

**Springfield Township  
Park & Recreation Commission Regular Meeting  
Tuesday, June 13, 2017**

**I. CALL TO ORDER**

The June 13, 2017 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:01 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 (arrived at 7:03)  
Roger Bower  
Lisa Christensen  
Dennis Omell  
Rich Parke  
Angela Spicer  
Jean Vallad

**Staff Present**

Sarah Richmond

**Others Present**

**Commissioners Absent:**

Diane Baker

**IV. AGENDA REVISIONS AND APPROVAL**

**Commissioner Parke moved to accept the agenda as presented. Supported by Chairperson Bower. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

**V. PUBLIC COMMENT**

None

**VI. CONSENT AGENDA**

- A. Approval of Meeting Minutes-May 9, 2017 with Additional Disbursements of \$3,890.41 for the Parks & Recreation Fund
- B. Receipt of Activities Report for May
- C. Receipt of Progress Report for May
- D. Receipt of Financial Summaries
- E. Receipt of May Budget Printouts
- F. Receipt of Natural Resource Manager May Monthly Report

## Receipt of Communications

**Commissioner Parke moved to accept the consent agenda as presented. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

### **VII. OLD BUSINESS**

None

### **VIII. NEW BUSINESS**

#### A. Discussion of 2016 Audit Report, Discussion of 2018 Budget Process, and Allocation of Prior Year Funds

Director Richmond stated that they are beginning the 2018 budget process and it would help her to know the expected wage increase for employees that the Commission is expecting to approve. She stated that she is anticipating maintaining the stewardship at the current budget level. She is working on the 5-year plan and working at what is feasible to put in the budget next year. She is looking at what is feasible in terms of budget and in terms of staff time. She will be looking at doing the Master Plan and stated that they are going to have to have discussions about the Mill Pond beach and what the Commission would like to see done with the beach. The beach is underused and the water is deteriorating at a fast rate. It is because of the plant material that has settled on the bottom. They are constantly treating the vegetation and Oakland County Parks assists our Department in paying for the treatment of the pond. There are two staff members that must clean the beach every day and it is very time consuming. She has not seen one person at this beach so far this season. There have been comments about the water quality and it is frustrating to try to keep the water quality up and it is still not used. The Commission should determine if this is the best use of the resources on the beach. This is a discussion the Commission needs to have about the Mill Pond beach. Director Richmond stated that she has a call in to the naturalist at Oakland County to discuss the current shared treatment plan for the Mill Pond. She stated that there are lines and buoys that encompass the beach area and these items are going to have to be replaced in the next two years, along with replacing signs.

Commissioner Vallad asked if they needed lines and buoys since it is posted swim at your own risk.

Director Richmond answered yes.

Commissioner Parke stated that for this beach to remain usable, there needs to be swimmers there that stir up the murk from the bottom so that the current can carry it away. If this is not happening, then the water gets mucky and people do not want to swim there.

Director Richmond stated that it is mucky and agreed with Commissioner Parke.

Commissioner Parke stated that the only thing he has seen work is an aeration system that pumps air and oxygenates the area and helps it to decompose faster.

Director Richmond replied that this is expensive and it is another thing to maintain.

Commissioner Omell recalled a time when the beach was used.

Chairperson Bower commented on the reduced water quality all around the State. He suggested taking out the beach and putting in a kayak/canoe launch. Many people have kayaks.

Director Richmond agreed and stated that they would still have to maintain it to some degree. Many people use the pond for fishing but not in the beach area.

Commissioner Vallad asked how you can get rid of the beach.

Director Richmond answered that you let the natural grass come back.

Commissioner Christensen asked if this could be part of the Master Plan process so they could get resident input.

Commissioner Baker suggested having a community forum and using the community input as a model.

Director Richmond agreed with getting the word out to the public and felt that during the master plan process would be the best way.

Commissioner Parke suggested reducing the size of the swimming area and putting in a canoe/kayak launch. Then when they see that the public is utilizing the area more for the kayak area than the beach area, they can then phase out the beach area and they can turn it into all non-motorized boat launch area. They can do this while they receive feedback from the community.

Commissioner Baker suggested having something at the Hart Center and have the Commissioners represented as well as professionals so they can have a dialogue with the community.

Chairperson Bower stated that Mike Losey has held several training/talks regarding Natural Resource issues and at the first one, he and another person were the only two people there. He summarized the lack of community involvement in the seminars that Mr. Losey has had.

