



PARKS &
RECREATION

CHARTER TOWNSHIP OF SUPERIOR PARKS & RECREATION COMMISSION MEETING

The Parks & Recreation Commission

NOVEMBER 2023

Regular Meeting

will be held on

MONDAY, NOVEMBER 27, 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 | Jack Smiley |
| Bernice Lindke | Gregory Vessels |

Superior Township Parks & Recreation Commission

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SUPERIOR TOWNSHIP HALL



PARKS &
RECREATION



**PARKS & RECREATION COMMISSION REGULAR MEETING
NOVEMBER 27, 2023 @ 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 23, 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: Data Driven Decision Making
 - B) Brookside Farms Thank You Letter
- 9) OLD BUSINESS**
 - A) Community Center Advisory Committee Update
 - B) Ypsilanti Township Community Center
 - C) Michigan Natural Resources Trust Fund Application Update
- 10) NEW BUSINESS**
 - A) Election of Officers
 - B) Christmas Tree Lighting
- 11) BILLS FOR PAYMENT**
 - A) October 24, 2023 – November 27, 2023
- 12) FINANCIAL STATEMENT**
 - A) November 2023 Revenue & Expenditure Report
- 13) PLEAS AND PETITIONS**
- 14) ADJOURNMENT**

Next Meeting: December 18, 2023 @ 6:00pm

5A

Superior Charter Township Park Commission
Regular Meeting
October 23, 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, Greg Vessels, Riley Schofield, Curtis Freeman, Jack Smiley, Guy Conti, Martha Kern-Boprie

Park Commissioners absent: none

Others present: Trustee Bernice Lindke; Juan Bradford, Director; Jan Piert
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 Guy Conti and supported by Greg Vessels to approve the agenda with the addition of New Business C. Election of Park Commission Vice-Chair. The motion carried.
5. Prior Meeting Minutes Approval
 - A. October 2, 2023
It was moved by Greg Vessels and supported by Riley Schofield to approve the minutes of 10/02/23 with the following corrections.
Roll Call: Others Present: add Sharon Bryant-Phillips and Jack Smiley.
Agenda Approval: Correct the spelling of Sharon Bryant-Phillips.
Board Liaison Report: Paragraph Four: Correct the third sentence so that it reads "A conservation easement held by the county would prevent a future county parks & rec commission from selling the property without approval of the township board." Insert the following sentence: "If the text of the easement prohibits the county from conveying the easement without the approval of the township board."
New Business C. Parks & Recreation Commissioner Interviews: Jack Smiley
Correct spelling of fifth word of the second sentence so the sentence reads "He has worked successfully on open natural space..." Correct third sentence so that it reads "He has been a resident of Superior Township for 13 years."
The motion carried.
6. Citizen Participation – none
7. Reports
 - A. Chairperson
Chair Nahid Sanii-Yahyai reported the Pumpkin Carving event was successful. Many children were present. Nahid was interviewed by a representative from Washtenaw Community College named Melissa Cunningham. The person informed Nahid that the Superior Township event was the only free pumpkin event in the area this year. On Sunday Nahid participated in a walk through the Jack Smiley Nature Preserve.
 - B. Director's Report

Juan Bradford submitted a written report. He updated this with news that the Pumpkin Carving event had 150 pumpkins, which was 30 more than last year. All pumpkins and cookies were distributed by 1:15 pm. The weather was chilly, but the event was a success. Juan also reported that the agreement between Superior Township Park Commission and Clay Hill Farm & Garden was signed today by TC Collins.

C. Board Liaison Report

Trustee Bernice Lindke reported on a Special Meeting/Work Session on October 10 and the Regular Meeting on October 16.

Work Session/Special Meeting October 10, 2023

Discussed:

hiring part-time human resources director
moving financial area under the Clerk
addressing Utility Dept salary issues
appointing Rickey Harding as Utilities Superintendent
appointing Mary Burton as Utilities Director
upgrading Aalea Skrycki's position
have Laura Bennet report to Building Dept

Budget Discussion: funding Fireman's Park improvements
Clay Hill Farm

Environmental studies have been and will be conducted. Discussion of history behind the name "Clay Hill Farm" and amendments requested to the lease terms.

Regular Meeting October 16, 2023

Citizens Participation

200th anniversary of Dixboro community occurs in 2024, and celebration events scheduled during August 2 – 4.

Several speakers addressed Clay Hill Farm lease terms

Several speakers opposed Garrett's Space rezoning and land use agreement

Lisa Hoenig, Executive Director of Ypsilanti District Library thanked the board for its support of the library.

Approved engineering fee for Parks & Rec bathroom in Fire Station #2

Approved all budgets, including Park Fund

Approved agreement between Park Commission and Willow Run Acres Clay Hill Faarm & Garden with lease terms amended to ten years, provision of a well and in event of early termination of lease, re-location to a site near the population served.

Approved resolutions honoring Marion Morris and Terry Lee Lansing.

Appointed Jack Smiley to open position on the Park Commission.

