

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, July 11, 2017**

I. CALL TO ORDER

The July 11, 2017 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:00 p.m. by Chairperson Bower at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Roger Bower
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Diane Baker with notification
Rich Parke with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised, adding New Business D. Rental Rates for 2018. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen, Parke. The motion carried by a 4-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-June 13, 2017 with Additional Disbursements of \$12,251.58 for the Parks & Recreation Fund and \$850.00 Trust & Agency
- B. Receipt of Activities Report for June
- C. Receipt of Progress Report for June
- D. Receipt of Financial Summaries
- E. Receipt of June Budget Printouts
- F. Receipt of Natural Resource Manager June Monthly Report
- G. Receipt of Fifty Plus Active Adults July and August Newsletter

Receipt of Communications

Commissioner Vallad moved to accept the consent agenda as presented. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Five Year Plan

Director Richmond reviewed the five-year plan document and memo that was provided to the Commissioners. She highlighted items including items that are estimated or that require Commission discussion. She explained issues with the perimeter limestone path at Mill Pond Park.

Commissioners agreed to let the grass reclaim the lime stone path area and let this path go back to natural grass.

Director Richmond continued with Mill Pond Park tennis court repair. She explained the issue that needs to be addressed with the tennis courts which is raised concrete on both corners of the courts by the posts for the net that needs to be repaired. She is waiting for a bid back for this work. She stated that she met with a contractor and reviewed with him the repairs needed and the additional work needed to fix the crack that exists down the entire court. Her concern is that numerous bids will not be received because it is very difficult to get contractors to respond. She stated for that reason, they might have to go with the bid that they have received if it is close to the budgeted amount. The concrete work that was budgeted to do this year was the walkways in front of the Hart Community Center and by the fishing docks, not the tennis courts.

Commissioner Vallad suggested that when the concrete contractor was there, it makes sense for him to do it all.

Director Richmond stated that they would have to time the repairs around time that they are being used and reiterated that it needs to be fixed due to safety concerns. She stated that there are several projects that she has found it difficult to get a contractor to look at because they are smaller jobs and contractors are busy with other work right now.

Commissioner Vallad agreed with Director Richmond's comments and added that there is a lack of skilled trades people out there now and they are very busy. She stated that she trusts Director Richmond's judgement and budget presentation. She stated that it doesn't make sense for Director Richmond to take so much time getting three bids if she can't get the contractor to respond.

Chairperson Bower stated that the results that they have had with the roof and the painting job at the Hart Center are very good.

Commissioner Vallad stated that regarding the concrete work, they have the money to do the repairs and it is silly to not get it done especially when there is a safety concern. She encouraged Director Richmond to get these repairs done when the money is available and she finds someone that she trusts to do the work.

Director Richmond confirmed that the tennis court installers will come out and remove the tile and replace them once the repairs are done. She would like to have a motion to get the concrete repairs done.

Commissioner Vallad moved to allow Director Richmond to get the concrete repairs completed this year that she would like to see completed at a cost not to exceed \$9,000. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.

Director Richmond stated that she would like to remove insulation, doors and door handles from 2019 and put it in the five-year plan for 2020. One thing that is not in the five-year plan is re-keying the doors and she explained the difficulties that she has had with the keying the locks for the doors. She suggested that she would like to have a swipe card system sometime in the future. Director Richmond provided a summary of the chain link fence project and the repairs needed. She stated that they also should look at replacing some of the backstops and some of the ball field fences and she provided further details regarding repairs needed. She stated that they are also going to have to schedule repairs to the backstops at Shiawassee for the red and yellow fields. She still needs to meet with the contractor to get an estimate for the repairs so she can plan for those expenditures. She stated that under Shultz Capital Outlay, she put a well under 2021 and she put it there as a reminder that if it goes, it will need to be replaced. She reiterated that she would not replace a well that was functioning properly. She put the Shiawassee backstops as \$6,000 in 2020 and this would be estimate for repairing. She stated that the Maintenance Garage reserves are building up and continue to do so in this five-year plan.

