



**PITTSFIELD TOWNSHIP  
DEPARTMENT OF MUNICIPAL SERVICES  
PARKS AND RECREATION**

701 W. Ellsworth Rd., Ann Arbor, MI 48108  
Phone: 734-822-2120 Fax: 734-996-3015

**PITTSFIELD CHARTER TOWNSHIP PARK COMMISSION  
REGULAR MEETING AGENDA**

6201 W. Michigan Ave.

**June 7<sup>th</sup>, 2022**

**1.0 Call Meeting to Order at 7:00PM / Determination of a Quorum**

**2.0 Roll Call**

**2.1 Approval of Agenda**

**3.0 Public Comment I**

**4.0 Approval of Minutes**

**4.1 Approve of Prior Minutes**

**5.0 Communication**

**6.0 Old Business**

**6.1 Parks Report**

**6.1.1 Montibeller Park Improvements Phase I**

**6.1.2 US-12 Wastewater (sewer) Improvement Project**

**6.1.3 Montibeller Park Improvements Phase II**

**6.2 Waters Oak Valley and Seyfried Parks**

**6.2.1 Public Outreach Proposal (Update from Carlisle Wortman)**

**6.3 2022 Park Millage Budget (Discussion with Director Watkins)**

**6.4 Montibeller Ribbon Cutting/Grand Opening Ceremony (Discussion with Manager McIntire)**

**6.5 Park Asset Management Proposal**

**7.0 New Business**

**7.1 Invasive Species Management (Presentation by Tim McAlister, Senior Project Manager, Cardno now Stantec)**

**7.2 Lillie Boardwalk Removal**

**8.0 Director Report**

**9.0 Chair Report**

## **10.0 Public Comment II**

## **11.0 Adjournment**

Any person who wishes to contact members of the Commission to provide input or ask questions on any business coming before the Commission may do so by calling 734-822-2120 or emailing [parks@pittsfield-mi.gov](mailto:parks@pittsfield-mi.gov). Reasonable auxiliary aids and services can be provided at the meeting to individuals with disabilities by contacting the Clerk's Office via email at [Clerk@pittsfield-mi.gov](mailto:Clerk@pittsfield-mi.gov) or (734) 822-3120 at least three business days in advance.

**PITTSFIELD CHARTER TOWNSHIP  
PARK COMMISSION MINUTES  
REGULAR MEETING  
May 17, 2022**

**Members Present:** Theresa Tupacz, Stacy Ebron, Trish Reilly, Brent Dingman

**Members Absent:** Anne Fortunato

**Others Present:** Director Matthew Best, Mark Pascoe (via Zoom), Laith Alfaqih (via Zoom) Tenicha Swinley, Nia Clark, Zain AbuSeir, Sean Zera, Jen Davis, Recording Secretary

**1.0 Call Meeting to Order**

Commissioner Reilly called the meeting to order at 7:06 pm.  
A quorum was present.

**2.0 Roll Call**

**Approval of Agenda**

Motion by Commissioner Ebron, supported by Commissioner Dingman, to approve the agenda.

Addition to New Business by Commissioner Ebron 7.2: Washtenaw County Conservation District School Habitat Grant.

**MOTION CARRIED**

**3.0 Public Comment**

- Tenicha Swinley, RE Seyfried Park: Wants the Park Commission to consider the impact of a playground being added to Seyfried Park.
- Zain AbuSeir, RE Seyfried Park & Kirkland Park: Wants to know how the negative impact of park development to Bella Vista residents will be weighed against the desires of other housing developments nearby whose residents may want a park.
- Additional comment by Chair Tupacz: Kirkland Park was created by the Developer and donated to the Township later because the residents could not maintain it.
- Leanna (Mia) Swinley, wants a Nature Park, and monthly litter clean up, wants a pool at Bella Vista.

**4.0 Approval of Minutes**

Approve the Minutes of the Regular Meeting held on April 5, 2022

Motion by Commissioner Ebron, supported by Commissioner Dingman, to approve the minutes as amended.

**MOTION CARRIED**

**5.0 Communication**

None

## **6.0 Old Business**

### **6.1 Parks Report Director Best:**

#### **6.1.1 Montibeller Park Improvements Phase I**

- Working on grading outside the Pavilion. Rough electrical is complete. Working on plumbing. Ceiling lumber delivered.
- Completion date, sometime in July.
- Day Camp, in old pavilion with storage provided.

#### **6.1.2 US-12 Wastewater (sewer) Improvement Project**

- Completed first full week of June; native seed restoration will begin in the Fall after completion. Path will be completed before fall seeding
- Commissioner Tupacz requested for a blog announcing the updates be placed more prominently on the website so that neighbors know when the pathway is fixed. Staff indicated that the project page is currently being kept up to date.
- Commissioners asked who is responsible for restoration costs; Restoration paid by sewer project

#### **6.1.3 Montibeller Park Improvements Phase II**

- Project manager, Clare on maternity leave, state still holding on to contract, awaiting federal approval. Grant funds have not been delivered yet.