Commissioner Baker stated that there is a difference in learning about resources and if the residents want to be a part of the decision making process.

Director Richmond stated that in her experience, she feels that they would have a better response with the public forum through the Master Plan process.

Commissioner Omell asked how far you could kayak from that point.

Chairperson Bower explained the extensive kayak area that was available.

Commissioner Baker suggested making a boardwalk along the beach area.

Director Richmond stated that if they ever connected pathways through various Township and Park property, that would be an ideal area to have it end up.

Commissioner Vallad asked Director Richmond if she had talked to the insurance company about pulling out the fence.

Director Richmond replied no. It is on her list to investigate.

Commissioner Vallad asked if they could move the fishing dock since it was paid for with grant funds.

Director Richmond replied that they could move the dock; they would have to get DEQ involved. She suggested moving the dock further down in Mill Pond.

Commissioner Vallad stated that if they let the Mill Pond go back to natural, would there not be any fishing there.

Commissioners discussed the fact that it could still be an area used for fishing.

Commissioner Parke stated that Director Richmond suggested keeping the functioning level at 2.5% for Natural Resources activities. He asked what types of things they could fund if they bumped it up to 5%.

Director Richmond stated that if Mike Losey does not have grant funds for prescribed burning, the Township has covered the burns. This amount covers the chemicals and the backpack sprayers and Parks staff time. If they were to bump it up, they could cover things that the stewardship crew is already doing. This was the point of the Township putting it into the General Fund. She stated that with the bump up to 5%, there will be things that they will not be able to fund such as painting the pavilions, replacing benches and other maintenance items.

Commissioner Parke stated that maintenance is important for all the park buildings and it is a more responsible approach to continue to paint and maintain all buildings. He stated that the amount that they should spend on resource management is the amount that it takes to maintain the resources.

Director Richmond stated that the Township is also funding Stewardship by paying for Mike Losey and all his stewardship activities and the Township is willing to do that if the Parks is doing their part to fund Natural Resources. This is not just in treating invasives but also treating weeds on the trails. She stated that in keeping it at 2.5% they are showing the Township that they are still committed to preservation efforts of the natural resource and educating the public while also maintaining the other park features and facilities. She suggested that these expenditures are being accounted for.

Director Richmond explained how activities are going to be paid for in River Run. She has had numerous conversations with Mike Losey regarding budgeting and the Departments work together to complete tasks.

Commissioner Baker commented that it is good that they have a lot of discussions and that she and Mike work together so well.

Director Richmond stated that the stewardship crew is not just working on Park lands, they are doing Township-wide treatment.

Commissioner Vallad stated that they are focused on the land; she asked why they were not more concerned about the water.

Director Richmond stated that grants would be available to restore the Mill Pond to its natural state but that would mean tearing out the dam.

Commissioners discussed the history of usage of the Mill Pond beach. They also discussed other alternatives for swimming in Oakland County. Commissioners agreed that they should start looking at the options for the beach area.

Commissioners agreed that they should remain at the 2.5% with the stipulation that there be continued discussions with Mike Losey and full coordination with him to ensure that this amount is an adequate funding level.

Commissioner Vallad stated that they did not make any promises about the beach in both the millage or the millage renewal but she suggested that some people see it as an attraction and they should be careful what they do with it. The Parks will need to seek another millage renewal in about 8 years.

Commissioner Parke stated that in a recent visit to the Hart Center he was very impressed with the parking surface area, the brightness of the lines, shuffle board courts and basketball courts are well maintained, the tennis courts looked great and the entire area is well maintained. If you were able to add a kayak launch and shrink the beach size down, it would add to the area as well.

Director Richmond stated that this information will go out with the Master Plan process.

Commissioner Christensen suggested that they needed data to show beach usage; for example, on such a day, it was so many degrees and they had zero users, etc.

Director Richmond stated that she is not looking for a decision this evening. She just wanted to make the commission aware of the situation with the beach and the mill pond and that there would need to be future discussion on the topic.

Director Richmond asked the Commission if there was a certain wage increase they would like to see in the first draft budget.

Commissioner Parke asked what the Township was going to do in respect to employee raises.

Director Richmond stated that she did not know what rate of increase the Township was considering.

Commissioner Parke asked for a brief history as to the raises that have been given in the Parks Department.

Director Richmond stated that this year, they gave 3%, last year, they gave 3% and the year before she believes it was 2.5%. Before that, they had not been given raises in a long time. They are still below what the last salary study indicated the employees should be making.

