



PARKS &
RECREATION

CHARTER TOWNSHIP OF SUPERIOR PARKS & RECREATION COMMISSION MEETING

The Parks & Recreation Commission

DECEMBER 2025

Regular Meeting

will be held on

MONDAY, DECEMBER 15, 2025 @ 6:00 p.m.

at

OLD 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

Sharon Bryant-Phillips	Nahid Sanii-Yahyai
Sarah Devereaux	Jack Smiley
Curtis Freeman	Gregory Vessels
Martha Kern-Boprie	Matthew Yahyai

Superior Township Parks & Recreation Commission

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**PARKS &
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**PARKS & RECREATION COMMISSION REGULAR MEETING
DECEMBER 15, 2025 @ 6:00 P.M.
AGENDA**

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) AGENDA APPROVAL**
- 5) PRIOR MEETING MINUTES APPROVAL**
 - A) November 24, 2025, Regular Meeting
- 6) CITIZENS PARTICIPATION**
- 7) REPORTS**
 - A) Chairperson
 - B) Director
 - C) Board Liaison
 - D) Board Meeting Attendee
 - E) Park Steward
 - F) Safety
- 8) COMMUNICATIONS**
 - A) Committee to Promote Superior Township: December Highlights Infographic
- 9) OLD BUSINESS**
 - A) BirdSong Nature Preserve Update
- 10) NEW BUSINESS**
 - A) 2026 Commission Meeting Schedule
 - B) 2026 Board of Trustees Meeting Attendee
- 11) BILLS FOR PAYMENT**
 - A) November 13, 2025 – December 15, 2025
- 12) FINANCIAL STATEMENT**
 - A) November 2025 Revenue & Expenditure Report
 - B) November 2025 Balance Sheet
- 13) PLEAS AND PETITIONS**
- 14) ADJOURNMENT**

Next Meeting: Monday, January 26, 2026 @ 6:30pm

Superior Charter Township Park Commission
Regular Meeting
November 24, 2025

SA

Proposed Minutes

1. Call to Order

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

2. Roll Call

Park Commissioners present: Nahid Sani-Yahyai, Greg Vessels, Martha Kern-Boprie, Jack Smiley, Sharon Bryant-Phillips, Matthew Yahyai, Curtis Freeman

Park Commissioners absent: none

Others present: Trustee Sarah Devereaux; Juan Bradford, Parks & Recreation Director; Brenda Baker, Marco Austin

3. Flag Salute

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

4. Agenda Approval

It was moved by Greg Vessels and supported by Matthew Yahyai to approve the agenda as presented. The motion carried.

5. Prior Meeting Minutes Approval

A. October 27, 2025

It was moved by Curtis Freeman and supported by Greg Vessels to approve the minutes of 10/27/25 with the addition in 13. Pleas and Petitions of the sentence "Nahid Sani-Yahyai concurred with Sarah Devereaux' comments." after the sentence "Discussion took place among park commissioners and Sarah." The motion carried.

6. Citizen Participation

There was none.

7. Reports

A. Chairperson

Chair Nahid Sani-Yahyai reported she attended the Owl Prowl, and it was well attended and successful. She spoke with Trustee Dana Greene about the 2026 budget for the Parks & Recreation Department. She arranged appointments for a meeting with the Township Supervisor and Juan Bradford to discuss the 2026 budget, but illness prevented the meeting from occurring.

B. Director

Juan Bradford submitted a written report. He updated this report with two items.

1. The National Fish & Wildlife Foundation (NFWF) grant is now active, and we can draw down these funds.
2. Juan received a request from a resident to install lights in the tennis court at Community Park to facilitate night tennis play. This would conflict with Park Commission policy that all parks close at dusk, and Juan informed the resident of this.

C. Board Liaison Report

Trustee Sarah Devereaux reported on two township board meetings held November 17.

5:30 pm – closed session with township legal counsel to discuss settlement terms for the LaSalle Construction lawsuit. The special meeting ended at 6:00 pm.

7:00 pm regular open meeting. A resolution to accept the terms of the settlement with LaSalle Construction was approved unanimously.

A Public Hearing on the 2026 budget was held. Trustee Dana Greene asked why the Parks budget was so limited. The supervisor's response was the substantial size of the Park Fund reserves held for nearly 20 years, and the information that these funds could be used for any capital expense, not just buildings. Trustee Greene pointed out the need to define the word "capital" and what is included to avoid future misunderstandings. He also called for a more strategic conversation around parks. Trustee Schwartz highlighted the need to replenish the General Fund. Trustee Devereaux clarified the standard definition of capital and gave examples. Brian from Plante & Moran shared that he is working on township policies and common definitions. Trustee Schwartz shared the history behind the \$400,000 sale of the Parks building to the Utility Department, and its original intent to go toward a Rec Center, which is no longer needed given the county Rec Center underway with ARPA funds. Discussion took place about a complaint of pesticide run-off from nearby properties onto 6250 Joy Road.