Approved proceeding with Phase 2 environmental study for Clay Hill Farm & Garden

Trustee Lindke also indicated the township board would be supportive of seeking millage dedicated to parks & recreation, possibly on the August 2024 ballot.

D. Board Meeting Attendee

Greg Vessels reported on the October 16 Township Board meeting. He concurred with Trustee Lindke's report.

E. Park Steward

Juan has not heard from Ellen Kurath in the past few weeks.

F. Safety

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

It was moved by Riley Schofield and supported by Greg Vessels to receive the reports. The motion carried.

8. Communications

- A. Educational: CDC COVID-19 Plan
- B. Owl Prowl Flyer

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

Juan Bradford reported there has been no meeting of the CCAC since the last Park Commission meeting. We are still waiting for a decision on the grant applied for.

- B. Adopted 2024 Budget

The township board approved the 2024 budget without any changes to it.

10. New Business

- A. Parks & Rec Bathroom in Fire Station #2

The Township Board approved engineering fee of \$15,700 for the bathroom. Construction cost is estimated at \$66,000. The reason this cost is so high is because the waste water must be pumped over the top of the building to the sewer line.

- B. Proposed Park Land Donation

A property owner of 25 acres in section 1 of Superior Township, in the southwest corner of the intersection of Joy Road and Napier Road seeks a rezoning from R-1 Single Family Residential to C-2 General Commercial to construct storage units. This property owner proposes donating approximately half the acres to the park commission for a park. The Planning Commission will hold a public hearing will take place on the rezoning request on October 25. Park Commissioners discussed the proposal to donate a portion of the acreage for a park. There was no support expressed for this proposal.

- C. Election of Park Commission Vice-Chair

Guy Conti noted that now that the Park Commission contains seven members, it would be appropriate to elect a Vice-Chair. Guy nominated Jack Smiley as Vice Chair. Jack declined the nomination. Martha Kern-Boprie nominated Riley Schofield as Vice-Chair. Riley declined the nomination. Nahid Sanii-Yahyai nominated Greg Vessels as Vice-Chair. Greg accepted the nomination. Greg Vessels was elected Vice-Chair unanimously.

11. Bills for Payment

It was moved by Guy Conti and supported by Greg Vessels to approve payment of the bills totaling \$18,900.21 through 10/23/23. The motion carried.

12. Financial Statement

- A. September 2023 Revenue & Expenditure Report

It was moved by Greg Vessels and supported by Riley Schofield to receive the September financial report. The motion carried.

13. Pleas and Petitions

Guy Conti asked Juan to keep the issue of securing similar fee levels for Superior Township residents to use Ypsilanti Township park and recreation facilities and services on the park commission agenda until it is resolved.

Greg Vessels is concerned about township board actions concerning the "rock property" that could jeopardize it as an opportunity to get more people, especially children outside and into natural settings. Trustee Bernice Lindke noted the township board may place the "rock property" into the park commission's inventory. Greg also expressed concern about funding resources for programming. Are grants a reasonable resource for programming. Martha Kern-Boprie responded grants are more effective for capital improvements, as grants are time limited, and if the grant funding goes away, the program may have to terminate.

Jan Piert suggested collaborating with county parks and rec for programming support.

Jack Smiley suggested the 162 acre parcel running south from Cherry Hill Road would be a good location for outdoor programming. Assuming this parcel is securing, plans are to install a parking lot that could make both this parcel and the Cherry Hill Nature Preserve accessible to people traveling by motor vehicles.

Juan Bradford asked park commissioners to confirm plans for the luncheon/dinner to thank Marion Morris and Terry Lee Lansing for their service to the park commission. A consensus was reached to host a potluck lunch on Thursday, November 2 at 12:00 noon at the township hall. Township board members are welcome to attend. Martha Kern-Boprie will communicate with the Township Clerk to extend the invitation to the township board members.

14. Adjournment

It was moved by Greg Vessels and supported by Curtis Freeman to adjourn at 7:40 pm. The motion carried.

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



PARKS &
RECREATION

**DIRECTORS REPORT
NOVEMBER 27, 2023**

7B

- Next Board of Trustees Meeting: Monday, December 18, 2023 @ 7:00pm
Parks & Recreation Commission Attendee: Commission Chair Sanii-Yahyai
- Our first ever Owl Prowl at Cherry Hill Nature Preserve was a huge success! We had over 100 people in attendance. We started out with an educational presentation, followed by a walk into the preserve to send out owl calls. We were not able to see any owls but we did get to hear some of them call back to us. Even though we didn't see any owls, the kids in attendance seemed to have a great time hiking in the dark. We will schedule another Owl Prowl for 2024 and possibly even a nighttime winter hike. A big thank you to DTE for donating 50 lanterns.
- The progress at Fireman's Park continues to move forward. The drainage improvements are 90% complete, and the concrete pads for the fitness equipment and picnic pavilion should be completed by weeks end. The weather forecast over the next two weeks will determine if the asphalt walking path will be installed this year. We will need a couple days of consistent 40-degree days for the asphalt to properly lay and cure. If we do not have the proper temperatures the walking path will have to wait until spring.
- We replaced the brush-hog on our John Deere tractor. The brush-hog is used to cut brush, and the natural areas of our parks & preserves. The old brush-hog was 17 years old and was constantly needing repairs and welding. The new brush-hog was \$3,308.00.
- OHM is currently working on the construction documents for the P&R staff bathroom. As soon as they are finalized we will go out to bid. I anticipate the bathroom to be completed in late spring 2024.
- The report from G2 Consulting for the Phase #2 Environmental Site Assessment at the location of the Community Farm & Garden has been completed. The next possible step is a Base Line Assessment which will be determined by the Board of Trustees.
- Reminder that Decembers P&R Commission meeting will be held the third Monday of the month due to the Christmas Holiday. Additionally, the meeting will be at 6:00pm as opposed to our usual 6:30pm. The meeting will be **Monday, December 18th @ 6:00pm.**

