

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, August 13, 2019**

I. CALL TO ORDER

The August 13, 2019 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
Anne Loncar
Dennis Omell
Rich Parke (arrived at 7:03 pm)
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

Others Present:

Commissioners Absent:

IV. AGENDA REVISIONS AND APPROVAL

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

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-July 9, 2019 with Additional Disbursements of \$9,754.27 for the Parks & Recreation Fund and \$1,400.00 for Trust & Agency
- B. Receipt of Activities Report for July
- C. Receipt of Natural Resources Manager's July Monthly Report
- D. Receipt of July Budget Printouts
- E. Receipt of Memo to Township Board dated August 6, 2019 re: 2020 Budget Request

Receipt of Communications

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

VII. OLD BUSINESS

A. Discussion of 2020 Budget

Director Richmond reviewed this updated budget document taking into account the last meeting's discussion and recommendation from the Commissioners. She summarized all the changes that were made to the budget since the last meeting.

Commissioner Parke moved to accept the Budget as presented in Director Richmond's August 9, 2019 memorandum. Supported by Commissioner Vallad.

Chairperson Bower asked if \$1,000 was enough for vandalism.

Director Richmond replied some years it is more than enough and some years it is not enough.

Commissioner Vallad asked Director Richmond if she had heard anything regarding the pathway.

Director Richmond stated that she spoke to both the Clerk and the Treasurer and they both indicated that she should ask for the full amount. She referenced the Township's Strategic Plan in the memo.

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

VIII. NEW BUSINESS

A. Introduction of New Rangers

Director Richmond introduced Brian and Brittney Piper to the Commissioners. She updated the Commissioners on the yet unfinished items in the Eaton Road house.

Commissioners welcomed the Rangers to the community.

B. Discussion of Parks Office Copy Machine

Director Richmond updated the Commissioners on the existing copy machine in the office. She discussed the department needs with the current vendor and determined that they could lease a brand-new machine to perform all the needed functions for \$180 per month.

Commissioner Parke stated that this is cheaper than owning it.

Director Richmond summarized the current cost of the existing machine. She also commented on the versatility of use for a new machine. This would eliminate much of the outsourcing for fliers and it would be a cost savings. She commented that she would like to stay with Toshiba; they have always worked well with the current machine. It is a 5-year lease that they are proposing with quarterly billing.

Commissioner Omell moved to accept the lease agreement for \$180.00 per month as described in Director Richmond's memorandum dated August 7, 2019. Supported by Commissioner Vallad.

Commissioner Baker asked about the pricing listed on the memo.

Director Richmond replied that they pay approximately \$263.44 per month for copies that they make in-house and copies that they contract out for. She clarified the prices listed in the memo.

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

C. Discussion of Five-Year Plans

Director Richmond reviewed the first draft of the Five-Year Plan that was provided to the Commission.

Commissioners and Director Richmond discussed the purchase of a street-legal additional vehicle. Director Richmond reviewed the complaint that was received about the Gator driving down Davisburg Road and the subsequent changes in policy and use.

Commissioner Parke asked about the Mill Pond Park Capital.

Director Richmond commented on the \$50,000 for the sign that is in the plan.

Director Richmond continued with the review of the draft Five-Year Plan.

Commissioners complimented Director Richmond on the Five-Year Plan draft.

D. Discussion of Hartman Activities

Director Richmond provided an update of the Hartman Activities and the Hartman Property Committee activities. She stated that the Committee met and discussed safety and access and Mike Losey's Natural Resource Management Plan for the property. There are several issues that need to be addressed right away and the Committee gave her permission to move forward with those items. They have not heard back from the railroad company. The Attorney has sent them a letter. The new Township Engineer has visited the property recently to examine the failed culvert which is a priority. He will be providing a report regarding what can be done. The Committee gave Director Richmond approval to move ahead with the plaque. She has a tentative spot picked out for the rock and the plaque. Director Richmond presented a safety and

access improvement plan at the Committee meeting. Some improvements will hinge on what happens with the culvert and the railroad. There are two docks that need to be removed for safety issues and a garage that needs to be removed also. There is an outdoor fire pit that needs to be removed. There is also something to be capped on the property. There is a narrow window of time because as soon as the fall rain hits, their access is limited. She has contacted a contractor and he has provided some prices for removal of these items. She also explained the need for gravel to be placed to make the drive more accessible. They have figured out a way to cut in a trail by Davis Lake once the safety items are done. Director Richmond stated the funding for all this work will come out of the Stewardship Endowment Properties Fund. She is also working on getting new and functional gates for the property and she explained why. In the Committee meeting, she and Mike Losey had concerns about people coming on the property while they are still doing work. The Township Attorney has given them language to use for a No Trespassing signs to display. She will now price out this signage.

Commissioners agreed with Director Richmond's assessment of items that need to be completed and agreed with her moving forward with the purchase and procurement of the items outlined.

Commissioner Loncar stated that she would like to see the results of the wildlife survey done on the property.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Vallad moved to approve the August bills list totaling \$13,484.04 and Trust in Agency \$950.00. Supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.

XI. COMMITTEE REPORTS

A. Hartman Property Committee

B. Maintenance Garage Committee

XII. PUBLIC COMMENT

Brian Piper stated that there is an Eastern Mississauga hibernaculum in the Hartman property.

XIII. COMMISSIONER COMMENT

Commissioner Baker thanked Director Richmond and her staff for all the work on the budget.

She asked if they could paint the fenders on the Gator orange, so it was distinguishable from another non-Parks vehicle. She welcomed Mr. Piper to the community.

Director Richmond stated that the Heritage Festival is scheduled for September 21, 2019.

Chairperson Bower thanked Commissioner Loncar for attending the Hartman Committee meeting since he could not attend.

Commissioner Omell commented on the loss of a historical member of the community who used to be Fire Chief, Marlan Hillman. He thanked Director Richmond for her work on the budget.

Commissioner Vallad stated that they are accepting donations to the Firefighters Association in Mr. Hillman's name to benefit the Great Lakes Burn Camp.

Commissioner Parke thanked Director Richmond for her work on the budget. He thanked Mr. Piper for joining the team.

Commissioner Loncar welcomed Mr. Piper and thanked Director Richmond for her work.

Commissioner Spicer concurred with other Commissioner comment.

Commissioner Vallad commented that volunteers are needed for Heritage Festival. She thanked Director Richmond for her hard work.

XIV. ADJOURNMENT

Commissioner Omell moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 8:04 pm. Supported by Commissioner Vallad. Vote on the motion: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.