Commissioner Vallad asked about the rule sign charge for Mill Pond Park.

Director Richmond stated that this is for the main entrance sign at the Mill Pond Beach that is completely faded. She stated that what they are going to do with the beach affects the sign and changes to the sign. If they are going to have a beach, there should be rules posted. Athletic meal is in the budget for two years in a row but that is rotated through the field that needs it each year. She stated that she also put the replacement of picnic grills in the five-year plan and replacement of bleachers too. She stated she also placed money for the driveway address on Eaton in 2018 for both the budget and the 5-year plan. The driveway gets washed out right where it meets the road and they need to make sure that this area can be accessed. For River Run, she included boundaries being marked, signs for dogs on leashes and pet waste bag dispensers and general maintenance and general signage. She summarized other improvements planned for a Clark Road entrance of the park. She stated that she put a boardwalk grant in 2020 because she would like to apply for the project but the department must get the master plan done first. She explained that this is the boardwalk going from

Andersonville Road to Clark Road. She suggested having an expert visit the property in 2018 to offer opinions on the boardwalk. She summarized site conditions at River Run.

Commissioner Vallad asked about the funding for the Master Plan.

Director Richmond replied that she put \$5,000 in the budget for Master Plan.

Director Richmond stated that some of the park rules signs need to be updated. She informed the Commission that Commissioner Vallad donated funds to the Parks Department for benches or a picnic table for the parks. She explained that there is a lot of maintenance that goes into keeping up the benches and so many of the State parks are now using the recycled material. She stated that they ordered one and it is nice but not as deep as the bench that they have and she is now looking for a company that sells just the replacement boards.

Director Richmond summarized the Equipment portion of the 5-year plan. She commented that it doesn't make sense to continue to buy equipment and not have a place to store it. The tent structure works but the last two years in February the winds were extremely damaging. She stated that it has been discussed that the Parks Department would possibly have some space in the old Fire Station #1 but she does not have confirmation on that. She continued with the equipment that is in the 5-year plan. She stated that the 5-year plan is meant to be a starting point and will have changes.

B. Discussion of 2018 Park Fund Budget – 1st Draft

Director Richmond reminded the Commission that she needs to provide to the Supervisor what Commission might be looking for from the Township Board General Fund by July 30th, 2017. The last two years they have asked for a \$6,200 to cover the rent for the building.

Commissioner Vallad stated that for the last couple of years the Board has said that they only want the Parks Commission to ask for funds for an item under the Stewardship heading.

Director Richmond replied that she did not know if it was just that, but the reason for funding should be very important. The Township Board wanted to see that the Commission was allocating funds for future expenditures like equipment, etc. She stated that the first Township Budget Workshop meeting is on Wednesday, August 23, 2017 at 6:00 pm. In this first draft she did include 3% raises. She does not know exactly when the 2018 Blue Cross insurance rates will be announced so the budget has a 15% increase for the health insurance rates per the township sponsor. She included \$5,000 for development of the Master Plan; five years ago, it was \$3,000. Many items for the Master Plan are already done and will only need updating. However, it has to be submitted as a new plan and each Parks and Recreation department has to submit a new plan every five years in order to be considered for grant funds. She included the tennis court repair for \$5500. She provided a summary and comparison of amounts in the past and 2018. She provided tax information that she received from the Township Supervisor and the Assessor. She stated that the amount for 2018 is \$28,450 more than what was budgeted for 2017. She continued to summarize the budget provided for 2018 and the budget process that she follows.

Director Richmond and Commissioners discussed the Mill Pond Park Beach.

Director Richmond continued with the summary of the 2018 draft budget.

Commissioner Vallad asked if attendance was down at the Farmer's Market.

Director Richmond replied she doesn't think so but she has compared figures to this years to last year's numbers.