### **6.2 Waters Oak Valley and Seyfried Parks**

#### **6.2.1 Public Outreach Proposal**

- Chair Tupacz wants to ensure that the Park Commission will be included in determining the stakeholder list and asked who will be providing updates on milestones. Carlyle will include the Park Commission on the stakeholder list and update us on milestones.

### **6.3 2022 Park Millage Budget**

- Chair Tupacz requested current status of spending laid against budget
- Commissioner Ebron requested monthly budget reports for meetings
- Director Best explained Tracy Watkins may not be able to complete in two weeks before next meeting and that 23% of the budget has been spent year to date.

### **6.4 Risk Assessment Report for 2022**

- Commissioners expressed concerns on the items marked in red. Director Best asserted that there are no safety issues at any park, but there are items that need to be addressed.
- Just under 1 mill, largely Lillie boardwalk
- Move on red items
- Chair Tupacz wants to the Commission to prioritize items on the list after budget report from Finance.

### **6.5 Montibeller Ribbon Cutting/Grand Opening Ceremony**

- July, maybe Fall
- Commissioner Reilly requests that Kim McIntire and Rich Wade share ideas for a fall community event to coincide with the ribbon cutting. Asked for staff to provide a date, etc., for meeting in two weeks to allow for adequate time to promote the event.

- Chair Tupacz has concerns about garage door management, would like feedback from DPS and Building, and insurance co.
- Best offered to share rental procedures from similar communities, like Sandusky who have similar pavilions with garage doors.

## **7.0 New Business**

### **7.1 Park Asset Management Proposal**

- Mark Pascoe and Laith Alfaqih via Zoom; gave overview of Cityworks asset management.
- Director Best, gave history of request by commission and history of Cityworks within the township.
- a lot of discussion of Cityworks, training implementation, licenses, etc.
- Chair Tupacz requested Rich Wade come to explain how staff will utilize
- Commissioner Dingman requested budget information to help in decision process
- Commissioner Ebron requested sample reports

### **7.2 Washtenaw County Conservation District Schools and Habitat Grant**

- Commissioner Ebron suggested we apply for the grant to supplement expenditure on native plantings in areas managed for invasive species
- Director Best has some concerns about us qualifying for grant, and commitment to maintain it, and timeline.
- Commissioner Ebron spoke with the grant manager at WCCD who encouraged us to apply and suggested a volunteer community event would meet the qualification requirements.
- Park Commission recommended that we apply for this grant for a small park such as Hickory Woods.
- Commissioner Dingman spoke about the positive impact and attendance at Montibeller clean-up.

Motion by Commissioner Ebron, supported by Commissioner Reilly, that staff put together a grant for WCCDSHG.

**MOTION CARRIED**

## **8.0 Director Report**

### **8.1 Board of Trustees Report**

#### **8.1.1 Public Outreach Proposal**

- Approved

#### **8.1.2 Park Maintenance Mower Purchase**

- 2 mowers were approved for purchase.
- Should arrive before end of June.

### **8.2 Township Re-organization**

- Kim – promoted to Rec Manager
- Rich – promoted to P&R Manager, new direct point of contact for Park Commission

- Park Superintendent posted; five candidates
- Tanya – FM Coordinator
- FM Specialist promoted to Farmer’s Market Coordinator. Farmer’s Market Specialist position posted
- Rec Coordinator posted internally, one candidate interviewed

**8.3 Bike Repair Stations with Rotary Club**

- Community Development has already identified locations and is working with Rotary Club

**9.0 Chair Report**

- None

**10.0 Public Comment II**

Sean Zera recommended that commission find out how recovery for the sewer project at Hickory Woods is going to be done, what is being put in; Recommends use of seed mix with plants native to Washtenaw Co. Prairie Planting at Pittsfield Preserve, commitment to F&W to maintain, but it is damaged and has not been repaired, Wolverine Pipeline and Wetland now have invasive species that need to be managed. Hickory Woods would be a great park to use the WCCD School and Habitat Grant resources.

**11.0 Adjournment**

Motion by Commissioner Ebron, supported by Commissioner Reilly to adjourn the meeting.

**MOTION CARRIED**

Meeting adjourned at 9:15pm.

**Respectfully Submitted,**

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Jen Davis, Recording Secretary

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Theresa Tupacz, Chair

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Stacy Ebron, Secretary



**KELLY CRICK (SITE DEVELOPMENT)**  
**PLATT ROAD**  
**ANN ARBOR, MICHIGAN**

**Sales:** Timothy Ewen

**Pittsfield Charter Township\_ Boardwalk Demo\_ Lillie Park**  
 Platt Road Ann Arbor, Michigan

**Est ID:** EST3179767

**Date:** Mar-16-2022

<b>Safety Set Up and Closures</b>	<b>\$547.48</b>
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	Excavation Labor - Operator	
	Excavation Labor - Operator	
1	Safety Fence	

