

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, December 13, 2016**

I. CALL TO ORDER

The December 13, 2016 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 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

Diane Baker
Roger Bower
Dennis Omell
Rich Parke
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Lisa Christensen with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as presented. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-November 15, 2016, 2016 with Additional Disbursements of \$5,524.48 for the Parks & Recreation Fund and \$300.00 for Trust & Agency
- B. Receipt of Activities Report for November
- C. Receipt of Progress Report for November
- D. Receipt of Financial Summaries
- E. Receipt of November Budget Printouts
- F. Receipt of 2017 Holiday Schedule
- G. Receipt of 2017 Park Commission Meeting Dates
- H. Approval of Neighbor for Neighbor Lease
- I. Approval of Bid for 2017 Youth T-ball, Baseball, Softball 7 2017 Basketball Photography

Receipt of Communications

Commissioner Baker had one correction for the Progress Report. On the third page, she feels it should say “Park Commission awarded the bid to the Michigan Recreation Commission” instead of “Park Commission awarded the bid the Michigan Recreation Commission.”

Director Richmond noted that in January and July 2017, the packets would be due the Friday before the meeting instead of the Wednesday before the meeting due to the holidays.

Commissioner Vallad moved to accept the consent agenda as revised. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

VII. OLD BUSINESS

A. Discussion of Ranger Lease

Director Richmond reviewed her submitted memo. She stated that the draft that was included in the Board packets includes the underlined changes that the attorney recommended. She reiterated that there are currently no issues with the Ranger, and that these changes are being done to cover both the Township and the Ranger. She provided details on the log sheet that is now going to be required for the Ranger to submit weekly. She will also provide the Ranger with a calendar that gives the hours on a monthly basis so they can track it this way as well.

Commissioner Baker asked if Director Richmond is going to develop the tracking sheet.

Director Richmond answered that she was going to modify the sheet that they currently use for gate attendants.

Chairperson Bower asked if there was insurance on the house.

Director Richmond responded yes. There is insurance on the house but with this lease, the Ranger is now required to provide insurance on the contents of the house.

Commissioner Omell suggested that it is a good deal for the Township and for the Ranger.

Director Richmond explained how she informed the ranger, Ric King about the changes. She stated that Mr. King wanted the Commission to know that he is trying to do right by the Commission and the Department.

Commissioner Baker stated that the contract is written so that whoever is the Ranger, they must abide by the contract.

Commissioner Parke noted that he appreciated Mr. King’s willingness to discuss changes to the arrangement. Further, they are looking at the position on a generic basis regardless of who holds the position. Commissioner Parke stated that the Township Attorney did a great job on the changes and allowing Director Richmond to evaluate items on a case by case basis. The

wording of the contract is excellent and it gives the Director the flexibility that she needs to implement the agreement.

Commissioner Vallad concurred.

Commissioner Vallad moved that the Commission accept the revisions to the lease at 8625 Eaton Road as dated December 8, 2016. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

VIII. NEW BUSINESS

A. Election of 2017 Park Commission Officers

Director Richmond noted that Commissioner Christensen is willing to be Treasurer again for 2017. The current Chairperson is Commissioner Bower, the Secretary is Commissioner Baker and the Treasurer is Christensen.

Commissioner Baker commented that she would be willing to be the secretary again.

Commissioner Vallad nominated Commissioner Christensen as Treasurer and Commissioner Baker as Secretary for the 2017 Commission year. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

Commissioner Parke nominated Commissioner Bower to continue as Chairperson for the Park Commission for 2017. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

B. Discussion of Stewardship Fund Reimbursement

Director Richmond stated that this item is regarding the Stewardship Endowment Fund (212). She stated that in the 2016 budget, they had budgeted \$8600 to be reimbursed back to the Park fund. It became obvious that there was not going to be enough for everything that needed to be reimbursed both this year and next year. Treasurer Dubre put this item on the Township Board agenda for the December 8, 2016 meeting and the following decisions were made: they authorized Treasurer Dubre to transfer the \$4200 of interest from the Endowment Fund (213) account to the Stewardship Endowment Fund (212), they also authorized the General Fund to be reimbursed \$2,234.38 from the Stewardship Endowment Fund. This leaves in the Stewardship Endowment Fund \$3,308.25. At the meeting, it was decided that Director Richmond and Mike Losey would meet to discuss prioritizing projects and then come to the Township Board with a plan so that the Board could determine what funds they were willing to contribute towards this plan/projects. It was stated by the Supervisor that no funds could be expended out of the Stewardship Endowment Fund without first presenting the overall plan to