Respectfully Submitted,

Juan Bradford

8A

Data-Driven Decision Making Strengthens Parks and Recreation

By Melissa May

Park and recreation stories are the heart and soul of the field, but many times these stories can only take an agency so far when discussing budget, staffing and/or facility needs. Data serve as a powerful tool for substantiating claims, bolstering support from leaders and informing decisions across a wide range of initiatives and endeavors. More than 10 years ago, NRPA developed a comprehensive tool, known as NRPA Park Metrics (nrpa.org/ParkMetrics), to effectively assess, manage and improve these valuable assets. We continue to enhance this resource to ensure agencies improve their operations and grow their impact on their communities.

NRPA Park Metrics is a data collection and benchmarking tool designed to help park and recreation agencies measure their performance and demonstrate the value they provide to their communities. It is a comprehensive system that covers a wide range of performance indicators, allowing agencies to assess their operations, plan for improvements and compare themselves to peers.

NRPA Park Metrics consists of two main components: the Agency Performance Survey and custom *Agency Performance Reports*. Each year, park and recreation agencies across the country complete the Agency Performance Survey within NRPA Park Metrics. Because of those contributions, park and recreation professionals and their peers can produce valuable benchmarking reports within the tool that:

- **Improve decision making** – By regularly assessing key performance indicators, agencies can allocate resources more effectively, implement targeted improvements and align their strategies with the needs of their communities.

- **Identify peer groups** – NRPA Park Metrics allows agencies to benchmark their performance against peers locally, regionally and nationally. By learning from top-performing agencies, park and recreation departments can set realistic goals and implement best practices to improve their services in a collaborative manner.
 - **Assist with accreditation and certification goals** – Data collected through the Agency Performance Survey can be invaluable in meeting the criteria for accreditation. Agencies that can show they are using data to drive improvements often are more successful in achieving these prestigious designations.
 - **Facilitate long-term planning discussions** – Contributing to the Agency Performance Survey helps agencies identify trends and anticipate future needs. This proactive approach allows agencies to make strategic investments that will benefit their communities for years to come.
- Agencies contributing to the Agency Performance Survey with-

in NRPA Park Metrics inform the annual *Agency Performance Review (APR)* (nrpa.org/APR)— the most comprehensive resource of data and insights for park and recreation agencies in the United States. Using the *APR*, its accompanying interactive charts and graphs and the reporting tools within NRPA Park Metrics, agencies of all sizes, populations, locales, budgets and more can access powerful data customized to meet their needs.

Long-time users of and contributors to NRPA Park Metrics may notice a few welcome changes to the Agency Performance Survey in 2023. Beginning this year, NRPA's Park Metrics and the Trust for Public Land's ParkScore will begin to align these individual surveys into one. We will share more on this exciting initiative soon.

The 2023 NRPA Park Metrics Agency Performance Survey campaign has begun! From now through January 2024, we encourage you and your agency's submission of the Agency Performance Survey within NRPA Park Metrics. The more data we collect, the more robust Park Metrics and the 2024 *APR* will be for you and your agency. Agencies submitting their Agency Performance Survey by January 26, 2024, will receive a **custom Agency Performance Report** showcasing their survey results alongside the data from the national *APR*.

Melissa May is Senior Research Manager at NRPA (mmay@nrpa.org).



**SUPERIOR TOWNSHIP
PARKS & RECREATION**

Commission:

Nahid Sanii-Yahyai
Chairperson

Greg Vessels
Vice-Chairperson

Martha Kern-Boprie
Secretary

Guy Conti
Commissioner

Curtis Freeman
Commissioner

Riley Schofield
Commissioner

Jack Smiley
Commissioner

Staff:

Juan Bradford
Director

Don Waligor
Maintenance Supervisor

575 E. Clark Road
Superior Twp. MI 48198
Phone: (734) 480-5502
Fax: (734) 484-4883
superiorparks@superior-twp.org

October 27, 2023

8 B.

To our friends at Brookside Farms:

On behalf of the Superior Township Parks & Recreation Commission and Staff, we would like to thank you once again for your donation of pumpkins to our annual Pumpkin Carving and Arts & Crafts Day. It is hard to believe that this was the 12th year for this event. All of the Commissioners and staff know that we couldn't have made it this far without your continued support and generosity.

