a laundromat on the site in the late 70's. Due to this fact they have recommended a Phase #2 ESA. I anticipate the Board of Trustees seeing this in their October agenda.

Respectfully Submitted,

Juan Bradford

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To: Superior Charter Township Park Commission
From: Martha Kern-Boprie
Subject: Board Attendee report on September 18, 2023 Township Board Meeting
Date: September 21, 2023

The Township Board met on Monday, September 18, 2023. Trustee Nancy Caviston was absent

Minutes were approved for the following meetings:

August 14, 2023 Special meeting

August 21, 2023 Regular Meeting

Supervisor's Report

Ken Schwartz reported that three of four manholes have been completed at the new Utility Pump Station. When all manholes are complete, the Pump Station will be complete. Probably in about two weeks

Blackbird Lodge is the new building at Staebler County Farm Park.

Ken recommended a work session on the 2024 budget. He will discuss potential dates and times of a work session with the Clerk and Treasurer.

The Clay Hill project needs further discussion.

Ken participated in a zoom meeting with Baker/Tilley firm on water/sewer rates.

Dixboro Village Green is taking bids on installation of a septic system.

Road Commission started placing limestone on Cherry Hill Road.

The township submitted documents to obtain some of the remaining \$75,000 due for safety projects at Harris & MacArthur. We will receive approximately \$37,000 now, and can submit additional projects for the remaining \$38,000.

Other reports – Trustee Bernice Lindke requested that Sheriff Office personnel be present to report to the Twp. Board. This is included in the contract with the Sheriff Office.

Communications

Mariion Morris' letter of resignation from the Park Commission was received.

Old Business

Several Utility Dept staff changes were tabled to the October meeting. A motion to increase the Poverty Exemption on property tax was increased by 20% to facilitate sidewalk repair.

New Business

A Purchase of Service Agreement with Ann Arbor Area Transportation Authority (AAATA) was approved, costing \$105,835 that will provide transportation services during period 10/01/23 – 9/30/24.

Approved a five year lease for copy machines.

Discuss Rock Property Easement

Trustee Bernice Lindke asked if giving the County Parks & Rec Commission the easement on the Rock property, gave that commission ownership of the property. Supv Schwartz responded giving the easement to the county commission protects the property from sale by a future township board. The county can protect the easement. Superior Twp still owns the land.

Bid for Fireman's Park Improvements

Low bid was approximately \$529,000. Both Juan Bradford and Claire of OHM spoke. Questions were asked about how this cost would be covered. \$315,000 in ARPA funds have been committed. Trustee Bernice Lindke advocated covering the remaining \$214,000 from the General Fund balance. Ken Schwartz proposed splitting the \$214,000 between the General Fund and the Park Fund. It was noted that the Park Fund un-restricted balance is only

\$192,000 while the General Fund balance is over a million. After further discussion, the issue was tabled to the October board meeting.

A number of administrative contracts were approved. A motion to approve reinstating bonuses to two employees for completing college degrees was approved in part.

Payment to the paving contractor for the extensions and widening of Harris Rd near the library was approved. The library will be invoiced to pay the township back.

Curtis Freeman was appointed to the Township Park Commission to replace Terry Lee Lansing. The position left open by Marion Morris' resignation will be posted on the township website.

Discussion of the township's relationship with OHM, their contract and expenditures to date was deferred to a work session.

Pleas and Petitions

Irma Golden informed the board that she sent an email to all board members about some resident concerns, and asked that they pay attention to it.

Kelly Goolsby asked the board to act on the Fireman's Park improvements.

A man named Eric was concerned about the cost of sidewalk repairs. Irma Golden spoke with him.

A man named Dana Harris that lives in Bromley Park, asked that all speakers give their first and last names, and introduce themselves, to allow new residents to learn more about township business and operations. Everyone still in the room introduced themselves.

Marcia Moore thanked the board for the crosswalks at Harris and MacArthur. She asked the board to consider cameras to enhance safety further. Concerns were expressed about cameras constituting an invasion of privacy.

The meeting adjourned at 9:00 pm.

8A*

Park and Recreation Leaders Advance Diversity, Equity and Inclusion

By Kevin Roth

Quality parks and recreation is essential to individual and community health, well-being and resilience. A challenge — and strength — within most communities is difference: in race, ethnicity, gender identity, religion, socioeconomic status, age, language, or physical or mental abilities and skills. Park and recreation professionals operate at the intersection of those differences.

In 2013, NRPA adopted Three Pillars: Health and Wellness, Equity, and Conservation. These three missions have moved the park and recreation field from communicating what we do to focusing on the impact we have. Today, NRPA centers equity in all its work. Conversations, learning opportunities and research are integral parts of NRPA's focus.

The question is: What has been the impact of NRPA's work so far? Recently, the NRPA Research team surveyed park and recreation leaders to understand better their agencies' efforts surrounding diversity, equity and inclusion (DEI) practices. The study, a follow-up to a 2021 survey, took inventory of park and recreation agency DEI activities, the professional development opportunities provided to agency staff and volunteers, and the challenges organizations face in promoting DEI practices.

Park and recreation leaders agree that inequitable provision of park and recreation infrastructure, amenities and programming by race is a problem in the United States. Among survey respondents, 6 in 7 note that park and recreation inequity is a nationwide problem. Fifty-seven percent strongly agree

that inequity is a national problem, with another 28 percent rating this issue a "4" on a five-point scale. This sentiment is consistent regardless of agency size or location.

However, the same park and recreation leaders are less likely to characterize access to park and recreation services and amenities as inequitable in their local communities. Just more than one-third of park and recreation leaders agree that park and recreation inequity is a problem in their communities, rating this as a "4" or "5" on a five-point scale. Twenty-eight percent of survey respondents disagree with the assertion that the delivery of park and recreation services and amenities is inequitable.

Regardless of how they view park and recreation inequity nationally or locally, many agencies are taking action to remove barriers. Forty-two percent of agencies currently have formal DEI programs, an eight-percentage-point increase from 2021. Another 22 percent of park and recreation leaders anticipate their agencies will establish formal DEI activities within the next year.


