

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, March 15, 2016**

I. CALL TO ORDER

The March 15, 2016 Regular Meeting of the Springfield Township Parks and Recreation Commission was called to order at 7:03 p.m. by Commissioner Christensen at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Lisa Christensen
Elena Danishevskaya
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Commissioners Absent:

Diane Baker
Roger Bower
Dennis Omell

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Vallad moved to accept the agenda as revised adding “Discussion of Gate Attendant Guidelines” to New Business Item C., Supported by Commissioner Christensen. Vote on the motion: Yes: Christensen, Danishevskaya, Spicer, Vallad; No: None; Absent: Baker, Bower, Omell. The motion carried by a 4-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes –February 9, 2016 with Additional Disbursements of \$ 3,581.37 for the Parks & Recreation Fund and \$300.00 for the Trust & Agency Fund
- B. Receipt of Activities Report for February
- C. Receipt of Progress Report for February
- D. Receipt of February Budget Reports
- E. Receipt of memo dated March 9, 2016 re: Mowing Contractor
- F. Approval of Request of Bid Proposal for Brochure
- G. Approval of Baseball Coordinator Hiring of Relative

Receipt of Communications

Commissioner Christensen moved to accept the consent agenda as presented. Supported by Commissioner Danishevskaya. Vote on the motion: Yes: Christensen, Danishevskaya, Spicer, Vallad; No: None; Absent: Baker, Bower, Omell. The motion carried by a 4-0 vote.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Discussion of Pay Rate change for Building Custodian Position

Director Richmond stated that it has been standard operating procedure that after 90 days, a new employee gets a \$.25 per hour increase. When she advertised for the Building Custodian position in the fall, it was advertised at \$9-\$9.50 per hour. She asked the Commission to allow her to give Mr. Bridenbaugh an increase so that his new pay would be \$10/hour. She wants to keep this employee because it has been challenge to fill this position and Mr. Bridenbaugh is a great asset to the Department. He keeps the building very clean and takes initiative to repair items. She would like to reward his hard work and keep him as an employee. She looked at the increase from a budget standpoint and determined that the increase is in the budget.

Commissioner Vallad moved to allow the Park Director to raise the Building Custodian's wages to \$10.00 per hour. Supported by Commissioner Spicer. Vote on the motion: Yes: Christensen, Danishevskaya, Spicer, Vallad; No: None; Absent: Baker, Bower, Omell. The motion carried by a 4-0 vote.

B. Discussion of Purchasing New Park Truck

Director Richmond stated that they have previously gone through the Oakland County Cooperative Purchasing program where they have vehicles listed for review. She stated that the listing they are interested in is a GMC 2500 and this is the lowest bidder. She stated that it is not as big as the current Parks truck but it is bigger than the Township truck which is a 1500. The truck they are considering can be used for plowing. She stated that they need to submit paperwork indicating they were looking at a 2500 and a double cab or a crew cab. The base cost for a double cab is \$25,509 and the base cost for a crew cab is \$26,719. There are options that they are looking for like four wheel drive. They also want the truck to be snow plow prepped although they do not need to purchase a new plow. The goal is to keep using the Ford truck for snow plowing but they need the new truck prepped in case the Ford truck breaks down. The rest of the Township has Boss plows so they have to decide if they want the new setup to be compatible with a Boss plow. This new truck would have a lift gate because it is necessary within the Parks. They would get the spray liner and a custom hitch so they can pull the trailer. She stated that they will spec out all of the options.

Commissioners discussed the difference between a double cab and a crew cab. They agreed that the crew cab would be the most appropriate.

Commissioners discussed the color of the truck. They agreed that white would be most appropriate.

Director Richmond stated that the delivery charge would be \$100.00. She stated to use the current truck as a trade-in, they would have to take the old truck down to be appraised and she is not comfortable driving it to Westland so they are planning on checking some places closer to the Township offices see how much it would get for scrap. She stated that she will find out how much they can get to retire the old truck and provide this information to the Commissioners. She stated that if the Commissioners agreed, she would go out to bid for the new truck and bring the bids back to the Commission next month for consideration.

Commissioners agreed.

C. Discussion of Gate Attendant Guidelines

Director Richmond stated that this item is to revise the policy regarding what they have to do if the Department has to leave the gates open and call the Sheriff's Department. The current guidelines say that you call the Sheriff's Department, the Sheriff's Department makes a site visit and then they continue to patrol the park. Director Richmond stated that she spoke to Sergeant Baldes and he indicated that if it is a repeat offender that is leaving their vehicle in the park, the Sheriff's Department can ticket them. She displayed the notice that would be displayed in the park. She stated that she is still trying to determine if it would be after the second offense or after the first. It is against the ordinance to be present in the park after park hours so the offender could receive a Notice of Violation with a \$75.00 fine which is paid at the Township or the Sheriff's Department could issue a Civil Infraction which would mean an appearance in District Court. She stated that she needs the Commission to approve the revised policy. She stated that they used to lock the gate, but they have had too much damage to the gate and surrounding property. The reason they did this is because of a recent situation where emergency vehicles were dispatched to address the presence of three empty vehicles in a park parking lot. She suggested having the color system of a first time, they would issue a warning and the second time, a red warning would be issued and the third time, a ticket would be issued. This needs to be consistent with the park policy.

Commissioner Christensen provided Director Richmond with some changes to the document.

Commissioner Vallad moved to approve the new policy regarding the Gate Attendant Operating Guidelines. Seconded by Commissioner Danishevskaya. Vote on the motion: Yes: Christensen, Danishevskaya, Spicer, Vallad; No: None; Absent: Baker, Bower, Omell. The motion carried by a 4-0 vote.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the February bills list totaling \$15,553.72 and \$150.00 for Trust and Agency. Supported by Commissioner Vallad. Vote on the motion: Yes: Christensen, Danishevskaya, Spicer, Vallad; No: None; Absent: Baker, Bower, Omell. The motion carried by a 4-0 vote.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

XII. COMMISSIONER COMMENT

Director Richmond stated that the Egg Hunt signs displayed are not the Parks and Rec signs. The Parks and Rec Teen Hunt is being held on Thursday, March 24th. The annual Egg Hunt is being held on Friday, March 25th at Springfield Oaks, which is a change in location. There was a potential to use Springfield Oaks through a partnership without a charge, but the Parks and Rec Department will have to pay a discounted rate. The amount of parking and growth in this program influenced her decision in moving to this venue. This also helps if the weather is bad. The added indoor space will make this a much more enjoyable event. They are also putting in place the lost child protocol and the Fire Department will be on site. She stated that they are working with the Library to do a storybook trail as a future event. She provided a mockup of proposed layout. She stated that DIA Inside Out is also coming to Springfield Township. This program takes reproductions of famous art and displays them in the community. She stated that she is still working on exact locations and agreements for this program. She stated that installation of the art is scheduled for April 12th and they will be installed through July 16th. She stated that Independence TV and the Township now have an agreement to allow Springfield Township to use the studio at Independence TV. Ms. DeSimpelare did the first promotional program showcasing all of the upcoming events and programs and it is currently running on the cable station and is available through the website as well. She stated that the new brochure went out and they are already getting calls regarding programs. She stated that there is an upcoming event for Friends of the Parks on April 30th from 6-8pm which is a painting event. She urged the Commissioners to register.

XIII. ADJOURNMENT

Commissioner Christensen moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:49 pm. Supported by Commissioner Spicer. Vote on the motion: Yes: Christensen, Danishevskaya, Spicer, Vallad; No: None; Absent: Baker, Bower, Omell. The motion carried by a 4-0 vote.