Your donation of 150 pumpkins and continued support of Superior Township Parks & Recreation enables us to make this event possible at no cost to the residents.

We had such a tremendous turnout that we actually ran out of pumpkins and snacks 30 minutes before the event was scheduled to end. Needless to say, everyone had a great time!!!

Again, thank you! Your longstanding support of Superior Township Parks & Recreation is deeply appreciated.

Nahid Sanii-Yahyai
Parks & Recreation Commission Chair

Juan Bradford
Parks & Recreation Director

10B

SUPERIOR TOWNSHIP CHRISTMAS TREE LIGHTING WITH SANTA CLAUS



SATURDAY, DECEMBER 2TH @ 6:00PM



LOCATION:

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

PROGRAM:

**LIGHTING OF THE SUPERIOR TOWNSHIP
CHRISTMAS TREE, OLD FASHIONED CAROLERS,
PICTURES W/ SANTA (BRING YOUR CAMERA)
ICE CARVING DEMONSTRATION
WARMING FIRES**

REFRESHMENTS:

HOT CHOCOLATE & COOKIES

FREE FREE FREE FREE FREE FREE FREE FREE

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------------|------|---------|----------------------------------|-------------------------------------|----------------------------------|---------|------|---------------|
| Fund: 508 PARKS & RECREATION | | | | | | | | |
| 10/24/2023 | GENL | 47149 | 1GCR-MLXJ-4CTC 11WQ-63C6-YHMI | AMAZON CAPITAL SERVICES | PUMPKIN CARVING CRAFTS | 740.000 | 754 | 104.94 |
| | | | | CHECK GENL 47149 TOTAL FOR FU | OWL PROWL GLOW STICKS | 740.000 | 754 | 134.74 |
| | | | | | | | | <u>239.68</u> |
| 10/24/2023 | GENL | 47154 | 425321 | BOULLION SALES, INC. | CHAIN SAW PARTS | 930.000 | 755 | 110.93 |
| 10/24/2023 | GENL | 47157 | NOV 23 | DELTA DENTAL | DENTAL INSURANCE - NOV 2023 | 123.050 | 000 | 55.18 |
| 10/24/2023 | GENL | 47158 | 10723 | DON WALLIGORE | CELL PHONE STIPEND - SEPT 23 | 850.000 | 755 | 41.78 |
| 10/24/2023 | GENL | 47170 | A-156498 | PARKWAY SERVICES | PORTAJOHN @ SHOP | 801.000 | 755 | 120.00 |
| 10/24/2023 | GENL | 47175 | 21-57214 21-57192 | SIGNS BY TOMORROW | OWL PROWL SIGNS | 975.000 | 755 | 534.00 |
| | | | | CHECK GENL 47175 TOTAL FOR FU | PUMPKIN CARVING SIGNS | 975.000 | 755 | 179.00 |
| | | | | | | | | <u>713.00</u> |
| 10/24/2023 | GENL | 47177 | 028131 52239178 | SUPERIOR TOWNSHIP CREDIT CARDMEIJER | PUMPKIN CARVING | 205.001 | 000 | 47.59 |
| | | | | CHECK GENL 47177 TOTAL FOR FU | SAM'S - PUMPKIN CARVING | 205.001 | 000 | 134.72 |
| | | | | | | | | <u>182.31</u> |
| 10/24/2023 | GENL | 47179 | 102623-GBPL | SUPERIOR TWP PAYROLL FUND | CASH TRANSFER 10/26/23 PAYROLL | 289.000 | 000 | 9,619.08 |
| 10/24/2023 | GENL | 47182 | NOV 23 | VSP INSURANCE CO | VISION INSURANCE - NOVEMBER 2023 | 123.050 | 000 | 15.73 |
| 10/24/2023 | GENL | 47185 | W6555 | WOLVERINE RENTAL & SUPPLY | TIRE/WHEEL LABOR | 930.000 | 755 | 182.50 |
| 10/31/2023 | GENL | 47191 | 1010646 1010646 1010646 | HOME DEPOT CREDIT SERVICES | SHOP SUPPLIES/BUG SPRAY | 740.000 | 755 | 71.02 |
| | | | | CHECK GENL 47191 TOTAL FOR FU | SHOP SUPPLIES/BUG SPRAY | 740.000 | 755 | 69.92 |
| | | | | | SHOP SUPPLIES/BUG SPRAY | 740.000 | 755 | 132.06 |
| | | | | | | | | <u>273.00</u> |
| 10/31/2023 | GENL | 47195 | 1 | MICHAEL SOLOMON | OWL PROWL PRESENTATION | 801.000 | 754 | 150.00 |
| 10/31/2023 | GENL | 47197 | A-157034 | PARKWAY SERVICES | PORTAJOHN -PUMPKIN CARVING | 801.000 | 754 | 120.00 |
| 10/31/2023 | GENL | 47200# | 1651879308 1651879308 | STAPLES BUSINESS CREDIT | OFFICE SUPPLIES | 740.000 | 751 | 38.38 |
| | | | | CHECK GENL 47200 TOTAL FOR FU | OFFICE SUPPLIES | 740.000 | 754 | 79.20 |
| | | | | | | | | <u>117.58</u> |
| 10/31/2023 | GENL | 47201 | INV224639919 | SUPERIOR TOWNSHIP CREDIT CARD ZOOM | -OCTOBER 2023 | 205.001 | 000 | 15.99 |

Handwritten mark: A checkmark with the number "3" written above it.