Rather than external third parties, staff lead most park and recreation agencies' DEI activities, with agency

leaders typically guiding the work. Among surveyed agency directors, 4 in 10 oversee their current (or will oversee any future) formal DEI activities. Nearly half of all agencies rely on key members of their management teams. These staff leaders fall within one of four major categories:

- Senior leadership
- HR/Administration
- Program staff
- Dedicated DEI/Equity staff

At 30 percent of agencies, a staff task force and/or subcommittee play an important role in DEI activities.

Almost every park and recreation agency has activities and policies promoting DEI outcomes. Most common are efforts that ensure a diverse, inclusive workforce. Seventy-four percent of survey respondents indicate that their agencies have instituted hiring practices and policies to promote a more diverse workforce. Slightly less than half (46 percent of survey respondents) of agencies have an *expressed commitment* to DEI in their foundational documents.

NRPA survey data (tinyurl.com/2sk6skhn) of the U.S. public finds strong and broad support for equitable access to parks and recreation. So, what are the next steps to take to achieve this crucial goal? The answer starts with park and recreation leaders focusing on their ability to affect their communities. 

Kevin Roth is Vice President of Research, Evaluation and Technology at NRPA (kroth@nrpa.org).

JB

To: Superior Charter Township Board Members
From: Martha Kern-Boprie, Park Commissioner and Secretary
Subject: Recommendations for Park Commission appointments
Date: September 12, 2023

The Park Commission presently has two open positions. Commissioner Terry Lee Lansing submitted her resignation during July. The opening was posted on the township website, and two people applied for appointment to the position:

Curtis Freeman
Jack Smiley

Interviews of these applicants were conducted during the Park Commission meeting on September 11, 2023. The Park Commission was highly impressed with the background, commitment and ideas presented by both individuals.

On September 11, 2023 Park Commissioner Marion Morris submitted her resignation from the Park Commission due to health issues. There are now two open positions on the Park Commission.

It was moved by Park Commissioner Guy Conti and supported by Park Commissioner Greg Vessels to recommend appointment of Curtis Freeman to fill the Park Commissioner position vacated by Terry Lee Lansing; and to recommend appointment of Jack Smiley to fill the Park Commissioner position vacated by Marion Morris. The motion carried unanimously.

80j

**SUPERIOR CHARTER TOWNSHIP EMPLOYMENT OPPORTUNITY
POSITION DESCRIPTION
PERMANENT PART-TIME PARK MAINTENANCE**

DEPARTMENT: Parks & Recreation

STATUS: Permanent Part-Time (20 -32 hours per week)

RATE OF PAY: \$20.42 per hour

REPORTS TO: Parks Maintenance Supervisor

SUMMARY: Perform minor skilled and unskilled maintenance and repair work at Superior Township parks, grounds, facilities and related work as required. Positions in this class are allocated to the Department of Parks and Recreation under the direct supervision of the Parks Maintenance Supervisor

RESPONSIBILITIES:

- Performs minor repairs/improvements and maintains the cleanliness and orderliness of park grounds (lawns, shrubs, trees, and vegetation) and facility structures (play structures, parking lots, benches, trails, and other park facilities).
- Operates and performs minor maintenance on trucks, tractors, mowers, or other light automotive mechanical equipment.
- Operates and performs minor repairs on hand-held power and gardening tools.
- May operate basic landscaping equipment such as mowers and small tractor/loader.
- May be subject to occasional overtime and weekend work.

QUALIFICATIONS:

- Ability to communicate effectively in both written and oral form.
- Ability to develop and maintain effective working relationships with other department employees and seasonal employees.
- Previous experience performing structural and grounds maintenance work for public parks and recreational areas is highly desirable.
- A valid Michigan Operators Driver's License, which must be maintained throughout employment in this class, is required at time of appointment.
- Must have a reputation for honesty and trustworthiness. Prior to appointment, candidates may be subject to a background investigation.

Applications available at:

Superior Township Parks & Recreation, 575 E. Clark, Superior Township, MI 48198

**For additional information contact Juan Bradford, Parks & Recreation Director
office: (734) 480-5502 email: superiorparks@superior-twp.org**

Superior Township Parks & Recreation is an Equal Opportunity Employer



ARCHITECTS. ENGINEERS. PLANNERS.

September 11, 2023

Mr. Ken Schwartz, Township Supervisor
Superior Charter Township
3040 N. Prospect Road
Ypsilanti, MI 48198

RE: Fireman’s Park Improvements
Bid Summary Review

Dear Mr. Schwartz:

Sealed bids for the Fireman’s Park Improvements project were received and publicly read aloud on Thursday, August 31, 2023, at 2:00 pm at the Parks and Recreation Department of Superior Charter Township at 575 E. Clark Road. Bids were received from two (2) bidders. We have summarized the bid amounts below and a detailed breakdown of all pay items from the bidder can be found in the attached bid tabulation.

Contractor Name	Base Bid Amount
KAB Enterprises, Inc.	\$529,864.78
Solé Building Company	\$622,284.00

The project scope consists of drainage improvements, including underdrain infiltration trench installation, connection to the existing culvert, ditch grading, associated grading, and restoration; and the installation of new amenities, including a 1/5-mile 8’ wide HMA pathway, outdoor fitness equipment on reinforced concrete pad, an ages 5-12 play structure and swing set on engineered wood fiber safety surface, a new fence, and a picnic shelter. The work to be completed under this Contract includes the furnishing of all materials, equipment, and labor necessary to complete the proposed work, in accordance with the contract documents.

KAB Enterprises, Inc., (KAB) located in Lincoln Park, Michigan is the responsive low bidder on this project, with an estimated base bid amount of **\$529,864.78**. OHM Advisors spoke with project references provided by the Contractor and received positive feedback regarding this Contractor’s ability to perform similar work. We also spoke with KAB directly regarding their anticipated project schedule and playground design. They indicated that they are comfortable with completing all drainage improvements, asphalt, and concrete pavement items prior to November 15, 2023, with the remaining amenities items to be completed prior to the substantial completion date of May 7, 2024.

KAB also confirmed that the playground design for the Base Bid (Item No. 25) includes all elements shown in the conceptual playground proposal included with their bid except for the “Vistatwist Tower” net structure, which is included in the Alternate Bid (Item No. 28). The playground proposal is attached to this letter for reference. The alternate net structure was bid at an additional \$147,297.25 beyond the base bid amount. The Township Board can award only the base bid portion of the contract (estimated at \$529,864.78) if that is the preference of the Parks & Recreation Director, Park Commission and Township Board. In that case, Items 28 – 30 shown on the attached bid tab would not be included in the contract award.

