

**Springfield Township
Parks & Recreation Commission Regular Meeting
Tuesday, November 12, 2013**

I. CALL TO ORDER

The November 12, 2013 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:37 p.m. by Chairperson Vallad at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Roger Bower
Lisa Christensen
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond
Jennifer Tucker

Others Present

Nancy Strole

Commissioners Absent

Elena Danishevskaya with notice
Angela Spicer with notice

IV. AGENDA REVISIONS AND APPROVAL

Chairperson Vallad requested that Financial Summaries be removed from the Consent Agenda and be added to under New Business as item "F".

Chairperson Vallad moved to accept the agenda as revised. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Regular Meeting Minutes –October 8, 2013 with Additional Disbursements of \$5,628.31 for the Parks & Recreation Fund and \$150.00 for Trust and Agency and \$11,475.00 for Stewardship Fund
- B. Receipt of Activities Report for October

- C. Approval of Hart Community Center Rental Request for February 8, 2014
- D. Approval of Bid Proposal for 2014 Youth T-ball, Baseball, Softball & 2014 Basketball Uniforms
- E. Receipt of Thank You Letter from Davisburg PTC
- F. Receipt of Proposal to List Poweshiek Skipperling as Endangered Species
- G. Receipt of October Budget Printouts

Receipt of Communications

- 1. Receipt of Letter from Supervisor Walls to Roger Excavating Dated October 28, 2013

Chairperson Vallad moved to accept the consent agenda as revised. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

Further Discussion:

Nancy Strole wanted to share her appreciation of the Township Board for their support of the Parks Commission's application for the Michigan Department of Natural Resource Trust Fund Acquisition Grant. The Township Board unanimously approved a resolution for the grant application.

Mrs. Strole also wanted to bring to the attention of the Park Commission that there had been an article in the Detroit Free Press about the Poweshiek Skipperling Butterfly meeting in Rose Township on Wednesday, November 13, 2013. After reading the article, in which the article stated that people have never seen this type of butterfly; Mrs. Strole thought to herself that people need to come to Springfield Township where the butterfly is thriving in the Shiawassee Basin Preserve because of the efforts and insights of the Parks Commission and in years past the Township Board who recognized long before the County, State or Federal governments what a special place it is and common sense dictated how that property needed to be managed. The property has been managed in a manner that has allowed a very special area to thrive so that is why you have this rare butterfly thriving there. That is why she wanted to tell the Park Commission to give themselves a pat on the back for all their efforts.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

- A. Approval of Request for Bid Proposal for Mill Pond Park Playscape Drainage

Director Tucker stated she had added an option to the request for bid proposal to have the contractors bid on an accessible pathway to the accessible playground equipment. By adding this option it does not mean that the Commission has to do the pathway at the same time as the drainage project.

Director Tucker stated that the request for bids will be sent out in the new year since the project would not be able to be done until the frost laws are lifted.

Chairperson Vallad moved to have Director Tucker seek bid proposals for the Mill Pond Park Playscape drainage issues. Chairperson Vallad was supported by Commissioner

Baker. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

B. Park Logo

In the Park Commission packets was a bid from Moreau Creative for \$400.00 for three to five concepts for the logo.

In addition, Director Tucker stated that she had gone to Rich Signs, which is the company that has done the majority of the Parks signs in the past, and received some paint samples for the signs. Director Tucker recommended going with "Basil" for the sign background with white lettering. The Park Commission agreed with Director Tucker's recommendation.

Director Tucker also informed the Park Commission that the Department had submitted to MRPA the Department's brochure and the Heritage tri-fold flyer for a marketing award at the annual conference and she was just notified that Springfield Township Parks and Recreation had won for both.

Chairperson Vallad moved to award the bid to Moreau Creative for the design of the logo for the Springfield Township Parks and Recreation at a cost not to exceed \$ 400.00. Chairperson Vallad was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

Further Discussion:

Commissioner Baker stated that she thinks the price of \$ 400.00 is a great price for the number of concepts that the Commission will be given.

Director Tucker stated that she wanted to talk about the process for the logo. She had been given the suggestion that people think about what they envision when they think of Springfield or what would encompass Springfield.

After some discussion, some of the suggestions were water, because of the headwaters, recreation, and butterfly.

C. Township Board Budget Preparation and Expectation and Revised Procedures

The Park Commission reviewed the memo from the Township Board regarding budget preparation expectations and revised procedures.