Budgets were adopted. Asst Fire Chief/Fire Marshall blended position approved and Dan Kimball appointed to the position. Insulation bid for fire station approved. Demolition contract for 4745 Napier Ct approved.

Streetlights in Geddes Ridge subdivision. Extensive discussion about how to pay for streetlights in Geddes Ridge. Other subdivisions pay for streetlights via special assessments on their property tax bills. Proposal to have Twp pay is inconsistent. Attorney Fred Lucas estimated a special assessment district could be established within three months, which is approximately the time needed to install the streetlights. Resolution postponed while these issues are investigated.

Purchase of desktop computers and IT services approved.

D. Board Meeting Attendee

Nahid Sanii-Yahyai attended the 11/17/25 township board meeting. She noted that the \$400,000 in the Park Fund reserve from sale of the building at Clark & Prospect years ago is for all capital needs such as equipment, as well as for a building.

E. Park Steward

Juan Bradford reported that Ellen Kurath brought another large volume of documents and reports to his office on township history as well as the nature preserves.

F. Safety

There were no accidents or injuries in the past month.

It was moved by Sharon Bryant-Phillips and supported by Matthew Yahyai to receive the reports. The motion carried.

8. Communications

A. Committee to Promote Superior Township: November Highlights Infographic

Brenda Baker commented that the C2PST Infographic can now be obtained via email as well as QR code. It was moved by Martha Kern-Boprie and supported by Curtis Freeman to receive the communications. The motion carried.

9. Old Business

A. BirdSong Nature Preserve Update

Jack Smiley informed the park commission that a Massasauga snake was found in BirdSong. This is a protected species. We need to protect its habitat, which will call for amending mowing protocols.

B. 2026 Budget Update

The 2026 budget was approved by the township board. For the Park budget, it included funding for staff including a 2% Cost of Living Allowance, but not for recreation or for maintenance supplies. Anything spent on those purposes has to come from Park Fund reserves.

- C. Michigan Compiled Laws (MCL)-41-426 were provided for park commissioner information. These law impact Park Commission authority.

10. New Business

- A. Election of 2026 Park & Recreation Commission Chair

It was moved by Martha Kern-Boprie and supported by Curtis Freeman to elect Nahid Sanii-Yahyai as Chair. The motion carried.

- B. Election of 2026 Park & Recreation Commission Vice-Chair

It was moved by Martha Kern-Boprie and supported by Matthew Yahyai to elect Greg Vessels as Vice-Chair. The motion carried.

- C. Election of 2026 Park & Recreation Commission Secretary

It was moved by Nahid Sanii-Yahyai and supported by Curtis Freeman to elect Martha Kern-Boprie as Secretary. The motion carried.

- D. Park Maintenance Supervisor Promotion

Juan Bradford informed park commissioners that Marco Austin was hired as a seasonal employee in June 2023, and promoted to a permanent part-time position shortly after that. He recently studied for and passed the Certified Playground Safety Inspector course. Marco has served as interim Maintenance Supervisor since May 2025 and performed well in leading staff and structuring project completion. Juan recommended promoting Marco Austin to Parks Maintenance Supervisor on a permanent basis effective November 15, 2025, at the currently approved budget rate of \$32.85 per hour.

It was moved by Martha Kern-Boprie and supported by Nahid Sanii-Yahyai to approve promotion of Marco Austin to Parks Maintenance Supervisor on a permanent basis effective November 15, 2025, at the currently approved budget rate of \$32.85 per hour. The motion carried.

- E. Christmas Tree Lighting Event volunteers

The Christmas Tree Lighting Event takes place on Saturday, December 6 at the Township Hall. The event begins at 6:00 pm. Volunteers should arrive by 5:30 pm. All park commissioners volunteered to assist with this event.

- F. Tree Removal Request and Cherry Hill Nature Preserve from ITC

International Transmission Company (ITC) needs to remove two cherry trees, two oak trees and 500 square feet of brush in Cherry Hill Nature Preserve (CHNP) to clear transmission lines. Juan Bradford reviewed the trees and vegetation in the request, and they will be removed.