Mr. Ken Schwartz, Township Supervisor
September 11, 2023
Page 2 of 2



We look forward to continuing to provide our professional services on this project through the construction phase of work. If you have any questions, please contact me at (734) 466-4592.

Sincerely,
OHM Advisors

Claire Martin, PE
Project Manager

Encl: Tabulation of Bids Received on August 31, 2023
KAB Playground Proposal

cc: Juan Bradford, Superior Township Parks & Recreation Director
George Tsakoff, OHM Advisors
Mariah Cummings, OHM Advisors
File

Tabulation of Bids Received on August 31, 2023
 Fireman's Park Improvements
 Superior Charter Township, Washtenaw County, Michigan
 OHM Job No.: 0140-22-0070

KAB Enterprises, Inc.
 3318 S Fort St. Suite B
 Lincoln Park, MI 48146
 Phone: (734) 675-7529

Sole Building Company
 5940 Commerce Drive
 Westland, MI 48185
 Phone: (734) 326-5455

OHM
 34000 Plymouth Road
 Livonia, MI 48150
 COST ESTIMATE

Item No.	Description	Estimated Quantity	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
CATEGORY 1: DRAINAGE IMPROVEMENTS								
1)	Mobilization, Max. 10%	1 LSUM	\$40,000.00	\$40,000.00	\$50,000.00	\$50,000.00	\$43,000.00	\$43,000.00
2)	Ditch Grading	125 Ft	\$20.16	\$2,520.00	\$30.00	\$3,750.00	\$18.00	\$2,250.00
3)	Erosion Control, Silt Fence	710 Ft	\$2.73	\$1,938.30 ¹	\$3.00	\$2,130.00	\$5.00	\$3,550.00
4)	Dr Structure Cover, Type G	1 Ea	\$1,104.00	\$1,104.00	\$1,000.00	\$1,000.00	\$700.00	\$700.00
5)	Dr Structure, 24 inch dia	1 Ea	\$3,936.00	\$3,936.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
6)	Underdrain, Infiltration Trench, 6 inch	590 Ft	\$74.61	\$44,019.90 ¹	\$50.00	\$29,500.00	\$40.00	\$23,600.00
7)	Underdrain, Infiltration Trench, 8 inch	275 Ft	\$72.56	\$19,954.00 ¹	\$50.00	\$13,750.00	\$50.00	\$13,750.00
8)	Connect to Existing Culvert	1 Ea	\$4,555.50	\$4,555.50	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
9)	Underdrain Cleanout	6 Ea	\$118.02	\$708.12 ¹	\$800.00	\$4,800.00	\$600.00	\$3,600.00
10)	Turf Establishment	1 LSUM	\$11,930.97	\$11,930.97	\$30,000.00	\$30,000.00	\$10,000.00	\$10,000.00
11)	Contingency Allowance	10000 Dir	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00
				\$140,666.79²		\$150,930.00		\$114,450.00
SUBTOTAL CATEGORY 1 (ITEMS 1-11 INCL.):								
CATEGORY 2: AMENITIES								
12)	Subgrade Undercutting, Type IV, Modified	118 Cyd	\$119.36	\$14,084.48 ¹	\$80.00	\$9,440.00	\$70.00	\$8,260.00
13)	Aggregate Base, 4 inch	1330 Syd	\$13.40	\$17,822.00 ¹	\$10.00	\$13,300.00	\$8.00	\$10,640.00
14)	Sidewalk, Conc, 6 inch	250 Sft	\$17.16	\$4,290.00	\$15.00	\$3,750.00	\$12.00	\$3,000.00
15)	Sidewalk, Conc, Reinf, 6 inch	1152 Sft	\$21.38	\$24,629.76 ¹	\$20.00	\$23,040.00	\$25.00	\$28,800.00
16)	Shared use Path, Grading	1056 Ft	\$8.14	\$8,651.84 ¹	\$4.00	\$4,224.00	\$12.00	\$12,672.00
17)	Shared use Path, HMA	155 Ton	\$211.07	\$32,715.85 ¹	\$255.00	\$39,525.00	\$160.00	\$24,800.00
18)	Fence, Chain Link, 36 inch, Black Vinyl Coated	100 Ft	\$85.19	\$8,519.00 ¹	\$65.00	\$6,500.00	\$30.00	\$3,000.00
19)	Fitness Equipment, Air Walker, 2-person	1 Ea	\$5,403.02	\$5,403.02	\$9,375.00	\$9,375.00	\$8,000.00	\$8,000.00
20)	Fitness Equipment, Combo Bars, 4-person	1 Ea	\$6,653.82	\$6,653.82	\$3,010.00	\$3,010.00	\$7,700.00	\$7,700.00
21)	Fitness Equipment, Combo Lat Pull Vertical Press, 2-person	1 Ea	\$7,279.22	\$7,279.22	\$3,310.00	\$3,310.00	\$7,800.00	\$7,800.00
22)	Fitness Equipment, Cross Country Ski, 2-person	1 Ea	\$14,398.44	\$14,398.44	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00
23)	Fitness Equipment, Rowing Machine	1 Ea	\$5,395.24	\$5,395.24	\$3,000.00	\$3,000.00	\$5,100.00	\$5,100.00
24)	Picnic Shelter, Steel, 16'x24'	1 Ea	\$28,541.12	\$28,541.12	\$45,000.00	\$45,000.00	\$37,000.00	\$37,000.00
25)	Play Structure (Ages 5-12, No Net)	1 Ea	\$200,070.51	\$200,070.51	\$300,000.00	\$300,000.00	\$120,000.00	\$120,000.00
26)	Swing Set, Single Bay	1 Ea	\$5,743.69	\$5,743.69	\$2,880.00	\$2,880.00	\$6,500.00	\$6,500.00
				\$385,197.99²		\$471,354.00		\$289,772.00
				\$529,864.78²		\$622,284.00		\$404,222.00
TOTAL BASE BID AMOUNT (ITEMS 1-26 INCL.):								
28)	Add Net to Play Structure (Ages 5-12)	1 Ea	\$147,297.25	\$147,297.25	\$38,000.00	\$38,000.00	\$48,000.00	\$48,000.00
29)	Fitness Equipment, Cross Country Ski, 2-person	1 Ea	\$14,398.44	\$14,398.44	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00
30)	Fitness Equipment, Rowing Machine	1 Ea	\$5,395.24	\$5,395.24	\$3,000.00	\$3,000.00	\$5,100.00	\$5,100.00
				\$171,090.93		\$46,000.00		\$59,600.00
ALTERNATE BID AMOUNT (ITEMS 28-30 INCL.):								

CORRECTIONS
¹ Contractor Multiplication Error Corrected
² Contractor Total Adjusted due to Error(s)

Intellectual property of GameTime's PlayCore Company. The use shown in rendering is an interpretation and may not reflect exact site conditions.