The Park Commission stated that the joint meeting between the Township Board and the Parks Commission could be held on December 10, 2013 after the Park Commission meeting. The Commission also decided that if necessary the Park Commission could start earlier at 6:00 pm so that they would be done with their regularly scheduled meeting in time to have the joint meeting at 7:30 pm.

For the Joint Meeting agenda, the Park Commission would like to have the millage renewal discussion on the agenda.

The Park Commission had a very lengthy discussion on the topics that were covered in the memo regarding this subject.

The Park Commission discussed that in addition to the monthly activities report, which does provide the Park Commission with information about what the maintenance staff is working on with in the parks, it would be helpful to have a quarterly report that highlighted the status of capital projects and the assessment of the parks and equipment since those items are constantly changing.

D. Discussion of 2014 Baseball Tournament

Director Tucker stated that in the request for the baseball tournament the group asked that the tournament start at 8:00 am. Director Tucker stated that due to feedback from neighbors and staff it would be better to have the tournament start later at 9:00 am.

By starting the tournament later it would mean that the teams would start arriving and warming up at 8:00 am and the games would begin at 9:00 am.

Chairperson Vallad wanted to know if the neighbors would be notified of the tournament.

Director Tucker stated that the neighbors would be sent a letter to notify them of the tournament.

Commissioner Bower moved to accept the Michigan Blast proposal for a tournament on April 26, 27, 28, 2014 with the revision of a 9:00 am start time. Commissioner Bower was supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

E. Discussion of Bids for Safety Fence Guard for Shiawassee Basin Preserve

Director Tucker went over the bids that were distributed the night of the meeting. Director Tucker stated that she would recommend going with BSN Sports, who is the low bidder.

Chairperson Vallad moved to hire BSN Sports to provide the Department with the Safety Fence Guard for the Ball Fields at the Shiawassee Basin Preserve at a cost not exceed \$1,950.00. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

Further Discussion:

Commissioner Omell asked about the life expectancy of the product.

Director Tucker stated that the expectancy for this type of product is typically fifteen years.

F. Financial of Summaries

Chairperson Vallad pulled the financial summaries because she wanted to review the financial standings of the programs to date.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve payment of the bills as follows: Parks and Recreation at \$ 6,851.54 and Trust and Agency at \$ 150.00 and River Run Preserve at \$75.00. Commissioner Christensen was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

B. Budget Amendment

Director Tucker explained the breakdown of the budget amendment with the following:

- Commission Cost Center needs to be increased to cover the Commission's meetings.
- Adjustment in the Administration Personnel Cost Center is for the raises that were approved at the beginning of the year. In addition, it is to cover the costs to pay out compensatory time.
- Programs/Events Instructors Cost Center is being increased to cover instructor fees. There are corresponding revenues with these items.
- Facilities Operational Supplies Cost Center adjustment is for the supplies for Natural Resource Management. This line is covered by grant monies.
- Credit Card Services Cost Center is increased due to an increase of credit card use.

Revenue

1. Fees for Services – increase by \$4,900.00 from \$37,990.00 to \$42,890.00
 - Community Programs # 211-009-615 increase by \$4,900.00 from \$12,490.00 to \$17,390.00

New Revenue Total: \$ 605,399.00
(Previous Total \$ 600,499.00)

Expenditure

1. Commission Personnel Cost Center – increase by \$400.00 from \$4,201.00 to \$4,601.00
 - Commissions # 211-750-702 increase by \$ 350.00 from \$3,530.00 to \$3,880.00
 - Employer Social Security # 211-750-715 increase by \$ 50.00 from \$271.00 to \$321.00
2. Administration Personnel Cost Center – increase by \$4,992.00 from \$184,448.00 to \$189,440.00
 - Director Salary # 211-759-702 increase by \$2,250.00 from \$55,157.00 to \$57,407.00
 - Recreation Coordinator # 211-759-703 increase by \$1,350.00 from \$32,781.00 to \$34,131.00
 - Administrative Assistant #211-759-704 increase by \$3,800.00 from \$37,836.00 to \$41,636
 - Office Clerical #211-759-705 increase by \$800.00 from \$8,079.00 to \$8,879.00
 - Employee Social Security # 211-759-715 increase by \$ 650.00 from \$10,240.00 to \$10,890.00
 - Retirement #211-759-718 increase by \$450.00 from \$5,470.00 to \$5,920.00
 - Life Insurance #211-759-719 increase by \$150.00 from \$483.00 to \$ 633.00
 - Disability Insurance #211-759-721 increase by \$100.00 from \$944.00 to \$1,044.00
 - Contingency #211-759-980 decrease by \$4,558.00 from \$4,558.00 to \$0.00
3. Maintenance Personnel Cost Center- decrease by \$7,682.00 from \$132,910.00 to \$125,228.00
 - Parks & Facility Maintenance #211-760-708 decrease by \$6,000.00 from \$20,352.00 to \$14,352.00
 - Hospitalization #211-760-720 decrease by \$1,682.00 from \$ 26,400.00 to \$24,718.00