User: NANCY
DB: Superior Twp

CHECK DATE FROM 10/24/2023 - 11/27/2023

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|---|------|---------|-------------|---------------------------------|-------------------------------------|---------|------|-----------------|
| Fund: 508 PARKS & RECREATION | | | | | | | | |
| 10/31/2023 | GENL | 47202 | OCT 23 | SUPERIOR TWP PAYROLL FUND | PENSION /HCSP - OCTOBER 23 | 289.000 | 000 | 657.28 |
| | | | OCT 23 | | PENSION /HCSP - OCTOBER 23 | 289.000 | 000 | 1,632.51 |
| | | | OCT 23 | | PENSION /HCSP - OCTOBER 23 | 289.000 | 000 | 300.00 |
| | | | | CHECK GENL 47202 TOTAL FOR FU | | | | <u>2,589.79</u> |
| 10/31/2023 | GENL | 47203 | I102323-02 | SUPERIOR TWP UTILITY DEPARTMENT | CELL PHONE - JUAN OCT 23 | 850.000 | 751 | 49.88 |
| 10/31/2023 | GENL | 47205 | 3090336 | THE REINHALT-THOMAS CORPORATI | TIRES & RIMS - LANDSCAPE & DUMP TRA | 930.000 | 755 | 578.88 |
| 10/31/2023 | GENL | 47209 | 1651641489 | WALMART | PUMPKIN CARVING | 740.000 | 754 | 19.02 |
| 11/07/2023 | GENL | 47212 | 92972271 | WEX BANK | FUEL - OCTOBER 2023 | 742.000 | 755 | 452.89 |
| 11/07/2023 | GENL | 47220 | 1491 | CLEAR CUT ICE | ICE CARVING @ CHRISTMAS TREE LIGHT | 801.000 | 754 | 575.00 |
| 11/07/2023 | GENL | 47223 | OCT23-P | DTE ENERGY | ELECTRIC - PARKS BARN -OCT 23 | 920.000 | 755 | 19.67 |
| | | | SEPT23-P | | ELECTRIC - PARKS BARN -SEPT 23 INCL | 920.000 | 755 | (9.15) |
| | | | | CHECK GENL 47223 TOTAL FOR FU | | | | <u>10.52</u> |
| 11/07/2023 | GENL | 47232 | 11923 | SUPERIOR TWP PAYROLL FUND | CASH TRANSFER 11/9/23 PAYROLL | 289.000 | 000 | 11,532.42 |
| 11/07/2023 | GENL | 47233# | 22638 | TAZ NETWORKS, INC | NETWORK FLAT FEE -NOVEMBER 2023 | 801.000 | 751 | 43.00 |
| | | | 22638 | | NETWORK FLAT FEE -NOVEMBER 2023 | 801.000 | 755 | 42.99 |
| | | | | CHECK GENL 47233 TOTAL FOR FU | | | | <u>85.99</u> |
| 11/07/2023 | GENL | 47235 | 228958 | TRACTOR SUPPLY CO. | SHOP SUPPLIES | 740.000 | 755 | 52.21 |
| | | | 1141483546 | | CARHARTT HOODS | 741.000 | 755 | 52.98 |
| | | | 208711 | | TRACTOR REPAIR PARTS | 930.000 | 755 | 42.36 |
| | | | 230261 | | BRUSH HOG REPAIR | 930.000 | 755 | 39.56 |
| | | | | CHECK GENL 47235 TOTAL FOR FU | | | | <u>187.11</u> |
| 11/14/2023 | GENL | 47238 | 30369128 | ABSOPURE WATER COMPANY | COOLER RENTAL - 2023 | 740.000 | 755 | 12.00 |
| 11/14/2023 | GENL | 47243 | DEC 23 | MEDMUTUAL LIFE | LIFE INSURANCE - DEC 2023 | 123.050 | 000 | 11.35 |
| 11/21/2023 | GENL | 47254 | 100-1000460 | BOULLION SALES, INC. | CHAIN SAW CHAINS | 930.000 | 755 | 277.95 |
| 11/21/2023 | GENL | 47258 | DEC 23-GBP | DELTA DENTAL | DENTAL INSURANCE - DECEMBER 2023 | 123.050 | 000 | 55.18 |
| 11/21/2023 | GENL | 47259 | OCT 23 | DON WALIGORE | CELL PHONE STIPEND - OCT 2023 | 850.000 | 755 | 40.06 |
| 11/21/2023 | GENL | 47263 | 111523 | JUAN BRADFORD | MILEAGE REIMBURSEMENT 9/5-11/2/23 | 860.000 | 751 | 380.56 |
| 11/21/2023 | GENL | 47273 | A-157315 | PARKWAY SERVICES | PORTAJOHN @ FIREMAN'S PARK -NOV 202 | 801.000 | 755 | 120.00 |