11. Bills for Payment

It was moved by Greg Vessels and supported by Matthew Yahyai to approve payment of the bills totaling \$15,585.58 through 11/12/25. During discussion Juan Bradford noted that the total this month covers a shorter period of time, because the commission packet had to be prepared by 11/12/25. The motion carried.

12. Financial Statements

- A. October 2025 Revenue and Expenditure Report

- B. October 2025 Balance Sheet

It was moved by Martha Kern-Boprie and supported by Curtis Freeman to receive the October 2025 Revenue & Expenditure Report and the Balance Sheet. The motion carried.

13. Pleas and Petitions

Brenda Baker commented on three matters.

1. Public comments by the township's legal counsel in the LaSalle Construction lawsuit can provide a fair amount of information on this lawsuit.
2. She noted the township budget provided funding to Meals on Wheels for township residents in zip codes 48197, 48198 and 48105. She asked why it was not provided to residents in zip code 48170 (Plymouth). Martha Kern-Boprie noted there may not be a Meals on Wheels program for the Plymouth area. Trustee Sarah Devereaux said she would investigate this concern.
3. The reports and documentation provided by Ellen Kurath are available at the Ypsilanti District Library on Harris Road in Superior Township.

Nahid Sanii-Yahyai asked if a representative from the charter school in Superior Township could have a table at the Christmas Tree Lighting event. There was not support for this request.

Trustee Sarah Devereaux commented that amendments to the 2026 budget can be sought in the future as we move through the year.

Jack Smiley wants to re-visit Park & Recreation funds and use designation at a future meeting, perhaps in January 2026.

Juan Bradford asked Park Commissioners with township email addresses that do not use those email addresses to inform him, so the un-used email addresses can be cancelled. There is a monthly charge of \$6.00 per each township email address.

14. Adjournment

It was moved by Matthew Yahyai and supported by Greg Vessels to adjourn the meeting at 7:35 pm. The motion carried.

Submitted by,
Martha Kern-Boprie
Park Commissioner and Secretary



7B

DIRECTORS REPORT
December 15, 2025

- **Next Board of Trustees Meeting:** Tuesday, January 20, 2026 @ 7:00pm
- **Parks & Recreation Commission Attendee:** TBD
- **Christmas Tree Lighting:**
Another successful event that we were able to provide our residents! A huge thank you to commissioners and spouses, Matthew & Nahid, Martha & David, Curtis & Roslyn, and Greg, as well as the members of the Committee to Promote Superior Township for volunteering, and of course the Park Maintenance Staff who did an outstanding job of turning Old Township Hall into Santas Workshop! This is truly an event that would not have been possible without everyone pulling together.
- **Disc Golf Baskets Delivered:**
Our local disc golf volunteer Steve Albert picked up the baskets from Discraft in Wixom, MI and delivered them to our maintenance barn last week. Preliminary plans are to get them installed in March 2026.
- **Dixboro Schoolhouse Improvements:**
The construction of an ADA accessible restroom in the Dixboro Schoolhouse will begin after the new year and will be completed before the 2026 farmers market season. This project is being funded by donations from Hyundai, Dixboro Village Green Board, and Superior Township General Fund. The contractor completing the project is The Summit Company, they are the contractor that installed the restroom at the park maintenance shop last year.
- **Truck Repairs:**
Our 2011 Ford F250 pickup is in the repair shop for an unexpected repair. The defroster was not operating, resulting in ice and snow buildup on the windshield which made for hazardous operating conditions. The repair is expected to be approximately \$3,700.00 and should be completed later this week. We also had two other repairs that were unexpected last week, one of our trucks had a front tire blowout due to a dirt road pothole, and another truck had a small stone chip in the windshield turn into a large crack.
- **Township Offices Holiday Schedule:**
All Superior Township offices will be closed for the holidays beginning Tuesday, December 23, 2025, and are currently scheduled to reopen Friday, January 2, 2026.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Juan Bradford", is written over the typed name.