SINCLAIR
RECREATION, LLC
www.sinclair-rec.com

Superior Township
Fireman's Park

GameTime
a PlayCore Company
www.gametime.com

Manufactured in California, USA

10A-

**PARKS & RECREATION COMMISSION
CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO RECOGNIZE AND HONOR THE CONTRIBUTIONS OF OUTGOING
PARKS & RECREATION COMMISSION VICE-CHAIR
MARION MORRIS**

PARKS & RECREATION COMMISSION RESOLUTION 2023-02

WHEREAS Parks & Recreation Commission Vice-Chair Marion Morris has served the residents of Superior Charter Township as an elected member of the Superior Township Parks & Recreation Commission since November 20, 1992; and

WHEREAS Marion Morris has contributed her time, talent and leadership to the mission of the Parks & Recreation Commission; and

WHEREAS Marion Morris has served as Chair and Vice-Chair of the Parks & Recreation Commission several times. During her service she lead extraordinary advances in natural space preservation, improvements to multiple neighborhood parks and expansion in recreation programming; and

WHEREAS Marion Morris has chosen to resign from the Parks & Recreation Commission on September 11, 2023.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Parks & Recreation Commission of the Charter Township of Superior thanks and honors the contributions of Parks & Recreation Commissioner Marion Morris and wishes her well in her future endeavors.

CERTIFICATION STATEMENT

I, Martha Kern-Boprie, Secretary of the Charter Township of Superior Parks & Recreation Commission, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Superior Charter Township Parks & Recreation Commission held on October 2, 2023 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Martha Kern-Boprie, Secretary
Parks & Recreation Commission

Date Certified

10B

**PARKS & RECREATION COMMISSION
CHARTER TOWNSHIP OF SUPERIOR
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO RECOGNIZE AND HONOR THE CONTRIBUTIONS OF
OUTGOING PARKS & RECREATION COMMISSIONER
TERRY LEE LANSING**

PARKS & RECREATION COMMISSION RESOLUTION 2023-03

WHEREAS Terry Lee Lansing has served the residents of Superior Charter Township as an elected member of the Superior Township Parks & Recreation Commission since November 20, 2008; and

WHEREAS Terry Lee Lansing has contributed her time, talent and leadership to the mission of the Parks & Recreation Commission, and was a particular advocate for preservation of open, natural spaces and brought her expertise in bee-keeping to commission work; and

WHEREAS Terry Lee Lansing has chosen to resign from the Parks & Recreation Commission on July 23, 2023.

NOW THEREFORE, BE IT HEREBY RESOLVED that the Parks & Recreation Commission of the Charter Township of Superior thanks and honors the contributions of Parks & Recreation Commissioner Terry Lee Lansing and wishes her well in her future endeavors.

CERTIFICATION STATEMENT

I, Martha Kern-Boprie, Secretary of the Charter Township of Superior Parks & Recreation Commission, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Superior Charter Township Parks & Recreation Commission held on October 2, 2023 and that public notices of said meeting were given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended.

Martha Kern-Boprie, Secretary
Parks & Recreation Commission

Date Certified

100.

CHARTER TOWNSHIP OF SUPERIOR
3040 NORTH PROSPECT RD.
SUPERIOR CHARTER TOWNSHIP, MICHIGAN 48198
SUPERIOR CHARTER TOWNSHIP PARKS & RECREATION COMMISSION
(734) 480-5502

The Superior Township Parks & Recreation Commission currently has a vacant seat that will be filled by appointment of the Superior Charter Township Board of Trustees. *(MCL 168.370)* The current term runs through December 31, 2024. The Parks & Recreation Commission meets monthly on the fourth Monday of the month at 6:30p.m. Interested parties must be current residents of Superior Charter Township and a registered voter.

All interested parties should submit a letter of interest with name, address, telephone number, email address, and relevant credentials to:

SUPERIOR CHARTER TOWNSHIP PARKS & RECREATION COMMISSION
575 E. CLARK RD.
SUPERIOR CHARTER TOWNSHIP, MI 48198
ATTN: JUAN BRADFORD, P&R DIRECTOR
OR BY EMAIL TO:
JBRADFORD@SUPERIOR-TWP.ORG

Letters of interest must be received by **4:00pm on Thursday, September 29, 2023**

Interviews will take place at the Rescheduled September Parks & Recreation Commission Meeting which will be held at 6:30pm on Monday, October 2, 2023

100.

August 14, 2023

Superior Charter Township Parks & Recreation Commission
575 E. Clark Road
Superior Charter Township, MI 48198
Attn: Juan Bradford, Parks & Recreation Director

Dear Juan,

I am writing to express my interest in being appointed to the open position on Superior Township's Parks and Recreation Commission. I have long been involved in protecting and stewarding parks and natural areas in Superior Township and it would be an honor to be able to continue that work in a new capacity.

As many may know, for the past 32+ years I have worked to establish and steward a number of parks and preserves in the Township, including the LeFurge Woods Nature Preserve, Springhill Nature Preserve, Weatherbee Woods, Highland Preserve, Kosch Headwaters Preserve, Secret Nature Preserve and even the Jack R. Smiley Nature Preserve. One of my biggest joys has been being able to shepherd into Township ownership the Cherry Hill Nature Preserve, which is now one of the most popular parks around. I am very interested in helping to oversee stewardship of the lands which make our Township superior—especially the Cherry Hill Nature Preserve and the recently-acquired Rock property. I also look forward to helping to plan for the wonderful 162-acre parcel which lies in-between these two properties, since that property is expected to soon be transferred into Township ownership.

