

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

I. CALL TO ORDER

The September 13, 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
Elena Danishevskaya
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised, adding item B. Spring and Summer Brochure to new business. Supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

V. PUBLIC COMMENT

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes – August 9, 2016 with Additional Disbursements of \$20,745.81 for the Parks and Recreation Fund and \$1,200.00 for Trust & Agency
- B. Receipt of Activities Report for August
- C. Receipt of Progress Report for August
- D. Receipt of Financial Summary
- E. Receipt of Budget Reports for August
- F. Receipt of Memo to Township Board re: Request for Contribution for Heritage Festival, September 24, 2016
- G. Receipt of Fifty Plus Active Adults Newsletter for September and October

Receipt of Communications

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

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. Discussion of Hart Community Center Water Heater Bid

Director Richmond stated that they only received three bids and she is recommending that they go with S & B Plumbing, Sewer and Service for \$2,380.00. They have done satisfactory work for both Springfield and Independence Townships. She stated that \$1500 was budgeted for this project but they do have \$880 left in the Rec Pro Server fund and she suggested that they use these funds. The bid is for a 75 gallon water heater which is what they currently have and she explained that it would be beneficial for them to stay with a 75 gallon unit, based on the capacity of the building.

Commissioner Christensen moved to award the bid for the Hart Community Center 75-gallon water heater to S & B Plumbing, Sewer and Service for a cost not to exceed \$2,380.00. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

B. Discussion of Brochure Design and Bids

Director Richmond stated that at last month's meeting, the Commission approved Director Richmond going out to bids again for brochure design after the challenge with the last designer. She stated that they sent it out to four designers and received two back. The low bidder was Amy Bowen at \$1,280. She recently did the Heritage Festival brochure and did a great job. She is familiar with former designer Pete Moreau's style. Director Richmond and Ms. DeSimpelare spoke to Ms. Bowen today and they are comfortable that they will be able to work with her. She stated in her bid that she will provide 5 proofs which is one more than required in the bid request. Ms. Bowen comes highly recommended and works with Independence Township Parks, Recreation and Seniors.

Commissioner Vallad moved to hire Amy Bowen to design the 2017 Spring and Summer Brochure according to the cost breakdown in Director Richmond's memo dated September 13, 2016. Supported by Commissioner Danishevskaya. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the September bills list totaling \$17,906.41 and \$650.00 for Trust and Agency. Supported by Commissioner Spicer.

Commissioner Omell asked about the Gordon Excavating bill for \$1,100.00 and what this is for.

Director Richmond explained that this is a partial bill for the removal of the debris at River Run Preserve.

Commissioner Baker asked about the bill for the locks.

Director Richmond stated that it was in the Director's report. It was the replacement of a locking mechanism and door handles due to vandalism. She stated that as a result of the increased vandalism, she added additional dead bolts.

Chairperson Bower asked if the mower repair was included in the bills.

Director Richmond answered no, that they are still waiting on parts.

Commissioner Baker asked about security cameras installed in areas that were repeatedly vandalized.

Director Richmond stated that this option might go into the Master Plan. She stated that the vandalism is sporadic. She stated that this is an idea to consider.

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

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Director Richmond provided updates to the Commissioners. The Neighbor for Neighbor awning passed inspection today and was approved. The Parks and Recreation Department is in need of volunteers for Heritage Festival on Saturday, September 24th and Cow Pie Bingo tickets are available for sale. At the last Township Board meeting, the Township Board approved a change in the 401K program. The eligibility period was changed to 60 days instead of the previous 1 year waiting period. The minimum contribution was changed to 3% and for those that are eligible for the Township match, those match amounts were changed dependent on the employee's years of service. These changes are effective beginning 1/1/2017. She stated that this will affect their budget and once she gets more information, she will let the Park Commission know. She stated that she has heard that the health care increase will probably not be the 15% that was anticipated

but until she sees it on paper, she will not know exact budget numbers. The Township Board approved the costs for the porta- potty and the band and they also will cover their employee costs for the Heritage Festival.

Director Richmond provided update on River Run Preserve. She stated that the sign went up today and they will continue to mow the trails. The conservation efforts are continuing. She stated that the foot bridges will be well over \$20,000. They are now required to do soil testing, engineered drawings and there is now a question if they will be able to use bearing plate design or another design. Permits will be required for the decking. She spoke to the Building Department and they are now requiring a different type of wood so that is also under discussion.

Commissioner Vallad asked if it would be worth it to put a small parking lot on Clark Road. The numbers keep going up for the bridges at River Run Preserve.

Director Richmond stated that since there is a parking lot on the Andersonville Road side and this is where they have spent so much time and money to start the trails, it is her recommendation to continue on and open the Clark Road side in the next phase. The challenge with the trail is that this portion of the area is very wet and between two flat areas.

Commissioner Bower asked where the foot bridges were going to go.

Director Richmond stated that they are not crossing the river.

Chairperson Bower asked if the driveway that was cut in from the west crosses the wet area.

Director Richmond answered slightly.

Chairperson Bower asked if a culvert would satisfy their needs.

Commissioners and Director Richmond discussed the wet areas of River Run and the options that were available.

Director Richmond explained that any bridge would have to be ADA compliant. Depending on what type of bridge was built, it could at a cost of approximately \$20,000.

Commissioners and Director Richmond discussed the requirements for the proposed bridges at River Run.

Commissioner Baker commented that she is excited about Heritage Festival and she thanked the staff for all of their help.

Chairperson Bower expressed frustration at the River Run situation. He clarified that the Heritage Festival is Saturday, September 24, 2016.

Commissioner Danishevskaya thanked Director Richmond for all her hard work in preparation for the Heritage Festival.

Commissioner Christensen agreed with Commissioner's comments.

Commissioner Omell stated that he is looking forward to Heritage Festival.

Commissioner Spicer stated that she will be out of town for the Festival.

Commissioner Vallad stated that she likes the addition of pictures in the Director's report.

Director Richmond stated that a local Eagle Scout is working on a sign project in the park this weekend, weather dependent.

XIII. ADJOURNMENT

Commissioner Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:34 pm. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.