Juan Bradford



Committee to Promote Superior Township

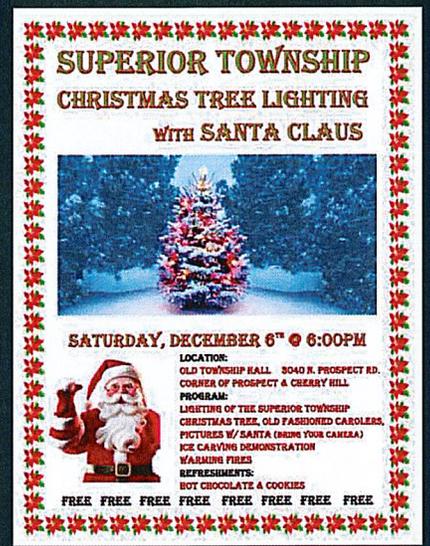
A Volunteer Committee

Fostering pride, unity and a sense of place among Superior Township residents



C2PST December Highlights

- **Social Media:** The Township's Facebook and Instagram accounts have reached almost 1,000 followers combined. Recent growth was boosted in part by the Vendor Spotlight series, which helped reach new and broader audiences.
- **Christmas Tree Lighting:** C2PST volunteers supported Parks & Recreation at the December 6 Township Hall Tree Lighting, assisting with the Santa line and helping distribute treats during another successful community event.
- **Annual Update:** Brenda Baker, de facto Chair of the Committee to Promote Superior Township, will present a year-in-review summary of the Committee's 2025 activities at the December 15 Board meeting.



The C2PST wishes the Board of Trustees and all Superior Township residents a joyous and peaceful holiday season!

Special Thank you to our Working Committee

Brenda Baker, Margery Dosey, Katie Russo, Carole Hann, Nancy Caviston, Haneen Alaouie

Join our committee – just email us!

C2PST@superior-twp.org

Connect with us

Instagram



@superiorchartertwp

Facebook



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Charter Township of Superior Parks & Recreation Commission 2026 Regular Meeting Schedule

10A.

All meetings are held on the 4th Monday of the month at 6:30pm at Superior Township Hall.

3040 N. Prospect Rd.

Superior Township, MI 48198

**Unless otherwise noted*

Monday, January 26th @ 6:30pm

Monday, February 23rd @ 6:30pm

Monday, March 23rd @ 6:30pm

Monday, April 27th @ 6:30pm

Tuesday, May 26th @ 6:30pm

**Meeting held Tuesday due to Memorial Day*

Monday, June 22nd @ 6:30pm

Monday, July 27th @ 6:30pm

Monday, August 24th @ 6:30pm

Monday, September 28th @ 6:30pm

Monday, October 26th @ 6:30pm

Monday, November 23rd @ 6:30pm

Monday, December 21st @ 6:00pm

**Meeting held the third Monday due to Christmas Holiday*

10B.

2026 TOWNSHIP BOARD MEETING P&R ATTENDEES

Meeting Date	Day Of Week	Commissioner
January 20 st	Tuesday	
February 17 th	Tuesday	
March 16 th	Monday	
April 20 th	Monday	
May 18 th	Monday	
June 15 th	Monday	
July 20 th	Monday	
August 17 th	Monday	
September 21 st	Monday	
October 19 th	Monday	
November 16 th	Monday	
December 21 st	Monday	

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF SUPERIOR
 CHECK DATE FROM 11/13/2025 - 12/15/2025

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
11/18/2025	GENL	50119	DEC -GBP	DELTA DENTAL	DENTAL INSURANCE - DECEMBER 2025	123.050	000	59.00
11/18/2025	GENL	50120	11725	GLEMPS, INC.	STAFF HATS	767.000	770	144.00
11/18/2025	GENL	50121	752320582	GORDON FOOD SERVICE, INC.	CHRISTMAS TREE LIGHTING	752.000	756	87.86
11/18/2025	GENL	50126	111325	MICHAEL SOLOMON	OWL PROWL	806.000	756	300.00
11/18/2025	GENL	50129	1173410	PARKWAY SERVICES	PORTAJOHN @ OWL PROWL	806.000	756	130.00
11/18/2025	GENL	50135	21-60699 21-60712	SIGNS BY TOMORROW	TRAIL CLOSED SIGNS	955.000	770	178.00
				CHECK GENL 50135 TOTAL FOR FU	HANDICAP AND NO PARKING SIGNS	955.000	770	372.00
								<u>550.00</u>
11/18/2025	GENL	50136	85294 85295	SUPERIOR GROUNDCOVER, INC	EFW @ COMMUNITY PARK	934.001	770	1,000.00
					EFW @ HARVEST MOON PARK	934.001	770	1,500.00
								<u>2,500.00</u>
11/18/2025	GENL	50138#	30085378-A 27647 30085378-A 27647	TAZ NETWORKS, INC	UPGRADE COMPUTERS TO WINDOWS 11	806.000	752	122.00
					LABOR TO UPGRADE COMPUTERS TO WINDO	806.000	752	19.26
					UPGRADE COMPUTERS TO WINDOWS 11	806.000	770	61.00
					LABOR TO UPGRADE COMPUTERS TO WINDO	806.000	770	9.64
								<u>211.90</u>
11/18/2025	GENL	50139	DEC-GBP	VSP INSURANCE CO	VISION INSURANCE - DECEMBER 2025	123.050	000	15.73
11/18/2025	GENL	50142	112025	SUPERIOR TWP PAYROLL FUND	CASH TRANSFER 11/20/25 PAY	214.704	000	9,146.44
11/25/2025	GENL	50160	NOV 25=GBP NOV 25=GBP NOV 25=GBP	SUPERIOR TWP PAYROLL FUND	PENSION /HCSP - NOVEMBER 2025	214.704	000	1,049.62
					PENSION /HCSP - NOVEMBER 2025	214.704	000	1,097.28
					PENSION /HCSP - NOVEMBER 2025	214.704	000	315.00
								<u>2,461.90</u>
12/02/2025	GENL	50165#	1V3F-KQJD-GDWY 1YFW-9K9L-NX67	AMAZON CAPITAL SERVICES	CHRISTMAS TREE LIGHTING	752.000	756	328.03
					CARHARTT JACKET - RICK	767.000	770	164.98
								<u>493.01</u>
12/02/2025	GENL	50170#	3032845 3032845 3032845	HOME DEPOT CREDIT SERVICES	SHOP/REC SUPPLIES	752.000	756	239.64
					SHOP/REC SUPPLIES	752.000	756	16.82
					SHOP/REC SUPPLIES	752.000	770	199.83