I have a keen interest in seeing that all Township residents are afforded the opportunity to enjoy the parks and preserves that we have throughout the Township. We have a lot to be proud of and I believe that I have the credentials and experience to help oversee the care that these public treasures deserve.

As for some of my personal background, I earned business and political science degrees from Henry Ford Community College and the University of Michigan; and I completed two years of graduate study in urban planning at Wayne State University. I have worked for the MSU Extension Service, the City of Detroit and served as Executive Director of both the Detroit Audubon Society and the Southeast Michigan Land Conservancy, which I founded 35 years ago. I have also been a licensed Michigan Real Estate Broker for over 40 years.

In short, I would love the opportunity to help oversee the parks and natural areas which we all hold dear. Although I plan to continue to attend future Commission meetings regardless, it would be nice to be able to more fully participate in the Commission's proceedings. I would greatly appreciate the opportunity to serve on the Parks and Recreation Commission.

Thank you for your consideration,

Sincerely,

Jack Smiley

Jack R. Smiley
10325 Cherry Hill Road
Superior Township, MI 48198
734-260-4065
jackrsmiley@gmail.com

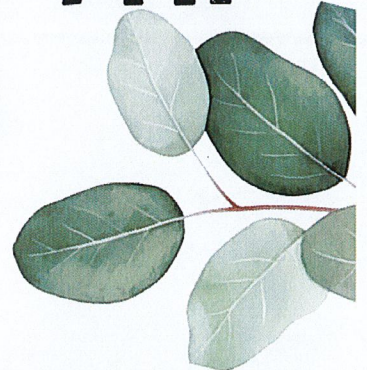


NATURE HUNT BINGO

SATURDAY, OCTOBER 7TH

1:00PM - 3:00PM

RAIN DATE: OCTOBER 8TH



CHERRY HILL NATURE PRESERVE

6515 CHERRY HILL RD. (1.8 MILES WEST OF PROSPECT RD.)

JOIN SUPERIOR TOWNSHIP PARKS & RECREATION FOR A FAMILY FRIENDLY SELF GUIDED WALK THROUGH THE WOODS AND TRAILS OF CHERRY HILL NATURE PRESERVE.

ALONG YOUR JOURNEY YOU WILL SEEK TO IDENTIFY BIRDS, TREES, LEAVES, ANIMALS, AND MORE TO FILL IN YOUR BINGO CARD

BINGO CARDS, SNACKS, & PRIZES PROVIDED!



FREE!!!





2024 Budget - Presented 10/16/23



PARKS & RECREATION DEPARTMENT

	ACTUALS		B U D G E T S	
	Jan - Jun 2023	2023 AMENDED	2024 BUDGET	
Revenue: 588.000 · General Fund Contribution	\$161,955	\$323,909	\$397,601	
588.025 - Reimbursement for Mowing	\$9,488	\$18,975	\$21,602	4% increase from revised 2023
604.000 - Reimbursement for Labor Costs	\$0	\$1,000	\$0	moved to mowing
663.000 - Interest on Reserves	\$0	\$0	\$0	
664.000 - Interest/Dividends	\$2,281	\$0	\$4,000	
673.000 - Insurance Reimbursement	\$64	\$0	\$0	
680.000 - Investment Earnings	\$8,582	\$0	\$15,000	
695.000 · Tennis Lesson Fees	\$0	\$2,000	\$0	
696.000 · Donations	\$600	\$600	\$1,200	
698.000 - Miscellaneous Income	\$0	\$0	\$0	
699.000 - Appropriations from Fund Balance	\$0	\$917	\$5,000	
Total Revenue	\$182,970	\$347,401	\$444,403	
Expense: 751 · Administration Department:				
701.000 · Commission Stipends	\$8,590	\$19,469	\$20,053	
702.000 · Admin. Salary	\$22,806	\$45,049	\$87,845	
702.002 · Controller's Salary	\$6,092	\$6,464	\$0	
710.000 - Training	\$1,061	\$1,200	\$1,400	
717.000 - Taxable Benefits	\$8,014	\$0	\$16,344	
728.000 · Postage	\$0	\$100	\$100	
740.000 · Operating Supplies	\$419	\$1,000	\$1,000	
801.010 · Professional Services-Audit	\$1,050	\$1,200	\$1,200	
801.000 · Professional Services-Other	\$1,717	\$3,500	\$3,500	
850.000 · Telecommunications	\$299	\$1,500	\$700	reduced 50%
851.000 · Insurance and Bonds	\$4,883	\$10,500	\$11,025	added 5%
860.000 · Transportation	\$757	\$1,400	\$1,800	rising fuel cost
900.000 · Printing & Publishing	\$410	\$500	\$500	
930.000 · Repairs & Maintenance	\$0	\$500	\$500	
945.000 - Office Rent	\$6,000	\$6,000	\$7,000	8% increase
958.000 · Memberships & Dues	\$500	\$650	\$650	
963.000 · Bank Fees & Charges	\$37	\$300	\$300	

