

Superior Charter Township Park Commission  
Regular Meeting  
July 24, 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, Marion Morris, Martha Kern-Boprie, Riley Schofield, Greg Vessels, Guy Conti

Park Commissioners absent: none

Others present: Trustee Bernice Lindke; Juan Bradford, Parks & Recreation Director; Don Waligar, Maintenance Supervisor; Curtis Freeman, Jack Smiley

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 Marion Morris to approve the agenda with the addition of Old Business C. Comprehensive Stipend Policy, Old Business D. Township-wide Clean Up and New Business D. Budget Appropriation Increase. The motion carried.

5. Prior Meeting Minutes Approval

A. June 26, 2023

It was moved by Marion Morris and supported by Greg Vessels to approve the minutes of June 26, 2023 as drafted. The motion carried.

6. Citizen Participation – none

7. Reports

A. Chairperson

Chair Nahid Sanii-Yahyai informed the park commission that Terry Lee Lansing has resigned her position on the Park Commission because she has moved out of Superior Township. Nahid read the resignation letter Terry Lee submitted, and suggested the park commissioners host a lunch for Terry Lee to thank her for her service.

B. Director

Juan Bradford submitted a written report. He added to this that the park maintenance staff has been mowing the grass in the two roundabouts. Traffic speed has increased in these roundabouts, and it is not safe for staff to enter and exit the roundabouts with mowing equipment. The township will retain the services of a mowing contractor to mow the roundabouts. Juan met with Supervisor Schwartz about the Willow Run Acres project. Juan will be meeting with Orchard, Hiltz & McCliment (OHM) engineers about modifying the present bathroom in Fire Station 2 so park staff can use it without violating the firefighters privacy.

C. Board Liaison

Trustee Bernice Lindke reported on a special board meeting held June 28, 2023 and the regular board meeting held July 17, 2023.

June 28, 2023 – The Personnel Manual was distributed and discussed. The board adopted it with the provision that more edits were needed to the manual.

July 17, 2023 – Public Comment: TC Collins of Willow Run Acres requested some of the funds dedicated to trees be used to purchase fruit trees for the Clay Hill project. Other comments were made in support of and opposition to the proposed rezoning of 3900 Dixboro Road for the proposed Garret’s Space program.

Communications: Coy Vaughn, director of the Washtenaw County Parks & Recreation Department submitted a letter. The letter was discussed, but no action taken. Supervisor Ken Schwartz reported that Jason Hodge, Chair of the Washtenaw County Board of Commissioners would like to meet with township board members at Staebler Farm Park to learn more about the proposal to use township funds to purchase trees there.

The Township Board approved the following resolutions:

- \*Amended the zoning ordinance to permit Garret’s Space at 3900 Dixboro Road.
- \*Approved OHM to assess whether an existing bathroom in the Parks & Recreation space in Fire Station #2 can be renovated to have a door cut so staff in Parks & Recreation can use it.
- \*The first reading of the zoning amendment for the property to be used for Clay Hill Farm.

Nahid asked Trustee Bernice Lindke for an update on a township policy on stipend payments. Trustee Lindke responded that she researched this issue thoroughly, and there is no comprehensive policy on payment of stipends, particularly to those who are liaisons from other boards and commissions. Generally it appears that the organization that requested the liaison pays the stipend. Park commissioners and Trustee Lindke discussed the concept of continuing a liaison from the township board to the park commission, now that Juan Bradford, Parks & Recreation Director attends township board meetings as well as park commission meetings. The consensus was to continue the liaison position, and to pay a stipend to the liaison for meetings attended.

- D. Board Meeting Attendee  
Marion Morris was scheduled to attend the July 17 township board meeting, but was ill and could not attend.
- E. Park Steward  
Juan has received no contact from Ellen Kurath in the past month.
- F. Safety  
A collision between a park vehicle and a township employee occurred during the past month. No one was injured, but there was damage to the vehicles. A report has been filed with the township’s insurance carrier.

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

- 8. Communications
  - A. Educational: NRPA Research
  - B. Park Reservation: Willow Run Acres bi-weekly Yoga in Fireman’s Park
  - C. Park Reservation: Chillin’ & Grillin’ @ Oakbrook Park
  - D. Park Reservation: Washtenaw County Health MacArthur Family Fun Day @ Fireman’s Park
  - E. Park Reservation: Birthday Party @ Norfolk Park
  - F. Park Reservation: Washtenaw Promise Block Party @ Fireman’s Park

It was moved by Martha Kern-Boprie and supported by Riley Schofield to receive the communications. The motion carried.

9. Old Business

A. Community Center Advisory Committee Update

- State Senator Jeff Irwin and State Representative Jimmie Wilson announced \$15 million in state funding for the community center.
- A detailed presentation was given by Bill Balducci of PB & A Marketing.