Commissioner Baker asked if there was a time that some people were given substantial raises to bring them closer to what they should be making.

Director Richmond replied that when some of the staff switched to their current positions there was an increase from what their previous position paid.

Commissioner Omell asked what type of property tax for the millage collection increase could they expect.

Director Richmond stated that she did not know yet what the millage dollars will bring in and she won't know until a couple of weeks from now. Parks is typically breaking even or making money on all their programs.

Chairperson Bower asked if they could think about putting 3% in as a tentative amount.

Director Richmond replied yes. This is a realistic number to use for the first draft of the budget and that is what she is asking for.

Commissioner Vallad stated that she was going to suggest 5% as a start because it is easier to move money down than up. Right now, 3% is fair but 5% is better based on the salary study. She wondered what the salary study would show now.

Commissioner Parke agreed. He would like to see if they were below and by how much now.

Director Richmond stated that some people are at fifty percentile and she wondered if they should be aiming for this number or the seventy-five percentile number because that would be about average. She stated that they looked at communities that were about their size and comparable job titles and job duties. She stated that the staff knows that the budget is a draft and the Commission works very hard to balance the budget. She stated that they know that staying employed is important too.

Chairperson Bower stated that he is not against Commissioner Vallad's suggestion. His thought is if they cannot do it, will there be a feeling of being let down.

Director Richmond stated that she doesn't announce the number but obviously the draft of the minutes is available and the staff knows that she is working on a draft of the budget. She stated that she does not know what the medical insurance increase will be.

Chairperson Bower asked if any of the Commissioners are opposed to Commissioner Vallad suggestion.

Commissioner Parke stated that he views it the opposite way. He believes that it would be better to start at 3% and then move up to 5% if it is warranted.

Commissioner Vallad asked the other Commissioners what they wanted to do with allocated versus unallocated funds. This will make a difference in the budget amounts. There will not be a contribution from General Fund this year unless the commission is asking for something specific. The Township contributes to the Stewardship now and that is great and generous.

Director Richmond provided a history regarding Prior Year Fund monies.

Commissioner Parke stated that these allocated amounts are sinking fund type items for replacement of major things.

Director Richmond stated that in the expenditure side of the budget they used to have a Fund Reserve Cost Center to show the allocation or the earmarked funds. But it got confusing when they were balancing the budget using Prior Year Funds. They started out the year per the Audit Report at \$356,238, they allocated \$20,000 for the development, \$10,000 for Buildings and Facilities, \$10,000 for Emergency Reserves which left \$276,238. They anticipated balancing the budget this year with \$38,100 leaving \$238,138. She added that they did the roof for \$26,875 which leave Unallocated Fund Reserves of \$211,263. If the Commission would like to make any allocations of that unallocated amount, that would be great or they could keep it the same as what they currently have. She would need to know so she can move forward having the journal entry done so it can start showing up on the balance statement.

Commissioner Parke asked if the amount given was the amount at the beginning of 2017 or the amount that they hope to have at the end of 2017.

Director Richmond replied this is what was available at the beginning of 2017. She would like to take the roof out of the Unallocated and leave the \$10,000 in the allocation for buildings and facilities because she knows that they are going to need funds for other repairs in the future. The need for them to finish the painting is greater than for them to get a dump trailer right now. She does not have a storage area for a new trailer.

Commissioner Parke asked about the Emergency Reserve. He asked if this was earmarked as something that they never really want to spend. He suggested that they set a target for the different areas. For example, maybe Development needs to be at \$60,000 and they are at \$20,000 right now, maybe they should be placing an extra \$5,000 in there every year to get them up to the \$60,000 eventually.

Commissioner Vallad asked if there was some way that they could set a policy and keep \$100,000 or \$150,000 Unallocated. She asked the Commissioners if there was a number that they wanted to see.

Commissioner Parke stated that these different areas are something that should be revisited every now and again to keep the amounts current.

Director Richmond stated that they can keep building Buildings and Facilities for quite some time because the Hart Center is an old building and there is always a need for maintenance items. Eventually they are going to need extra storage and they are going to have to address that and this would come out of Buildings and Facilities.

Commissioner Vallad asked Director Richmond her opinion on the Development category.

Director Richmond replied as an example Development would be adding new trails at River Run Preserve.

Commissioner Vallad added as long as Development does not mean the purchase of new property.