4. Programs/Events Instructors Cost Center- increase by \$6,400.00 from \$24,403.00 to \$30,803.00
 - Community Instructor #211-762-805 increase by \$5,000.00 from \$7,550.00 to \$12,550.00
 - Contractual-Misc. #211-762-808 increase by \$1,100.00 from \$0.00 to \$1,100.00
5. Facilities Operational Supplies Cost Center – increase by \$3,100.00 from \$34,000.00 to \$37,100
 - Natural Resource Management Supplies #211-766-727 increase by \$3,100.00 from \$0.00 to \$3,100.00
6. Consultant/Contractor Cost Center – decrease by \$ 2,610.00 from \$59,525.00 to \$56,915.00
 - Aquatic Weed Control # 211-768-806 decrease by \$2,610.00 from \$5,220.00 to \$2,610.00
7. Credit Card Services Cost Center – increase by \$300.00 from \$1,200.00 to \$1,500.00
 - Service Fees #211-769-806 increase by \$300.00 from \$1,200.00 to \$1,500.00

Expenditure Total: \$600,499.00
 No Change to Total

STEWARDSHIP BUDGET

Revenue

1. Other Revenues Cost Center – increase by \$3,450.00 from \$12,289.00 to \$15,739.00
 - App. Prior Year Fund Balance # 212-010-680 increase by \$3,450.00 from \$12,289.00 to \$15,739.00

Revenue Total: \$15,739.00
 (Previous Total \$ 12,289.00)

Expenditure

1. Repair & Maintenance Cost Center- increase by \$250.00 from \$0.00 to \$250.00
 - Repair & Maintenance #212-754-931- increase by \$250.00 from \$0.00 to \$250.00
2. Projects & Supplies Under \$10,000 Cost Center – decrease by \$9,300.00 from \$11,200.00 to \$1,900.00
 - Projects Under \$10,000 #212-757-736 decrease by \$9,300.00 from \$11,200.00 to \$1,900.00
3. Capital Outlay Cost Center – increase by \$12,500.00 from \$0.00 to \$12,500.00
 - Capital Outlay Miscellaneous #212-900-955 increase by \$12,500.00 from \$0.00 to \$12,500.00

Expenditure Total: \$15,739.00
 (Previous Total \$ 12,289.00)

Chairperson Vallad moved to approve the revised amendment dated November 6, 2013. Parks and Recreation Fund Budget Revenue \$605,399.00 and Expenditures \$600,499.00. Stewardship Fund Budget Revenue \$15,739.00 and Expenditure \$15,739.00. Chairperson Vallad was supported by Commissioner Bower. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

A. SBP House Committee

None

B. Trails Committee

The Parks and Recreation staff has been busy working on the trail from Davis Lake Overlook to the Eaton Road Trailhead. Staff has been working on building a “bridge” over a soft area on the trail.

XI. PUBLIC COMMENT

None

XII. COMMISSIONER COMMENT

Commissioner Baker stated that she was pleased with the letter from Supervisor Walls to Carroll Rogers. Commissioner Baker also told the staff good job on the Trick or Treat Trail. She also stated that she is excited about the concept for the new signs. Congratulations to the staff on the awards that will be presented at the MRPA conference in January.

Commissioner Christensen congratulated Director Tucker on the awards and the staff for a job well done at the Trick or Treat Trail.

Commissioner Omell stated that he is in awe about how much Director Tucker and her staff does and how enthused they are with their jobs. Commissioner Omell also wanted to state that Dave Gordon did a very good job with the River Run Preserve parking lot area.

Chairperson Vallad also expressed her appreciation for the job that the staff did on the Trick or Treat Trail and congratulations on the awards.

XIII. ADJOURNMENT

Chairperson Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation at 9:17 pm. Chairperson Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower Christensen, Omell, and Vallad; No: None; Absent: Danishevskaya and Spicer; None. The motion carried by a 5-0 vote.

Jennifer Tucker, Director of Parks & Recreation

Jean Vallad, Chairperson of Park Commission