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 508 PARKS & RECREATION								
			3032845		SHOP/REC SUPPLIES	754.000	770	29.94
			3032845		SHOP/REC SUPPLIES	934.000	770	112.13
			3032845		SHOP/REC SUPPLIES	955.000	770	74.17
					CHECK GENL 50170 TOTAL FOR FU			<u>672.53</u>
12/02/2025	GENL	50173	4152A	MCLENNAN LANDSCAPE	CHNP - WOODY INVASIVE REMOVAL	805.000	770	5,750.00
12/02/2025	GENL	50175	INV3331208002	SUPERIOR TOWNSHIP CREDIT CARDZOOM	-NOVEMBER 2025	214.101	000	16.99
12/02/2025	GENL	50177#	NOV 25	SUPERIOR TWP UTILITY DEPARTMEJUAN CELL PHONE - NOV 2025		850.000	752	49.96
			111325		DIESEL FUEL	754.000	770	423.06
					CHECK GENL 50177 TOTAL FOR FU			<u>473.02</u>
12/02/2025	GENL	50178#	27915	TAZ NETWORKS, INC	NETWORK FLAT FEE -DECEMBER	806.000	752	172.54
			27915		NETWORK FLAT FEE -DECEMBER	806.000	770	172.54
					CHECK GENL 50178 TOTAL FOR FU			<u>345.08</u>
12/09/2025	GENL	50181	89930852	ABSOPURE WATER COMPANY	SPRING WATER	752.000	770	6.50
			31704810		COOLER RENTAL - 2025	752.000	770	12.00
					CHECK GENL 50181 TOTAL FOR FU			<u>18.50</u>
12/09/2025	GENL	50186	SI-410467	DISCRAFT	(9) DISC GOLF BASKETS	752.000	756	3,419.91
12/09/2025	GENL	50188	NOV25-P	DTE ENERGY	ELECTRIC - PARKS BARN -NOV 2025	920.000	770	34.78
12/09/2025	GENL	50192	752321608	GORDON FOOD SERVICE, INC.	CHRISTMAS COOKIES & COFFEE	752.000	756	146.19
12/09/2025	GENL	50196	5506793797755674166	MARCO AUSTIN	REIMBURSEMENT FOR ITEMS BOUGHT FOR	752.000	756	134.93
12/09/2025	GENL	50200	02155530	RICKY BARBER	REIMBURSEMENT FOR ITEMS BOUGHT FOR	752.000	756	31.96
12/09/2025	GENL	50203	381489	TRACTOR SUPPLY CO.	JOHN DEERE LOADER PARTS	934.000	770	147.26
12/09/2025	GENL	50205	109020074	WEX BANK	FUEL - NOVEMBER 2025	754.000	770	366.75
					Total for fund 508 PARKS & RECREATION			<u>27,657.74</u>