Commissioner Parke asked what is a good number for the Unallocated amount. There are two different directions that you can go. You can leave funds unallocated for a rainy-day type situation. Also, if you have a fund that is sitting there and growing, the average tax payer might look at that and

say your millage is too high. If they need a storage facility and the money is there to do it, they need to get it built and invest in the community.

Director Richmond stated that it is tricky making sure that they have enough and if anything ever happened, to have enough funds to keep everything going. She stated that they should have a plan to show why they are building Buildings and Facilities. Buildings and Facilities isn't just building new buildings but also addressing maintenance issues with the buildings that they currently have.

Commissioner Baker asked what was the worst case scenario that would come up regarding the demand for funding.

Director Richmond stated that the replacement of all ball field fences is Building and Facilities fund. Also, the John Deere tractor is rusting out and will soon need to be replaced. If they have the plan, it will help to inform the public as to how the funds are managed.

Commissioner Baker suggested having two or three graphs for each cost center so there would be clear representation.

Chairperson Bower asked if there is a way to break up the blue bar on the report.

Director Richmond stated that she does not create this report. This report comes from the auditor.

Chairperson Bower suggested coming up with the number that they are comfortable with knowing that the blue bar in the report is for them to see.

Director Richmond stated that it is to show the Commission and ultimately the Township Board how the Parks Department is doing. They are trying to meet or exceed their revenues and they are trying to come under budget. She suggested allocating more to Buildings and Facilities and she suggested another \$10,000.

Chairperson Bower asked if the Commission could say they were going to do that this year and every year another \$7500 will be allocated.

Director Richmond answered that every year the Commission would have to reevaluate.

Chairperson Bower asked if they could allocate an additional \$10,000 into Building and Facilities.

Commissioner Vallad stated that they could always look at it in December but right now they have as amount of funds that are Unallocated that needs to get moved to allocated.

Chairperson Bower suggested adding an additional \$20,000, \$10,000 in Building and Facilities and \$10,000 in Development.

Commissioner Vallad stated that historically they have not needed the anticipated prior year Funds to balance the budget. She suggested adding an additional \$40,000 for Vehicles, \$40,000 for Development, \$30,000 for Building and Facilities and \$10,000 for Emergency Reserves. This would be adding a total of \$40,000. The Commission can always address this again in December.

Commissioner Baker stated that the public will like to see improvements before the next millage and the Commission needs to think about what people will vote about.

Commissioner Vallad stated that this would leave the Department \$171,263 in Unallocated funds reserves.

Commissioner Parke stated that he would like Director Richmond to ask the auditor when he shows the Parks and Recreation Fund Balance, if he can he delineate the Allocated and Unallocated funds. He is speaking about next year.

**Chairperson Bower moved to increase the allocations for Development to \$40,000 (an increase of \$20,000), increase the allocation to Buildings and Facilities to \$30,000 (an increase of \$20,00), leaving an Unallocated Fund balance of \$171,263 and change "Development" to "Development and Improvements." Supported by Commissioner Parke. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

Commissioners agreed on 3% salary increase in 2018.

#### B. Discussion of Exterior Paint Bids for Hart Community Center/Mill Pond Park

Director Richmond stated that when she put the budget together she looked at what was paid five years ago when the Hart Community Center was last painted and she increased it 30%-35% to come up with a proposed amount. The numbers that came back showed her how much the costs have gone up and how low the previous bids were.

Commissioner Vallad asked if Jr's Creative Painting did the work before.

Director Richmond answered yes. The bids received were after Director Richmond re-sent the bid out. She summarized and reviewed the bids received. The masonry repairs were added after the roof was done and Director Richmond examined the building needs. She recommends Connolly Masonry. Clarkston Painting was the other company that included the masonry in the proposal. She continued summarizing the bids received. She recommends F & H Painting for the painting of the building who was the lowest bidder.

Commissioner Omell stated that the paint probably isn't the most expensive part; the labor is the most expensive part of the proposal.

Director Richmond stated that Clarkston Paint had a really good warranty. She added that the different contractors use different types of paint and it is up to the preference of the contractor. She stated the Sherwin Williams paint was what was used the last time it was painted. She suggested that they accept the bid from Connolly Masonry because they have worked on the building previously and they do a good job. She does not recommend painting the beach fence now. She did talk to the contractors that visited the site about painting the chain link fence next to the garage and she feels that it is worth \$800 to keep the fence a little while longer. Director Richmond's recommendation is to paint the Hart Center, paint the pavilion at Mill Pond, staff will do the pavilion at Shiawassee and the exterior of Shultz. She added that she recommends they pay to have the chain link fence next to the garage painted and they proceed with all the masonry repair work.