Director Richmond continued with the summary of the 2018 draft budget. She stated that there is \$5,000 in contingency for 2017. The Township Board wants to see that in case of emergency. The Fund Reserve Cost Center is zero because they are doing it differently. She was instructed to decrease the Tax Tribunal to \$500 by the Township Treasurer. The Commission needs to determine how much of prior year funds does the Commission want to use. She explained that the numbers could change based on hospitalization, etc. She confirmed that this year, Prior Year Funds were needed to complete projects that needed to be done.

Commissioner Vallad stated that Director Richmond did a good job on the budget and she urged Director Richmond to present it to the Township Board.

Commissioners agreed.

Commissioner Vallad moved to have Director Richmond present the first draft of the 2018 Budget dated July 6, 2017 as presented this evening to the Township Board with the Park Commission's approval. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.

C. Acceptance of Commissioner Christensen's Resignation

Director Richmond confirmed that Commissioner Christensen has purchased a home in Independence Township and has given her effective resignation date of July 8, 2017. She stated that they have 45 days to fill this position. She stated that they need to formally accept the resignation, elect one of the current Commissioners as Treasurer, the Township Board must receive and accept the Letter of Resignation and the Commission has to look to fill the position by August 22, 2017. The Commission needs to decide if they want to post the vacancy and set a deadline date as to when applications can be accepted. They will also have to set a Special Meeting to interview candidates. After the interviews, the Commission will present a preferred candidate to the Township Board at their August 10, 2017 meeting. The Township Board must appoint the candidate to the appropriate term. The new candidate would need to run in the August primaries.

Commissioner Vallad moved to accept Commissioner Christensen's Letter of Resignation. Supported by Commissioner Spicer. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.

Commissioner Omell moved to nominate Commissioner Vallad as Treasurer of the Park Commission. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.

Director Richmond stated that it is her and Clerk Moreau's opinion that they do not post this in the paper because there is not time to do that. If the Commission chooses to post, they can post on the Township's website and cable station. She stated that there are some people that they are reaching out to. It is helpful to have someone that is familiar with the park system and that is who they are evaluating now.

Commissioners discussed possible candidates.

Commissioners confirmed that they do not want to post the vacancy in the newspaper and they will accept applications through July 31, 2017. They confirmed that the Special Meeting would be held in the Lower Conference room on August 2, 2017 (if the room is available) at 6:30 pm.

Commissioner Vallad moved to hold a Special Meeting on August 2, 2017 at 6:30 pm to discuss whatever is mutually agreed upon but the agenda needs to include Budget and Appointment of New Park Commissioner. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.

D. Rental Rates for 2018

Director Richmond stated that she is recommending the same rates that they have had for the last couple of years. She does not recommend raising the rates. She stated that they will have a ½ page advertisement in the brochure regarding rental of the different facilities. She is recommending that the Commission approve the rental rates as they are presented.

Commissioner Vallad moved to set the rental rates the same for 2018 as outlined in Director Richmond's memo dated July 11, 2017. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Omell moved to approve the July bills list totaling \$8,733.72 and \$600.00 for Trust and Agency. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Christensen, Parke. The motion carried by a 4-0 vote.

Commissioner Omell asked about stocking the pond for the Fishing Derby.

Director Richmond confirmed that the pond was stocked so they can catch fish. She confirmed that they stocked with bluegill, small and large mouthed bass and pike.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Commissioner Omell confirmed that Commissioner Christensen will be missed on the Commission.

Commissioner Spicer thanked the Parks and Recreation staff for their great work. She thanked Commissioner Christensen for all the years she gave to the Commission.

Commissioner Vallad concurred.

Chairperson Bower stated that the Parks are looking great and so does the Hart Community Center.

XIII. ADJOURNMENT

Chairperson Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:53 pm. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Omell, Spicer, Vallad; No: None; Absent: Baker, Parke. The motion carried by a 4-0 vote.