

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, June 14, 2016**

I. CALL TO ORDER

The June 14, 2016 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

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

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Elena Danishevskaya with notice

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – May 10, 2016 with Additional Disbursements of \$4,527.24 for the Parks and Recreation Fund
- B. Receipt of Activities Report for May
- C. Receipt of Progress Report for May
- D. Receipt of Financial Summaries
- E. Receipt of Monthly Budget Reports

Receipt of Communications

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

Chairperson Bower asked about the Fire Chief's report regarding using the house on Eaton Road for training exercises.

Director Richmond confirmed that because of all of the vandalism at the house on Eaton Road where all of the windows have been broken the Fire Chief feels that it is not safe to have the Fire Department use the house for their training burn. They have held several trainings already over the last several months and are looking to hold additional training on June 20th. She confirmed that this will not affect the demolition.

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. 2015 Audit Report & Discussion of 2017 Budget Process and Allocation of Prior Year Fund

Director Richmond stated that it is budget time again and there are several items that she would discuss with the Commission prior to starting the budget drafts. She would like to take each item outlined in her memo individually. The first item is if the Commission would like to include raises and what percentage.

Chairperson Bower suggested that the Commission should consider the 3 percent raise because they have the money now.

Commissioners discussed the subject of raises for 2017 and the consensus is that the Commissioners are in favor of raises if they are warranted.

Director Richmond stated that the increase in revenue was predicted to be \$440,000 taking the Headlee Rollback into account if the number she was given two months ago is still accurate. This is up from the \$420,000 that they collected last year.

Director Richmond stated that the 3% raise that was included in the 2016 budget year is only a cost of living raise and not a merit raise.

Commissioner Vallad suggested that one suggestion is that they budget a 3% cost of living raise and an additional 2% in contingency that could be based on merit.

Commissioner Baker asked about the difference between cost of living raises and merit raises.

Director Richmond stated that a merit raise is a raise based upon performance criteria set by the employer.

Commissioner Baker asked if there had been an employee that was hired that was due an increase after a certain amount of time.

Director Richmond confirmed that they hired a Recreation Superintendent who has been here for one year and who did get a 90 day evaluation but did not receive her \$.25 increase because she needs to go through a whole year of programs and events and then will be

reevaluated. She stated that the Maintenance Superintendent moved into a new position with a pay increase that went hand and hand with increased responsibilities.

Chairperson Bower stated that merit pay increases sometimes causes hurt feelings and issues between staff members.

Commissioner Christensen stated that these merit pay increases would require Director Richmond to do intense evaluations.

Director Richmond stated that the Township doesn't currently do merit increases unless they have evaluated and determined that an employee is so underpaid that they need to bring them to a certain level. She stated that merit increases can be difficult.

Chairperson Bower stated that in a department this size, if someone is not carrying their own weight, then they shouldn't even be there.

Commissioner Vallad asked what the cost of living was.

Commissioner Omell answered that he thought last year it was less than one percent.

Director Richmond asked what the percentage was that the Commissioners would support.

Commissioner Vallad replied that 5% was too much. She agreed with putting 3% in contingency and then looking at what the Township gives as raises.

Director Richmond suggested that they agree on an amount and then after they see what the Township is going to do, they can either match it or go back to the original amount.

Commissioner Vallad suggested 3% in all cost centers and then when they actually set the salaries, then they could do the 3% or change the amount.

Commissioners agreed with 3% increase.

Director Richmond moved on to the Natural Resource budget. She stated that during the 2016 budgeting process the Township had indicated they wanted Parks to try to allocate 5% of their budget. Last year the budget was just over 2.5% which included the purchase of chemicals and staff time. The Township is paying for all of the contractual work. The staff is now getting out and treating swallow wort. She is working with the Natural Resources Manager to make sure treatments are done. She explained the time it takes to treat different invasives. She stated that they are using technology and GPS points to make sure they are looking at all points. She stated that based on 5%, it would have been \$30,805. She stated that they put \$16,000 in the 2016 budget and she clarified that she created its own Cost Center to make it easier to look at this item.