**Commissioner Vallad moved to hire F & H Painting and Connolly Masonry to do the work as outlined in Director Richmond's memo dated June 9, 2017 for painting and repairing of the Hart Community Center and other buildings as noted in the memo at a cost not to exceed \$17,000. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

Director Richmond stated that she will call the contractors tomorrow to establish the timeline for the work.

## **IX. TREASURER'S REPORT**

### **A. Bills List**

**Chairperson Bower moved to approve the June bills list totaling \$49,562.94 and \$200.00 for Trust and Agency. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

Director Richmond stated that in the June Additional Disbursements the Department will be paying Dave Gorden for the work that he completed at River Run.

### ***2017 Park Fund Budget Amendment***

**The following amendment is for the following:**

- Increase the Capital Outlay HCC Cost Center to cover the new roof on the Hart Community Center

### **Revenue**

No Change

**Revenue Total: \$ 596,700.00**

### **Expenditure**

1. Capital Outlay Cost Center – Increase by \$ 26,875.00 from \$0.00 to \$26,875.00
  - Increase HCC line item # 211-795-974 by \$ 26,875.00 from \$0.00 to \$26,875.00

**New Expenditure Total: \$ 661,675.00**  
(Previous Total \$ 634,800.00)

**Commissioner Vallad moved to approve the Budget Amendment as presented per Director Richmond's memo of June 9, 2017 with the new Expenditure total of \$661,675 which increases the Capital Outlay Center to \$26,875. Supported by Commissioner Christensen.**

Director Richmond added that the budget amendment will be going on the Township Board agenda for July if there are no objections. This is to cover the new roof at the Hart Community Center.

**Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**

## **X. COMMITTEE REPORTS**

None

## **XI. PUBLIC COMMENT**

## **XII. COMMISSIONER COMMENT**

Commissioner Baker commented that the Commission had a good conversation over several topics and she thanked the Parks and Recreation staff for the great work.

Commissioner Parke agreed with Commissioner Baker and commented that as he was going through the packet yesterday he realized how much work must go into the preparation of the meeting materials. He expressed his appreciation to Director Richmond and her staff for putting it all together.

Chairperson Bower agreed and added that the meetings go so much smoother and efficiently than they ever have in the past. He encouraged the Commissioners to visit River Run and look at all the improvements that have been made.

Director Richmond summarized the improvements that were made at River Run.

Commissioner Parke stated that his neighbor owns the property directly adjacent to River Run.

Director Richmond commented that this is good to know because the Department had some issues with the prior resident.

Commissioner Christensen complimented Director Richmond on the Fishing Derby event and she is looking forward to the Superhero Party.

Director Richmond stated that Tales and Trails will be held next Wednesday, June 21<sup>st</sup> from 6:00 pm – 8:00 pm.

Commissioner Christensen stated that her family purchased a home in Independence Township and she will contact Clerk Moreau about how to move forward with her resignation. She has served on the Parks Commission for 10 years.

Commissioner Omell thanked Commissioner Christensen for her service. He thanked Director Richmond for her hard work. He wished the fathers a Happy Father's Day on Sunday.

Commissioner Spicer thanked the Parks and Recreation staff for a great job. She commented that she likes the Ongoing Projects document that they are given. She thanked the Boy Scouts for their continuing contribution to the Parks Department.

Director Richmond commented on the Boy Scouts and the work that they are involved in.

Commissioner Parke added that Director Richmond should talk to the Scouts about work on Merit Badges.

Commissioner Omell stated that he is having a memorial service event at the Hart Center and he is excited to show off the building to family members.

Commissioner Vallad stated that the Fishing Derby was a great event and she asked about volunteering for Tales and Trails.

Director Richmond suggested that volunteers come to the event and there are various volunteering opportunities.

Commissioners and Director Richmond commented on volunteer opportunities and upcoming events.

Director Richmond added that the safety surface is done at Green Lake Park. The recent roofing project at Hart Community Center went very well.

Commissioner Parke suggested that they put up a sign advertising the roofing contractor who did the roof so residents could be informed.

### **XIII. ADJOURNMENT**

**Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:51 pm. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.**