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF SUPERIOR

CHECK DATE FROM 10/24/2023 - 11/27/2023

User: NANCY
DB: Superior Twp

| Check Date | Bank | Check # | Invoice | Payee | Description | Account | Dept | Amount |
|------------------------------|------|---------|-------------|-------------------------------|---------------------------------------|---------|------|-----------|
| Fund: 508 PARKS & RECREATION | | | | | | | | |
| 11/21/2023 | GENL | 47281 | 21-57414 | SIGNS BY TOMORROW | CHRISTMAS TREE LIGHTING SIGNS | 740.000 | 754 | 72.00 |
| 11/21/2023 | GENL | 47284 | 112023-GBPL | SUPERIOR TWP PAYROLL FUND | CASH TRANSFER 11/22/2023 PAYROLL | 289.000 | 000 | 9,165.42 |
| 11/21/2023 | GENL | 47288 | DEC - GBP | VSP INSURANCE CO | VISION INSURANCE - DECEMBER 2023 | 123.050 | 000 | 15.73 |
| | | | | | | | | |
| 11/21/2023 | GENL | 47290 | 162637 | YPSILANTI ACE HARDWARE | PLUMBING SUPPLIES - OAKBROOK FOUNTA | 930.000 | 755 | 61.15 |
| | | | 162621 | | PLUMBING SUPPLIES - OAKBROOK FOUNTA | 930.000 | 755 | 19.98 |
| | | | | CHECK GENL 47290 TOTAL FOR FU | | | | 81.13 |
| | | | | | Total for fund 508 PARKS & RECREATION | | | 38,269.64 |

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

PERIOD ENDING 10/31/2023

CURRENT MONTH INCOMPLETE

2023

ACTIVITY FOR MONTH

| GL NUMBER | DESCRIPTION | ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 10/31/2023 | AVAILABLE BALANCE | % BGDT USED | YTD BALANCE 10/31/2022 |
|-----------|-------------|-----------------|---------------------|------------------------|-------------------|-------------|------------------------|
|-----------|-------------|-----------------|---------------------|------------------------|-------------------|-------------|------------------------|

Fund 508 - PARKS & RECREATION

| | | | | | | | |
|---------------------------------|--------------------------------|-------------------|-------------------|-------------------|------------------|--------------|-------------------|
| Revenues | | | | | | | |
| Dept 000 - REVENUE | | | | | | | |
| 508-000-588.000 | GENERAL FUND CONTRIBUTION | 323,909.00 | 323,909.00 | 269,924.20 | 53,984.80 | 83.33 | 259,542.50 |
| 508-000-588.025 | RES #2021-20 ADD'L \$ FROM GEN | 18,975.00 | 18,975.00 | 14,231.25 | 4,743.75 | 75.00 | 10,500.00 |
| 508-000-590.000 | GRANTS | 0.00 | 0.00 | 470.08 | (470.08) | 100.00 | 0.00 |
| 508-000-604.000 | REIMBURSEMENT FOR LABOR COSTS | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 735.12 |
| 508-000-663.000 | INTEREST ON RESERVES INCOME | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.66 |
| 508-000-664.000 | INTEREST/DIVIDENDS | 0.00 | 0.00 | 3,590.21 | 2,409.79 | 59.84 | (1,778.69) |
| 508-000-673.000 | INSURANCE REIMBURSEMENTS INCOM | 0.00 | 0.00 | 64.45 | (64.45) | 100.00 | 225.77 |
| 508-000-680.000 | INVESTMENT EARNINGS | 0.00 | 0.00 | 14,287.12 | 712.88 | 95.25 | 607.17 |
| 508-000-695.000 | TENNIS LESSON FEES | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 508-000-696.000 | DONATIONS | 600.00 | 600.00 | 1,405.00 | (805.00) | 234.17 | 1,650.00 |
| 508-000-698.000 | MISCELLANEOUS INCOME | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,657.86 |
| 508-000-699.000 | APPROPRIATION FROM FUND BALANC | 917.00 | 5,704.00 | 0.00 | 5,704.00 | 0.00 | 0.00 |
| Total Dept 000 - REVENUE | | 347,401.00 | 371,188.00 | 303,972.31 | 67,215.69 | 81.89 | 273,152.39 |

TOTAL REVENUES

| | | | | | | |
|-------------------|--|-------------------|-------------------|------------------|--------------|-------------------|
| 347,401.00 | | 371,188.00 | 303,972.31 | 67,215.69 | 81.89 | 273,152.39 |
|-------------------|--|-------------------|-------------------|------------------|--------------|-------------------|