B. Emergency Repair: 2001 Dodge 4wd pick-up truck

Juan Bradford informed the park commission of extensive repairs needed on the 2001 4wd pick-up truck. The repairs had to be performed to permit staff to work. This truck may have to be replaced next year.

C. Comprehensive Stipend Policy

This was discussed and a decision reached during the Township Board Liaison report.

D. Township Wide Clean Up

Nahid Sanii-Yahyai advocated for a two hour event, and asked if other park commissioners were interested in such an event. Marion Morris suggested a targeted road or area, and first determine the date, time and provision of child care. Greg Vessels commented that if the commission is to do this, first we have to project the cost of labor, equipment and planning time. Nahid suggested focusing on one park. Marion asked for Juan's input. Juan said it was a good idea, but should be lead by the Township Board, not the Park Commission. The Park Commission could support the event, but not lead it. He estimated the event would cost at least \$2,000. Juan suggested an invasive species removal event, rather than a trash pick-up event. Bernice Lindke suggested collaborating with EMU student groups during the early fall for a clean up event. Guy Conti asked if we want to go further in environmental planning and education? This could be the topic of a future event. Martha Kern-Boprie suggested including a clean-up or invasive species removal event in plans for next year.

10. New Business

A. Movies in the Park – August 12

The next "Movies in the Park" is scheduled for Saturday August 12 in Oakbrook Park. Nahid Sanii-Yahyai volunteered to help with this event.

B. Live! Here! Now! on August 24

The recently scheduled Live! Here! Now! concert will take place on Thursday August 24 in Fireman's Park from 4:00 to 8:00 pm. Greg Vessels, Martha Kern-Boprie, Nahid Sanii-Yahyai and Guy Conti volunteered to help with this event.

C. Park & Recreation Commission Vacancy

The vacancy on the Park Commission due to Terry Lee Lansing's resignation will be filled by the Township Board. The Township Clerk asked the Park Commission to provide text for a posting of the opening on the township website. After discussion, the consensus was to receive applications through August 15. The Park Commission will interview applicants at the August 28 meeting, with the expectation of sending a recommendation to the Township Board after the interviews. This schedule will permit appointment action by the Township Board at its September 18 meeting, and allow the appointee to begin serving at the September 25 park commission meeting.

D. Budget Appropriations Increase

Park & Recreation Director Juan Bradford's position was expanded from part-time to full-time effective December 1, 2022. Some of the reasoning behind this increase was a number of projects directed by the township board that called for significant portions of Juan's time. Several of these projects initiated after the 2023 budget was developed and approved. In addition to those projects,

Juan has incorporated all Recreation Supervisor duties into his role, as well as playing a larger part in the day to day park maintenance planning.

The Park Commission seeks an increase in its budget appropriation from the Township Board to cover the additional cost of salary and fringe benefits for Juan Bradford in 2023. Those increased expenses will total \$58,400.

Martha Kern-Boprie commented that while some of the township board initiated projects are funded with ARPA allocations this year, it is reasonable to expect a full time director now that we have more events each year, more playground equipment to maintain, and involvement with the community center development and programming. After discussion, park commissioners commented it would be most productive to have one person draft the memo to the township board requesting an increase in the budget appropriation.

It was moved by Guy Conti and supported by Marion Morris to delegate authorship of the memo regarding the budget appropriation request to the Township Board; to Martha Kern-Boprie, subject to the approval of the Park Commission Chair, before sending the memo to the Township Board. The motion carried.

11. Bills for Payment

It was moved by Marion Morris and supported by Greg Vessels to approve payment of the bills totaling \$50,720.23 through 7/24/2023. The motion carried.

12. Financial Statement

A. June 2023 Revenue & Expenditure Report

It was moved by Riley Schofield and supported by Greg Vessels to receive the June 2023 Revenue & Expenditure Report. The motion carried.

13. Pleas and Petitions

Martha Kern-Boprie informed the park commission she will meet with Carla Bisaro and Trustee Bill Secrest on August 7 to walk the nature preserves in preparation for the August 13 Summer Walk. Martha also introduced her neighbor Curtis Freeman who has expressed interest in Park Department programming.

Guy Conti asked Juan Bradford if there was any update on seeking the same fee levels for Superior Township residents to use Ypsilanti Township park and recreation facilities as Ypsilanti Township residents. Juan responded he has not received response from Ypsilanti Township staff. Guy encouraged Juan to continue to seek this fee collaboration.

Juan Bradford informed the Park Commission that bids to perform the improvements to Fireman's Park will be opened on July 28 at 2:00 pm in the Township Hall.

14. Adjournment

It was moved by Martha Kern-Boprie and supported by Guy Conti to adjourn at 8:05 pm. The motion carried.

Submitted by  
Martha Kern-Boprie, Park Commissioner & Secretary