

**Springfield Township
Park & Recreation Commission Regular Meeting
Tuesday, October 11, 2016**

I. CALL TO ORDER

The October 11, 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 (arrived at 7:11 pm)
Roger Bower
Lisa Christensen
Elena Danishevskaya
Dennis Omell
Angela Spicer
Jean Vallad

Staff Present

Sarah Richmond

Others Present

Rich Parke

Commissioners Absent:

IV. AGENDA REVISIONS AND APPROVAL

Commissioner Christensen moved to accept the agenda as revised, Under Consent Agenda, Add E. September Budget Printouts. Supported by Commissioner Danishevskaya. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

V. PUBLIC COMMENT

None

VI. CONSENT AGENDA

- A. Approval of Meeting Minutes-September 13, 2016 with Additional Disbursements of \$8,528.28 for the Parks & Recreation Fund and \$525.00 for Trust & Agency
- B. Receipt of Activities Report for September
- C. Receipt of Progress Report for September
- D. Approval of Request for Proposal for 2017 Youth T-ball, Baseball, Softball & 2017 Basketball Photography
- E. September Budget Printouts

Receipt of Communications

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

VII. OLD BUSINESS

A. Discussion of 2017 Parks and Recreation Fund Budget

Director Richmond stated that the Township Board had a Budget Workshop on Monday, September 26th. It went well but there were some suggestions for changes. Three lines need to be rounded to the nearest \$50 or \$100. This was originally the transfer in from Endowment Property Stewardship Fund and the Government Grants. She also addressed the retirement line for each employee cost center to reflect the changes made by the Board to the 401K plan. The hospitalization line was recalculated using the actual BCN rate increase of 5.18%. The Township Clerk and Township Treasurer suggested that some funds be put into General Contingency. It shows the Township Board that money is set aside for unplanned expenses. She added it to the 2017 budget and this is the document that she provided to the Commissioners. She put \$5,000 as a placeholder. She stated that with the BS & A software, the Prior Year Fund shows differently and she pointed this out on the budget sheets. They are looking at \$38,100 for change in fund equity for 2017. She pointed out that they were able to save quite a bit with health insurance. She stated that she is asking the Commission to approve the budget; the Township Board is holding the Public Hearing on the Budget on November 10, 2016 and they are hoping to approve the budget on that day.

Commissioner Vallad moved to approve the 2017 Parks and Recreation Fund Budget in the amount of \$634,800 for Revenue and Expenditures as outlined in Director Richmond's memo dated October 6, 2016. Supported by Chairperson Bower. Vote on the motion: Yes: Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: Baker. The motion carried by a 6-0 vote.

Commissioner Baker arrived at 7:11 p.m.

VIII. NEW BUSINESS

A.

IX. TREASURER'S REPORT

A. Bills List

Commissioner Christensen moved to approve the October bills list totaling \$4,321.17 and \$50.00 for Trust and Agency. 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.

B. Budget Amendment

Director Richmond reviewed the budget amendment presented. The budget amendment is to cover Mill Pond Seal Coating and to cover the expense for the demolition of the house on Eaton Road. She provided an update on the demolition site.

Revenue

1. Other Revenues Cost Center – increase by \$31,850.00 from \$35,000.00 to \$66,850.00
 - App Prior Year Fund Balance # 211-010-680 increase by \$31,850.00 from \$35,000.00 to \$66,850.00

New Revenue Total: \$ 647,950.00
(Previous Total \$ 616,100.00)

Expenditure

1. Supplies & Equipment Under \$10,000 Cost Center – Increase by \$3,500.00 from \$31,600.00 to \$35,100.00
 - Increase Projects Under \$10,000-line item # 211-758-736 by \$3,500.00 from \$25,900.00 to \$29,400.00
2. Capital Outlay Cost Center – Increase by \$ 28,350.00 from \$35,000 to \$63,350.00
 - Increase SBP line item # 211-795-976 by \$ 28,350.00 from \$0.00 to \$ 528,350.00

New Expenditure Total: \$ 647,950.00
(Previous Total \$ 616,100.00)

Commissioner Vallad moved to approve the Budget Amendment for Parks and Recreation Fund Budget new Revenue and Expenditure total \$647,950 as outlined in Director Richmond's October 6, 2016 memo. 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.

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENT

Rich Park commented on the duration of the last meeting and the completion of the demolition of the house on Eaton Road.

XII. COMMISSIONER COMMENT

Commissioner Baker commented on the good job that the Parks staff is doing.

Chairperson Bower asked how long before the River Run gates will be open.

Director Richmond answered before the end of the month but that is weather dependent. She explained the work that has been done there recently and the options that she has looked at regarding the park.

Commissioners discussed some options for River Run Preserve and species present in the park.

Commissioner Baker asked if the park was going to be open in the winter.

Director Richmond replied no. The biggest problem is keeping hunters off of the property because it is not allowed.

Commissioner Danishevskaya asked if they find a stand, do they return it?

Director Richmond answered that if it is tagged, they try to return it to the owner. If they find one that is not tagged, they dispose of it.

Commissioner Christensen commented that the Parks staff did a great job on Heritage Festival.

Director Richmond stated that there were approximately 2,000 people in attendance and attendance was up.

Commissioner Omell stated that he enjoyed working the Festival and commented that it was well received by those that attended.

Commissioner Spicer commented that the ongoing projects document gives her a lot of information and she appreciates it.

Commissioner Vallad stated that there is a typo in the Director's Report and clarified that it was 2,000 people. She commented that the Heritage Festival went well.

XIII. ADJOURNMENT

Chairperson Vallad moved to adjourn the Regular Meeting of the Springfield Township Parks and Recreation Commission at 7:31 pm. Supported by Commissioner Spicer. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Omell, Spicer, Vallad; No: None; Absent: None. The motion carried by a 7-0 vote.