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

PREPARED BY: NANCY MASON, ACCOUNTING

INCOMPLETE

GL NUMBER	DESCRIPTION	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	YTD BALANCE 11/30/2025	ACTIVITY FOR MONTH 11/30/25	AVAILABLE BALANCE	% BODGT USED	YTD BALANCE 11/30/2024
Fund 508 - PARKS & RECREATION								
Revenues								
Dept 000 - REVENUE								
508-000-664.000	INTEREST/DIVIDENDS	13,000.00	13,000.00	10,975.81	0.00	2,024.19	84.43	8,732.02
508-000-669.000	GAIN/LOSS ON INVESTMENT ACCOUN	11,000.00	11,000.00	2,556.08	0.00	8,443.92	23.24	10,043.51
508-000-674.000	DONATIONS	1,200.00	1,200.00	900.00	0.00	300.00	75.00	5,485.33
508-000-674.002	MEMORIAL PROGRAM	0.00	0.00	2,500.00	0.00	(2,500.00)	100.00	0.00
508-000-674.003	PARK PAVILLION RENTAL	0.00	0.00	1,450.00	200.00	(1,450.00)	100.00	0.00
508-000-691.101	GENERAL FUND CONTRIBUTION	390,736.00	390,736.00	358,174.67	32,561.33	32,561.33	91.67	364,467.58
508-000-692.101	RES #2021-20 ADD'L \$ FROM GEN	21,602.00	21,602.00	16,201.50	0.00	5,400.50	75.00	16,201.50
508-000-699.999	APPROPRIATION FROM FUND BALANC	85,000.00	85,000.00	0.00	0.00	85,000.00	0.00	0.00
Total Dept 000 - REVENUE		522,538.00	522,538.00	392,758.06	32,761.33	129,779.94	75.16	404,929.94
TOTAL REVENUES								
Total Dept 000 - REVENUE		522,538.00	522,538.00	392,758.06	32,761.33	129,779.94	75.16	404,929.94
Expenditures								
Dept 752 - PARK & REC ADMINISTRATION								
508-752-703.000	SALARIES	89,602.00	89,602.00	75,816.84	0.00	13,785.16	84.62	81,087.60
508-752-703.001	COMMISSION STIPENDS	20,586.00	20,586.00	18,132.99	0.00	2,453.01	88.08	18,473.68
508-752-709.000	FICA	21,923.00	21,923.00	17,606.14	0.00	4,316.86	80.31	19,681.98
508-752-715.000	PENSION	27,695.00	27,695.00	19,052.52	0.00	8,642.48	68.79	23,984.18
508-752-725.000	TAXABLE BENEFITS	20,548.00	20,548.00	19,431.50	0.00	1,116.50	94.57	18,026.99
508-752-725.001	HCSP	3,780.00	3,780.00	2,835.00	0.00	945.00	75.00	3,300.00
508-752-752.000	OPERATING SUPPLIES	1,000.00	1,000.00	735.68	0.00	264.32	73.57	658.31
508-752-804.000	PROFESSIONAL SERVICES - AUDIT	1,200.00	1,200.00	1,100.00	0.00	100.00	91.67	1,050.00
508-752-806.000	PROFESSIONAL SERVICES - OTHER	2,001.00	2,001.00	1,744.08	176.62	256.92	87.16	657.25
508-752-826.000	BANK FEES & CHARGES	300.00	300.00	150.47	0.00	149.53	50.16	26.96
508-752-840.002	DENTAL INSURANCE	719.00	719.00	531.00	0.00	188.00	73.85	627.66
508-752-840.003	VISION INSURANCE	198.00	198.00	141.57	0.00	56.43	71.50	173.03
508-752-840.004	LIFE INSURANCE	143.00	143.00	102.15	0.00	40.85	71.43	124.85
508-752-850.000	TELECOMMUNICATIONS	600.00	600.00	549.34	49.96	50.66	91.56	548.84
508-752-851.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-752-860.000	TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00	769.16
508-752-900.000	PRINTING & PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-752-910.000	TRAINING	2,000.00	2,000.00	1,535.86	0.00	464.14	76.79	215.00
508-752-915.000	MEMBERSHIPS & DUES	700.00	700.00	769.00	0.00	(69.00)	109.86	655.00
508-752-934.000	REPAIR & MAINTENANCE	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-752-935.000	INSURANCE & BONDS	12,500.00	12,500.00	11,580.58	1,049.89	919.42	92.64	11,510.30
508-752-940.000	OFFICE RENT	7,000.00	7,000.00	7,000.00	0.00	0.00	100.00	7,000.00
508-752-955.000	MISC. EXPENSE	200.00	200.00	0.00	0.00	200.00	0.00	0.00
508-752-986.000	EQUIPMENT UNDER \$5,000	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
Total Dept 752 - PARK & REC ADMINISTRATION		214,895.00	214,895.00	178,814.72	1,276.47	36,080.28	83.21	188,570.79
Dept 756 - RECREATION								
508-756-703.000	SALARIES	12,311.00	12,311.00	2,837.49	0.00	9,473.51	23.05	5,897.53
508-756-740.000	OPERATING SUPPLIES	4,500.00	4,500.00	0.00	0.00	0.00	0.00	0.00
508-756-752.000	OPERATING SUPPLIES	0.00	4,500.00	3,154.46	672.35	1,345.54	70.10	2,299.05
508-756-806.000	PROFESSIONAL SERVICES - OTHER	9,000.00	9,000.00	6,384.34	300.00	2,615.66	70.94	5,725.06
508-756-860.000	TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-756-930.000	REPAIR & MAINTENANCE	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-756-955.000	SIGNAGE	2,000.00	2,000.00	592.20	0.00	1,407.80	29.61	1,228.60