Expenditures

| | | | | | | | |
|--|-------------------------------|-------------------|-------------------|-------------------|-----------------|--------------|------------------|
| Dept 751 - PARK & REC. ADMINISTRATION | | | | | | | |
| 508-751-701.000 | COMMISSION STIPENDS | 19,469.00 | 19,469.00 | 14,216.80 | 5,252.20 | 73.02 | 12,464.25 |
| 508-751-702.000 | SALARIES | 45,049.00 | 45,049.00 | 44,572.20 | 476.80 | 98.94 | 36,638.36 |
| 508-751-702.002 | CONTROLLER SALARY | 6,464.00 | 6,464.00 | 10,256.15 | (3,792.15) | 158.67 | 5,039.11 |
| 508-751-710.000 | TRAINING | 1,200.00 | 1,200.00 | 1,685.50 | (485.50) | 140.46 | 35.00 |
| 508-751-717.000 | TAXABLE BENEFITS | 0.00 | 0.00 | 14,170.93 | (3,970.93) | 138.93 | 1,299.48 |
| 508-751-728.000 | POSTAGE | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| 508-751-740.000 | OPERATING SUPPLIES | 1,000.00 | 1,000.00 | 457.16 | 542.84 | 45.72 | 221.33 |
| 508-751-800.010 | PROFESSIONAL SERVICES - AUDIT | 1,200.00 | 0.00 | 1,050.00 | 150.00 | 87.50 | 1,050.00 |
| 508-751-801.000 | PROFESSIONAL SERVICES - OTHER | 3,500.00 | 3,500.00 | 1,953.52 | 1,546.48 | 55.81 | 15,808.40 |
| 508-751-850.000 | TELECOMMUNICATIONS | 1,500.00 | 1,500.00 | 497.89 | 1,002.11 | 33.19 | 498.70 |
| 508-751-851.000 | INSURANCE & BONDS | 10,500.00 | 10,500.00 | 8,314.93 | 2,185.07 | 79.19 | 7,249.25 |
| 508-751-860.000 | TRANSPORTATION | 1,400.00 | 1,400.00 | 984.48 | 415.52 | 70.32 | 603.61 |
| 508-751-900.000 | PRINTING & PUBLISHING | 500.00 | 500.00 | 410.00 | 90.00 | 82.00 | 0.00 |
| 508-751-930.000 | REPAIR & MAINTENANCE | 500.00 | 500.00 | 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 | 100.00 | 6,000.00 |
| 508-751-958.000 | MEMBERSHIPS & DUES | 650.00 | 650.00 | 500.00 | 150.00 | 76.92 | 500.00 |
| 508-751-963.000 | BANK FEES & CHARGES | 300.00 | 300.00 | 61.21 | 238.79 | 20.40 | 2.05 |
| 508-751-981.000 | EQUIPMENT UNDER \$5,000 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 134.79 |
| 508-751-999.000 | MISCELLANEOUS EXPENSE | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 |
| Total Dept 751 - PARK & REC. ADMINISTRATION | | 100,532.00 | 110,732.00 | 105,130.77 | 5,601.23 | 94.94 | 87,544.33 |

Dept 754 - RECREATION

| | | | | | | | |
|-----------------|--------------------------------|-----------|-----------|-----------|------------|--------|----------|
| 508-754-702.000 | SALARIES | 12,241.00 | 12,241.00 | 14,124.57 | (1,883.57) | 115.39 | 4,424.00 |
| 508-754-717.000 | TAXABLE BENEFITS | 200.00 | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 |
| 508-754-740.000 | OPERATING SUPPLIES | 3,500.00 | 3,500.00 | 2,775.54 | 724.46 | 79.30 | 2,385.65 |
| 508-754-801.000 | PROFESSIONAL SERVICES - OTHER | 7,000.00 | 7,000.00 | 2,658.57 | 4,341.43 | 37.98 | 5,316.87 |
| 508-754-801.050 | PROFESSIONAL SERVICES-TENNIS I | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 0.00 |
| 508-754-850.000 | TELECOMMUNICATIONS | 660.00 | 660.00 | 0.00 | 660.00 | 0.00 | 500.00 |
| 508-754-860.000 | TRANSPORTATION | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| 508-754-930.000 | REPAIR & MAINTENANCE | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 508-754-975.000 | SIGNAGE | 2,000.00 | 2,000.00 | 546.75 | 1,453.25 | 27.34 | 771.00 |

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REVENUE AND EXPENDITURE REPORT FOR SUPERIOR TOWNSHIP
 PERIOD ENDING 10/31/2023
 CURRENT MONTH INCOMPLETE