10E



2024 Budget - Presented 10/16/23



PARKS & RECREATION DEPARTMENT

	ACTUALS Jan - Jun 2023	B U D G E T S	
		2023 AMENDED	2024 BUDGET
981.000 · Equipment Under \$5,000	\$0	\$1,000	\$1,000
999.000 - Miscellaneous Expense	\$0	\$200	\$200
Total 751. · Administration Department	\$62,634	\$100,532	\$155,116
754. · Recreation Department:			
702.000 · Staff Salaries	\$9,013	\$12,241	\$14,177
717.000 - Taxable Benefits	\$0	\$200	\$200
740.000 · Operating Supplies	\$1,453	\$3,500	\$4,200
801.000 - Professional Services - Other	\$1,361	\$7,000	\$8,000
801.050 - Professional Services - Tennis Lessons	\$0	\$2,000	\$0
850.000 Telecommunications	\$0	\$660	\$0
860.000 · Transportation	\$0	\$100	\$100
930.000 · Rep. & Maint.	\$0	\$500	\$500
975.000 Signage	\$0	\$2,000	\$2,000
Total 754. · Recreation Department	\$11,827	\$28,201	\$29,177
755. · Parks Maintenance Department:			
702.000 · Staff	\$60,320	\$111,908	\$141,711
710.000 - Training	\$625	\$700	\$700
717.000 · Taxable Benefits -Staff	\$985	\$3,986	\$1,803
740.000 · Operating Supplies	\$2,105	\$5,500	\$5,775
740.003 · Herbicide (Non-Selective)	\$0	\$500	\$500
740.004 · Sand, Gravel, Bark and Soil	\$30	\$3,000	\$5,500
741.000 · Uniforms	(\$127)	\$1,000	\$800
742.000 · Fuel - Lubricants	\$2,367	\$6,500	\$6,825
801.000 - Professional Services-Other	\$847	\$2,500	\$2,500
850.000 · Telecommunications	\$35	\$660	\$1,800
860.000 · Transportation	\$0	\$100	\$100
920.000 · Utilities	\$135	\$950	\$500
930.000 · Repairs & Maintenance	\$5,877	\$12,500	\$13,112
930.001 · Controlled Burns	\$4,500	\$6,000	\$5,800
975.000 - Signage	\$0	\$800	\$800

added new event
expanded services

moved to park maintenance

added 5%

engineered wood fiber / playgrounds

added 5%

3 maintenance staff phone stipends

added 5%



2024 Budget - Presented 10/16/23



PARKS & RECREATION DEPARTMENT

	B U D G E T S	
	2023 AMENDED	2024 BUDGET
	ACTUALS Jan - Jun 2023	
	\$0	\$30,000
	\$1,203	\$2,157
	\$78,901	\$188,761
Total 755 - Parks Maintenance Department		\$192,726
756 - Park Development/Improvement:		
740.000 Operating Supplies	\$0	\$8,000
951.000 - Projects	\$0	\$6,000
Total 756 - Park Development/Improvement	\$0	\$14,000
966 - Unallocated Expenses:		
715.000 - FICA	\$8,763	\$21,397
853.000 - Dental Insurance	\$331	\$728
854.000 - Vision Insurance	\$94	\$208
855.000 - Life Insurance	\$68	\$150
857.000 - HCSP	\$1,800	\$3,600
858.000 - Pension	\$11,503	\$27,301
Total 966 - Unallocated Expenses	\$22,559	\$53,384
Total 755.999 - TOTAL EXPENSES	\$175,921	\$444,403
Net of Revenues and Expenditures	\$7,049	(\$0)
Undesignated Fund Balance	\$191,890	
Building	\$401,731	
Accrued Absences	\$10,912	
Schroeter Park	\$2,550	
TOTAL FUND BALANCE	\$607,083	

picnic tables, grills, benches
Fireman's 2-5 structure



CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF SUPERIOR
CHECK DATE FROM 08/29/2023 - 10/02/2023

09/26/2023 11:45 AM
User: NANCY
DB: Superior Twp

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
08/29/2023	GENL	46936	1FJT-7RVN-TFR3	AMAZON CAPITAL SERVICES	LETTERS FOR POP-UP CANOPIES	740.000	754	19.98
08/29/2023	GENL	46939	422595	BOULLION SALES, INC.	STIHL TRIMMER REPAIR	930.000	755	160.09
08/29/2023	GENL	46941	25582965	CRAWFORD DOOR SALES	GARAGE DOOR REPAIR @ BARN	930.000	755	527.50
08/29/2023	GENL	46943	SEPT 23-GBP	DELTA DENTAL	DENTAL INSURANCE - SEPTEMBER 2023	853.000	966	55.18
08/29/2023	GENL	46947	1028111	HOME DEPOT CREDIT SERVICES	SHOP SUPPLIES	740.000	755	166.12
08/29/2023	GENL	46950#	A-155176	PARKWAY SERVICES	PORTAJOHN -MOVIES IN THE PARK	801.000	754	120.00
			A-155029		PORTAJOHN @ FIREMAN'S PARK -AUG 202801.000	801.000	755	120.00
				CHECK GENL 46950 TOTAL FOR FU				240.00
08/29/2023	GENL	46956	INV216251091	SUPERIOR TOWNSHIP CREDIT CARDZOOM	-AUGUST 2023	205.001	000	15.99
08/29/2023	GENL	46958	83123-GBP	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 8/31/23 PAYROLL	289.000	000	11,816.17
08/29/2023	GENL	46959#	21774	TAZ NETWORKS, INC	NETWORK FLAT FEE -AUGUST 2023	801.000	751	43.00
			21774		NETWORK FLAT FEE -AUGUST 2023	801.000	755	42.99
				CHECK GENL 46959 TOTAL FOR FU				85.99
08/29/2023	GENL	46960	181361571	TRUGREEN PROCESSING CENTER	MOSQUITO SPRAY FOR MOVIES IN THE PA801.000	801.000	754	92.76
08/29/2023	GENL	46961	SEPT 23-G BP	VSP INSURANCE CO	VISION INSURANCE - SEPT 2023	123.050	000	15.73
09/06/2023	GENL	46962	91645865	WEX BANK	FUEL - AUGUST 2023	742.000	755	602.85
09/06/2023	GENL	46966	423294	BOULLION SALES, INC.	KUBOTA FUEL FILTER	930.000	755	42.67
09/06/2023	GENL	46969	AUG23-P	DTE ENERGY	ELECTRIC - PARKS BARN -AUG 23	920.000	755	26.50
09/06/2023	GENL	46975	JULY-AUG 23	JUAN BRADFORD	MILEAGE REIMBURSEMENT 7/5-8/31/23	860.000	751	227.29
09/06/2023	GENL	46977	OCT 23	MEDMUTUAL LIFE	LIFE INSURANCE - OCTOBER 2023	123.050	000	11.35
09/06/2023	GENL	46983	AUG 23-GBP	SUPERIOR TWP PAYROLL FUND	PENSION /HCSP - AUGUST 2023	289.000	000	1,323.50
			AUG 23-GBP		PENSION /HCSP - AUGUST 2023	289.000	000	1,611.03
			AUG 23-GBP		PENSION /HCSP - AUGUST 2023	289.000	000	300.00
				CHECK GENL 46983 TOTAL FOR FU				3,234.53
09/06/2023	GENL	46984	I082223-01	SUPERIOR TWP UTILITY DEPARTEMEJ	BRADFORD CELL PHONE - JULY-AUG 23850.000	850.000	751	99.52
09/06/2023	GENL	46987	159953	YPSILANTI ACE HARDWARE	SHOP LIGHTS HARDWARE	930.000	755	36.33
09/12/2023	GENL	46990	423663	BOULLION SALES, INC.	EXMARK MOWER PARTS	930.000	755	80.99