12A

PREPARED BY: NANCY MASON, ACCOUNTING
 INCOMPLETE

GL NUMBER	DESCRIPTION	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	2025 YTD BALANCE 11/30/2025	ACTIVITY FOR MONTH 11/30/25	AVAILABLE BALANCE	% BODGT USED	YTD BALANCE 11/30/2024
Fund 508 - PARKS & RECREATION Expenditures								
Total Dept 756 - RECREATION		28,411.00	28,411.00	12,968.49	972.35	15,442.51	45.65	15,150.24
Dept 770 - PARK MAINTENANCE								
508-770-703.000	SALARIES	143,964.00	143,964.00	108,410.00	0.00	35,554.00	75.30	133,446.04
508-770-725.000	TAXABLE BENEFITS	4,068.00	4,068.00	7,798.13	0.00	(3,730.13)	191.69	2,781.63
508-770-740.003	HERBICIDE (NON-SELECTIVE)	500.00	500.00	0.00	0.00	500.00	0.00	0.00
508-770-752.000	OPERATING SUPPLIES	7,500.00	7,500.00	5,055.26	218.33	2,444.74	67.40	6,217.11
508-770-754.000	FUEL-LUBRICANTS	7,000.00	7,000.00	4,910.10	819.75	2,089.90	70.14	5,669.76
508-770-767.000	UNIFORMS	800.00	800.00	642.98	308.98	157.02	80.37	490.32
508-770-805.000	NATURAL HABITAT MANAGEMENT	6,000.00	6,000.00	5,750.00	5,750.00	250.00	95.83	0.00
508-770-806.000	PROFESSIONAL SERVICES - OTHER	1,200.00	1,200.00	2,484.99	172.54	(1,284.99)	207.08	7,082.61
508-770-850.000	TELECOMMUNICATIONS	1,800.00	1,800.00	178.19	0.00	1,621.81	9.90	545.68
508-770-860.000	TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00	0.00
508-770-910.000	TRAINING	1,000.00	1,000.00	645.00	0.00	355.00	64.50	645.00
508-770-920.000	UTILITIES	500.00	500.00	537.54	34.78	(37.54)	107.51	536.96
508-770-934.000	REPAIR & MAINTENANCE	13,500.00	13,500.00	9,078.11	259.39	4,421.89	67.25	18,334.56
508-770-934.001	SAND-GRAVEL-BARK-SOIL	2,500.00	2,500.00	2,500.00	0.00	0.00	100.00	3,953.00
508-770-934.002	HERBICIDE (NON-SELECTIVE)	0.00	0.00	52.99	0.00	(52.99)	100.00	0.00
508-770-955.000	SIGNAGE	800.00	800.00	809.52	624.17	(9.52)	101.19	0.00
508-770-985.000	EQUIPMENT OVER \$5,000	85,000.00	85,000.00	64,596.70	0.00	20,403.30	76.00	54,178.98
508-770-986.000	EQUIPMENT UNDER \$5,000	3,000.00	3,000.00	1,202.42	0.00	1,797.58	40.08	2,596.49
Total Dept 770 - PARK MAINTENANCE		279,232.00	279,232.00	214,651.93	8,187.94	64,580.07	76.87	236,478.14
Dept 771 - PARK DEVELOPMENT/IMPROVEMENT								
508-771-752.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	5,281.54
508-771-951.000	PROJECTS	0.00	0.00	6,450.00	0.00	(6,450.00)	100.00	5,259.56
508-771-951.001	MEMORIAL BENCH & TREE PROGRAM	0.00	0.00	1,384.61	0.00	(1,384.61)	100.00	0.00
Total Dept 771 - PARK DEVELOPMENT/IMPROVEMENT		0.00	0.00	7,834.61	0.00	(7,834.61)	100.00	10,541.10
TOTAL EXPENDITURES		522,538.00	522,538.00	414,269.75	10,436.76	108,268.25	79.28	450,740.27
Fund 508 - PARKS & RECREATION:								
TOTAL REVENUES		522,538.00	522,538.00	392,758.06	32,761.33	129,779.94	75.16	404,929.94
TOTAL EXPENDITURES		522,538.00	522,538.00	414,269.75	10,436.76	108,268.25	79.28	450,740.27
NET OF REVENUES & EXPENDITURES		0.00	0.00	(21,511.69)	22,324.57	21,511.69	100.00	(45,810.33)

