

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, August 9, 2016**

I. CALL TO ORDER

The August 9, 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

Roger Bower
Lisa Christensen
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Diane Baker with notification
Elena Danishevskaya with notification

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised, adding L. Budget Reports for July to VI. Consent Agenda. Supported by Commissioner Christensen. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Danishevskaya. The motion carried by a 5-0 vote.

V. PUBLIC COMMENT

Collin W. Walls, Township Supervisor, provided a copy of a letter written by Chief Feichtner expressing his appreciation and admiration for Director Richmond. He stated that he echoed all of Chief Feichtner's comments and commented on the spirit and cooperation that Director Richmond possesses. He stated that it is such an improvement and welcomed change along with the communication that has been re-established between departments and established between the Parks and the Natural Resources Manager. The cooperation is working well every day and is better than he could have imagined it. Director Richmond is an asset to the staff and he commended the Parks Commission for their choice of Sarah Richmond as Parks Director.

Commissioners concurred.

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – July 12, 2016 with Additional Disbursements of \$7,481.36 for the Parks and Recreation Fund and \$700.00 for Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt of Progress Report for July
- D. Receipt of Financial Summary
- E. Receipt of Budget Reports for June
- F. Receipt of Memo from Mike Losey, Natural Resource Manager, re: Grant Application to MDNR's Wildlife Habitat Grant Program
- G. Approval of 2016 Office Holiday Schedule
- H. Approval of 2017 Rental Rates
- I. Receipt of Memo dated August 2, 2016 re: Budget Workshop Date
- J. Receipt of Memo re: 2017 Budget and Budget Formatted for Township
- K. Approval of Request for Proposal for Hot Water Heater for Hart Community Center
- L. Budget Reports for July

Receipt of Communications

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

VII. OLD BUSINESS

- A. None

VIII. NEW BUSINESS

- A. Discussion of 2017 Spring and Summer Brochure

Director Richmond stated that at the May meeting the Park Commission awarded the design of the brochure to the lowest bidder. She is asking the Commission to allow them to go out for bids for the design portion of the Spring and Summer 2017 brochure. She stated that working with the current contractor put a strain on the Department and working with him was a challenge. She stated that if the Commission agrees, she will send him a letter thanking him for his services but letting him know that the Department is going in a different direction and his services are no longer needed.

Commissioner Omell asked if there was a problem finding another contractor.

Director Richmond replied that there should not be a problem. She still has the list that they used during the last bidding process and she has a couple of new contractors to add. She stated it is best for the Department to not work with this contractor again.

Commissioner Christensen stated that the contractor that Independence Township uses is easy and great to work with.

Director Richmond stated that they were so fortunate to have been able to work with Pete Moreau in the past.

Commissioner Vallad moved to request Director Richmond to go out for proposals for a new brochure designer based on her memo dated August 2, 2017 for the 2017 Spring and Summer brochure. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Danishevskaya. The motion carried by a 5-0 vote.

B. Discussion of an Agreement of Exchange of Services for Bounce House Services

Director Richmond stated that the Parks Department has borrowed bounce houses or rented bounce houses in the past for various events. She stated there is now a local company, Michigan Bounce Inflatables that would like to work with the Department. She stated that this company has donated a bounce house at two of the Department's events this year and the company is great to work with. The owner of the company is a member of the Springfield Township Fire Department. The owner would like to continue working with the Department, which is why he approached our Department about entering into an agreement. Her recommendation for 2016 is, this company is awarded a Gold Sponsorship Level for the Heritage Festival and a Team Sponsorship for the Broncho Basketball League and in return his company will provide an obstacle course and a bounce house for the Heritage Festival. For 2017, this company will also provide a bounce house for Season Celebration and an additional bounce house for an event of their choice and in return the company would be gifted a Gold Sponsorship for Heritage Festival, sponsorship for a Coach Pitch Team and a ½ page advertisement in the 2017 Spring and Summer brochure. The good thing about using this company is that they bring the bounce house, set it up and take it down. She stated that the bounce house that they have rented from another municipality is cumbersome to set up and not always well cared for and cleaned. It is a lot of extra work for staff. She put together the agreement using another bounce house agreement and stated that Greg Need still has to approve the final draft. She reviewed the rules that the Department observes when using a bounce house including wrist bands and waivers that are required.

Commissioner Vallad moved to accept the Bounce House Agreement between Springfield Township Parks and Recreation and Michigan Bounce Inflatables as presented in Director Richmond's August 3, 2016 memo contingent upon Attorney Greg Need approving said agreement. Supported by Commissioner Omell. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Danishevskaya. The motion carried by a 5-0 vote.

C. Discussion of Shultz Park and Shiawassee Basin Preserve Safety Surface Bid

Director Richmond stated that she only received one bid in response to the bid request and it was sent out to 9 companies. The Department has worked with Michigan Recreational Construction in the past and they did work at Mill Pond Park. She is recommending that they go ahead with this project and as she indicated in her memo, they have not redone any safety surface at this Shiawassee Basin Preserve since 2010 and they need to be in compliance to Playground Safety Standards. She advocated that they do the plastic timber border for Shultz Park because if they want to add items or move items, they could move it. She stated that if the company started the project and found that there would be drainage issues, an additional \$2400

would have to be found in the budget. They will not know that until they begin the project. She stated that she had a discussion with the mowing contractor and asked them to be more careful around the plastic border. She stated that she would like to have this done before Heritage Festival if possible.

Commissioner Vallad moved to hire Michigan Recreational Construction Incorporated to install the safety surface with the plastic timber border at Shultz Park, a safety surface for Shiawassee Basin Preserve complying with the specifications in Director Richmond's memo dated August 1, 2016. Supported by Commissioner Christensen. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Danishevskaya. The motion carried by a 5-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the August bills list totaling \$10,207.37 and \$725.00 for Trust and Agency. Supported by Commissioner Vallad. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Danishevskaya. The motion carried by a 5-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Commissioner Spicer congratulated Director Richmond on the comments received from Chief Feichtner and she thanked the staff for doing a great job.

Chairperson Bower congratulated Township representatives on the election results.

Commissioner Omell stated that they did a great job on the brochure and it is a great reflection on the Department.

Commissioner Christensen congratulated the Department on the Superhero Party and the great turnout.

Commissioner Vallad congratulated the Commission on the election results and on passing the Fire Millage. She also congratulated Director Richmond on the comments received from Chief Feichtner.

XIII. ADJOURNMENT

Chairperson Bower moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:32 pm. Supported by Commissioner Christensen. Vote on the motion: Yes: Bower, Christensen, Omell, Spicer, Vallad; No: None; Absent: Baker, Danishevskaya. The motion carried by a 5-0 vote.