the Township Board. She provided a history as to how this action came to pass. Director Richmond and Mike Losey were already planning on sitting down and discussing plans including U. S. Fish and Wildlife Grant opportunities and park trails. Director Richmond stated that she had talked with the commission at the October meeting about adding culverts and moving earth to help with flooding in certain areas. She stated that gates need to be added to both points of access. She stated that the meeting with Mike Losey will take place early next year. She explained ground conditions at River Run. She stated that a plan needs to be made so that they can start reaching out to the contractors so that when the weather and soil is appropriate, they can get equipment in there. Mike Losey has additional cutting that he would like to do in the meadow area. She stated that they would like to do some mowing while the ground is frozen.

Commissioner Baker asked about the acronyms listed in the memo.

Director Richmond stated that this memo was put together by Mike Losey. PFW is Partners of Fish and Wildlife, this is a project being done with the U. S. Fish and Wildlife. RGS is Ruffled Grouse Society and is for services that they provided to the Township by bringing in a skid steer. FWS is Fish and Wildlife Services. Crew hours relate to the stewardship hours that the Township is paying.

Commissioner Baker suggested that Director Richmond provide an explanation and history of the Stewardship Fund.

Director Richmond explained the origination of the Stewardship Fund (212) including a history of the purchase of River Run, a summary of the Endowment Fund and the hiring and work of the recently hired Natural Resources Manager, Mike Losey.

Commissioner Vallad stated that when they did the agreement with SSAC regarding the Endowment Fund, part of the deal said that any interest made from that fund could be used for development and stewardship. (It was expected that more interest would be accrued in 2016, but really only \$4200 was made in interest that could be transferred to the stewardship fund)

Commissioner Parke stated that this is currently a difficult interest rate market and going forward, they might see a return closer to what was anticipated.

Commissioner Vallad commented that between Director Richmond, Mike Losey and Supervisor Walls, there needs to be good communication as to who is taking that money and when.

Director Richmond stated that there was a misunderstanding within that communication.

Commissioner Parke asked who directs the investment of those funds.

Director Richmond replied Treasurer Dubre.

Chairperson Bower asked about the Lake Shiawassee property.

Director Richmond explained that for Lake Shiawassee the \$8,600 that the park fund expended to try and purchase the Lake Shiawassee was reimbursed from the Endowment Fund (213). She summarized the Lake Shiawassee proposed purchase and eventual ending of that proposal.

Commissioner Parke asked how much they have in the 2017 budget for work at the River Run property.

Director Richmond answered that in the 2017 budget for Stewardship Endowment, they were going to spend \$7,850 which would zero out the prior year for that account. They also have a Stewardship Cost Center which covers all of the parks. In the Parks Fund Budget there is also a stewardship cost center that covers Park staff hours for Stewardship activities at all of the parks. There is also a R&M line for River Run in the P&R Fund Budget.

Commissioner Parke asked if Director Richmond had talked to Mike Losey about this situation.

Director Richmond replied that she met with Mike Losey last Friday and went over the fact that they needed to solidify the overall plan in a meeting.

Commissioner Parke recommended that the report for the Township Board be highly detailed and also include pictures of the treatment areas and trail areas.

Director Richmond stated that she would present the information trying to consider all factors.

Commissioner Vallad asked if the Township Board also asked for a timeline of what had already taken place at River Run.

Director Richmond replied that she was going to do that anyway. She went over this information during the Township Board meeting.

Commissioner Vallad confirmed that the Township Board is in support of these types of projects but they need to see this comprehensive report first.

Director Richmond stated that she is thankful for the 10% that was provided by the Endowment Fund (213) but it is generally not enough to open a park and because of the wetlands, River Run is challenging and is a work in progress.

Commissioner Baker stated that this is the first time that the Township has had a Natural Resources Manager on staff. It is good for the Commission to know that the Board is willing to help out.