12/10

INCOMPLETE

Fund 508 PARKS & RECREATION

GL Number	Description	PERIOD ENDED 11/30/2024	PERIOD ENDED 11/30/2025
*** Assets ***			
Cash			
508-000-001.001	CHASE 5503 - DAILY OPERATING CHECKING	379,124.72	137,642.80
508-000-009.000	MICHIGAN CLASS - 0010	0.00	406,916.24
508-000-017.001	CHASE 5503 - GOVERNMENT T-BILLS	66,878.15	0.00
508-000-017.002	COMERICA - GOVERNMENT T-BILLS	170,033.82	0.00
Cash		616,036.69	544,559.04
Accounts Receivable			
Accounts Receivable		0.00	0.00
Other Assets			
508-000-123.000	PRE-PAID EXPENSES MISC.	495.00	0.00
508-000-123.050	PREPAID INSURANCE	3,126.88	3,277.99
508-000-126.000	UNREALIZED GAINS/LOSSES	31,224.84	0.00
Other Assets		34,846.72	3,277.99
Due From Other Funds			
Due From Other Funds		0.00	0.00
Total Assets		650,883.41	547,837.03
*** Liabilities ***			
Accounts Payable			
508-000-202.000	A/P - VENDORS	52,412.36	5,566.17
Accounts Payable		52,412.36	5,566.17
Liabilities-ST			
508-000-257.000	ACCURED WAGES PAYABLE	7,881.00	9,908.00
508-000-260.000	ACCURED PTO	325.00	2,354.00
Liabilities-ST		8,206.00	12,262.00
Liabilities-LT (under 1 year)			
Liabilities-LT (under 1 year)		0.00	0.00
Other Liabilities			
Other Liabilities		0.00	0.00
Due To Other Funds			
508-000-214.101	DUE TO GENERAL FUND	160.99	(27.54)
508-000-214.592	DUE TO UTILITY FUND	49.93	0.00
508-000-214.704	DUE TO PAYROLL FUND	0.00	(25,356.97)
Due To Other Funds		210.92	(25,384.51)
Total Liabilities		60,829.28	(7,556.34)
*** Fund Balance ***			
Unassigned			
508-000-390.000	FUND BALANCE - UNDESIGNATED	38,330.89	21,667.34
Unassigned		38,330.89	21,667.34
Assigned			
508-000-385.000	FUND BALANCE - BUILDING RESERVE	401,730.53	355,730.53

INCOMPLETE

Fund 508 PARKS & RECREATION

GL Number	Description	PERIOD ENDED 11/30/2024	PERIOD ENDED 11/30/2025
*** Fund Balance ***			
508-000-385.001	FUND BALANCE - ACCRUED ABSENCES	19,556.88	23,261.03
508-000-385.002	FUND BALANCE - SCHROETER	50.00	50.00
508-000-385.003	PARKS & PRESERVES IMPROVEMENT FUND	80,000.00	80,000.00
508-000-385.006	VEHICLE & LARGE EQUIPMENT REPLACEMENT	60,000.00	60,000.00
508-000-385.007	PROGRAM DEVELOPMENT FUND	20,000.00	20,000.00
508-000-385.008	EMERGENCY REPAIRS	16,196.16	16,196.16
	Assigned	<u>597,533.57</u>	<u>555,237.72</u>
	Restricted		
	Restricted	<u>0.00</u>	<u>0.00</u>
	Total Fund Balance	<u>635,864.46</u>	<u>576,905.06</u>
	Beginning Fund Balance	635,864.46	576,905.06
	Net of Revenues VS Expenditures	(45,810.33)	(21,511.69)
	Ending Fund Balance	590,054.13	555,393.37
	Total Liabilities And Fund Balance	650,883.41	547,837.03