

Superior Charter Township Parks & Recreation Commission
Special Meeting
October 7, 2024

Approved Minutes

1. Call to Order

Chair Nahid Sanii-Yahyai called the meeting to order at 6:40 pm.

2. Roll Call

Park Commissioners present: Nahid Sanii-Yahyai, Martha Kern-Boprie, Riley Schofield, Curtis Freeman, Jack Smiley, Guy Conti

Park Commissioners absent: Greg Vessels

Others present: Trustee Bernice Lindke; Juan Bradford, Director; Brenda Baker

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 Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to approve the agenda as drafted. It was moved by Guy Conti and supported by Curtis Freeman to amend the agenda by adding #5 Public Comment after #4 Agenda Approval, and renumbering the remaining agenda items as:

- #6 New Business
- #7 Pleas and Petitions
- #8 Adjournment

A vote was taken on the motion to amend the agenda, and the amendment was approved.

A vote to approve the agenda with the amendments was taken and the agenda was approved.

5. Public Comment

Brenda Baker commented that publicity for the Forest Forensics event was provided at the Dixboro Farmers Market. This publicity may have contributed to the increased attendance at Forest Forensics.

6. New Business

A. 2025 Parks & Recreation Budget Proposal

Juan Bradford provided commissioners with a budget proposal for 2025. In summary, this proposal contained the following:

| | |
|------------------|---------------------|
| Revenue | \$619,652.00 |
| Expense | |
| Administration | \$277,672.00 |
| Recreation | \$ 30,155.00 |
| Park Maintenance | <u>\$311,836.00</u> |
| | \$619,652.00 |

Materials provided included a line item budget, and several documents explaining significant items.

The proposed budget is an increase over the 2024 budget of \$167,463.00.

The proposal contains a staffing increase of two of the three permanent part-time maintenance staff from part-time to full time. Presently these three permanent part-time employees work 32 hours per week from April through October or seven months and 20 hours per week from November through March of five months. Increasing positions to full-time would make the employees eligible for health

care and all other benefits of full-time employment. The additional cost of increasing two of the positions to full-time is projected at \$83,000.00.

Significant non-personnel expenses include purchase of a new pick-up truck for \$50,000 and purchase of a 4 wd mower for preserves and trails for \$35,000.

A Management Review expense of \$12,500 directed by the Township Supervisor to each department in the township.

Discussion primarily focused on the expansion of two of the three permanent part-time positions to full-time. Commissioners asked why the cost increase was \$83,000 for two full-time positions, when we were previously told three positions could expand to full-time for \$70,000. Juan responded as he worked on this cost projection with the controller's office, the cost was higher than initially calculated. Commissioners asked if three full-time positions were really needed. Juan responded they were. The improvements to several parks call for more maintenance to keep grounds and equipment in good condition. As more people use the parks, more clean up is needed. Expanding our nature preserves such as the "Rock Property" acquisition will call for more maintenance.

Several commissioners noted that this is not an increase of two or three full time positions, but rather an expansion from approximately three 2/3 positions to three full positions. Commissioners also noted the cost of lost efficiency when experienced, qualified employees leave for full-time employment elsewhere. The additional cost of making a third permanent part-time position full-time would be approximately \$42,000 per year.

It was moved by Martha Kern-Boprie and supported by Guy Conti to amend the proposed 2025 budget by increasing Revenue Line 691.101 General Fund Contribution by \$42,000.00 to \$523,952.00 for total Revenue of \$661,652.00 and increasing the expense side of the budget by \$42,000.00 for total Expense of \$661,652.00 for the purpose of expanding all three permanent part time employees to permanent full time employees.

A roll call vote was taken.

| | | |
|--------------------|-----|--------|
| Nahid Sanii-Yahyai | Yes | |
| Greg Vessels | | Absent |
| Martha Kern-Boprie | Yes | |
| Riley Schofield | Yes | |
| Curtis Freeman | Yes | |
| Jack Smiley | Yes | |
| Guy Conti | Yes | |

The motion carried.

7. Pleas and Petitions

Jack Smiley informed the Park Commission that Ducks Unlimited confirmed their grant match funding will be at least \$300,000.00. This is the necessary match funding for the Natural Resources Trust grant to acquire 162 acres north of the "Rock Property". Jack also informed the Park Commission he submitted a grant to the federal Fish & Wildlife Service for a project in the "Rock Property".

8. Adjournment

It was moved by Martha Kern-Boprie and supported by Guy Conti to adjourn at 7:55 pm. The motion carried.

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