2023 ACTIVITY FOR MONTH 10/31/23

| GL NUMBER | DESCRIPTION | ORIGINAL BUDGET | 2023 AMENDED BUDGET | YTD BALANCE 10/31/2023 | AVAILABLE BALANCE | % BODGET USED | YTD BALANCE 10/31/2022 |
|---|-------------------------------|-----------------|---------------------|------------------------|-------------------|---------------|------------------------|
| Fund 508 - PARKS & RECREATION Expenditures | | | | | | | |
| Total Dept 754 - RECREATION | | 28,201.00 | 28,201.00 | 20,105.43 | 8,095.57 | 71.29 | 13,397.52 |
| Dept 755 - PARK MAINTENANCE | | | | | | | |
| 508-755-702.000 | SALARIES | 111,908.00 | 111,908.00 | 121,349.02 | (9,441.02) | 108.44 | 92,740.30 |
| 508-755-710.000 | TRAINING | 700.00 | 700.00 | 625.00 | 75.00 | 89.29 | 40.00 |
| 508-755-717.000 | TAXABLE BENEFITS | 3,986.00 | 3,986.00 | 984.73 | 3,001.27 | 24.70 | 3,263.13 |
| 508-755-740.000 | OPERATING SUPPLIES | 5,500.00 | 5,500.00 | 3,026.70 | 2,473.30 | 55.03 | 2,090.18 |
| 508-755-740.003 | HERBICIDE (NON-SELECTIVE) | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 508-755-740.004 | SAND-GRAVEL-BARK-SOIL | 3,000.00 | 3,000.00 | 30.00 | 2,970.00 | 1.00 | 7,800.00 |
| 508-755-741.000 | UNIFORMS | 1,000.00 | 1,000.00 | (74.14) | 1,074.14 | (7.41) | 0.00 |
| 508-755-742.000 | FUEL-LUBRICANTS | 6,500.00 | 6,500.00 | 5,452.04 | 1,047.96 | 83.88 | 5,477.27 |
| 508-755-801.000 | PROFESSIONAL SERVICES - OTHER | 2,500.00 | 2,500.00 | 1,499.26 | 1,000.74 | 59.97 | 1,690.60 |
| 508-755-850.000 | TELECOMMUNICATIONS | 660.00 | 660.00 | 116.68 | 543.32 | 17.68 | 0.00 |
| 508-755-860.000 | TRANSPORTATION | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| 508-755-920.000 | UTILITIES | 950.00 | 950.00 | 427.10 | 522.90 | 44.96 | 442.52 |
| 508-755-930.000 | REPAIR & MAINTENANCE | 12,500.00 | 12,500.00 | 17,295.77 | (4,795.77) | 138.37 | 5,199.58 |
| 508-755-930.001 | CONTROLLED BURNS | 6,000.00 | 6,000.00 | 4,500.00 | 1,500.00 | 75.00 | 3,440.00 |
| 508-755-975.000 | SIGNAGE | 800.00 | 800.00 | 713.00 | 87.00 | 89.13 | 0.00 |
| 508-755-980.000 | EQUIPMENT OVER \$5,000 | 30,000.00 | 30,000.00 | 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 | 954.03 | 55.77 | 621.99 |
| Total Dept 755 - PARK MAINTENANCE | | 188,761.00 | 188,761.00 | 157,148.13 | 31,612.87 | 83.25 | 122,805.57 |
| Dept 756 - PARK DEVELOPMENT/IMPROVEMENT PROJECTS | | | | | | | |
| 508-756-951.000 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,826.00 |
| Total Dept 756 - PARK DEVELOPMENT/IMPROVEMENT | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,826.00 |
| Dept 966 - UNALLOCATED EXPENSES | | | | | | | |
| 508-966-715.000 | FICA | 15,370.00 | 15,370.00 | 16,641.08 | (1,271.08) | 108.27 | 11,924.00 |
| 508-966-853.000 | DENTAL INSURANCE | 0.00 | 662.00 | 441.44 | 220.56 | 66.68 | 0.00 |
| 508-966-854.000 | VISION INSURANCE | 0.00 | 189.00 | 125.84 | 63.16 | 66.58 | 0.00 |
| 508-966-855.000 | LIFE INSURANCE | 0.00 | 136.00 | 90.80 | 45.20 | 66.76 | 0.00 |
| 508-966-857.000 | HOSP | 0.00 | 3,600.00 | 3,000.00 | 600.00 | 83.33 | 0.00 |
| 508-966-858.000 | PENSION | 14,537.00 | 23,537.00 | 20,909.65 | 2,627.35 | 88.84 | 13,301.78 |
| Total Dept 966 - UNALLOCATED EXPENSES | | 29,907.00 | 43,494.00 | 41,208.81 | 2,285.19 | 94.75 | 25,225.78 |
| TOTAL EXPENDITURES | | 347,401.00 | 371,188.00 | 323,593.14 | 47,594.86 | 87.18 | 265,799.20 |
| Fund 508 - PARKS & RECREATION: | | | | | | | |
| TOTAL REVENUES | | 347,401.00 | 371,188.00 | 303,972.31 | 67,215.69 | 81.89 | 273,152.39 |
| TOTAL EXPENDITURES | | 347,401.00 | 371,188.00 | 323,593.14 | 47,594.86 | 87.18 | 265,799.20 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | (19,620.83) | 19,620.83 | 100.00 | 7,353.19 |