<b>Demoing the Top of the Boardwalk</b>	<b>\$30,987.39</b>
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	Excavation Labor - Operator	
	Excavation Labor - Operator	
	Excavation Labor - Labor	
	Excavation Labor - Labor	
	Excavation Labor - Labor	
	Excavation Labor - Labor	
	CAT 906M Wheel Loader	
	CAT 906M Wheel Loader	
	Vermeer 2019 CTX100	With buckets and forks
	Boat	
	Chainsaw	
	Winch	

Disposal Bin (40 yarders)

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<b>Cutting Posts below Water Level (Roughly 3' - 4' Below Water Level) (Option 1)</b>	<b>\$6,524.66</b>
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Excavation Labor - Operator

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Excavation Labor - Operator

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Excavation Labor - Operator

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CAT 906M Wheel Loader

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Boat

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Kombisystem

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Crew Truck - F550

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Disposal

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Chains

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<b>Cleaning Up and Restoring Access Path</b>	<b>\$1,759.35</b>
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Excavation Labor - Operator

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Excavation Labor - Operator

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Excavation Labor - Operator

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CAT 299D3 CTL

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Multiquip Plate Compactor

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10 Tons OHIO #8

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<b>Subtotal</b>	<b>\$39,818.88</b>
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<b>Taxes</b>	<b>\$0.00</b>
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<b>Estimate Total</b>	<b>\$39,818.88</b>
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### Acceptance of Work

Once project is completed, the Client will inspect the finished project. If needed, The Client will deliver to the Contractor a written list of all items the buyer believes have not been properly constructed or are not in proper condition.

The Client understands that no warranties are being made by the Contractor except those appearing in the Contract documents. The client is not relying on any representations, promises, or warranties except for the written limited warranty that appears in the Contract documents.



The Client acknowledges receipt from the Contractor of all documents to which the client is entitled.

Each provision of this certificate is separate and severable from every other provision. If any single provision is declared invalid or unenforceable, the client and the contractor understand that all the other provisions will be valid and enforceable.

By signing this document, signee represents, warrants and guarantees that he/she has been duly authorized and has full authority to execute this Agreement on behalf of the party (Client) on whose behalf this Agreement is executed for.

**General release and waiver of liability for damage to private driveways, pavement, and underground structures.**

1. Permission to Enter. Customer Allows Local Life Maintenance Group, LLC, its assigns, employees, agents, and subcontractors to enter and/ or utilize the premises of the undersigned Customer for the purpose of providing landscaping services.
2. Waiver of Liability. Customer releases Local Life Maintenance Group, LLC, from and assumes the risk of, and waives all liability caused by, and claims, demands, actions, and causes of action whatsoever against Local Life Maintenance Group, LLC, for damages to customer's premises (such as easements, sidewalks, parking lot surfaces, street surfaces, driveways, lawns, shrubbery, gutters, and underground systems).
3. Binding. This acknowledgement, hold harmless, and release/assumption of risk shall be binding on all of Customer's successors and administrators.

In Signing this permission and release/assumption of risk/waiver, I hereby acknowledge and represent:

- a. That I have read this release, understand it and sign it voluntarily; and
- b. That I am the legal property/facility owner and/or authorized representative of Customer and the Customer premises at the address(es) provided on this document.

**Procedure for Extra Work and Changes**

If it shall become necessary for the Contractor to make changes in any designs, drawings, plans, software, reports or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the Customer will pay to the Contractor a fee for such changed or extra Work calculated on a time and materials basis. All changes to Work or pricing or the terms of this Agreement will be read and understood within the context and meanings of this Agreement unless stated explicitly to the contrary. Extras to the Contract are payable by the Owner forthwith upon receipt of the Company's invoice.

*Change Notice:* Any Contract change in scope in excess of one thousand dollars (\$1,000.00) requires a Contract Change Notice under which Work is to proceed. Work will not commence under a Contract Change Notice (CNN) unless with written Owner approval.

For Changes in scope of less than one thousand dollars (\$1,000.00), the Contractor will provide the Customer notification by way of its Progress Report. In either instance, such notification shall be plain and clear in terms of scope and reason. Any record, telephone conversation or meeting in which such change in scope was introduced, shall be attached as supporting documentation.

**Payment Terms and Conditions**

Upon the acceptance of the work, payment of the unpaid balance Contract Price when due together with such Value Added Taxes as may be applicable to such payment.

- Should the Client fail to make payments as they become due under the terms of the Contract or in the event of any

claim, interest at eighteen percent (18%) per annum above the prime rate on such unpaid amounts shall also become due and payable until payment.

- The act of non-payment creates a lien in favor of the Local Life Maintenance Group, LLC in any and all equipment and property of the Client in the possession of the Contractor Inc. as well as in the Work in progress as at the date of termination. the Local Life Maintenance Group, LLC shall be at liberty to retain possession of the same pending payment in full.
- Notwithstanding anything contained herein to the contrary, the completion date of the Work shall be deemed to be extended by that number of days equal to any delay in payment to the Local Life Maintenance Group, LLC.

**Contractor:** \_\_\_\_\_  
Timothy Ewen

**Client:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_  
05/09/2022

**Signature Date:** \_\_\_\_\_

**Email:** info@LocalLifeMG.com