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount	
Fund: 508 PARKS & RECREATION									
09/12/2023	GENL	46999	3434385248	O'REILLY AUTOMOTIVE, INC.	BATTERY FOR TRUCK	930.000	755	139.50	
09/12/2023	GENL	47004	91423	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 9/14/23 PAYROLL	289.000	000	10,593.66	
09/12/2023	GENL	47005#	22182	TAZ NETWORKS, INC	NETWORK FLAT FEE -SEPTEMBER 2023	801.000	751	43.00	
			22182		NETWORK FLAT FEE -SEPTEMBER 2023	801.000	755	42.99	
				CHECK GENL 47005 TOTAL FOR FU				85.99	
09/12/2023	GENL	47007	W6539	WOLVERINE RENTAL & SUPPLY	SPARE TIRE FOR TORO MOWER	930.000	755	140.44	
09/12/2023	GENL	47008	159176	YPSILANTI ACE HARDWARE	SHOP SUPPLIES	740.000	755	4.99	
			160295		SHOP SUPPLIES	740.000	755	5.95	
				CHECK GENL 47008 TOTAL FOR FU				10.94	
09/19/2023	GENL	47009	30254277	ABSOPURE WATER COMPANY	COOLER RENTAL - 2023	740.000	755	12.00	
09/19/2023	GENL	47020	OCT 23 - GBP	DELTA DENTAL	DENTAL INSURANCE - OCTOBER 2023	123.050	000	55.18	
09/19/2023	GENL	47028	200006818	MPARKS	CPSI COURSE & EXAM	710.000	751	625.00	
09/19/2023	GENL	47030	A-155847	PARKWAY SERVICES	PORTAJOHN @ FIREMAN'S PARK -SEPT 20801.000	20801.000	755	120.00	
09/19/2023	GENL	47038	OCT 2023	VSP INSURANCE CO	VISION INSURANCE - OCTOBER 2023	123.050	000	15.73	
09/19/2023	GENL	47041	106242	WOLVERINE RENTAL & SUPPLY	TRAILER REPAIR PARTS	930.000	755	24.20	
09/26/2023	GENL	47049	7023761	HOME DEPOT CREDIT SERVICES	SHOP SUPPLIES/LIGHTING SUPPLIES FOR 740.000	740.000	755	53.49	
			7023761		SHOP SUPPLIES/LIGHTING SUPPLIES FOR 742.000	742.000	755	65.64	
			7023761		SHOP SUPPLIES/LIGHTING SUPPLIES FOR 930.000	930.000	755	172.48	
				CHECK GENL 47049 TOTAL FOR FU				291.61	
09/26/2023	GENL	47061	92523	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 9/28/23 PAY	289.000	000	13,708.49	
				Total for fund 508 PARKS & RECREATION					43,380.28

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

REVENUE AND EXPENDITURE REPORT FOR SUPERIOR TOWNSHIP
 PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/23	AVAILABLE BALANCE	% BGD USED	YTD BALANCE 08/31/2022
		ORIGINAL BUDGET	AMENDED BUDGET					
Fund 508 - PARKS & RECREATION								
Revenues								
Dept 000 - REVENUE				215,939.36	26,992.42	107,969.64	66.67	207,634.00
508-000-588.000	GENERAL FUND CONTRIBUTION	323,909.00	323,909.00	9,487.50	0.00	9,487.50	50.00	7,000.00
508-000-588.025	RES #2021-20 ADD'L \$ FROM GEN	18,975.00	18,975.00	0.00	0.00	1,000.00	0.00	571.76
508-000-604.000	REIMBURSEMENT FOR LABOR COSTS	1,000.00	1,000.00	0.00	0.00	0.00	0.00	12.66
508-000-663.000	INTEREST ON RESERVES INCOME	0.00	0.00	2,491.44	0.00	(2,491.44)	100.00	(2,489.86)
508-000-664.000	INTEREST/DIVIDENDS	0.00	0.00	64.45	0.00	(64.45)	100.00	225.77
508-000-673.000	INSURANCE REIMBURSEMENTS INCOV	0.00	0.00	10,249.27	0.00	(10,249.27)	100.00	1,285.37
508-000-680.000	INVESTMENT EARNINGS	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
508-000-695.000	TENNIS LESSON FEES	2,000.00	2,000.00	1,205.00	100.00	(605.00)	200.83	1,350.00
508-000-696.000	DONATIONS	600.00	600.00	0.00	0.00	0.00	0.00	1,600.00
508-000-698.000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	917.00	0.00	0.00
508-000-699.000	APPROPRIATION FROM FUND BALANC	917.00	917.00	0.00	0.00			
Total Dept 000 - REVENUE		347,401.00	347,401.00	239,437.02	27,092.42	107,963.98	68.92	217,189.70
TOTAL REVENUES								
Total Dept 000 - REVENUE		347,401.00	347,401.00	239,437.02	27,092.42	107,963.98	68.92	217,189.70
Expenditures								
Dept 751 - PARK & REC. ADMINISTRATION				11,585.60	1,497.60	7,883.40	59.51	8,344.25
508-751-701.000	COMMISSION STIPENDS	19,469.00	19,469.00	31,577.40	5,262.90	13,471.60	70.10	28,308.36
508-751-702.000	SALARIES	45,049.00	45,049.00	8,604.05	1,524.52	(2,140.05)	133.11	3,862.69
508-751-702.002	CONTROLLER SALARY	6,464.00	6,464.00	1,060.50	0.00	139.50	88.38	0.00
508-751-710.000	TRAINING	1,200.00	1,200.00	0.00	0.00	(9,557.32)	100.00	0.00
508-751-717.000	TAXABLE BENEFITS	0.00	0.00	9,557.32	926.22			
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	418.78	0.00	581.22	41.88	221.33
508-751-800.010	PROFESSIONAL SERVICES - AUDIT	1,200.00	1,200.00	1,050.00	0.00	150.00	87.50	1,050.00
508-751-801.000	PROFESSIONAL SERVICES - OTHER	3,500.00	3,500.00	1,835.54	58.99	1,664.46	52.44	8,557.72
508-751-850.000	TELECOMMUNICATIONS	1,500.00	1,500.00	398.17	99.52	1,101.83	26.54	399.04
508-751-851.000	INSURANCE & BONDS	10,500.00	10,500.00	6,599.17	857.88	3,900.83	62.85	5,827.36
508-751-860.000	TRANSPORTATION	1,400.00	1,400.00	984.48	227.29	415.52	70.32	482.98
508-751-900.000	PRINTING & PUBLISHING	500.00	500.00	410.00	0.00	90.00	82.00	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	500.00
508-751-963.000	BANK FEES & CHARGES	300.00	300.00	36.87	0.00	263.13	12.29	2.05
508-751-981.000	EQUIPMENT UNDER \$5,000	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	134.79
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		100,532.00	100,532.00	80,617.88	10,454.92	19,914.12	80.19	63,690.57
Dept 754 - RECREATION								
508-754-702.000	SALARIES	12,241.00	12,241.00	13,177.09	2,185.15	(936.09)	107.65	2,995.96
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	1,472.89	19.98	2,027.11	42.08	1,032.94
508-754-801.000	PROFESSIONAL SERVICES - OTHER	7,000.00	7,000.00	1,813.57	332.76	5,186.43	25.91	3,108.84
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	660.00	660.00	0.00	0.00	660.00	0.00	400.00
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	2,000.00	2,000.00	546.75	546.75	1,453.25	27.34	771.00
Total Dept 754 - RECREATION		28,201.00	28,201.00	17,010.30	3,084.64	11,190.70	60.32	8,308.74