Commissioner Vallad suggested that she put in an amount that is fair until they can look at the budget initially.

Director Richmond stated that she will start putting a budget together and will present that to the Commission.

Commissioners agreed and agreed with the new format.

Director Richmond stated that there are standard things that will be put in the budget like, sand for beaches and fencing at Shultz Park. One item that is in the five year plan is purchasing new computer towers for staff. She stated that the Oakland County mail server is no longer available and this is the server that provides all email function. The Township has approved going with Microsoft Office 365 to replace the email system. There is a yearly charge that will be assessed to be on this system so there is a \$1,800 fee that they have never had before. This year, the Parks Department could potentially receive a bill for \$2,189 because this year would be the licensing fee and the Parks share of the conversion fee.

Commissioners discussed the Township email address that exists for all Commissioners and the need for Township email addresses.

Director Richmond stated that this new email system is a potential new budget amendment and will appear as a new budget item. She confirmed that RecPro has updates that they are charged for.

Commissioner Baker asked if there was a discount for computer equipment.

Director Richmond stated that she will discuss this with Chris Benedict. She stated that the Township has a replacement plan for the Township computer equipment and the Parks Department is now part of it.

Chairperson Bower asked about the life expectancy of the computers.

Director Richmond replied that some people say three to four years but they usually get five to seven years in their Department. She stated that they just replaced the tower for the Maintenance and Farmer's Market desk and it does not get used very often. So the hope is it would have a longer life expectancy. The computers for the full time employees get much more use. She stated that all of the computers are now on battery backup which can extend life expectancy.

Director Richmond continued with the Fund Reserve Cost Center. She stated that this goes in conjunction with the audit report. They had a cost savings last year based on the 2015 audit report. Director Richmond reviewed the audit report for the Commissioners. She reviewed the summary sheet for the Fund Reserve Cost Center. Director Richmond stated that the summary that she included in the packets indicated the Prior Year Fund Balance based on the 2015 audit report of \$306,752.00. Director Richmond stated that she then looked at what funds the Commission had allocated of the Prior Year Fund Balance last fall to come to a total of \$226,752.00. From that total Director Richmond deducted the purchase of the new truck, which is in this year's budget, the budget amendment that will be necessary for the Ford Tractor repair, the seal coating for Mill Pond Park and the demolition of the house at 8621 Eaton Road. Director Richmond then stated that she had allocated \$20,000.00 for the foot bridges at River Run Preserve, which still might not be enough considering how long at least one of the bridges would need to be. After calculating all of those items there would be \$132,652.00 left in unallocated funds.

Commissioner Vallad asked about the balance of \$40,000 being left in the Equipment/Vehicle account.

Director Richmond stated that she is leaving the \$40,000 in the account because they have tractors and other equipment that is aging.

Commissioner Vallad stated that they are taking \$35,000 out of unallocated Prior Year Funds to buy the truck.

Director Richmond confirmed yes. She suggested allocating \$10,000 out of the \$132,652 to go to Building and Facilities, an additional \$10,000 for Emergencies and an additional \$5,000 for Development. There would be \$97,652 left in unallocated funds if the Commission allocated the funds this way. She stated that she could show these amounts on the budget sheets. After the audit, it has not appeared and she needs to talk to Mr. Palka regarding it appearing on the balance sheets. The Commission does not need to make a motion tonight.

Commissioner Vallad stated that she would feel more comfortable seeing it on the balance sheet and then making the motion.

Director Richmond stated that they currently have an account called Fund Reserves in the expenditures that was how the Commission was earmarking funds from the Prior Year Fund Balance. This year in the budget this Cost Center shows \$0. The allocations will now show up on the balance sheet. She stated that if they are going to deliberately save \$10,000 to put towards a project, then it would have to be put in Fund Reserves Cost Center and then they would not touch Prior Year Funds to balance the budget.