Commissioner Parke agreed. A detailed report demonstrates the transparency and that Director Richmond and the Natural Resource Manager are working closely together. They can probably project a generous return on those investment dollars in 2017 based on what the market is doing now.

Commissioner Vallad confirmed that the Board wanted to hear details about the development of the park.

Chairperson Bower agreed with providing a report telling them what they have done and what they need to do; Director Richmond has done a great job in regards to this park.

Director Richmond explained some of the costly items and the maintenance program for River Run. To cut in a trail on the north side, there is potential but first trees would need to be taken out. She stated that they do not have to start addressing crossing the wetlands right away. She explained signage that has been installed. She stated that she is aiming for February's meeting before she can get the information to the Commission.

Commissioner Vallad asked if the Park Commission could get a copy of Mike Losey's monthly report.

Director Richmond and Commissioners agreed.

C. Discussion of 2017 Salaries

Director Richmond stated that this topic has already been considered by the Township Board and if decided tonight, it can be put into effect on January 1, 2017. She stated that the Township Board approved 3% salary increases in 2017. She stated that the budget was approved with 3% increase for Parks and Recreation staff. She stated that the Baseball Coordinator did not receive a raise this year and she would like to move him to \$10/hour. In the past, the Park Commission has given Director Richmond leeway in determining rates for seasonal employees.

Commissioner Vallad asked if they had any full time employees that have not been there a year.

Director Richmond answered yes. She stated that Lauren Vance received a well-deserved salary increase after 90 days and Director Richmond is also advocating for her to receive a 3% raise too. Kyle Wade, Park Maintenance Superintendent has not been in the position but she advocates that he receives the 3% increase. She stated that the Commission increased the Building Custodian after his 90 days, which was earlier in 2016 and she feels that also 3% is justified for the position. She stated that salary increases are evaluated every year.

Commissioner Vallad moved to raise salaries/wages by 3% for the Parks Director, Administrative Assistant, Recreation Superintendent, Maintenance Superintendent, Parks Maintenance Position, Building Custodian and the Farmers Market Manager. Seconded by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

Director Richmond stated that the Office Assistant position needs to be evaluated after 90 days and if it needs to be increased, she will do that. She would like to raise the Baseball Coordinator

to \$10/hour from \$9.25/hour. The Baseball Coordinator has not received a raise since he began and this is his third year.

Commissioner Vallad moved to increase the Gatekeeper/Baseball Coordinator wage to \$10/hour. Seconded by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

Commissioner Vallad moved to increase the Park Commissioner's wage to \$50/meeting. Seconded by Commissioner Baker.

Commissioners discussed the increased amount and the budgeting for that increase.

Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the December bills list totaling \$15,657.00 and \$150.00 for Trust and Agency. Supported by Commissioner Baker.

Commissioner Baker asked about the "Return to Parks".

Director Richmond explained the "Return to Parks" as checks that are written but not delivered until the program is completed. Some of the "Return to Parks" checks are not mailed, but individuals are going to pick up.

Commissioner Parke asked about the check to Mid-Michigan Recreation Construction.

Director Richmond replied that this is for the safety surfaces work that they did. This is for two projects.

Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Commissioner Vallad welcomed Commissioner Parke and wished the Commission Merry Christmas.

Commissioner Spicer thanked the Director for the progress report.

Commissioner Omell wished everyone a Merry Christmas and also stated that he Recreation Superintendent was able to start a number of new programs and did a great job this year.

Commissioner Vallad stated that the Lunch with Santa event was well attended and a great event.

Commissioner Parke wished everyone Merry Christmas. He thanked Ric King for being open to the lease agreement changes.

Chairperson Bower thanked Commissioner Baker for chairing the last meeting. He wished everyone Happy Holidays. He was pleased that River Run was opened this year.

Commissioner Baker thanked Director Richmond and her staff for a great job in 2016. She thanked Rick King for working with the Commission. She is looking forward to a good 2017 and a continued partnership with the Township.

Director Richmond reminded the Commissioners about the holiday hours for the Parks and Recreation Department.

XIII. ADJOURNMENT

Commissioner Baker moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:09 pm. Supported by Commissioner Omell. Vote on the motion: Yes: Baker, Bower, Omell, Parke, Spicer, Vallad; No: None; Absent: Christensen. The motion carried by a 6-0 vote.