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GL NUMBER	DESCRIPTION	2023		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/23	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 08/31/2022
		ORIGINAL BUDGET	2023 AMENDED BUDGET					
Fund 508 - PARKS & RECREATION								
Expenditures								
Dept 755 - PARK MAINTENANCE								
508-755-702.000	SALARIES	111,908.00	111,908.00	99,322.54	24,542.71	12,585.46	88.75	69,402.66
508-755-710.000	TRAINING	700.00	700.00	625.00	0.00	75.00	89.29	40.00
508-755-717.000	TAXABLE BENEFITS	3,986.00	3,986.00	984.73	0.00	3,001.27	24.70	3,263.13
508-755-740.000	OPERATING SUPPLIES	5,500.00	5,500.00	2,553.60	278.10	2,946.40	46.43	1,941.00
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	3,000.00	3,000.00	30.00	0.00	2,970.00	1.00	5,850.00
508-755-741.000	UNIFORMS	1,000.00	1,000.00	(127.12)	0.00	1,127.12	(12.71)	0.00
508-755-742.000	FUEL-LUBRICANTS	6,500.00	6,500.00	4,001.91	602.85	2,498.09	61.57	4,355.56
508-755-801.000	PROFESSIONAL SERVICES - OTHER	2,500.00	2,500.00	1,173.28	162.99	1,326.72	46.93	1,369.90
508-755-850.000	TELECOMMUNICATIONS	660.00	660.00	34.84	0.00	625.16	5.28	0.00
508-755-860.000	TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-755-920.000	UTILITIES	950.00	950.00	196.04	26.50	753.96	20.64	386.65
508-755-930.000	REPAIR & MAINTENANCE	12,500.00	12,500.00	15,830.64	1,278.02	(3,330.64)	126.65	3,333.11
508-755-930.001	CONTROLLED BURNS	6,000.00	6,000.00	4,500.00	0.00	1,500.00	75.00	3,440.00
508-755-975.000	SIGNAGE	800.00	800.00	0.00	0.00	800.00	0.00	0.00
508-755-980.000	EQUIPMENT OVER \$5,000	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00	0.00
508-755-981.000	EQUIPMENT UNDER \$5,000	2,157.00	2,157.00	1,202.97	0.00	954.03	55.77	198.00
Total Dept 755 - PARK MAINTENANCE		188,761.00	188,761.00	130,328.43	26,891.17	58,432.57	69.04	93,580.01
Dept 756 - PARK DEVELOPMENT/IMPROVEMENT								
508-756-951.000 PROJECTS								
Total Dept 756 - PARK DEVELOPMENT/IMPROVEMENT		0.00	0.00	0.00	0.00	0.00	0.00	16,000.00
Dept 966 - UNALLOCATED EXPENSES								
508-966-715.000	FICA	15,370.00	15,370.00	13,238.64	2,726.95	2,131.36	86.13	8,887.59
508-966-853.000	DENTAL INSURANCE	0.00	0.00	441.44	55.18	(441.44)	100.00	0.00
508-966-854.000	VISION INSURANCE	0.00	0.00	125.84	15.73	(125.84)	100.00	0.00
508-966-855.000	LIFE INSURANCE	0.00	0.00	90.80	11.35	(90.80)	100.00	0.00
508-966-857.000	HCSF	0.00	0.00	2,100.00	0.00	(2,100.00)	100.00	0.00
508-966-858.000	PENSION	14,537.00	14,537.00	13,542.35	0.00	994.65	93.16	9,899.80
Total Dept 966 - UNALLOCATED EXPENSES		29,907.00	29,907.00	29,539.07	2,809.21	367.93	98.77	18,787.39
TOTAL EXPENDITURES		347,401.00	347,401.00	257,495.68	43,239.94	89,905.32	74.12	200,366.71
Fund 508 - PARKS & RECREATION:								
TOTAL REVENUES		347,401.00	347,401.00	239,437.02	27,092.42	107,963.98	68.92	217,189.70
TOTAL EXPENDITURES		347,401.00	347,401.00	257,495.68	43,239.94	89,905.32	74.12	200,366.71
NET OF REVENUES & EXPENDITURES		0.00	0.00	(18,058.66)	(16,147.52)	18,058.66	100.00	16,822.99