Chairperson Bower asked how the sheet that they are talking about presently will affect the potential of Fund Reserves.

Director Richmond stated that it is still Fund Reserves, it is just unallocated, it is not specifically being saved for something. It could be used if they needed to.

Chairperson Bower asked if the amount that they saved was a surprise.

Director Richmond replied that she knew that they were going to be in a good place because they had been saving money. The staff worked really hard to bring a project in under the price when possible and bring in donations, etc. They have had the River Run property since 2011 and really haven't put any money into it yet. A savings also came last year with the changing of the staff. She stated that as of next year each position will either be filled with year round employees or with seasonal staff, which means that for a few months the Department will be fully staffed. After the seasonal Office Assistant returns to school, Director Richmond will be trying to fill that position. She stated that the Commission might need to have a special meeting in July after the Commission's regular July meeting to go over a second draft of the budget. She will present the first draft of the budget at the July meeting.

B. Discussion of Meeting Time – Chairperson Bower

Chairperson Bower stated that they had talked about this before because it had recently changed. He stated that having it at 6:30 pm would be an advantage.

Commissioner Vallad stated that she is not in favor of changing it now because it has already been published at 7:00 pm for the whole year. She suggested that they look at this again in December for 2017.

Commissioner Spicer stated that she would like it to remain at 7:00 pm because changing it would conflict with her regular job.

Commissioner Christensen stated that she is flexible.

Commissioner Baker indicated she was also flexible.

Commissioner Vallad stated that it has always been 7:00 pm. She suggested that it be on the agenda for December 2016 and a memo needs to be prepared regarding this agenda item by Chairperson Bower.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the June bills list totaling \$10,168.77 and \$600.00 for Trust and Agency. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Danishevskaya. The motion carried by a 6-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Director Richmond answered the Commission's questions about the vandalism at the house located at 8621 Eaton Road. Director Richmond stated that the Department initiated additional Sheriff Patrols and has trail cams around the house on Eaton Road. She stated that while the gate and the driveway are closed, they can park in the trail head and walk in. She stated that the trail camera usage is not posted. The Fire Department has training coming up and the house is tentatively scheduled for demo on June 27th. She updated the Commissioners on the utility disconnects on the Eaton Road house.

Commissioner Baker stated that they are doing a great job keeping up the communication with the Natural Resources Manager because it helps with Township collaboration.

Commissioner Bower stated that the recent Historical Bus Tour was a wonderful event and involved collaboration with many departments.

Commissioner Omell mentioned the new section in the packet regarding volunteer opportunities.

Director Richmond confirmed that the Twilight Trail is on Friday, June 24th and will include a storyteller which is being provided by a grant that the Library received and s'more making by the fire. She stated that as Director, she feels that she needs to be at all of these events but in the future the Department and the Commission will need to figure out if her staff time needs to be shown on every financial.

Commissioner Omell stated that he enjoyed the Farmer's Market. He asked about the playscape that consistently floods at Mill Pond.

Director Richmond stated that they did work on this issue in 2014 but it wasn't completely successful. She stated that to fix it completely, they would have to hire an engineer and at this time, it would be cost prohibitive. She stated that the beach is being used and Mill Pond is used a lot for fishing.

Commissioner Christensen stated that the marketing information for the Fishing Derby was creative.

Commissioners agreed that the Facebook posts were great.

Commissioner Christensen stated that she is tentatively scheduled to be moving out of Springfield Township and into Independence Township as long as the sale of her house is finalized.

Commissioner Spicer asked about the Historical Bus Tour. She suggested that the Parks Department gets involved too.

Director Richmond stated that she was told that there might be a potential to have a Fall bus tour

Commissioner Vallad stated that she loved the detail on the progress reports. She stated that if a private resident has invasives on their property, call the Township and they will come out and look at it. She stated that she attended the fire training on June 6th and took pictures. She is glad the house is going to be demolished, but is sad about it too.

XIII. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:37 pm. Supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Danishevskaya. The motion carried by a 6-0 vote.